# King County Sheriff's Office

# General Orders Manual

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To the Citizens We Serve,

The King County Sheriff's Office General Orders Manual is a compilation of directives to provide guidance to our members. With very few exceptions, these are not hard, fast rules but policies and procedures for delivering police services to you. Police work requires the ability to respond to many unpredictable and often, unique, situations. It is precisely for this reason that we have trained our deputies to exercise professional judgment and exercise discretion.

We have provided this General Orders Manual because we often receive questions about our policies and why we do what we do. It is through this educational effort that we hope to provide greater understanding about policing.

As you look through this Manual, you will notice that some portions have been edited out. Sections or subsections may be replaced by a Redacted designator. These sections include tactical and investigative techniques that could allow an offender to use counter-measures that would compromise public safety.

Should you have questions or concerns, please feel free to e-mail the Sheriff's Office from our website at www.kingcounty.gov/sheriff, or write us at King County Sheriff's Office, 516 3rd Avenue, Room W-116, Seattle, WA 98104

Sheriff Susan L Rahr

# KING COUNTY SHERIFF'S OFFICE
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# *PREAMBLE*

A law enforcement agency must maintain a high level of personal and official conduct if it is to command and deserve the respect and confidence of the public it serves. Rules and regulations governing the conduct of members of the Sheriff's Office ensure that the high standards of the law enforcement profession are maintained. Issues of honesty and integrity are of paramount importance in the operation of the Sheriff's Office. The purpose of the Sheriff's Office General Orders Manual is to provide guidelines and instructions concerning employee conduct and responsibility for all Sheriff's Office members in all of their activities, whether official or personal. Keeping in mind the Sheriff's Office's core values; Leadership, Integrity, Service, and Teamwork, Sheriff's Office members shall:

1. Be honest.
2. Conduct themselves in a manner that creates and maintains respect for themselves, the Sheriff's Office and the County;
3. Avoid any actions which might result in adversely affecting the confidence of the public in the integrity of the county government or the Sheriff's Office;
4. Perform all duties in a professional, courteous, competent and efficient manner;
5. Comply with all Sheriff's Office rules, policies and procedures; and
6. Obey federal, state, county and municipal laws and regulations.

Sheriff's Office members are responsible for learning and abiding by the rules and guidelines in the General Orders Manual. Action may be taken against an employee due to a failure of the employee to meet the requirements of the manual or of his/her position.

Because of the infinite variations of the situations which these rules and regulations may address, it is not possible to anticipate and draft specific language to address each and every circumstance that may arise. To achieve the purpose of the rules and regulations stated in the General Orders Manual, the Sheriff may give these rules and regulations such interpretation as the Sheriff may determine as reasonable and necessary to achieve the Sheriff's Office's goals and objectives and to maintain order and discipline within the Sheriff's Office.

*Sheriff Susan L Rahr*

## MISSION

The mission of the King County Sheriff's Office is to provide quality, professional, regional and local law enforcement services tailored to the needs of individual communities to improve the quality of life.

## VISION

Our vision is to improve public safety by leading and promoting collaboration and professionalism in the criminal justice system.

## GOALS

- Promote safe and healthy communities.
- Build trust and support within the community groups, government, and profession that we serve.
- Provide responsible and value-added law enforcement services.
- Promote a highly skilled workforce.

## CORE VALUES

### LEADERSHP
### We strive to be the best

We are the leaders in laws enforcement in this region. We create and employ the most advanced skill and methods of providing law enforcement services. We maintain the highest professional standards possible.

### INTEGRITY
### We do the right thing

We do what we know to be “the right thing,” adhering to both the spirit and the letter of the law. We act in ways that bring honor to the profession and build trust, confidence, and respect with the communities and people we serve.

### SERVICE
### We listen and respond

The public is our customer. We serve our customer by responding in a professional, courteous and efficient manner. Proactively we work in partnership with community members, organizations, and other agencies to solve problems and create safe and healthy neighborhoods.

### TEAMWORK
### We work as a team

We work as a team, respecting and supporting each other’s roles and responsibilities. We encourage and recognize creativity and initiative that furthers the goals of the King County Sheriff’s Office, We share success.

# *Law Enforcement Code of Ethics*

***As a Law Enforcement Officer****, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.*

*I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of duty.*

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

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

# GENERAL GLOSSARY OF TERMS

For purposes of this manual:

1. **"Department"** means The King County Sheriff's Office.

2. **"Department member"** means any Department employee whether paid, unpaid, temporary, permanent, intern, probationary, volunteer, appointed, non-appointed, commissioned, or non-commissioned.

3. **"Sworn Department member, deputy, police officer, or officer"** means any Department member who is appointed and commissioned regardless of rank or reserve status, unless specified.

4. **"May"** means permissible or allowable.

5. **"Should"** means recommended, preferred, or suggested.

6. **"Shall, must, or will"** means mandatory or required.

7. **"He, His, or Him"** means either the masculine or feminine gender.

8. **“Supervisor”** means any sworn member from the rank of sergeant or above, and professional staff who are responsible for managing, directing, or administering the affairs of a unit. This includes members assigned on a temporary, acting, or out-of class basis to any management position.

9. **"Need to know"** means confidential and restricted access.

# 1.00.000 MANUAL RULES AND REGULATIONS

1.00.005
## SHERIFF'S OFFICE MANUALS: 12/09

1. The policies and procedures published in this General Orders Manual, have been adopted for the guidance of the members of the King County Sheriff's Office.
2. Department members shall have the responsibility to know and abide by the policies and procedures in this manual.
3. Department members shall receive and review the General Orders Manual Preamble during their hiring orientation.
4. The Advanced Training Unit shall ensure that all members review the Preamble and the Sheriff's Office Code of Ethics biennially.

1.00.010
## AGREEMENTS: 05/09

1. CONTRACTUAL AGREEMENTS

   a. Members must obtain prior review and approval of any proposed purchase agreements, contracts, Inter-local Agreements (ILA's), Memoranda of Understanding (MOUs) or Agreement (MOA's), or verbal agreements before entering into them.
   b. Only the King County Executive or persons specifically designated in writing by the Sheriff's Office, may enter into either an oral or written contract.

      - A contract is a legally binding oral or written agreement between two or more parties.

   c. Members shall not make independent determinations whether a particular agreement regarding the purchase, trade, lease or use of goods or services is a contract.
   d. Members shall also not make independent determinations whether the Sheriff's or Executive's signature is sufficient to enter into a contract.

      - At a minimum, the Sheriff's signature is necessary prior to entering into an ILA or MOU.

2. PROCESS FOR CONTRACTS REVIEW

   a. The KCSO Contracts Unit is responsible for oversight of all department contracts relating to traditional public safety activities. These include the provision of police services such as reactive patrol, investigative services, communication and specialized services (e.g., marine patrol, school resource officers, court security officers, enhanced services or overtime emphasis for other government agencies, etc.).
   b. The Contracts Unit shall provide advice and consultation for members relating to contracts for the provision of police services. It will also provide assistance in identifying contract related requirements relating to grant opportunities for public safety activities.

c. Members shall notify the KCSO Contracts Unit prior to negotiating any contract, MOU or MOA, or ILA and before applying for any grant funding on behalf of the Sheriff's Office.

- An internal Contract/Grant Intake form must be completed and submitted for review and approval to the Contracts Unit **before** proceeding with any negotiation and/or grant application (the intake form will be posted on the KCSO Contracts intranet site).
    - The form shall be completed and submitted to the Division Chief via chain of command.
    - The Division Chief shall forward the form to the Contracts Unit with a recommendation to approve or deny.
    - If approved, the Contracting Unit will assist in developing any contract related agreements.
    - For any grant related requests/agreements, the Contracts Unit will forward the intake form to and/or collaborate with the Grants Coordinator in the development of any related contracts.
- In the event of a failure to follow this procedure by a member(s), the member's Division Chief will be notified immediately after the Contracts Unit becomes aware of the situation.

3. PURCHASING and LEASE AGREEMENTS

a. To purchase of equipment, products, or services, the requesting party shall submit a detailed memorandum (e.g. specifications, requests for proposal, etc.) via the chain of command to the Department's Chief Financial Officer.

b. To trade or use equipment, products, services or facilities, the requesting party shall submit a detailed memorandum (e.g. specifications, requests for proposal, etc.) via the chain of command to the Contracting Unit for review and further processing.

c. To lease of equipment, products, or facilities, the requesting party shall submit a detailed memorandum (e.g. specifications, requests for proposal, etc.) via the chain of command to the Department's Chief Financial Officer.

4. AGREEMENTS FOR PURCHASE, LEASE, TRADE OR USE OF TECHNOLOGY EQUIPMENT AND/OR SOFTWARE

- The requesting party shall submit a detailed memorandum (e.g. specifications, requests for proposal, etc.) via the chain of command to the Technology Manager.

5. INTERAGENCY OR INTRA-AGENCY AGREEMENTS

a. Contracts for sharing or trading law enforcement services in exchange for like services or for monetary reimbursement.

- An Inter-local Agreement (ILA) is a contract between two public agencies (e.g., between the King County Sheriff's Office and another law enforcement agency.) The County Executive's signature, in addition to the Sheriff's signature is necessary to execute and ILA.
- A Memorandum of Understanding (MOU) is a contract between King County agencies. The Sheriff's signature may be sufficient to execute an MOU. The King County Prosecutor's Office will determine whether the Executive's signature also is needed.

b. Members who want the Sheriff's Office to enter into an ILA or MOU shall submit a report to the appropriate Division Chief via the chain of command.
c. Upon approval by the Division Chief, the requesting party shall submit the proposal or draft agreement to the Contracting Unit for review.
d. The requesting party shall draft a transmittal letter detailing the benefits of the proposed agreement and submit it with the draft to the Contracting Unit.
e. Any member who encounters a document that purports to bind King County into a contract should forward it directly to the Contracting Unit.
f. Members shall not operate under the terms of a contract until that contract has been approved and signed in accordance with these procedures, except with the written permission of the Division Chief.

1.00.015
## CLAIMS AGAINST COUNTY: 06/92

1. Non-Department members seeking recovery for personal injury, property damage or property loss that allegedly results from police action shall present a "Claim for Damages" to the King County Council clerk.
2. This claim must be filed within one hundred twenty (120) days from the incident date.
3. The "Claim for Damages" form shall be available at all Precincts, the Communications Section, Records Unit of the Technical Services Division, and the office of the Legal Advisor.
4. Department members shall not advise anything further except as stated above.
5. Department members, who are involved in a department action that allegedly results in injury to other persons or property damage/loss other than vehicles, shall complete an incident report if it can reasonably be expected that a claim for compensation will be filed.

   - The above procedures shall not apply to vehicular damage resulting from a vehicular collision. (Refer to G.O. 9.02.020 if a vehicular collision is involved.)

1.00.020
## CIVIL ACTIONS BROUGHT BY DEPARTMENT MEMBERS: 06/92

Department members shall not bring a civil action for damages sustained on duty without first reporting the case in writing to the Sheriff via chain of command.

1.00.025
## CIVIL ACTIONS INVOLVING DEPARTMENT MEMBERS: 06/92

Department members shall not involve themselves in any civil action arising from official conduct or knowledge except by due process of law.

1. Department members served with a civil summons, subpoena, or complaint relating to official conduct shall **immediately** complete a report detailing the date and time of service, place of service, and the name of the person who was served.

   - Immediately forward the report and the summons, subpoena, or complaint to the Legal Advisor via the chain of command.

2. Department members shall immediately secure and maintain any information or evidence related to the civil action.
3. Department members shall not discuss or release any information to anyone regarding the civil action unless approved by the department's attorneys.

1.00.030
## SERVICE OF SUBPOENAS AT DEPARTMENT FACILITIES: 03/99

Occasionally private process servers will attempt to serve deputies at department facilities. Department members should advise private process servers that:

1. They are not authorized to accept service for a deputy if personal service is required.
    - A department member who is present at the work location should make themselves available for service.
        - Department members should not avoid service.
    - A deputy shall not be brought in from the field to accept service of a subpoena from a private process server.
2. They should contact the Civil Process Unit if the deputy is not present.

1.00.035
## EXTRAORDINARY WRITS: 06/92

1. When an extraordinary writ (habeas-corpus, mandamus, etc.) is served upon the Sheriff, it shall immediately be forwarded to the Legal Advisor.
2. The Legal Advisor shall maintain a file of all writs served upon the Sheriff or upon department members.

1.00.040
## REQUESTS FOR MAINTENANCE AND REPAIRS: 06/92

Department members shall call the Budget and Accounting Section for any repairs and maintenance to department operated buildings and equipment.

1.00.045
## PUBLIC INQUIRIES, COMPLAINTS AND REQUESTS: 04/02

Department members, being consistent with the department's mission, vision, goals and core values, shall respond to public inquiries, complaints and requests promptly and courteously.

1. When receiving public inquiries, complaints and requests, department members shall:
    - Answer or address all inquiries, complaints and requests: or if unable to answer, refer to citizen to the appropriate person or unit (i.e., Crime Prevention, IIU, Media Relations Officer, etc.).
2. When receiving informal citizen complaints or concerns via email, department members should contact the citizen by telephone to answer the complaint or concern.
    - A response may be made by email if the citizen requests an email response or the citizen cannot be contacted by telephone.

1.00.050
## GRANTS, GRANT SUBMISSIONS: 07/09

1. Any department member pursuing grant funding must inform the Department's Grant Administrator.

   - The grant administrator position located in the Budget and Accounting Section and is the department's authorized representative to submit grants to the appropriate funding source.

2. Prior to submission, all grants must have the sponsorship and approval of a division chief.

   - Refer to section 1.00.010 "Agreements," for additional information about the contracts/grant review process, including requirement to complete an intake form prior to submission of a grant application.

3. The department member pursuing the grant will be responsible for managing the grant.

   a. Grant management includes record keeping and maintaining relevant information in an organized manner.
   b. Purchases of any equipment through a grant awarded to the department shall be acquired through the department's procurement process in the Budget and Accounting Section.
   c. Grant recipients shall not make purchases on their own, but instead, forward a request for a purchase through the chain of command to the Budget and Accounting Section.

4. Every grant mandates financial reporting and the grant manager is responsible for assisting the department's fiscal manger with financial reporting as appropriate.

   - Final reporting responsibility is vested with the Department's Financial Officer.

5. The department's intranet site (http://sheriff.kingcounty.gov) will serve as an additional resource in the grant process.
6. Grants obtained on behalf of contracting entities may obligate the department to the same rules and regulations of the contracting entity. For this reason, the grant administrator shall be informed of any grant applications submitted on behalf of contract entities. This includes, at a minimum, providing a copy of the grant application to the Department's Grant Administrator.

1.00.055
## COLLECTIVE BARGAINING: 05/08

Although the King County Executive is responsible for negotiating labor contracts, the labor contracts govern the working conditions of bargaining unit members while they are employed by the King County Sheriff's Office. The Sheriff's Office is committed to participate in "good faith" when involved in the bargaining process.

1. The Sheriff's Office recognizes the labor organizations recognized by King County as the legal representatives of bargaining unit members under RCW 41.56.
2. The Sheriff is responsible for appointing members to the King County bargaining team to participate in the collective bargaining process when King County is engaged in collective bargaining with labor organizations that represent KCSO members.
3. The Sheriff's Office will abide by the negotiated labor agreement that has been signed by the King County Council and ratified by the bargaining unit. The Sheriff will:

   a. Obtain a copy of the negotiated labor agreement.
   b. Ensure that all policies and procedures are reviewed and amended to coincide with the terms of the labor agreement.
   c. Disseminate information relative to the new labor agreement to the command staff and supervisors of the bargaining unit members.

# 1.01.000 WRITTEN DIRECTIVES SYSTEM

1.01.005
## POLICY STATEMENT: 05/09

It is the policy of the Sheriff's Office to have a formal written directives system using a standardized format. Department manuals will be written in an outline format using arial text. This system provides department members with expectations and constraints relating to policy, job performance or conduct. Department members shall read and be held accountable for orders or information published in the written directives system.

1.01.010
## WRITTEN DIRECTIVES, ACCESS TO: 07/08

Department members shall have twenty four (24) hour access to current written directives that affect them.

1.01.015
## DEPARTMENT MANUALS: 07/08

There are three (3) types of department manuals:

1. General Orders Manual.

    a. The General Orders Manual shall be published and maintained by the Inspectional Services Unit and shall be issued in electronic form to all department members.
    b. Acknowledgement, indicating receipt and review of the General Orders Manual and updates to new policies, will be done electronically by department members.
    c. A printed version of the General Orders Manual will be maintained at all major work sites of the Sheriff's Office.

2. Standard Operating Procedures (SOP) Manuals.

    Standard Operating Procedures Manuals shall be published by a Division, Section or Unit and available to all members within the affected Division, Section or Unit.

3. Field Training Manual.

    The Field Training Manual shall be published by the Field Training Unit and available to Field Training Officers and Recruits.

1.01.020
## PRIMARY WRITTEN DIRECTIVES: 07/08

1. **General Order:**

    a. A permanent written directive that is a general statement of either department policy or procedure.
    b. Issued with the approval of the Sheriff.
    c. Distributed by the Inspectional Services Unit.

2. **Standard Operating Procedure (SOP):**

   a. A permanent written directive that outlines Division, Section, or Unit procedures for specific tasks.
   b. Issued with the approval of the Division Chief.
   c. Distributed by the affected Division.

3. **Special Order:**

   a. A temporary written directive that affects either department policy or procedure regarding a specific circumstance.

      - Special Orders are valid for ninety (90) days and must be converted to a permanent written directive to maintain validity.

   b. Issued with approval of the Sheriff.
   c. Distributed by the Inspectional Services Unit.

1.01.025
## SECONDARY WRITTEN DIRECTIVES: 05/03

1. **Memorandum:**

   a. A written directive containing departmental information not requiring a formal order.

      - Primary written directives shall not be incorporated into a memorandum.

   b. The Memorandum (KCSO Form #A-118) shall be used.
   c. Issued at any level of command.

2. **Personnel Order:**

   a. A written directive stating either the assignment or status of department members.

      - All Personnel Orders shall be identified chronologically by year and Personnel Order number (i.e., Personnel Order #90-500).

   b. Issued by the Sheriff via the Personnel Section.

      - Intra-Divisional transfers may be requested by a Division Chief.

3. **General Information Bulletin (GIB):**

   a. The General Information Bulletin (GIB) is a periodic bulletin that allows the KCSO to share department-related information with members in a timely manner.

      - Primary written directives shall not be incorporated into a GIB.

   b. Publication and distribution shall be arranged by the Technical Services Division at the direction of the Division Chief.

      - All GIB publications shall be identified by year and bulletin number in chronological 0rder (i.e., GIB #02-001).
      - All GIB notices shall be identified by year and notice number in chronological order (i.e., Notice #02-046).
      - Distributed copies shall be retained on a bulletin board at each work site for six (6) months.

c. Guidelines for GIB announcements:

- Submissions shall be in complete sentences and use proper grammar.
- Submissions shall be approved by a Precinct/Section Commander.
- Approved announcements should be sent via email to the GIB, KCDPS mailbox and should be delivered to the mailbox a minimum of two days prior to the desired publication date.
- Announcements should include the title and name of current employees.
- All submissions shall adhere to the King County email and ethics rules, including but not limited to:
  - The GIB shall not be used to advertise for commercial profit or personal profit or convenience.
  - The GIB shall not be used to actively solicit for charitable donations.
  - The GIB shall not be used to facilitate any secondary private employment.
- Training opportunities must be approved by King County, the KCSO, or another law enforcement agency including the WSCJTC, to be posted in the GIB.
  - Private training opportunities, including those hosted by other agencies, will not be posted unless approved by a Division Chief.
- Requests for sick leave or vacation donations shall not divulge private medical information.
- Announcements regarding transfer opportunities shall include a minimum of two weeks for employees to submit transfer requests.
- Announcements regarding King County Sheriff Office employment opportunities may be published.
- Announcements detailing ceremonial parties for current members may be published.
- Announcements regarding the deaths of former members may be published.
  - Information regarding the death of current members shall be sent by the Office of the Sheriff.

d. The following are not appropriate for the GIB, and will not be published:

- Personal notices, including but not limited to, births, weddings, birthdays, anniversaries, graduations, yard sales, surgeries or other health issues, etc.
- Notices announcing an employee's participation in an event that is intended to secure donations.
- Opportunities for social gatherings, athletic events, etc. will not be published.
- Law enforcement gatherings such as the Police Memorial Ball and WSCJTC functions may be published with the approval of a Division Chief.

1.01.030

## PRIMARY WRITTEN DIRECTIVE PREPARATION AND CONCURRENCE: 07/08

1. Department members are encouraged to submit suggested changes, additions or deletions to the department manuals.
2. These suggestions and supporting documentation should be made on a Memorandum (KCSO Form #A-118) through the chain of command to the member's Division Chief.
3. The Division Chief shall:

   a. Review the draft proposal and incorporate appropriate suggestions.
   b. Forward the finalized draft proposal and associated reference documents to the Inspectional Services Unit.

4. The Inspectional Services Unit (ISU) shall:

   a. Review all proposals and other information relating to the General Orders Manual.
   b. Ensure proposals do not conflict with existing policy or procedures.

      - Proposals containing apparent conflict(s) shall be returned to the Division Chief for additional information.

   c. Ensure proposals conform to written directive formats.
   d. Ensure the proposal is in draft form.
   e. Circulate draft proposals with Administrative Concurrence Form (KCSO #A-153) to obtain consensus.

      - The concurrence process will include Captains and above.

   f Make the necessary suggested changes from the concurrence process, if any, to the written directive and deliver the policy to the affected Division Chief(s) for approval/disapproval of the suggested changes.
   g. Receive the policy back from the affected Division Chief(s) note all suggested changes and present the policy and suggested changes to all Division Chiefs for their review and recommendation to the Sheriff.
   h. Obtain approval of the policy by the Sheriff.

5. Department members receiving Administrative Concurrence Forms shall:

   a. Review the draft proposal and complete the Administrative Concurrence Form in detail as required.
   b. Return the draft proposal and Administrative Concurrence Form to the ISU by the date indicated.

6. The Sheriff shall have the final decision on written directive proposals.
7. If the draft proposal is approved ISU shall:

   a. Ensure the new written directive is placed into all versions of the General Orders Manual.
   b. Notify the proposer of the policy and inform them of the approval and any changes were made.

8. If the draft proposal is disapproved ISU shall:

   - Prepare and distribute a disapproval notification to those who participated in the draft proposal, briefly describing the reason for disapproval.

1.01.035

## WRITTEN DIRECTIVE REVIEW: 07/08

1. Primary written directives shall be reviewed once a year.
2. The ISU shall coordinate this review to determine if the written directive(s) should be:

   a. Canceled.
   b. Revised or updated.
   c. Incorporated with another written directive.
   d. Continued.

# 1.02.000 DEPARTMENT CORRESPONDENCE AND PUBLICATIONS

1.02.005
## DEPARTMENT CORRESPONDENCE, GENERAL RULES: 04/02

1. Only the Sheriff or Division Commanders may initiate or authorize subordinate supervisors to issue correspondence in matters under their respective command.

    - At their discretion, these individuals may authorize precinct commanders to authorize correspondence.

2. The Sheriff, Division Commanders, and authorized supervisors shall sign their own names and titles.
3. Department correspondence shall be limited to official department business.

1.02.010
## DEPARTMENT CORRESPONDENCE, FORMAT: 04/02

1. Department correspondence shall be printed on official letterhead, and the addressee shall receive the original.
2. Correspondence shall be typed single-spaced, left block format, in either Times New Roman (11 point) or Arial (10 or 11 point) typeface.

    a. Font size shall be consistent through the letter.
    b. The writer may use bold or italic type to indicate emphasis.

3. Typists shall leave one line between paragraphs.
4. If headers are used in the body of the correspondence, they shall be in Title Case (upper/lower) and bold face, in the same type size and font as the other text.
5. Use the letter format for letters to individuals/groups outside of King County government (See sample).
6. Use the memorandum format for memoranda to individuals/groups within King County government, but outside of the KCSO (See samples).

1.02.015
## INTERNAL PRINTED COMMUNICATIONS, FLOW OF: 04/02

1. Printed communications include memoranda and officer’s reports.
2. All memoranda or officer's reports from any person shall be addressed to the appropriate person with whom the writer wishes to communicate and forwarded via the chain of command. Authors should use the internal memorandum format shown below (See sample).
3. Original memoranda shall be printed on green paper, and copies shall be printed on white paper. Memoranda should be typed in left block form, using 10 or 11 point Arial type (See sample).
4. Each supervisor in the chain of command may make appropriate comments regarding the substance of the communication. Each supervisor will sign or initial the memo before forwarding it.
5. The writer may send a copy of the communication directly to the ultimate addressee, but remains responsible for sending the original document via the proper chain of command.
6. The ultimate addressee of any official communication shall respond in writing to the person who initiated the communication, if appropriate.
7. The ultimate addressee of any official communication is responsible for ensuring that the original document, including reviewers’ comments, is properly filed.

## Department Correspondence: Letter Format:

**King County**
**Sheriff's Office**

Susan L Rahr, *Sheriff*
King County Courthouse
516 Third Avenue, w-116
Seattle, Washington 98104-2312

Date

Name
Address
City, State, Zip Code (Abbreviate the state (such as WA for Washington), but nothing else.)

RE: Subject Line (upper/lower case, and underlined)

Greeting:

Spacing between the date, address, subject line, and greeting may be adjusted, but should be no less than one blank line. The same "rule of thumb" applies to the enclosure and cc lines.

Use block form, and adjust the margins so that the left side of the copy aligns with the preprinted return address block. When a letter involves two or more pages, always type the name of the addressee, the date, and the page number at the top of the page, to the left; triple space and continue with the letter. You may put that information in a header, if using Microsoft Word. Subsequent pages shall be typed on plain white bond paper.

After the narrative of the letter, drop two spaces and type the closing. Drop three spaces, type the sender's name, drop one (1) line and type his/her title in upper/lower case.

**Reference Initials**
Drop two (2) spaces for the reference initials. Always type the initials of the author (if other than the person signing, type the signer's initials first) and the initials of the typist: SLR:jcm; SLR:JJN:jcm.

Drop two (2) spaces to indicate enclosures, if appropriate. When copies are to be sent to other persons, their names should be listed two (2) spaces below the initials (or enclosure notation, if any).

Sincerely,

Patty Shelledy
Legal Advisor

PS:sec

Enclosure

cc:

## Department Correspondence: Memo Format:

**King County**
**Sheriff's Office**
Susan L Rahr, *Sheriff*
King County Courthouse
516 Third Avenue W-116
Seattle, Washington 98104-2312

Date

TO: Name, Title

FROM: Name, Title

RE: SUBJECT LINE (underlined and capitalized)

Use block form. When a letter involves two or more pages, always type the name of the addressee, the date, and the page number at the top of the page, to the left; triple space and continue with the letter. You may put that information in a header, if using Microsoft Word. Subsequent pages shall be typed on plain white bond paper.

**Reference Initials**
Drop two (2) spaces for the reference initials. Always type the initials of the author (if other than the person signing, type the signer's initials first) and the initials of the typist: SLR:jcm; SLR:JJN:jcm.

Drop two (2) spaces to indicate attachments, if appropriate. When copies are to be sent to other persons, their names should be listed two (2) spaces below the initials (or attachment notation, if any).

SLR:jcm

Attachments

cc:

## Internal Printed Communications: Memo Format:

SHERIFF
KING COUNTY

Memorandum (Arial Black, 18 pt.)

Date

TO: Name, Title VIA: Chain/Direct/or Name, Title

FROM: Name, Title

RE: SUBJECT LINE (underlined and capitalized)

---

Spacing between the date, address, and subject line may be adjusted, but should be no less than one blank line. The same "rule of thumb" applies to the attachment and cc lines.

Use block form, and adjust the margins so that the left side of the copy aligns with the preprinted return address block. When a memo involves two or more pages, always type the name of the addressee, the date, and the page number at the top of the page, to the left; triple space and continue with the letter. You may put that information in a header, if using Microsoft Word. Subsequent pages shall be typed on green paper.

**Reference Initials**
Drop two (2) spaces for the reference initials. Always type the initials of the author (if other than the person signing, type the signer's initials first) and the initials of the typist: SLR:jcm; SLR:JJN:jcm.

Drop two (2) spaces to indicate attachments, if appropriate. When copies are to be sent to other persons, their names should be listed two (2) spaces below the initials (or attachment notation, if any).

SLR:jcm

Attachments

cc:

1.02.020
## FAX COMMUNICATIONS: 04/02

1. All fax communications issued from the department shall include a cover sheet with the following elements:

    a. King County Sheriff's Office Logo at the top of the page.
    b. The name of the unit or section sending the fax (address and phone number are optional).
    c. The name, position, phone number, and fax number of the person sending the fax.
    d. The name, phone number, and fax number of the person receiving the fax.
    e. Subject line.
    f. Number of pages in the fax communication.
    g. Space for a message from the sender to the receiver.
    h. Other elements may be included, provided that the cover sheet retains a clean and professional appearance.
    i. Patches and other graphic-intense images should not be used on fax communications.

        - They do not transmit or print well, and use a considerable amount of ink from the receiver's fax machine.

1.02.025
## PUBLICATIONS AND NOTICES: 04/02

1. Members wishing to produce a publication or notice with the Sheriff's name or insignia on it shall follow the following procedure.

    - Official publications also include those that are purchased from vendors or other agencies and customized with the KCSO logo.

2. Members wishing to produce a publication or notice for a contract city, using city funds, should contact the Contracting Unit for information about the parts of the process that are applicable.
3. All department publications and notices shall adhere to the King County guidelines regarding accessibility of print materials.
4. Process:

    a. Receive permission from the unit or section head to produce the document.
    b. Draft document and do initial design.
    c. Obtain a tracking form from PMU. Complete the form and send it with your draft to the Legal Unit for liability review.
    d. Once approved, the Legal Unit shall send the draft to the Contracting Unit for communication review. The review shall include copyright, grammar, design, and accessibility.
    e. Once approved, the Contracting Unit shall send the draft to the Manual Revision Unit. If the concurrence process is needed, the Manual Revision Unit shall perform the process.
    f. Once approved, the Manual Revision Unit shall return the document to the original author/sponsor.
    g. The sponsor should contact PMU for a King County Graphics request form.

        - The sponsor must get a printing estimate from King County Graphics.
        - If the amount is over two thousand five hundred (2500) dollars, the sponsor must also get estimates from three other vendors.
        - The sponsor has the option of obtaining those estimates for any print job, regardless of cost.
        - The sponsor may initiate this process after the communication review if desired.

h. The sponsor should send a request memo, copy of the publication, the approved tracking form, and copies of all estimates to Budget & Accounting via the chain of command.

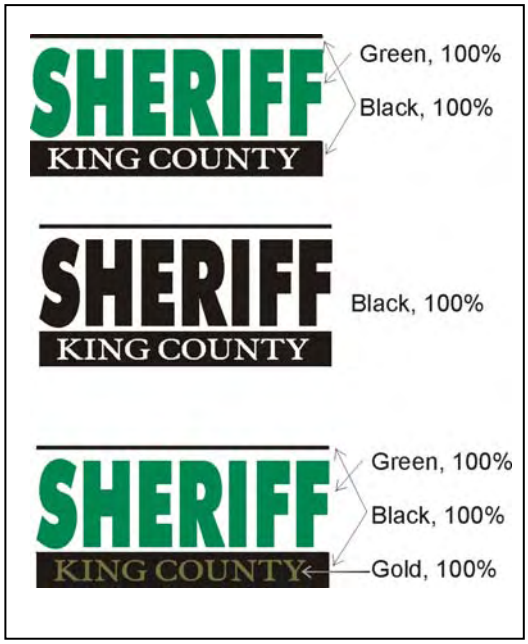
i. The Budget and Accounting Section will approve or deny the print request.

1.02.030

## USE OF DEPARTMENT NAME, LOGO, AND OTHER INSIGNIA: 04/02

1. The official and correct name of the department is the King County Sheriff's Office.
2. All official department publications, including letters, fax cover sheets, and memos, shall include the King County Sheriff's Office name and logo.
3. The logo shall be placed on the first page of all publications, in a size proportionate to the paper size, text, and other graphic elements.
4. On notices and bulletins, authors/designers should strive to place the logo at the top and center of the page.
5. The logo shall not be altered in any way, except proportional scaling, without the documented approval of the Sheriff.
6. Images of the King County Sheriff's Office badge, patch, or other insignia shall not replace the logo in any publication, without documented prior approval of the Sheriff.
7. The King County Sheriff's Office logo may appear **only** in the color schemes represented in Figure A.
8. Green should be a dark green, and printers should use Pantone color 348 or 356. Black should be Pantone process black. Gold should be Pantone 872.

**FIGURE A**



1.02.035

## USE OF LOGO BY OTHER AGENCIES: 04/02

1. There may be circumstances in which an outside agency or other King County Department wishes to use the logo or other insignia of the King County Sheriff's Office.
2. A Captain must approve such circumstances, unless the agency is a contract city. For contract cities, the city police chief will approve logo use.
3. In such circumstances, every effort should be made to adhere to the policies set forth in this manual.

# 1.03.000 CHAIN OF COMMAND

1.03.005
## CHAIN OF COMMAND: 01/09

The Department's Organizational Chart and rank structure shows the span of control and delineates the chain of command within the department. All orders, instructions, reports, and communications shall follow the channels indicated in the organizational chart and structure, except in emergencies or when otherwise authorized by written directive.

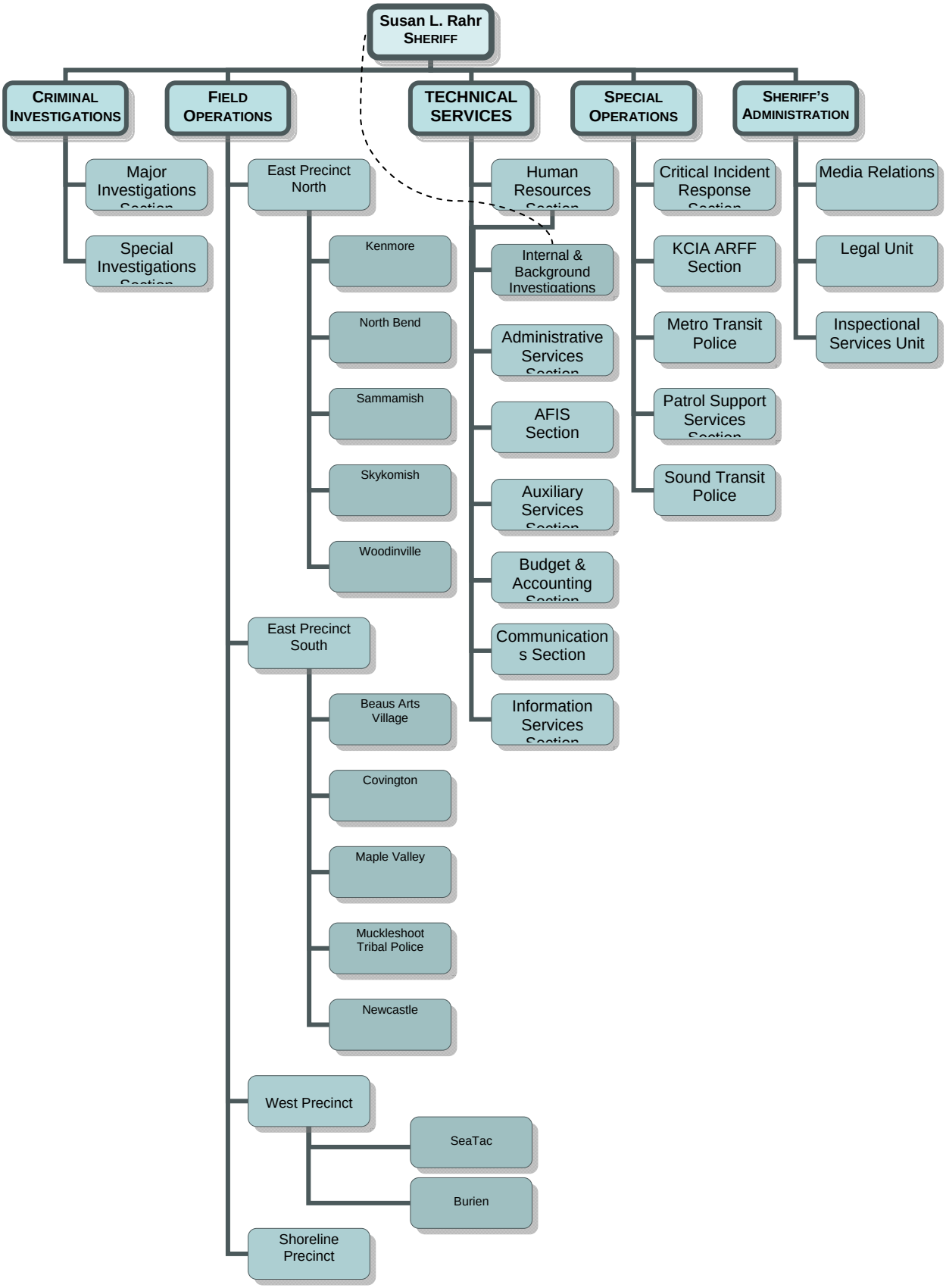
1.03.010
## SUBDIVISIONS: 01/09

The terminology designating the various subdivisions of the department is as follows:

| | | |
|---|---|---|
| 1. | Department: | King County Sheriff's Office. |
| 2. | Division: | The primary subordinate organizational segment of the department. |
| 3. | Section: | The primary subdivision of a Division. |
| 4. | Unit: | The secondary subdivision of a Division and the primary subdivision of a Section. |
| 5. | Precinct: | A primary geographical designator. |
| 6. | District: | A secondary geographical designator. |

1.03.015

**ORGANIZATION CHART:** 06/10



1.03.020
**RANKS:** 04/09

Ranks of authority establishing the chain of command within the King County Sheriff's Office shall be followed. The department's command staff and supervisors are accountable for members under their immediate control.

1. **SHERIFF**

The Sheriff is the department's Chief Executive, and is elected by the citizens of King County. Upon him/her rests the final responsibility for determining department policy. The Sheriff maintains control and governs the activity through major executives who also act in an advisory capacity in matters of general policy and procedure.

2. **DIVISION CHIEF**

Appointed by the Sheriff with the consent of the County Council. He/she commands the activities of a Division according to policies prescribed by the Sheriff. It is his/her duty to aid, advise and cooperate with the Sheriff in administrative matters and determination of policy. He/she may prescribe rules of conduct for Sheriff's Office members under his/her command that do not conflict with other Sheriff's Office policy. Division Chiefs are subordinate to the Sheriff.

3. **MAJOR**

Appointed by the Sheriff with the consent of the County Council and are subordinate to the rank of Division Chief.

4. **CAPTAIN**

Appointed by the Sheriff permanently from a certified eligible list provided by the King County Civil Service Commission and are subordinate to the rank of Major.

5. **SERGEANT**

Appointed by the Sheriff permanently from a certified list provided by the King County Civil Service Commission and are subordinate to the rank of Captain.

6. **MASTER POLICE OFFICER**

A non-civil service position appointed by a Master Police Officer Selection Committee bi-annually from an eligibility list meeting the criteria in G.O. 2.11.000 and are subordinate to the rank of Sergeant.

- **Master Police Officer position is not a rank.**

7. **DEPUTY**

Deputies are appointed by the Sheriff permanently from a certified list provided by the King County Civil Service Commission and are subordinate to the rank of Sergeant.

8. **ACTING COMMANDERS**

An officer/deputy temporarily acting in the capacity of a superior shall be vested with all the authority and responsibility of the superior.

1.03.025

## AUTHORITY/ACCOUNTABILITY: 04/09

Authority to execute the required activities of the Sheriff's Office is delegated by the Sheriff through the command structure to individual members. At every level of the organization, members are given the authority to make decisions necessary for the effective execution of their responsibilities.

1. Each member will be held accountable for their overall performance and the use of this delegated authority in accomplishing the responsibilities of their position.
2. Supervisors will be held accountable for the performance of the members under their immediate supervision. Although supervisors may delegate the actual performance of a given task, supervisors cannot rid themselves of the responsibility or accountability for the accomplishment of the task.
3. While being held accountable, members and supervisors will also be recognized for their success in accomplishing the responsibilities of their position.

# 1.04.000 FUNCTIONAL STRUCTURE

1.04.005
## FUNCTIONAL AND/OR STAFF SUPERVISION AND AUTHORITY: 06/92

The particular authority delegated or granted to ranking officers is not confined to their respective Divisions, but shall include supervision over all department members as may be necessary for efficient administration. Ranking officers should avoid giving direct commands to personnel not assigned to their command unless it is necessary.

1.04.010
## SHERIFF'S OFFICE: 01/09

The Sheriff is the Department's Chief Executive.

1. Chief of Staff: Answers directly to the Sheriff.
2. Legal Advisor: Provides legal advice to the Sheriff's Office.
3. Media Relations: Provides information to the press and promotes effective relations between the press, community and the Sheriff's Office.
4. The Inspectional Services Unit is responsible for:

    a. The Manual Revision Unit which is responsible for policies and procedures and their publication.
    b. The Accreditation process.

1.04.015
## FIELD OPERATIONS DIVISION: 01/09

The Field Operations Division is commanded by a Chief and is responsible for four (4) Precincts that:

1. Provide uniform patrol to unincorporated King County and Contract Cities.
2. Investigates crimes against property cases and auto thefts within the boundaries of each Precinct.
3. Establishes Special Emphasis Teams to investigate and/or provide services to special investigations within the boundaries of each Precinct.
4. Provides School Resource Officers to various schools within the boundaries of each Precinct.
5. Provide deputies to operate Store Front offices within the boundaries of each Precinct.
6. K-9 Unit: Provides dogs for tracking and detection support to patrol and investigative units.

1.04.020
## CRIMINAL INVESTIGATIONS DIVISION: 01/09

The Criminal Investigations Division is commanded by a Chief and is responsible for investigations of major crimes within King County and Contract Cities.

1. The Major Investigations Section is responsible for the following units.

    a. Major Crimes Unit: Investigates homicides, robberies, kidnappings and missing persons.
    b. Fire Investigations Unit: Investigates known arson and suspicious fires.

c. Major Accident Response and Reconstruction Unit: Is responsible for investigating serious vehicle collisions resulting in death, the likelihood of death of substantial bodily harm and felony attempts to elude.
d. Special Assault Unit: Investigates all sex crimes.
e. Sexual Offender Registration: Investigates all sexual offender violations.

2. Special Investigation Section is responsible for the following units.

a. Regional Criminal Intelligence Group: Works with other area agencies to provide information on gangs and other criminal groups.
b. Court Protection Unit: Provides protection to all court buildings within King County.
c. Criminal Warrants Unit: Investigates all felony warrants and is responsible for all extraditions.
d. Criminal Profiteering Investigations Unit: Investigates crimes relating to narcotics.
e. Special Support Enforcement Unit: Investigates persons who neglect to pay child support.

1.04.025
## SPECIAL OPERATIONS DIVISION: 01/09

The Special Operations Division is commanded by a Chief and is responsible for support of patrol and providing specialized needs to unincorporated King County and Contract Cities.

1. The Critical Incident Response Section is responsible for the following units and teams.

a. Demonstration Management Teams: Are manned by deputies throughout the department and are mobilized during mass demonstrations, civil unrest, etc.
b. Hostage Negotiations Team: Provides deputies who are trained to deal with barricaded persons and hostage situations.
c. Hazardous Devices and Materials Unit: Investigates bomb threats, suspicious package/circumstances involving hazardous material, incidents involving explosives and all chemical, biological and radiological agents.
d. TAC-30 Unit: Provides teams for all incidents involving the need for special weapons and tactics.
e. Range Unit: Responsible for the operation of the department's firearms range.

2. The Patrol Support Section is responsible for the following units.

a. Air Support: Provides helicopter support for incidents such as search and rescue, pursuits, etc.
b. Marine Unit: Provides police operations, recovery of victims of water mishaps, and dive operations on King County waters.
c. Motorcycle/Traffic Unit: Enforces traffic laws and provides motorcycle escorts when needed.
d. Search and Rescue: Provides support and expertise to searches of missing persons, lost and/or injured hikers.
e. Tow Coordinator: Ensures tow companies are in compliance with state law and local ordinances. Conducts tow hearings for the department.

3. The Airport Aircraft Rescue Fire Fighter Section provides police support and aircraft fire fighting and rescues at the King County International Airport.
4. The Metro Transit Police Section provides police security to Metro Transit buses and facilities.
5. The Sound Transit Section provides police security to Sound Transit heavy and light rail transportation.

1.04.030

## TECHNICAL SERVICES DIVISION: 03/09

The Technical Services Division is commanded by a Chief and is responsible for supporting the Sheriff's Office and provides specialized needs to the department.

1. The Human Resource Section is responsible for the Internal Investigations Unit, Personnel Unit, Recruiter, monitors the hiring process for the Sheriff's Office and monitors members who are on various leaves such as medical, military, etc.

   a. The Internal Investigations Unit is responsible for:

   - Investigating department members accused of misconduct.
   - The Background Unit which conducts comprehensive background investigations on all candidates for employment with the Sheriff's Office.

2. The Communication Section provides telecommunication between the public and the Sheriff's Office, operates a computer assisted dispatch system and provides data to the department.

   a. The dispatch center answers 911 calls for service and directs department resources as needed.
   b. The center provides ongoing training assigned to the communications section.

3. The Administrative Services Section is responsible for the following units.

   a. Civil Process Unit: Responsible for the civil process in King County including service of civil orders and evictions.
   b. Property Management Unit: Responsible for the management of evidence, the department's quartermaster system and controls the department's vehicle fleet.
   c. Records and Information Systems include:

      - The Records Unit: Handles the filing of incident reports, criminal history reports and public disclosure requests.
      - The Data Unit: Manages teletypes, WACIC/NCIC entries and maintains all King County criminal warrants.

4. The Auxiliary Services Section is responsible for the following units.

   a. Contract Services: Responsible for researching, writing and maintaining contracts with the cities that are contracted for police services.
   b. Research/Planning/Information Services: Researches and provides various types of information to department units such as major crimes, contracting, etc.
   c. Advanced Training Unit: Provides advanced training to department members including EVOC and PIT training.

5. The Automated Fingerprint Identification Section is responsible for the following units.

   a. The Jail ID Unit which fingerprints, takes mug shots and collects saliva samples from in and out of custody offenders.
   b. The Tenprint Unit verifies fingerprints of suspects, victims and unidentified deceased persons.
   c. The Latent Print Unit processes crime scenes and compares crime scene fingerprints to known fingerprints.
   d. The Customer Support and Training Unit coordinates and provides technical training and support for all AFIS/Livescan customers.
   e. The photography Lab processes photographic images for development, processing, printing and archiving of standard film and digital images for investigative and departmental needs.

6. The Budget and Accounting Section prepares the annual budget for submission. The section develops and monitors spending control plans for the Sheriff's Office and its multiple lines of business. The section is responsible for payroll for the department, the research, application and management of grants and coordinates the utilization of cell phones.
7. The Information Services Section is responsible for the following units.

    a. Computer Resource Unit: Is responsible for the Sheriff's Office computer servers and the issuance and maintenance of computers and software programs.
    b. Application and Project Management Support Unit: Provides the application and project management of the Sheriff's Office computer systems.

1.04.035

## SPECIALIZED ASSIGNMENTS: 10/09

1. The following is a list of the Specialized Assignments in the Sheriff's Office.

    a. Field Operations Division.

        - Special Emphasis Teams.
        - Demonstration Management Teams
        - School Resource Officers.
        - Storefront Officers.
        - K-9 Deputies.

    b. Criminal Investigations Division.

        - Major Accident and Reconstruction Unit
        - Intelligence Unit.

    c. Special Operations Division.

        - Hostage Negotiations Team.
        - Hazard Device and Materials Unit.
        - Tac-30 Unit.
        - Range Unit.
        - Air Support Unit.
        - Marine/Dive Unit.
        - Motorcycle Unit.
        - Airport Aircraft and Rescue Fire Fighter Section.
        - Search and Rescue.
        - Tow Coordinator.
        - Bomb Dog Handler.
        - Bicycle Team.

    d. Technical Services Division.

        - Advanced Training Unit.

2. An annual documented review shall be completed on specialized assignments to include a statement of purpose and the evaluation of the initial need and further need for the specialized assignment.

# 1.05.000 COMMAND POLICY

1.05.005
## ADMINISTRATIVE COMMAND: 11/08

1. In the Sheriff's absence, the administrative command in the King County Sheriff's Office shall be assumed by the Division Chiefs. The command shall be assumed by the following rotation:

    a. Chief of the Field Operations Division.
    b. Chief of the Special Operations Division.
    c. Chief of the Technical Services Division.
    d. Chief of the Criminal Investigations Division.

1.05.010
## TRAINING COMMAND: 06/92

Department members assigned to training classes shall be responsible to the Chief of Technical Services Division.

1.05.015
## CEREMONIAL COORDINATION: 06/02

The Commander of the Special Operations Division shall plan and coordinate department participation in funerals, memorial services, commemorative services, and other formal functions as may be prescribed or approved by the Sheriff or his designated representative.

- The Commander of the Special Operations Division may use the resources of other units within the department to accomplish these duties.

1.05.020
## COLOR GUARD AND HONOR GUARD: 06/02

1. Either the Color Guard or Honor Guard shall participate in functions as prescribed by the Sheriff or his/her designated representative.
2. The Color Guard shall present the appropriate flags for the function.
3. Assignment to the Color Guard shall be made from personnel assigned to the Special Operations Division and the Commander of the Special Operations Division is in charge.
4. Assignment to the Honor Guard may be made from any Section or Unit within the department and the Commander of the Special Operations Division is in charge.
5. Color Guard and Honor Guard equipment shall be stored and maintained by the Special Operations Division.

1.05.025
## COMMAND DUTY OFFICER (CDO): 06/92

The Command Duty Officer (CDO) shall serve to ensure availability and representation of the command and administrative staff on a twenty four (24) hour basis.

1.05.030
## CDO SCHEDULING: 01/08

A schedule shall be maintained of every senior commanding officer from Captain and above, to fill this position on a weekly rotation.

1. The CDO shall remain near King County and be available for contact by either phone, pager, or radio 24 hours each day during their CDO duty rotation.
2. The duty shall begin at 1600 hours each Monday and run until 1600 hours the following Monday.
3. Compensation for performing CDO duties shall be as defined by the current collective bargaining agreement(s) or the Senior Management compensation current practice(s).
4. The Field Operations Chief shall ensure that a Personnel Order designating a duty roster shall be published in the GIB as needed.
5. The CDO duty roster shall be maintained by each commander and the Communications Center.

    a. Changes and substitutions are allowed by mutual consent.
    b. Written notification must be made to the Sheriff, Division Chief, and Communications Center at least two (2) days before any change.

1.05.035
## CDO NOTIFICATIONS: 06/02

1. The patrol supervisor shall notify the CDO when any of the following occur:

    a. Death or serious injury by any means to any deputy.

        - A serious injury is any injury requiring major medical treatment or admittance to a hospital.

    b. Serious injury or death of a citizen by police action.
    c. Serious or newsworthy crime or unusual event including specialty unit call-outs.

2. The Communications Center supervisor, if requested by any police supervisor, shall be responsible for CDO notifications if they know of the above listed incidents.
3. The CDO shall ensure that notifications are made as appropriate, which may include the following:

    a. Sheriff.
    b. Affected Division Commander.
    c. Precinct/Section Commander.
    d. Media Relations Officer.

4. If the CDO cannot be contacted, the Communications Center supervisor shall notify the Division Chief affected by the incident or the Sheriff.

    - The Communications Center supervisor shall submit a brief report via the Chain of Command to the Sheriff detailing the incident.

1.05.040
## CDO RESPONSIBILITIES: 11/09

The CDO shall:

1. Contact the Communications Center before 1600 hours Monday.

    a. The Communications Center supervisor shall contact the CDO designee, if he/she has not called in by 1600 hours.
    b. The Communications Center supervisor shall notify the designee's Division Chief or Sheriff, if the CDO designee cannot be contacted.

2. Conduct pager test with Communications Center supervisor.
3. Ensure correct name appears on roster for CDO duty in Communications Center.
4. Ensure proper notification of all affected command staff and needed specialized personnel or units.
5. Work a late evening shift Monday through Friday with at least four (4) hours coinciding with patrols 4th shift.
6. Upon any major event, the affected Precinct Commander will determine if a CDO personal appearance is required.

    a. A major incident is:

        - An event resulting in the serious injury or death of department member.
        - The serious injury or death of a citizen as a result of a department action.
        - A major civil disturbance or demonstration requiring multiple police unit response and action.
        - A confirmed hostage or barricaded situation in which multiple specialty units respond and take action.
        - A major natural or man-made disaster requiring significant police response in conjunction with other public safety service providers.

7. If the Precinct Commander cannot be contacted or is unable to respond, the CDO shall assume responsibility for commanding the incident.

    - The CDO shall have unrestricted access to any department resources necessary to successfully conclude the investigation.

8. Upon arrival at the scene, the Precinct Commander or CDO, shall assess and monitor the incident and be available to answer any questions.

    a. Assume responsibility for coordination of the incident, if necessary.
    b. Ensure that ICS is employed when appropriate.
    c. Ensure the needed specialized units are notified.
    d. Major incidents in which anyone is seriously injured or killed by police activity shall be thoroughly investigated and professionally managed.

        - The scene shall be treated as if it were an unresolved homicide.

    e. If needed, ensure the Personal Assistance Team is notified.

1.05.045
## MAJOR INCIDENT DEBRIEFING: 11/09

1. Within three (3) days following a major incident, the incident commander shall ensure a Major Incident Debriefing has been completed.
2. The department command staff, the incident commander(s) and affected Precinct Commander shall participate in a debriefing of the incident.

    - Supervisors may be included at the discretion of the Precinct Commander.

3. The debriefing shall:

    a. Include a synopsis of the incident reviewing the department's response and investigation.
    b. Identify any major issues that arose during the incident.
    c. Identify any major media issues.
    d. Determine if the supervision, investigation, and evidence processing were being properly conducted and documented.

1.05.050
## POST MAJOR INCIDENT "LESSONS LEARNED" REVIEW: 11/09

1. Within four (4) weeks following a Major Incident, the Division Chief who is responsible for the handling of the event, will complete a "Lessons learned" Review. The purpose of this review will be to:

    a. Determine if there were any lessons that could be learned to improve future responses.
    b. Determine if there were any training or safety issues that should be incorporated into any phase of training.

2. The review shall include the relevant Division Chiefs, the CDO at the time of the incident, the Legal Unit, MRO, Captain and Sergeant of the Unit investigating the incident and any other participants that the Division Chief determines would be beneficial to attend.
3. The Division Chief will be responsible for ensuring that the written overview of this post Major Incident Review is completed within two (2) weeks of the meeting and presented to the Sheriff.

1.05.060
## INCREASED FIELD COVERAGE ON WEEKENDS: 06/92

Precinct commanders shall arrange Captain's schedules to provide maximum daily field supervision.

1.05.065
## SENIORITY: 06/92

When a seniority issue arises between members of equal rank regarding who is in command, the issue shall be determined by:

1. One (1) member being designated as in command either by oral or written order of a superior ranking member;
2. Date of rank.

    - When two (2) or more members have the same date of rank, the date of hire with the department shall be the deciding factor.

# 1.06.000 NEWS MEDIA RELATIONS

1.06.005
## POLICY STATEMENT: 09/95

It is the policy of this department to have positive news media relations because we depend on community support in the form of trust and confidence. In order to carry out our responsibilities, a responsive and professional approach to the news media is necessary. We intend to provide all appropriate information to the news media as expeditiously and accurately as possible. Department members shall consider the community interest in any task they have been assigned and bring important newsworthy items to the attention of the news media.

1.06.010
## DEFINITIONS: 09/95

For the purposes of this policy:

1. **"Media member"** means news reporters and press photographers who hold valid press identification credentials.
2. **"Normally releasable"** means information which shall be released unless there is an articulable reason to withhold.
3. **"Normally not releasable"** means information which shall be withheld unless there is an articulable reason to release.

1.06.015
## GENERAL GUIDELINES: 09/08

The Communications Center should be the central dissemination point of incidents likely to be of immediate news media interest when the Media Relations Officer (MRO) is not available.

1. After regular business hours, the Communications Center shall be the primary point of contact for news media members.

    a. The Communications Center shall provide appropriate releasable information to the news media upon request pursuant to section .025.
    b. The Communications Center supervisor shall provide the media with the location of a command post or other site where the MRO, Command Duty Officer (CDO) or field supervisor can be contacted.
    c. The Communications Center supervisor shall update the News-Phone on a regular basis.

        - Includes reporting that nothing newsworthy has occurred.

2. The Communications supervisor shall notify the MRO and the CDO of significant newsworthy events.
3. Department members shall evaluate each incident for media interest and brief the Communications Center supervisor before going off-duty.
4. The following incidents are likely to receive news media inquires:

    a. Major crimes.
    b. Child assaults.
    c. Serious injury or fatal traffic accidents.
    d. Significant natural or human caused disasters.
    e. Search and Rescue operations.
    f. TAC-30 operations.

5. When the Sheriff's Office is involved with another agency, the agency which has primary jurisdiction shall have the responsibility of releasing information to the news media.

1.06.020
## MEDIA RELATIONS OFFICER'S RESPONSIBILITIES: 09/08

The MRO is responsible for:

1. Coordinating effective relations between the department and the media.

    - The MRO is not the only source of news information. Each department member shall evaluate incidents and act pursuant to G.O. 1.06.025

2. Quick, concise and accurate reporting to the media.
3. Preparing and distributing media releases.
4. Arranging media conferences when necessary.
5. Relieving pressure on department members who may be faced with a large volume of inquiries.
6. Coordinating with the Communications Center when preliminary reports of a major event are received.
7. Releasing information to the media using the News-Phone or other automated means when necessary.

1.06.025
## RELEASE OF INFORMATION POLICY: 09/08

1. At a reasonable time department members should release all releasable information about an event to the news media upon request.
2. Information normally releasable about a specific incident should include the following:

    a. The fact that an incident has occurred and the general nature of the event.
    b. Where the command post or other site where the MRO or field supervisor can be contacted.
    c. Number and type of department resources used/assigned, (e.g., TAC-30, K-9, Negotiators, etc.) unless it will hinder the investigation.
    d. That medical aid or the Medical Examiner has been called or is on-scene.
    e. Any major highway or road blockages.
    f. Evacuations of any number.

3. Information normally releasable about suspects should include the following:

    a. The suspect's age, sex, marital status and occupation.
    b. General details of the alleged offense.
    c. Circumstances surrounding the arrest including:

        - Time and place.
        - Resistance.
        - Pursuit.
        - Possession of weapons.

    d. Prior convictions or other information known to be a part of public record with the approval of the MRO or supervisor.

4. Information not normally releasable to the media shall include the following:

   a. Suspect's name if not charged.
   b. Information which may allow a suspect to avoid arrest or tamper with evidence, until the suspect is in custody or the evidence is secured.
   c. Admissions, confessions, or the contents of any statement or alibi relating to a suspect unless the alibi results in the suspect's release.
   d. Results of investigative procedures such as fingerprints, polygraph examinations, ballistic tests, or laboratory examinations.
   e. Opinions about victims, witnesses, suspects or the strength of the case or any evidence to be used.
   f. The home address or home telephone number of any department member.
   g. The names of deceased persons, until released by the Medical Examiner.
   h. The names of juveniles, whether victims, witnesses or suspects.
   i. Prior arrests that did not result in convictions.
   j. Any information that may reveal the identity of child victim of sexual assault.

5. With limited exceptions, the names of victims and witnesses may be released with the approval of the MRO or a supervisor. The exceptions are:

   a. If the release would endanger any person's lives, physical safety, or property.
   b. The victim or witness expresses a desire for non-disclosure.
   c. Identity of juveniles.

6. Suspect photographs may be released if a significant law enforcement or public interest is served and such releases approved by the MRO pursuant to state law.
7. Statements regarding department policies, philosophy or enforcement procedures shall be made by the Sheriff or his/her designee.
8. Release of information concerning confidential investigations or operations shall only be made by the MRO.
9. Nothing in this section shall be construed as to prohibit department members from exercising their rights to speak to the news media as private individuals.

1.06.030
## **MEDIA RELATIONS:** 09/95

1. Department members should endeavor to give the media the widest possible access to scenes, when such access does not interfere with department operations or endanger media members.

   ■ Supervisors seeing media arrive shall either designate a media contact or call for the MRO to respond at a reasonable time.

2. Scene perimeters shall be clearly marked, preferably with crime scene tape.
3. Members of the media should be greeted as soon as time permits. They should be informed:

   a. That a briefing will be provided.
   b. When and where the briefing will be; and
   c. Location and type of any hazards or dangers to them.

4. Department members should not interfere with photography so long as the photographer is where he/she has a right to be and that he/she nor the use of the photography equipment, interfere with the operation.
5. Arrested persons may be photographed, but will not be posed by department members.
6. Department members shall direct all parking to areas that will not interfere with the operation.

# 1.07.000 SHERIFF'S OFFICE GOALS AND OBJECTIVES

1.07.005
**POLICY:** 11/08

It is the policy of the Sheriff's Office is to dedicate itself to establishing departmental goals and objectives, in an ongoing effort to ensure that the finest police services are provided to meet the demands of the community, to continually update and reevaluate those goals and objectives to ensure direction, unity of purpose and a basis for measuring the progress of the Sheriff's Office and ensuring that all personnel be aware of the departmental and division goals and objectives.

1. With goals and objectives, three broad purposes are served:

    a. Department members are given direction and unity of performance and can see that their efforts have a direct relationship to accomplishing the specific goals and objectives for the Sheriff's Office.
    b. Each division and unit can establish their own measurable objectives which contribute to accomplishment of departmental objectives.
    c. Members of the public are provided with a way to measure the performance of the office.

2. Goals and objectives, once established, must be updated annually.
3. Input must be sought from all members as a means of improving the relevancy and coverage of goals and objectives.
4. Each division shall develop annual written goals and objectives, and periodically report progress made toward their attainment to the Sheriff.

1.07.010
**PROCEDURES:** 11/08

In August of each year the Sheriff shall develop a broad vision statement for the Sheriff's Office to be used to establish divisional and department goals and objectives for the coming year.

1. Division Chiefs shall establish divisional goals and objectives using the Sheriff's vision statement, strategic plan and input from division personal in preparing goals and objectives. All members will be asked to provide input.

    - Goals and objectives should be both measurable and attainable.

2. Department goals and objectives shall be established by December 1st.
3. The department goals and objectives will be displayed in major work sites of the Sheriff's Office and read to all agency members at roll calls, staff meetings, and divisional meetings prior to the first of the year.
4. Division Chiefs shall compile and submit quarterly reports to the Sheriff which state the progress made by that division toward the attainment of the annual goals and objectives.

    - The reports will be made available to all department members.

01.07.015
## STRATEGIC PLAN: 11/08

The Chief of the Technical Services Division or his/her designee will be responsible for developing and maintaining a strategic plan for the Sheriff's Office. The strategic plan will be submitted to the Sheriff for approval. The strategic plan differs from annual goals and objectives in that it is a long range plan, usually three to five years.

1. The strategic plan will be developed using information provided by departmental personnel and any resources inside and outside the department deemed necessary in creating and updating the plan.
2. The plan shall include the following at a minimum:

    a. Long term goals and operational objectives for the Sheriff's Office.
    b. Anticipated workload and population trends.
    c. Anticipated personnel levels.
    d. Anticipated capital improvements and equipment needs.

3. The strategic plan shall be reviewed on an annual basis and revised as needed.

# 1.08.000 COMMUNITY INVOLVEMENT

1.08.005
## POLICY: 05/09

It is the policy of the Sheriff's Office to partner with community stakeholders to address community crime and disorder problems. The Sheriff's Office will involve Community Stakeholders in the process of creating policies that govern their involvement in the community and to strategically respond to public safety issues using a Problem Oriented or Community Oriented Policing strategies whenever possible.

1.08.010
## DEFINITIONS: 05/09

**Community Stakeholders**: Are individuals and organizations that have a vested interest in a safe and healthy community. This includes residents, youth, federal and local government agencies, federal and local law enforcement agencies, non-profit organizations, civic groups, private institutions, social service providers, schools, faith groups, businesses, and others.

**Problem-oriented policing (POP)**: Is a policing strategy that involves the identification and analysis of specific crime and disorder problems, in order to develop effective response strategies in conjunction with ongoing assessments. This strategy places more emphasis on research and analysis as well as crime prevention and the engagement of public and private organizations in the reduction of community problems.

1.08.015
## LIAISONS: 05/09

It is the policy of the Sheriff's Office to liaise with existing community organizations and where they do not exist, to assist in establishing them. Examples of methods and/or programs that can be used accomplish this are:

1. School Resource Officer Program.
2. Neighborhood Storefront Officer Program.
3. Citizen Surveys.
4. Membership in Professional Organizations (King County Chief's Association, Washington State Association of Sheriffs and Police Chiefs, etc.)
5. Unincorporated Area Councils.
6. Crime Prevention Officer Program.

1.08.020
## CITIZEN INPUT: 05/09

The Sheriff's Office will maintain a method for community members to communicate with various representatives on any Sheriff's Office related topic. Further, any information received will be forwarded to the appropriate division, section, unit, or department member, who will be responsible for responding to the provider of the information. Examples of avenues that can be used to facilitate this policy are:

1. Web Site forms.
2. Broad publication of contact phone numbers for various divisions, sections, and units within the Sheriff's Office with descriptions of their areas of responsibilities.
3. Broad publication of contact email address for various division, section, and unit personnel along with descriptions of their areas of responsibility.
4. Community Forums.

1.08.025
## CONTINUED IMPROVEMENT PROCESS: 05/09

It will be the responsibility of all members of the Sheriff's Office to continue to develop its ability to interact in a productive way with Community Stakeholders. This includes, but is not limited to:

1. Striving to improve both internal and external communication.
2. Developing practices and policies that encourage community interaction.
3. Seeking community input on how to improve connection with stakeholders.

1.08.030
## PUBLICIZING AGENCY OBJECTIVES, COMMUNITY ISSUES, AND SUCCESSES: 05/09

Through the publishing of annual reports, attendance at community meetings (Unincorporated Area Councils, Public Safety Review Boards, etc.), and through various commercial media, the Sheriff's Office will communicate its goals, efforts, and successes at addressing crime and disorder problems.

# 1.09.000 ACCREDITATION

1.09.005
## ACCREDITATION COMPLIANCE MONITORING: 09/09

It is the responsibility of the Inspectional Services Unit to:

1. Ensure that periodic reports, reviews, and other activities mandated by applicable CALEA accreditation standards are accomplished.
2. Maintain an Administrative Reports List of required reports, reviews, and other activities.
3. Monitor and ensure compliance with other accreditation standards.
4. Keep the accreditation files updated with appropriate proofs of compliance.
5. Review and update the General Orders Manual as necessary.
6. Prepare for the Sheriff's Office re-accreditation.
7. Prepare annual reports as required by CALEA.

1.09.010
## ACCREDITATION TRAINING: 09/09

Familiarization with accreditation shall be provided to:

1. All newly hired members, during their orientation.
2. All department members during the self-assessment phase associated with the initial accreditation process.
3. All department members prior to an on-site accreditation assessment.

1.09.015
## ACCREDITATION MANAGER: 09/09

The accreditation manager shall:

1. Be appointed by the Sheriff.
2. Attend specialized accreditation manager training within one (1) year of being appointed.

# 1.10.000 ADMINISTRATIVE REPORTS

1.10.005
## POLICY STATEMENT: 12/09

It is the policy of the Sheriff's Office to ensure that Administrative Reports are completed when due. These reports include but are not limited to: "Employee Grievances", "Fiscal Status", IIU Statistical Summary" and "Property Control".

1.10.010
## REPORTING: 12/09

1. In order to ensure timely and informative reporting, the department maintains a "Time Sensitive Standards Report". The Standards Report identifies the purpose and the frequency of required reports.
2. This report is located on the Sheriff's Office intranet page.
3. This report lists:

    a. The type of administrative reports.
    b. The frequency of the reports with due dates.
    c. Who is responsible for completion of each report.

4. Division Chiefs and Precinct/Section commanders should refer to this list to ensure proper reporting and distribution.
5. Members shall submit all reports on time to the person/section requiring the report and in accordance department procedures.
6. Members shall not knowingly enter or cause to be entered any inaccurate, false, or misleading information on a report.

# 2.00.000 PERSONNEL

2.00.005
## POLICY STATEMENT: 05/04

It is the Sheriff's Office policy to ensure that equal opportunity is implemented in all personnel related actions. Members have the responsibility to integrate the intent and philosophy of the King County Equal Opportunity Program into daily operations. Personnel practices are governed by RCW 41.14, King County Code 3.12, King County Civil Service Commission Rules, and applicable bargaining agreements. A background investigation shall be completed and notification made by the Personnel Unit before any person shall be allowed to perform within the Sheriff's Office.

2.00.010
## GENERAL DEFINITIONS: 06/92

For purposes of this policy:

**"Volunteer"** means an approved person willing to devote time to perform unpaid duties of a non-enforcement nature.

**"Intern"** means an approved college student enrolled in an educational program willing to devote an agreed amount of unpaid time performing duties of a non-enforcement nature.

**"Temporary Employee"** means a person who is hired temporarily to perform duties of a non-enforcement nature.

**"Need to know"** means confidential and restricted access.

2.00.015
## EMPLOYEE ELIGIBILITY: 06/92

Position vacancies shall be filled from eligibility lists compiled and certified by the King County Office of Human Resource Management (OHRM). Exceptions:

1. Positions exempt by statute.
2. Provisional appointments made temporarily absent a current eligibility list.
3. Temporary hires.

2.00.020
## TEMPORARY, INTERN, AND VOLUNTEER CIVILIAN CANDIDATES: 06/92

The Sheriff's Office shall use as needed:

1. Temporary employees.
2. Student interns.
3. Volunteer civilians.

2.00.025
## APPLICATION FOR INTERN OR VOLUNTEER CIVILIAN: 02/99

If a Volunteer or Intern is needed:

**Requesting Commander shall:**

1. Give a background investigation questionnaire and the appropriate hold harmless agreement to the candidate for completion.
2. Review the completed documents for acceptability.
3. If accepted, forward the candidate's file to the Personnel Unit for a background investigation.

    - If processing needs to be expedited, make a notation in the candidate's file.

2.00.030
## APPLICATION FOR TEMPORARY EMPLOYEE: 02/99

If a Temporary Employee is needed:

**Requesting Commander shall:**

1. Submit a written request to Budget and Accounting via the appropriate Division Chief or Sheriff for approval. The request shall include:

    a. Duties to be performed.
    b. Job skills required.
    c. Estimated length of employment.

2. Interview the candidate referred by the Temporary Agency or Personnel and if acceptable:

    a. Give a background investigation questionnaire to the candidate for completion.
    b. Review the completed questionnaire for acceptability.

3. If accepted, forward the questionnaire to Personnel for a background investigation.

    - If processing needs to be expedited, make a notation in the candidate's file.

4. Notify the Personnel Unit to schedule a polygraph test.
5. Notify the Temporary Agency if the candidate is unacceptable.

**Technical Services Chief shall:**

1. Review the completed file for approval or disapproval.
2. Notify Budget and Accounting if the candidate is approved.

**Budgeting and Accounting shall:**

1. Contact the approved Temporary Agency and provide a job description.
2. Instruct the Temporary Agency to contact the requesting Commander to schedule candidate interviews.
3. Following written approval from the Chief of Technical Services Division, contact the Temporary Agency when hiring the individual.
4. Inform the Personnel Unit if a position cannot be filled through approved temporary agencies.

**Personnel Unit shall:**

1. If the candidate is from an approved Temporary Agency, schedule a polygraph test.
2. If the candidate is not from an approved agency:

    a. Have the candidate complete an application.
    b. Refer candidates to the requesting unit's commander.
    c. Schedule the top candidate for a polygraph.
    d. Inform the candidate if he/she is not recommended for hire.

3. If the candidate is hired:

    a. Notify the candidate.
    b. Notify the requesting commander.
    c. Establish a date of hire.
    d. Notify the Payroll Unit via a personnel order.
    e. Ensure that County rules regarding part-time/temporary workers are followed.

2.00.035

## EMPLOYMENT BACKGROUND INVESTIGATION: 11/00

The Personnel Unit shall conduct the background investigations of employment candidates.

1. Information obtained in a background investigation shall be divulged on a "need to know" basis only.
2. Copies of any related document about the investigation shall not be made or retained by any individual without approval from the Personnel Unit Supervisor.

**Personnel Background Investigator shall:**

1. Review the background investigation questionnaire to decide whether there is an immediate disqualification.
2. If the candidate is acceptable, forward the candidate's file to the polygraph examiner on the date of the exam.
3. Conduct the background investigation and submit the completed file to the IIU Commander if the person is an applicant for:

    a. Deputy.
    b. Community Service Officer.
    c. Court Security Officer.

4. Conduct the background investigation and submit the completed file to the Personnel Unit Supervisor for all other applicants.

**Polygraph Examiner shall:**

1. Coordinate polygraph appointments with the Personnel Unit except for volunteers and interns.

    - For volunteer and intern candidates, schedule a test with the candidate.

2. Administer the polygraph test.
3. Note the test results in the candidate's file.
4. Once the polygraph has been completed, return the background investigation file directly to the assigned Personnel investigator.

**IIU Commander shall:**

1. Review the completed background investigation file for deputy, CSOs and Court Security Officers;

    a. If appropriate, interview the candidate.
    b. Base all comments on facts established by the background investigation.

2. Forward the completed file to the Technical Services Chief for approval.
3. Notify the Personnel Unit whether the candidate is acceptable or unacceptable.

    - Notify the Sheriff, if necessary.

4. Notify the requesting commander if a volunteer, intern, or temporary candidate is unacceptable.
5. Seal all completed background investigations and retain in a secure file.

**Personnel Unit shall:**

1. Coordinate with the polygraph examiner when setting up appointments.
2. Notify the requesting commander of the background investigation results.

    - This does not apply for deputy, CSO, and Court Security Officer candidates.

3. Offer employment to the top acceptable candidates.

    - Issue a personnel order if the offer is accepted.

4. If the position is accepted, create and maintain a personnel file.
5. Forward a letter of rejection to the Technical Services Division Chief for his/her signature.

2.00.040
## DEPUTY ORAL BOARD PANEL: 01/04

The oral board examination is an integral test in establishing the ranked Civil Service lists, so it is important to use experienced and trained raters who can consistently apply the process. The Sheriff's Office Personnel Unit will establish an Oral Board Panel whose members will conduct lateral and entry-level deputy oral board examinations. Every attempt will be made to have each oral board examination conducted by three (3) commissioned members to assist Civil Service in administering oral board examinations.

1. Each November representatives from the Personnel Unit, Civil Service and the IIU Commander shall make selections from interested applicants.
2. The Oral Board Panel list will consist of eight members (6 panelists and 2 alternates) who are committed to serve and conduct scheduled examinations for a period of one year.
3. These members should include:

    a. Deputies and sergeants with FTO experience.
    b. Members from each major work site, thereby minimizing adverse staffing impacts.

        - Based on availability, membership should include one person from each major work site (Precincts, Special Operations, CID, and Technical Services) if possible.
        - The Oral Board Panel members' regularly scheduled work site shall allow the oral board members to attend all regularly scheduled oral boards.
        - Work sites shall adjust the members' shifts whenever possible to minimize fatigue factors and overtime costs.

4. Board members will be given a calendar schedule of the upcoming oral boards at the beginning of their year's commitment.
5. All Board members shall be available on the scheduled dates.

    - Board members will be required to schedule their vacations, training, and other planned absences around the preset board dates.

6. If an emergency that prevents the member from participating should arise, the member must contact the Personnel Unit as soon as possible so an alternative can be scheduled.
7. Board members who, without prior approval, fail to attend as scheduled will be removed from the board and replaced.

2.00.045
## RELEASE OF PERSONNEL INFORMATION: 06/92

Department members shall not release personnel information, orally or otherwise, regarding employee performance or circumstances under which an employee has left the department, unless a signed waiver or court order to release specific information is on file.

- All such inquiries shall be directed to the Personnel Unit.

2.00.050
## SEPARATION: 11/04

**Department members shall:**

Upon separation from the department through dismissal, resignation, retirement, or non-military leave of absence, return:

1. All department issued property to the Property Management Unit.
2. All department identification to the Personnel Unit.
3. All division issued property to the assigned division.

    - Department members shall use the Property Return Verification Form (KCSO Form #P-127) to document the return of property and identification.

**Assigned Supervisor shall:**

1. Complete a search for unfinished cases in IRIS.
2. Ensure these unfinished cases are submitted or deleted before member leaves.

**Assigned Commander shall:**

1. Notify the Personnel Unit by phone within one (1) working day of being informed of a department member leaving the Department.
2. Notify the Personnel Unit in writing within five (5) working days of being informed of a volunteer or intern leaving the department.
3. Ensure that all department identification and equipment has been returned.

**Assigned Division Chief shall:**

Upon the death of a department member, attempt to recover all of the member's department property.

**Personnel Unit Shall:**

Ensure that deputies retiring for service or to a disability, other than for a mental or stress disability are exempt from the requirement to have a license to carry a firearm, as outlined in RCW 9.41.060 (10).

2.00.055
## REINSTATEMENT REQUESTS: 11/00

1. Former employees requesting reinstatement within two years of separation shall, per Civil Service Rule 11.1 forward a written request to the Sheriff.
2. Written requests received by the Sheriff shall be immediately forwarded to the Personnel Unit after his/her review.
3. Within three (3) days after Personnel receives the letter of request, they shall forward a copy of the request, a Reinstatement Approval Form and the requestor's entire personnel file to the appropriate Division Chief, based on the employee's last assignment.
4. The Division Chief shall forward a copy of the request, appropriate files and the Reinstatement Approval Form to the requestor's previous worksite Commander.

    a. The Commander shall request input from the requestor's previous supervisor(s) and co-workers regarding their work performance, compatibility and ethics.
    b. The Commander then chooses #1, 2 or 3 on the Re-instatement Approval Form and returns it to the Division Chief within ten (10) working days.
    c. The Division Chief reviews the worksite's recommendation and notes their approval, or not, on the Re-instatement Approval Form and returns the entire packet to the Personnel Unit as soon as possible.

5. **If the request is not approved,** the Personnel Unit will draft a letter to the requestor, for the Technical Services Chief s signature explaining why they are being denied re-instatement.

    - This letter will be drafted within three (3) days of receiving the Division's recommendation

6. **If the request is approved** by the Division Chief, the Personnel Unit shall:

    a. Have the Background Investigators contact the person and schedule necessary appointments (polygraph, psychological testing) to initiate the background investigation.
    b. Contact OHRM to request that the person is approved and put on the reinstatement list

7. Once the background is completed, and OHRM's approval has been received the IIU Captain reviews the file and makes a recommendation to the Chief of Technical Services.
8. With the Technical Services Chief's signature, the person is notified, by the Personnel Unit that their application for re-instatement is approved.

    a. If a medical exam is deemed necessary, they are given a verbal conditional offer of employment pending successful completion of the medical.
    b. If they are not required to take a medical, arrangements are made for them to start work.

2.00.060
## PERSONNEL FILE SECURITY: 01/00

The confidentiality of Personnel files shall not be compromised. File access is only allowed to:

1. Sheriff.
2. Division Commanders.

3. Legal Advisor.
4. Supervisors on an as needed basis.
5. Personnel Unit staff.
6. IIU Commander.
7. A member may examine his/her own personnel file under the direct supervision of the Personnel Unit.
8. A third party who presents a signed waiver from a department member allowing access to that member's personnel file.

2.00.065
## PERSONNEL IDENTIFICATION: 06/92

1. Department members shall use the last four (4) numbers of their Social Security Number, preceded by a zero, to identify themselves on official documents requiring a serial or personnel number.

   - Example: 04740

2. If more than one department member has the same last four (4) numbers, the Personnel Unit shall assign the next ascending number to replace the zero prefix.

   - Example: 14740

2.00.070
## ATTENDANCE REPORTS: 06/92

1. Attendance for all department members shall be recorded on the Attendance Report Form (KCSO Form #A-107).
2. The attendance report shall be sent to the Payroll Unit by the first working day after the first (1st) and sixteenth (16th) of each month.

   - Late absence request forms shall be sent to Payroll when the requestor has returned to duty.

3. This report shall contain the names of all persons who worked or were absent during each respective twenty four (24) hour period.

2.00.075
## ADDRESS OR TELEPHONE NUMBERS: 11/00

1. Department members shall report their mailing address and telephone number to the Personnel Unit.

   - Department members, who do not have a telephone, shall forward a written report to the appropriate Division Chief explaining the reasons.

2. Department members shall report any change of address or telephone number to the Personnel Unit within seventy two (72) hours of the change.

2.00.080
## TRANSFERS AND JOB REASSIGNMENTS: 06/92

1. Department members shall comply with the guidelines in their current Collective Bargaining Agreement regarding all transfers and job reassignments.
2. All transfer and reassignment orders shall identify the Division, Section, and Unit to and from which the department member is assigned.

2.00.085
## TRANSFER POLICY: 06/08

The purpose of this policy is to establish procedures regarding the application process for openings in specialized units or assignments within the department for commissioned and civilian members. This policy is intended to give equal opportunity and information to all applicants, and ensure feedback is provided to interviewing applicants as a method for improving future potential for success.

1. VACANCY ADVERTISEMENT:

   a. All openings shall be advertised in the G.I.B.

      - There shall be fourteen (14) day minimum between the date the notice is issued and the closing date listed on the application announcement.

   b. The announcement shall include the following information:

      - Open and closing dates.
      - Minimum and desired qualifications.
      - Job description.
      - Responsibilities and job conditions.
      - Days off and shift hours.
      - The selection process.

2. TRANSFER PROCEDURES:

   a. Members requesting transfer are responsible for completing and submitting, via their chain of command, a transfer request form and any accompanying information to the Captain/Manager advertising the vacancy prior to the closing date.
   b. Candidates must agree to the job responsibilities and working conditions before being considered for filling the vacant position.
   c. In the event the advertising Captain/Manager does not receive a sufficient number of qualified applicants, the Captain/Manager may issue additional announcements for the vacancy.

3. SELECTION PROCESS:

   a. The advertising Captain/Manager is responsible for:

      - Preparing the position vacancy announcement.
      - Accepting applications for transfer.
      - Screening applicants for minimum qualifications.
      - Scheduling candidates for an in-person interview with selection committee.
      - Reviewing the work history of the candidates which may include but not limited to:

        - IIU complaints.
        - Sick leave.
        - Performance evaluations.

- Providing an alphabetical list of all eligible candidates and the name of the top candidate to the Precinct/Section Commander for their approval.
    - The Precinct/Section Commander is responsible for selecting the candidate to fill the vacancy.
- Notifying unqualified applicants and candidates that are not selected prior to announcing the results.
- Preparing transfer orders.
- Debriefing all unsuccessful candidates upon completion of the process.

b. The Division Chief or his/her designee is responsible for final approval of the candidate selection.

4. EXCEPTIONS:

a. Upon written request due to special circumstances, the Sheriff may approve a waiver of this policy.

b. Members who want to transfer to another worksite may request a job exchange within a same job class within the department.

- The requestor shall notify other members of their desire to exchange jobs via the GIB. The employee shall notify his or her supervisor before submitting the GIB notice.
- Department members who are interested in and qualified for the exchange shall complete a transfer request form and send it to the supervisor of the person seeking the exchange.
- All eligible members interested in the exchange will be required to participate in the interview and selection process.
- Supervisors on both sides of the exchange must approve the exchange for it to become effective.

2.00.090

## DUTY HOURS: 06/92

Department members shall work those hours or shifts designated by their Division Chief/Section Commander.

1. When necessary, supervisors may modify the assigned hours with the Division/Section Commander's approval.
2. Compensation for hours worked shall be in accordance with the current Collective Bargaining Agreements.

2.00.095

## PUNCTUALITY: 11/99

Department members shall be punctual when reporting for duty at the time and place designated by their supervisors.

1. Whenever possible, the tardy member will call in prior to the start of his/her shift. When it is impossible (e.g., bus or traffic problems) to call prior to the start of the shift, the tardy member will report to the supervisor, or the supervisor's designee, immediately upon arrival at work.
2. It is the tardy member's responsibility to notify the supervisor immediately when he/she arrives at work, unless prior arrangements have been made with the supervisor.

2.00.100
## ABSENCE WITHOUT LEAVE (AWOL): 11/99

Department members shall comply with the guidelines in current Collective Bargaining Agreements and applicable County Ordinances regarding time off.

1. Department members shall not be absent from duty except for:

    a. Approved sick leave.
    b. Approved Family Care, Family Sick Leave or FMLA.
    c. Approved Injury/Disability.
    d. Approved Vacations.
    e. SLLB time.
    f. Military leave.
    g. Jury Duty.
    h. Scheduled furlough days.
    i. Approved compensatory days.
    j. Emergencies.

2.00.105
## TIME LOSS DUE TO INCLEMENT WEATHER: 06/92

If weather conditions prevent department members from reporting to work, the following procedures apply:

1. Department members:

    a. Shall notify their immediate supervisor as soon as possible.
    b. May request to use vacation time, absence without pay, or other available compensatory time that is covered in current Collective Bargaining Agreements.

        - Sick time may not be used to cover time loss due to inclement weather.

2. Supervisors should approve the above applicable requests.

2.00.110
## VACATION APPROVAL: 06/92

1. Department members submitting vacation requests before April 1st shall be granted on departmental seniority.

    - Requests submitted after April 1st shall be granted on first-come, first-serve.

2. Supervisors shall check for conflicting subpoena or court appearance dates before approving any vacation time.

    - If there is a conflict, the supervisor shall not approve the request.

2.00.115

## TRANSFERRING VACATION AND SICK HOURS: 09/92

Department members wanting to transfer accrued vacation or sick hours to another department member shall comply with the guidelines in either their Collective Bargaining Agreement or King County Ordinance 3.12.223, if non-represented.

1. Commissioned department members under a Collective Bargaining Agreement transferring **vacation** hours shall:

   - Forward a Shared Leave Vacation Transfer Authorization directly to Payroll.

2. Non-commissioned department members under a Collective Bargaining Agreement transferring **vacation** hours shall:

   - Forward a memorandum to payroll, via chain of command, indicating the number of hours transferred and to whom the hours are being received.

3. Department members under Collective Bargaining Agreements wanting to transfer **sick** hours shall:

   - Forward a Shared Leave/Sick Leave Donation Authorization form to the Payroll Unit, via chain of command, indicating the number of hours transferred and to whom the hours are being transferred.

4. Non-represented department members wanting to transfer either sick or vacation hours shall:

   - Forward the applicable Shared Leave form, either Sick Leave Donation Authorization or Vacation Leave Donation Authorization, to the Payroll Unit, via chain of command, indicating the number of hours transferred and to whom the hours are being transferred.

# 2.01.000 LEAVES OF ABSENCE

2.01.005
## POLICY STATEMENT: 06/06

Leaves of absence available to members may include sick leave, disability leave, military leave, medical leave and unpaid leaves. These leaves may be covered by Family Medical Leave, King County Family Medical Leave, Washington State Family Care Act and by current Collective Bargaining Agreements and other applicable King County Ordinances. It is the policy of the Sheriff's Office that leaves are monitored to stay in compliance with applicable laws, ordinances or bargaining agreements.

2.01.010
## DEFINITIONS: 06/06

For the purpose of this policy:

**"Disability Coordinator"** The Personnel Unit Disability Coordinator is responsible for coordinating efforts relative to department members with illness, injuries, disabilities, transitional duties, and maintaining appropriate records.

**"FMLA"** means the Family Medical Leave Act which provides members with job protection. Members must have worked 1250 hours in the preceding year to qualify.

**"KCFML"** means the King County Family and Medical Leave Ordinance which provides members with job protection. Members must have worked 1040 hours in the preceding year to qualify.

**"WSFCA"** means the Washington State Family Care Act which provides members with job protection. Members must have worked 1250 hours in the preceding year to qualify.

2.01.015
## MILITARY LEAVE: 10/09

1. Department members who voluntarily enlist or are drafted to serve in any branch of the military service shall be given a leave of absence for the duration of their enlistment period.

    - Appointments made to fill vacancies created by such enlistment shall be temporary.

2. Department members on military leave shall receive normal pay for a period not to exceed twenty-one (21) days during each year beginning October 1st and ending the following September 30th.

    - Such military leave shall be in addition to any other time off covered by the current Collective Bargaining Agreement.

3. Normal furlough days that fall within an active duty training period do not count as military leave.
4. Department members should schedule military leave in advance to avoid adverse impact on daily staffing levels and to minimize operational overtime costs.
5. Military leave that is scheduled in advance shall receive priority consideration if it conflicts with a vacation request.

6. Department members subject to military leave shall submit an order or request from their military unit to the Personnel Unit via chain of command.

   - The order or request shall include the date when the military leave begins and shall be attached to a King County Absence Request form.

7. Supervisors who are approving military leave requests shall review the actual military order or request before approving the military leave request.

   - The supervisor may contact the requesting officer's unit commander to verify the training schedule.

2.01.020
## SICK LEAVE: 06/06

Use of either sick leave or LEOFF-I Disability Leave shall be governed by the current Collective Bargaining Agreements and other applicable King County Ordinances.

1. Members who are sick, injured, disabled, or unable to show up for work shall notify their supervisor or an on-duty supervisor of their section or unit as soon as possible.
2. Members shall complete the King County Absence Request form, for all absences, on the first day back to work.
3. Members using sick leave or disability leave over forty (40) consecutive work hours shall provide a licensed health care provider's verification by the 8th consecutive calendar day of absence.

   - If the next day is a Saturday, Sunday, or holiday, the employee shall see a licensed health care provider on or by the next business day.

4. The member's supervisor shall notify the Personnel Unit Disability Coordinator if a member is absent for over forty (40) work hours.

   - Either consecutive hours or accumulative hours when related to one illness/injury.

2.01.025
## COMPLETING ABSENCE FORM: 06/06

Members shall complete the King County Absence Request form on the first day back to work.

1. **SICK LEAVE (LEOFF-1, UNDER 80 HOURS):**

   a. Block #2 shall be completed as "**OTHER** (Explain) **DL**."
   b. Complete block #4.
   c. "**DL/hours**" shall be entered in the appropriate dates of block #5.

2. **SICK LEAVE (LEOFF-II)**

   a. Block #2 shall be checked as "**Sick Leave (S)**."
   b. Complete block #4.
   c. "**S/hours**" shall be entered in the appropriate dates of block #5.

3. **FAMILY CARE LEAVE (LEOFF-I):**

   a. Block #2 of the Absence Request shall be completed as "**OTHER** (Explain) **FCL**."
   b. Block #4 shall be completed by entering "**FCL**" on line provided explaining the need for absence and relationship to the affected family member.
   c. "**FCL/hours**" shall be entered in appropriate dates of block #5.

4. **FAMILY SICK LEAVE (LEOFF-II & NON-COMMISSIONED MEMBERS):** 06/92

   a. Block #2 of the Absence Request shall be completed as "**OTHER** (Explain) **FSL**."
   b. Block #4 shall be completed by entering "**FSL**" on line provided explaining the need for absence and relationship to the affected family member.
   c. "**FSL/hours**" shall be entered in appropriate dates of block #5.

5. **BEREAVEMENT LEAVE:**

   a. Block #2 of the Absence Request shall be completed as "**OTHER** (Explain) **BL**."
   b. Block #4 shall be completed by entering "**BL**" on line provided explaining the need for absence and name and relationship to the deceased.
   c. "**BL/hours**" shall be entered in appropriate dates of block #5.

6. **LEOFF-I SLLB TIME:**

   a. Block #2 of the Absence Request shall be completed as "**OTHER** (Explain) **LL**."
   b. Block #4 shall be completed by entering "**LL**" on line provided explaining the need for absence.
   c. "**LL/hours**" shall be entered in appropriate dates of block #5.

7. **LEOFF-II SPECIAL SICK LEAVE:**

   a. Block #2 of the Absence Request shall be completed as "**OTHER** (Explain) **SSL**."
   b. Block #4 shall be completed by entering "**SSL**" on line provided explaining the need for absence.
   c. "**SSL/hours**" shall be entered in appropriate dates of block #5.

2.01.030

## SICK LEAVE VERIFICATION: 06/06

1. Members using more than forty (40) consecutive hours of sick leave shall provide written verification from the attending licensed health care provider.
2. Members using sick leave consecutively with furlough or vacation days may be required to provide written verification from the attending health care provider, if there is cause to believe there has been an abuse of sick leave.
3. Members who become sick or injured while on vacation may request to substitute sick days or disability leave for vacation days.

   - Members should obtain written verification from an attending licensed health care provider stating the number of days/hours of illness.

4. Written verifications shall be given to the member's supervisor and then forwarded to the Disability Coordinator via the chain of command.

    a. Members who fail to submit required written verification on or before the first day of returning to work may not be allowed to return to work until verification is submitted.

        - Members failing to comply with this section may be "absent without leave" (AWOL) per G.O. 2.00.100.

    b. Refer to G.O. 3.00.020 (Fitness for Duty), if applicable.

5. The member's Precinct/Section Commander may waive or amend the requirement for written verification. (See section .045)

2.01.035
## LEOFF-I MEMBERS: 06/06

The Collective Bargaining Agreement and applicable King County Ordinances shall govern use of LEOFF-I Disability Leave.

1. Members are required to provide a licensed health care provider's verification for absences over one work week, by the 8th consecutive day of absence.
2. On-duty injuries shall be reported by writing an Officer's Report to the Disability Coordinator, fully describing the incident, via the member's supervisor and chain of command within three (3) days of the injury.
3. When an absence due to illness/injury lasts beyond eighty (80) consecutive work hours:

    a. Members must submit King County LEOFF-I Disability Retirement Board forms to Personnel for approval by the Board, within fifteen (15) calendar days after returning from disability or thirty (30) days after the beginning of the leave, whichever comes first.
    b. Members shall not be allowed to return to work without written verification from a licensed health care provider stating the employee is medically fit for full duty.

4. Members may substitute disability leave for vacation leave if they become sick or injured while on vacation.

2.01.040
## LEOFF-I ILLNESS/INJURY ABSENCE OVER EIGHTY (80) CONSECUTIVE HOURS: 06/06

LEOFF-I deputies absent more than eighty (80) consecutive hours are subject to the following conditions:

1. LEOFF-I deputies on disability leave over eighty (80) hours shall submit a King County LEOFF-I Disability Retirement Board form for approval by the Disability Board.

    a. The forms are available from the Personnel Unit.
    b. LEOFF-I deputies shall complete and submit the form to the Disability Coordinator within fifteen (15) calendar days upon return to duty or thirty (30) calendar days of beginning disability leave, whichever is sooner.

c. LEOFF-I deputies, who fail to submit the LEOFF-I disability form within the required period, shall be placed on non-pay status until the forms are received and disability leave for that period is approved by the King County LEOFF-I Disability Retirement Board.
d. Supervisors shall carry a LEOFF-I deputy on disability leave on the attendance roster until the deputy returns, is transferred, or leaves the department.

2. Disability leave requests not meeting the criteria of the preceding conditions or not approved by the Disability Board shall be considered unapproved leaves of absence even if the Absence Request form had been approved.

   a. LEOFF-I deputies on unapproved disability leave for which appropriate applications have been submitted shall continue at full pay status until their hours of unapproved disability leave equal the balance in their SLLB account.
   b. Accrued vacation time may be used.

3. LEOFF-I deputies, who are on a disability leave approved by the Disability Board, shall not be allowed to return to duty without written approval by:

   a. A Precinct/Section Commander; or
   b. A licensed health care provider; or
   c. An authorized physician of the Disability Board who approves provisional returns; or
   d. The Disability Board.

2.01.045

## SICK LEAVE, DOCUMENTING SUSPECTED VIOLATION OF: 08/07

When supervisors have cause to believe there has been an abuse of sick leave, the supervisor may require the member to provide written notification from a licensed health care provider for every absence. After obtaining Precinct/Section Commander approval, supervisors may require members to comply with the requirements documented in the following sample memorandum. Members placed on this requirement will remain so until the Precinct/Section Commander rescinds this requirement in writing. The memorandum shall be reviewed on an annual basis.

**MEMORANDUM DOCUMENTING SUSPECTED VIOLATION OF SICK LEAVE:** 08/07

SHERIFF
KING COUNTY

# Memorandum

**Date:**

**To:** **Via:** Chain

**From:** [Precinct/Section Commander or Manager]

**Re:** **USE OF MEDICAL LEAVE**

Your supervisor(s) have discussed your use of sick leave with you. Effective immediately, when you report yourself ill, unable to perform work, or use sick leave for a qualified family member, you are to obtain written verification from a licensed health care provider for each absence caused by illness, injury or medical appointment.

Immediately upon, or before your return to work, you are to give the health care provider's verification to your supervisor with your Absence Request form. You may not be allowed to return to work without first submitting the provider's statement. Each time you report yourself ill or absent to care for a qualified family member, you are to follow this directive until it is rescinded in writing.

Members failing to comply with this requirement may be "absent without leave" (AWOL) per G.O. 2.00.100, and may be subject to progressive discipline.

For further guidance, please refer to the appropriate General Order Manual Sections and the current Collective Bargaining Agreements regarding use of sick leave.

A copy of this memorandum shall be placed in your permanent personnel file. This memorandum should be reviewed on an annual basis.

I acknowledge receipt of this memorandum on the date indicated below.

(Member's Name) Date

cc: Member's Personnel file in Personnel Unit.

2.01.050
## DISABILITY LEAVES (NON LEOFF-I): 06/06

**MEMBER'S RESPONSIBILITIES**

All members (except LEOFF-I) requiring a leave of absence due to illness, disability, injury, pregnancy, and/or family medical situation, shall:

1. Complete the forms contained in the Safety & Claims Packet for duty related injuries, as appropriate.
2. Provide a licensed health care provider's verification when absent over forty (40) work hours by the 8th consecutive calendar day of absence, and complete Family Medical Leave (FMLA) forms issued by the Personnel Unit Disability Coordinator.
3. Discuss possible transitional duty with the Disability Coordinator and/or the supervisor when restrictions are imposed and forward restrictions without medical diagnosis, to your supervisor. (See G.O. 2.04.015).
4. Provide a written release to full duty prior to returning to work after an absence of forty (40) work hours or longer.
5. Ensure Job Analysis and Physical Capacities Evaluation forms are completed by the licensed health care provider when required.

**SUPERVISOR'S RESPONSIBILITIES**

1. Notify the Personnel Unit Disability Coordinator if an employee is absent for over forty (40) work hours. (Consecutive hours or accumulative hours when related to one illness/injury).
2. Forward medical verifications, restrictions, etc. to the Claims Office if related to an on-duty injury with copy to the Disability Coordinator.
3. Consider a transitional duty assignment, in coordination with the Disability Coordinator and the Precinct/Section Commander, if medical restrictions allow. (See G.O. 2.04.000).
4. Upon receipt of a licensed health care provider's release, forward the release to the Claims Office and the Disability Coordinator.

**PERSONNEL UNIT DISABILITY COORDINATOR RESPONSIBILITIES**

1. Verify eligibility for FMLA or KCFMLA, issue and receive appropriate forms for leaves of absence.
2. Track and monitor members on medical leaves of absence, workers' compensation, transitional duty, and coordinate information with appropriate unit personnel.
3. Answer member/supervisor questions about leaves of absence, sick leave, disability, medical restrictions and transitional duties.
4. Coordinate efforts with Safety & Claims regarding members who have been injured on the job and with Disability Services relative to potential accommodation or job reassignment.
5. Ensure appropriate forms and paperwork are given to members.
6. Notify the appropriate chain of command of the member's disability status.

2.01.055
## UNPAID LEAVES OF ABSENCE: 06/06

Unpaid leaves of absence are governed by R.C.W. 41.14.160, King County Code 3.12.250 and Collective Bargaining Agreements.

**MEDICAL LEAVES**

1. Members shall inform their supervisor of their need for the unpaid leave of absence. Medical leaves may be covered by Family Medical Leave (FMLA), King County Family Medical Leave (KCFML), or Pregnancy Disability.
2. Supervisors shall notify the Personnel Unit Disability Coordinator when a request for a leave of absence is for medical reasons.

**PERSONAL LEAVES**

1. Members shall inform their supervisor of their need for the unpaid leave of absence.
2. Supervisors shall notify the Precinct/Section Commander when a request for a leave of absence for personal reasons.
3. Precinct/Section Commanders or Mangers may grant up to twenty four (24) hours of unpaid leave of absence for members under their command.
4. Unpaid leave of absence over twenty four (24) hours may only be granted by the Sheriff.
5. Leaves may not be extended beyond one year without the approval of the King County Director of Human Resources.

    - Failure to return from a leave of absence, without permission by the Sheriff, by the expiration date shall result in automatic termination.

2.01.060

## DISABILITY TERMINATIONS: 06/06

When members have been diagnosed with a permanent condition that prevents them from fulfilling the essential functions of their job classification, and/or FMLA/KCFML benefits have been exhausted, they may be terminated from the department for medical, non-disciplinary reasons. Note: KCFML is not offered under these circumstances.

# 2.02.000 WORK RELATED INJURY, REPORTING OF

2.02.005
## DEFINITIONS: 06/06

For the purpose of this policy:

**"Disability Coordinator"** The Personnel Unit Disability Coordinator is responsible for coordinating efforts relative to department members with medical leaves of absence, disabilities, transitional duties, and maintaining appropriate records related to same.

2.02.010
## MEMBER'S RESPONSIBILITIES: 06/06

1. Department members who become injured/ill while on duty shall immediately notify the nearest available on-duty supervisor. **All injuries/illnesses shall be reported even if medical treatment is not needed.**

    a. If injuries prevent the person from making personal notification, another person should make the notification as soon as possible.
    b. If a supervisor is unavailable in the immediate area, the Communications Center Supervisor shall be notified.

2. The reporting person shall remain at the incident scene until released by a supervisor, unless injuries require transport to a medical treatment facility.
3. Members shall complete a Self Insurer Form (SIF-2) if medical treatment is needed when able to do so.
4. Members shall cooperate with King County Safety and Claims and/or the Disability Coordinator as requested and in a timely manner.

2.02.015
## COMMUNICATIONS CENTER SUPERVISOR'S RESPONSIBILITIES: 06/92

**The Communications Center supervisor shall:**

1. Immediately notify the on-duty supervisor responsible for the area where the incident occurred.
2. Exhaust the on-duty chain of command in the specific area before dispatching a supervisor from another unit or section.
3. If necessary, notify the Command Duty Officer (CDO) per G.O. 1.05.035.

2.02.020
## SUPERVISOR'S RESPONSIBILITIES: 06/06

The supervisor should whenever possible:

1. Go to the incident scene without delay.
2. Conduct a complete investigation.

    a. Obtain information from witnesses.
    b. Document the extent of the injuries.
    c. Comply with G.O 2.07.000 (Death or Serious Injury Notification), if applicable.

3. Complete the Work Related Injury/Illness Supervisor Report on the day of the incident or the day the supervisor is notified.
4. Forward the **original** to the office of Safety and Claims (Mail Stop AIR-ES-0103).

    - Forward a **copy** to the Personnel Unit Disability Coordinator via the chain of command.

5. Immediately call (24 hours) the office of Safety and Claims and Labor and Industries if any incident results in death or likelihood of death or hospitalization of a member.

    - The Communications Center shall maintain a current phone listing of Safety and Claims and Labor and Industries contacts.

2.02.025

## DISABILTY COORDINATOR'S RESPONSIBILITIES: 06/06

The Disability Coordinator shall:

1. Ensure that all appropriate documents are forwarded to the appropriate units or agencies.
2. Monitor the progress of the injured member, coordinate and communicate that progress through the appropriate chain of command.

# 2.03.000 ON-THE-JOB INJURY/ILLNESS CLAIMS AND BENEFITS

2.03.005
## DEFINITIONS: 06/06

For the purpose of this policy:

**"Disability Coordinator"** The Personnel Unit Disability Coordinator is responsible for coordinating efforts relative to department members with medical leaves of absence, disabilities, transitional duties, and maintaining appropriate records.

2.03.010
## CLAIMS AND BENEFITS PROCEDURE, NON-LEOFF- I: 06/06

Non-LEOFF-I members are covered by the self-insurer's workers compensation program. Applicable members wishing to file a claim for benefits regarding on-the-job injuries/illnesses shall comply with the following procedures.

1. Members shall report any work related injury/illness.

    a. An on-the-job injury/illness shall be reported immediately (preferably to the injured member's immediate supervisor).
    b. Report all injuries/illnesses even if immediate medical treatment is not needed.

2. The member's supervisor shall:

    a. Provide the injured/ill member with a Safety and Claims packet.
    b. Ensure member completes Self Insurer Form (SIF-2) if the member seeks medical treatment.
    c. Complete the work related injury/illness supervisor's report when a member seeks medical treatment.
    d. Ensure King County Safety and Workers Compensation has been notified as soon as possible, but no later than the next normal business day.

3. Members should complete the forms in the work related injury/illness packet and submit them by the next business day.
4. Members may choose any licensed health care provider who is qualified and reasonably convenient to treat the condition. A specialist may also be used.

    a. Members may also select any licensed health care provider outside their medical plan to treat the work related injury/illness.
    b. A change of physicians may be authorized if there is no progress in health.

        - Before changing licensed health care providers or seeking another opinion, obtain approval from the County claims officer of Safety and Workers Compensation.

5. Members should ensure the licensed health care provider knows the injury/illness is work related but **do not** have the health care provider fill out a State Industrial fund claim form.

6. Members shall work with the King County Safety and Workers Compensation claims officer.

   a. Immediately notify the assigned claims officer of any changes of address or telephone number.
   b. Provide any requests for information by Safety and Claims or the Department Disability Coordinator, written or verbal, by the next business day.
   c. Provide his/her supervisor and King County Safety and Workers Compensation claims officer with a written release for work from the doctor.

      - The release shall certify that time away from work was due to an on-duty injury/illness, the date when the member can come back to full duty, and if there are any restrictions.
      - If there are restrictions, the return to work will be coordinated with the disability Coordinator.

7. All allowable licensed health care provider, hospital, surgical and related treatment costs of any work related injury/illness are paid directly through the King County Safety and Workers Compensation program.

   a. All medical related billings should be sent to King County Safety and Workers Compensation, P.O. Box 80283, Seattle, WA 98108.
   b. Generally, there will not be any out-of-pocket expenses.

      - If there are pending benefits, a pharmacy, for example, may request that payment be made at the time your prescription is filled.
      - Obtain a payment receipt and upon claim approval, send the receipt to King County Safety and Workers Compensation for reimbursement.

2.03.015

## CLAIMS AND BENEFITS PROCEDURE, LEOFF- I: 06/92

LEOFF-I deputies are covered in full by their personal medical insurance carrier (i.e., Group Health, Pacific Health, or King County Blue Shield) regarding on-the-job injuries/illnesses.

- Any difficulties in billing experienced by LEOFF-I members should be discussed with the Budget and Accounting Section.

# 2.04.000 TRANSITIONAL DUTY ASSIGNMENTS

2.04.005
## POLICY: 06/06

It is the policy of the Sheriff's Office to allow members (except LEOFF-1), with medical restrictions that prohibit a member from performing one or more essential functions of his or her "classification", to work in transitional duty assignments in lieu of using sick leave, vacation time or leave without pay. The Sheriff's Office may or may not provide transitional duty assignments but will strive to provide assignments for members who want them. If the injury or illness is duty related and the member is receiving workers compensation benefits, and the Sheriff's Office provides a transitional duty assignment to the member, the member if able must accept the assignment. Transitional duty assignments, if available, may be approved for various lengths of times with a maximum of six (6) months allowed per KCSO policy and per injury/incident.

2.04.010
## DEFINITIONS: 06/06

For the purposes of this policy:

**"Disability Coordinator"** The Personnel Unit Disability Coordinator is responsible for coordinating efforts relative to department members with medical leaves of absence, disabilities, transitional duties, and maintaining appropriate records.

**"Transitional duty"** (formerly referred to as light duty) means a short term work assignment for employees who have temporary medical restrictions precluding them from performing one or more essential job functions. Modified duty and alternative duty are considered transitional duty. Transitional duty assignments may or may not be available.

**"Modified duty"** means the short-term elimination of job functions the employee is unable to perform due to temporary medical restrictions.

**"Alternative duty"** means duties that are not part of the employee's regular body of work.

2.04.015
## MEMBER'S RESPONSIBILITIES: 06/06

1. If a member is absent from work because of non-occupational illness or disability and is eligible to work with medical restrictions and wants to work in a transitional duty assignment, the member should:

    a. Contact the Disability Coordinator and/or their supervisor and request a transitional duty assignment.
    b. Provide medical verification on a Transitional Duty form to the Disability Coordinator.

        - The form is to be completed by the member's physician, listing specific restrictions.
        - The written medical verification must show a prognosis of full recovery within a six (6) month period.

    c. Contact their supervisor and the Disability Coordinator regarding any changes, extensions, etc.

2. If a member is absent from work due to an on duty illness/injury the Department may require the member to work a transitional duty assignment.

    a. This requirement **must** be approved by the member's licensed health care provider.
    b. The member may decline to work transitional duty if on FMLA however the member may forfeit time loss benefits.

2.04.020
## SUPERVISOR'S RESPONSIBILITIES: 06/06

When the supervisor learns that a member will be absent due to a medical condition, the supervisor will:

1. Contact the member to determine the length of absence.
2. If needed, in conjunction with the Disability Coordinator, discuss the possibility of working a transitional duty assignment and the member's desire to work such assignment.
3. Along with the member, complete a Transitional Duty Request form if a transitional work assignment is available.

    - The form can serve as a job analysis for the transitional duty which must be approved by the health care provider prior to offering the transitional duty to the affected member.

4. Upon receipt of the completed request form, the supervisor will forward it to the Precinct/Section Commander and confer about the potential transitional duty approval.
5. The Disability Coordinator shall be copied on all documents and communications.

2.04.025
## PRECINCT/SECTION COMMANDER'S RESPONSIBILITIES: 06/06

The Precinct/Section Commander will:

1. Review the Transitional Duty form for thoroughness and once approved and signed, forward to the health care provider (recommend sending via fax to expedite process), with return instructions listed on the bottom of the form.
2. Forward a copy to the Division Chief and Disability Coordinator.

2.04.030
## DISABILITY COORDINATOR'S RESPONSIBILITIES: 06/06

The Disability Coordinator will:

1. Explore the possibilities of members working transitional duty if the member qualifies.
2. Upon receipt of the Transitional Duty form:

    a. Review the form for accuracy and to ensure it is complete.
    b. Verify member eligibility to work.

3. Notify the affected member's unit and payroll, via email, once the Transitional Duty form has been signed and approved by the health care provider.
4. Monitor member's time working a transitional duty assignment.
5. Keep the member and the Precinct/Section Commander and/or Manager informed of any necessary modifications or extensions.
6. Forward the Transitional Duty form to the Claims Office when the injury is related to an on-duty claim.

# 2.05.000 ACCOMMODATING MEDICAL RESTRICTIONS

2.05.005
**EVALUATION:** 06/06

Members with medical restrictions will be evaluated to determine if accommodations or modifications may enable them to continue working in their job capacity and perform all the essential functions of the job.

2.05.010
**RESPONSIBILITIES:** 06/06

1. Members who need medical accommodations shall provide written medical documentation, to his/her supervisor, stating temporary or permanent restrictions, from a licensed health care provider.

   - Members shall provide documentation if medical restrictions change.

2. The supervisor shall contact the Disability Coordinator.
3. The supervisor may facilitate this process when it appears likely that a reasonable, safe, and effective accommodation can be identified within a Unit, Section or Division after contacting the Disability Coordinator.
4. The Disability Coordinator will contact King County Disability Services, if needed, to assist in facilitating the process.
5. All medical documentation and accommodations shall be sent to the Personnel Unit Disability Coordinator.

# 2.06.000 MENTAL HEALTH TREATMENT

2.06.005
## EXAMINATION AUTHORIZATION: 06/06

The Sheriff, Division Chief, or Command Duty Officer may refer a member to undergo a psychiatric or psychological examination with a department approved practitioner when there is reasonable suspicions based on clearly articulable facts that a member may be psychologically impaired or troubled to the extent that it casts doubt on his/her duty capability.

2.06.010
## INITIAL DUTY RELATED TREATMENT OR COUNSELING: 06/92

1. The department approved mental health practitioner shall be directed to send the bill for the initial duty-related examination to the Budget and Accounting Section.
2. If subsequent treatment or counseling is required, the initial examination expense shall follow the applicable guidelines in sections 015, 020, and 025.

2.06.015
## SUBSEQUENT DUTY RELATED TREATMENT OR COUNSELING, LEOFF- I: 06/92

1. LEOFF-I deputies shall submit all bills to their personal insurance carrier.
2. The Budget and Accounting Section shall reimburse the LEOFF-I deputy or authorized practitioner for the balance not paid.

    - Whenever possible, LEOFF-I deputies covered by Group Health or Pacific Health shall use the services of their respective in-house Psychiatric Department unless:

        - Group Health or Pacific Health (whichever is applicable) approves the outside treatment or counseling; or
        - Group Health or Pacific Health (whichever is applicable) cannot provide timely or optimal treatment as determined by a Division Chief or the Sheriff.

2.06.020
## SUBSEQUENT DUTY RELATED TREATMENT OR COUNSELING, MEMBERS: 06/06

Title 51, Industrial Insurance Act, may allow King County's Safety and Workers Compensation Program to cover a department member requiring treatment or counseling if:

1. The condition requiring treatment is a direct result of a trauma experienced by the member while on duty; and
2. The condition is reported during the legal time frames; and
3. A licensed psychiatrist (not psychologist), as defined by the Act, determines that the treatment or counseling is required and signs the required claim form.
4. If the affected member believes his/her situation might qualify under the above conditions, the affected member or the person referring the member shall immediately contact the Administrator of Safety and Workers Compensation.

2.06.025
## REPORTING BY SUPERVISOR: 06/06

Supervisors shall complete a Work Related Illness/Injury Supervisor Report when a member under the supervisor's command is required to attend duty related mental health treatment.

2.06.030
## TREATMENT OR COUNSELING, REPORTING EXPENSES OF: 06/92

1. The Budget and Accounting Section shall be notified as soon as possible, if there is any psychological or psychiatric examination, treatment, or counseling session that could incur expenses against the department.
2. An authorized list of psychiatric and psychological practitioners is available in the Personnel Unit.

2.06.035
## NON-DUTY RELATED TREATMENT OR COUNSELING: 06/06

1. Supervisors may refer members to the King County Employee Assistance Program which provides counseling and referrals for treatment to County employees and their families.

    a. Any treatment or counseling records are strictly confidential and not subject to disclosure.
    b. KCEAP employees will not be required to testify in administrative proceedings against members who have sought their assistance.

2. If a member is referred by a supervisor, the initial appointment is allowed on department time.
3. Members may also seek the assistance on their own.
4. See EMPOYEE ASSISTANCE PROGRAM (GOM 2.08.035).

# 2.07.000 DEATH, SERIOUS INJURY OR EMERGENCY NOTIFICATIONS

2.07.005
## NOTIFICATION PROCEDURE: 04/09

The following notification procedures shall be carried out if any member dies or has sustained an injury requiring hospitalization (admitted or checked at the Emergency Room).

1. All pertinent information shall be orally communicated to the on-duty Communications Center supervisor by any member having first-hand knowledge of the death or injury.

    - The radio should not be used for this purpose unless no other method of communication is available.

2. The Communications Center supervisor shall make the proper notification to the CDO and the affected Division Chief.
3. The affected Division Chief or CDO shall notify the Sheriff.

    - Sheriff notification may be immediate or on the next working day as dictated by the seriousness of the injury.

4. If the incident occurred **on-duty**, the immediate supervisor of the person who has died or has been seriously injured shall:

    - Ensure that the family is notified.

        - It is preferred that another supervisor and a deputy who is a friend of the family make the notification.
        - **Unless there is an extreme circumstance, this notification shall NOT be made by telephone.**
        - The immediate supervisor shall arrange transportation and other aids that the family may need during this period.
        - Contact the Department's Personal Assistance Team (PAT) for assistance (Refer to G.O. 2.09.000).

2.07.010
## ASSISTANCE TO THE FAMILY: 06/06

1. The Division Chief of the affected member shall select a member as a liaison between the department and the family.
2. In the case of death, the Technical Services Division Chief shall select a member to assist the family in completing necessary forms.
3. If a department funeral is requested by the family and approved by the Sheriff, the department funeral shall be coordinated by the Special Operations Division.

2.07.015
## DEATH OF RETIRED DEPARTMENT MEMBERS: 06/06

Members receiving information regarding the death of a retired department member may contact the Sheriff's Executive Staff Assistant by telephone during business hours (0800-1630, M-F) or in writing via chain of command.

2.07.020
## REQUESTS FOR EMERGENCY NOTIFICATIONS: 04/09

When dispatched deputies will notify the next-of-kin in the event of a death, imminent death or serious injury of a person. These notifications are “crises” service calls and deputies may take any reasonable action to assist the person being notified. These may include:

1. Transportation.
2. Phone calls.
3. Chaplain services etc.

# 2.08.000 PERSONNEL ASSISTANCE

2.08.005
## POLICY STATEMENT: 10/04

It is the policy of the King County Sheriff that trained Sheriff's Office personnel and licensed mental health professionals are available to assist members involved in a traumatic incident or other duty related personal crisis.

2.08.010
## GENERAL DEFINITIONS: 10/07

For the purposes of this and the Personal Assistance Team policy.

**"Administrative Leave"** means when a member is placed on administrative leave with pay and benefits because of a traumatic incident, or during an investigation involving the member's conduct or his/her ability to perform essential functions of his/her job, and it is determined that circumstances exist that make the immediate removal of the member in the best interests of the member and the Sheriff's Office. Such leave is not a disciplinary action and is not subject to appeal.

**"Critical Incident Stress Debriefing" (CISD)** means a meeting of only those members, on scene, Emergency Responders, and Communications Center personnel directly involved in a traumatic incident with a mental health professional and assigned PAT members.

**"Defusing"** means a meeting (within eight (8) – twelve (12) hours of incident) of personnel who are at the scene of a critical incident, allowing the PAT members to provide procedural and health related information and assess the need for additional services (i.e. recommend a CISD as necessary).

**"Fitness for Duty Evaluation"** means a Sheriff's Office ordered psychological examination with an approved Psychologist to resolve any questions regarding a member's fitness for duty.

**"Mental Health Professionals" (MHP)** means a licensed professional who holds at least a Masters Degree in a behavioral science such as psychology or clinical social work, with an emphasis on counseling, crisis intervention and traumatic stress education.

**"Personal Assistance Team"** means a group of trained members who volunteer to assist other members who have been involved in a critical incident on duty.

**"Psychologist"** means a doctor of psychology, primarily focusing on testing and evaluating and clinical assessment responsible for Return to Work and Fitness for Duty Evaluations.

**"Return to Work Interview"** means an interview with the psychologist to determine if a deputy is ready to go back to work after a critical incident experience. (**This is not a Fitness for Duty Evaluation**).

2.08.015
## PERSONAL ASSISTANCE, GENERAL: 10/04

1. Personal Assistance Team (PAT) members who are called upon to assist shall maintain a role of procedural advisor, peer support person, and confidant.

    - PAT Members directly involved in the situation shall not be expected to perform the defusing service.

2. The assistance shall not interfere or conflict with those administrative procedures such as: debriefings, investigations, review boards, assigned meetings, etc.
3. Personnel available to assist members include, but not limited to:

    a. The Sheriff.
    b. The member's supervisors and command staff.
    c. The Sheriff's Office legal advisor.
    d. The Sheriff's Office Equal Employment Opportunity Coordinator (EEOC).
    e. Mental Health Professionals contracting with the Sheriff's Office; (i.e., psychologists, MHP's).
    f. The member's Union or Guild.
    g. Personal Assistance Team members.

        - List shall be posted at each work site.

    h. Department Sheriff's Office chaplains.

        - List available in Communications Center.

    i. Communication Center staff.
    j. Any Sheriff's Office member.

2.08.020
## DEPARTMENT MEMBERS INVOLVED IN A CRITICAL INCIDENT: 10/04

1. Deputies, in the line of duty, involved in a critical situation that results in death or critical injury shall be placed on paid administrative leave or assigned administrative duties by the on scene Commander.
2. Any deputy(s) involved in a shooting or as the primary deputy in any other type of critical incident resulting in serious injury or death, shall be required to see an approved MHP as soon as possible, not to exceed the seventy two (72) hour window after the incident, for an individual confidential stress debriefing.
3. The MHP will work with and recommend to the employee a course of action; (i.e. counseling) and will verify attendance to the Sheriff's Office and coordinate with the psychologist as necessary.
4. A CISD will be conducted after the affected members have provided their compelled statements to their bargaining unit representative.

    - This will occur as close to the seventy two (72) hour window as possible.

5. Within seven (7) days of the incident the Personnel Unit and affected member's Precinct/Section Commander will coordinate with an approved Psychologist for a Return to Work Interview for the member.

    - This is not a Fitness for Duty Evaluation.

6. Deputies shall remain on administrative leave/duties until they have been to an approved Psychologist for the Return to Work Interview.

   - The psychologist, the member and the member's Captain, or above, will coordinate an acceptable return to duty date.

7. Members who are seriously hurt in the line of duty shall be required to see an approved MHP for a confidential, individual debriefing within seven (7) days of the injury or as soon as physically able.

   - **This is not a Fitness for Duty Evaluation.**

8. Deputies involved in a critical incident which may not involve a death or serious injury, may be required to attend an individual or group debriefing.

   - This will be determined by a Captain or higher.

9. **Members are encouraged to ask for assistance after any duty related critical incident occurs**.

2.08.025

## CRITICAL INCIDENT STRESS DEBRIEFINGS: 10/04

1. Critical Incident Stress Debriefings (CISD) are conducted to provide support, answer questions and help employees. **The purpose of the CISD is to mitigate the effects of being involved in traumatic or critical incidents, and enhance recovery**.

   - There will be no documentation made during these debriefings.

2. A Captain, or higher, with the input from the Personal Assistance Team, on scene supervisors and other members will evaluate critical incidents to determine if a CISD is necessary.

   - Other factors include the nature of the incident and visible or reported reactions of personnel at the scene or during the Defusing.

3. Stress debriefings are mandatory when a member is directly involved in an incident that results in serious injury or death, or any life threatening critical incident. Stress debriefings can occur in conjunction with tactical debriefings. These include, but are not limited to:

   a. Shootings.
   b. Pursuits.
   c. Rescue attempts.
   d. Suicide of a co-worker.
   e. Accidental or homicidal deaths of children.
   f. Death or serious injury to co-workers.
   g. Deputy taken hostage.
   h. Deputy is shot at, or held at gunpoint.

4. Stress debriefings are recommended when members are involved in incidents that include, but are not limited to:

   a. Multiple victims.
   b. Gruesome crime scenes.
   c. Suicides.
   d. An inordinate amount of press coverage.

5. Some situations may require an evaluation on an individual basis. For various reasons a "critical incident" may have different meanings to different people. Stress debriefings should be recommended/approved for any members who are affected by an incident for reasons other than the incident itself. This can be done one on one with a MHP. Some of those reasons could be, but are not limited to:

    a. An unusual amount of media attention or negative publicity.
    b. A trauma in the employee's personal life which effects their reaction to an incident on the job.
    c. An excessive accumulation of stressful events.
    d. To help avoid Post Traumatic Stress reactions.

6. If a Stress debriefing is warranted a Captain will approve the meeting and coordinate the scheduling of it in the recommended time frame, including weekends and holidays.

    a. The stress debriefings should be scheduled as close to the seventy two (72) hour window as possible.

        - Preferably not prior to twenty four (24) hours. (Timeliness is Important!)

    b. Stress debriefings should take place after deputies have provided compelled statements to the Guild.

7. An updated list of available approved MHPs will be maintained by the EEOC in the Personnel Unit and distributed to the Communications Center and the PAT coordinator as changes occur.
8. Critical incident debriefings will be scheduled in a neutral setting free from distractions, with an approved MHP and assigned PAT members.
9. All members directly involved in the incident are **required** to attend.

    - Other Emergency response personnel from the scene can be invited to attend.

10. Members, including administrators and supervisors not directly involved in the incident, family members and friends are not to attend the critical incident debriefing.

    - Other debriefing sessions may be arranged as necessary.

11. Debriefings are **totally confidential**, there will be no notes taken, no recordings made and no oral or written summaries reported to any administrator or other members regarding what was said in the debriefing.
12. Within one week of the debriefing sessions the PAT leader will submit a brief report to the PAT coordinator to provide a centralized log of when the debriefing was done, by whom, regarding what incident and the number of personnel that attended.

2.08.030

## OTHER COUNSELING/SUPPORT OPTIONS: 07/99

1. Members identified at the CISD, or self referred as needing individual "follow-up" may receive one counseling session with the MHP for a clinical assessment and supportive services at the department's expense.
2. After meeting with an MHP in an individual stress debriefing the member may elect to follow-up with the MHP for one counseling session for clinical assessment and/or support at the department's expense.

3. Members, family members or members of the community who are affected by a critical incident involving the KCSO but were not directly involved, may seek assistance from the following organizations:

   a. King County Emergency Medical Services have a team of debriefers who can be accessed for defusing and debriefing services on site.

      - They are a broad-based team who focus on all personnel in emergency services.

   b. The American Red Cross (Disaster Mental Health Services) also has a team of debriefers who volunteer their services, particularly in situations of a crisis in the community.

4. Members shall schedule these debriefings as necessary.

2.08.035

## EMPLOYEE ASSISTANCE PROGRAM: 07/99

1. The King County Employee Assistance Program provides counseling and referrals for treatment to County employees and their families.

   a. Any treatment or counseling records are strictly confidential and not subject to disclosure.
   b. KCEAP employees will not be required to testify in administrative proceedings against members who have sought their assistance.

2. KCEAP can be reached at the main number is (206) 684-1556.
3. The “Making Life Easier” program, part of the KCEAP provides up to eight (8) sessions of free counseling to County employees and their families. 1-888-874-7290
4. Members may be referred by a supervisor.

   - If a member is referred by a supervisor, the initial appointment is allowed on department time.

5. Members may also seek the assistance on their own.

# 2.09.000 PERSONAL ASSISTANCE TEAM

2.09.005
## POLICY STATEMENT: 10/04

The Personal Assistance Team (PAT) is made up of Sheriff's Office members who have been trained to assist other members immediately following a critical incident. They are called out to advise and provide peer support to fellow members and their families who have been involved in a critical incident.

2.09.010
## PERSONAL ASSISTANCE TEAM (PAT) ORGANIZATION: 10/04

1. PAT is a volunteer group of members who are willing to devote their time to receive the necessary training to assist members involved in a critical incident during the performance of their official duties.
2. PAT members work with the impacted member, the Sheriff's Office Administration, the Guild or Union and the Mental Health Professionals (MHPs) as a **liaison**.
3. The PAT members' primary function is to provide peer support to the member until they return to regular duty.
4. The PAT coordinator is responsible for:

    a. Maintaining a team of trained and enthusiastic members.
    b. Coordinating training sessions.
    c. Keeping track of member's work and vacation schedules, current addresses and phone numbers.
    d. Oversight of overall team effectiveness and program organization.

2.09.015
## PAT SERVICES PROVIDED: 10/04

In coordination with the affected member's chain of command, PAT provides, but not limited to, the following services:

1. Assist the affected member **as soon as possible**, let them talk about what happened, attend the group debriefing and other meetings as allowed to provide support.
2. After the defusing and/or debriefings, may make recommendations to the MHPs regarding employees having a particularly difficult time emotionally.
3. Provide member/family with information regarding the steps of the following procedures:

    a. Meeting with the Guild/Union attorneys.
    b. Meeting with MHPs.
    c. CIS Debriefings.
    d. Technical debriefings.
    e. Investigation of incidents.
    f. Worker's compensation issues.
    g. Inquest procedures.

4. Obtain current information and updates, regarding the facts of the incident, the current status of the procedures, the deputy's condition (if a deputy was hurt) and conduct short informational meetings, within eight (8) – twelve (12) hours, at various work sites as soon after the incident as possible.
5. Brief the MHP regarding the incident and pertinent information about a member's reactions and their concerns as needed.

6. Coordinate with work site responsible for scheduling debriefings regarding who should be invited.

    - Other emergency response or law enforcement personnel when appropriate.

7. Arrange for notification and transportation of family members if necessary.
8. Protect the member from media bombardment.
9. Coordinate assistance for family members to have counseling.
10. Remain with member as long as reasonably necessary to provide support and follow-up support as necessary.

2.09.020
## PERSONAL ASSISTANCE TEAM MEMBER REQUIREMENTS: 10/04

1. All PAT members are required to attend and complete the initial training, any follow-up training and team meetings.

    a. Members must attend training sessions to meet State peer/counseling confidentiality requirements.
    b. Failure to attend required training may be grounds for removal.

2. All PAT members are required to maintain strict confidentiality as outlined in their training, and adhere to all of the guidelines taught to them during training.
3. All PAT members must be willing to commit to at least one year of service and will be required to sign a letter of commitment each year.

2.09.025
## UNIT SCHEDULING: 07/99

A schedule shall be maintained of every PAT member, to fill this position on a monthly rotation.

1. The duty shall begin the first day of each month and run until the last day of each month.
2. Compensation for call-outs shall be as defined by the current collective bargaining agreement(s).
3. The PAT Unit coordinator shall ensure that a team roster and duty schedule shall be published in the GIB as needed.
4. The PAT duty roster shall be maintained by each commander and the Communications Center.

    a. Changes and substitutions are allowed by mutual consent.
    b. Written notification must be made to the PAT Unit coordinator and Communications Center regarding any change.

2.09.030
## NOTIFICATIONS: 10/04

All four (4), a team leader and three (3) members, of a PAT will respond to an incident in order to best serve the needs of the affected deputy(s).

1. The patrol supervisor shall request a PAT response when any of the following occur:

    a. Death or serious injury by any means to any deputy/police officer.
    b. Serious injury or death of a citizen by police action.

- Pursuits.
- Deputy involved shootings.

c. Traumatic Incidents.

- Suicide of a co-worker.
- Deputy shot at or taken hostage.

2. The patrol supervisor may request a PAT response if any of the following occur:

a. Multiple victims.
b. Gruesome crime scenes.

- Specialty Unit Supervisor's should pay attention to their personnel and how they are dealing with multiple scenes over time.

c. Inordinate amount of press coverage.
d. Rescue attempts.
e. Deaths of children.
f. If requested by any first responder.

3. The Communications Center supervisor may act as the patrol supervisor designee if requested by any supervisor and shall be responsible for PAT notifications if they know of the above listed incidents.

- The Communications Center supervisor can request any on-duty PAT member to respond to an incident.

4. The PAT leader shall ensure that immediate notifications are made as appropriate, which may include the following:

a. A second PAT response.
b. MHP's.
c. Appropriate family members.
d. Requested co-workers.
e. Chaplain's

2.09.035
## TEAM RESPONSIBILITIES: 10/04

Each PAT member shall:

1. Contact the Communications Center within three (3) days of the first of their designated call-out month and conduct pager test with Communications Center supervisor.
2. Ensure correct names appear on the roster for PAT duty in the Communications Center.
3. Upon any major incident, confer with the affected patrol supervisor and/or Specialized Unit Commander to determine if additional PAT personnel are required.

- If the first member of a PAT determines that no additional personnel are necessary, they can cancel the rest of the team.

4. Upon arrival at the scene, the PAT Leader shall assess and monitor the incident and coordinate with on-duty supervisors and Precinct Administration to:

a. Work with the Guild and become a liaison for the involved deputy(s) if necessary.
b. Identify the affected deputy(s) and provide any assistance required.
c. Assign individual PAT members to each affected employee.
d. Complete Peer Support Confidentiality form for each employee.

- Signed by a Captain or above.

2.09.040
## FOLLOW-UP: 10/04

1. Within five (5) days following a call-out, the PAT leader shall contact the PAT Unit coordinator and provide information regarding the team's response. This information shall include and be limited to:

   a. Date, time and place.
   b. Who responded.
   c. Type of incident.
   d. Duration of call-out.
   e. Services recommended/provided.

2. Each team shall attempt to make follow-up contacts with the affected personnel by five (5) days, two (2) weeks and one (1) month after the incident.

   - Additional contacts as deemed necessary.

3. In the event of an inquest hearing, assigned PAT personnel shall assist deputies and their families throughout the process.

2.09.045
## UNIT COORDINATOR RESPONSIBILITIES: 10/04

The PAT Unit coordinator shall be appointed by the Chief of Field Operations, and report to the PAT manager.

1. The Unit coordinator is responsible for updating the PAT roster and duty schedule.

   a. Provide to the Communications Center, PAT Unit liaison and all Precinct Commanders and individual PAT members.
   b. Publish a GIB update as needed.

2. After receiving information regarding a PAT call-out, maintain a running log and provide a semi-annual recap to the Chief of Field Operations via the chain of command.
3. Coordinate quarterly training dates.
4. Act as a liaison with the Sheriff's Office, MHP's, and the EEOC.

2.09.050
## PROGRAM MANAGER RESPONSIBILITIES: 07/99

The Unit liaison will be appointed by the Chief of Field Operations and should hold the rank of Major. They will be responsible for the following:

1. Reviewing equipment and training requests.
2. Ensuring that the Sheriff's Office needs and the PAT Unit policies do not conflict.
3. Review all complaints by members regarding the actions of a PAT member.

2.09.055

## TEAM RESPONSE PROCEDURES: 10/04

1. **CALL-OUT PROCEDURES**

a. A current PAT personnel list shall be maintained at the Communications Center.

- Updates and changes shall be immediately provided to the Communications Center by the PAT Unit Coordinator/designee.

b. Individual PAT teams shall be on an on-call monthly rotation which follows the CDO format.

- A GIB will be published annually showing which teams are on call and which team will be the backup on a monthly basis.

c. The on-duty supervisor shall be responsible for initiating a call-out.

- An individual deputy can request for a PAT response from his supervisor.

d. The Communications Center shall send out a **Group Page** regarding any call-out.

- The Communications Center shall attempt to contact the Team Leader if there is no response to the group page.

e. The Team Leader will be responsible for calling their individual team members.

- On-call and back-up Team Leaders shall make contact during incident regarding possible use of second team and or individual members

f. PAT members cannot respond to PAT call outs involving personnel in their chain of command.

2**.** **TEAM ASSIGNMENTS**

a. PAT teams shall be made up of four (4) members who will respond together to a scene.

- The first team member arriving can determine if any additional teams should respond.

b. During a Major Incident the PAT Unit Coordinator will be notified and may initiate ICS plan for PAT response.

c. Team assignments will be made on the following criteria:

- At least one member who has been involved in a critical incident.
- One member from each geographic area.
- At least one female/male on each team.
- People who can work together.
- Members from various work sites are preferred.

d. When a member of the team will be on vacation or unable to respond to calls during their call-out month, they are required to notify their Team Leader and the Communications Center.

3. **TEAM LEADER RESPONSIBILITIES**

a. Each team will have a **Team Leader**.
b. The Team Leader will be responsible for notifying the PAT Unit Coordinator within twenty four (24) hours regarding a response.
c. The Team Leader shall also be responsible for ensuring that one of the MHPs is notified and briefed regarding the incident.
d. Team Leader is responsible for sending a synopsis of the event/PAT response to the Unit Coordinator

4. **ON SCENE ACTIONS**

Upon arriving on the scene Team Members shall, in coordination with the CDO or Section Commander, ensure the following occurs:

a. Determine which deputies are directly involved in the incident.
b. One PAT member will be assigned to each involved member.
c. Complete **confidentiality release** for each assigned PAT member.
d. Determine perimeter deputies to be contacted and diffused at the scene.
e. Contact On-Scene Commander to determine need for CISD's, etc…
f. Provide self-care literature to all deputies on-scene.

5**.** **FOLLOW-UP CARE**

a. The Team Leader/designee shall contact and brief a department MHP and the Unit Coordinator within twenty four (24) hours of the incident.
b. A team designee shall coordinate with the Precinct Administration regarding CISD date, time and location.

- This information will then be passed on to the rest of the team members and the assigned MHP.

c. Team designee shall provide a written memo/e-mail to the Unit Coordinator regarding the incident.
d. If a CISD is warranted this can all be done together as long as it is completed in a timely manner.

6. **ASSIGNED MEMBERS**

After a PAT response the Team Members shall:

a. Maintain regular contact with the affected employee(s) until the CISD is complete.
b. Provide weekly contact for one (1) month.
c. Make follow-ups as appropriate which may include during the inquest and/or any trial dates.
d. Determine the need for additional department, MHP and/or Family support.
e. Provide feedback at quarterly meetings.

7. **CISD RESPONSE**

Assigned PAT members will be used to assist the MHP's at the CISD. PAT members:

a. Will assist in room set-up and arranging for snacks.
b. Are expected to introduce themselves, the MHP and set the ground rules for the debriefing.
c. Are expected to monitor the group and look for concerns.
d. Will accompany anyone who must leave the group.

8. **INQUEST HEARINGS**

a. One PAT member will be assigned to work with the courts and involved members and their families during an Inquest hearing.
b. The assigned PAT team member shall:

- Request assistance from additional PAT members as deemed necessary.
  - With approval of the PAT manager.
- Maintain contact with the Family Assistance Unit.
- Update the Unit Coordinator with the status of the Inquest.

# 2.10.000 CHAPLAINCY:

The Chaplaincy is a volunteer program designed to assist department members and their families or crisis victims by providing services of either a social or spiritual nature. Chaplains are non-denominational and offer a wide range of services upon request.

2.10.005
## CHAPLAINCY, EXTENT OF SERVICES: 06/92

Chaplaincy services are available throughout King County for:

1. Any department member and their immediate family.
2. Crisis victims in King County identified or served by department members.
3. Other public agencies requesting assistance through the department.

2.10.010
## CHAPLAINCY, SERVICES OFFERED: 06/92

Chaplains may be of assistance, but not limited to:

1. Called to the scene of a traumatic incident.
2. Follow-up assistance to victims of crisis.
3. Counsel either individuals or families experiencing stressful situations.
4. Referral or resource assistance.
5. Officiating at department events.
6. Training for crisis intervention.
7. Notifying next-of-kin in death or serious injury incidents.
8. Organizing and conducting events designed to enhance morale and well-being of either department members or families.
9. Other functions deemed appropriate by the department.

2.10.015
## CHAPLAIN AVAILABILITY: 06/92

A Chaplain may be contacted through any of the following means:

1. Pager through the Communications Center.
2. Direct contact with a department chaplain of your choice.

    - A list of chaplains shall be available at all the major worksites, which will maintained and updated by the Chaplain Coordinator.

3. Through the office of the Chaplain Coordinator.

2.10.020
## CHAPLAIN CONFIDENTIALITY: 06/92

1. Chaplains have confidential status as defined in RCW 5.60.060 (3).
2. Conversations between the chaplain and department members shall not be included in any personnel files.

# 2.11.000 MASTER POLICE OFFICER PROGRAM

2.11.005
## POLICY STATEMENT: 03/99

The MPO Program recognizes and rewards those deputies who have consistently demonstrated superior knowledge, skill, professionalism, and training ability. Master Police Officers act as trainers and role models for officers. The MPO Program is, by definition, closely linked to the Department's Field Training and Evaluation (FTO) Program.

2.11.010
## MPO RESPONSIBILITIES: 03/99

MPO's shall:

1. Perform regular patrol duties within the Field Operations Division unless otherwise directed by a higher authority or as needed in the absence of a higher authority;

    - MPO status is not a rank (see G.O. 1.04.030).

2. Assist in the training of Deputies in Phases II and III of the Field Training and Evaluation Program and make periodic reports regarding those deputies' proficiency.

    a. An MPO must be a Field Training Officer (FTO) in good standing at time of appointment.
    b. If a Deputy has not trained a recruit in the past twelve (12) months, the Pct. FTO Board shall determine FTO status prior to the interview.

3. Make decisions in the absence of a supervisor or in emergencies.

    a. An MPO is, by definition, the deputy in charge at the scene.
    b. An MPO is not part of the chain of command.
    c. During temporary absences of a supervisor, an MPO may be given command if no other supervisor is available.

        - Temporary absences may include court attendance, meetings, medical appointments, and the like.

4. Perform duties as directed by a supervisor.
5. Be trained in administrative duties necessary to run a shift during a sergeant's absence.

    - An MPO shall not have regularly-assigned administrative duties.

2.11.015
## DESIRABLE QUALIFICATIONS: 03/99

Master Police Officers should:

1. Demonstrate commitment to the Sheriff's Office mission, vision, goals, and core values.
2. Demonstrate commitment to Community-Oriented Policing and Problem-Solving (COPPS).
3. Demonstrate leadership.
4. Demonstrate excellent judgment.

5. Demonstrate above average initiative.
6. Have above average ability in oral and written communications.
7. Demonstrates above average knowledge of laws, policies and procedures.
8. Have good organizational skills.
9. Promote harmonious relationships with other department members and with the public.
10. Be above average in presence, dress, courtesy, and emotional control.
11. Show ingenuity and adaptability.
12. Demonstrate resource management ability.
13. Have good attendance record.

2.11.020
## ELIGIBILITY REQUIREMENTS: 03/99

The Master Police Officer candidate shall:

1. Have completed three (3) years of continuous service as a deputy with the King County Sheriffs Office with three (3) years experience as a uniformed deputy in the Field Operations Division;

    a. One year of uniformed patrol experience with another law enforcement agency may be substituted for one (1) year of King County Sheriffs Office experience, with the concurrence of the Chief of Field Operations.
    b. Previous patrol experience must be similar in activity to KCSO patrol duties.

2. Be a certified Field Training Officer with at least one (1) year's experience as an FTO.
3. Not have received a disciplinary action amounting to time off without pay, or have been reduced from the designation of MPO within the last year before application for the position.

    - Any sustained complaint shall be reviewed carefully by the Precinct Commander.

4. No written reports or routine evaluations documenting improvement needed or unsatisfactory performance of duties.

    - Evaluations and/or reports documenting "Improvement Needed" in any category shall be reviewed carefully by the Precinct Commander.

2.11.025
## APPLICATION PROCESS: 03/99

1. Only those deputies willing to accept an assignment to a current MPO position should apply.
2. Only members currently certified as a Field Training Officer may apply.
3. Transfer requests (KCSO Form #P-113) shall be submitted via the chain of command to the Precinct Commander who has advertised to fill an MPO vacancy.

    - With Form #P-113, applicants must submit a written resume and three (3) Letters of Recommendation, one of which shall be from a supervisor of the rank of sergeant or higher.

4. The applicant's Precinct/Section Commander shall approve or disapprove the application.

    - If disapproved, the Precinct/Section Commander shall advise the applicant of the reasons for disapproval in writing within five (5) working days.

5. The Chief of Field Operations shall forward approved application packets to the Precinct Commander for the scheduling of Precinct MPO interviews.

   - If disapproved, the Chief shall advise the applicant of the reasons for disapproval within ten (10) working days.

2.11.030
## PRECINCT MPO INTERVIEW PANEL PROCEDURES: 03/99

1. Precinct Commanders shall convene MPO Interviews whenever there is an MPO vacancy to be filled.

   - Additional appointments can be made from the candidates interviewed for a period not to exceed ninety (90) days.

2. Candidates submitting approved applications shall be invited to appear before a Precinct MPO Interview Panel.

   - Overtime is not authorized.

3. The Precinct MPO Interview Panel should consist of the following personnel.

   a. Precinct Major.
   b. Precinct FTO Captain.*
   c. Precinct Phase III Sergeant.*
   d. Precinct MPO - rotating.
   e. FTO coordinator - The FTO coordinator should be used in an advisory capacity.*

   * Required to be present to conduct an MPO interview panel.

4. In evaluating candidates, the Precinct MPO Interview Panel shall consider the following areas:

   a. Appearance, demeanor, and oral communications.
   b. Knowledge of department policies and procedures.
   c. FTO experience.
   d. Prior MPO experience.
   e. Specialty Unit experience and educational level.
   f. Supervisor and peer evaluations.

2.11.035
## APPOINTMENTS (GENERAL): 03/99

1. When an MPO vacancy occurs or is anticipated, the affected Precinct Commander shall have the vacancy announced in the GIB with a deadline for applications.
2. Any deputy or current MPO meeting the eligibility requirements shall forward a resume and Transfer Request Form (KCSO #P-113) to the affected Precinct Commander, stating they would accept the position if offered.
3. No less than fifteen (15) days after the deadline for applications, the affected Precinct Commander shall schedule candidates for their interview times.
4. The Precinct Commander shall then forward the name of the preferred candidate(s) to personnel via the chain of command.

2.11.040
## APPOINTMENTS (CONTRACTUAL AND PROVISIONAL): 03/99

1. Special MPO positions may be designated via contracts with other agencies, such as school districts and contract cities.

    - Such appointments must be specifically designated in the contract language and will not be involved in the FTO program.

2. Appointments to these positions do not need to be made by means of a formal MPO interview process.
3. Strong FTO's may be appointed as provisional MPO's in the event of a temporary absence of a current MPO.

    - Examples include, but not limited to, extended military or disability leave.

4. Personnel who have received special MPO appointments shall not maintain their MPO status when they leave the position or when the contract is ended.

2.11.045
## REMOVAL: 03/99

The following criteria are grounds for revocation of MPO status:

1. Any documented violation of department rules or regulations resulting in time off without pay.

    - Any sustained complaints shall be reviewed carefully by the Precinct Commander.

2. Any written report or routine evaluation substantiating improvement needed or unsatisfactory performance of duties.
3. Refusal to train Phase II or Phase III recruits.
4. Removal (voluntary or mandated) from FTO status.

2.11.050
## COMPENSATION: 03/99

1. Master Police Officers receive "premium pay" as described in the current Collective Bargaining Agreement.
2. MPO's acting as the supervisor for an entire shift shall be compensated at the beginning sergeants' salary rate per the current Collective Bargaining Agreement.

    - An MPO acting as a supervisor for an entire shift shall submit an Officer's Report to the Payroll Unit via chain of command documenting the assignment.

3. Provisional MPO's shall be selected by the Precinct Commander and so designated by personnel orders via the chain of command.

    - A Provisional MPO shall receive the top salary step plus "premium pay" while assigned Phase III recruits.

# 2.12.000 SHERIFF RESERVE PROGRAM

2.12.005
## POLICY STATEMENT: 04/99

It is the policy of the Sheriff's Office to establish and maintain a volunteer Sheriff Reserve Program to enhance basic law enforcement services to the community. The Sheriff Reserve Program is intended to assist the department in the delivery of quality service to meet the diverse need of the community.

2.12.010
## ORGANIZATION: 06/10

1. The Reserve Program falls under the Division of Field Operations.

   - Reserves shall be assigned to one (1) of the four (4) detachments or other assignments as directed.

2. The Reserve Program shall consist of the following units:

| | | |
|---|---|---|
| a. | North Detachment | East Precinct, North |
| b. | Southeast Detachment | East Precinct, South |
| c. | Southwest Detachment | West Precinct |
| e. | Special Operations | Airport |

3. Assignments shall normally be in the area where the deputy resides.

2.12.015
## MINIMUM QUALIFICATIONS: 06/92

Reserve deputy candidates shall meet the same requirements as a regular deputy candidate.

2.12.020
## CONFLICT OF INTEREST: 06/92

1. Persons who have occupations that conflict in any way with police duties shall not be accepted.

   - The Chief of the Field Operations may grant an exception if it is in the department's best interest.

2. Some examples of jobs that conflict with police duties include, but are not limited to:

   a. Merchant patrol officer.
   b. Private security officer.
   c. Bill collector.
   d. Private detective.
   e. Bartender.
   f. Police officer of another agency.
   g. Ambulance or towing company employee.
   h. Process server.
   i. Attorney.

3. Application for exception:

   a. A reserve deputy candidate may apply for an exception by writing to the Chief of the Field Operations.

      - Requests for exception shall include the name of the applicant's employer, the specific job with a detailed job description and responsibilities.

   b. Upon receiving the request, the Chief of Field Operations shall make a decision and advise the requestor in writing within ten (10) working days.

2.12.025
## TRAINING: 06/10

Reserves shall satisfactorily complete the required training and comply with all requirements of the department policies and procedures.

1. TRAINING PROGRAM:

   a. Reserves shall attend the Reserve Academy and successfully complete two hundred twenty (220) hours of basic law enforcement training.
   b. Following the Reserve Academy, reserves shall complete one hundred twenty (120) hours of Field Training within six (6) months.

      - The Reserve Sergeant shall administer the one hundred twenty (120) hour Training Program and make Field Training Officer (FTO) assignments according to the Reserve Field Training and Evaluation Program Manual.

   c. Reserves shall complete twenty-four (24) hours of in-service training as required for regular deputies.

2.12.030
## PERSONNEL RECORDS: 06/92

   a. A personnel file shall be maintained on all Reserves.
   b. Daily Observation Reports (DORs) shall be completed by a FTO and forwarded to the Reserve Sergeant.

      - The Reserve Sergeant shall maintain all DORs in the Reserve's file.

   c. Meetings shall be conducted with the Reserve Recruit Officers, advising them of their progress.

2.12.035
## PERFORMANCE APPRAISALS: 06/10

   a. Reserves shall be appraised at least annually according to the alphabetical schedule for regular performance evaluations per applicable guidelines in G.O. 3.04.000.

      - These evaluations shall be recorded on a DOR by a Master Police Officer or FTO following a minimum five (5) hours shift ride-along.

   c. The original DORs and exemption reports shall be forwarded to the Personnel Section via the Chief of the Field Operations.
   d. Copies of DORs and exemption reports shall be maintained in the Reserve's files at the precinct of assignment.

2.12.040
## COMPENSATION: 06/96

1. Reserve deputies may not receive compensation for services from any agency of King County, (e.g., Elections, Facilities, Parks, etc.)
2. Reserve officers may be paid for reasonable expenses incurred incidental to providing volunteer services.

2.12.045
## WORK REQUIREMENTS: 06/92

1. Reserves shall volunteer at least twenty (20) hours of service per month annually.

    - Exceptions may be granted by the applicable Precinct Commander.

2. The minimum shall normally be five (5) consecutive hours per week, four (4) weeks per month.
3. Reserves should not work more than eight (8) hours within a twenty-four hour period.
4. Reserves are strongly encouraged to work during peak hours (i.e., Friday and Saturday nights).

2.12.050
## REGULATIONS: 06/92

Reserves shall comply with all applicable department rules and regulations and are subject to discipline under the rules and regulations.

2.12.055
## OFF DUTY CONDUCT: 06/92

Reserves who are off duty shall not conduct themselves nor identify themselves as Sheriff's deputy except in an emergency.

2.12.060
## POWERS OF ARREST: 06/92

1. Reserves have the same powers of arrest granted to a regular deputy of the department.
2. Reserves who are off duty shall not exercise powers of arrest except in an emergency.

2.12.065
## RESERVE COORDINATOR: 06/92

1. Each Precinct shall designate one Sergeant to act as the Reserve Coordinator.
2. The Reserve Coordinator's shall ensure that:

    a. Reserves are provided in-service training.
    b. Any problems are addressed in a timely manner and brought to the Precinct Commander's attention.
    c. Coordination among Precincts is maintained.
    d. Any claims for injuries or damages incurred by a reserve are processed as quickly as possible.
    e. A Monthly Time and Off Duty Employment Report (KCSO Form #C-178) is completed and submitted to the Department Reserve Coordinator.

f. Coordination of reserve staffing, evaluations, and training requirements is maintained with Precinct Patrol Sergeants and the Precinct administration.
g. Communications to Precinct staff are thorough and timely.

2.12.070
## RESERVE ASSIGNMENTS: 06/92

1. Reserves shall not be assigned a patrol district.
2. Reserves may be assigned to general patrol duties, crowd or traffic control, prisoner transport, and other such duties as may be required.
3. Reserves shall be used in two-person patrol units unless the Sheriff or the Chief of Field Operations determines otherwise.
4. Reserves may be assigned to supplement regular one-person patrol cars as needed.

    - If a reserve is assigned to work with a regular deputy, the regular deputy shall direct the activities of the reserve.

5. A one-person reserve car shall be restricted to reserves who have:

    a. Three (3) years of service in the Department's Reserve Program.
    b. Completed the Reserve Academy and the Reserve FTO Program.
    c. Regularly attended training meetings.
    d. Performed satisfactorily during annual evaluation rides with FTOs.

6. The senior reserve deputy shall be in charge of a two-person reserve car.
7. When reserves are on duty, the district Patrol Supervisor shall supervise the assignments for details as needed.
8. Assignments to other sections and/or units may be made as needed.
9. Reserves do not have to volunteer for, or accept, assignments that will cause loss of time from employment or great personal sacrifice.
10. A reasonable amount of police activity is required from each active reserve.
11. Should temporary changes of employment hours prevent a reserve from accepting duties, a temporary inactive status may be requested.

    - Inactive status over ninety (90) days shall be approved by the Chief of Field Operations.

12. Reserves are expected to fulfill all assignments.
13. Should unforeseen circumstances prevent handling of assignments, reserves may be excused after notifying the Precinct Reserve Coordinator.
14. Reserves who are continually absent or late are subject to dismissal.
15. The use of privately owned vehicles is prohibited.

2.12.075
## UNUSUAL OCCURRENCE (U.O.): 06/92

Reserves may be used during a U.O. at the discretion of the Field Commander.

1. Reserves shall be used to augment the normal police function.
2. These duties should be limited to the more non-hazardous assignments. Examples:

    a. Perimeter patrol.
    b. Traffic control outside of the U.O. area.
    c. Police patrol outside of the U.O. area.

2.12.080
## EQUIPMENT: 06/92

1. Reserves shall be responsible for all equipment provided to them by the department and shall report all defective equipment per G.O. 8.08.000.
2. Reserves shall not install or carry any type of emergency equipment, department insignia, or other such representation in or on private vehicles.

2.12.085
## FIREARMS/USE OF FORCE: 11/08

1. Reserves shall carry firearms according to G.O. 6.07.000.
2. Reserves shall qualify with their duty firearms in accordance with G.O. 6.08.000.
3. Reserves shall receive the same training on the Sheriff's Office use of force policy as a fully commissioned deputy.

2.12.090
## UNIFORMS: 06/92

1. Reserves shall be issued applicable uniform items according to G.O. 7.01.000 and comply with the appearance regulations in G.O. 7.00.000.
2. Reserves shall not wear the uniform, or any identifiable part thereof, unless on an authorized assignment or en route to or from such assignment.

2.12.095
## CHAIN OF COMMAND: 06/92

Reserves shall follow the chain of command when transacting any official business and shall report to the Precinct Reserve Coordinator or, in his/her absence, the on duty sergeant.

2.12.100
## OFF DUTY EMPLOYMENT: 06/92

1. Reserves shall not work any off duty jobs in any law enforcement capacity for the first year of their commission.
2. Reserves shall comply with G.O. 4.03.000 (Off Duty Employment).

    - Failure to fulfill the twenty (20) hour per month work requirement may result in the revocation of a work permit.

3. Location and number of hours work shall be documented on the Monthly Time and Off Duty Employment Record.

2.12.105
## REPORTING HOURS WORKED: 06/92

Reserves shall report their number of hours worked during each month to the Precinct Reserve Coordinator by the second day of the following month.

- This also includes all off duty employment hours.

2.12.110
## MEETINGS: 06/92

1. One (1) regular business/training meeting shall be held each month.
2. All Reserves shall attempt to attend the meeting.

    a. Reserves unable to attend shall submit a written excuse.
    b. Unexcused absences from meetings may be cause for dismissal.

2.12.115
## CHANGE OF ADDRESS, TELEPHONE NUMBER, OR EMPLOYMENT STATUS: 06/92

Reserves shall comply G.O. 2.00.075 regarding change of address, telephone number or employment status.

2.12.120
## COURT WITNESS FEES: 04/99

1. Reserves are entitled to receive court witness and mileage fees as any other civilian witness.
2. Reserves shall notify the court clerk that they are a reserve, prior to attending court to enable them to make out the necessary forms for payment.

2.12.125
## TERMINATION: 06/92

Reserves may be terminated at any time by the Sheriff or the Chief of Field Operations upon receipt of written recommendation and documentation from the Reserve's Precinct Commander.

# 2.13.000 COMMUNITY SERVICE OFFICERS

2.13.005
## POLICY STATEMENT: 06/92

It is the policy of the Sheriff's Office to provide non-law enforcement services to the community that relieves police officers of some tasks that do not require police legal authority.

2.13.010
## ORGANIZATION: 06/92

The Community Service Officers (CSO) Unit falls under the Field Operations Division.

1. CSOs are assigned to precincts and shall be under the direction of the Precinct Commander.
2. CSOs are Civil Service, uniformed non-sworn department members.

2.13.015
## POWERS OF ARREST: 06/92

CSOs **do not** possess the powers of arrest beyond that of the private citizen.

2.13.020
## WEAPONS AND RESTRAINTS PROHIBITED: 06/92

1. CSOs shall not carry weapons, handcuffs, or other restraints while on duty or in uniform.
2. CSOs may carry a department issued chemical irritant.

    - The department's "Use of Force" policy shall be followed when using a chemical irritant.

2.13.025
## EQUIPMENT: 06/92

1. CSOs shall be responsible for all equipment provided to them by the department and shall report all defective equipment per G.O. 8.08.000.
2. CSOs shall not install or carry any type of emergency equipment, department insignia, or other such representation in or on private vehicles.

2.13.030
## UNIFORMS: 06/92

1. CSOs shall be issued applicable uniform items according to G.O. 7.01.000 and comply with the appearance regulations in G.O. 7.00.000.
2. CSOs shall not wear the uniform, or any identifiable part thereof, unless on an authorized assignment or en route to or from such assignment.

    - If wearing a uniform, the complete uniform shall be worn.

2.13.035
## CHANGE OF ADDRESS OR TELEPHONE NUMBER: 06/92

CSOs shall comply with G.O. 2.00.075 regarding change of address or telephone number.

2.13.040
## OFF DUTY EMPLOYMENT: 06/92

1. CSOs shall not work any off duty jobs that conflict with CSO duties.
2. CSOs shall comply with G.O. 4.03.000 (Off Duty Employment).

2.13.045
## REGULATIONS: 06/92

CSOs shall comply with all applicable department rules and regulations.

- CSOs are subject to discipline under the department's rules and regulations.

2.13.050
## TERMINATION: 06/92

CSOs are subject to applicable Civil Service rules regarding termination.

# 2.14.000 POLICE EXPLORER PROGRAM

2.14.005
## POLICY STATEMENT: 10/02

The Sheriff's Office, in conjunction with the Learning for Life, sponsors several Law Enforcement Explorer Posts at police precincts and substations in King County. The Explorer Program is designed to provide the youth of King County an opportunity to observe, learn, and participate in appropriate law enforcement activities, community service projects, and to develop leadership and organizational skills.

2.14.010
## MEMBERSHIP REQUIREMENTS: 06/92

Membership is open to persons:

1. Fourteen (14) to twenty one (21) years old.
   - Applicants under the age of 18 require parental approval.
2. With good moral character.
   - Persons with arrest or conviction records (including traffic offenses), or any information that would prohibit employment in a law enforcement field are ineligible.
3. Maintaining at least a 2.0 cumulative grade point average ("C" average).

2.14.015
## FEES AND PURCHASE OF UNIFORMS: 06/92

Explorers shall, at individual expense.

1. Pay an annual registration fee to Learning for Life.
   - Liability insurance coverage is included in this fee.
2. Purchase and maintain one (1) basic King County Police Explorer uniform as specified in the Explorer Manual.

2.14.020
## REGULATIONS: 06/92

Explorers shall comply with all applicable department rules and regulations, Police Explorer Manual, and Post By-Laws.

- Explorers are subject to discipline under the department's rules and regulations.

2.14.025
## PROHIBITIONS AND RESTRICTIONS: 05/08

1. Explorers are not sworn deputies and do not possess the arrest powers beyond those of the private citizen.
2. On duty explorers shall not carry weapons of any kind, chemical irritants, handcuffs, or other restraints.
3. Explorers shall not identify themselves as police officers, nor shall they mislead the public into believing they are anyone other than a Police Explorer.
4. Explorers are prohibited from volunteering more than eight (8) hours within a twenty four (24) hour period without prior approval from a supervisor.

2.14.030
## ORGANIZATION: 06/92

1. Explorer Posts are chartered by Learning for Life and must include at least six (6) active members.
2. The BSA established the following numerical designators for the department's posts:

   a. Post 305 - Precinct 3
   b. Post 306 - Precinct 2
   c. Post 308 - Precinct 4

3. The leadership officers of each post are:

   a. President
   b. Vice-President
   c. Secretary
   d. Treasurer

4. Election procedures, qualifications, and duties are specified in the Explorer Manual.
5. The following rank insignia shall be worn by post officers on their collars as specified in G.O. 7.02.020:

   a. President — Gold Captain Bars
   b. Vice-President — Gold Lieutenant Bars
   c. Secretary — Gold Metal Sergeant Chevrons
   d. Treasurer — Gold Metal Sergeant Chevrons
   e. Squad Leader — Gold Metal Sergeant Chevrons

6. POST ADVISOR AND ASSISTANT:

   A sworn department member shall serve as the Post Advisor and Post Advisor Assistant and shall be responsible for the post's operations. Specific duties of the Post Advisor include:

   a. Arrange for a meeting place for bi-weekly and other meetings.
   b. Coordinate and schedule the Patrol Observer Program (Ride-a-long).
   c. Interview, screen, and investigate the background of applicants for Explorer membership.
   d. Annually renew the post charter with Learning for Life
   e. Arrange transportation needs for department sanctioned Explorer programs.
   f. Submit an annual report to the Sheriff about the post's activities and accomplishments.
   g. Maintain a current roster and individual personnel files on all King County Police Explorers, past and present.
   h. Offer advice and guidance to the post membership that promotes leadership skills.

7. POST COMMITTEE:

   a. Explorer posts shall have a Post Committee comprised of four (4) adult community members who may or may not be Department members.
   b. This committee, through a chairperson, shall:

      - Advise and assist the Post Advisor.
      - Help acquire necessary resources.
      - Aid the post in special programs.

8. DEPARTMENT REPRESENTATIVE:

   a. The Precinct Captain shall serve as the department's representative for the post(s) sponsored by the precinct.
   b. The department representative shall monitor the post's activities and assist the Advisor and Post Committee with scheduling, coordination, policy problems, and counseling.

9. EXPLORER COORDINATOR:

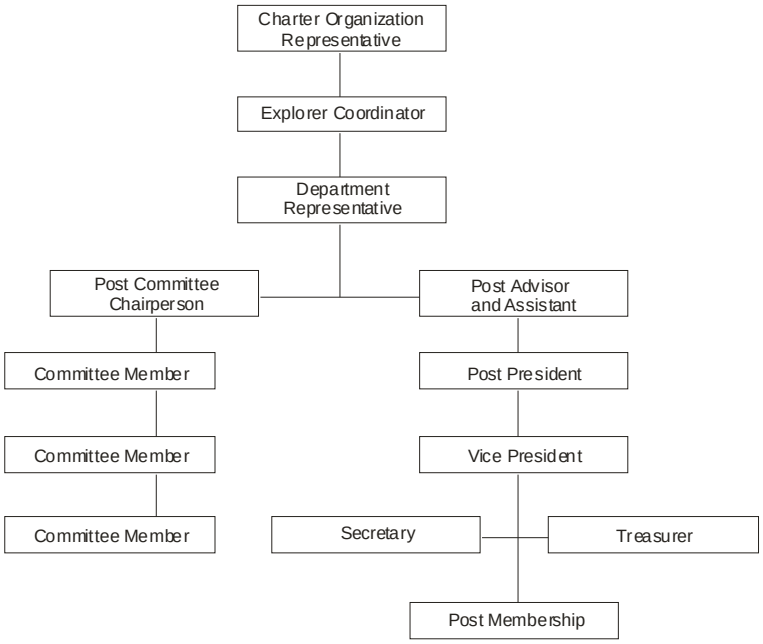
   The Explorer Coordinator is the Precinct Major who is responsible for the Explorer Program at the precinct level.

10. CHARTER ORGANIZATION REPRESENTATIVE:

   The Charter Organization Representative is either the Sheriff or the Chief of Field Operations who ensures uniformity among the posts and represents the total King County Sheriff Explorers Program to outside agencies and Learning for Life.

   - The Sheriff shall be the final authority on all matters pertaining to the operational procedure of all posts.

**King County Sheriff**
**Explorer Post Structure**



# 2.15.000 VOLUNTEER PROGRAM

2.15.005
## PURPOSE: 03/99

The King County Sheriff's Office Volunteer Program is an official organization within the department and is committed to forming a working relationship between citizens and the department; to enhance communication; to assist the department in the delivery of quality service to meet the diverse need of the community.

2.15.010
## MISSION: 03/99

The program mission is to make a positive difference in the community by providing a supplementary and complimentary role to the department's regular staff.

2.15.015
## GOALS: 03/99

1. **For the program** - to break down barriers; and to open doors of communication between citizens and the department.
2. **For the volunteer** - to provide an opportunity for a positive meaningful experience with growth and knowledge and to experience a closer partnership with law enforcement.
3. **For the department staff** - to develop a trained pool of volunteers to assist various units, sections and divisions within the department in providing enhanced public police services.

2.15.020
## REFERENCE MATERIALS: 03/99

1. The basic Volunteer Policy manual provides a "Reference Materials" section which will address the following county-wide issues for every work site:

    a. Chain of command – Organization Flow Chart.
    b. Department phone list.
    c. Department wide maps.

        - All contract city boundaries.
        - All districts.

    d. King County Government Listing.
    e. FCR Codes and explanation.
    f. Explanation of commonly used abbreviations (10-codes).
    g. Basic Computer Access codes/directions and menus (CAD/SKID/XKMS).
    h. Examples of agreed upon reports that a volunteer might be asked to complete.

2. Individual work sites are encouraged to add to this section of the Volunteer Policy manual or supply a separate addendum which will address local issues & information.

    a. Local resources, names and phone numbers.
    b. Local political individuals and groups.
    c. Language bank and directions.

3. In addition to this section of the Volunteer Policy Manual, each work site will have available for volunteers the following:

    a. General Orders Manual.
    b. Training Bulletins.
    c. Department SOP's.
    d. King County/Metro phone directory.
    e. Where to turn plus resource guide.

2.15.025
## BACKGROUND: 03/99

Volunteer applicants, in accordance with G.O. 2.00.025, shall:

1. Complete volunteer application and background form.
2. Successfully pass background check.

2.15.030
## MINIMUM STANDARDS FOR ACCEPTANCE: 03/99

Volunteer applicants shall:

1. Be at least sixteen years of age.
2. Be stabile in the community.
3. Have no felony criminal convictions.
4. Have no misdemeanor criminal convictions within the last five years.
5. Have no court ordered community service or probation requirements.
6. Drug use history.

    a. No use of marijuana in the last three (3) years.
    b. No use of any controlled substances (VUCSA) in the last five (5) years.

7. Satisfy the following review of driving history (last three (3) years) if the position involves driving.

    a. In state and out-of-state records.
    b. Recent violations/frequency of violations.
    c. Criminal violations will disqualify an applicant.

2.15.035
## VOLUNTEER WORK HOURS: 03/99

1. Volunteers are encouraged to work a minimum of ten (10) hours per month.

    - Lead Volunteers sixteen (16) hours per month.

2. A schedule will be set that works for both the volunteer and the unit/section/division coordinator.
3. Records will include dates of service, training, volunteer assignments, special projects completed, evaluation of work and awards received.
4. Volunteers will sign in and out of the office each time they volunteer.
5. Records will be used for verification to receive recognition, to help find volunteer staff in an emergency and to provide documentation for insurance coverage.

6. Records will be used in recommendations and personal recognition, career development opportunities and for effective supervision of volunteers.

    - Volunteers are entitled to review their records.

2.15.040
## RESPONSIBILITIES: 03/99

All volunteers shall:

1. Not have any law enforcement authority or powers of arrest.
2. Consider volunteering a serious commitment.
3. Accept the guidance and the decisions of the volunteer coordinator or assigned supervisor.
4. Maintain the dignity and integrity of the King County Sheriff's Office.
5. Perform tasks outlined to the best of their ability.
6. Observe the County's rules and policies to the extent that such rules and policies apply to volunteers.
7. Maintain confidentiality of any and all information learned through work at the King County Sheriff's Office.

    - Any information contained in records or received in personal communication will not be divulged outside this agency and/or to other volunteers.

8. Be held to the same ethical standards as full time department employees.
9. Notify the volunteer coordinator at least four hours in advance when unable to work.
10. Maintain cooperative working relations with staff and fellow volunteers.
11. Wear an ID badge and appropriate clothing when reporting to work.
12. Sign in and out on the volunteer log sheet for each shift worked.
13. Work within the scope of assigned duties and responsibilities.
14. Agree to a minimum time commitment.
15. Commit to Department Mission and Vision Statements

2.15.045
## DUTIES: 03/99

1. VOLUNTEER

    Front desk reception duties, assists with special events, victim call-backs, filing, posting, pin maps, newsletters, etc.

2. LEAD VOLUNTEER

    Access to computer files, data entry, assists with CAU, senior experience, etc.

3. SERVICE DONOR

    a. One time event or project. i.e., designs a T-shirt, helps with special skill project.
    b. Requires name, DOB, address, occupation and computer criminal history and DOL check.

        - Approved at the COP station level.

2.15.050
## FIREARMS: 03/99

Carrying of firearms/weapons while representing the department, as a volunteer, is prohibited.

2.15.055
## IDENTIFICATION: 03/99

1. All volunteers will be issued an official identification card.
2. Volunteers must carry and display this identification card while serving as a volunteer. Volunteers are not authorized to wear or display the identification card during times when they are not directly representing the department.
3. Jackets, shirts and other clothing items may be issued to or purchased by volunteers. These items are considered official identification and are subject to the same restrictions as use of the official identification card.
4. Volunteers may not use their status as a department volunteer to receive personal benefit, special privileges or discounts.

2.15.060
## COMPLIANCE WITH REASONABLE REQUESTS: 03/99

Volunteers are required to comply with all reasonable requests presented to them by their chain of command.

2.15.065
## FORFEITURE OF VOLUNTEER STATUS: 03/99

A volunteer's status and position with the department may be forfeited for the following reasons:

1. Failure to successfully complete the responsibilities as assigned.
2. Violations of decorum as described above.
3. Services are no longer required.
4. A volunteer's status and position with the department will be forfeited for the following reasons:

    a. Falsifying any statement on the volunteer application.
    b. Reporting to work while under the influence of alcohol or drugs.
    c. Releasing confidential information.
    d. Committing a misdemeanor or felony at any time while in the volunteer program.
    e. Conduct that places the integrity and effectiveness of the police department at risk .

2.15.070
**SUPERVISION:** 03/99

1. It will be the responsibility of the unit supervisor to clearly and specifically notify the volunteer, in writing, as to who will be his/her direct supervisor. Additionally, the first line supervisor will notify the volunteer's direct supervisor of the volunteer's assignment to him/her.
2. The volunteer's direct supervisor is responsible for:

    a. Orientation/Introduction.

    - Provide an introduction to the Department Organization. Facilities Tour, Resources, Policy and Procedures, Confidentiality Agreement, Paperwork Protocol, position expectations, equipment issue and use.

    b. Background Investigation.

    - Supervisor/commissioned deputies shall conduct background investigation of volunteer.
    - Background investigation packets shall be maintained by the supervisor.

    c. Time Tracking.

    - Direct supervisor ensures volunteer(s) documents type of work and amount of time used.
    - Direct supervisor compiles time documentation monthly and review it for compliance with department's agreement(s) with labor organizations and/or labor standards and reports discrepancies to unit supervisor.
    - Direct supervisor maintains documentation files at work site.

    d. Evaluation

    - Volunteers shall be evaluated by their supervisor.
    - Evaluations should be completed annually.

3. Supervisory Order:

    a. Chief.
    b. Major.
    c. Captain.
    d. Sergeant.
    e. Community Police Officer.
    f. Lead Volunteers.
    g. Volunteers.

4. Department Organization:

    a. Division.
    b. Precinct.
    c. City Police Organization.
    d. Community Police Station.

2.15.075
## TRAINING: 03/99

1. Mandatory Training:

    a. CPR.
    b. Reception and Telephone etiquette.
    c. Emergency v. Non-Emergency response.
    d. Hazard Assessment.
    e. Crisis Referrals.
    f. Availability and Use of Resources.
    g. Confidentiality of police records.

2. Recommended Training

    a. First Aid.
    b. Citizens Academy.
    c. Basic Police Report/Report Writing.
    d. How Government Works.
    e. Accessing Resources.
    f. Prohibition against Providing Legal Advice.

3. Job specific training as required.
4. Lead Volunteer, special training
5. Other training as required.

2.15.080
## TRAVEL AUTHORIZATION AND REIMBURSEMENT: 03/99

The department does not routinely authorize reimbursement or travel or other expenses incurred by volunteers.

1. Volunteers must work through their chain of command for approval from the appropriate Division Chief.
2. After approval is given, volunteers are required to follow the same guidelines as outlined in G.O. 4.02.000.

2.15.085
## INSURANCE RISK MANAGEMENT: 03/99

1. All on-duty injuries shall be reported immediately to the person in charge or the on-duty supervisor.
2. All events involving on-duty police volunteers that result in damage or loss to department property shall be reported immediately to the person in charge or the on-duty supervisor.

# 2.16.000 AWARDS PROGRAM

2.16.005
## POLICY STATEMENT: 01/99

It is the policy of the King County Sheriffs Office to publicly recognize extraordinary or otherwise meritorious acts that are above and beyond those normally expected. Each nomination shall be reviewed by the Awards Board as outlined in this policy.

***Note: The formal criteria for each award does not automatically qualify an individual for that award. The final determination will be made by the Awards Board.***

2.16.010
## ELIGIBILITY: 01/99

1. Please refer to each award to see who is eligible for that particular award.
2. Only one award will be given per incident.
    - The Blue Star award may be given with other awards if warranted.
3. Any of the awards may be bestowed posthumously.

2.16.015
## NOMINATION PROCEDURES: 01/99

An Officer's Report (Form #C-1 02) or Memorandum (Form #A-118) shall be used by department members to recommend nomination(s). (Refer to G.O. 2.16.125 for nomination format.)

1. Shortly after the event, the nominator shall forward the original nomination packet to the Precinct/Section Commander via the chain of command for review.
    a. Maximum time frame for submitting a nomination will be three (3) months, unless there are mitigating circumstances.
        - Those circumstances will need to be articulated when submitting the nomination.
        - The Awards Board will make the final determination.
    b. Whenever private citizens or private organizations are nominated for awards, a Letter of Appreciation from the Sheriff shall be sent to the private party nominated.
2. The Precinct/Section Commander shall forward the original nomination packet, with the appropriate recommendations, to the Chairperson of the Awards Board.
3. The act shall be clearly and concisely detailed to allow the Awards Board to precisely understand what occurred.
4. Nominations determined by the Awards Board to be inappropriate, or in need of additional information, shall be returned to the nominator stating the reason.
5. The nominator/nominee may appeal the declination by forwarding an Officer's Report, detailing the reasons for the appeal, to the Sheriff via the chain of command.
6. The Sheriff shall:
    a. Review the nomination packet and appeal.
    b. Make the final determination.
    c. Notify the nominator/nominee of the final decision.

2.16.020
## AWARDS BOARD: 01/01

1. The Awards Board shall consist of the following seven (7) members:

    a. Chief of Field Operations Division (Chairperson).
    b. A Captain.
    c. A Sergeant.
    d. A Patrol deputy
    e. CID detective
    f. A Civilian employee
    g. The Media Relations Officer (non-voting)

2. The members of the Board shall be appointed by the Sheriff.
3. Except for the Chief of Field Operations, Board members shall be rotated with new members every two years.

2.16.025
## AWARDS BOARD PROCEDURE: 01/99

1. The Awards Board shall meet twice a year or as directed by the Chairperson of the Awards Board.
2. The Awards Board shall:

    a. Review the nomination packet.
    b. Have the option to interview, in person, the nominee and/or any witness to the event.
    c. Determine whether or not the performance of the nominee met the criteria for the recommended award.

        - The Board may grant the award most appropriate to the given set of circumstances.

d. Confirm an award by four (4) affirmative votes.
e. Forward the recommendations to the Sheriff for final review.
f. Notify the nominator/nominee of the final decision via the Sheriff.

2.16.030
## AWARDS COORDINATION: 01/99

The Media Relation's Officer shall:

1. Announce the upcoming meeting of the Awards Board and give department members a time frame to submit nominations (via GIB).
2. Coordinate the Awards Board meeting.
3. Be responsible for:

    a. Sending out a decline letter to the nominator, if appropriate, stating in detail the reason for declination.
    b. Sending out congratulatory letters to the award recipients, stating in detail the reason they are receiving the award and that they will be honored at a ceremony.
    c. Invitations and coordination of the following persons:

        - Nominees.
        - Citizens.

- County Executive.
- County Council Members.
- Specific contract city officials.
- News Media.

4. Announce the award recipients and where and when the Awards ceremony will be held, via GIB.
5. Coordinate Awards presentation ceremony.
6. Be responsible for having certificates made up and appropriately displayed in an award folder.
7. Be responsible for obtaining the appropriate award medals from PMU prior to the award ceremony.

2.16.035
## AWARDS PRESENTATION: 01/99

All awards shall be presented by the Sheriff or his designee

2.16.040
## WEARING OF AWARDS: 01/99

1. Refer to G.O. 7.02.055.
2. No more than three (3) breast bars may be worn at one time.

2.16.045
## WEARING OF AWARDS FROM ANOTHER POLICE AGENCY: 01/99

1. Department members who have been presented awards by another agency may wear the other agency award under the following criteria.

   - Only the awards meeting the criteria of the Department's Medal of Valor and the Sheriff's Star will be considered.

2. Wearing of an award from another agency may be allowed under the following criteria:

   a. An Officer's Report (form #C-102) shall be filled out detailing the request and sent to the Awards Board Chairperson via the chain of command.
   b. A copy of any award certificate, paperwork detailing the incident for which the award was bestowed and a photocopy of the device to be worn should be sent with the request.
   c. After initial review of the request, the Chairperson shall forward the request to the Background Investigations Unit for verification of the award.
   d. After verification, the request will be returned to the Chairperson who will present the request to the full Awards Board for a final determination.
   e. If approved, the device shall be worn in accordance with G.O. 7.02.055.

3. The Awards Board reserves the right to examine the award device in order to insure that it does not detract from the appearance of the King County Sheriff's Office uniform.

2.16.050
## MEDAL OF VALOR: 01/99

1. The Medal of Valor is the department's highest award.
2. This award may be conferred upon department members who, in the highest traditions of public service, perform an extraordinary act of bravery or heroism.

3. This award may be conferred upon the department member who selflessly gives his/her life in the line of duty; or distinguishes him/herself by the performance of an act of courage involving extreme risk or imminent danger to life and is above and beyond the call of duty.

    - There may be no margin of doubt, nor possibility of error in awarding this medal.

4. The department member's act must be so outstanding that it clearly distinguishes his/her courage from lesser forms of bravery.

**Criteria:**

1. The nominee must have:

    a. Been a member of the King County Sheriff's Office at the time the incident occurred; **and**
    b. Been engaged in the performance of official duties; **and**
    c. Acted within the law and department policy; **and**
    d. Acted in the face of extreme risk, without regard for his/her own well being and with full knowledge of the risk to his/her own personal safety; **and**
    e. Substantially contributed to the protection of human life; **and/or**
    f. Been engaged with an armed and dangerous adversary.

2. The act must have been:

    a. *Clearly* above and beyond the call of duty; **and**
    b. An action which would not subject the department member to any justifiable criticism *if not performed*; **and**
    c. Based upon sound judgment and did not unduly jeopardize any mission or individual.

Note: This formal criteria does not automatically qualify an individual for the award. The final determination will be made by the Awards Board.

**Award particulars:**

The recipient of the Medal of Valor shall be entitled to the following:

1. A certificate inscribed "*Medal of Valor*" that states, in some detail, the act for which the award is bestowed; and
2. An award medallion suspended from a ribbon that may be worn at official ceremonies and functions; and
3. An award breast bar and lapel pin; and
4. An 8x10 photograph capturing the award presentation; and
5. Two (2) additional vacation days each calendar year thereafter.

    - The Payroll Unit shall maintain a file and credit the recipient in January of each year.

2.16.055
## **SHERIFF'S STAR:** 01/99

1. The Sheriff's Star is the department's second highest award.

2. It may be conferred upon department members for an act performed in the line of duty, which involved courage, bravery and significant risk to the life of the department member, but which was performed under conditions less hazardous than those described in the Medal of Valor.

    - The distinction between the Medal of Valor and the Sheriff's Star is made in the "*above and beyond the call of duty*" circumstance and the degree of risk involved to the department member.

**Criteria:**

1. The nominee must have:

    a. Been a member of the King County Sheriff's Office at the time the incident occurred; **and**
    b. Been engaged in the performance of official duties; **and**
    c. Acted within the law and department policy; **and**
    d. Acted in the face of significant risk without regard for his/her own well being; **and**
    e. Exhibited courage and bravery in the face of peril in the performance of official duties.

2. The act must have been:

    a. Conspicuous and well above the standard expected; **and**
    b. An action which would not subject the department member to any justifiable criticism *if not performed*; **and**
    c. Based upon sound judgment and did not unduly jeopardize any mission or individual.

Note: This formal criteria does not automatically qualify an individual for the award. The final determination will be made by the Awards Board.

**Award particulars:**

The recipient of the Sheriff's Star shall be entitled to the following:

1. A certificate inscribed "*Sheriff's Star*" that states, in some detail, the act for which the award is bestowed; and
2. An award medallion suspended from a ribbon that may be worn at official ceremonies and functions; and
3. An award breast bar or lapel pin; and
4. An 8x10 photograph capturing the award presentation; and
5. One (1) additional vacation day each calendar year thereafter.

    - The Payroll Unit shall maintain a file and credit the recipient in January of each year.

2.16.060
## **SHERIFF'S MEDAL:** 01/99

1. The Sheriffs Medal is the department's third highest award.
2. It may be conferred upon department members who have displayed courage and bravery in the line of duty, under conditions described as less hazardous than those described in the Medal of Valor and Sheriff's Star.

**Criteria:**

1. The nominee must have:

    a. Been a member of the King County Sheriff's Office at the time the incident occurred; **and**

b. Been engaged in the performance of official duties; **and**
c. Acted within the law and department policy; **and**
d. Exhibited courage and bravery in the performance of duty.

2. The act must have been:

a. A superior performance of duty, performed in a highly commendable manner; **and**
b. An action which would not subject the department member to any justifiable criticism *if not performed*; **and**
c. Based upon sound judgment and did not jeopardize any mission or individual.

Note: This formal criteria does not automatically qualify an individual for the award. The final determination will be made by the Awards Board.

**Award particulars:**

The recipient of the Sheriff's Medal shall be entitled to the following:

1. A certificate inscribed "*Sheriff's Medal*" that states, in some detail, the act for which the award is bestowed; and
2. An award medallion suspended from a ribbon that may be worn at official ceremonies and functions; and
3. An award breast bar or lapel pin; and
4. An 8x10 photograph capturing the award presentation; and
5. One (1) vacation day for the calendar year in which the award was bestowed.

a. This is a **one-time** only granting of a vacation day.
b. The Payroll unit shall maintain a file and credit the recipient accordingly

2.16.065
## **BLUE STAR AWARD:** 01/99

The Blue Star Award may be conferred upon department members who are injured or killed while working in their official capacity.

**Criteria:**

1. The nominee must have:

a. Been a current member of the King County Sheriffs Office at the time the incident occurred; **and**
b. Been engaged in the performance of official duties; **and**
c. Acted within the law and department policy.

2. The injury must have:

a. Been inflicted by a deadly or dangerous weapon; **and/or**
b. Been caused by the action of another to deliberately injure the department member or another person; **and/or**
c. Been due to any cause where the department member exhausted all reasonable safety precautions or had little or no control over the circumstances; **and**

d. Been a severe or disabling injury that required immediate hospitalization; **or**
e. Caused death or substantial risk of death; **or**
f. Caused a serious or prolonged disfigurement or impairment of general health.
g. Exposure to or infection by bloodborne pathogens, chemicals or other hazardous materials, will be reviewed on an individual basis by the Awards Board.

3. The injury could have been sustained during the rescue or attempted rescue of another.
4. Any injury not rising to the level of the Blue Star may be eligible for a "Certificate of Recognition" for injuries received.

- Final determination will be made by the Awards Board.

5. A Severe Injury:

a. Requires hospitalization commencing within seven (7) hours from the time the injury or exposure occurred; or
b. Results in the fracture of any bone except simple fractures of the fingers, toes or nose; or
c. Causes severe hemorrhages, or nerve, and muscle or tendon damage.
d. Involves any internal organ; or
e. Involves second or third degree burns or any burns that affect more than five percent of the body surface.

Note: this formal criteria does not automatically qualify an individual for the award. The final determination will be made by the Awards Board.

**Award Particulars:**

The recipient of the Blue Star Award shall be entitled to the following:

1. A certificate inscribed "*Blue Star Award*" that states, in some detail, the act for which the award is bestowed; and
2. An award medallion suspended from a ribbon that may be worn at official ceremonies and functions; and
3. An award breast bar or lapel pin; and
4. An 8x10 photograph capturing the award presentation; and
5. One (1) vacation day for the calendar year in which the award was bestowed.

a. This is a **one-time** only granting of a vacation day.
b. The payroll unit shall maintain a file and credit the recipient accordingly.

2.16.070
## COMMANDER'S AWARD: 01/99

The Commander's Award may be conferred upon commissioned law enforcement personnel for police service that required exceptional performance in a difficult assignment, investigation or arrest.

**Criteria:**

1. The nominee must have:

a. Been a commissioned officer/deputy of a law enforcement agency at the time the incident occurred; **and**
b. If the nominee is from another law enforcement agency, the act must have been performed while aiding, assisting or working with a deputy from this department, **and**
c. Acted within the law.

2. The act must have:

   a. Reflected outstanding performance of duty under unusual, complicated or hazardous conditions over a period of time; **and**
   b. Clearly exceeded the normal or expected achievement(s) of others with comparable duties.

Note: This formal criteria does not automatically qualify an individual for the award. The final determination will be made by the Awards Board.

**Award Particulars:**

The recipient of the Commander's Award shall be entitled to the following:

1. A certificate inscribed *"Commander's Award*" that states, in some detail, the act for which the award is bestowed; and
2. An 8x10 photograph capturing the award presentation.

2.16.075
## **LIFESAVER AWARD:** 01/99

The Lifesaver Award may be conferred upon department members who acted in a significant manner to save or prolong another's life.

**Criteria:**

1. The nominee must have:

   a. Been a member of the King County Sheriff's Office at the time the incident occurred; **and**
   b. Acted within the law and department policy; **and**
   c. Saved another's life from immediate peril: **or**
   d. Performed first aid and/or CPR that saved or prolonged another's life.

Note: This formal criteria does not automatically qualify an individual for the award. The final determination will be made by the Awards Board.

**Award Particulars:**

The recipient of the Lifesaver Award shall be entitled to the following:

1. A certificate inscribed "*Lifesaver Award*" that states, in some detail, the act for which the award is bestowed; and
2. An award breast bar or lapel pin; and
3. An 8x10 photograph capturing the award presentation.

2.16.080
## MERITORIOUS SERVICE AWARD: 01/99

The Meritorious Service Award may be conferred upon any law enforcement personnel, community leader, civic organization, or citizen who provides significant involvement or assistance to this department or the community in which they reside.

**Criteria:**

The nominee must have:

1. Acted or cooperated with this department resulting in the apprehension of a subject in the commission of a crime; **or**
2. Made a substantial contribution that improved law enforcement services, assisted this department in performing its mission or furthering its objectives or worked in the community to resolve mutual problems; **or**
3. Performed exceptional service in a stressful situation; **or**
4. Performed exceptional service to the community or this department; **and**
5. Exhibited exemplary concern by making a substantial contribution toward the welfare of others.

Note: This formal criteria does not automatically qualify an individual for the award. The final determination will be made by the Awards Board.

**Award Particulars:**

The recipient of the Meritorious Service Award shall be entitled to the following:

1. A certificate inscribed "*Meritorious Service Award*" that states, in some detail, the act for which the award is bestowed; and
2. An 8x10 photograph capturing the award presentation.

2.16.085
## QUALITY POLICING AWARD: 01/99

1. The Quality Policing Award may be conferred upon department members who have supported the department's commitment to Community Oriented Policing and Problem Solving (COPPS) and the Mission, Vision, Goals and Core Values of the King County Sheriffs Office.
2. This award may be given to an individual or a team of individuals.

**Criteria:**

1. The nominee(s) must have:

    a. Been a member of the King County Sheriffs Office at the time the performance occurred; **and**
    b. Demonstrated significant efforts to identify, analyze and successfully respond to the causes and conditions of neighborhood crime and disorder, individually or in conjunction with governmental entities and community organizations; **or**
    c. Used quality improvement tools and problem-solving techniques to facilitate the implementation of technology, procedures, performance measures or other approaches to streamlining and making efficient the day-to-day operations of the Department or an individual work site.

2. The performance must have:

   a. Solved a long term problem or concern of a community or the department; **or**
   b. Resulted in significant improvements to the efficiency and effectiveness of service at a work site; **or**
   c. Resulted in a measurable improvement in the quality of service provided by the department.

Note: This formal criteria does not automatically qualify an individual for the award. The final determination will be made by the Awards Board.

**Award Particulars:**

The recipient of the Quality Policing Award shall be entitled to the following:

1. A certificate inscribed "*Quality Policing Award*" that states, in some detail, the performance for which the award is bestowed; and
2. An 8x10 photograph capturing the award presentation.

2.16.090
## DEPUTY OF THE YEAR: 01/99

1. The Deputy of the Year Award may be conferred upon any sworn department member, of sergeant rank or below, for overall police service.
2. This annual award is given upon recommendations from each Division Chief based upon nomination by a Precinct/Section Commander.

   - Nominations must be received by December 1st.

3. This award is given under the following guidelines:

   a. Each Division Chief shall forward nominations to the Chairperson of the Awards Board
   b. The Awards Board shall select and submit nominees to the Sheriff representing:

      - Field Operations.
      - Each precinct.
      - Special Operations.
      - CID.
      - Technical Services.
      - Headquarters.

   c. The Sheriff will make the final determination.

**Criteria:**

1. The nominee must:

   a. Be a current sworn member of the King County Sheriff's Office; **and**
   b. Have demonstrated consistently superior police service; **and**
   c. Have maintained positive relations with the public and other department members; **and**
   d. Have consistently demonstrated significant initiative; **or**
   e. Have began or completed an investigation of critical importance to the community; **and**
   f. Have made important contributions towards the Department's Mission, Vision, Goals and Core Values.

**Award Particulars**:

The recipient of the Deputy of the Year Award shall be entitled to the following:

1. A certificate inscribed with "*Deputy of the Year*"; and
2. An award breast bar and lapel pin; and
3. A framed 11x14 photograph which is to be conspicuously displayed at the recipient's work site; and
4. A picture plaque displayed in the foyer of the Sheriff's Office.

2.16.095

## DETECTIVE OF THE YEAR: 11/02

1. The Detective of the Year Award may be conferred upon any sworn department detective, of Sergeant rank or below, for overall investigative service.
2. This annual award is given upon recommendations from each Division Chief based upon nomination by a Precinct/Section Commander.

    - Nominations must be received by December 1st.

3. This award is given under the following guidelines:

    a. Each Division Chief shall forward nominations to the Chairperson of the Awards Board
    b. The Awards Board shall select and submit nominees to the Sheriff representing:

        - Each precinct CID Unit.
        - CID.
        - Technical Services.
        - Headquarters.

    c. The Sheriff will make the final determination.

**Criteria:**

1. The nominee must:

    a. Be a current sworn detective of the King County Sheriff's Office; **and**
    b. Have demonstrated consistently superior investigative service; **and**
    c. Have maintained positive relations with the public and other Department members; **and**
    d. Have consistently demonstrated significant initiative; **or**
    e. Have began or completed an investigation of critical importance to the community; **and**
    f. Have made important contributions towards the Department's Mission, Vision, Goals and Core Values.

**Award Particulars**:

The recipient of the Detective of the Year Award shall be entitled to the following:

1. A certificate inscribed with "*Deputy of the Year*"; and
2. An award breast bar and lapel pin; and
3. A framed 11x14 photograph which is to be conspicuously displayed at the recipient's work site; and
4. A picture plaque displayed in the foyer of the Sheriff's Office.

2.16.100
## EMPLOYEE OF THE YEAR: 01/99

1. The Employee of the Year Award may be conferred upon any non-sworn department member for overall exceptional service.
2. This annual award is given upon recommendations from each Division Chief based upon nomination by a Precinct/Section Commander.

    - Nominations must be received by December 1st.

3. This award is given under the following guidelines:

    a. Each Division Chief shall forward nominations to the Chairperson of the Awards Board.
    b. The Awards Board shall select and submit nominees to the Sheriff.
    c. The Sheriff shall make the final determination.

**Criteria**:

1. The nominee must:

    a. Be a current non-sworn department member; **and**
    b. Have demonstrated consistently superior service; **and**
    c. Have maintained positive relations with the public and other department members; **and**
    d. Have consistently demonstrated significant initiative; **and**
    e. Have made important contributions towards the Department's Mission, Vision, Goals and Core Values.

**Award Particulars:**

The recipient of the Employee of the Year Award shall be entitled to the following:

1. A certificate inscribed "*Employee of the Year*"; and
2. A lapel pin, and
3. A framed 11x14 photograph which is to be conspicuously displayed at the recipient's work site; and
4. A picture plaque displayed in the foyer of the Sheriffs Office.

2.16.105
## RESERVE DEPUTY OF THE YEAR: 01/99

1. The Reserve Deputy of the Year Award may be conferred upon sworn reserve department members for overall exceptional police service.
2. This annual award is given upon recommendations from each Division Chief based upon nomination by a Precinct/Section Commander.

    - Nominations must be received by December 1st.

3. This award is given under the following guidelines:

    a. Each Division Chief shall forward nominations to the Chairperson of the Awards Board.
    b. The Awards Board shall select and submit the nominee to the Sheriff.
    c. The Sheriff shall make the final determination.

**Criteria:**

1. The nominee must:

    a. Be a current reserve department member; **and**
    b. Have demonstrated consistently superior reserve police service; **and**
    c. Have maintained positive relations with the public and other department members; **and**
    d. Have met or exceeded the department's requirements for participation in the reserve program; **and**
    e. Have made important contributions towards the Department's Mission, Vision, Goals and Core Values.

**Award particulars**:

The recipient of the Reserve Deputy of the Year Award shall be entitled to the following:

1. A certificate inscribed "*Reserve Deputy of the Year*", and
2. An award breast bar and lapel pin; and
3. A framed 11x14 photograph which is to be conspicuously displayed at the recipient's work site; and
4. A picture plaque displayed in the foyer of the Sheriff's Office.

2.16.110
## VOLUNTEER OF THE YEAR: 01/99

1. The Volunteer of the Year Award may be conferred upon any department volunteer (except Reserves or Explorers) for overall exceptional service.
2. This annual award is given upon recommendations from each Division Chief based upon nomination by a Precinct/Section Commander.

    ■ Nominations must be received by December 1st.

3. This award is given under the following guidelines:

    a. Each Division Chief shall forward nominations to the Chairperson of the Awards Board.
    b. The Awards Board shall select and submit the nominee to the Sheriff.
    c. The Sheriff will make the final determination,

**Criteria:**

1. The nominee must:

    a. Be a current department volunteer; **and**
    b. Have demonstrated consistently superior service to the department; **and**
    c. Have maintained positive relations with the public and other department members; **and/or**
    d. Have made important contributions towards the Department's Mission, Vision, Goals and Core Values.

**Award particulars:**

The recipient of the Volunteer of the Year Award shall be entitled to the following:

1. A certificate inscribed "*Volunteer of the Year*"; and
2. A lapel pin, and
3. A framed 11x14 photograph which is to be conspicuously displayed at the recipient's work site; and
4. A picture plaque displayed in the foyer of the Sheriff's Office.

2.16.115
## EXPLORER OF THE YEAR: 01/99

1. The Explorer of the Year Award may be conferred upon any Explorer for overall exceptional service.
2. This annual award is given upon recommendations from each Division Chief based upon nomination by a Precinct/Section Commander.

    - Nominations must be received by December 1st.

3. This award is given under the following guidelines:

    a. Each Division Chief shall forward nominations to the Chairperson of the Awards Board.
    b. The Awards Board shall select and submit the nominee to the Sheriff.
    c. The Sheriff shall make the final decision.

**Criteria:**

1. The nominee must:

    a. Be a current Explorer; **and**
    b. Have demonstrated consistently superior service; **and**
    c. Maintained positive relations with the public and other department members; **and**

    d. Have met or exceeded the department's requirements for participation in the Explorer program; **and**
    e. Have made important contributions towards the Department's Mission, Vision, Goals and Core Values.

**Award Particulars:**

The recipient of the Explorer of the Year Award shall be entitled to the following:

1. A certificates inscribed with "*Explorer of the Year*", and
2. An award breast bar; and
3. A framed 11x14 photograph which is to be conspicuously displayed at the recipient's work site; and
4. A picture plaque displayed in the foyer of the Sheriff's Office.

2.16.120
## CERTIFICATE OF RETIREMENT, RETIREMENT CARD AND BADGE: 07/05

1. All sworn department members who are honorably retired may request a Certificate of Retirement, Retirement Identification Card and a Retirement Badge as a memento of their term of employment.
2. All non-sworn department members may request a certificate of retirement.
3. Requests may be made under the following guidelines:

    a. The department member shall notify the Personnel Unit of their plan to retire by completing a King County Termination Notice and submitting it to Personnel via their immediate supervisor.

        - Termination Notices are available at work sites and through the Personnel Unit.
        - Documentation of prior service with another department may be required by Personnel.
        - The Termination Notice has a place to request a Certificate of Retirement, Retirement Identification Card and a Retirement Badge. Eligible Retirees who desire to receive any of the three shall mark the form accordingly before submitting it to Personnel.

b. The Personnel Unit shall verify eligibility of the retiree and then submit the request to the Property Management Unit (PMU).
c. The Retirement Badge and Certificate and Identification Card will not be issued until the retiree's assigned equipment and current badge are returned to the PMU.

4 PMU will issue the Retirement Badge.
5. The Personnel Unit will issue the Certificate of Retirement and Retirement Identification Card.

a. Commissioned members who retire for service or physical disabilities shall be issued CCW waiver.
b. Commissioned members who retire because of mental or stress-related disabilities **shall not** be issued CCW waiver.

6. Department members who retired and were reduced in rank because of attrition and not disciplinary action, may request a Retirement Card and Badge of their previous rank.

**Criteria:**

1. The retiree must have:

a. Been a commissioned law enforcement officer or a member of the professional staff with at least twenty (20) years of service, and the last five (5), at a minimum, with the King County Sheriff's Office; **or**
b. Been a department member who has worked five (5) or more years and retires because of a duty-related disability; **or**

- Department members retiring due to a disability who have less than five (5) years with the King County Sheriff's Office may send a waiver request to the Sheriff.

c. Been a department reserve deputy or volunteer with at least fifteen (15) years of service; and

- If injured in the performance of a law enforcement function, the minimum years of service may be waived with approval of the Sheriff.

d. Been honorably retired

2.16.125

**NOMINATION FORMAT:** 01/99

**KING COUNTY SHERIFF'S OFFICE**

## ADDITIONAL INFORMATION SHEET/OFFICER'S REPORT

| TO | VIA | DATE | TIME |
|---|---|---|---|
| CHAIRPERSON, AWARDS BOARD | CHAIN OF COMMAND | | |

| FROM | SUBJECT: CONTINUATION OF | OFFICER'S REPORT REGARDING |
|---|---|---|
| ORIGINATOR'S FULL NAME | REPORT OF MERITORIOUS SERVICE | |

**NOMINEE:** Name, rank or title,
Division, Section/Unit
Address if civilian
Home/business telephones

**TYPE OF AWARD RECOMMENDED:**

**NOMINATOR:** Name, rank or title,
Division, Section/Unit

**INCIDENT:** Date, time and location
Department case number

**DETAILS OF RECOMMENDATION:**

1. Narrative description of incident
2. Include names and addresses of all witnesses
3. Use continuation pages if necessary
4. Attach copies of all related statements and reports

**CONCUR/DO NOT CONCUR:**

(Signature of Appropriate Commander)

**ALTERNATIVE RECOMMENDATION/REASON FOR NON-CONCURRENCE:**

(Narrative if appropriate)

**FINAL DISPOSITION OF AWARDS BOARD:**

(Signature of Awards Board Chairperson)

| INVESTIGATING OFFICER | SERIAL | UNIT | APPROVED BY: | PAGE OF |
|---|---|---|---|---|
| NOMINATOR'S SIGNATURE | ETC | | SHERIFF | |

**KCSO C-102 1/99**

# 2.17.000 TRAINING

2.17.005
## MANDATORY TRAINING: 06/10

It is the policy of the Sheriff's Office that all commissioned personnel will stay current with mandatory training requirements; mandatory requirements may vary depending on rank or assignment. To determine what is mandatory training for a member's current rank or assignment go to the Sheriff's Office intranet page, then go to the Advanced Training Unit (ATU) intranet site, classes, commissioned required.

WAC Code 139-05-300 requires that all commissioned personnel will complete a minimum of twenty four (24) hours of in-service training annually.

Captains and managers are responsible for ensuring the members of their section are scheduled for mandatory training and complete the state required twenty four (24) hours training requirement. Supervisors should plan ahead when scheduling training to minimize the amount of overtime used. If overtime is necessary it shall be charged to the section the deputy is assigned, including backfill overtime. Contract city deputies will charge training overtime to the city they are assigned. For more clarification or examples go the Sheriff's Office intranet page, then to contracts, then overtime.

1. Mandatory Training will include but is not limited to training in:

    a. ACCESS (every two years).
    b. BAC refresher (every three years).
    c. Bloodborne Pathogens (once a year).
    d. Emergency Vehicle Operations Course (every two years).
    e. Ethics Training (once a year).
    f. First Aid/CPR (every two years).
    g. Hazmat/Gas Mask fit test (once a year).
    h. Less Lethal Options/Use of Force training (every two years).
    i. On-line Mandated Training (once a month).
    j. Primary Handgun (twice a year).
    k. Use of Force Policy (once a year).

2. Once qualified and/or certified to carry the following equipment, or use the technique, the following become mandatory training:

    a. AR-15 Rifle (twice a year).
    b. Secondary Handgun (twice a year).
    c. Shotgun (twice a year).
    d. Pursuit Intervention Technique (every two years).
    e. Taser Recertification (once a year).

3. Attendance is mandatory for all members scheduled to attend training.

    a. Members unable to attend scheduled training shall contact their supervisor ASAP.
    b. The supervisor shall contact the unit providing the training ASAP to advise that the member is unable to attend the scheduled training and coordinate efforts to reschedule.
    c. If a member fails to show up for training or advises they will be absent, the unit providing the training will contact the member's Captain/Manager and notify them of the absence and whether it was excused or non-excused.

4. The names of members who fail to meet mandatory training requirement may be forwarded to IIU.

5. Roll Call On-Line Training

   a. Roll Call Training keeps department members up-to-date with policies and procedures and between formal training sessions.
   b. Mandatory on-line training will be provided monthly.
   c. The training will be announced in a GIB and will state who is required to take the training.

      - The GIB has a direct link to the training site.

   d. Failure to complete mandatory on-line training will result in ATU forwarding the member's name to their Captain/Manager.

      - Disciplinary action may result.

6. Remedial Training.

   a. Remedial training is individualized instruction used for specific deficiencies in personnel. Generally, the need for remedial training is recognized during qualifications, mandated training, job performance, or annual evaluations.
   b. Training and proficiencies that are mandated by state law or department policy will require remedial training if failed. Proficiencies such as firearm qualifications, taser recertification and driving skills that are unsatisfactorily performed require remedial training.
   c. Except for firearms, remedial training is made available by ATU as the need arises.
   d. Completion of the training will be accomplished as soon as possible after the deficiency is observed, not to exceed ninety (90) days.
   e. Firearms remedial training is made available by the Range Unit.

      - Firearms remedial training will be completed within thirty (30) days.

   e. Members designated to receive remedial training are required to attend the appropriate classes.
   f. Failure of personnel to participate in remedial training will be reported, by the instructor, to the Captain/Manager.

      - Disciplinary action may result.

7. Credit for all Training. The following guidelines must be met in order for a member to receive credit for training:

   a. When a member attends mandatory training provided by KCSO (EVOC, PIT, BAC, Firearms, roll call/unit training) the member will sign a training roster.
   b. The supervisor/instructor will submit the roster to the sections people soft coordinator or ATU so that the training can be entered into People Soft for credit.
   c. When a member attends non-mandatory or outside training and the member does not sign a training roster; the member needs to complete a Training Certification Form, (KCSO P-253). The form can be found on the intranet under Forms, Training & Travel. The member shall forward the Training Certification to ATU, mail stop KCC-SO-0100.
   d. ATU will notify the member via e-mail within fifteen (15) days that the Training Certification was received and that credit was given, or that more information is needed to approve the request so that it can be entered into People Soft.

8. KCSO approved and/or sponsored Training:

KCSO members often provide quality training to other members. It is strongly encouraged that qualified members provide training to others. The instructor(s) providing training must accomplish the following before authorization to conduct the training.

a. Instructor(s) must complete a Lesson Plan Approval Form (KCSO T-134), prior to the training.

- The form can be found on the ATU intra-net site, under Training, ATU internet site, forms.

b. A lesson plan must be attached to the Lesson Plan Approval Form and submitted to ATU, mail stop KCC-SO-0100.

c. The lesson plan and training needs to be approved by the ATU Captain.

- It is recommended that the classes be a minimum of thirty (30) minutes to receive credit.

d. The instructor(s) submitting the request will be notified within thirty (30) days if the training is approved or denied.

e. Instructor(s) teaching KCSO approved training will have students sign a KCSO roster.

f. The instructor shall forward the roster to ATU, mail stop KCC-SO-0100.

g. ATU will track each training class it conducts or approves to include, at a minimum:

- Date of course.
- Course content.
- Name of attendees.
- Number of training hours.
- Performance of individual attendees as measured by tests and/or performance assessments if administered.

h. If the training is approved the following wording will be included in the GIB or other announcement, so members know it is KCSO approved training. "*This is Department approved training*, *members will receive credit towards the 24 hour training requirement*".

9. Member Training Records

a. Technical Services and Special Operations Divisions provide the majority of the mandated training for department members.

b. To access training records for primary/secondary handguns, shotguns, rifles, taser, use of force training, or hazmat/gas mask fit test contact Special Operations administrative assistant.

c. To access training records for EVOC, PIT, First Aid/CPR, bloodborne pathogens, BAC, ACCESS, ethics training, on-line mandatory training or other optional training and a training certification form was submitted contact the Technical Services ATU administrative assistant.

d. Training records include:

- Member's name.
- Course title.
- Where and when attended.
- Hours of instruction.
- Scores, if tested.
- Certificates issued.

10. Training Committee

    a. A committee of eight (8) members of the Sheriff's Office, including the ATU Sergeant, has been established for the purpose of assisting in the training needs of the department.
    b. The training committee is advisory in nature and works with the ATU Sergeant to assist in developing and evaluating the training needs of the department. Ideas and suggestions should be discussed, and recommendations made, based on merit, training needs and realistic budget considerations.
    c. There is one representative from each of the following areas:

        - Field Operations.
        - Technical Services.
        - Special Operations.
        - Criminal Investigations.
        - Contract Cities.
        - Transit Police.
        - Professional Staff.

    d. Committee members are selected from a list of volunteers by the ATU Captain.

        - The length of commitment is two (2) years.

    e. The ATU Sergeant will chair the training committee.
    f. The training committee will meet annually and on an as-needed basis

2.17.010

## FIELD TRAINING AND EVALUATION PROGRAM: 06/09

1. It is the policy of this department to provide a fair, thorough, and comprehensive field training and evaluation program for student-deputies.
2. The Sheriff's Office Field Training Program is a standardized objective training program that uses problem-based learning and adult learning theory as the basis for teaching and learning.
3. Upon Police Academy graduation, student-deputies are trained by at least four (4) Field Training Officers (FTOs) over a fourteen (14) week period.
4. The field training program is divided in to four (4) segments of training, with each segment lasting three (3) weeks.

    a. Segment A: Non-Emergency.
    b. Segment B: Patrol Activities.
    c. Segment C: Emergency.
    d. Segment D: Investigations.

5. The four (4) segments of training are subdivided into fifteen (15) core competencies.

    a. Vehicle Operations.
    b. Conflict Resolution.
    c. Use of Force.
    d. Local Procedures, Policies, Laws and Philosophies.
    e. Report Writing.
    f. Leadership.
    g. Problem-Solving.
    h. Community Specific Problems.
    i. Diversity.
    j. Legal Authority.
    k. Individual Rights.
    l. Officer Safety.

m. Communications.
n. Ethics.
o. Lifestyle Stressors/Self-Awareness/Self-Regulation.

6. All student-deputies are debriefed on the daily shift activities by the assigned FTO.
7. All student-deputies are formally evaluated by the assigned Field Training Evaluator during their mid-term and final week of evaluation.

2.17.015
## EXTERNAL TRAINING: 10/09

1. Application and selection for external training from the Washington State Criminal Justice Training Center (CJTC).

   a. Applications for training shall be submitted on an approved CJTC Course Application Form, available from the CJTC Web Site. Applicants may also attach a memorandum or officer's report supporting justification for the training.
   a. All applications require approval from a supervisor and Precinct/Section Commander. All applications will note this approval in writing.
   b. In the event that there are multiple applicants from a specific section, the Precinct/Section Commander will rank the applicants based on training needs.
   c. Applications are sent to the supervisor of the Advanced Training Unit (ATU) for final selection and then submitted to the CJTC.

      - Selections are based on the needs of the department, i.e. specialized assignments, career development and when necessary, department seniority.
      - Equity between workstations will also be a goal in making selections.

   d. CJTC notifies ATU in writing or via e-mail once selections are made. ATU will forward these notifications to respective employees the next business day. In the event of late notifications from CJTC, ATU will fax or e-mail respective employees of their acceptance to training.
   e. All costs associated with approved CJTC Training shall be the responsibility of the approving Precinct/Section/Division.

2. Application and selection for external training from outside agencies or institutions.

   a. All applications for training require approval from a supervisor and Precinct/Section Commander. All applications will note this approval in writing. Applicants may also attach a memorandum or officer's report supporting justification for the training.
   b. In the event that there are multiple applicants from a specific section, the Precinct/Section Commander will rank the applicants based on training needs, when necessary. This will aid the outside agency in making selections.
   c. All costs associated with the approved training will be the responsibility of the approving Precinct/Section/Division.

3. Absences from external training.

   a. Most outside training agencies require advanced notice for students who are unable to attend training. Often times no notice, or late notice, means losing the tuition or being assessed a fee for non-attendance. Further, valuable training opportunities are lost for other potential students.

b. Employees may be excused from authorized training with written notification and approval from their Precinct/Section Commander under the following conditions:

- Reasonable excuses, such as illness, injury or personal emergency.
- Being under subpoena and attending court.
- Exigent operational needs as directed by the respective Precinct/Section Commander.

c. Unexcused absences at sponsored and/or authorized training will be investigated. Such absences may be considered neglect of duty and /or absence without leave, which may be subject to disciplinary sanctions.

4. Attendance Records for External Training

a. Upon completion of external training, department members shall forward the following information to the ATU within five working days:

- Completed Certification of Training Form, available from the ATU or ATU Intra-net site.
- A copy of the awarded certificate, if provided.

b. ATU will ensure that the above information is placed in the employee's training file.

2.17.020

## WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION CERTIFICATIONS: 08/03

1. Peace Officer Certifications.

a. Effective January 1, 2002, all commissioned members of the Sheriff's Office were required to obtain their Peace Officer Certification.
b. It is the policy of the Sheriff's Office that all commissioned members maintain their Peace Officer Certification.
c. Failure to maintain this certification may result in progressive disciplinary action.

2. Career Level Certifications (WAC 139-25-110).

a. It is the policy of the Sheriff's Office that all commissioned supervisors obtain their respective Career Level Certification from the Washington State Training Commission within eighteen months of promotion.
b. Career Level Certifications are required in the following areas:

- Supervisory Certification.
- Middle Management Certification.
- Executive Certification.

c. Each Certification has minimum requirements set by the Washington State Criminal Justice Training Commission which are available for review on the CJTC web site. These include, but are not limited to:

- Possession of a Basic Law Enforcement or equivalency certificate.
- Completion of a probationary period.
- Meeting Core Course requirements.
- Successful completion of at least seventy two (72) hours of appropriate elective for the specific certification.

d. All completed applications for Career Level Certification are sent to the Advanced Training Unit Sergeant for internal approval. Awarded certificates from CJTC are sent to respective employees via the chain of command. The Advanced Training Unit maintains a record of awarded certificates in each supervisor's training file.

e. Failure to obtain required Career Level Certification may result in progressive disciplinary action.

# 2.18.000 CAREER DEVELOPMENT/LEADERSHIP TRAINING

2.18.005
**POLICY:** 02/10

The Sheriffs Office recognizes the need to support ongoing training and career development for its employees. Training serves three broad purposes:

1. Well-trained deputies, supervisors and professional staff are generally prepared to act decisively and correctly in a broad spectrum of situations.
2. Training results in greater productivity and effectiveness; and
3. Training fosters cooperation and unity of purpose.

It is the policy of the Sheriffs Office to support training, within the scope of its resources, for commissioned and professional personnel in the areas of specialized assignments, career development and leadership training.

2.18.010
**PURPOSE:** 02/10

Training enhances skills, knowledge and abilities. Such training may be technical, job specific, supervisory, management and /or executive development training.

1. Specialized Assignment Training/Career Development Training/Leadership Training may be necessary for the below positions, but is not limited to:

    a. Patrol Skill Enhancement with courses such as Crime Scene Investigations, Computer Skills and Problem Solving.
    b. Professional Staff Skill Enhancement.
    c. Field Training Officer.
    d. Detectives in Investigative Units.
    e. Deputies and Professional Staff upon promotion.
    f. Supervisors upon promotion.
    g. Managers, when promoted.
    h. Instructors.
    i. TAC-30 deputies.
    j Canine deputies.
    k. Helicopter Pilots.
    l. Marine/Scuba Divers.
    m. Motorcycle deputies.
    n. ATU deputies.
    o. ARFF deputies.
    p. HMT/BDU deputies.
    q. Range deputies.
    r. Search and Rescue deputies.
    s. Any other positions the Sheriff may deem necessary.

2. Career development through performance evaluations:

    a. Each year during performance evaluations the employee and supervisor will discuss each employee's career goals for the upcoming review period and evaluate progress on career goals (if any identified) during the previous rating period.
    b. Each supervisor is evaluated in their own performance evaluation on their skill in helping subordinates develop and achieve career goals.

3. Transfer opportunities:

   a. Internal transfers within a job classification can be an important part of career development.
   b. Transfer opportunities should be evaluated considering an employee's stated career goals.
   c. Each position that can be filled by process of internal transfer shall have a defined list of knowledge, skills and abilities.

      - These lists of transfer requirements are maintained in the Personnel Unit and are available for viewing by all employees so they can be used to assist in career planning and preparation.

4. Supervisory and Executive Development

   a. The Advanced Training Unit will keep lists of all required supervisory and executive training.
   b. Each Division Chief will maintain a listing of executive-level training appropriate for the Commanders in that division.

# 3.00.000 PERSONNEL CONDUCT

3.00.005
## PURPOSE/POLICY STATEMENT: 04/01

A law enforcement agency must maintain a high level of personal and official conduct if it is to command and deserve the respect and confidence of the public it serves. Rules and regulations governing the conduct of members of the Sheriff's Office ensure that the high standards of the law enforcement profession are maintained. Issues of honesty and integrity are of paramount importance in the operation of the Sheriff's Office. The purpose of this section is to provide guidelines and instructions concerning employee conduct and responsibility for all members in all of their activities, whether official or personal. Members will be evaluated based on whether or not their actions assist the King County Sheriff's Office in fulfilling its stated mission to provide quality, professional, regional law enforcement services tailored to the needs of individual communities to improve public safety, and reaching its goals of:

- Reducing crime and the fear of crime.
- Providing high quality cost effective and accountable service… to citizens…
- Committing to community policing…
- Providing for timely, consistent, and clear two way communication tailored to the individuals of the communities the King County Sheriff's Office serves.

Members must conduct themselves at all times in a manner that brings a level of conduct in their personal and official affairs consistent with the highest standards of the law enforcement profession. These standards are outlined in the Core Values adopted by the King County Sheriff's Office:

- Leadership.
- Integrity.
- Service.
- Teamwork.

Violations of these standards will result in corrective action or discipline up to and including dismissal from the Sheriff's Office. In general, members shall:

1. Be honest.
2. Conduct themselves in a manner that creates and maintains respect for the themselves, the Sheriff's Office and the County.
3. Avoid any actions which might result in adversely affecting the confidence of the public in the integrity of the county government or the Sheriff's Office.
4. Perform all duties in a professional, courteous, competent and efficient manner.
5. Comply with all Sheriff's Office rules, policies and procedures.
6. Obey federal, state, county and municipal laws and regulations; and
7. Promptly report to their immediate supervisor's knowledge or reasonable suspicion of criminal activity or violations of any provision of this chapter.

Members are responsible for learning and abiding by the rules and guidelines in this chapter. Action may be taken against an employee due to a failure of the employee to meet the requirements of this chapter or of his/her position. Such action may be either disciplinary or non-disciplinary in nature. Examples of inappropriate conduct set out in this chapter are illustrative, and not exclusive, as it is impossible to anticipate every possible act of misconduct. Violations of this chapter will be considered misconduct.

3.00.010
## DEFINITIONS: 04/01

As used in this section:

**"Member"** means any person whether paid, unpaid, temporary, permanent, intern, probationary, volunteer, appointed, non-appointed, commissioned or non-commissioned, who is employed or supervised by the King County Sheriff's Office.

**"Sworn member", "deputy", "police officer", or "officer",** means any member who is appointed and commissioned regardless of rank or reserve status, unless otherwise specified herein.

3.00.015
## RULES OF CONDUCT: 04/01

Members must always conduct themselves in a manner that brings credit to the Sheriff's Office, maintaining a level of conduct in their personal and official affairs consistent with the highest standards of the law enforcement profession. Any sustained charges that a member has engaged in conduct unbecoming and/or misconduct will result in corrective action or discipline up to and including dismissal from the Sheriff's Office.

1. **SERIOUS MISCONDUCT (causes for dismissal):** Any sustained serious misconduct or any misconduct involving dishonesty, will result in dismissal from the Sheriff's Office, unless there are mitigating circumstances justifying a lesser discipline. Violations of these rules will be considered serious violations of the core values of the King County Sheriff's Office.

   a. **Making false or fraudulent reports or statements, committing acts of dishonesty, or inducing others to do so.**
   b. **Conduct that is criminal in nature.**

      - Any felony conviction automatically disqualifies an employee from holding any position within the King County Sheriff's Office.

   c. **Taking and giving a bribe as defined in RCW Chapter 9A.68.**
   d. **Attempting to induce anyone to commit a crime.**
   e. **Failure to cooperate in a Sheriff's Office administrative investigation**.
   f. **Conviction of any crime that precludes the use or possession of a firearm under State or Federal Law, or court order.**

      - For commissioned and special commissioned employees.

   g. **Discrimination, Incivility, and Bigotry:** Members while on-duty shall not engage in discussion or conduct that belittles others or discriminates against others on the basis of:

      - Race.
      - Color.
      - Age.
      - Sex.
      - Sexual orientation.
      - Religion.
      - National origin; or
      - The presence of any sensory, mental or physical disability.

   h. **Harassment based on race, ethnicity, gender, religion, disability or sexual orientation.**

2. **MISCONDUCT (causes for discipline):** Any sustained misconduct charges in the following categories will be considered serious violations of the core values of the King County Sheriff's Office. Violations of these rules may result in discipline up to and including termination.

   a. **Insubordination or failure to follow orders.** Members shall be respectful towards their supervisors.
   b. **Willful violation of either Sheriff's Office Civil Career Service rules, or King County Code of Ethics. As well as King County Sheriff's Office rules, policies, procedures, and training bulletins.**
   c. **Willful violation of any lawful or reasonable regulation, or order resulting in loss or injury to the county or public.**
   d. **Excessive or unnecessary use of force against a person.**
   e. **Accepting any gratuity, fee commission, loan, reward, or gift for services rendered incident to duty as a deputy, unless approved by the Sheriff.**
   f. **Ridicule:** Members shall not ridicule or make remarks that would tend to jeopardize working relationships with members, members of other King County departments, or other public or private agencies.
   g. **Courtesy:** Members shall conduct themselves in an orderly, courteous, and civil manner toward others.
   h. **Cowardice:** Members shall not display cowardice or fail to support their fellow deputies in the performance of duty.
   i. **Conduct Unbecoming:** means behavior that generally tends to:

      - Diminish respect for the Sheriff's Office or member.
      - Diminish confidence in the operation of the Sheriff's Office.
      - Adversely affect or impair the efficiency of a member.
      - Adversely affect the morale or discipline of the Sheriff's Office.

   j. **Being under the influence of either drugs or alcohol while off-duty, that results in criminal conduct, charge or conviction.**
   k. **Absence from duty without leave.**
   l. **Sleeping on-duty**. While on-duty, members must be awake and alert.
   m. **Intoxicants:** Members shall not drink intoxicants or non-alcoholic beer when on-duty except when in undercover investigations and authorized by a supervisor.

      - Members shall not report for duty with the odor of intoxicants on their breath or under the influence of intoxicants.
      - All breaks are considered on-duty time.
      - Any supervisor who reasonably believes that a member is under the influence of intoxicants shall comply with G.O. 3.03.015 (Emergency Relief from Duty).
      - Excessive drinking and public drunkenness while off-duty may be considered Conduct Unbecoming as defined in G.O. 3.00.015(I).
      - Deputies shall not, while on-duty, dine or drink at any place in which intoxicants are sold or consumed as the **primary** source of business, including taverns, lounges, or other such facilities.
      - The County provides assistance to members who want to stop drinking.

        - Refer to G.O. 2.08.035 (King County Assistance Program)

   n. **Drugs:** Members shall only use drugs that are legally prescribed to them by a physician or purchased over the counter in the United States. Members shall not possess or use illegal drugs.

      - Members shall notify their supervisor when they are taking medication that may affect the performance of their duties.

o. **Personal business or recreation while on-duty or in uniform:** Members while on-duty or in uniform shall not engage in activities normally associated with off-duty conduct, except in the performance of assigned duty. This includes, but is not limited to conducting personal business or recreational activities.

p. **Tobacco products:** King County ordinance prohibits smoking in all County buildings or vehicles.

- Division Commanders shall designate smoking areas outside building enclosures
- Smoking may be done only during regularly scheduled breaks and meal periods.
- Those who smoke shall dispose cigarette butts in the appropriate container.
- The County provides assistance to Sheriff's Office members who want to stop smoking.
  - Refer to G.O. 2.08.035 (King County Assistance Program).
- Members should not use and/or spit chewing tobacco while in contact with the public.

3.00.020

## PERFORMANCE STANDARDS: 04/01

1. All members must perform their assigned duties in a satisfactory and efficient manner. Unsatisfactory performance of duty shall be grounds for non-disciplinary action or disciplinary action up to and including discharge. "Unsatisfactory Performance" may be established when a member:

   a. Receives unsatisfactory work performance evaluations.
   b. Fails to achieve a passing score in any required training or qualification session.
   c. Performs at a level significantly below the standard achieved by others in the work unit.
   d. Acts in violation of Sheriff's Office directives, rules, policies or procedures as set out in this manual, the training bulletins or elsewhere.
   e. Fails to submit reports, citations, or other appropriate paperwork in a timely manner; or
   f. Otherwise fails to meet Sheriff's Office standards.

2. **OBEDIENCE TO LAWS AND ORDERS:** In the performance of their duties, members shall:

   a. Abide by Federal and State Laws and applicable local ordinances, whether on or off-duty.
   b. Promptly obey any lawful and reasonable order from any supervisor.
   c. Refrain from public criticism of the orders or instructions they have received.

3. **APPROPRIATE USE OF AUTHORITY.**

   a. Deputies shall be aware of the extent and limitation of their authority in the enforcement of the law.
   b. Deputies shall not misuse the authority of their sworn position in any way or at any time.
   c. It shall be considered a misuse of authority for a member to use his or her authority for any purpose not directly associated with the performance of official duties.

4. **FITNESS FOR DUTY:**

a. Members are expected to maintain physical and psychological fitness sufficient to perform the essential functions of their positions.

b. If there is reasonable suspicion based on clearly articulable observations that a member may be either psychologically or physically unfit to perform his/her duties, the Sheriff may require the member to undergo either physical or psychological medical examinations to resolve any questions regarding fitness for duty.

- Examinations shall be performed by Sheriff's Office approved practitioners at Sheriff's Office expense.

5. **FAILURE OF TRAINING OR QUALIFICATION:**

a. When assigned, members shall attend all training or qualification sessions and achieve passing scores.

- Members shall attend at least ninety (90) percent of a training session to be eligible for a passing score.

b. Failure to cooperate with any instructor may be grounds for failure and may subject the member to disciplinary action.

c. Failure to attend or achieve a passing score may be considered incompetence or inefficiency in the performance of duty in violation of subsection (1) of this section.

- Upon failure of any training or qualification session, the Training Unit will notify:
  - The member of the failure to achieve a passing score.
  - The appropriate Division Commander of the failing scores and set up an appointment with the member, his/her supervisor, and Section Commander to discuss the reason for failure and, if warranted, provide an opportunity to retake the final examination or qualification.
- A memorandum detailing the circumstances of the failed examination or qualification and the corrective measures taken will be sent to the affected member and a copy shall be placed in the member's personnel file.
  - The memorandum may be purged at normal evaluation cycles.
- Each instance of failure will be evaluated on a case by case basis.
- If a member fails to meet any of the performance standards in this section, the Sheriff may take any of the following actions:
  - Require further training.
  - Written reprimand.
  - Transfer to another assignment.
  - Monthly performance evaluations.
  - Suspension.
  - Withholding of salary step increases.
  - Demotion.
  - Termination.

3.00.025

## ETHICS, CONFLICTS, AND APPEARANCE OF CONFLICTS: 04/01

The public demands that the integrity and credibility of members be above reproach. Individual member's actions which constitute a conflict of interest, dishonesty, criminal activity, or permitting criminal activity without taking enforcement action, impair public confidence in the Sheriff's Office and its members. Members shall comply with the following rules and with the King County Employee Code of Ethics, Chapter 3.04. Penalties for violating this section or the King County Employee Code of Ethics include disciplinary action up to and including termination from employment.

1. **GRATUITY:** Members shall not use their position to solicit or accept anything of value that would not be accorded to a private citizen. Included are free or reduced rates for anything whatsoever.
2. **DUTY TO REPORT CRIMINAL ACTIVITY:** Members have the duty to report knowledge or reasonable suspicion of criminal activity in writing to their immediate supervisor.
3. **WITHHOLDING EVIDENCE:** Members shall not fabricate, withhold, destroy, or otherwise mishandle evidence of any kind in any criminal or administrative investigation.
4. **EMPLOYEE ASSOCIATIONS:** Members, both on and off-duty, shall avoid associations which might reasonably be perceived to compromise the integrity or credibility of themselves or of the Sheriff's Office.

    - This rule shall not apply to associations occurring in the performance of official duties.

5. **ORGANIZATIONAL MEMBERSHIPS:** Members shall not affiliate with any organization that contains provisions within its constitution that are contrary to Federal and State laws and local ordinances.
6. **CONFLICTING RELATIONSHIPS:**

    a. Supervisors who engage in interpersonal relationships with subordinates may create the perception of conflict in their professional responsibilities. If a supervisor enters into a business or personal relationship with a subordinate, the motive for decisions made by that supervisor relative to the subordinate may become suspect and compromise the integrity of those involved.

        - If a relationship of a business or personal nature arises between any supervisor and a subordinate, who are working together, the parties involved shall immediately notify the Precinct/Section Commander.

            - This section also includes Field Training Officers and the recruits they are training.

        - The Commander may immediately initiate a change of assignment for one or more of the employees eliminating the parties working together.

    b. Family members shall not supervise other family members.

        - For this purpose family member is defined by the King County Code of Ethics, K.C.C. 3.04.017(H), as a member's spouse, domestic partner, child, child of spouse or domestic partner, and/or other dependent relatives living in the member's household.

7. **NAMES OR PHOTOGRAPHS, USE OF:** Members shall not allow the use of their name or photograph for any advertising purpose without the permission of the Sheriff.
8. **PUBLICITY:** Members shall not knowingly, directly, or indirectly seek notoriety through the press.

9. **SEEKING OUTSIDE INFLUENCE REGARDING JOB ASSIGNMENT:** Members shall not request the aid or influence of any person or agency outside the Sheriff's Office to obtain for themselves or others a promotion, transfer or other change in job assignment.

   - This section does not prohibit any member from seeking legal, union or other assistance in the exercise of his or her statutory, constitutional, collective bargaining or other legal rights.

10. **FURNISHING BOND OR BAIL:** Members shall not furnish bail or bond for any person charged with any crime, except for family members.

    - For this purpose family member is defined by the King County Code of Ethics, K.C.C. 3.04.017(H), as a member's spouse, domestic partner, child, child of spouse or domestic partner, and/or other dependent relatives living in the member's household.

11. **INCURRING DEBT OR LIABILITY ON BEHALF OF THE SHERIFF'S OFFICE OR THE COUNTY:** Members shall not purchase anything chargeable against the Sheriff's Office or King County except with the knowledge and consent of proper authority.

12. **RECOMMENDING EMPLOYMENT, PERSONS, OR FIRMS:** Members shall not:

    a. Make recommendations to any person, excluding family members, regarding an attorney, bail bondsman, individual, or firm for services that may be required as the result of an action, incident, or condition with which the Sheriff's Office is concerned as an investigative or public service agency.
    b. State or imply, either orally or in writing, that the Sheriff's Office or any representative endorses any product or service.
    c. Vendors or business representatives who request that the Sheriff's Office evaluate a product or service shall be advised to forward an appropriate written communication to the Sheriff for consideration.

13. **RECOMMENDATION REGARDING DISPOSITION OF INVESTIGATIONS:**

    a. Unless assigned to the Internal Investigations Unit (IIU), members below the rank of Division Chief shall not recommend directly to any court or to any other agency the disposition of any:

       - Pending investigation.
       - Employment applicant background investigation.
       - Business license background investigation conducted by this Sheriff's Office or any other Sheriff's Office.

    b. Members below the rank of Division Chief wishing to make a recommendation may forward a recommendation, in writing, to IIU via the chain of command.
    c. Nothing in this section is intended to prohibit a member acting in his or her official capacity from discussing any pending criminal investigation with the Prosecuting Attorney's Office.

14. **ON DUTY SALE OF PERSONALLY OWNED ITEMS, RESTRICTED:** While on-duty, members shall not sell or trade items.

15. **PERSONAL USE OF SHERIFF'S OFFICE ADDRESS PROHIBITED:**

a. Members shall not use the Sheriff's Office address for personal correspondence that include, but are not limited to items such as:

- Bills.
- Magazines.
- Licenses.
- Registrations.

b. Mail of a personal nature coming to the Sheriff's Office shall be returned to the sender.

3.00.030

## BIAS BASED POLICING: 11/08

The King County Sheriff's Office reaffirms its commitment that police services and enforcement of the law will be performed in a fair and lawful manner. Discrimination in the performance of these duties is prohibited by G.O. 3.00.015. This prohibition includes but is not limited to harassment or bias based policing on the basis of race, color, age (if over 40), gender, sexual orientation, religion, national origin, or the presence of any sensory, mental or physical disability.

1. Bias based policing is discrimination that occurs when a member of the KCSO, without a legal basis under state or federal law, stops and questions a citizen, takes enforcement action, or conducts a search of person(s) or vehicle(s), when the decision to do so is based solely on race, color, age, gender, sexual orientation, religion, national origin, or the presence of any sensory, mental or physical disability.

   - Bias based policing includes, but is not limited to, racial profiling.

2. Racial profiling is discrimination that occurs when a member of the KCSO, without a legal basis under state or federal law, stops and questions a citizen, takes enforcement action, or conducts a search of person(s) or vehicle(s), when the decision to do so is based solely on race or ethnicity.
3. KCSO members are required to comply with state and federal laws, as well as KCSO rules, regulations and policies, with respect to reasonable suspicion and probable cause requirements for stops and arrests.
4. Deputies may take into account the reported race, gender, etc. of a suspect or suspects based on credible or reliable information that links specific suspected unlawful activity to a particular individual or group of associated individuals of a particular race, etc. in the same way they would use specific information regarding age, height, weight, etc. about specific suspects.
5. The Sheriff's Office Training Unit shall ensure annual training includes regular bias based policing updates.
6. The IIU Commander shall annually prepare a report for the Sheriff describing and analyzing the status of the department's effort to prevent bias based policing.

# 3.01.000 HARASSMENT AND DISCRIMINATION

3.01.005
## POLICY: 10/07

It is the policy of the King County Sheriff's Office to provide a work environment for its members that respects the diversity of our community, is free from discrimination and harassment, and promotes equal employment opportunity and equitable treatment for all department members. Harassment because of a person's race, color, religion, creed, sex, sexual orientation, national origin, ancestry, age, disability, marital status, or political ideology, or that of their relatives, friends, or associates is discrimination. The intent of the Sheriff's Office is to take positive action to prevent the occurrence of harassment or discrimination in the workplace. The Sheriff's Office encourages members to come forward with their concerns and complaints about prohibited workplace harassment or discrimination. The Sheriff's Office will take immediate action to resolve complaints about prohibited harassment or discrimination. Retaliation against any individual for making a complaint of harassment or discrimination or cooperating in a harassment or discrimination investigation shall not be permitted. The King County Sheriff's Office will not tolerate any form of harassment or discrimination. Any member engaging in prohibited harassment or discrimination or retaliation against those who report harassment or discrimination will be subject to appropriate disciplinary action up to and including discharge.

3.01.010
## DEFINITIONS: 10/07

For the purpose of this policy:

**"Discrimination"** means any act or failure to act (whether by itself or as a part of a practice), the effect of which is to adversely affect or adversely differentiate against individuals or groups of individuals, by reasons of race, color, age, sex, marital status, sexual orientation, religion, ancestry, national origin, veteran status or disability, unless based upon a bona fide occupational qualification.

**"Harassment"** is a form of discrimination and is unwelcome verbal or physical conduct relating to an individual on the basis of race, color, age, sex, marital status, sexual orientation, religion, ancestry, national origin, veteran status, or disability. To constitute harassment, the conduct must be sufficiently severe or pervasive so as to alter the terms or conditions of employment. Such conduct can take many forms and may include slurs, comments, jokes, innuendoes, unwelcome compliments, cartoons, or other similar conduct.

**"Sexual Harassment"** is a type of harassment and is unwelcome verbal or physical conduct of a sexual nature that is sufficiently severe or pervasive so as to alter the terms or conditions of employment. Sexual harassment may include unwelcome sexual advances, requests for sexual favors, displays of sexually oriented materials, or other verbal or physical conduct of a sexual nature. In addition, sexual harassment includes unwelcome conduct when submission to such conduct, either explicitly or implicitly, is used as the condition of an individual's employment; or submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

**"Retaliation"** means to take adverse employment action against an individual because he/she has exercised his/her rights protected under the law by complaining in good faith about discrimination, harassment, and/or retaliation, or assisted or participated in an investigation of such allegations.

**"Harassment or Discrimination Complaint"** means an oral or written complaint alleging an incident or a set or series of actions as defined above, made by any member to a supervisor, or information obtained by any supervisor indicating the possible existence of harassment or discrimination in the workplace.

3.01.015
## RESPONSIBILITIES: 10/07

1. Department Equal Employment Opportunity Coordinator (EEOC):

    a. Shall monitor and coordinate all procedures regarding harassment or discrimination, and investigate or send out for investigation all complaints of harassment or discrimination within the Sheriff's Office.
    b. Furnish written recommendations for resolving harassment or discrimination complaints.

2. The Commander of the Internal Investigations Unit is responsible for the administration and maintenance of all procedures and deciding which recommended course of action to take in resolving harassment or discrimination complaints.
3. Supervisors shall immediately initiate an inquiry when there is indication that harassment or discrimination may be occurring and report immediately any action taken to the EEOC or the Commander of the Internal Investigations Unit.

3.01.020
## PROCEDURES: 10/07

Confidentiality of a harassment or discrimination complaint shall be maintained by supervisors or investigators to the extent that it does not hinder the investigation or resolution of the complaint and is permitted under law.

1. The member should promptly report any harassment or discrimination with their immediate supervisor. If the member has a complaint against their supervisor, or if the member is uncomfortable discussing the complaint with their supervisor, the employee may contact the supervisor's supervisor, the EEOC, Commander of the Internal Investigations Unit, or other supervisor, who shall immediately notify the EEOC of the complaint.

    - Nothing in this procedure shall prevent any member from discussing or reporting issues harassment or discrimination with non-supervisory member or with the King County Office of Office of Civil Rights.

2. Upon learning of a complaint of harassment or discrimination, the receiving person shall obtain a detailed written statement from the complaining department member containing the following information:

    a. The date(s) incident(s) occurred.
    b. The names of individuals involved, and names of witnesses.
    c. The description of the incident(s).

3. The EEOC shall:

    a. Notify the Commander of the Internal Investigations Unit.
    b. Immediately initiate or arrange for an investigation of the complaint and, where applicable, assess the need to recommend removal of the parties from the same work environment.
    c. Notify the accused that a harassment or discrimination complaint has been filed naming them and that the complaint will be investigated.
    d. Will ensure compliance with any right to guild/union representation of individuals, including the alleged harasser.
    e. Advise all parties to an investigation that retaliation by anyone for filing a harassment or discrimination complaint, or for testifying or assisting in an investigation violates Sheriff's Office policy and shall not be tolerated.

4. The Commander of the Internal Investigations Unit is responsible for the administration and maintenance of all procedures and deciding which recommended course of action to take in resolving harassment or discrimination complaints.
5. A determination shall be made whether the alleged conduct constitutes harassment or discrimination based on the following:

    a. The totality of the circumstances.
    b. The nature of the conduct.
    c. The context in which the alleged incidents occurred.

6. Based upon the determination, a decision shall also be made about what, if any disciplinary or corrective action should be taken.
7. The EEOC or IIU shall notify the complainant of any action taken at the conclusion of the investigation.
8. All records of complaints and their resolution shall be maintained in the Internal Investigations Unit.

# 3.02.000 DOMESTIC VIOLENCE INVOLVING SHERIFF'S OFFICE MEMBERS

3.02.005
## POLICY STATEMENT: 06/05

A law enforcement agency must maintain the highest level of personal and official conduct if it is to receive and maintain the respect and confidence of the public it serves. Rules and regulations governing the conduct of members of the Sheriff's Office ensure the high standards of the law enforcement profession are maintained, especially in the area of domestic violence. Domestic violence committed by department members is unacceptable. It is the Sheriff's Office policy to promptly, thoroughly and fairly investigate alleged domestic violence incidents involving all members of law enforcement, giving primary consideration to the protection of and communication with victims of domestic violence committed by members of law enforcement. The Sheriff's Office will maintain ongoing and meaningful relationships with advocacy groups and other domestic violence professionals in the community.

3.02.010
## DEFINITIONS: 06/05

For the purpose of this policy:

**"Member"** means any person whether paid, unpaid, temporary, permanent, intern, probationary, volunteer, appointed, non-appointed, commissioned, or professional staff, who is employed or supervised by the King County Sheriff's Office.

**"Supervisor"** means any commissioned employee of the rank of Sergeant or above.

**"Domestic Violence"** includes but is not limited to any of the following crimes when committed by one family or a household member against another: Assault, drive-by shooting, reckless endangerment, coercion, burglary, criminal trespass, malicious mischief, kidnap, unlawful imprisonment, harassment, violation of a restraining order (RCW Title 26), violation of a protection order or no contact order (RCW Title 10 and 26), rape, sexual assault, stalking, and interference with the reporting of domestic violence.

**"Family or Household Member"** is defined in RCW 10.99.020 as a spouse, former spouse, persons who have a child in common regardless of whether they have been married or have lived together at any time, adult persons related by blood or marriage, adult persons who are presently residing together or who have resided together in the past, persons sixteen years of age or older who are presently residing together or who have resided together in the past and who have or have had a dating relationship, persons sixteen years of age or older with whom a person sixteen years of age or older has or has had a dating relationship, and persons who have a biological or legal parent/child relationship, including stepparents and stepchildren and grandparents and grandchildren.

3.02.015
## TRAINING: 06/05

1. The Sheriff's Office will provide training during the FTO program, in-service, and supervisory levels of a member's career to create awareness and sensitivity of domestic violence issues and enhance the Sheriff's Office response and investigation to these incidents. This training will include:

    a. Understanding domestic violence.
    b. Sheriff's Office domestic violence member involved policy.
    c. Warning signs of domestic violence by members.
    d. Victim safety.
    e. Local, State, and Federal domestic violence laws.
    f. Role of local domestic violence advocates.
    g. Information about the Employee Assistance Program and specialized DV programs/victim service agencies.
    h. Supervisor responsibility in regards to member domestic violence.

2. Local victim advocacy/DV agencies should be contacted for assistance in this training.

3.02.020
## MEMBER RESPONSIBILITIES: 06/05

1. Members are entitled and encouraged to seek assistance in all matters involving personal and family conflict.
2. Members with knowledge that a member is alleged to have committed domestic abuse and/or violence shall immediately report such information to their supervisor.

    - Failure to report may result in disciplinary action.

3. Members with knowledge that a member is a victim of domestic abuse and/or violence should report such information to their supervisor.

    a. The victim may not want the domestic abuse/violence reported.
    b. A member DV victim will not be punished for failing to report a domestic abuse and/or violence incident.

4. Members arrested for domestic violence in another jurisdiction, shall notify their supervisor as soon as possible.
5. Members who have had a police response where an alleged domestic violence incident took place in another jurisdiction shall immediately notify their supervisor.
6. Members who engage in threatening, harassing, stalking, surveillance, or other such behavior designed to interfere with cases against fellow members or intimidate witnesses will be subject to an investigation involving possible criminal charges and departmental disciplinary action.
7. Members who fail to cooperate in an internal investigation of a deputy/member involved domestic violence case will be subject departmental disciplinary action.
8. Members who, with intent, wrongly accuse a victim of domestic violence of a crime, or with intent, make a false report against the victim, will be subject to an investigation involving possible criminal charges and departmental disciplinary action.

9. The accused member shall immediately notify his/her Precinct/Section Commander via the chain of command, of any court dates, no contact orders, temporary or permanent orders of protection or civil anti-harassment orders (where he/she are the respondent), providing a copy to his/her supervisor.
10. Commissioned members shall not wear the Sheriff's Office uniform when attending domestic violence court proceedings.

3.02.025
## COMMUNICATION CENTER'S RESPONSIBILITIES: 06/05

1. When the Communications Center receives information of domestic violence incidents involving department members and commissioned officers from other jurisdictions a commissioned supervisor shall be advised.
2. When the Communications Center receives information of domestic violence incidents involving KCSO commissioned members in another jurisdiction a commissioned supervisor and the Command Duty Officer shall be advised.

3.02.030
## PATROL'S RESPONSIBILITES AT DOMESTIC VIOLENCE CALLS: 06/06

The response by deputies to reports of domestic violence involving Sheriff's Office members, or officers from any other jurisdiction, will be handled as any response to other domestic violence crimes occurring in King County.

1. When handling domestic violence calls involving Sheriff's Office members or law enforcement officers from another jurisdiction, deputies shall ensure a supervisor has been notified and shall:

    a. Conduct a thorough investigation, with an emphasis toward successful prosecution regardless of the victim's availability to testify.
    b. Enforce the laws violated and exercise arrest powers pursuant to RCW 10.31.100 when there is probable cause.
    c. Document and gather physical evidence.

        - If evidence cannot be gathered, the reason why and/or efforts made shall be documented.

    d. Complete an incident report, including case disposition, as required by RCW 10.99.020 and 10.99.030. The incident report shall include the Domestic Violence Supplemental Form (A-143).

        - If an arrest is made or charged by investigation, the probable cause shall be clearly stated in the incident report.
        - If an arrest is not made or no charges recommended, the reasons shall be clearly stated in the incident report (i.e., no probable cause).
        - Mark the incident report with "DV" and use the appropriate clearing code and hazard factor.
        - A signed victim statement shall be taken whenever possible.

            - If the victim refuses to give a signed statement or does not wish to prosecute, the deputy shall clearly state the reason(s) if any are given.
            - Statements made by the victim shall be clearly documented on the DV Supplemental Form.

- Suspect and/or witness statements shall be taken whenever possible. At a minimum, list names, addresses, and phone numbers of witnesses. Deputies shall attempt to identify "primary" witnesses, on scene medical/fire personnel and 911 caller.

  - If written statements are not possible, verbal statements shall be documented.

e. Photographs shall be taken when a crime of domestic violence has been committed. If photographs should have been taken, and were not, an explanation must be provided in the incident report. When photographs are taken, deputies shall:

- Photograph the victims, regardless of visible injury.
- Photograph the "crime scene" including evidence items that will be submitted, as well as photograph the suspect to counter any later claim of visible injuries, self defense, or to document injuries involved.
- Photograph any damaged property that cannot be submitted as evidence.
- Photograph any children present if possible and reasonable to do so.
- Send the film to the photo lab.

f. Deputies should obtain a medical release when injuries (or possible injuries) are involved even if no treatment was obtained.

g. Incidents regarding department member involved DV, shall be thoroughly investigated and documented using a non-IRIS reporting format.

- An IRIS incident report shall be completed with no names or narrative included.

  - This "skeletal" report will serve as a place holder in IRIS.

- All supporting documentation shall be noted on the IRIS incident report as attachments per IRIS procedures.

  - This will include a hand written incident report to document the investigation.

- The IRIS incident report and all supporting documentation shall be reviewed/approved by the on-duty supervisor and submitted prior to the reporting deputy(s) securing from duty.
- Forward a complete copy of the case to the Domestic Violence Intervention Unit.

h. All follow up and investigative reports shall be secured in IRIS during the investigation.

i. Upon completion of the investigation, the IRIS reports will only be un-secured and submitted, when approved by the Section Commander of the assigned investigative unit.

3.02.035

## SUPERVISOR'S RESPONSIBILITIES AT DOMESTIC VIOLENCE CALLS: 06/05

The response by supervisors to reports of domestic violence involving Sheriff's Office members, or officers from any other jurisdiction, will be handled as any response to other domestic violence crimes occurring in King County. Command staff notifications are required in all instances of a member involved domestic violence allegation.

1. A first line supervisor shall respond to the scene of all domestic violence incidents involving department members and commissioned officers from other jurisdictions.

    a. In the event that the reported incident involves a member of the command staff, judge, or city/county official, the supervisor shall notify the Command Duty Officer.

        - If the Command Duty Officer is the accused, his/her Division Chief will be notified.

    b. If the reported incident involves the Sheriff, the King County Prosecutor shall be notified.

2. The first line supervisor shall:

    a. Assume command and ensure that the crime scene is secured.
    b. Immediately notify the Precinct/Section Commander, or Division Chief and the IIU Commander of the member's status.

        - If the above commanders are not available, the Command Duty Officer shall be notified.

    c. Ensure the investigating deputy/detective conducts a thorough and complete investigation.
    d. Ensure that an arrest is made in cases where probable cause exists to arrest a primary aggressor when he/she is alleged to have committed:

        - A felonious assault.
        - An assault that resulted in bodily injury (including pain or complaints of pain) to the victim, whether observable by the responding deputy(s) or not or
        - Any physical action intended to cause another person reasonably to fear serious bodily injury or death.

    e. Ensure that an arrest is made when it is a mandatory requirement for a Court Order Violation.
    f. If the offender has left the scene, the responding deputies/detectives shall make every effort to locate and arrest the offender and document such efforts in the incident report.
    g. Relieve the member from duty in accordance with G.O. 3.03.015 (Emergency Relief from Duty).
    h. Relieve an accused commissioned deputy/officer of his/her service weapon whenever an arrest is made.

        - All other firearms owned or at the disposal of the accused deputy/member should be removed to further ensure the victim's safety, in accordance with established legal practice and case law.

i. Immediately notify the highest ranking on-duty supervisor of an accused officer/member if that person is from another jurisdiction.

- When responding to domestic violence complaints involving police officers from other jurisdictions, deputies, investigators, and supervisors shall follow the same procedures as if they were responding to a domestic violence complaint involving a member of the Sheriff's Office.

j. Provide the victim with DVPA form with incident number, provide the victim with relevant resources (i.e., shelters, community services, the VINE Program, legal remedies, etc.), as required by RCW 10.99.030 (7) and document this in the incident report.

k. If needed offer, arrange, or facilitate transportation for the victim to a hospital for treatment of injuries or to a place of safety or shelter.

l. Remain at the scene until the situation is under control and the likelihood of further violence has been eliminated.

m. Notify the Precinct/Section, or Division Commander and the IIU Commander of the member's status and the actions that were taken.

- If the above commanders are not available, the Command Duty Officer shall be notified.

n. Ensure the entire case file is sent to IIU and a copy to the Precinct/Section Command staff and the Domestic Violence Unit before securing from duty.

- Ensure the IRIS documents have been placed in a "Secured" status after approval of the incident report.

o. Whenever a member is involved in a domestic violence call that results in a non-arrest, the supervisor shall submit a report explaining any and all reasons for the action.

3.02.040

## CRIMINAL INVESTIGATIONS: 06/05

Responsibility to complete criminal investigations of a domestic violence incident involving a Sheriff's Office deputy/member shall rest with the appropriate CID Unit with oversight by the Domestic Violence Intervention Unit.

1. The investigating detective shall conduct the criminal investigation as he/she would any other criminal investigation.
2. If the victim reports previous or additional criminal activity, each incident shall be documented in an incident report and investigated thoroughly.

   - The investigator's supervisor shall be notified immediately if previous or additional criminal activity comes to light.

3. The Sheriff's Office shall thoroughly complete the investigation and promptly refer the charges to the appropriate Prosecutor's Office for a filing decision, even if the victim recants or refuses to cooperate with the prosecution.
4. The investigator assigned will establish a liaison with the prosecuting attorney for each case. The investigator shall present the information to the prosecutor for proper action in a timely fashion and request that the prosecuting attorney, in turn, make timely decisions about the adjudication of the case.
5. Filing of court papers/complaints shall be requested as with any other case by the investigator for criminal prosecution.

3.02.045
## ADMINISTRATIVE INVESTIGATIONS: 06/05

All alleged incidents of deputies/members involved in domestic violence will be investigated administratively by the Sheriff's Office. The Sheriff's Office may take administrative action, in advance of criminal proceedings, to ensure that Sheriff's Office members adhere to all policies.

1. All alleged involvement in domestic violence by members of the Sheriff's Office will be investigated by the Internal Investigations Unit.
2. The Sheriff's Office shall take immediate administrative action that may include reassignment, or placing a deputy/member on administrative leave.
3. The Sheriff's Office will establish a consultative relationship with a domestic violence specialist to ensure appropriateness of response to each administrative investigation.
4. The Internal Investigations Unit shall provide regular updates to the victim's assigned contact person.

3.02.050
## VICTIMS OF DOMESTIC VIOLENCE: 06/05

1. The confidentiality and safety of the victim are of the utmost importance to the Sheriff's Office.
2. The supervisor of the Domestic Violence Intervention Unit shall designate a contact person for the victim to be available for victim's questions and concerns.

    - This person should not be involved in the investigation of the incident.

3. This person shall be responsible for:

    a. Checking on safety of victim.
    b. Outlining for the victim the parameters of criminal and internal investigations.
    c. Potential repercussions.
    d. Providing copies of Sheriff's Office DV policies.
    e. Conveying victim's input.
    f. Informing victim of next steps throughout the process.
    g. Providing information about public and private domestic violence advocacy resources.
    h. Provide information related to the relevant confidentiality policies related to the victim's information and public disclosure laws.

3.02.055
## BACKGROUND INVESTIGATIONS: 06/05

1. The Sheriff's Office shall conduct thorough background investigations of all new lateral and entry-level applicants considered for employment.
2. All applicants shall be questioned about past allegations, arrests and/or convictions of domestic violence, sexual assaults and stalking as well as past and present protective orders.
3. All applicants will be given a polygraph examination which will include questions about past allegations, arrests and/or convictions of domestic violence, sexual assaults and stalking as well as past and present protective orders.

    - Applicants seeking a commissioned position will also be given a psychological examination.

4. Any applicant considered for employment who has committed violence, such as domestic violence, child abuse, elder abuse, stalking, animal cruelty, sexual assaults, etc., will not be employed by the Sheriff's Office.

# 3.03.000 INVESTIGATION OF PERSONNEL MISCONDUCT

3.03.005
## POLICY STATEMENT: 10/09

A law enforcement agency must maintain a high level of personal and official conduct if it is to command and deserve the respect and confidence of the public it serves. Rules and regulations governing the conduct of members of the Sheriff's Office ensure the high standards of the law enforcement profession are maintained. The purpose of this section is to provide guidelines concerning the investigations of member alleged misconduct. It is the Sheriff's Office policy to promptly, thoroughly and fairly, investigate alleged misconduct involving its members. Nothing in this policy prohibits a supervisor or command staff from taking corrective action if they observe a circumstance that requires immediate attention.

3.03.010
## DEFINITIONS: 10/09

For the purpose of this policy:

**"Administrative Leave"** means when a member is placed on leave with pay and benefits after being involved in a traumatic incident, during an investigation involving the member's conduct or his/her ability to perform essential functions of his/her job, and it is determined that circumstances exist that make the immediate removal of the member in the best interests of the Sheriff's Office. Such leave is not a disciplinary action and is not subject to appeal.

**"Emergency Leave"** means when a member is placed on temporary leave with pay and benefits when it is determined that circumstances exist which make the immediate removal of the member in the best interests of the Sheriff's Office. Such leave is not a disciplinary action and is not subject to appeal.

**"Formal Investigation"** means steps taken by the investigator assigned to investigate a complaint of misconduct and prepare the final investigative report.

**"Garrity Rights"** means the member is required to fully cooperate with an administrative investigation and failure to cooperate may result in employment termination and the information obtained from the interview cannot be used in criminal proceedings. (Garrity v. N.J., 385 U.S. 493, 1967)

**"Internal Investigations Advisory Committee"** is made up of the Prosecuting Attorney's Office, Labor Relations and Sheriff's Office personnel which meets to advise the IIU Commander or other Sheriff Commanders on legal issues on cases they present to the committee.

**"Inquiry"** means any communication directed to a supervisor which questions the conduct or performance of any member of the Sheriff's Office. Usually the questions involve the reasons or justification of the delivery of service or procedure used by a member, a deputy's right to make a stop or to detain, or a delayed response time

**"Loudermill Hearing"** means when there is a proprietary loss (e.g., suspension, demotion, termination, etc.); the member has the right to meet with the Sheriff. The member will then be given the opportunity to speak on his/her own behalf as to why the recommended discipline should not be imposed in the matter. (Cleveland Board of Education v. Loudermill, 105 S. Ct 1487, 1985)

**"Major Investigation"** means the alleged violations, if sustained, would likely result in suspension, demotion, termination or the filing of criminal charges.

**"Member"** means any person whether paid, unpaid, temporary, permanent, intern, probationary, volunteer, appointed, non-appointed, commissioned, or non-commissioned, who is employed or supervised by the King County Sheriff's Office.

**"Misconduct"** means any violation of laws, ordinances, Sheriff's Office or King County rules, regulations or procedures.

**"Personnel Complaint"** means any allegation of member misconduct received from any source that is accepted as a complaint and investigated.

**"Preliminary Investigation"** means steps taken by a supervisor or IIU to determine if an alleged complaint is potential misconduct.

- Except in unusual circumstances, (i.e., complainant intoxicated, incapacitated, etc.) the preliminary investigation is not complete until an interview of the complainant has been conducted.

**"Progressive Discipline"** means the escalation in the level of discipline imposed on a member based on previous **sustained** incidents that are similar in nature and/or have a common theme.

**"Representative"** means an official of a member's collective bargaining agency.

**"Supervisor"** means any commissioned employee of the rank of sergeant or above or any professional staff employee who is designated as a supervisor by virtue of his/her job title.

**"Weingarten Rights"** means when a member reasonably believes an interview will result in discipline, the member has a right to Guild/Union representation. (NLRB v J. Weingarten, 420 U.S. 251, 1975)

3.03.015

## EMERGENCY RELIEF FROM DUTY: 10/09

Any supervisor may relieve a member from duty in an emergency when it appears such action is in the best interest of the public and the Sheriff's Office. Conditions for emergency relief from duty may include but are not limited to:

1. Commission of a crime.
2. Under the influence of either alcohol or drugs.
3. Alcohol on breath.
4. Apparent psychological problem.
5. Apparent inability to perform the essential functions of his/her job.

The supervisor imposing the emergency relief from duty shall:

1. Notify the CDO, the member's Precinct/Section Commander, and the Division Chief of the action taken.
2. Complete a Supervisor's Incident Review before securing from duty.
    a. Forward the original report **directly** to the Division Chief of the relieved member.
    b. Forward a copy of the report to the Precinct/Section Commander via the chain of command.
3. Instruct the member to be available during regular business hours, unless excused from such requirement in writing by the Division Chief.
4. Members, subjected to emergence relief from duty, may be placed on paid administrative leave, with approval of the member's Division Chief.

3.03.020
## ADMINISTRATIVE LEAVE: 10/09

A member is placed on administrative leave with pay and benefits because of a traumatic incident, or during an investigation involving the member's conduct or his/her ability to perform essential functions of his/her job, and it is determined that circumstances exist that make the immediate removal of the member in the best interests of the member and the Sheriff's Office. Such leave is not a disciplinary action and is not subject to appeal.

1. Administrative leave shall be approved by the member's Division Chief.
2. Notification of administrative leave shall be coordinated with the IIU Commander no later than the next business day if there is a likelihood of IIU involvement.
3. Members on administrative leave shall not engage in any law enforcement activities.
4. Members shall notify their supervisors as to where they can be reached, and must be available during regular business hours, unless excused from such requirement in writing by the Division Chief.
5. Any member placed on administrative leave for a drug or alcohol related incident will be required by the Division Chief to under go a drug or alcohol assessment prior to being allowed to returning to duty.

3.03.025
## INQUIRIES: 10/09

1. Inquires will be handled at the supervisory level.
2. Members who receive an inquiry regarding their own performance, from a person who reasonably has a right to know, are responsible for responding to the inquiry.
    a. If the inquirer is satisfied with the response and explanation, no further action is required.
    b. When inquires are not satisfied, they shall be referred to the member's supervisor.
3. Any non-supervisory member who receives an inquiry regarding another member of the Sheriff's Office will refer the inquiry to an on-duty supervisor at the time of the inquiry.
4. A supervisor who receives an inquiry will attempt to resolve the issue at the time, or if a call back is necessary, resolve the issue at the earliest practical time. The supervisor will then document the inquiry in the Supervisor Action Log.
5. Some examples of inquiries are:
    a. Legal questions.
    b. Reason for a stop (Terry Stop).
    c. Questions about tickets.
    d. Tactics.
    e. Detention and release.
    f. Sheriff's Office policies.
    g. Response time.
    h. Investigative procedures.

3.03.030
## TOPICS OF INVESTIGATION: 10/09

1. All allegations of employee misconduct that include but not necessarily limited to, allegations of violations of Sheriff's Office procedures, rules and regulations, and violations of federal, state or local laws.
2. Any alleged violation of Sheriff's Office or King County rules or regulations shall be administrative and not criminal in nature.

3. When an alleged or observed policy infraction is minor, a supervisor may resolve these incidents and immediately take necessary corrective action **without** completing an IIU Complaint Report, but shall document the incident and steps taken in the Supervisor Action Log. Some minor infractions may include:

    a. Tardiness.
    b. Uniform and equipment violations.
    c. Personal appearance infractions.
    d. Minor omissions in assigned duties.
    e. Minor regulations concerned with efficiency or safety.

4. Complaints normally handled at the supervisory level.

    a. Abuse of sick leave.
    b. Discourtesy.
    c. Tardiness.
    d. Unprofessional demeanor.
    e. Use of discretion.
    f. Neglect of duty.
    g. Sleeping on duty.
    h. Unavailable for calls.
    i. Personal appearance.
    j. Missed court appearance.
    k. Driving complaints.

5. Complaints normally handled by IIU.

    a. Use of force.
    b. Sexual misconduct.
    c. Discrimination.
    d. Criminal conduct.
    e. Ethics violations.
    f. Dishonesty.
    g. Alcohol violations.
    h. Insubordination.
    i. There are controversial or sensitive circumstances.
    j. Any complaint the IIU Commander deems appropriate to be investigated by IIU.
    k. Any complaint the Sheriff directs IIU to investigate.
    l. Egregious acts under performance standards.
    m. Repeated violations listed in number four (4).
    n. Policy violations not handled by supervisors.

6. When the allegation does not amount to misconduct, the supervisor shall explain the related Sheriff's Office policy or procedure and attempt to resolve the matter to the complainant's satisfaction.

    a. If the complainant is not satisfied or the supervisor feels additional investigation is necessary, the supervisor shall refer the complainant to IIU.
    b. IIU will make the final determination if the complaint amounts to misconduct and if an investigation is necessary.

7. Information or documentation received that does not amount to misconduct, will not be classified as a “Personnel Complaint”, but should be documented in the Supervisor Action Log.

3.03.035
## PROCEDURES FOR ACCEPTING MISCONDUCT COMPLAINTS (NON CRIMINAL): 10/09

1. Members of the Sheriff's Office will accept all complaints of misconduct.
2. All members receiving complaint information shall maintain the confidential nature of such information.
3. Members receiving allegations shall refer all complaints to the member's supervisor or an on-duty supervisor at the member's work location.

3.03.040
## COMPLAINT PROCEDURES WHEN RECEIVED BY A SUPERVISOR: 10/09

1. When a supervisor receives a complaint, the supervisor shall:

    a. Take action to prevent aggravation of the incident.
    b. Conduct a preliminary investigation.
    c. Determine whether the allegation amounts to misconduct.
    d. If a complaint is serious and requires emergency relief from duty, CDO and the Precinct/Section Commander shall be notified.
    e. Enter the details of the complaint and steps taken as an inquiry.
    f. Obtain a statement from complainant, if practical.

        - An in person recorded interview is recommended.

    g. Identify witnesses.
    h. Forward the inquiry to the Precinct/Section Commander.

2. The Precinct/Section Commander shall:

    a. Review personnel complaint forms and other reports pertaining to the preliminary investigation to ensure the reports are complete.
    b. Ensure the proper steps were taken in the preliminary investigation.
    c. Forward the original complaint and associated paperwork to IIU via the chain of command.

3.03.045
## COMPLAINT PROCEDURE WHEN RECEIVED IN IIU: 10/09

Whenever IIU receives a complaint of misconduct, either directly or thru the chain of command, the IIU Commander shall determine if the complaint will be investigated in IIU or to be investigated at the Precinct/Section level.

- If the complaint is to be investigated at the Precinct/Section level, the Complaint Report with associated statements and paperwork shall be forwarded to the Precinct/Section Commander.

3.03.050
## CRIMINAL CONDUCT COMPLAINTS: 10/09

1. It shall be the responsibility of **all** members to **immediately** notify an on-duty supervisor when, by observation or receipt of information, there is cause to suspect a member, whether on or off-duty, has committed a crime.

    - Normal criminal investigation procedures shall be followed during the investigation of all alleged criminal violations.

2. When an on-duty supervisor receives notification or information that a member has been arrested, charged, or is accused of committing a crime, the on-duty supervisor shall:

   a. Immediately notify the CDO and the accused member's Precinct/Section Commander.
   b. Ensure that appropriate law enforcement action has been initiated in a manner consistent with the appropriate guidelines in 3.04.220 or 3.04.225.

3. Any alleged violations of laws or ordinances shall be investigated by the appropriate police agency or assigned to the appropriate investigative unit.

3.03.055
## INTOXICATION COMPLAINTS: 10/09

If a citizen or member alleges that an **on-duty** member is under the influence of either alcohol or drugs, the member taking the complaint shall immediately contact the accused member's supervisor.

The accused member's supervisor shall:

1. Immediately contact the accused to determine if there is a basis for the allegation and if so:

   a. Take the accused to the nearest workstation with a BAC Datamaster.
   b. In the presence of a witness, ensure a test for intoxication is completed.
   c. If drugs are suspected, utilize a Drug Recognition Expert.

2. If the allegation is supported, the member refuses to test for intoxication, or there is reasonable belief the member is impaired by drugs or medications.

   a. Pursuant to 3.04.015, relieve the member from duty.
   b. Notify the CDO and Precinct/Section Commander.
   c. Arrange for transportation to member's residence.

3. Complete a Supervisor's Incident Review before securing from duty.
4. Forward the **original** reports to IIU via the chain of command.

3.03.060
## USE OF FORCE COMPLAINTS: 10/09

When a complaint alleges excessive use of force by a member, the on-duty supervisor shall:

1. Photograph the person's injuries or claimed injuries whether visible or not.

   - Documentation of the lack of visible injury can be very important evidence.

2. Obtain statements from complainant and witnesses.

   - If possible, obtain recorded statements.

3. Request that the person be examined immediately by a physician.
4. Request that the person sign a Release of Medical Information (KCSO Form #B-137).
5. Identify unavailable witnesses to the alleged misconduct who may be currently unavailable.
6. Forward the **original** Use of Force Report and copies of supporting documentation to IIU via the chain of command.

3.03.065
## COMPLAINTS INVOLVING IIU PERSONNEL: 09/04

1. Complaints alleging misconduct involving IIU personnel shall be forwarded **directly** to the Sheriff.
2. The Sheriff shall appoint personnel from outside IIU to conduct the investigation.
3. Completed investigations shall be maintained in IIU.

3.03.070
## COMPLAINTS AGAINST OTHER AGENCY MEMBERS: 09/04

On-duty members reporting alleged misconduct involving members of other agencies shall complete and forward an Officer's Report **directly** to IIU.

3.03.075
## INTERNAL COMPLAINTS: 10/09

Members who have knowledge of alleged misconduct, committed by other members shall notify a supervisor or IIU in a timely manner.

3.03.080
## ANONYMOUS COMPLAINTS: 10/09

In cases of anonymous complaints, receiving supervisors or IIU investigators will use their discretion in evaluating whether there is sufficient information for follow-up or further investigation.

1. If, after a preliminary investigation and when feasible, the complaint is not supported by some corroborating facts or evidence, the complaint will be entered as an inquiry.
2. If the preliminary investigation does develop some corroborating facts or evidence, it will be handled in the same manner as any other complaint.

3.03.085
## IIU MONITORING AND OVERSIGHT RESPONSIBILITIES: 02/10

When a complaint of misconduct is received, the IIU Commander shall:

1. Ensure the Complaint Report and associated paperwork has been completed.
2. Ensure a preliminary investigation has been completed.
3. Ensure the Sheriff is notified when the complaint is:

    a. Likely to be a news worthy event, regardless of whether the media has found out about it yet.
    b. A use of force complaint that is criminal in nature.
    c. A criminal investigation against our members regardless of whether it is internally or externally investigated.
    d. Willful misconduct that could potentially result in termination.
    e. Involving a member of the Command Staff.

4. Assign the complaint for formal investigation.

    - If the complaint is not investigated by IIU, the member's Precinct/Section Commander will be notified by IIU that the investigation is to be assigned to a supervisor.

5. Ensure all alleged misconduct complaints are investigated in a timely manner.

    - Timely notification to a member is crucial so the member has the ability to recall the event.

6. Conduct an investigation of a complaint when required.
7. Monitor all complaint investigations and maintain all records, including dispositions and actions taken.
8. Monitor all criminal investigations on members and ensure an administrative investigation is complete once the criminal investigation is completed.
9. Assist other investigators in complaint investigations when necessary.
10. Conduct an investigation when appropriate for any member who justifiably feels threatened by a false accusation or a contrived situation.

    - Such members may report their situations directly to IIU without reporting to their superiors.

11. Prepare cases for administrative hearings.
12. Provide a monthly status update to the Sheriff of all open internal investigations.

3.03.090
## INVESTIGATION CONFIDENTIALITY: 10/09

1. Personnel complaint investigators and those who review investigations, have a responsibility to preserve the confidentiality of investigations.
2. Release of information to unauthorized personnel is a serious breach of ethics and could be a violation of state law.
3. Release of information regarding an investigation shall be only to those who have a right and need to know and will be released by the IIU Commander, or designee.

3.03.095
## CONFIDENTIALITY ORDER: 09/04

1. When any member is contacted regarding an internal investigation, the investigator will advise the member not to disclose any of the information discussed in the interview except with his/her representative or attorney.
2. The member will also be told that disclosure of any information, prior to the completion of the investigation, may result in disciplinary action.

3.03.100
## MEMBER NOTIFICATION: 10/09

1. Accused or witness members will be notified of complaints by the Complaint Notification Report (KCSO Form A-150).

    - Members will be advised if a complaint is a major or minor investigation.

2. Accused and witness members are not entitled to disclosure of investigative information outside that contained in their Complaint Notification Report (A-150).

3.03.105
## REQUIREMENT TO COOPERATE: 10/09

1. All members, when ordered to do so, shall fully cooperate in Sheriff's Office administrative investigations. Administrative investigations are non-criminal investigations into the conduct of Sheriff's Office members, conducted by either IIU or Sheriff's Office supervisors.
2. Failure to cooperate may result in discipline up to termination.

3.03.110
## REPRESENTATION: 10/09

1. Whenever an interview focuses on matters that a member reasonably believes could result in disciplinary action against any member, the member shall have the right to representation.

   - The representative will be an official of the member's collective bargaining agency.
   - Non represented members may have another member or an attorney as a representative.

2. Members have the right to an attorney of their own choosing when they are the subject of a criminal investigation.

3.03.115
## IMPARTIALITY: 09/04

1. Any accused member who feels an assigned investigator cannot be impartial during the investigation of a complaint shall forward his/her concerns in an Officer's Report **directly** to the IIU Commander.
2. Any assigned investigator who during the investigation of a complaint, has a potential conflict of interest, shall forward his/her concerns **directly** to the IIU Commander.
3. The IIU Commander shall review the concerns and if need be, assign the investigation to another investigator.

3.03.120
## EXCULPATORY INFORMATION: 09/04

1. Investigators must ensure their completed reports contain all relevant information disclosed during the investigation.

   - This includes evidence that tends to disprove the allegations of misconduct by a member.

2. Omission of relevant information could cause irreversible damage to an otherwise proper investigation.

3.03.125
## SEARCHES AND SEIZURES: 09/04

All searches and seizures conducted during the course of an administrative investigation must be in compliance with the law.

1. The search shall be approved by the member’s Division Chief.
2. The IIU Commander should be present during any such searches.
3. The search should be conducted professionally with the member present if possible.
4. Photographs should be taken before and after the search.
5. An inventory of items seized shall be given to the subject of the search and or conspicuously placed at the scene.

3.03.130
## FINANCIAL DISCLOSURE: 09/04

Sheriff’s Office members shall not be required to disclose any item of his/her property, income, assets, source of income, debts or expenditures (including those of any member of his/her household) unless volunteered or obtained by proper legal procedure, (i.e., criminal investigation, subpoena).

3.03.135
## MEDICAL OR LABORATORY EXAMINATIONS: 10/09

Sheriff's Office members shall not be required to submit to any medical or laboratory examination unless volunteered or obtained by proper legal procedures.

3.03.140
## PHYSICAL LINE UPS: 10/09

Sheriff's Office members shall not be required to appear in a line up unless volunteered or obtained by proper legal procedures. Investigators have access to member photographs on file and may use those photos in an internal investigation.

3.03.145
## FAMILY MEMBERS: 10/09

Members of the employee's immediate family shall not be contacted and/or asked to give statements in administrative investigations except when.

1. A crime is alleged to have been committed against a family member.
2. The accused member gives permission.

3.03.150
## POLYGRAPH: 10/09

The Employer shall not require any employee covered by this Agreement to take or be subjected to a lie detector test as a condition of continued employment.

1. Washington State law prohibits the Sheriff's Office from compelling a member to submit to a polygraph examination.
2. **Members shall not be offered a polygraph examination during any administrative investigation.**
3. An accused member that requests a polygraph examination:

    a. Must make such a request in writing through his/her bargaining unit representative; and
    b. The request shall be approved or disapproved by the Sheriff.

4. Polygraph evidence of any kind shall not be admissible in disciplinary proceedings except by stipulation of the parties.
5. A Sheriff's Office approved polygraph operator shall be used.

3.03.155
## DUE DATES: 10/09

1. Administrative Investigations must be completed within one hundred and eighty (180) days of the matter coming to the attention of the Sheriff's Office Command Staff/Captains.
2. In the event the Sheriff believes an extension beyond one hundred and eighty (180) days is necessary, and the County establishes an appropriate burden that it has acted with due diligence and the investigation could not reasonably be completed due to factors beyond the control of the Sheriff's Office (i.e., extended illness or other unavailability of a critical witness, such as the complainant or the deputy being investigated, or necessary delays in the processing of forensic evidence by other agencies), the Sheriff must contact the Bargaining Unit prior to the expiration of the one hundred and eighty (180) days seeking to extend the time period.

    a. Any request for extension based on the unavailability of witnesses shall include a showing that the witness is expected to become available in a reasonable period of time.
    b. A request for extension based upon the above criteria will not be unreasonably denied.

3. The one hundred and eighty (180) day period shall be suspended when a complaint involving alleged criminal conduct is being reviewed by a prosecuting authority or is being prosecuted at the local, state or federal level, or if the alleged conduct occurred in another jurisdiction and is being criminally investigated or prosecuted in that jurisdiction.

    a. In cases of a deputy involved fatal incident, the one hundred and eighty (180) day period will commence when the completed criminal file is provided to the Prosecuting Attorney, and will only be tolled in the event criminal charges are filed.
    b. In the event an outside agency conducts a criminal investigation of a matter within the jurisdiction of the County, and the Sheriff's Office receives the completed criminal file with less than sixty (60) days remaining for the administrative investigation, the Sheriff's Office will have up to an additional sixty (60) days to complete its administrative investigation.

        - However, in no event shall the investigation last more than two hundred and forty (240) days.

4. Compliance with this provision is required if findings are to be entered or discipline is to be imposed. Issuance of a Loudermill notice of intent to discipline will constitute conclusion of the administrative investigation for purposes of this section.
5. Nothing in this policy prohibits the County from disciplining (provided just cause exists) a deputy convicted of a crime.
6. The accused member(s) shall be notified of any extensions.

3.03.160
## INVESTIGATIVE STEPS: 10/09

When initiating an investigation, the assigned investigator should:

1. Thoroughly review the Personnel Complaint Form and attached reports taking note of the due date and any impending statute of limitations issues.
2. Gather the facts and keep an open mind at all times.
3. Identify allegations and related issues to be addressed in the investigation.

    - The allegations should specifically list the actions taken, or behavior of the deputy. Allegations should not contain conclusive statements, (e.g. the deputy kicked the complainant vs. the deputy used excessive force.)

4. Gather and review all relevant reports related to the incident (e.g. CAD print outs, Incident Reports, Officer's Reports, etc.).
5. Send complaint notification (A-150) to the member(s) involved.

    - The notification must reasonably apprise the member of what the allegations are and what information is needed.

6. In summary, the investigator shall:

    a. Gather evidence.
    b. Obtain medical and financial releases if needed.
    c. Schedule and conduct interviews if more information is needed.
    d. Evaluate the facts of the investigation.
    e. Complete investigative report.
    f. Forward the completed report to the IIU Commander.

3.03.165

## INTERVIEWING COMPLAINANTS AND WITNESSES: 10/09

1. RESEARCH BACKGROUND

    An investigator should know as much as possible about the person to be interviewed. The investigator should check records and other sources of information regarding the individuals to be interviewed.

    - The investigator should also check to see if the complainant has filed complaints in the past and the nature of those complaints.

2. SCHEDULE INTERVIEW

    All interviews, especially sensitive interviews, should be conducted in person.

    - If this is not possible, a recorded telephonic statement may be taken.

3. DEFINE INTERVIEW OBJECTIVES

    a. Before the interview, the investigator should have a clear understanding of the interview objectives.
    b. A list of specific, relevant questions should be prepared prior to the interview.
    c. The typical interview may have one or more of the following objectives:

        - Determine the facts of the investigation.
        - Identifying other witnesses or accused members.
        - Clarifying allegations.
        - Resolving discrepancies and inconsistencies.
        - Obtaining information regarding motive or alibi.
        - Closing loopholes in previous statements.

4. INTERVIEW LOCATION

    Citizen witnesses should be encouraged to come to a Sheriff's Office facility for their interviews. If this is not possible they may be interviewed at another location.

5. RECORDING STATEMENTS

    a. Except for minor offenses, all formal interviews should be recorded in their entirety.

        - This includes statements taken by telephone.

b. If a written statement has already been taken, an audio statement may not be required if the needed information has been provided.

c. If a complainant or witness refuses to allow the interview to be recorded, document the refusal and proceed with the interview, using a court reporter.

- If a court reporter is unavailable complete a written statement.
- This interview should be witnessed by another member.

d. Mark each tape with the name of the person interviewed and the IIU file number and forward all transcribed tapes to IIU with the completed investigation.

6. BEGINNING THE INTERVIEW

a. The investigator should begin the interview by:

- Stating the date and time.
- Identifying those present during the interview.
- The reason for the interview.

b. The investigator should allow the interviewee to describe what happened in his/her own words.

- Each allegation and all relevant issues should be covered with the complainant and witnesses.
- Each witness should be asked specific questions about each allegation that he/she can address.

7. UNCOOPERATIVE WITNESSES

If the complainant or civilian witness is unavailable, fails to appear, or refuses to be interviewed, the investigator should thoroughly document attempts to conduct the interview and then continue to attempt to complete the investigation.

8. SENSITIVE INTERVIEWS

When an interview involves a sensitive matter, including but not limited to a domestic violence, or a sexual matter, the interviewer should be sensitive to that fact, and if requested the interviewer should be the same sex as the person being interviewed. In such cases the interviewer should consider requesting the assistance of a person with expertise in such interviews.

9. CLOSING THE INTERVIEW

At the end of the interview the witness should be asked if there are any questions and if there is any other relevant information to add to the investigation.

3.03.170

## ADMINISTRATIVE INTERVIEWS: 10/09

1. An administrative interview is an in-person inquiry with an accused or witness member that is conducted to investigate alleged misconduct. The following rules shall apply to all administrative interviews of Sheriff's Office members.

a. Interviews shall be conducted within a reasonable time after an allegation has been made.

b. Before interviewing the member(s), he/she shall be informed of the name of the person in charge of the investigation and the name of the person conducting the interview.

c. Advise the member(s) whether he/she is the accused or a witness.
d. Interviews shall be held during the member's on-duty hours whenever reasonable or possible.
e. Advise the member(s) he/she are required to cooperate in an administrative investigation and that failing to do so may result in discipline up to and including termination from the department.
f. Advise an accused member he/she may have representation present during any interview. 3.04.110
g. The interview should take place at the member's workstation or in IIU unless prior arrangements have been made.
h. Members being interviewed shall be allowed reasonable intermissions.
i. The scope of the interview shall relate **only** to the specific allegation(s).
j. All interviews should be recorded in their entirety.
k. If a member refuses to allow the interview to be recorded, document the refusal and proceed with the interview, using a court reporter.

- If a court reporter is unavailable complete a written statement.
- This interview should be witnessed.

2. The following rules shall also apply to administrative interviews completed by IIU.

a. Advise the accused member in writing of the allegations and the misconduct, if sustained, could be grounds for administrative disciplinary action.
b. Advise the member he/she may have representation present during any interview.
c. Provide all members with copies of their Garrity Rights.
d. Provide commissioned members with copies of the Peace Officer Bill of Rights.
e. Advise the member of the requirement to fully cooperate with the administrative investigation and that failure to cooperate may result in employment termination and that the information obtained from the interview cannot be used in a criminal case (Garrity v. N.J., 385 U.S., 493, 1967), and ask if the member understands Garrity.

- The Garrity admonishment does not have to be read during the interview.

f. Allow commissioned members to read a copy of the Police Officer's Bill of Rights (King County Ordinance proposed number 89-595) and ask if the member understands the Bill of Rights.

- The Peace Officer's Bill of Rights does not have to be read during the interview.

g. All interviews should be recorded in their entirety.
h. If an accused member refuses to allow the interview to be recorded, document the refusal and proceed with the interview, using a court reporter.

- If a court reporter is unavailable complete a written statement.
- This interview should be witnessed.

i. Upon request, provide the member with a copy of his/her statement.

3. This section does not apply to criminal investigation interviews.

3.03.175
## PERSONAL INTERVIEWS, CRIMINAL INVESTIGATION: 10/09

1. Criminal investigation interviews shall be conducted by the appropriate police agency, or Sheriff's Office CID Unit.

   - The accused member **shall not** be ordered to meet with any criminal investigator and/or give a statement during any criminal investigation.

2. Before interviewing the accused, he/she shall be advised that he/she is suspected of committing a criminal offense and afforded all his/her constitutional rights.

3.03.180
## INVESTIGATIVE REPORT FORMAT: 10/09

The investigative report will be submitted in a Follow-up Report format and should contain:

1. ACCUSED MEMBER ALLEGATIONS

   Allegations should be specific and listed in chronological order.

2. EVIDENCE

   a. Evidence is any statement, document, or item that will have a bearing on the investigation.
   b. All evidence obtained during the investigation should be listed in the report.

3. PERSONS INTERVIEWED

   List names, addresses and phone numbers.

4. INVESTIGATIVE STEPS

   All entries should be prefaced by the date and time of the investigative step.

5. SUMMARY

   The investigator will present the results of the investigation in a clear, logical sequence.

3.03.185
## STANDARDS OF PROOF: 09/04

1. The standard of proof, in most cases, for an administrative investigation is generally "a preponderance of evidence."
2. The standard of proof in cases in which criminal or serious misconduct is alleged, and there is a likelihood of suspension, demotion or termination, the standard of proof is "clear and convincing" which is a higher standard than "a preponderance of evidence".

3.03.190
## CLASSIFICATIONS: 09/04

1. **UNFOUNDED**

   - The allegation is not factual and/or the incident did not occur as described.

2. **EXONERATED**

   - The alleged incident occurred, but was lawful and proper.

3. **NON-SUSTAINED**

   - There is insufficient factual evidence either to prove or disprove the allegation.

4. **SUSTAINED**

   - The allegation is supported by sufficient factual evidence and was a violation of policy.

5. **UNDETERMINED**

   a. The investigator is not able to use classifications 1 through 4.
   b. This may involve the following:

      - The complainant withdraws the complaint.
      - The complainant cannot be located.
      - The complainant is uncooperative.
      - The accused member separates from the Sheriff's Office before the conclusion of the investigation and the investigator cannot reach another classification.

   c. Not withstanding the above situations, if enough information has been collected to close the investigation with a classification of 1 through 4, an undetermined classification will not be used.

3.03.195
## REVIEW AND PROCESSING OF COMPLETED INVESTIGATIONS: 10/09

1. After completing the investigation, the investigator shall:

   a. Ensure reports are complete and in the proper format.
   b. Ensure all supporting documentation is present.
   c. Ensure all allegations have been identified.
   d. Forward the report and documents to the IIU Commander via their chain of command.

2. The IIU Commander shall:

   a. Review Complaint Reports for completeness and ensure that the guidelines of this chapter were followed.

      - Make recommendations for additional investigation/information if necessary.

   b. Forward completed major investigations or investigations that require special attention, to the Internal Investigations Advisory Committee.
   c. After Internal Investigations Advisory Committee review, forward completed investigations to the member's Precinct/Section Commander for review, recommendations of classifications and disciplinary recommendations if any.

d. Ensure the accused member and his/her Precinct/Section Commander are notified in writing within ten (10) days of the disposition of the complaint.
e. Ensure that the complainant have been notified in writing within fifteen (15) days of the final disposition.

- The specific nature of any action taken against him/her shall not be revealed to the complainant.

f. In cases where there is a proprietary loss (e.g., suspension, demotion, termination, etc.), notify the member that they have the right to meet with the Sheriff to explain the circumstances. (Cleveland Board of Education v. Loudermill, 105 S. Ct 1487, 1985)

- This meeting is voluntary and no overtime shall be paid.

g. Ensure completed investigations are maintained in IIU locked files.

3. The Precinct/Section Commander shall:

a. Review the completed investigation.
b. Return investigation if incomplete.
c. Ensure that all allegations have been identified.
d. Determine the classification of each allegation.
e. If needed, meet with the Advisory Committee.
f. Recommend the appropriate discipline.
g. Forward completed investigation and recommendations to the Division Chief within ten (10) working days.

4. The Division Chief shall:

a. Review the completed investigation and make recommendations regarding the administrative actions to be taken.
b. Return the completed investigation and recommendations to the IIU Commander within ten (10) working days.

5. The Sheriff shall:

a. Review those completed investigations that are presented to him/her by the IIU Commander.

- The Sheriff may change any findings or decisions involving complaint investigations.

b. The Sheriff may order a reinvestigation into the complaint.
c. Conduct Loudermill Hearings.
d. Notify the member within fifteen (15) days in writing of either the recommendations and/or disciplinary action to be taken.

3.03.200
## DISCIPLINARY AUTHORITY: 09/04

Except for oral reprimands, all disciplinary actions shall be approved by the Sheriff.

3.03.205
## DISCIPLINE RECOMMENDATIONS: 09/04

1. Recommendations of discipline on **sustained** complaints will be made in writing by the member's Precinct/Section Commander.

    - If a member has transferred to a work location other than where the complaint was filed, the member's previous Precinct/Section Commander may be contacted for disciplinary recommendations.

2. Discipline should be corrective and not punitive in nature and will be based on the:

    a. Seriousness of misconduct.
    b. Member's complaint history.
    c. Likelihood that the member's actions will be repeated.

3. The disciplinary history of the member can be obtained from IIU by the Precinct/Section Commander.
4. Recommendations for discipline made by the Precinct/Section Commander may be adhered to or changed by the Division Chief or the Sheriff.

3.03.210
## DISCIPLINARY ACTION: 02/10

Disciplinary actions should be timely, corrective, and not punitive in nature.

1. Members are subject to disciplinary action consistent with the provisions of the following:

    a. General Orders Manual.
    b. Standard Operating Procedures.
    c. State and Federal Laws.
    d. Local Ordinances.
    e. King County rules, including Civil Service Rules.
    f. Collective Bargaining Agreements.

2. Disciplinary actions may include, but are not limited to:

    a. Oral reprimands.
    b. Written reprimands.
    c. Transfer.
    d. Suspension from duty.
    e. Demotion.
    f. Termination.
    g. Or any combination of appropriate actions.

3. Training and/or professional counseling are not considered discipline and may be used instead of discipline or in conjunction with other disciplinary actions.

    a. The Sheriff’s Office may make a training referral or order a member to participate in training or professional counseling as needed.

        - This includes memos of expectations.

4. Personnel actions, including but not limited to transfers, may also be taken when appropriate in non-disciplinary cases.

3.03.215
## NOTICES OF DISCIPLINE: 10/09

1. SERVICE OF DISCIPLINE LETTERS

   a. It is important that discipline letters be served properly to ensure that the member may exercise the grievance process in a timely manner.
   b. Service of discipline letters should be served in person by managers or command staff.

      - If this is not possible, the letter will be sent to the member's mailing address via registered mail.

2. ORAL REPRIMANDS

   a. An oral reprimand is the first step in discipline.

      - It is used when the specific inadequate performance does not amount to a written reprimand but needs to be included in the disciplinary process.

   b. The oral reprimand will be documented by time, place, and a brief description of the discussion with the member and will be forwarded with the completed investigation to IIU.
   c. A copy of the documentation will be placed in the member's worksite personnel file.

      - The documentation shall remain in the member's worksite personnel file for three (3) years unless used in a subsequent disciplinary action within the same three (3) year time period.

2. WRITTEN REPRIMANDS

   a. A Written Reprimand is a formal written notice to the member regarding misconduct.

      - It is appropriate for specific inadequate performance or repeated offenses which an oral reprimand or corrective counseling has not corrected.
      - It is intended to provide the member with a written record indicating that the specific corrective action must be taken to avoid more serious disciplinary action.
      - It may be given as the first step in formal discipline.

   b. The Written Reprimand shall remain permanently in the member's personnel file.

3. SUSPENSION AND TERMINATION LETTERS

   a. The Internal Investigations Unit will prepare all suspension and termination letters for the Sheriff.
   b. Termination letters will include the reason for and effective date of the termination.
   c. Human Resources will provide the individual with information on their benefits after termination.

3.03.220

## CRIMINAL CONDUCT, INSIDE UNINCORPORATED KING COUNTY OR CONTRACT CITY: 09/04

**Criminal Conduct Non-traffic and in-Progress:**

1. If a member is apprehended during or immediately following the commission of a crime, he/she will be afforded all their rights as any other citizen in King County.
2. The on-duty supervisor shall:

    a. Screen the arrest to ensure it is appropriate and the appropriate documentation is completed correctly.
    b. Ensure the member has been advised of his/her constitutional rights and allowed to exercise those rights.
    c. Notify the CDO and Precinct/Section Commander.
    d. Relieve the member from duty in accordance with 3.04.015.
    e. Complete a Supervisor's Incident Review with a copy of the entire case file to IIU and a copy to the Precinct/Section Command staff before securing from duty.
    f. Forward the original case packet to the appropriate CID Unit via the chain of command.

**Criminal Conduct Non-traffic and not in-progress:**

1. When there is probable cause to reasonably believe a member is responsible for the commission of an alleged crime that is non-traffic and not in-progress, an Incident Report shall be completed and submitted by the supervisor receiving the information.
2. Forward the original case packet to the appropriate CID unit.
3. Forward a copy of the case packet to IIU and the Precinct/Section Command staff.

**Criminal Traffic:**

1. Members, apprehended after the commission of a criminal traffic offense, shall be treated in the same manner as any other citizen in King County.
2. If a citation is to be issued, the on-duty supervisor shall conduct an on-scene review to ensure that proper procedures are followed.
3. Forward a copy of the citation and any related reports **directly** to IIU and the Precinct/Section Commander.

3.03.225

## CRIMINAL CONDUCT OUTSIDE UNINCORPORATED KING COUNTY OR CONTRACT CITY: 10/09

1. When a member is notified that another member is or has been arrested by another jurisdiction, that member, receiving notification shall immediately notify IIU or any on-duty supervisor.
2. The on-duty supervisor shall:

    a. **Immediately** notify the CDO and the appropriate Division Chief.
    b. Ensure that normal criminal investigation procedures are followed during the investigation of all alleged violations of any law.
    c. If needed, relieve the member from duty in accordance with 3.04.015.
    d. Ensure that a preliminary administrative investigation is completed and forwarded to IIU whether or not the arresting agency pursues the criminal investigation.

3.03.230
## PRESENTATION TO THE PROSECUTOR: 09/04

1. When a complaint involves criminal allegations, the completed investigation should be presented to the appropriate prosecutor for the consideration of filing charges prior to any IIU investigation.
2. If the prosecutor requests additional steps, before a filing decision is made, the investigator shall comply with the request and inform the IIU Commander if the requests are significant.
3. When a decision has been reached by the prosecutor, the investigator shall inform the IIU Commander and the member's Division Chief.

3.03.235
## CORRECTIVE COUNSELING MEMORANDUM: 04/94

A Corrective Counseling Memorandum is written notification from a supervisor to a member addressing minor training deficiencies.

1. Corrective Counseling is:

    a. **Not** disciplinary action.
    b. Notification of undesirable conduct.
    c. Documentation for evaluations.

        - If mentioned in an evaluation, the incident must be specifically stated.

    d. Documentation for subsequent disciplinary action.

2. Corrective Counseling may be issued without an IIU investigation.
3. The memorandum shall contain:

    a. A description of the conduct or behavior requiring counseling.
    b. The steps taken to prevent recidivism.
    c. Expectations of future performance.

4. Corrective Counseling Memoranda shall be retained in the member's personnel file for one (1) year from the date of issuance, unless used in a subsequent disciplinary action within the same one (1) year time period.
5. Corrective Counseling Memoranda shall be approved by the member's Section/Precinct Commander and Division Chief.

## CORRECTIVE COUNSELING MEMORANDUM FORMAT: 04/94

**TO:** **(Department Member Name)** **DATE:**

**FROM:** **(Supervisor Name)** **VIA:** **Chain**

**SUBJECT:** **CORRECTIVE COUNSELING**

**(Detailed description of conduct requiring counseling and expectations of future performance.**

This memorandum serves as documentation of the corrective counseling given and is not disciplinary action.

**This memorandum shall be in your Department personnel file for one year (Refer to G.O. 3.04.235).**

**Approved:**_____**Date:**_____
**(Section/Precinct Commander)**

**Approved:**_____**Date:**_____
**(Division Chief)**

**I hereby acknowledge receipt of this Corrective Counseling Memorandum.**

_____**Date:**_____**Time:**_____
**(Department Member Signature)**

**cc:** **Personnel File (receipted copy)**
**Unit/Section File**
**Division Chief**
**Department Member**

3.03.240
## WRITTEN REPRIMANDS: 10/09

1. When disciplinary action requires a written reprimand, the following information shall be provided in a Memorandum:

   a. Date(s) of the violation.
   b. Type of violation.

      - Reference the specific authority covering the violation.

   c. Concise and specific description of the violation.
   d. Steps taken to prevent recidivism.
      "This Written Reprimand will become part of your permanent file".
   e. Written Reprimands require the approval of the member's Division Chief and the Sheriff.

2. The written reprimand will be prepared by the IIU Commander, Precinct/Section Commanders or Managers.
3. Written Reprimands shall be approved by the Division Chief and the Sheriff.
4. The Written Reprimand shall remain permanently in the member's personnel file.

## WRITTEN REPRIMAND MEMORANDUM FORMAT: 04/94

**TO:** **(Department Member Name)** **DATE:**

**FROM:** **(Submitting Authority)** **VIA:** **Chain**

**SUBJECT:** **WRITTEN REPRIMAND**

**Pursuant to your actions on May 1st, 2002 involving your off-duty participation without an Off-Duty Work Permit, a Department level investigation was conducted.**

**You have been found in violation of G.O. 4.03.015 in that you failed to obtain a Secondary Employment Permit for "The Flying Zamboni Circus."**

**The correct Department procedures regarding this violation have been reviewed by you and your supervisor.**

**This written reprimand will become part of your permanent Department personnel file. (Refer to G.O. 3.04.240).**

**APPROVED:_____ Date _____**
**(Division Chief)**

**APPROVED:_____Date:_____**
**(Sheriff)**

**I hereby acknowledge receipt of the above written reprimand.**

**_____Date:_____Time:**
**(Department Member Signature)**

**cc:** **IIU File**
**Personnel File (receipted copy)**
**Division Chief**
**Department Member**

3.03.245
## GRIEVANCE PROCEDURE: 10/09

Members, who feel aggrieved, shall follow the grievance procedures outlined in either their applicable Collective Bargaining Agreements or Civil Service Rules.

3.03.250
## ANNUAL ANALYSIS: 10/09

1. The Internal Investigations Unit Commander will compile an annual statistical summary report of all complaints and internal investigations to determine any trends or patterns.
2. The Commander will evaluate training needs or policy changes and make recommendations to the Sheriff.
3. Copies of the report will be given to the Sheriff for dissemination to the public and Sheriff's Office Members.

   - A copy of the report shall be placed in the accreditation files.

# 3.04.000 PERFORMANCE APPRAISALS

3.04.005
## POLICY STATEMENT: 11/09

It is the policy of the Sheriff's Office to provide an objective and fair means of measurement for recognition and training needs regarding work performance of employees according to prescribed guidelines of a specific job assignment.

3.04.010
## PERFORMANCE APPRAISAL REPORTS: 11/09

1. Supervisors shall complete the Performance Appraisal Report (PAR) (KCSO Form P-103) by the last day of each month, alphabetically by the first letter of the last name in the following schedule:

| | |
|---|---|
| A | January |
| B | February |
| CD | March |
| EFG | April |
| HI | May |
| JKL | June |
| M | July |
| NOPQ | August |
| RS | September |
| TUV | October |
| W | November |
| XYZ | December |

2. Supervisors shall annually submit the PAR for all department members under their command.

   a. Probationary and provisional department members (except deputies) and persons employed under grants or public employment programs shall be reviewed on the third (3rd), sixth (6th), ninth (9th), and eleventh (11th) months.

      - The period between the eleventh month appraisal and the next appraisal shall not be less than two (2) months nor more than fourteen (14) months.

   b. Recruit deputies shall be reviewed at the end of Phase I, the end of Phase II, and the month immediately preceding the conclusion of probation.

   c. Department volunteers, reserves and interns shall be evaluated at the end of the third (3) month of service or at their termination of service, whichever occurs first, and annually thereafter according to the alphabetic schedule for appraisal.

3. Supervisors may submit more frequent PAR's as necessary.

   a. Notify the Personnel Unit in writing if more reporting is necessary.

   b. Notify the Personnel Unit in writing when routine reporting has been reinstated.

4. When an employee's work performance is overall unsatisfactory, the supervisor shall give the employee written notification of the unsatisfactory performance ninety (90) days prior to the employee's assessment.
5. Merit pay eligible employees shall be evaluated following the schedule established by the County's Human Resources Division after the employee has passed probation.

3.04.015
## EXIT APPRAISALS: 11/09

Supervisors may complete the PAR no later than fifteen (15) working days from separation for department members who have left the department with one half (½) or more of the rating period having elapsed or if otherwise deemed necessary. A copy of the exit appraisal will be delivered to the departed employee.

3.04.020
## APPRAISALS, REQUIREMENT TO SIGN: 11/09

Department members shall sign the PAR.

3.04.025
## APPRAISALS, APPEAL OF: 11/09

1. Represented employees may appeal the performance appraisal using the process outlined in their collective bargaining agreement.
2. Non-represented employees may appeal the performance report using the process outlined in the King County Personnel Guidelines.

3.05.030
## RETENTION: 11/09

1. The Performance Appraisal Report will remain in the employee's personnel file.
2. The PAR will be destroyed according to the Washington State Record Retention Schedule once the employee has left the department.

3.04.035
## TRAINING: 11/09

Newly promoted members will receive training on the use and completion of the Performance Appraisal Report.

# 3.05.000 EMPLOYEE PERFORMANCE APPRAISAL REPORT

3.05.005
## INTRODUCTION: 11/09

Performance appraisals are designed to document an employee's work performance that is weighed against set department standards. Evaluating employees on a regular basis is beneficial to the employee and to the department. The department formally recognizes the value of the employee. The employee's role in helping the department to achieve its long term goals and objectives is clarified and reinforced. The employee's strengths and weaknesses are identified and goals are set to develop the employee's skill and proficiency. Performance appraisals assist in making job related decisions regarding training, work assignments, approval of off duty employment, disciplinary action and job retention. The presentation of the appraisal also provides an opportunity for a supervisor to discuss work performance goals, training plans and career development with the employee.

3.05.010
## PERFORMANCE REVIEW AND TRAINING: 12/94

A primary responsibility of the supervisor is to develop quality employees through training. Evaluating the employee is an essential element of the training process. Training is done in many ways, but the basic principles of training are the same. The principles include:

1. Explaining

   - Supervisors must **tell** the employee how to do the job.

2. Demonstrating

   - Supervisors must **show** the employee how to do the job.

3. Observing Performance

   - Supervisors must have the **employee demonstrate** that he/she knows how to do the job.

4. Evaluating

   - Supervisors must **examine and document** the results of the employee's efforts to determine if the employee has learned what he/she have been told and shown.

3.05.015
## EMPLOYEE INFORMATION AND PREAMBLE: 11/09

1. The employee information portion of the Performance Appraisal consists of:

   a. Basic employee identification information.
   b. Dates encompassed by this performance appraisal.
   c. The employee's status, (permanent/probationary/other).
   d. Training scores and/or expiration dates; and
   e. The rater's name, rank and the associated signatures.

2. The preamble portion of the Performance Appraisal is a brief narrative description of the employee's work assignments during this review period.

3.05.020
## WORK PERFORMANCE STANDARDS: 11/09

1. The establishment of work performance standards lets the employee know what constitutes satisfactory performance.

   - Employees must know what is expected of them and what constitutes a job well done.

2. Work performance standards simply clarify the department's performance requirements.
3. Each performance appraisal category is accompanied by a list of non-exclusive statements describing the behaviors that fit within each rating for that category.
4. Specific documentation must be presented in the *Comments* section for each rating.

3.05.025
## RATING SCALE: 11/09

The rating scale is:

1. Needs Improvement.
2. Meets Standards.
3. Exceeds Standards.

3.05.030
## RESPONSIBILITIES FOR COMPLETING THE PERFORMANCE APPRAISAL REPORT: 11/09

A proper performance appraisal requires the cooperation of the employee, the rating supervisor and any others persons with supervisory responsibilities during the performance review period.

1. **EMPLOYEE'S RESPONSIBILITIES**

   The employee is encouraged to:

   - Send work examples to his/her personnel file.
   - Maintain an open line of communication with the supervisor.
   - Acknowledge a task well done by another department member.

2. **RATER'S RESPONSIBILITIES**

   The principle goals of the performance appraisal are to assist the employee in improving productivity performance and to facilitate the employee's career development. The rater's work can be made easier if the rater can demonstrate to the employee that his/her work is being reviewed fairly and objectively. Performance appraisals should provide an overview of the employee's strengths and weaknesses. Suggestions for improving weaknesses and enhancing strengths should be reviewed. The rater should:

   a. Comply with GOM 3.04.000 (Performance Appraisal Reports)
   b. Be familiar with the contents of the Performance Appraisal Form.
   c. Review the employee's personnel file and consult with pertinent supervisors for specific work performance documentation.

d. Evaluate the entire performance appraisal period.

- Single accomplishments or failures, or the most recent performance should only be considered a part of the overall performance for the review period.

e. Do not include allegations of misconduct that are:

- Unfounded.
- Exonerated.
- Not Sustained.
- Reversed on appeal.

f. Encourage the employee to provide pertinent performance documentation throughout the rating period.

- Work with the employee to identify specific ways the employee can improve.

g. Present the performance appraisal to the employee.

- The employee should be given time apart from the rater to read the performance appraisal and prepare to discuss the contents with the rater.

h. Discuss the performance evaluation with the employee.
i. Review any goals with the employee.
j. Forward the completed Performance Appraisal through the chain of command for approval signatures.

3. **DOCUMENTATION**

a. Raters must maintain pertinent documentation throughout the rating period.
b. Proper documentation shows a pattern of performance deserving special recognition, whether good or bad.
c. The rater should observe each employee's work and document these observations.
d. Examples of each employee's paperwork, performance statistics and commendations should be placed in the employee's file.
e. The rater should discuss specific performances with the employee in a timely manner. A record of these discussions should become part of the documentation file.
f. The employee should not be "surprised" by the contents of the supervisor's documentation file.

3.05.035

## EVALUATING THE PROBATIONARY EMPLOYEE: 11/09

The probationary period is the final and most important stage in the selection process. Raters must have complete confidence that the probationary employee is performing satisfactorily in every important category before recommending permanent status. When deciding whether a probationary employee should be dismissed or granted permanent status, raters should look at the situation as a sound, long term investment.

3.05.040
## PERFORMANCE APPRAISAL SIGNATURES: 11/09

The employee, rater, reviewing supervisor, unit commander and Division Chief must all sign the Performance Appraisal.

1. The employee's signature:

    a. Indicates that the employee had an opportunity to read the Performance Appraisal.
    b. Indicates that the employee had an opportunity to discuss the appraisal with the rater.
    c. Does not necessarily imply or indicate agreement with the appraisal.

2. The employee shall initial any changes or corrections made in the Performance Appraisal.

3.05.045
## REVIEWER'S RESPONSIBILITIES: 11/09

1. The reviewer is responsible for assuring that each appraisal is properly completed and that the performance ratings are properly supported.
2. The reviewer should:

    a. Make a thorough effort to obtain uniformity in the application of standards by the raters.
    b. Assure any written comments or documentation related to the category elements are specific, substantial and accurate.
    c. Assure the employee's work is compared against the performance standards and the job description for the position held by the employee.
    d. Determine if the rating has been influenced by the prestige or value of the position.

        - Employees should not be rated "Exceeds Standards" simply because they are occupying a high level position or because they are performing a highly responsible job.
        - The performance of duties above the level of difficulty or responsibility usually assigned in the class or position does not automatically mean the performance is above or below standards.

    e. Assure that education, experience or other qualifications have not influenced the rating.
    f. Discuss the Performance Appraisal with the rater and/or the employee when requested or appropriate.
    g. Act as the initial mediator of an employee's appraisal appeal.
    h. Help the rated employee to understand and recognize the validity of the rater's appraisal if appropriate.
    i. Secure corrective action when a bias or a misinterpretation of rating standards is evident.
    j. Ensure the employee receives a copy of the appraisal report.

3.05.050
## WRITTEN COMMENTS SECTION: 11/09

1. Comments are required for each rating.

    a. Documentation may consist of incorporation of attachments by reference.
    b. Special contributions by the employee may also be noted in this section.

2. Behaviors resulting in Memos of Corrective Counseling and/or formal discipline should be commented upon; however, those Memos of Corrective Counseling should not be mentioned or attached.

3. Do not include allegations of misconduct that are:

   a. Unfounded.
   b. Exonerated.
   c. Not Sustained.
   d. Reversed on appeal.

3.05.055
## GOALS SECTION: 11/09

1. List any goals that would improve the employee's performance or knowledge.

   - The goals should be specific and reasonably attainable.

2. Progress toward goals set in the previous evaluation should also be noted in this section.

3.05.060
## EMPLOYEE COMMENTS SECTION: (Optional) 12/94

1. The employee may note what he/she will do to maintain or improve work performance or knowledge.
2. The employee may also note areas of disagreement with ratings in this appraisal.

   - Comments here do not constitute a formal appeal. (Refer to GOM 3.04.025)

# 3.06.000 GRIEVANCE PROCEDURES

3.06.005
**POLICY:** 05/08

It is the policy of the King County Sheriff's Office to objectively and expeditiously resolve all grievances brought by members with intent of adjudication all matters in a fair and just manner.

03.06.010
**THE COLLECTIVE BARGAINING AGREEMENT AND CIVIL SERVICE RULES:** 05/08

Department members, who feel aggrieved, shall follow the grievance procedure outlined in the applicable Collective Bargaining Agreement, King County Career Service, or the Civil Service Rules.

3.06.020
**DEPARTMENT MEMBERS AND ISSUES, EXEMPT:** 05/08

Department members or issues that are not covered by either a Collective Bargaining Agreement or King County Career Service, or Civil Service Rules shall have the right of redress as follows:

1. Department members shall grieve the issue(s) in writing, explaining the circumstances and reasons for the grievance.
2. Forward the grievance to either the appropriate Division Chief or the Sheriff via chain of command.
   - A copy shall be sent to the HRM.
3. The addressee shall either answer the issue(s) in writing or will schedule a personal interview to affirm or deny the grievance within thirty (30) days upon receiving the grievance.

3.06.025
**GRIEVANCE RESPONSIBILITY:** 05/09

1. The supervisor receiving an original grievance shall notify the Legal Advisor of the receipt of the grievance.
2. The Legal Advisor is responsible for coordinating the grievance process.
3. A copy of all completed grievances will be forwarded to the Legal Advisor.
4. The Legal Advisor shall be responsible for the maintenance and control of grievance records and provide the Sheriff with an annual analysis of all written grievances.
   - The analysis should include a determination of what steps were taken to ensure the issues brought up in the grievances were corrected.

# 3.07.000 EARLY INTERVENTION SYSTEM

3.07.005
## INTRODUCTION: 11/09

The Early Intervention System (EIS) is a data-based management tool designed to identify department members whose performance exhibits potential problems that do not warrant disciplinary action but suggest that a member may be having problems dealing with workplace issues. It is designed to help members improve performance through counseling, training or coaching. The goal of EIS is to help the member.

3.07.010
## EARLY INTERVENTION SYSTEM: 11/09

1. EIS is:

    a. A tool for supervisors to do their job more efficiently.
    b. A record keeping system for tracking work performance indicators.
    c. A positive means to help members maintain work performance and protect them from potentially harmful affects on their career.

2. EIS is not:

    a. A part of the department's disciplinary system.
    b. A criticism of current supervisors.
    c. A program that advises supervisors how to supervise.

3. EIS will reside with the personnel unit and will not be a part of Internal Investigations Unit.

    - IIU will not have access to the EIS database.

3.07.015
## PERFORMANCE INDICATORS AND THRESHOLDS: 11/09

1. EIS performance indicators may include but are not limited to:

    a. For Commissioned personnel and Court Protection Marshals;

        - Complaints.
        - Use of force.
        - Collisions.
        - Pursuits.
        - Supervisors action log items.

    b. For Communications Center personnel;

        - Complaints.
        - Supervisors action log items.

    c. For Professional staff;

        - Complaints.
        - Collisions.
        - Supervisors action log items.

2. Thresholds

   a. Three (3) instances on one category in a rolling 90 day period, or
   b. A combination of five (5) instances of any indicator in a rolling ninety (90) day period.

3.07.020
## ALERTS: 11/09

1. Once predetermined thresholds are met in a ninety (90) day rolling period, an alert will be sent to the member's supervisor by the Personnel Unit.
2. Supervisors will then be required to respond when an alert has been generated on a member. Supervisors will:

   a. Analyze the information.

      - Determine whether the performance/incident acceptable based on shift work assignment.

   b. If performance is acceptable and deemed reasonable, contact with the member is encouraged, but may not be necessary.
   c. If not normal the supervisor will make contact with the member to discuss the alert.

      - Supervisor may document meeting.

3. In response to identified issues, the supervisor may request interventions for the member such as counseling or training to correct those concerns.

3.07.025
## RECORD RETENTION: 11/09

1. No record concerning the fact that an alert was issued in the EIS will be kept for more than ninety (90) days.
2. No record of participation of an EIS alert will be placed in the member's personnel file or admitted in any disciplinary proceeding.
3. A member may have access to a read only version of the alert data related to that member.

# 4.00.000 GENERAL OPERATIONS

4.00.005
## OATH OF OFFICE: 09/08

It is the policy of the King County Sheriff's Office that all sworn members take an oath of office before appointment as a law enforcement officer and shall abide by the Law Enforcement Code of Ethics.

4.00.010
## IDENTIFICATION AS A KING COUNTY DEPUTY: 07/99

1. When wearing the authorized uniform, the uniform itself is sufficient to identify its wearer as a King County Sheriff's deputy.
2. When not wearing the authorized uniform and when taking police action, acceptable identification is the authorized badge and identification card.
3. Sworn members shall provide their names and serial numbers, upon citizen request, unless circumstances surrounding the request might tend to hinder, obstruct, or endanger the deputy(s) during the performance of his/her duties.

4.00.015
## FIREARMS AND IDENTIFICATION, CARRYING OF: 12/09

1. Sworn members, when on-duty, shall be armed with an authorized firearm and carry official identification (badge and commission card) as a King County Sheriff's deputy.

    a. Deputies who are operating a County vehicle, whether on or off-duty, shall also be equipped with appropriate police attire (i.e., uniform, Raid jacket, or U.O. uniform).
    b. Refer to G.O. 6.07.030 (Requirements to Carry Firearms) for additional information.

2. Deputy recruits are not sworn members and shall not carry a department issued firearm before graduating from the Academy, even if the recruit has a concealed weapons permit.

    a. This applies on Academy grounds, unless approved by the class tactical officer.
    b. During firearms training week, firearms shall be carried or used in approved training situations only.
    c. Recruits may transport their **unloaded** firearms to and from the range in the vehicle trunk.
    d. All off-range firearm practice (i.e., dry-firing, loading practice, drawing practice, etc.) shall only be done privately and unobserved in the recruit's residence.

3. Sworn members are not expected to place their life in jeopardy to carry out police functions when they are either off-duty or unarmed. However, an off-duty or unarmed deputy at the scene of a police incident shall provide assistance consistent with the circumstances. This obligation should include, at a minimum:

    a. Notifying the law enforcement agency having jurisdiction.
    b. Identifying persons or vehicles.
    c. Furnishing reports.

4.00.020
## DEPUTIES IN PLAINCLOTHES ATTIRE, RECOGNITION OF: 06/92

Deputies in uniform, meeting another deputy/detective in plainclothes, shall not indicate that they recognized the plainclothes deputy, unless first spoken to by the plainclothes deputy.

4.00.025
## PLAINCLOTHES, DISPLAY OF OFFICIAL EQUIPMENT: 06/92

Department members in plainclothes shall not display to the public or in public places outside the general work area, any article of equipment that identifies themselves as a law enforcement officer, except in the performance of their official duty.

4.00.030
## SPECIAL PRIVILEGE CREDENTIALS: 06/92

Unless approved by the Sheriff, department members shall not issue any device, credentials, or identification to persons other than department members that presume to grant a special privilege or consideration relating to department business.

4.00.035
## CONFLICTING/UNLAWFUL ORDERS: 04/09

1. Should any conflict arise with any previous order or with an order from another superior, the member shall promptly and respectfully call attention to such conflict.

    - If the superior does not change his/her order, it shall be immediately obeyed without further question.

2. The superior officer giving the conflicting order shall:

    a. Take the necessary action to correct the conflicting orders.
    b. Assume full responsibility for the subordinate's action in obedience to the order.

3. Members are not obligated to obey orders that are unlawful, unethical or represent unjustified, substantial and/or reckless disregard for life and/or officer safety.
4. When a member receives such an order he/she shall state the basis for objecting to the order to the superior.

    - If the situation remains unresolved, the member shall contact the superior of next higher rank in his/her chain of command.

4.00.040
## OFF DUTY INVOLVEMENT: 06/92

1. Off-duty members should use discretion when becoming involved in any law enforcement action.

    - Refer to G.O. 9.03.030 (Off-Duty Vehicle Operations Requirements), if applicable.

2. Off-duty members shall not become involved, particularly in their own neighborhoods, unless the situation could possibly result in:

    a. Someone being injured; or
    b. A loss of or damage to property.

3. In all other situations, members should call the appropriate law enforcement agency having jurisdiction, if required.

4.00.045
## ADDRESSING DEPARTMENT MEMBERS: 06/92

1. Department members shall always show respect to fellow members.
2. When addressing a superior, members shall observe a respectful attitude, using the superior's proper title, particularly in public.

4.00.050
## SALUTING: 06/92

1. Deputies, when in full uniform, shall come to the position of attention and shall render a military salute when:

    a. The National Anthem is played.
    b. The United States flag passes during parades.
    c. The Sheriff passes in a parade.

2. Deputies, who are engaged in duties that make it impossible or impractical to render a salute, shall be excused from carrying out this order.

4.00.055
## ENFORCEMENT ACTION INVOLVING OTHER CRIMINAL JUSTICE AGENCIES: 11/00

1. Department members shall not forward any report directly to other criminal justice agencies in lieu of a warning, Notice of Infraction, citation, or arrest without prior approval.
2. Department members wanting to file a complaint against a member of another criminal justice agency shall comply with G.O. 3.03.060.

4.00.060
## JURISDICTION AND INVESTIGATIVE RESPONSIBILITIES: 06/92

The King County Sheriff's Office is responsible for investigating all incidents occurring in unincorporated King County or contract cities.

- If another agency is involved, they may conduct a parallel investigation.

4.00.065
## SUGGESTIONS FOR THE GOOD OF THE DEPARTMENT: 06/92

Department members should inform supervisors of matters that may affect the department's welfare or efficiency, or matters that may interest the department or any other Department of King County.

- Department members should send all suggestions, in writing, to the appropriate Unit via chain of command.

4.00.070
## PUBLIC APPEARANCES: 10/07

1. Department members shall have their commander's approval before accepting an invitation to make a public appearance as an official department representative.

    a. All appearance requests shall be sent via chain of command.
    b. The requests shall be made in writing at least two (2) weeks before the appearance date.
    c. In person or telephone requests shall be reduced to writing using the Public Appearance Form (KCSO Form #A-100).

        - If approved, the requestor shall be notified by their commander within two (2) working days.

2. Selections shall be based on police work proficiency, public speaking ability, and personal appearance.
3. Department members who want to represent the department in their church, social, or civic organizations should forward a request to their commander.
4. Department members who want to make public appearances as a department representative shall forward their request and a short resume to their commander.
5. Materials and training aids shall be high quality, relevant to the topic, and carefully prepared.
6. Department members making public appearances shall complete the evaluation portion of their Public Appearance Form and submit it to their commander.

    - Community Crime Prevention and School Resource officers are exempt from this requirement while in performance of their specific duties.

4.00.075
## MILITARY AREAS, POLICE BUSINESS: 06/92

Before conducting police business on a military reservation, department members shall contact the Provost Marshall, the Officer of the Day or his representative.

4.00.080
## PATROL, CONTINUOUS COVERAGE: 03/08

To provide continuous twenty four (24) hour coverage, commissioned members of the Field Operations Division shall work 5/2-5/3, 4/10 and 5/2 schedules. Supervisors shall schedule and ensure there is appropriate coverage for patrol shifts. Regular days off for patrol deputies and first-line supervisors shall be determined by which schedule the deputy or supervisor is assigned to.

4.00.085
## ROTATION/SHIFT/DISTRICT ASSIGNMENTS: 06/10

1. It is the policy of the King County Sheriff's Office that deputies assigned to the Field Operations Division will be assigned a shift. Generally, there will be no routine rotation of deputies from one shift to another on a daily, weekly, monthly or quarterly basis.

    - This does not preclude a Precinct Commander from reassigning deputies from one shift to another for the purpose of responding to special or emergency situations, or meeting minimum staffing requirements.

2. Unless legitimate needs such as Field Training or Contract City assignments, shift assignments will be made in accordance with the Collective Bargaining Agreement.
3. As a general rule, assignments to a shift will last one year, from March 1st to February 29th.

    - In January of each year, shift bidding and assignments will be made for the upcoming year to allow deputies advance notice in the event a change in a shift is made.

4. Precincts may elect to assign shifts on a semi-annual basis in March and September.

    - In January and July of each year, shift bidding and assignments will be made for the upcoming shift to allow deputies advance notice in the event a change in a shift is made.

5. Probationary deputies assigned to Field Training may be required to rotate shifts for the purpose of orientation and training or for staffing needs.
6. Shift supervisors are accountable for the assignment of personnel to patrol districts.
7. Districts will be filled at the discretion of the shift supervisor.

4.00.090
## SHIFT BRIEFINGS: 12/09

1. Patrol supervisors shall ensure that a shift briefing is issued for their shift via department email each day.
2. The briefing will be distributed by the shift supervisor as early in the shift as possible.

    a. In cases where multiple supervisors are on duty, only one briefing is required.
    b. Supervisors should attempt to distribute the briefing within the first hour of the shift.

3. Deputies are responsible for reading the shift briefing upon receipt.
4. The shift briefing shall include date, shift and precinct.
5. Topics for shift briefings may include: (See example)

    a. Unusual situations within the county, precinct area, or patrol districts.
    b. Potential or actual hazards within the precinct area or patrol districts.
    c. Changes in the status of:

        - Wanted persons.
        - Stolen vehicles.
        - Major investigations.
        - Missing persons.
        - Community based initiatives.

    d. Scheduling changes
    e. Policy updates.

6. Shift briefings will be done in addition to weekly roll calls.

Email shift briefing example:

**From:** Shift Sergeant

**Sent:** October 19, 2009 2:10 PM

**To:** Precinct 2, 2nd Shift Squad

**Subject:** Shift Briefing – Precinct 2, Second Shift

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1. Heavy wind storms are expected in the county. Expect an exceptional number of calls for alarms and downed trees and wires.
2. There are already several trees down in northeast king County. SR 202 is closed near NE 124 for a number of trees in the roadway.
3. There was a robbery at main Street Marked this morning. Two suspects were described as W/M, late teens, in dark clothing. They were last seen eastbound in a silver older Chevrolet Malibu.
4. We are still experiencing mail thefts in the Lake Happiness neighborhood. Please keep an eye out. There is still no suspect information available.
5. Deputy Jones will be securing at 1800 hours, so MPO Johnson will cover the B-6 district for the last four hours of the shift.
6. A reminder that GOM section 12.08.015 requires deputies to fingerprint all juveniles arrested for felony or gross misdemeanor offenses.

4.00.095

## ROLL CALLS: 09/09

1. Patrol deputies assigned to work a 5/2, 5/3 schedule shall be required to report fifty (50) minutes prior to the beginning of their shift on their first day back to work after their normal furlough days for roll call.

    a. If a deputy is absent on that first day back he/she will report to work fifty (50) minutes early on the next squad's roll-call day.
    b. If, because of an authorized absence, a deputy is unable to attend his/her roll-call or a subsequent roll call during a given week, he/she will not be required to make it up during a subsequent week.

2. Weekly roll call topics may include:

    a. Unusual situations within the county, precinct area, or patrol districts.
    b. Potential or actual hazards within the precinct area or patrol districts.
    c. Changes in the status of:

        - Wanted persons.
        - Stolen vehicles.
        - Major investigations.
        - Missing persons.
        - Community based initiatives.

    d. Scheduling changes

e. Policy updates.
f. Approved training.

3. Precinct level criminal investigators should periodically attend roll calls to inform the patrol deputies of:

   a. Wanted persons.
   b. Stolen vehicles.
   c. Current crime trends.
   d. On going investigations.

4.00.100
## MEALS, BREAKS AND MEETINGS: 06/10

1. When going out for meals or breaks, deputies shall:

   a. Notify dispatch of the meal or break and provide location.
   b. Notify dispatch when clearing from a meal or break.
   c. Ensure no more than two (2) marked patrol cars and three (3) uniformed deputies will meet for breaks at any eating or coffee establishment.

      - The only exception is the addition of a supervisor for work-related business.

   d. Refrain from activities that take their focus off of their surroundings.

2. Except for community meetings, National Night Out, etc., meetings requiring more than two (2) marked patrol vehicles and three (3) uniformed deputies shall be conducted in facilities such as precincts, fire stations, storefronts or similar government facilities.

# 4.01.000 OVERTIME

4.01.005
## GUIDELINES FOR PATROL USE OF OVERTIME: 04/01

It shall be the duty of all Sheriff's Office employees, supervisors, and commanders to ensure that the use of overtime is closely monitored, is in keeping with good business practices and our core values, and overtime is utilized in a manner consistent with being good stewards of the public trust. Overtime shall be worked with supervisory approval.

It is the policy of the King County Sheriff's Office to grant earned vacation and other paid leave hours in a fair and consistent manner, while maintaining operational effectiveness and adequate levels of staffing. By this the Sheriff's Office will provide:

- Respectful working conditions for all members;
- Proficient, successful investigations; and
- Excellent, fiscally responsible service to our communities.

4.01.010
## SHIFT EXTENSION/HOLDOVERS: 04/01

1. It will be the goal of each shift to accomplish their mission without the use of overtime.
2. Non-emergent calls that will require either paperwork or a lengthy investigation are to be held for the oncoming shift if dispatched during the last half-hour of a shift.

    - An exception can be made if the oncoming shift has at least one priority call already holding in that district.

3. A deputy in the middle of an investigation at the end of the regular shift should be granted the option of continuing that case until completion if it is clear that case continuity would suffer by handing the incident off to the oncoming shift.
4. The decision to extend the shift for the purpose of completing paper work will be reviewed by a supervisor prior to the shift extension and will be determined by several factors. Some factors may be:

    a. Does the incident need to be internally processed right away?
    b. Are other branches of criminal justice depending on swift processing of the incident?
    c. Is someone in custody?

5. Incidents that result in a booking should be completed prior to securing.
6. Unless several calls are holding, the oncoming shift should make any transports pending from the case.

4.01.015
## **BACKFILLING:** 04/01

The use of backfill overtime in unincorporated King County is authorized only for the purpose of maintaining minimum reactive patrol staffing levels as established by the Chief of Field Operations.

1. Vacations.

   a. Personnel must be afforded the opportunity to use earned vacation. It is the goal of this policy to ensure that over the course of a year, supervisors approve at least the number of vacation hours accrued by any individual during a year.
   b. The number of vacation days that can be approved for any shift on any given day will depend on the number of people assigned to that shift and squad.
   c. Approval of vacation beyond these parameters will not be allowed.

   d.

| Personnel assigned to Shift on any day: | Approve vacation for: |
|---|---|
| 1 to 7 | 1 |
| 8 to 12 | 2 |
| 13 to 19 | 3 |

   e. Additional requests for short-term vacation (1-2 days) can be approved if seventy two (72) hours in advance of those days, backfill would not be required as a result of the additional vacation days.
   f. Shift swapping is allowed. Long term absences carried by any shift should be counted as "personnel assigned."

2. Comptime.

   a. Comptime requests will be given every consideration.
   b. Comptime requests submitted seventy two (72) hours in advance of the scheduled shift start time will normally be approved short of undue hardship on the department.
   c. With seventy two (72) hours or more advance notice, it shall be the responsibility of the shift sergeant to solicit volunteer deputies to backfill if necessary.
   d. Requests submitted short of seventy two (72) hours in advance will mean the deputy is responsible for finding a replacement.

3. Mandatory Training.

   a. Backfill for mandatory training is authorized if no other viable option is available.
   b. Mandatory training that can be delayed until more favorable staffing conditions should be rescheduled if the delay will not cause a lapse in qualification or expiration of an essential certification.

4. Discretionary Training.

   a. The use of backfill overtime for discretionary or continuing education training is not authorized unless approved by a Precinct/Section Commander.
   b. Consideration should be given in those circumstances where the training fills an ongoing department need, such as:

      - FTO School.
      - Crime Scene Specialist School.
      - Where the training is in response to disciplinary action or an identified individual training problem in need of correction.

4.01.020
## CALL OUTS: 04/01

1. Call outs for precinct detective support or for additional patrol staffing can be initiated by a field supervisor when circumstances or unusual occurrences warrant the response. Some examples may be:

    a. Felony suspect(s) in custody for a precinct level detective case where there is a substantial amount of evidence to be processed or tagged, or the need for an immediate, lengthy investigation.
    b. Windstorms or other severe weather conditions causing widespread serious damage and power outages.
    c. High number of priority "X" and "1" calls pending.
    d. Any unexpected situation that jeopardizes public safety.
    e. The need for a search warrant.

2. Prior to initiating precinct level call-outs, field supervisors should check the availability of other on-duty resources, such as other on-duty personnel or neighboring precincts, and contract cities not affected by the crisis.

4.01.025
## CONTRACT CITY OVERTIME: 04/01

Guidelines for the use of revenue backed patrol overtime by contract units, such as METRO, and by contract cities shall be the responsibility of these units.

4.01.030
## PATROL OVERTIME SIGNUP PROCEDURES: 05/08

1. Deputies and sergeants who wish to be considered for voluntary overtime assignments must give their names and email addresses (either KCSO and/or home) to their sergeants and request to be placed on the overtime sign up list.
2. Notice of patrol overtime opportunities will be given by the sergeants to the interested deputies and sergeants on this list via email.

    a. Interested deputies and sergeants will notify the requesting supervisor of their availability.
    b. Deputies may only sign up for themselves. They may not sign up on another deputy's behalf.

4. Notices for overtime will be posted in:

    a. Eight (8) hour shifts will be posted in four (4) hour blocks.
    b. Ten (10) hour shifts will be posted in five (5) hour blocks.

5. Deputies and sergeants shall respond by contacting the sergeant requesting the overtime via email and notifying that sergeant of their desire to work the overtime in question.
6. Deputies and sergeants will only be allowed to sign up for four (4) hours or five (5) hours for a ten (l0) hour shift of overtime at any given time.
7. Deputies and sergeants will be given the following preferences:

    a. Contract city deputies shall have preference for overtime work in contract cities.

        - If no contract city deputy signs up for the available work, other deputies are eligible to do so.

b. Unincorporated deputies shall have preference for overtime work in unincorporated areas.

- If no unincorporated deputy signs up for the available work, other deputies are eligible to do so.

c. Deputies shall have preference for deputy overtime over sergeants.

- If no deputy signs up for available overtime, it may be filled by a sergeant.

d. Reasonable effort will be made to fill overtime assignments with deputies from the originating worksite, e.g. Precinct 3 personnel will have first right to Precinct 3 overtime.

- If no deputy signs up from the originating worksite it can be opened up to other worksites.

8. If two or more eligible employees volunteer for the same hours of overtime, preference will be given in the following order:

   a. The deputy or sergeant who has not worked overtime in the proceeding seven (7) days.
   b. The deputy or sergeant who has worked the fewer hours of overtime in the preceding twenty four (24) hours.
   c. The deputy or sergeant who has worked the fewer hours in the preceding 7 days, and as a tie breaker.
   d. The deputy whose request was received first.

9. The requesting supervisor will let the deputy or sergeant know if s/he has been assigned to work the overtime.
10. Deputies and sergeants who are not able to fulfill their responsibility by working the shift they signed up to work are required to notify their supervisor or the on duty supervisor as soon as reasonably possible, and the sergeant will then fill that vacancy consistent with this policy.
11. Nothing in this policy precludes a supervisor from deviating from the procedure outlined in this policy, when short notice of an overtime need necessitates a deviation.

4.01.035

## REQUESTING OVERTIME COMPENSATION: 05/04

The procedure for requesting overtime is as follows:

1. With the exception of emergencies and court overtime, all overtime worked must have prior approval from a supervisor or manager.
2. Personnel using the IRIS system to submit requests for overtime payment shall submit and publish the request within twenty four (24) hours of the end of the overtime assignment.

   - Overtime worked during furlough days must be submitted and published on the first day upon returning to work and/or prior to leaving on vacation or other extended leave.

3. Personnel using the IRIS system for overtime payment must address any “Returned” overtime, correct it and “Resubmit” and publish within twenty four (24) hours.
4. Members not using the IRIS system shall complete and submit a "Request for Overtime" (KCSO Form #A-101) to their immediate supervisor within twenty four (24) hours of the end of the overtime assignment.

   a. If the request is approved, the supervisor shall immediately forward the request to the Payroll Unit.

b. If the worksite is closed on weekends without an appropriate supervisor/manager to approve the overtime, the overtime shall be approved as soon as possible on the first business day following the regular furlough.
c. If the regular supervisor is absent on the first business day following the furlough, it is the responsibility of the regular supervisor to delegate to a staff member the authority to approve the overtime in his/her absence.

5. Any grievance concerning overtime should be resolved using the overtime payment dispute process (G.O. 4.01.045).

4.01.040
## OVERTIME APPROVAL: 05/04

1. Supervisors and managers shall conduct an IRIS search each workday for overtime submitted directly to them and for overtime submitted to that worksite and/or shift if appropriate and submit the request to the Payroll Unit, within twenty four (24) hours, if approved.

   - A second signature is not required.

2. If the worksite is closed on weekends without an appropriate supervisor or manager to approve the overtime, the overtime shall be approved as soon as possible on the first business day following the regular furlough.
3. Supervisors and managers shall conduct an IRIS search each workday for overtime that has been "Returned" for correction or additional information.

   a. These queries should include any overtime that may be outside the default dates range.
   b. If the submitting member has not yet addressed the issue, the supervisor or manager must contact the member and remind the member to make the necessary corrections and resubmit.

4. Worksite supervisors and managers shall weekly conduct an IRIS search to check for overtime requests still in a "Submitted" or "Returned" status and ensure the pending forms are handled promptly.
5. Captains and others of equal rank shall conduct a weekly search to monitor the use of overtime at their worksites.

4.01.045
## OVERTIME PAYMENT DISPUTES: 05/04

1. For general questions regarding payroll problems, members may contact staff of the Payroll Unit.
2. Overtime payment disputes that cannot be resolved to the member's satisfaction by the Payroll Unit, should be submitted in writing (preferably email), to the Customer Service Representative (CSR) in the Payroll Unit. The CSR is responsible for:

   a. Researching the dispute.
   b. Making any corrections if needed.
   c. Giving the member an answer, in writing, within ten (10) working days from receipt of the dispute notice.

3. If the member does not agree with the finding of the CSR, the member should contact the CSR in writing (preferably email), requesting a review by the Payroll Review Panel. The request must be made within ten (10) working days of the CSR's finding.
4. The Payroll Review Panel shall consist of a representative of the member's bargaining unit and the member's Division Chief.

5. The Payroll Review Panel shall:

   a. Review the dispute.
   b. Notify the CSR if changes are to be made.
   c. Notify the member of its decision, in writing, within five (5) working days of the CSR's presentation of the issue to the Panel.

6. The decision of the Payroll Review Panel is final.

4.01.050
## IRIS OVERTIME: 05/03

1. **Submitting for Overtime Worked**

   a. With the exception of true emergencies and court overtime, all overtime worked must have prior approval from a supervisor or manager.
   b. Personnel using the IRIS system to submit requests for overtime payment shall submit and publish the request within twenty four (24) hours of the end of the overtime assignment.
   c. Personnel using the IRIS system for overtime payment must promptly address any "Returned" overtime, correct it and "Resubmit" immediately.

2. **IRIS Overtime Approval**

   a. Supervisors and managers shall conduct an IRIS search each workday for overtime submitted directly to them and for overtime submitted to that worksite and/or shift if appropriate.
   b. Supervisors and managers shall weekly conduct an IRIS search for overtime that has been "Returned" for correction or additional information.

      - These queries should include any overtime that may be outside the default dates range.
      - If the submitting member has not yet addressed the issue, the supervisor or manager must contact the member and remind the member to make the necessary corrections and resubmit.

   c. Worksite supervisors and managers shall weekly conduct an IRIS search to check for overtime requests still in a "Submitted" or "Returned" status and ensure the pending forms are handled promptly.

4.01.055
## REQUESTING ACTING RANK COMPENSATION: 05/04

1. Unless in emergency situations members who are appointed to acting rank of supervisor or manager, will receive e-mail or written notice prior to the event or duty.
2. The supervisor or manager who needs to appoint another member to act in his/her place will send an e-mail request to the member with a notification to the requesting member's supervisor.

   - The request will contain the dates and times of the acting rank assignment to be worked.

3. If approved, the requestor's supervisor will forward the request via e-mail to Payroll, with copies to the requestor and the acting member.
4. Once the approval is received, Payroll will ensure compensation during the appropriate pay period.
5. If there are any changes to the acting dates, the member who originally made the acting appointment must notify Payroll via email immediately to ensure correct compensation.

# 4.02.000 TRAVEL AND EXPENSE GUIDELINES

4.02.005
## POLICY STATEMENT: 11/08

It is the Sheriff's Office policy to reimburse department members for travel and expenses in accordance with guidelines set by the King County Council, the Office of Finance, and King County Code 3.24. Department members should use prudent judgment to avoid unnecessary County expenses. Any questions regarding this policy should be referred to the Budget and Accounting Unit.

4.02.010
## TRAVEL AUTHORIZATION/CLAIMS: 11/08

Department members shall obtain written approval from the Sheriff or his/her designee when traveling outside Washington State, or over night travel in Washington State, on department business.

1. When more than one member is traveling on the same trip, justification explaining the benefit to the department of authorizing more than one person is required.
2. Unless in an emergent need, department members shall submit a King County Travel Pre-Authorization (Form BUC-010-3-B 0229) fifteen (15) business days before departure.

    a. Pre-Authorization forms are available on line at the KCSO website.
    b. Pre-Authorizations are to be filled out, signed by the Sheriff or his/her designee, submitted intact to Budget and Accounting for travel authorization.

3. Department members shall use the department's authorized Travel Agency for travel arrangements.
4. Upon returning, department members shall attach receipts for lodging, car rental, registration fees, air fare (if not prepaid) and miscellaneous expenses greater than ten (10) dollars to a completed King County Expense Claim Voucher (Form BUC-010-3-B 0172) which is available on line at the KCSO website.

    a. The Voucher shall be approved by the appropriate Division Chief and sent to Budget and Accounting.
    b. Budget and Accounting shall check the form for accuracy and send to the Office of Finance.

4.02.015
## EXPENSE GUIDELINES: 11/08

**TRAVEL:**

Department vehicles should be used for all trips related to department business, except:

1. When air travel is more practical or economical based on coach class.
2. When personal autos have been approved by the Sheriff for local travel.

    - Vehicular mileage shall be reimbursed at the rate set by the King County Office of Finance.

**LODGING:**

Lodging costs are reimbursed based on paid hotel/motel receipts for government rates.

1. Department members shall obtain an itemized hotel receipt.

    - If government rates are unavailable, it shall be noted on the receipt.

2. Department members shall be reimbursed for lodging costs incurred for single occupancy.
3. If a room was shared the members will be reimbursed half of the double occupancy charge.

**MEALS:**

1. Meal costs are reimbursable for official external County business only and shall be reimbursed on a fixed per diem amount per established rates of the Federal Government.

    - The per diem varies depending on location of travel.

2. All requests shall be submitted on a Claim for Expense Voucher to Budget and Accounting.

    - Receipts are not necessary.

3. Meal expenses over the stipulated amounts shall not be paid unless extenuating circumstances exist with approval of the Sheriff or his/her designee.

    - In these instances, receipts shall be retained

4. Meals for partial day travel are based on a percentage of the per diem amount.

    a. Twenty (20) percent of the per diem rate for breakfast.
    b. Thirty (30) percent of the per diem rate for lunch.
    c. Fifty (50) percent of the per diem rate for dinner.

5. The fixed meal allowances may be claimed if in day travel status at the following times:

    a. 0700 hours for breakfast.
    b. 1200 hours for lunch.
    c. 1800 hours for dinner.

4.02.020
## REGISTRATION FEES: 06/92

Registration fees associated with approved meetings, conferences, seminars, etc., shall be reimbursed according to the paid receipt(s).

4.02.025
## PERSONAL EXPENSE ITEMS: 11/08

The department shall not reimburse personal items. For example, alcoholic beverages, entertainment, shoe shines, haircuts, etc.

4.02.030
## APPROVAL: 11/08

Unless in an emergent need, all travel, at department expense, shall have written approval by the appropriate Division Chief prior to any airline tickets, lodging arrangements, etc., being made.

4.02.035
## TRAVEL ADVANCES: 11/08

Unless in an emergent need, all travel advances shall have prior approval by the appropriate Division Chief and submitted to Budget and Accounting at least ten (10) business days before the advance is needed.

1. Travel advances must be at least one hundred (100) dollars to receive funds prior to travel.
2. When the advance exceeds actual expenses, a check for the balance due shall accompany the Expense Claim Voucher and both shall be submitted to Budget and Accounting within five (5) working days.

4.02.040
## CASH ACCOUNT MAINTENANCE: 02/10

1. All cash funds and accounts within the Sheriff's Office where personnel receive, maintain, or disperse cash, or will become County funds, will be established and handled in accordance with County Financial Management policies FIN 10-2 and FIN 15-3.
2. All such funds and accounts will include:

    a. A system that identifies the initial balance, cash received, cash dispersed and the balance on hand.
    b. Receipts for cash received.
    c. Authorization for cash disbursements from the appropriate Division Chief.
    d. Maintenance of records, documentation and/or invoice requirements for cash expenditures.
    e. Quarterly accounting of agency cash activities.

3. The following are authorized accounts and their respective custodians.

| | | |
|---|---|---|
| a. | Petty Cash | Accountant, Budget and Accounting Section |
| b. | Flash Monies | Captain, Special Investigations Section |
| c. | Major Crimes | Captain, Major Investigations Section |
| d. | Unassigned Cash | Captain, Special Investigations Section |
| e. | Regional Intelligence | Captain, Special Investigations Section |
| f. | Narcotics | Captain, Special Investigations Section |
| g. | Eastside Narcotics Task Force | Captain, Special Investigations Section |
| h. | Precincts 2, 3 and 4 | Administrative Captains |
| I. | Metro | Administrative Captain |
| j. | Property Management Unit | Administrative Services Captain |

4.02.045
## PETTY CASH: 02/10

1. The use of petty cash funds shall be restricted to emergency expenditures legally payable by the Department for transactions of official business.
2. Petty cash disbursements are limited to one hundred (100) dollars per transaction.

    - A Division Chief may authorize disbursements in excess of one hundred (100) dollars under special circumstances.

3. A King County Petty Cash Slip shall be completed for each request. Petty cash slips shall:

    a. Have the invoice or receipt attached.
    b. Be approved by a Division Chief; and
    c. Be forwarded to Budget and Accounting.

4. Petty cash funds shall not be used for:

    a. Meals, related food stuffs, or paraphernalia (i.e., cups, tableware, etc.) used in department sponsored celebrations or meetings.
    b. Personal cash advances.
    c. The cashing of personal checks.
    d. Travel and training expenses.

        - A Claim for Expense Form shall be completed.

4.02.050

## FERRY TICKETS: 11/08

The following guidelines are established to provide uniformity and accountability in the purchase of ferry tickets.

1. "Wave 2 Go" business cards shall be provided at County expense for department members using the ferry on authorized department business.

    - No one except authorized member(s) shall use this card.

2. "Wave 2 Go "cards may be issued to the department if authorized in writing by a Division Chief or his/her designee.

    a. A copy of the authorization shall be sent to Budget and Accounting.
    b. Business charge cards are bar coded with our established account number and are to be used at the toll booth for scanning your fare. You will be given a receipt.
    c. The receipt shall be sent to Budget and Accounting within five (5) working days.
    d. A monthly statement will display the specific card # that was used for each charge and be reconciled by Budget and Accounting.

3. Vashon Island ferry tickets shall be maintained at the Southwest Precinct.

    a. The tickets are recorded on a sign-out log.
    b. The administrative specialist completes a memorandum for the purchase of the tickets and attaches the receipt.
    c. A Captain or above must sign the memorandum and a copy is filed along with a copy of the receipt and the original is forwarded to Budget and Accounting.

4. Department members should purchase tickets at their own expense if prior authorization has not been granted or tickets are not available.

    - Department members shall obtain a receipt and request reimbursement from Budget and Accounting using an Expense Claim Form.

5. Tolls or ferry tickets will not be paid for off-duty vehicle use.
6. Lost or stolen cards shall be reported immediately to Budget and Accounting.

# 4.03.000 OFF DUTY EMPLOYMENT

4.03.005
## POLICY STATEMENT: 04/01

The primary employment of each member is the King County Sheriff's Office. All secondary employment shall not interfere with a member's performance of duties for the department. Members must report for duty when scheduled or directed regardless of any secondary commitments. Members who work off-duty shall conduct themselves in a manner that maintains respect for themselves and the Sheriff's Office and shall comply with all Sheriff's Office rules, policies and procedures.

4.03.010
## DEFINITIONS: 04/01

For purposes of this policy:

**"Conflict of Interest"** means any situation where there appears to be:

1. A compromise of integrity, character, efficiency, or decency of the department; or
2. A violation of any section of the current Collective Bargaining Agreement; or
3. A violation of any Federal, State, or local law or ordinance; or
4. A violation of the King County Code of Ethics.

**"Off-Duty Employment"** means any department member, working in any law enforcement capacity beyond on-duty department time, whether self-employed or not, charitable or voluntary, paid or unpaid work, including the coordinating of off-duty employment.

4.03.015
## OFF-DUTY EMPLOYMENT, APPLICATION PROCESS: 04/01

1. Department members wishing to work off-duty shall submit a "Secondary Employment Permit" (KCSO A-113) (SEP) via chain of command for approval.

    a. Department members shall obtain written approval before starting any off-duty employment.

        - In emergency or unexpected situations, the department member's supervisor or a supervisor of higher rank may give verbal permission to engage in off-duty employment pending written approval.
        - The SEP shall be submitted on the next working day with a notation indicating the supervisor who granted verbal approval.

    b. Department members working off-duty in a law enforcement capacity in a non-contract **incorporated** city of King County shall have prior approval from the Police Chief, or designee, of the incorporated city.

        - Verbal permission is sufficient and the name should be reflected on the SEP.

2. Division Chiefs shall have the final approval for SEPs.
3. The Sheriff shall have final approval for Sheriff's Administration Division and Captains and above.
4. Each supervisor shall recommend approval or disapproval (including uniform and vehicle use issues) and forward the SEP through the chain of command for a final decision.

    - Supervisors or command staff may revoke the SEP, any time, for cause.

5. Once the SEP receives final approval, the original shall be forwarded to and retained by the Personnel Unit. Copies of the form shall be sent to:

    a. The requesting member.
    b. The member's work site.
    c. The effected Precinct (if applicable).
    d. The member's bargaining group.

6. If the SEP is not approved, it shall be returned to the requestor via the chain of command with written reasons for disapproval.
7. The Personnel Unit shall maintain a file of all approved SEPs.
8. KCPOG will maintain a list of deputies authorized to work particular venues or for particular employers. Once authorized to work a particular venue or for a particular employer, deputies do not need to fill out an SEP for each subsequent calendar year worked.

    - The list will be periodically reviewed by Field Operations Division for compliance with this manual section.

4.03.020

## OFF-DUTY EMPLOYMENT, STIPULATIONS: 04/01

The following stipulations apply to off-duty employment:

1. Department members directed to work overtime shall do so despite any off-duty employment obligation.
2. Department members are prohibited from working off-duty under the following conditions:

    a. On probation.

        - This does not apply to promotions.

    b. On light duty assignment.
    c. On a leave of absence, paid or unpaid.

        - Unless approved by the Sheriff or his/her designee.

    d. On a day sick leave or disability leave is taken.

        - For the purposes of this section, an off-duty job may not be worked during the "workday" as defined by current collective bargaining agreements if such leave is taken.

    e. During normal working hours when family sick leave is taken.
    f. Absence without Leave (AWOL).
    g. On department suspension.
    h. Received an overall performance review rating of improvement needed or any unsatisfactory marks in any category of the performance review.
    i. The SEP has not been approved or has been revoked or canceled.

3. Department members are prohibited from working off-duty under the following employment situations:

   a. The work schedule conflicts with the department member's regular department work schedule.

      - Members working a flex schedule as recognized by labor agreements must submit for either comp-time or vacation time if all or part of the off-duty employment takes place during what would be normal (un-flexed) work hours. However, if hours have been flexed to accommodate department needs, and if approved by a supervisor, an exception may be made in individual cases.
      - Department members may not split shifts to accommodate off-duty employment.

   b. Where there is an apparent conflict of interest, such as:

      - The **primary** business is gambling or the sale of alcoholic beverages. Exceptions include:

        - Businesses where the cocktail lounge or gambling is a secondary service (e.g., hotels, bowling alleys);
        - Gatherings where liquor is **sold** under the authority of a banquet permit.

      - Owner, manager, or employee of any business associated with:

        - Civil process service.
        - Repossessions.
        - Bail bond.
        - Bill collection.
        - Ambulance service.
        - Vehicle towing services.
        - Private detective, private security business, or investigation services.
        - Merchant patrol.
        - Police/uniform equipment suppliers.

      - Establishments associated with:

        - Dating services.
        - Massage parlors.
        - Topless entertainment, adult only services/activities, or other vice related occupations.

   c. Acting in any capacity that assists in investigation, case preparation, presentation, or testimony involving:

      - Criminal cases or civil cases until any related criminal charges have been adjudicated.
      - Civil cases in which a political division or subdivision of the state of Washington (i.e., county, city, agency, board, etc.) is or could be a defendant.
      - Cases where another King County deputy may or will be called as a fact witness.
      - Cases inside of unincorporated King County and to areas inside of King County's jurisdiction.
      - Any case in which he or she was involved in any official capacity.
      - The use of County resources, including time, equipment, services, or information.
      - The representation of himself or herself in any official capacity.

d. When the employer is involved in a labor dispute or when there is a likelihood of a labor dispute.

4. Sworn department members, who wear the department uniform while engaged in off-duty work, shall comply with G.O. 7.00.030.

- Members working in unincorporated King County shall wear the unincorporated King County uniform.

5. Department members shall not use police vehicles for secondary employment assignments unless approved by a Precinct/Section Commander or above (see section 025.)
6. Department members shall not use on-duty time or department facilities to coordinate, arrange or otherwise provide for off-duty employment, unless approved by a Division Chief or the Sheriff.

- Any requests received for employment at a county work site, or by on-duty personnel, for off-duty sworn members shall be forwarded to the King County Police Officer's Guild or Local 519 (if applicable).

  - Does not include requests from other county agencies.

7. Persons who organize security plans for King County events should not be responsible for obtaining off-duty deputies for that event.
8. In the event an arrest occurs while engaged in off-duty employment, the member shall:

a. Contact the local law enforcement agency to file the incident report, if in another jurisdiction.
b. Complete an incident report if in unincorporated King County or contract city.
c. Secure the prisoner for transport if required.

4.03.025

## DEPARTMENT VEHICLE REIMBURSEMENT: 04/01

1. Department members shall not use police vehicles for secondary employment unless approved by a Precinct/Section commander or above.

- Posted notices for secondary employment shall indicate when a department vehicle has been requested and whether the employer has been notified of reimbursement requirements.

2. Use of department vehicles may be authorized at no cost to the off-duty employer when the employer is a government agency or when the presence of a law enforcement deputy and vehicle is required by state law, county code, municipal ordinance, or other enactment of a governmental entity.
3. In all other cases, the employer must agree to pay the vehicle usage fee as established by the Sheriff's Office if a department vehicle is to be used. The Field Operations Division will be responsible for providing members the most current rate information. Additionally, KCPOG will post the current fees schedules.

- Members working an off-duty job immediately prior to or after their regular shift or normal working hours may drive their county vehicle to the secondary employment location without requiring employer reimbursement.
- Being "on call" will not be the sole justification for use of a county vehicle without reimbursement.

4. In all cases in which the secondary employer is required to reimburse the county for vehicle expenses, it shall be the responsibility of the member performing the work to:

   a. Notify the secondary employer that he/she will be billed time by the department for use of the vehicle. As an alternate, a flat, per day rate may be used by the department.

      - The costs are set by the Budget and Accounting Section.

   b. Secure a written agreement with the secondary employer **BEFORE** submitting the SEP for approval.
   c. Note that the billing was agreed to on the SEP; and
   d. Following the conclusion of the secondary employment, submit a memo via the chain of command to the Budget and Accounting Section with the following information:

      - The date work was performed.
      - Vehicle number.
      - Hours used (not including commute time); and
      - Employer information, billing address and person to whom attention should be directed.
      - For on-going jobs, billing can be done by the venue coordinator on a monthly basis if appropriate.

   e. The paying of the reimbursement fee is the responsibility of the employer, **not** the department member.
   f. Personnel not assigned marked patrol cars are encouraged to borrow a marked vehicle when appropriate for the assignment. Marked pool vehicles should not be used for this purpose without permission from the Precinct/Section Commander.

5. The reviewing supervisor shall:

   a. Evaluate whether it is appropriate for the secondary employer to reimburse the department for the use of the vehicle; if so,
   b. Ensure the member has satisfied the requirements for billing the secondary employer.

4.03.030
## OFF-DUTY EMPLOYMENT, COMPENSATION: 04/01

1. The off-duty hourly rate for deputies and sergeants shall be established by the King County Police Officer's Guild.

   - This rate shall be adhered to by all personnel, except captains.

2. The off-duty hourly rate for captains shall be established by Public Safety Employees Local 519.
3. Members working off-duty shall ensure that they either complete a W-4 form or notify the employer of the need for a 1099 form. In all cases, members are responsible for any federal income tax or FICA tax liability incurred.

4.03.035
## OFF-DUTY EMPLOYMENT, REQUIREMENTS: 04/01

Members working off-duty are expected to monitor the closest area radio dispatch frequency if appropriate for the assignment, and are expected to offer assistance to on-duty personnel when appropriate.

# 4.04.000 PHONES AND PAGERS

4.04.005
## POLICY STATEMENT: 05/03

It is the Sheriff's Office policy to practice effective stewardship and to limit the use of cellular telephones and pagers to official and approved purposes. The department must also comply with the King County Policy on wireless phones.

4.04.010
## ISSUANCE: 09/08

**Pagers:**

1. Deputies and Community Service Officers will be issued pagers on an as needed basis.

    - The pager will stay with the deputy/CSO during his/her entire career.

2. Precinct Evidence and Supply Clerks should be issued pagers.

    - The pagers shall be assigned to the work site, rather than follow the clerk from site to site.

3. The Sheriff and Division Chiefs may assign pagers to other personnel at their discretion.
4. All pagers should be of the alphanumeric variety, so messages can be sent to the member through the pager.

**Cellular Telephones:**

1. Division Chiefs, Majors, Captains, and Sergeants will be issued department cellular telephones at time of promotion and keep them throughout their career.
2. Cellular telephones may be issued to other personnel as directed by the Sheriff, Division Chief, or contract language.
3. Cellular telephones may be assigned permanently to work sites or units for the use of personnel in designated positions.

    a. Personnel may not take the phone with them upon transfer or relocation.
    b. Each Precinct/Section or unit will also have a pool of spare cell phones, based upon a needs assessment.

        - Factors to consider include backup for maintenance, special events, and special geographical needs.

4. Sheriff's Office employees provided with King County voice mail boxes on either a desk and/or cell phone shall check them each workday.

4.04.015
## USE WHEN DRIVING DEPARTMENT VEHICLES: 09/08

Members shall not use any hand held cellular phone while driving a department vehicle unless in an emergency.

4.04.020
## CELLULAR/NEXTEL PHONE USE: 01/07

1. Members shall adhere to the following use guidelines.

    a. The limit for KCSO cell phones shall be three hundred (300) cellular minutes and two hundred fifty (250) direct connect minutes monthly per billing cycle.
    b. Members working contract cities shall comply with minute use guidelines set by the individual contact city.
    c. Personal use of department issued cell phones (both incoming and outgoing) shall be kept to a minimum (i.e., infrequent and no more than a minute or two in duration).

2. Members exceeding use guidelines shall be required to submit an explanation in writing to the Precinct/Section Commander justifying the operational necessity.

4.04.025
## ACCOUNTABILITY: 10/98

1. Personnel will be required to reimburse the County for personal phone calls made from or received on county cellular phones.

    a. Reimbursement timelines, calculation, and methodology must comply with County's Executive Policy on Wireless Phones.
    b. Failure to abide by policies on the use of cellular phones or to make required reimbursement for personal phone usage may result in taking the cellular phone from the member and/or appropriate disciplinary action.

2. At least quarterly, Budget and Accounting shall distribute the cellular telephone bills to the Precinct/Section Commander for review by the appropriate supervisor.
3. Personnel who have been issued a cellular telephone by a contract entity shall comply with the usage, documentation, and reimbursement policies of that entity.

4.04.030
## CELLULAR PHONE CALLS TO 911: 01/07

Department members who are intending to place a call to King County Communications shall use the ten digit number, (206) 296-3311, rather than 911.

4.04.035
## TELEPHONES, LONG DISTANCE CALLS, VOICE MAIL: 01/07

1. Members should use the SCAN System whenever possible for long distance calls.
2. SCAN authorization numbers are issued to each Division, Precinct, Section, or Unit.

    - Members shall use the authorization number issued to their unit.

3. Members may use the remote SCAN System when away from their work station.

    a. This method should be limited to urgent police business.
    b. Remote SCAN can only be accessed through a touch-tone telephone.

4. Members, except in an emergency, **shall not** use department telephones or SCAN Systems to make personal long distance calls.
5. Sheriff's Office employees provided with King County voice mail boxes on either a desk and/or cell phone shall check them each workday.
6. Members needing to call King County worksites from a landline that would otherwise be long distance should use the King County toll free number.

    - Call 1-800-325-6165. Use option five on the menu and dial the five digit King County extension.

# 4.05.000 TESTIFYING IN COURT

4.05.005
## INTRODUCTION: 05/99

Appearing in court to give testimony is one of the most important responsibilities of a Sheriff's deputy. It is the culmination of the police role in the criminal justice process. In court, the quality of a deputy's work becomes either painfully or pleasantly obvious, which reflects upon the department. Because of this, it is important that each department member be thoroughly familiar with the protocol and procedures of the court in addition to careful and complete preparation of the case. This policy is intended to assist deputies when testifying in court.

4.05.010
## REQUIREMENT TO ATTEND: 05/03

1. Department members shall honor all subpoenas and summons received for any court or other formal hearing.
2. Department members shall comply with all verbal or written instructions and shall appear unless prior arrangements (e.g., guilty plea, dismissal, illness, secondary deputy) have been made with the court or prosecutor.

    a. Department members who receive a subpoena or summons for civil actions shall comply with G.O. 1.00.025.
    b. Department members who receive a subpoena or summons to appear as a defense witness shall comply with section 050.

3. When two or more members receive a subpoena or summons on the same case in District Court or a License Revocation Hearing, the primary member will attend. Secondary members shall verify with the prosecutor the need for appearance prior to the court date.

    - The primary member is listed first on the subpoena or summons.

4.05.015
## DEPARTMENT MEMBERS RESPONSIBILITIES: 05/03

1. Department members attending court or other formal hearing shall be prepared to testify at the date, time, and place specified on the subpoena or summons.
2. Department members who are scheduled to testify during their normal duty hours shall notify their supervisor upon receiving a subpoena or summons.
3. To ensure that court overtime and unnecessary court appearances are kept to a minimum, all members and employees with voice mail boxes and reasonable access to King County e-mail shall check these each work-day for information related to their court appearance.

4.05.020
## PREPARING FOR COURT: 05/99

1. Deputies should start preparing for court as soon as they become involved in an incident.

    a. This preparation includes taking accurate, complete, legible notes and reports.
    b. When an incident is investigated aimlessly, there is little chance that it can be presented in court in any other light.

2. Deputies should refresh their memory before the trial.

    a. Visit the incident scene during normal patrol.
    b. This will help reestablish physical characteristics and inter-relationships between the scene and the incident itself.
    c. It will also give the deputy's notes and other written records more clarity and perspective when reviewed.

        - Sometimes in very serious or involved cases, one deputy may play only a small part in relation to the total effort.
        - However, that small part may be extremely crucial.

3. Deputies should read the entire case file when possible.

    a. Many brief mini-reviews can be more valuable than one continuous "cram" session.
    b. Know the strong and weak points of the case and advise the prosecutor of these at the pretrial interview.
    c. The prosecutor does not want surprises delivered from the witness stand, which are not appreciated and can have serious consequences.

4.05.025
## TAKING THE STAND: 05/99

1. When called to testify, proceed directly to the location where the oath is administered.

    a. Stop and raise your right hand. Listen to the oath as it is administered and reply in a firm audible voice.
    b. From there you will be asked to "take the stand."
    c. Proceed directly to the stand and seat yourself comfortably, but erect and attentive.

        - Avoid walking between the judge and the attorneys.

4.05.030
## TESTIFYING: 05/99

1. Deputies should be convincing in their testimony. A deputy's first impression will directly affect their credibility on the witness stand.

    a. **Deputies shall always tell the truth when testifying.**
    b. If you do not know the answer to a question simply state, "I do not recall" or "I do not know that answer."

2. Do not use police jargon or slang terms when testifying.
3. Do not volunteer irrelevant testimony through ignorance or carelessness.
4. Deputies shall remain composed and consistent in their testimony and when undergoing cross-examination.

    a. Some defense attorneys play word games in an attempt to confuse the deputy.
    b. In response to this, the deputy should first **listen** to the question, **think** about the answer, then reply completely, calmly, and courteously.

4.05.035
## COURT TESTIMONY: 06/92

1. Members shall identify themselves using their name and employer.
2. Members shall testify with accuracy, confining themselves to the case before the court, and shall not suppress or overstate circumstances to favor or discredit anyone.
3. Members shall not show excessive friendliness or animosity toward any party participating in the case.

4.05.040
## DISCUSSING CRIMINAL CASE TESTIMONY: 08/94

Deputies must make themselves available for defense interviews. Deputies may request a joint interview with the defense attorney and the prosecutor.

- A joint interview is recommended for all felony cases.

4.05.045
## SIGNING STATEMENTS CONCERNING CRIMINAL CASES: 06/92

Deputies shall not provide taped or written statements concerning criminal cases for non-police agencies, except at the direction of the Prosecuting Attorney.

4.05.050
## DEPARTMENT MEMBERS APPEARING AS DEFENSE WITNESSES: 06/92

Department members receiving subpoenas or requests to be a defense witness shall immediately notify the concerned Prosecuting Attorney Office and department Legal Unit, in writing, via chain of command.

4.05.055
## COURT RELATED COMPENSATION: 05/03

1. Court related compensation shall be governed by the current Collective Bargaining Agreement.
2. Requests for court related compensation shall be handled in the same manner as regular overtime with the following exceptions.

    a. Retain the subpoena until after the appearance date then provide the original or a copy to your supervisor for filing at the work place.

        - These files shall be retained for one year.

    b. If no subpoena or summons was received and a court appearance was made, write the defendant's name and cause number in the "Comments" section of the overtime form and obtain a prosecutor's signature.

    c. A prosecutor's signature is also required on the overtime form when a court appearance is made on a date other than the subpoena date.

        - Write the actual appearance date(s) on the subpoena if different than original date.

4.05.060

## JURY DUTY, DEPARTMENT MEMBERS: 07/92

1. Department members receiving a summons to appear for jury duty shall inform their commander.
2. Department members that serve on jury duty shall submit a report to their commander containing the following information.

    a. Dates that they reported to court for jury duty.
    b. The time, by half-day segments, when they actually served on juries and the number of juries they served.
    c. The number of times they did not serve on a particular jury because of challenges.

3. The commander shall forward the above report directly to the Legal Advisor for filing.
4. Department members assigned to day shift who have four (4) or more hours remaining on their shift when dismissed from jury duty shall report to their work station.

# 4.06.000 CIVIL PROCESSES

4.06.005
## INTRODUCTION: 07/04

The service and execution of civil and other legal processes is governed by very specific statutory provisions. The collection of fees, obtaining appropriate bonds of indemnity, performing evictions, and filing of supporting documents requires specific actions that provide how process service must be reported to the courts. Any deviation from these provisions by the Sheriff's Office or serving deputy(s) may cause the service to be without lawful effect. This policy is intended to assist deputies to recognize and understand civil processes and their general purpose.

4.06.010
## DEFINITIONS: 04/94

For purposes of this policy:

**"Process"** means:

1. Any procedure used by a court to acquire or exercise its jurisdiction over a person or over specific property; or
2. A procedure through which a court compels a defendant to appear before the court or comply with its demands; or
3. A summons, summons and complaint, or sometimes a "writ."

**"Writ"** means an order issued by a court requiring the performance of a specified act or giving authority to have a specified act accomplished.

**"Service of Process"** means that a copy of a legal document shall be delivered to, or left with, the named party.

- The service must furnish reasonable notice to the defendant of the proceedings against him and afford him an opportunity to appear and be heard.

**"Personal Service"** means to deliver the process to the actual person to whom it is directed or to someone legally authorized to receive process on the named person's behalf.

4.06.015
## GENERAL POLICY: 07/04

1. Generally patrol deputies should not serve any civil process.

   - The exceptions are Domestic Violence Protection orders and Anti-harassment Orders (G.O. 12.04.000).

2. Patrol deputies shall refer all requests to serve, non-DVPA and anti-harassment orders to the Civil Process Unit.
3. When a patrol deputy is called to assist the Civil Process Unit in the execution of a writ, the deputy should provide backup as requested by the civil detective.

4. Department members shall not give legal advice or express opinions as to the merit of civil issues.

    - If information and instructions regarding process service are necessary, contact the Civil Process Unit (296-3800).

5. If an emergency exists contact the supervisor of the Civil Process Unit (296-3800) or the department Legal Advisor (296-5292) before taking action.
6. In child custody matters, an additional information source is the Child Find Unit (296-4308).

4.06.020
## EXTRAORDINARY WRITS: 04/94

There are numerous writs and orders that are handled exclusively by the Civil Process Unit. This is due to the technical nature of the writ or order. Deputies who are provided with copies of writs or orders should not attempt to serve them but should contact the Civil Process Unit with any questions. The two writs that a deputy is likely to see are:

1. **Writ of Habeas Corpus** (R.C.W. 7.36):

    a. Order to bring a person before the court at a time and place as directed by the court.
    b. The sole purpose of the writ is to release someone from unlawful imprisonment.

        - These writs normally involve child disputes and shall be directed to the Child Find Unit via Civil Process Unit.

2. **Writ of Restitution (Evictions),** (RCW 59.08):

    a. Order that compels the return of a residence, dwelling, or building to its owner.
    b. Commands the Sheriff's Office to evict a tenant.
    c. This writ is either served on the defendant or posted on the property.

        - These writs are normally handled by the Civil Process Unit and patrol is used in a back-up role.

4.06.025
## LANDLORD/TENANT: 04/94

The rights and responsibilities of landlord and tenant are found in the Residential Landlord Tenant Act (RCW 59.18) and the Mobile Home Landlord Tenant Act (RCW 59.20). Generally, disputes arising under these statutes are non-criminal and enforced by the courts.

1. Some criminal acts under the Landlord Tenant Act are:

    a. **Tenant**:

        - A tenant who intentionally destroys property belonging to the landlord, (e.g., punching holes in the walls or ripping out fixtures), may be charged with malicious mischief.

            - Normal wear and tear is not a crime.

        - A tenant who intentionally steals property belonging to the landlord may be charged with theft.
        - A tenant who has been evicted by the Sheriff and returns to the dwelling may be charged with burglary or criminal trespass.

b. **Landlord:**

- A landlord, or other person acting under his/her authority, who enters the premises of the tenant without the tenant's consent or without authorization granted by RCW 59.18.150 may be charged with burglary or criminal trespass.
  - RCW 59.18.150 states that a landlord, or other person acting under his/her authority, may enter the premises of the tenant without consent **only** when one or more of the following conditions are present.
    - In the case of emergency or abandonment.
    - By court order.
    - By giving two (2) days notice and then only at reasonable times.
  - The defense against criminal liability for trespass afforded by RCW 9A.52.090 (3) is not available to a landlord or to anyone acting under his/her authority who has unlawfully entered the premises of a tenant.

4.06.030
## EVICTIONS: 04/94

1. The landlord must give notice to the tenant and obtain the appropriate court order to evict the tenant.
   - This applies even if there is no lease.
2. Only the Sheriff, with the appropriate court order, may physically evict a tenant.
   - Landlords **cannot** physically remove a tenant.
3. Because evictions are technical and require specialized training, this duty is performed by the Civil Process Unit.
   - A patrol unit may be used for back-up.

4.06.035
## CIVIL CONTEMPT WARRANTS: 07/04

Various courts issue Civil Contempt Warrants, including Superior Court. All of these warrants are civil in nature and must be treated differently than criminal warrants. (They are not misdemeanors but are coded as misdemeanors). They are often issued in domestic cases, general civil cases and child support cases under Chapter 26 (RCW) where the person fails to follow court orders. They may be issued on other types of civil cases as well.

1. Civil contempt warrants DO NOT provide the authority to “Break and Enter,” nor can “K-9” be used to apprehend the defendant, if this is the only warrant.
   - If the person being arrested also has a criminal warrant, criminal charges or a failure to appear for a civil child support hearing warrant, then deputies may move beyond the rules governing civil contempt warrant arrests.

2. When a person is arrested on a Civil Contempt Warrant, when issued through the Family Support Division of the King County Prosecutor's Office, it is important to be aware of the following forms DATA will fax to the jail upon arrival.

    a. Advisory Notice that states in part: "Booking Officer, please give this Notice to the respondent at the time of booking, etc."
    b. Bench Warrant for Contempt of Court.
    c. Order for Bench Warrant for Contempt of Court (only on those warrants issued after July 1, 2003)
    d. Defendant Information Sheet.

3. When a person is arrested on a Civil Contempt Warrant, other than those issued through the Family Support Division of the King County Prosecutor's Office, it is important to be aware of the following forms that DATA will fax to the jail upon arrival.

    a. Bench Warrant for Contempt of Court.
    b. Order for Bench Warrant for Contempt of Court.
    c. Defendant Information Sheet.

4. Disbursement and service by the arresting deputy/officer (**The jail staff will not serve these).**

    a. Advisory Notice will be given to the defendant.
    b. Bench Warrant for Contempt of Court must be photocopied and served on the defendant.

        - The original FAX will be placed in their booking packet.

    c. Order for Bench Warrant for Contempt of Court must be photocopied and served on the defendant.

        - The original FAX will be placed in their booking packet.

    d. Defendant Information Sheet will be placed in the defendant’s booking packet.

5. This is a critical step in the arrest process for Civil Contempt Warrants.

    a. These documents will provide the defendant with specific instructions in regards to where and when to appear in court, should they have the ability to “Post” or “Bail Out” prior to their court hearing.
    b. If these steps are not followed, then the service may be later ruled ineffective.

6. If you have any questions or problems, contact either the Special Support Enforcement Unit Supervisor or the Criminal Warrants Unit Supervisor.

4.06.040
## **CRIMINAL CONTEMPT WARRANTS:** 07/04

All criminal contempt of court warrants should be handled the same as other criminal warrants.

# 4.07.000 DIRECTED PATROL MISSIONS

4.07.005
## INTRODUCTION: 05/95

The purpose of this policy is to provide the necessary information needed to generate and implement a directed patrol mission.

4.07.010
## DEFINITION: 05/95

A directed patrol mission (DPM) is defined as any duty performed by a deputy in response to an identified or perceived problem which can reasonably and effectively be addressed via a DPM.

4.07.015
## SOURCES: 05/95

A directed patrol mission may originate from any of the following sources.

1. Patrol deputies.
2. Crime Analysis Unit.
3. Sergeants.
4. Department Command Staff.

4.07.020
## DPM PROCEDURES: 05/95

1. The Crime Analysis Unit functions as the central control unit for directed patrol activities.
2. The DPM is initiated by informing the Crime Analysis Officer of the request either by Officer's Report, verbally or by memo.
3. The Crime Analysis Officer then takes the following steps:

    a. CAU logs the request and assigns a control number.
    b. The DPM request is reviewed and researched.
    c. The researched information is then typed on a KCSO form #187 and forwarded to the precinct operations captain for approval.
    d. If the request is approved, the DPM is assigned to a patrol supervisor.
    e. CAU disseminates the information.
    f. If the DPM is disapproved, the original request is returned to the originator with appropriate comments.

        - A copy is forwarded to CAU

4.07.025
## SUPERVISORY RESPONSIBILITIES: 05/95

1. The supervisor in charge of the DPM plans a course of action to effectively implement the plan.
2. The supervisor may use available resources and/or request assistance from other units/divisions via the precinct command staff.
3. The supervisor is responsible for:

    a. Planning and implementing the DPM.
    b. Ensuring that the instructions in the DPM are successfully carried out by the assigned units.
    c. Determine if an extension of DPM is warranted.
    d. Ensure the final report is submitted to CAU by the due date.

4.07.030
## FINAL REPORT: 05/95

1. Upon completion, the supervisor of the DPM will forward a final report to the Crime Analysis Unit.
2. CAU will submit the final report to the captain for final approval.
3. The approved report will then be returned to the CAU unit for filing.
4. CAU will notify the originator of the DPM final report and findings.

# 4.08.000 DISPOSITION OF FOUND/UNCLAIMED BICYCLES

4.08.005
## INTRODUCTION: 08/00

The recovery and disposition decision of found or unclaimed bicycles shall be the responsibility of the precincts. Unclaimed bicycles may be converted for Sheriffs Office use, donated to local charitable organizations, auctioned, or discarded. This policy is intended to assist members when handling found or unclaimed bicycles.

4.08.010
## PROCEDURES FOR HANDLING FOUND OR UNCLAIMED BICYCLES: 08/00

1. The call receiver shall:

    a. If available from the caller, run the bicycle serial number to check for stolen or wanted information.
    b. Transfer the call to the correct precinct or city.

2. Precinct clerk shall:

    a. Write down the caller's name, address, and phone numbers, location and description of the bicycle, and the serial number if available.
    b. Advise the caller that someone will respond as soon as possible to investigate and/or remove the bicycle.

3. The precinct CSO, Volunteer, or Explorer shall:

    a. Establish a schedule to pick up unclaimed bicycles and complete Found Property Rights Statements if the R/P is home.

        - If R/P is gone, complete the form with the information as given to the clerk, and leave copy at the R/P location.

    b. Transport the bicycle to the precinct if it is unclaimed or the owner is known but the bicycle cannot be immediately returned to the owner.
    c. Verify serial number(s) and other descriptions, run the serial number through CAD and tag the bicycle.
    d. Leave the bicycle with the finder if claimed according with Found Property Rights law.

        - The Yellow Copy of the Found Property Form (A-166) will be sent to the Property Management Unit (PMU).

    e. Call the Communication Center to obtain an incident number and provide the Communications Center with needed information.

        - Close with the appropriate FCR.

    f. Complete the incident report.

4. Precinct administration shall:

   a. Maintain a precinct Bicycle Log and record the following:

      - Date of impound.
      - Sixty (60) day waiting period.
      - Final disposition.

   b. Determine the appropriate disposition:

      - Sheriff's Office use.
      - Charitable organization; "Charitable Organization" means a non-profit institution that is registered with the State of Washington or the internal Revenue Service.
      - Auction.
      - Disposal.

   c. Identify appropriate Charitable Organizations:

      - Precinct Commander shall select and approve charitable organizations.
      - Maintain correspondence file with charitable organizations.
      - Forward bicycles worth more that two hundred (200) dollars to PMU for auction or conversion to Sheriffs Office use.

        - See G. O. 8.08.040.

5. Assigned Investigator shall:

   a. Verify either all serial numbers or identifying markings to ascertain ownership.
   b. Document follow up steps on a follow up report.
   c. After sixty (60) days:

      - Recheck the serial numbers.
      - Contact the finder/claimant to verify compliance with Found Property Rights law.
      - If unclaimed, obtain a disposition directive from precinct administration.
      - Forward the follow up report to PMU.

6. Precinct Evidence and Supply Specialist shall:

   a. Coordinate disposition with assigned investigator.
   b. Obtain the name and address of the person or organization receiving the bicycle in the bicycle log.

      - Include the name of the charitable organization if applicable.

   c. Complete the bicycle log.

d. Once the bicycle is donated, destroyed, or given to finder, PMU will be notified of the bicycle's status.

- If the bicycle was returned to the finder from the precinct, the finder must submit payment to the person relinquishing the bicycle as outlined in Article 5 of KCSO form A-166 and must sign for receipt of the bicycle on form B-133, "Release of Evidence Form" and forwarded to PMU.
- If the bicycle was destroyed, two people must witness the destruction of the bicycle. This will be done by the Evidence Specialist and Deputy or Precinct Sergeant and noted on the back of the pink copy of form A-166 and forwarded to PMU.
- If the bicycle was donated to a reputable charitable organization, the name of the person representing the organization must sign for receipt of the bicycle on form B-1 33, "Release of Evidence Form" and forwarded to PMU.

7. Property Management Unit shall coordinate auction.

# 5.00.000 ARRESTS

5.00.005
## INTRODUCTION: 07/98

This policy only addresses arrests made without a warrant and what is meant by "probable cause." Admissibility of items discovered in a search incident to arrest and statements volunteered during and after arrest depend on the validity of the arrest. Any or all of the items mentioned above will be lost as evidence if the arrest is improper. A hasty arrest without proper justification can mean the loss of competent evidence and may mean the difference between winning and losing in court. Conversely, failure to arrest when it's proper, because the officer is not sure of his/her standing, can also mean the loss of valuable evidence.

5.00.010
## POLICE AUTHORITY: 10/92

"Police authority" is that which the community gives to police officers to do things legally that would otherwise be illegal (i.e., conducting searches, detaining people, use of force, etc.) when enforcing the law. The authority to make a warrantless arrest is two (2) pronged:

1. The grant of police authority by the community;

    - This is embodied in the police commission from the County.

2. The facts confronting the arresting officer at the time.

    - This depends on each unique situation confronting an officer, requiring him/her to make a legal decision on "probable cause."

5.00.015
## PROBABLE CAUSE: 10/92

"Probable cause" is *a state of mind derived from a composite of facts, circumstances, knowledge, and judgment that would persuade a cautious, but disinterested police officer to believe a crime is occurring or has occurred and the accused person is committing or had committed the crime*.

1. That state of mind is more than "mere suspicion or reasonable belief," but less than "beyond a reasonable doubt."
2. The standard applied is that of a police officer, recognizing that officers may also consider information given to them in training or derived from police work experiences.
3. Keep in mind that the burden of probable cause is somehow easier to meet when applying for permission in advance from a court (e.g., warrant) to do something, than when a court looks back in judgment on police activity taken based on probable cause without prior court permission.

5.00.020
## DETENTION/SEARCH SHORT OF ARREST (STOP & FRISK): 10/02

Whenever an officer/deputy deprives anyone the freedom of movement in any real way, they have performed a Constitutional seizure. The law allows an officer to do that short of probable cause, based on reasonable suspicion" (not a hunch or a guess). This is the traditional Terry v. Ohio stop. The officer/deputy must be able to **articulate** the facts that justify the stop and it can only be briefly. How brief generally depends on the facts of each situation. The value in this detention is that officers/deputies can ask questions and make observations that may develop probable cause. The bad news is that the citizen has no obligation to answer questions and if nothing more is observed officers/deputies must release the citizen **promptly.**

As or after the stop is made, the law also allows an officer/deputy to frisk the detained person. This is a separate issue and must also be justified by facts that give reasonable concern regarding officer safety.

A generalized "officer safety" concept isn't good enough. The scope must be limited to an exterior touching, and can only become more intrusive if touch, sight, or sound reveals the presence of a potential weapon (i.e., gun, knife, etc.). As long as the frisk is supportable, finding evidence could lead to probable cause.

5.00.025
## GENERAL PROHIBITION AGAINST ENTRY INTO PRIMARY RESIDENCES: 10/92

Whether felony or misdemeanor, officers/deputies cannot enter a subject's home to arrest a person on probable cause alone. Officers/deputies must have either a warrant, consent, or show "exigent circumstances." The latter includes, without limitation, evidence of:

1. Use of a deadly weapon.
2. High flight potential.
3. Rapidly deteriorating evidence.
4. Hot or fresh pursuit.
5. Threat or risk of harm to others.
6. Crime in progress.

No one circumstance necessarily makes things "exigent," but a combination may possibly do so. Like anything else, officers/deputies must be able to **articulate** the "exigent" circumstances. If officers/deputies are unable to satisfactorily explain the situation, civil liability can be substantial. At a minimum, even if the alleged bad person <u>really is</u> a subject, officers/deputies have handed him/her a civil cause of action for violation of civil rights. Any evidence, either relating to the crime for which the arrest was made or **any** collateral crimes may be inadmissible. Any statements the subject makes, even if advised of constitutional rights properly, may be suppressed. Wrongful entries <u>should not</u> totally invalidate the arrest for the original charge, but increasingly some courts hold that way. If officers/deputies are unable to get a "valid" consent, which can be hard to prove, then secure the premises and get a warrant.

5.00.030
## GENERAL PROHIBITION AGAINST ENTRY INTO THIRD PARTY RESIDENCES: 10/92

If a subject goes into another (third person's) home, s/he has no reasonable expectation of privacy in those premises, but the third party does. If an officer/deputy invades a third person's home with or without an arrest warrant to apprehend the subject, the third party has a civil rights action. Any evidence of wrongdoing by the third person is inadmissible and probably anything the third person says, even if properly admonished, won't be admissible. Again, secure the premises and get a search warrant for the subject's body.

5.00.035
## MISDEMEANOR PRESENCE RULE: 07/98

A police officer may arrest a person when there is probable cause to believe someone is committing or has committed a misdemeanor in the officer's presence. Exceptions to the misdemeanor presence rule are covered in RCW 10.31.100 that include:

1. Harm or threats of harm to persons (i.e., assaults).
2. Harm or the taking of property (i.e., thefts, vandalism).
3. Criminal Trespass.
4. D.V. crimes and Court Order violations.
5. Minor in possession or consumption of alcohol.
6. Possession or use of marijuana.
7. Indecent exposure.
8. Firearms on primary and secondary school premises.
9. Interference with a Health Care Facility.
10. Specific criminal traffic and boating offenses:

    a. Hit and Run unattended.
    b. Hit and Run attended.
    c. Reckless driving or racing vehicles.
    d. DUI.
    e. Physical Control.
    f. Driving while license is suspended or revoked.
    g. Negligent driving 1st. degree
    h. Boating recklessly or boating DUI.

5.00.040
## FIELD RELEASE AFTER MISDEMEANOR ARREST (CITATIONS): 10/92

1. When deciding whether to book a subject into jail or make a field release via criminal citation, officers/deputies shall consider the following:

    a. Satisfactory ID.
    b. Ties to the community (i.e., work, school, home).
    c. History of failure to appear (FTA).
    d. Likelihood of harm to persons or property if released.

2. If the officer/deputy feels that the above criteria has been favorably met, a field release via criminal citation is recommended.

5.00.045
## WARRANTLESS FELONY ARRESTS: 07/98

A police officer can arrest without a warrant if there is probable cause to believe that a felony has been or is being committed and the person sought has committed or is committing it. For the rules on how much force an officer/deputy can use, refer to G.O. 6.00.000 (Use of Force) and RCW 9A.16, particularly 9A.16.040.

5.00.050
## ARREST OR SEARCH WARRANTS, APPLICATION FOR: 06/92

Deputies shall not apply for search or arrest warrants without knowledge and approval from their shift supervisor.

5.00.055
## SEARCHES: 12/09

Under the Fourth Amendment to the U.S. Constitution, "The right of the people to be secure in their persons, houses, papers, and effects, against unreasonable searches and seizures, shall not be violated, and no warrants shall issue, but upon probable cause, supported by oath or affirmation, and particularly describing the place to be searched, and the persons or things to be seized." Washington Constitution article I, section 7 states: "No person shall be disturbed in his private affairs, or his home invaded, without authority of law." Searches and seizures generally must be made pursuant to a warrant. There are, however, exceptions when searches and seizures may be made without warrants.

1. Definitions

   a. Community caretaking exception: A limited search for community caretaking purposes which ends when the safety concern is resolved.
   b. Consent search: A search conducted after a waiver of certain constitutional protections.
   c. Custodial search or search incident to arrest: A search to remove any weapons that the arrested person might seek to use in order to resist arrest or affect an escape. The search may be made to seize any evidence on the arrestee's person in order to prevent its concealment or destruction. The search may include the area within an arrestee's immediate control **if and only** (a) the deputy has made a custodial arrest of the person; (b) the search proceeds without unreasonable delay, and (c) the deputy has a reasonable belief the passenger compartment contains evidence of (1) the crime(s) for which the deputies originally decided to make an arrest, or (2) any other crime(s) for which the deputies have developed probable cause to arrest before beginning the search of the passenger compartment.
   d. Exigent circumstances: When there is probable cause to believe that delay in getting a warrant would result in the loss of evidence, escape of the suspect, or harm to police or public.
   e. Inventory search: A limited search of a properly impounded vehicle conducted according to department policy. See GOM 9.04.060.
   f. Open view: When contraband or evidence is seen in, or from, an area open to public view and not protected by the Constitution.
   g. Pat-down frisk: A search of a person that is relatively non-intrusive, such as a pat-down for weapons during a brief investigatory stop.
   h. Plain view: When deputies inadvertently discover contraband or evidence after making a lawful intrusion into a constitutionally protected area, such as a residence.

2. Consent Searches

   a. Deputies electing to search by consent shall have the consenting person sign a Consent to Search (KCSO Form B-123).
   b. The validity of the consent depends on consent being given voluntarily. Consideration of the intelligence and education of the person are scrutinized by the court, as are physical and mental coercion, exploitation and the authority of the person to give consent.
   c. Third party consents are valid under certain conditions.

      - Consent is valid if the third person has equal authority over the business or residence and it can be concluded the absent person assumed the risk the cohabitant (roommate) might permit a search.
      - A consent to search is not allowed if one cohabitant or business partner objects to the consent, even if the other person gives permission. Consent must be given by both people, if present.
      - Parents may consent to search a child's living area if the parents have routine access to the area and the child is not paying rent.
      - Landlords cannot give consent to search if a lease or rental agreement is still valid.

3. Open View/Plain View Doctrines.

a. Open View

- The open view doctrine allows the police to see and possibly seize contraband. To apply open view, the deputy must see the contraband or evidence in an area open to public view and not protected by the Constitution.
- Deputies are not allowed to enter and seize contraband if the contraband is exposed to the public from a constitutionally protected place. For example: If deputies see a marijuana plant growing in the window of a residence, they cannot enter the home, but have probable cause to obtain a search warrant.

b. Plain View

- The plain view doctrine allows the police who inadvertently discover contraband after making a lawful intrusion into a constitutionally protected area, such as a residence to seize the contraband.
- The key to the plain view doctrine is being in the protected place with permission (invited in) or on legitimate police business. Once the inadvertent discovery is made, deputies have probable cause to obtain a search warrant for a more thorough search.

4. Pat-down Frisk

a. The purpose and scope of the pat-down frisk is to discover weapons or other items which pose a danger to the deputy.

b. For a deputy to frisk a suspect who has been stopped as a result of a reasonable suspicion of criminal activity, the deputy must:

- Have reason to believe that they may be dealing with an armed or dangerous individual, or
- Be able to articulate the belief that their safety or that of others was in danger.

c. The frisk for weapons is strictly limited to what is necessary for the discovery of weapons which might be used to harm the deputy or others nearby. Generally, the frisk must be limited to a pat-down of outer clothing. In addition to the basis for the stop itself, the deputy must have a sufficient basis to believe an individual is armed. This may include, but is not limited to:

- Prior knowledge that the suspect carries a concealed weapon, **Example:** A hazard flag, or warrant information, exists indicating the suspect carries a weapon.
- Suspicious behavior, such as failure to comply with instructions to keep hands in sight, **Example**: Suspect reaches under vehicle seat despite instructions to the contrary.
- Observations, such as suspicious bulges, consistent with carrying a concealed weapon or suspect has heavily sagging jacket pocket.
- Prior knowledge that the suspect is a verified member of a gang known to carry weapons and their behavior warrants a Terry Stop.

5. Search Incident to Arrest/Custodial Search

a. Vehicles - When a person is arrested, out of a vehicle and secured, deputies may search the passenger compartment and unlocked containers only if the deputy has made a custodial arrest, the search is conducted without unreasonable delay, and the deputy has a reasonable belief the passenger compartment contains evidence of (1) the crime(s) for which the person was originally arrested, or (2) any other crime(s) for which the deputy has developed probable cause to arrest before beginning the search of the passenger compartment. Deputies are not allowed to unlock containers, glove boxes, or trunks to search without a warrant or consent.

b. Residence - When a person is arrested in a residence, deputies may only search the area where the arrest occurred. Deputies may only search other areas of the residence if they reasonably believe that officer safety is threatened, or if there is a chance the arrested person might escape or destroy evidence.

c. All persons who are arrested and taken into custody shall be thoroughly searched.

- This search shall be conducted as soon as possible after the arrest and before transporting the prisoner(s).
- Evidence of any crime which is discovered in the course of a valid custodial search may be used to support whatever subsequent charge is appropriate and will be admissible as evidence in court.

d. Suspects will not be searched by deputies of the opposite sex unless there is a reasonable likelihood that the suspect possesses a weapon or other object capable of causing injury or which could facilitate escape, or the deputy believes that the suspect possesses objects which constitute evidence, which if not seized immediately could be destroyed, lost, or lose their value as evidence, and there is no deputy of the same sex readily available to conduct the search.

6. Exigent Circumstances

a. Police may conduct an immediate, warrantless search or seizure if there is probable cause to believe that delay in getting a warrant would result in the loss of evidence, escape of the suspect, or harm to police or public. Hot pursuit is an exigent circumstance.

- Deputies are allowed to enter a home when the suspect retreats into the home or private area and there is reasonable fear of escape, destruction of evidence, or injury to police or public.

b. Criteria examined by the court.

- Was the offense serious or one of violence?
- Was the suspect armed?
- Was the probable cause strong enough to believe the suspect committed the crime?
- Was there strong probable cause to believe the person was on the premises?
- Did the police identify themselves and give the suspect a chance to surrender prior to entry?
- Was there an ongoing investigation or decision to arrest prior to the suspect fleeing into the premises?

c. Exigent circumstances also exist if the police are responding to a domestic violence call. Entry can be made if a person’s health, welfare, or safety is a concern.

7. Inventory Searches: See GOM 9.04.060

   a. If the vehicle is impounded, an inventory search shall be conducted to find, list and secure from loss property in the vehicle.
   b. The inventory search is conducted to protect the vehicle owner's property, to protect law enforcement from false claims of theft, and to protect law enforcement from potential danger.
   c. Deputies are not allowed to unlock containers, glove boxes, or trunks to search without a warrant or consent.

8. Community Caretaking Searches: Community caretaking exception: A limited search for community caretaking purposes (i.e., welfare checks, mental complaints/suicides etc.) which ends when the safety concern is resolved.

   a. Deputies may request a citizen to take his hands out of his pockets and to keep his hands visible without converting the contact into a seizure or arrest.
   b. Deputies are entitled to take protective measures if during a community caretaking contact the citizen behaves in a way that causes the deputy a legitimate concern for the deputy's safety.
   c. If during the course of a community caretaking search of a residence, the deputy observes evidence of what may constitute a crime, the deputy should obtain a search warrant to pursue the criminal investigation after resolving the community caretaking function.

# 5.01.000 PRISONERS

5.01.005
## CUSTODY OF PRISONERS: 06/92

Deputies shall be responsible for prisoners and their property.

5.01.010
## HANDCUFFING SUSPECTS: 05/09

1. Deputies shall handcuff suspects behind their backs or use "belly chains" when transporting prisoners unless doing so would endanger the health or safety of the suspect under the circumstances. Some circumstances may be:

    a. Elderly person.
    b. Very young person.
    c. Disabled person.
    d. Pregnant woman.
    e. Exceptionally obese person.

2. Deputies shall double lock handcuffs unless circumstances prevent it (e.g., combative suspect).
3. Deputies shall never handcuff a suspect to themselves.

5.01.015
## SEARCHING SUSPECTS OF OPPOSITE SEX: 06/92

1. Deputies shall not search suspects of the opposite sex unless for officer safety or to recover evidence and no deputy of the same sex is reasonably available.
2. The search shall be made with decency and in the presence of another witness whenever possible.

5.01.020
## STRIP AND BODY CAVITY SEARCHES: 05/09

The rules governing whether a strip search may be conducted vary depending on whether the subject is in the field or is being booked into jail or held in a holding facility. Strip and body cavity searches are covered by RCW 10.79.060 through 10.79.170 and case law.

**"Strip Search"** means having a person remove or arrange some or all of his or her clothing to permit inspection of the genitals, buttocks, anus, or undergarments of the person or breasts of a female person.

1. Field Strip Searches:

    a. Absence of exigent circumstances, deputies may not conduct strip searches in the field for evidence incident to arrest without a search warrant.
    b. A search warrant for a residence or an arrest warrant for a suspect is insufficient to conduct a strip search.
    c. Deputies must obtain a warrant that specifically permits conducting a strip search.
    d. Supervisors must approve the request for a warrant, ensure one is obtained prior to the search and be present during the search.

2. Exigent circumstances:

   a. Deputies may conduct a strip search in the field without a warrant when exigent circumstances exist:

      - A strip search is necessary to prevent an immediate threat to deputy safety.
      - A strip search is necessary to prevent immediate physical harm to the suspect.

   b. Exigent circumstances do not exist when:

      - Deputies may easily observe a handcuffed suspect while deputies wait for a warrant.
      - If the property will not be destroyed or cause harm to the suspect.

3. Search conducted pursuant to a warrant:

   a. A reasonable effort must be made to use other less intrusive means (e.g., a pat-down or clothing search.)
   b. The person conducting the search for evidence shall be the same sex as the suspect.
   c. The search shall be conducted in private.
   d. No one may be present during or observing the search unless the person is necessary to conduct the search or to ensure the safety of those conducting the search.
   e. If the suspect requests that some other person be present, and that person is readily available, the person may witness the search. In the event the suspect requests another person be present, both the suspect and other person shall sign a statement indicating such request.

4. Strip Searches at holding facilities or jail.

   a. A strip search may be conducted without a warrant if the person is in custody at a holding facility or local correctional facility, if:

      - There is a reasonable suspicion to believe that a strip search is necessary to discovery weapons, criminal evidence, contraband, or other thing concealed on the body of the person, that constitutes a threat to the security of a holding facility or jail.
      - There is probable cause to believe that a strip search is necessary to discover other criminal evidence concealed on the body of the person, but not constituting a threat to the holding facility or jail; or
      - There is a reasonable suspicion to believe that a strip search is necessary to discover a health condition requiring immediate attention.

   b. A strip search may be conducted without a warrant if reasonable suspicion is considered present when the suspect is under arrest for a violent offense, including the following:

      - Any Class A felony (including any attempted Class A felony).
      - Criminal solicitation or conspiracy to commit a Class A felony.
      - Manslaughter in the 1st Degree or 2nd degree.
      - Indecent Liberties by Force.
      - Kidnapping 2nd Degree.
      - Arson 2nd Degree.
      - Assault 2nd Degree.
      - Assault of a Child 2nd Degree.

- Extortion in the 1st Degree.
- Robbery in the 2nd Degree.
- Drive-by Shooting.
- Vehicular Homicide or Vehicular Assault.
- An offense involving escape, burglary or the use of a deadly weapon.
- An offense involving possession of a drug or controlled substance.

c. The suspect must be in custody at a precinct with a holding cell or jail holding facility. Storefronts or other King County Sheriff's office property that do not contain actual holding cells are not "jails or holding facilities" within the meaning of RCW 10.79.130.

5. A strip search may be conducted of an arrested person arrested for an offense other than the ones listed in paragraph 1(d) of this section, but only when there is a determination of reasonable suspicion or probable cause to conduct the search. In these cases:

a. No strip search may be conducted without the approval of the jail unit supervisor or the arresting deputy's supervisor.
b. Reasonable, less-intrusive means have been used first.
c. A search must be based on consideration of all information known to the deputy authorizing the search including:

- The nature of the offense.
- The prior criminal history.
- And whether the person was physically violent during or after the arrest.

6. Supervisor's role:

a. Strip searches to search for evidence require prior approval of a supervisor.
b. The supervisor shall:

- Be present at the location where the strip search for evidence is conducted.
- Ensure a warrant is obtained or determine exigent circumstances were present to justify the search without a warrant.
- Ensure there is reasonable suspicion for a search at a holding facility or jail.
- Ensure the incident report contains the proper information.

7. Body cavity searches:

a. Body cavity searches shall be made only when justifiable and meet the requirements in RCW 10.79.
b. Body cavity searches require a search warrant.
c. A deputy who has probable cause to believe that evidence of a crime or a weapon or contraband is concealed in a suspect's body cavity must obtain authorization from a supervisor and obtain a search warrant.
d. Body cavity searches shall not be conducted by KCSO deputies.
e. The body cavity search will be conducted by medical personnel at the Harborview Medical Center or other medical facility.
f. A deputy of the same sex as the person being searched must be present during the search by the hospital personnel, and will be responsible for preparing the necessary documentation required under the reporting section of this policy.

8. The incident report for strip or body cavity searches shall include:

a. The offense(s) for which the person was arrested.
b. The specific facts regarding the search warrant or exigent circumstances.
c. The name and serial number of the supervisor authorizing the search

d. The name and serial number of the deputy conducting the search
e. The name(s) of all other persons present during the search
f. The time, date, and place of the search, and
g. Any weapons, evidence, contraband, or other thing, or health condition discovered as a result of the search.

5.01.025
## SUSPECT RIGHTS: 09/09

1. Deputies interrogating a suspect shall:

   a. Be provided a "Miranda" card (KCSO C-160) by the department.
   b. Advise the suspect of his/her "Miranda" rights and obtain a waiver before asking any questions.

      ■ The card shall be in the deputy's possession while on duty and when testifying.

   c. Not include the rights in incident or follow-up reports.

      ■ It is sufficient to state, "Advised suspect of legal rights per department orders."

2. Deputies arresting but not interrogating a suspect shall:

   a. Advise the suspect of his/her right to a lawyer and if they are unable to pay for a lawyer, one will appointed without charge.
   b. Not include these rights in incident or follow-up reports.

      ■ It is sufficient to state, "Advised suspect of legal rights per department orders."

5.01.030
## ARREST, BREATH TESTS: 06/92

1. Deputies making a felony arrest shall attempt to administer a breath test for intoxication when the suspect's intoxication:

   a. Is an element of the crime.
   b. Can be a defense.

2. In all such cases, the alcohol report shall be included in the case packet.

5.01.035
## FINGERPRINTING/PHOTOGRAPHING SUSPECTS: 06/10

1. Adult suspects arrested and not booked for felony and gross misdemeanor crimes shall be fingerprinted and photographed before being released.
2. Releasing a suspect arrested for a felony or gross misdemeanor without fingerprinting or photographing shall be approved by a supervisor.

   ■ The reason for the release shall be noted in the incident report.

3. Members are encouraged to fingerprint and photograph suspects arrested and released for misdemeanor crimes.
4. See GOM 12.08.000 for fingerprinting and photographing juveniles.

5.01.040
## SUSPECT IDENTIFICATION ONE-ON-ONE: 06/92

When a possible suspect is detained near a crime and a one-on-one identification is considered, the following guidelines shall apply:

1. Deputies shall have a reasonable suspicion for the initial stop and detention.
2. The one-on-one should occur in a timely manner.

    - One-on-ones occurring less than an hour after a crime are generally considered reasonable.

3. If no probable cause exists, the length of the detention should be brief.

    - The suspect shall remain at the scene while the witness is transported to their location.

4. The one-on-one shall not be unnecessarily suggestive.

    a. Deputies shall not influence witnesses by hinting that they have caught the suspect or advising the witnesses of additional facts that suggest the person is the suspect.
    b. Deputies shall not ask witnesses leading questions (i.e., "Isn't this him?").
    c. Deputies shall not expose witnesses to police conduct that suggests that the right suspect is in custody.

        - The suspect should not be handcuffed when viewed.

    d. One-on-ones shall be conducted independently and out of view of other witnesses.

5. The one-on-one shall be conducted as follows:

    a. The witness should have a full-length, close-up view of the suspect.

        - Visual shortcomings should be documented.

    b. Deputies shall be certain that the witness has carefully looked at the suspect.
    c. Deputies shall be polite but firm with witnesses who try to hurry through a one-on-one.
    d. Deputies shall record a witness' identification regarding similarities or dissimilarities (i.e., physical appearances, clothing, vehicle, etc.).
    e. Deputies shall seize the clothing if it matches the witness' description.

5.01.045
## TRANSPORTING PRISONERS: 05/09

1. Prior to transporting, deputies shall be responsible for removing weapons, evidence and contraband from prisoners.
2. After transporting, deputies should inspect their vehicles to see if any weapons, evidence, contraband or personal property have been left by the prisoner(s).

    - Recovered weapons, evidence, contraband or personal property will be handled according to department procedures.

3. Prisoners should be transported in vehicles equipped with “silent partners”.

    - Supervisors shall decide when more than one deputy is needed to transport a prisoner.

4. When transporting prisoner without a “silent partner” the prisoner should be placed in the rear seat on the passenger side and a second deputy will sit behind the driver.

5. When transporting a prisoner deputies should not be diverted to any other law enforcement activity unless there is an emergent need.
6. Deputies shall immediately notify the Communications Center of their beginning mileage and ending mileage and intended destination when transporting a prisoner of the opposite sex.

    - Deputies shall advise the Communications Center of any changes or time breaks.

7. Deputies should not transport males and females together.
8. Deputies should not transport adults and juveniles together.
9. Deputies should not transport subjects together that have been involved in a domestic violence incident.

    - If both parties are arrested, they should be transported separately.

10. Communications between a prisoner and attorneys or others should not take place while a prisoner is being transported.
11. If a prisoner escapes custody, the deputy(s) shall notify communications and an attempt to recapture the prisoner.

    a. Deputy(s) shall notify the on-duty supervisor and request other units to establish a perimeter and conduct a search.
    b. A detailed report shall be completed documenting the circumstances of the escape

12. When a transporting a prisoner that is considered an unusual security risk, the appropriate destination shall be notified.

5.01.050

## TRANSPORTING DOUBLE-RESTRAINED SUSPECTS: 05/95

Transporting "double-restrained" suspects may pose serious and unpredictable health hazards and is strongly discouraged. If no other reasonable mode of transportation exists, deputies making such transports shall comply with the following procedures.

1. For purposes of this policy:

    **"Double-restrained"** means restraining a person with the wrists secured in the back and the ankles bound together. The ankles and wrists are then secured closely together.
2. If double-restraining a suspect becomes necessary, deputies shall:

    a. **Always** remain physically present with the suspect until released from the double-restrained position. This includes, but is not limited to:

        - In the police vehicle.
        - In the field.
        - In holding cells.
        - In interview rooms.
        - Awaiting medical treatment unless relieved by approved jail personnel.

    b. **Immediately** advise the on-duty supervisor.
    c. Never place a person who has been pepper sprayed on his/her stomach while double-restrained.

        - Deputies should inform the Jail if a person has been pepper sprayed.

    d. Always make double-restrained transports with another deputy.

3. The second transporting deputy shall:

   a. Always have a clear and unobstructed view of the suspect.
   b. Always monitor the suspect's condition (e.g., talk with the suspect, etc.).

4. The on-duty supervisor shall:

   a. Respond to the scene if necessary.
   b. Determine if there is an alternative mode of transportation rather than transporting the suspect in the double-restrained position.

      ■ If none exists, the transport shall be made with at least two (2) deputies.

5. If the suspect's condition appears to deteriorate, the deputies shall:

   a. Immediately stop and radio for aid.
   b. Un-restrain the suspect if necessary.
   c. Render appropriate first aid.
   d. Notify the on-duty supervisor.
   e. Comply with G.O. 5.01.065 (Emergency Hospitalization for Injured Prisoners).

5.01.055
## TEMPORARY HOLDING OF PRISONERS: 06/10

1. Detention rooms are used for short term holding of adults and juveniles in police custody for criminal offenses prior to release or booking.

   ■ Detainees shall not be detained in any other room unless they are under the constant supervision of a deputy.

2. Temporary detention rooms shall be:

   a. Equipped with a locking door.
   b. Well lighted and clean.
   c. Void of items that may be a safety hazard to detainees or deputies.

3. Detainees shall be provided access to water, restrooms, and reasonable needs during temporary detention.
4. Deputies are authorized to use the temporary detention rooms at their discretion. Detainess that have been physically combative towards the police should generally not be transported to any temporary detention rooms/areas. These individuals should be taken directly to a King County Correctional Facility (KCCF or NMRJC).
5. All deputies will practice good weapon security tactics whenever contacting a person being detained or when a detainee is being moved through a facility.
6. Whenever a deputy is securing or contacting a detainee in a temporary detention room, conducting a breathalyzer exam, or fingerprinting a detainee, the deputy's weapon shall be secured in a lock-box before entering.
7. Unless in an emergency, detainees shall not be be handcuffed to an object not designed for the purpose of handcuffing.
8. The temporary detention area, BAC room, and sally port are not equipped with duress alarms. Deputies shall have a police radio with them at all times when contacting a detainee at any KCSO facility. In case of an emergency, the deputy shall broadcast a request for assistance or depress the "emergency button" on the police radio.
9. Whenever a detainee is being escorted through any portion of a KCSO facility, the detainee should be handcuffed. Deputies may:

   a. Use discretion in continuing the use of handcuffs while the detainee is in a temporary detention room.

b. Use discretion in continuing the use of handcuffs during an interview.
c. Remove handcuffs in other areas of the police facility in order to accomplish specific tasks that require the detainees to use their hands.

10. Each deputy is responsible for ensuring detainees are searched prior to being placed in a temporary detention room.

- Deputies shall remove all property from the detainee, including the detainee's belt and shoes.

11. Each deputy is accountable for the detainee(s) they bring in. Responsibilty for the detainee may be transferred to another deputy by mutual agreement of both deputies.
12. All detainees will be monitored while in police custody. A face-to-face visual check of the detainee shall occur at a minimum of every thirty (30) minutes.
13. The King County Sheriff Holding Cell Register is filled out for each detainee that is brought to a temporary detention room. This form documents general information pertaining to the detainee and their processing such as:

a. Date and time.
b. Charges.
c. Actions taken, and
d. Final dispostion.

14. Place each detainee’s property in a paper bag and print the detainee’s name on the bag.

a. Ensure the property is transported with the detainee.
b. If the property is not transported, complete a Safe Keeping Only case report, complete an A-102, and log the property in the evidence room.

15. Detainees are only to be held for the period of time necessary to perform an interrogation, prepare necessary documentation for booking or release, or provide for transportation to a holding facility when necessary.

- Detainees shall not be held longer than six (6) hours without supervisory approval.

16. Juvenile Detainees shall remain separated by sight and sound from adult detainees at all times.
17. Female Detainees shall remain separated by sight and sound from male detainee at all times.
18. Only authorized persons have access to the area containing the temporary detention rooms.

a. Detainees shall not be allowed visitors while being detained at any temporary detention room or area.
b. It may become necessary to provide legal counsel access to a detainee while he/she is still in police custody.

- This shall only occur with approval from the on-duty supervisor.

19. Detainees shall be secured and monitored while being processed and placed into a detention room to prevent the detainee escaping.
20. Deputies and supervisors may consider using audio and/or visual devices to monitor detainees between the thirty (30) minute face-to-face observations.
21. At the beginning of each shift a supervisor shall check all holding cells, interview rooms and the holding cell log to ensure compliance.

5.01.060
## GUARDING SUSPECTS: 06/92

Deputies, who are assigned to guard suspects, shall:

1. Always remain with the suspect.
2. Secure and retain evidence found on the suspect's person.
3. Accompany the suspect during transportation to the hospital.
4. If hospitalized, immediately advise the appropriate supervisor of the suspect's condition.
5. Obtain clothing from injured suspect at the hospital.

    - List the names of hospital attendants taking clothing or any other evidence from the suspect, and properly mark the clothing or other evidence and appropriately secure it.

6. If the suspect is dead, do not remove the clothing or other personal effects from the body.

    - The assigned detectives should secure these items from the hospital or from the Medical Examiner.

7. Instruct hospital attendants not to release any property of the dead person to anyone other than the Medical Examiner or Sheriff's Office personnel.

5.01.065
## PRISONERS, COURT TRANSPORTATION: 05/09

1. Deputies transporting prisoners from the jail to a court shall confirm their identity.
2. Deputies transporting prisoners from the jail to a court shall not allow the prisoner to make any contact with anyone other than the defense or prosecuting attorneys.
3. The prisoner shall be:

    a. Seated at a location separate from spectators and shall be kept under constant observation.
    b. Thoroughly searched when returned to jail.

5.01.070
## EMERGENCY HOSPITALIZATION FOR INJURED PRISONERS: 09/09

Emergency hospitalization of injured prisoners shall be handled as follows:

1. Deputies shall comply with the transportation and hospitalization recommendations of medical aid units and advise the supervisor of the prisoner's medical status.

    - Seriously injured prisoners shall be transported by aid car, ambulance, or medical helicopter.

2. In non life-threatening situations, when possible, prisoners should be taken to Harborview Medical Center (HMC).

    - If the medical aid personnel state it's unnecessary to transport the prisoner by aid car, ambulance, or medical helicopter, deputies may transport the prisoner themselves with supervisor approval.

3. Deputies shall either follow or ride with the aid personnel to the destination.

    - Deputies should only ride with aid personnel when necessary (i.e., Dying Declarations, etc.).

4. Deputies shall arrange to meet the medical helicopter at HMC.

   - If necessary, request SPD to meet the helicopter and stand guard until one of our deputies arrive.

5. Prisoners held on felony warrants or filed felony charges, if admitted to HMC, shall be booked "in absentia."

   - Deputies shall notify the jail and arrange to be relieved of guard duty by jail personnel as soon as possible.

6. Prisoners held on misdemeanors, misdemeanor warrants, or un-filed felony charges, if admitted to HMC, shall be guarded by deputies from the arresting Precinct until the prisoner is booked into jail, a citation is issued or felony charges are filed.

   a. When a prisoner is booked on a misdemeanor or un-filed felony charges and then later must be admitted to a hospital, it will be the responsibility of Precinct where the crime occurred to provide the guard until the prisoner is re-booked into jail, felony charges are filed, or a citation is issued and the prisoner is released.
   b. Supervisors shall have the discretion whether to guard and book, cite, or take other appropriate action against the prisoner involving misdemeanors, misdemeanor warrants, or un-filed felony charges, except in Domestic Violence cases which require mandatory booking

7. Deputies taking prisoners to HMC shall take them to the Admitting Office and have them examined by a doctor unless a court order directs otherwise.

   - If the prisoner refuses treatment or is medically discharged from the hospital, the deputy shall obtain a written release from the doctor indicating the refusal or the discharge approval and book the suspect into jail.

5.01.075
## GUARDING PRISONERS AT MEDICAL FACILITIES: 09/03

Deputies are occasionally called upon to guard prisoners in hospital or medical settings. The mission of deputies so assigned is to ensure the security of the prisoner, prevent his/her escape and to ensure the safety of medical staff and other civilians. For the purposes of this policy, all prisoners who are under guard by KCSO deputies will be considered as being at risk for escape or endangering others.

1. Physical restraints will be applied at all times unless the hospital medical staff determines restraints will interfere with treatment.
2. Locking hospital restraints may be used in lieu of handcuffs but must be applied by the deputy.

   - Hospital staff will provide instructions in their use.

3. If hospital restraints are used, no less than two point restraints will be used, i.e., one arm and opposite leg.

   a. Additional restraints may be applied for security reasons if the prisoner is deemed to be at added risk of escape.
   b. Hospital medical staff may supervise the application of the restraints.

4. Before any restraints are to be removed, contact the shift supervisor for further instructions.
5. The shift supervisor will discuss the situation with the doctor/nursing staff to further determine the circumstances and if restraints can be safely removed.

6. The shift supervisor and the medical staff will make the final determination and so advise the deputy.
7. The guarding deputies shall:

   a. Notify hospital medical staff that the prisoner is a risk for safety or escape and restraints must be applied.
   b. Conduct a further search of the prisoner and remove any contraband found.
   c. Conduct a security search of the room, bed, closets etc. and ensure that no contraband or weapons are available.
   d. Notify hospital security of your location and the status of your prisoner.
   e. Assume a post inside the door of the room keeping the prisoner under observation at all times.
   f. Physically check the prisoner's restraints on a frequent but irregular basis.

   g. Brief relief deputies on the current status of the prisoner.
   h. Not allow phone calls with the exception of calls made to the prisoner's attorney.

      - If a call to an attorney is to be made, the deputy will verify the number via the phone book and then place the call him/herself, allowing the prisoner to speak only after satisfying him/herself that it is the attorney on the phone.

   i. Not allow personal visits.

      - Exceptions may be made only by the shift supervisor under such conditions as the prisoner is close to death or other conditions exist.

   j. Not allow gifts, flowers or other items to be given to the prisoner.
   k. Examine all meal trays to ensure that potential weapons are not present, including forks or knives.
   l. Ensure the security of items that could be used as weapons, i.e., scissors, scalpels, etc. and account for each, when medical procedures are being done by medical staff.
   m. Accompany the prisoner at all times, when the prisoner has to be moved to another area for x-rays or other treatment, maintaining the prisoners in restraints if medically possible.

      - If it is medically impossible for the deputy to remain in the room with the prisoner the deputy must determine exits from the room and arrange to keep the prisoner under visual surveillance at all times if possible.
      - If there is a conflict with medical staff regarding restraints or other security issues the deputy should refer the matter to the shift supervisor for resolution.

   n. Secure the discharge papers and transport the prisoner to the King County Jail for booking, when the prisoner is released from medical treatment.

8. The oncoming deputy will physically view the prisoner to familiarize him/herself with the prisoner and will physically check the application of the restraints.

   - If hospital restraints are used, the key to the restraints will be transferred at this time.

5.01.080

## WARRANT SERVICE AND PRISONER TRANSPORTATION: 05/09

1. Deputies will follow all statutory and case law guidelines when executing warrants.
2. Commissioned deputies on this department shall take into custody any and all persons named in any arrest warrant from King County District Court, Superior Court, Municipal Court of a Contract City and other jurisdictions that will extradite from the King County Jail.

    a. All subjects with out of state fugitive warrants that are extraditable will be taken into custody provided the wanting agency confirms the warrant and is willing to extradite.
    b. Certain persons are immune from certain aspects of criminal process. Whenever a situation arises in which immunity is claimed, and the deputy is in doubt, refer to G.O. 5.06.000 for diplomatic immunity.

3. Deputies, when executing warrants, shall use only that amount of physical force necessary to achieve the arrest or seizure.
4. When executing arrest warrants, deputies shall:

    a. Verify all warrants with Data Control before transporting the subject.

        - Deputies must have reasonable, articulable grounds to believe that the contacted subject is in-fact the person named in the warrant.

    b. Comply with warrant instructions listed in WACIC.

    c. Notify Data prior to arrival at the jail, so Data can fax the warrant to the Jail.
    d. Advise the Jail when the prisoner has warrants from multiple jurisdictions.

        - Write "Subject has other outstanding warrants on file in WACIC" on the booking sheet.
        - Data shall notify each agency that has an outstanding warrant on the prisoner.

5. When other law enforcement agencies within King County advise that they have a King County warrant subject in custody and request a field contact for exchange, the Data Control Operator will confirm the warrant and have the communication center notify the appropriate supervisor of the request.
6. Requests to pick up subjects with King County warrants, or those for which we are responsible, should be honored in the case of persons being released from city jails (inside King County) after having completed a sentence there.

    a. Normally, these requests will be fulfilled by the Warrants Unit if the release is during normal business hours.
    b. Between 1600 and 0600 weekdays and all hours on weekends, if a city jail contacts the Data Unit. Data will ask if they are willing to hold the subject until the next business day for the Warrant Unit to make the transport. If this is not possible, Data will transfer the call to a call receiver and a deputy will be dispatched to do the transport.

7. Deputies making other agency warrant arrests should follow the warrant instructions listed in WACIC.

    a. Data will confirm the warrant from the other agency and advise where to book the subject.
    b. If not arrested, the suspect shall be advised to contact the appropriate court.

8. The Criminal Warrants Unit normally pick up all prisoners being detained in a jail outside King County who meet the out-of-county requirements.

    - Patrol should not normally be dispatched to meet with agencies from outside King County for the purpose of warrant exchanges.

9. Subjects with extraditable warrants shall not be released in the field by deputies without prior consent by a supervisor.
10. Subjects with extraditable felony, DUI or any DV related warrant shall not be released in the field without the prior consent of a captain or above.
11. Anytime a warrant is not served and the subject is released in the field, an incident report will be written detailing the circumstances of the arrest, and noting the reason for not booking the subject, including the name of the supervisor authorizing the release.

    a. The incident report should be titled "Criminal Warrant", felony or misdemeanor, with the appropriate 503 or 504 disposition code.
    b. If naming the warrant subject in the incident report would jeopardize the safety of the individual, then he/she will be taken to a precinct and a Confidential Informant file will be started, with the assistance of the S.E.T. units. The C.I. number will be used in place of the subject's name.

12. If prisoners are taken to Harborview Medical Center for treatment G.O. section 5.01.065 will be followed. Provisions of this manual section will still apply.
13. The subject will be advised to appear in court as soon as possible to quash the warrant if released in the field.
14. Except for Warrant Unit detectives, field deputies transporting a prisoner(s) arrested for a warrant by another agency, an incident report will be completed. The report will include:

    b. The name of the arresting officer and agency.
    c. The date, time and place of arrest.
    c. The name of the prisoner(s).
    d. The reason for the transport (Warrant, Court Oder, Writ, etc.)
    e. The incident report will be cleared with a 559-E.

5.01.085
## EXTRADITIONS: 05/08

The Criminal Warrant Unit shall be responsible for extraditions. All extraditions shall be scheduled by the fugitive detective. All extraditions requiring commercial air travel shall follow the Transportation Security Administration (TSA) regulations.

1. Firearms shall be carried during all extraditions.

    - See G.O. 6.07.045 (Carrying Firearms on Airlines.)

2. Only commissioned deputies who have completed a TSA "Law Enforcement Officer Flying Armed Course" are allowed to extradite prisoners on commercial airlines.
3. All aircraft extraditions require a minimum of two (2) deputies.
4. Extraditions that are anticipated to be completed within fourteen (14) hours or less shall be completed in one (1) day.
5. Extraditions over fourteen (14) hours will be completed in two (2) days.
6. Extraditions to the Eastern Time zone require three (3) days for completion.
7. Whenever possible, the most direct contract flights available shall be used when extraditing prisoners.
8. At least one deputy should be of the same sex as the prisoner.
9. Deputies assigned to an extradition shall:

    a. Present a professional appearance and favorably represent the department.

        - Shorts, T-Shirts and other casual wear are not acceptable.
        - The fugitive coordinator will advise deputy(s) handling extradition of other special attire or equipment needs.

b. Present an "authorization to carry firearm" letter, department identification, driver's license and badge to the airline agent at least one (1) hour prior to departure time.

- Department identification shall be credentials that include a clear full-face picture, the signature of the armed law enforcement officer, and the signature of the authorizing official of the agency.
- A badge, shield or similar device may not be used or accepted, as the sole means of identification, but is required to aid in public identification if necessary.

c. Ensure the prisoner is seated between themselves and the window unless otherwise directed by the flight crew.

d. Ensure the prisoner is under control at all times while aboard the aircraft.

- The prisoner will be restrained from full use of his or her hands by an appropriate device that provides for minimum movement of the prisoner's hands.
- "Leg Irons" will not be used aboard the aircraft.

10. In the event of any flight cancellations, missed flights and/or problems with prisoner custody, deputies will contact the fugitive detective or Criminal Warrants Unit Supervisor to make needed arrangements.
11. Any request to extend the timing of an extradition for personal business shall be at the discretion of the department, and must not result in any additional cost to the department.
12. Hours of work and pay for extraditions are covered in the KCPOG collective bargaining agreement.
13. Expenses for extraditions shall be reimbursed according to G.O. 4.02.000 (Travel and Expense Guidelines.)

5.01.090

## INTERVIEW ROOMS: 06/10

1. Before placing a suspect in an interview room, deputies or detectives shall verify that the suspect has been thoroughly searched for weapons and/or contraband.
2. Any deputy or detective that places a suspect into any interview room is responsible for monitoring that suspect while inside the room.

   a. A suspect will not be left alone in an interview room that is not designed to prevent escape.
   b. See GOM 12.07.000 (Juvenile Contacts) for using interview rooms with juveniles.

3. If the interview room is not in a secure holding area, the decision to wear a weapon during an interview is that of the individual deputy or detective.
4. If a deputy or detective chooses not to wear a weapon during an interview they must lock their weapon in a secure place.
5. Officer safety shall be considered the priority when making the decision whether or not to handcuff a suspect while they are being actively interviewed.

   - This decision is left to the individual deputy or detective.

6. The number of deputies or detectives in the interview room during an interview is discretionary and should be determined by weighing the officer safety risks.
7. Each deputy or detective shall have immediate access to their individual portable radio inside an interview room should no other method exist for summoning assistance.
8. Some interview rooms within the department are equipped with a video monitoring system.

   a. Deputies and detectives have the option to utilize these cameras.
   b. Recording of interviews shall meet the state legal requirements and department policy.

9. All interview rooms should be maintained in a clean and orderly condition.

   - Any necessary item for the interview may be brought into the room for that interview, but then removed when the interview is complete.

10. Subjects will reasonably be allowed access to restroom facilities. Deputies or detectives will escort subjects to and from restroom facilities safely and securely.
11. During an interview, deputies or detectives will make attempts to address any reasonable requests by the subject such as water or health issues.
12. The deputy or detective having custody of a subject is responsible for safely evacuating that subject from any department facility in the event of an emergency.

# 5.02.000 HANDLING CITATIONS AND NOTICE OF INFRACTIONS

5.02.005
## INTRODUCTION: 02/10

Washington State law requires accountability for all Citations and Notice of Infractions issued to the Sheriff's Office. This accountability is maintained from the time the Citations and Notice of Infractions (NOIs) are received by the Sheriff's Office until they are either delivered to the courts, returned or are voided. This policy is intended to instruct deputies on what to do when issued books of Citations and NOIs.

5.02.010
## ISSUANCE OF CITATIONS/NOI'S: 02/10

1. Citation/NOI books are obtained from PMU.
2. Citation/NOI books are to be locked in a secure location at each Precinct or other work site.
3. Citation/NOI books shall only be issued by a supervisor.
4. When a deputy "checks-out" a new Citation/NOI book, he/she shall:

    a. Physically inspect the book to insure all twenty-five (25) citations are there, and they are correctly numbered.
    b. Tear-off the citation book receipt cover and legibly print their name, personnel number, assigned unit, date, and the starting and ending Citation/NOI numbers.
    c. Give the receipt cover to the issuing supervisor.

5. Issuing supervisor shall:

    a. Legibly print his/her name and personnel number on the book receipt cover.
    b. Complete the "Uniform Criminal Citation Book Issue List" or the "Uniform Infraction Notice Book Issue List" including the required information (i.e., issued to, personnel number, date issued, and issued by).
    c. Place the Citation/NOI book receipt cover into the Law Enforcement Agency (LEA) copy slot or box in the precinct report writing room (or similar room at other work sites).

5.02.015
## HANDLING CITATIONS/NOI'S: 02/10

1. When a Citation/NOI is completed, the deputy shall log the issuance on the "Citation/NOI Issue Record" (attached to the citation book), and in their deputies notebook.
2. Deputies shall ensure that the original is turned-in to the appropriate court box.
3. The "LEA copy" on all Citations/NOIs shall be forwarded to the Records Unit by all deputies, sergeants, etc.

    - This is the law enforcement agency copy not the member's personal copy.

4. The "LEA copy" shall be turned-in to the "LEA copy" slot or box in the report writing room (or similar room at Special Operations or other work sites).

    - The "LEA copy" shall not be attached to any paperwork or kept by the member.

5. Citations/NOIs should not be given to another member nor should members share citations if they run out.
6. The member originally issued Citations/NOIs are ultimately responsible for their accountability.

7. All damaged Citations/NOIs and any unused Citations/NOIs shall be returned to the Property Management Unit.

    - PMU shall provide a quarterly written record of all destroyed Citiations/NOIs to the Records Unit.

8. All voided or un-prosecuted Citations/NOI's shall be handled as instructed in G.O. 5.02.025 and 030.
9. Upon completion of the Citation/NOI Cover Log (C-157b), the member will send the cover log to the Records Unit.

5.02.020
## MISSING CITATIONS/NOI'S: 02/10

1. When the Records Unit discovers a missing Citation/NOI, they will complete and send out a form to the Operations Captain at each precinct or other work site, requesting the missing Citation/NOI information.
2. This form will require the following information:

    a. Citation/NOI number.
    b. The date it was issued.
    c. The defendant's name.
    d. The name of the court into which it was written.

3. The captain shall review the report and assign it to the appropriate shift sergeant who supervises the deputy or directly to the sergeant if it is his/her missing Citation/NOI.
4. The sergeant will ensure that the form is given to the member in a timely-manner, and the required information is completed on the form, before returning it to the captain.

    - The captain will go directly to a sergeant if the missing citation/NOI was issued to the sergeant.

5. The captain will review the form for completeness, and ensure its return to the Records Unit within two (2) weeks of the original receipt.
6. Citation/NOIs that cannot be accounted for will be reviewed for consideration of corrective action.

5.02.025
## RETURNING UNPROSECUTED CITATIONS WITH CASE NUMBERS: 08/95

1. If a request for more information is received, deputies shall provide the information or material requested by the deputy prosecutor and resubmit the citation, including:

    a. A copy of the completed Follow-up Report (KCSO Form #B100a);
    b. A copy of the request; and
    c. Copies of supporting paperwork or documents.

2. If the request is not practical, members hall return the packet to their supervisor with a written explanation, on an Officer's Report clearly marked "Non-Disclosure", as to **why** they were not able to complete the request.

    a. Lengthy efforts to contact witness, locate evidence, etc. shall be recorded on a Follow-up Report.
    b. A copy of the Follow-up Report shall be submitted to the deputy prosecutor along with the original request.

3. The supervisor shall determine if the request can be handled by the originating member or another department member. If not, the supervisor shall return the packet and written explanation to the deputy prosecutor.
4. If a DECLINE or DISMISS form is sent by the deputy prosecutor and the citation cannot be re-filed or prosecuted, deputies shall:

    a. Write the case number and the abbreviation for Exceptional Clearance (E/C) in the upper right corner of the DECLINE/DISMISS form.

        - No Follow-up Report is necessary.

    b. Submit the form and any originals of supporting paperwork for supervisor approval.
    c. Not void the citation.

5. Once approved, the supervisor shall forward all originals to the Records Unit.

5.02.030
## VOIDING UNPROSECUTED CITATIONS WITHOUT CASE NUMBERS: 10/92

Upon receiving an un-prosecuted citation from the Prosecutor that needs to be voided, members shall complete an Officer's Report (KCSO Form #C-102).

1. Provide any information requested by the Prosecutor and resubmit the citation with a copy of the Officer's Report, copy of the insufficient referral notice, and other copies of supporting paperwork to the court.
2. If the citation cannot be re-filed or prosecuted, void the citation and the report should read:

    **"Citation #_____ dated _____ was returned by DPA _____ of _____ Court on date _____ because _____ (the victim declined prosecution, suspect has left the state, insufficient evidence, etc.). No further action is possible at this time. The citation has been voided and supporting documents are attached for filing."**

    a. "VOID" shall be written in large letters diagonally across the front of all available copies of the citation.
    b. The citation and Officer's Report shall be approved by the supervisor.

        - Once approved, the supervisor shall forward all originals to the Records Unit.

5.02.035
## VOIDING UNISSUED CITATIONS/NOIs WITH OR WITHOUT CASE NUMBERS: 10/92

Members shall complete an Officer's Report whenever an un-issued citation/NOI has been written in error.

1. **All** copies of the citation/NOI must be retrieved.
2. Void the citation/NOI and the report should read:

    **"Citation #_____was voided because _____ (state the mistake). All copies of the citation/NOI have been attached for filing."**

    a. "VOID" shall be written in large letters diagonally across the front of all copies of the citation/NOI.
    b. The citation/NOI and Officer's Report shall be sent to the Records Unit via the appropriate Precinct/Section Commander.

5.02.040
## RECORDS UNIT RESPONSIBILITIES: 03/09

The Records Unit:

1. Enters the Citation/NOI in a database and stores the LEA copy of Citations/NOIs.
2. Conducts a monthly audit of Citations/NOIs to ensure accountability.
3. Sends out a missing Citations/NOIs form to the deputy responsible for the missing Citation/NOI.

# 5.03.000 MASS ARREST SITUATIONS

5.03.005
## INTRODUCTION: 01/08

Mass arrest situations can quickly become extremely dangerous if not effectively controlled from the beginning. Therefore, deputies should be sensitive to the emotional issues and public attention that will focus on our response. Unbiased and professional behavior must be displayed at all times. This is particularly necessary in situations when demonstrators intend to be arrested to gain media attention. Although many arrests may be made during these situations, each of these arrests must be treated as a separate crime and the case **must** be prepared to be presented at a criminal trial, as an individual event. The arrest must be based upon **probable cause** and care must be taken to assure that the suspect can be individually identified at any future court proceedings and that the documentation of the event contains sufficient **specific** information to assure a conviction of this person for a specific crime. This policy is intended to assist deputies/Demonstration Management Team (DMT) personnel when dealing with mass arrest situations.

5.03.010
## NOTIFYING THE INCIDENT COMMANDER: 01/08

1. Deputies who discover a potential demonstration shall notify their immediate supervisor.
2. The supervisor shall notify the affected Precinct Commander or the Command Duty Officer (CDO) via the Communications Center.

    - A captain or above shall become the Incident Commander.

5.03.015
## RESPONSIBILITIES OF THE INCIDENT COMMANDER: 01/08

The Incident Commander shall:

1. Remain available for consultation and advice throughout the situation.
2. Ensure that the King County Jail (KCJ) and Metro Special Service Unit have been notified about the potential for mass arrests.
3. Ensure that the transportation and processing needs have been coordinated with KCJ, the Warrants Unit and/or Metro.
4. Ensure that intelligence information is being gathered regarding the intended site, intent of the demonstration, and number of demonstrators involved.

    - Intelligence information is best obtained by directly contacting the organization or by using plainclothes detectives/deputies at the scene.

5. Mobilize the Precinct/Department Demonstration Management Teams if needed.

5.03.020
## GENERAL MASS ARREST GUIDELINES: 01/08

If a demonstration is expected the following guidelines should be used, but may be amended by the commander in charge:

1. Generally, there are two (2) criteria that should be met before law enforcement intervention:

    a. A crime has been committed or there is a criminal attempt; and
    b. There should be a victim of the crime.

        - Merely sitting on a public sidewalk is not, in itself, sufficient to justify arresting someone. The courts have held that peaceful picketing is allowable even on private property so long as the property is normally open to the public. If the picketers deliberately block the sidewalk so that citizens are unable to access it or a business, then deputies may arrest.

2. In all cases where law enforcement intervention becomes necessary, citations without bookings are preferred to physical arrests.
3. If physical arrests become necessary because the suspects will not leave or identify themselves, the below steps should be followed:

    a. If a large number of arrests are anticipated, proactive, detectives and/or DMT personnel should be used as the primary arresting units.

        - Patrol should remain available to handle calls.

    b. The Warrant Unit's Prisoner Transport Van should be requested when mass bookings require transportation needs that exceed normal capabilities. If unavailable, a Metro Bus should be requested.

        - Carry passive resistors by litter or backboard and place them on the van/bus using only enough force necessary to affect the arrest.
        - When the van/bus is loaded, it should go to a previously determined location away from the demonstration area for further processing.
        - If any violator refuses to provide information necessary to issue a citation, the violator shall be transported to KCJ.
        - If fewer than twenty five (25) bookings are to be made, the prisoners shall be booked in the normal manner.
        - If twenty five (25) or more bookings are to be made, the violators shall be brought to the west wing of KCJ.

            - The jail should again be notified so they can prepare for this situation.

5.03.025
## MASS ARREST PROCEDURES: 01/08

1. At a Mass Arrest or large scale DMT event, an arrest/processing team will be designated and available. The availability of an arrest/processing team will assure an organized, consistent process and will allow the DMT crews to return to the line immediately, with the smallest amount of time required for any individual arrest.

   a. The Arrest/Processing Team will consist of:

      - A supervisor.
      - A scribe, appointed by the supervisor.
      - A number of deputies/detectives to handle the number of suspects to be processed.

   b. The Arrest/Processing Team will handle the custody of any suspects and will organize and collect all of the necessary documentation required to cite, book and charge any suspects taken into custody.

2. Once a crime has occurred, the arresting deputy has witnessed this crime and now possesses sufficient information to establish probable cause and takes the suspect into custody and releases the suspect to the Arrest/Processing Team.
3. Photos must be taken at the time of the arrest. These photos must be of sufficient quality to read the arresting deputy's name tag.

   - The deputy's face may be covered with a helmet and/or gas mask.

4. Three (3) digital photos will be taken.

   a. One photo of just the suspect, this photo is for the court file.
   b. One photo of the suspect together with the arresting deputy, this one is for Records.
   c. One photo of the suspect together with the arresting deputy, for the deputy's files.

5. A member of the Arrest/Processing Team will be appointed as a scribe. At the time of the photos the scribe will have started a running log of all arrests. This log will contain:

   a. The name of the arrestee.
   b. A brief description of the arrestee; and
   c. The name of the arresting deputy.

6. The scribe will start an individual sleeve for arrestees and will have the suspect's log number written on the front of each sleeve.
7. Once a member of the Arrest/Processing Team takes the suspect into custody, the arresting deputy now goes to an available laptop computer and writes out a brief witness statement outlining the events which lead to the arrest.

   - Two (2) copies of this statement are immediately printed and given to the scribe.

8. A member of the Arrest/Processing Team will now take the arrestee to an alternate location and search them and place their property into a paper bag and interview the arrestee for the Superform.

   - Two (2) copies of the Superform are then printed and given to the scribe to be placed in the sleeve with photos and statement.

9. The interviewing deputy then confirms that all of the necessary steps have taken place and that the case file contains two (2) copies of the Superform, two (2) copies of the witness statement from the arresting deputy and two (2) photos of the suspect.
10. The suspect is then taken to the transport vehicle (bus) and one of the copy of the Superform, together with the suspects' property are given to the transport deputies.
11. The sleeve is then given back to the scribe, who confirms that the documents contained inside, match the information listed on the log correlating the arrestee to the correct deputy.
12. The Arrest/Processing Team supervisor will ensure a master incident report is written for the arrest location. The incident report should only include arrests from a specific location involving specific team members.

    a. A good rule of thumb for this is "line of sight".
    b. If an individual DMT Captain directed an individual arrest scenario and had visual control of that specific event, then a single master incident report describing that event should suffice.

13. The Arrest/Processing Team will then separate the paperwork.

    a. Copies of all documents and the master incident report will go to the Records Unit.
    b. A copy of the master incident report along with other documents will be sent to the Court for filing of charges.
    c. Copies of the individual arrest paperwork should be given to the arresting deputies for their records.

5.03.030

## NECESSARY EQUIPMENT IN MASS ARREST SITUATIONS: 01/08

The following equipment should be available at the scene of mass arrests situations:

1. Large quantity of flexcuffs.
2. Digital camera w/ capability to connect to laptop or printer w/ extra batteries.

    - A 35MM camera should be available should the need arise.

3. 2 or more laptop computers.
4. Printer capable of performing in the field, either 12 volt or 120 volt inverter available.
5. Printer paper in both 8 x 11 and legal size.
6. Ample supply of brown paper file sleeves.
7. Large quantity of department forms.
8. Extra pens and markers.
9. Rubber gloves.
10. Litters or backboards.
11. Video Camera.
12. Bullhorn.

5.03.035

## APPLICABLE LAWS TO CONSIDER IN MASS ARREST SITUATIONS: 10/92

The supervisor should seek command level decision to determine the department's position on preferred charges. The following RCW's may be useful if arrests become necessary:

| | |
|---|---|
| RCW 9A.36.080 | Malicious Harassment |
| RCW 9A.40.040 | Unlawful Imprisonment |
| RCW 9A.52.070 | Criminal Trespass in the First Degree |
| RCW 9A.52.080 | Criminal Trespass in the Second Degree |
| RCW 9A.76.020 | Obstructing a Public Servant |
| RCW 9A.76.040 | Resisting Arrest |
| RCW 9A.84.010 | Riot |
| RCW 9A.84.020 | Failure to Disperse |
| RCW 9A.84.030 | Disorderly Conduct |

# 5.04.000 FUGITIVE FROM JUSTICE

5.04.005
## INTRODUCTION: 07/05

This policy is intended to assist deputies when arresting and booking fugitives from justice.

5.04.010
## ARRESTING A FUGITIVE FROM JUSTICE: 07/05

A fugitive is a person wanted on a warrant from another (demanding) state. It is not necessary to prove that the individual was aware of the charge or that he/she was trying to avoid capture.

1. Deputies do not have the power to arrest a subject on out of state warrants.

    a. The out of state warrant and its confirmation along with the arrest of the person listed on the warrant is a **probable cause arrest**. The elements of this probable cause are:

        - Does a valid felony warrant exist?
        - Is the person listed on the warrant?
        - Will the demanding state approve extradition?

    b. The person's acknowledgement of the warrant will enhance the probable cause.
    c. The subject is under arrest for the "investigation" of Fugitive from Justice (RCW 10.88).

2. A fugitive shall not be arrested on an **out-of-state misdemeanor**, unless:

    a. A fugitive complaint has be filed with the prosecutor's office; **and**
    b. A Seattle District Court warrant or Governor's warrant has been issued; **and**
    c. The warrant has been entered into NCIC.

3. Deputies shall confirm the warrant through Data Control Unit.
4. Deputies shall complete a Superform before booking the suspect into the jail.

5.04.015
## COMPLETING THE SUPERFORM: 07/05

1. The Superform shall be completed.
2. The "Affidavit of Probable Cause" section of the Superform shall include:

    a. A brief description of the contact.
    b. How the person was identified as the wanted fugitive (i.e., admission, informant, other descriptive information).
    c. The name of the agency issuing the warrant (include city and state).
    d. The charges listed on the warrant, the warrant number, the date issued, and the bail amount.
    e. The fact that the warrant was verified and the ORI has indicated the will extradite from King County.

3. The "Objection to Release" section of the form shall be filled out.

   - Be specific (i.e., no local ties, unemployed, local pending charges).

4. The "Anticipated Filing Date" section should reflect filing within seventy two (72) hours.
5. A faxed copy of the warrant and/or a teletype abstract should be attached to the booking form whenever possible.
6. Make five (5) copies of the Superform leaving four (4) copies at the jail.
7. Forward one (1) copy to the Warrants Unit.

# 5.05.000 HANDLING IMMIGRATION CONTACTS

5.05.005
## INTRODUCTION: 03/08

United States Immigration Customs Enforcement (ICE) investigate criminal cases involving suspected illegal aliens. Local and state agencies do not have the authority to investigate, detain, or arrest persons suspected of violating Immigration laws. There are even significant limitations when asking for Federal identification.

5.05.010
## LOCAL AGENCY RESTRICTIONS: 09/92

Requesting adequate identification as part of a criminal investigation is necessary and appropriate. However, **deputies shall not:**

1. Request **specific** documents relating to someone's **civil** immigration status (i.e., Passport, Alien Registration card, "green card," etc.).

    - Deputies may use immigration documents if the documents are offered by the person upon a general, non-specific request (i.e., "May I see some identification?").

2. Initiate any inquiry or enforcement action based solely on a person's:

    a. Civil immigration status; or
    b. Race; or
    c. Inability to speak English; or
    d. Inability to understand the deputy.

3. Use stops for minor offenses or requests for voluntary information as an excuse for discovering a person's immigration status.

5.05.015
## HANDLING IMMIGRATION DOCUMENTS: 03/08

Immigration documents are often needed for day to day living by residents in this country and are difficult to have reissued. The consequences of not having these documents can create a substantial problem for these persons. Therefore, deputies shall:

1. Treat any ICE document offered as identification with care and promptly return them in the same condition as received.

    a. Forged or altered documents shall be entered into evidence under a properly titled incident report (i.e., Forgery, Fraud, etc.).
    b. Deputies shall immediately contact ICE to discuss the case.

2. Not send ICE documents to ICE for subsequent release to the person under investigation.

5.05.020
## ASSISTING ICE: 03/08

Deputies may assist ICE in any investigation in a support role (i.e., Officer safety, standby to assure the peace) with prior supervisor approval.

- Any person detained during any such investigation should be handled by ICE.

# 5.06.000 FOREIGN NATIONALS AND DIPLOMATIC IMMUNITY

5.06.005
## INTRODUCTION: 07/08

International law, especially the Geneva Convention, requires local law enforcement authorities to extend certain privileges and immunities to foreign nationals and diplomatic consuls. Compliance with these procedures is important because it enhances the ability of the United States to insist that foreign officials provide the same rights to U.S. diplomats and citizens who are arrested abroad. It is the policy of the Sheriff's Office that appropriate notifications to embassies or consulates are made when foreign nationals or persons with diplomatic immunity are detained.

5.06.010
## DEFINITIONS: 07/08

For the purpose of this policy:

"**Foreign National"** means any person who is not a United States citizen; whether a tourist, visitor, migrant worker with a temporary work permit, alien resident, illegal alien, asylum seeker or person in transit.

**"Diplomatic Immunity"** means a principal of international law by which certain foreign government officials are not subject to the jurisdiction of local courts and other authorities in both their official and, to a large extent, their personal activities.

5.06.015
## DEPUTY'S RESPONSIBILITY: 07/08

1. Whenever a foreign national is taken into custody, the arresting deputy shall attempt to determine the foreign national's citizenship and consult the list in section .030 to determine if notification is mandatory.
2. This notification is to be made before any interrogation or booking is made.
3. If the detainee is a national of one of the countries listed, there is a bilateral agreement in force with that country requiring notice in all detentions.
4. The nearest consulate or embassy is to be notified as soon as possible and the detainee so informed.

    - Notification must be made, regardless of the national's wishes.

5. Foreign consular officers have the right to visit, to converse, correspond with, and to arrange legal representation for their nationals.
6. Under no circumstances shall the foreign national be turned over to any foreign government official.

    - They shall remain in custody until they are booked or delivered to Immigration Customs Enforcement.

7. If the detainee is a national of a foreign country which is not listed, the Vienna Convention on Consular Relations and/or customary international law require that he/she must be informed without delay of the right to have his/her government notified.

    - If notification is requested, it must be given without delay to the nearest consulate or embassy.

5.06.020
## SUGGESTED STATEMENTS: 08/98

The following suggested statements may be used when foreign nationals are arrested or detained.

1. When Consular notification is at the foreign national's option.

As a non-U.S. citizen who is being arrested or detained, you are entitled to have us notify your country's consular representatives here in the United States. A consular official from your country may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. If you want us to notify your country's consular officials, you can request this notification now, or at any time in the future. After your consular officials are notified, they may call or visit you. Do you want us to contact your country's consular officials?

2. When Consular notification is mandatory.

Because of your nationality, we are required to notify your country's consular representative here in the United States that you have been arrested or detained. After your consular officials are notified, they may call or visit you. You are not required to accept their assistance, but may be able to help you obtain legal counsel and may contact your family and visit you in detention, among other things. We will be notifying your country's consular officials as soon as possible.

5.06.025
## NOTIFICATION: 07/08

1. When a foreign national is detained and a notification to an embassy or consulate needs to be made, deputies shall:

    a. Notify a supervisor.
    b. Inform the Communications Center of:

        - The nationality of person detained.
        - The reason for detention.
        - The location of detention.

    c. Request the person's embassy or consulate phone information from the Communications Center if:

        - The foreign national’s country requires a mandatory report.
        - Contact is requested by the foreign national if reporting is not mandatory.

    d. Notify the Diplomatic Security Command Center (571) 345-3146 even if there is no contact made to an embassy or consulate.
    e. Attempt phone contact with the foreign national’s embassy or consulate.
    f. Provide the embassy or consulate with the necessary information requested.
    g. If for some reason deputies are unable to make these notifications, they shall be made by the Communications Center.

2. The name of the person contacted and the results of the contact shall be included in the incident report.
3. If notification is optional and is not requested by the detainee, that fact should be recorded in the incident report.
4. If notification is not made to the foreign national’s embassy or consulate, document the attempt to notify in an incident report.
5. If the foreign national is seeking asylum in the U.S. <u>do not disclose</u> this information in the embassy or consulate notification.

05.06.030
## COUNTRIES FOR WHICH CONSULAR NOTIFICATION IS MANDATORY: 07/08

| | | | |
|---|---|---|---|
| Algeria | Fiji | Mauritius | Slovakia |
| Antigua and Barbuda | Gambia, The | Moldova | Tajikistan |
| Armenia | Georgia | Mongolia | Tanzania |
| Azerbaijan | Ghana | Nigeria | Tonga |
| Bahamas, The | Grenada | Philippines | Trinidad and Tobago |
| Barbados | Guyana | Poland | Tunisia |
| Belarus | Hong Kong | Romania | Turkmenistan |
| Belize | Hungary | Russia | Tuvalu |
| Brunei | Jamaica | Saint Kitts and Nevis | Ukraine |
| Bulgaria | Kazakhstan | Saint Lucia | United Kingdom[2] |
| China[1] | Kiribati | Saint Vincent and | U.S.S.R.[3] |
| Costa Rica | Kuwait | the Grenadines | Uzbekistan |
| Cyprus | Kyrgyzstan | Seychelles | Zambia |
| Czech Republic | Malaysia | Sierra Leone | Zimbabwe |
| Dominica | Malta | Singapore | |

[1] Does not include the Republic of China (Taiwan).
[2] United Kingdom includes England, Scotland, Wales, Northern Ireland and the British dependencies of Anguilla, British Virgin Islands, Bermuda, Montserrat, and the Turks and Caicos Islands.
[3] Although the U.S.S.R. no longer exists there are persons still using its passports.

5.06.035
## DIPLOMATIC IMMUNITY: 07/08

1. Foreign nationals with diplomatic immunity are issued Identification Cards by the Department of State.

   a. The degree of immunity is detailed on the back of the ID card.
   b. If needed, contact the Diplomatic Security Command Center (section 025), to verify the immunity status.

2. Foreign nationals may be stopped for investigation (Terry Stop) or stopped and cited for traffic violations regardless of their diplomatic immunity.

   a. Traffic stops are not considered to be an arrest or detention as it relates to diplomatic immunity.
   b. If a deputy judges the individual with diplomatic immunity is too impaired to drive safely, the deputy should not permit the individual to continue to drive.

3. When a foreign national with full diplomatic immunity is involved and the safety of the public is in imminent danger or it is apparent that a serious crime is being committed, deputies may intervene to the extent necessary to stop the activity.

   a. The intervention may include use of force or arrest.
   b. The Diplomatic Security Command Center (section 025) must be contacted immediately.

4. When a foreign national with full diplomatic immunity is suspected of committing a crime, obtain as much information as possible and thoroughly document it in an incident report.

   - Contact the Diplomatic Security Command Center (section 025) for instructions on where to send a copy of the incident report.

# 5.07.000 UNIFORM ALCOHOLISM TREATMENT ACT

5.07.005
## INTRODUCTION: 10/04

The Uniform Alcoholism and Intoxication Treatment Act (RCW 70.96A) provides civil procedures for deputies when dealing with persons incapacitated by alcohol or taking them into protective custody. **This does not apply to intoxicated persons.**

5.07.010
## DEFINITIONS: 10/92

**"Intoxicated Person"** means a person whose mental or physical functioning is substantially impaired as a result of the use of alcohol.

**"Person Incapacitated By Alcohol"** means that a person, as a result of the use of alcohol, has his judgment so impaired that he is incapable of realizing and making a rational decision with respect to his need for treatment and constitutes a danger to himself, to any other person, or to property.

5.07.015
## UNDERSTANDING PROTECTIVE CUSTODY: 10/04

1. Not an arrest:

    a. No arrest record.
    b. No record that implies a criminal charge.
    c. Miranda warning unnecessary.

2. Use of force:

    a. Every effort should be made to proceed with the detainee's consent.
    b. Deputies may use reasonable force to protect the health and safety of the detainee.
    c. Deputies may take reasonable steps to protect themselves or others.
    d. Exceptions: Pedestrians Under the Influence of Alcohol or drugs.

        - If a person is under the influence of alcohol or any drug and is walking or moving along or within the right of way of a public roadway, the person may be taken into protective custody.
        - If the person is not taken into protective custody, the deputy may offer to transport the person to a safe place or release the person to a competent person.
        - If the intoxicated person refuses this assistance, the deputy shall take no action (no use of force). RCW 46.61.266 prohibits any civil suit resulting from the refusal of the pedestrian to accept this assistance.

3. Length of custody:

    a. Detainee shall be taken to a hospital, treatment facility or approved holding facility as soon as possible.
    b. The detainee shall be delivered to a hospital, treatment facility or approved holding facility within eight (8) hours.

        - Jail facilities are not approved treatment facilities.

c. Detainee shall not be held more than eight (8) hours.

4. Nature of custody:

a. Civil, not criminal detention.
b. Detainee may be placed in a locked cell.

- Do not place with criminal prisoners unless absolutely necessary.

5. Police Liability:

a. "Good faith" compliance with the act protects the deputy from civil and criminal liability.
b. Detention is based on the deputy's judgment that the detainee "appeared" to be a person "incapacitated by alcohol."
c. Failure to detain an incapacitated person or unlawful detention could result in liability.

5.07.020

## PROCEDURES FOR PERSONS INCAPACITATED BY ALCOHOL: 10/04

Deputies shall comply with the following guidelines when dealing with persons incapacitated by alcohol. In all cases, deputies shall keep adequate notes in their notebook to support their actions.

1. Persons Incapacitated by Alcohol: Deputies shall:

a. Arrange transportation via ambulance to a local hospital.

- Harborview Hospital may be used if there is no other hospital, or if the incapacitated person has serous injuries.

b. Complete the face sheet of an incident report.

- On the back page of the incident report write "See Page 2".
- Complete the affidavit on page 2 using the continuation sheet, include:

  - The name of the person being transported.
  - Justification for the transportation.
  - Write "This statement is true and correct" and then sign it.

c. Give the second page of the continuation sheet to the ambulance driver.
d. Submit the incident report and continuation sheet for approval.
e. The detail should be cleared with a FCR code of 365-T, "Drunkenness" with the appropriate hazard factor.

2. Incapacitated Persons Arrested For a Felony:

a. Deputies shall request a breathalyzer test when a person is arrested for a felony and is incapacitated by alcohol.
b. The suspect should then be taken to the Harborview Hospital Emergency Room for detention/treatment.
c. Deputies shall comply with G.O. 5.01.065 (Guarding Prisoners at Medical Facilities) and/or G.O. 5.01.070 (Emergency Hospitalization of Injured Prisoners).

3. Incapacitated persons with charges pending for a misdemeanor or traffic violation:

   a. Deputies may cite for a traffic offense or refer charges to the prosecutor and place persons who are incapacitated by alcohol in a hospital as long as there is no “police hold” on them.

      - There are no provisions for "holding" suspects at a hospital.

   b. If booking is necessary, deputies shall follow the procedures outlined in section 020(2) above.

5.07.025
## ADDITIONAL ASSISTANCE: 10/04

The Emergency Services Patrol van, which is operated by the King County Division of Alcoholism Services within the city limits of Seattle, may be available to assist with transportation from 1000 - 0200 hours daily

5.07.030
## COMMUNITY ALCOHOL CENTERS: 04/00

Deputies may refer persons or families having alcohol abuse problems to one of the ten Community Alcohol Centers operated by the Seattle-King County Department of Public Health.

(1) Center for Human Services
17018 15th Ave. NE
Shoreline, Wa 98155
(206) 362-2970

(2) South King County Recovery Center
213 S. 4th
Kent, Wa 98032
(206) 854-6513

(3) Central Seattle Recovery Center
424 12 Ave. Suite 300
Seattle, Wa 98133
(206) 364-3925

(4) South King County Recovery Center
15025 4th Ave. SW
Seattle, Wa 98166
(206) 242-3506

(5) Seattle Indian Alcoholism Program
611 12th Ave. South
Seattle, Wa 98114
(206) 324-9360

(6) Stonewall Recovery Services
430 Broadway East
Seattle, Wa 98103
(206) 461-4546

(7) CONSEJO Counseling and Referral
3808 South Angeline
Seattle, Wa 98118
(206) 461-4880

(8) Therapeutic Health Services
1116 Summit Ave.
Seattle, Wa 98101
(206) 323-0930

(9) Eastside Alcohol Center
1412 140th Pl. NE
Bellevue, Wa 98007
(206) 747-7892

(10) Alcohol/Drug 24-hour Help Line
Crises Intervention, Information and Referral
(206) 722-3700 or 1-800-562-1240

# 5.08.000 DETENTION OF PERSONS WITH MENTAL ILLNESSES

5.08.005
## INTRODUCTION: 04/98

Handling persons with mental illnesses can be extremely dangerous. There is no way of knowing when a person with a mental illness may become violent. Every situation should be approached with **officer safety** in mind.

5.08.010
## DEFINITIONS: 09/92

For the purpose of this policy:

**"Gravely disabled"** means as a result of a mental disorder the person is incapable of providing essential human needs of health or safety to themselves.

**"Mental disorder"** means any organic, mental, or emotional impairment which has substantial adverse effects on an individual's cognitive or volitional functions.

**"Likelihood of serious harm"** means the person has shown substantial risk and/or evidence of causing harm to themselves, others, or others property.

5.08.015
## SITUATIONS DEFINED: 01/07

There are three (3) situations when deputies may be required to take a person with a mental illness into custody:

1. **Failure of a Person Summoned to Appear at an Evaluation and Treatment Facility;**
   - Written Authorization in Existence, RCW 71.05.150 (2) (a) (ii).
2. **Apparent Person with a Mental Illness Detained ("On-View")**;
   - No Custody Authorization in Existence, RCW 71.05.153 (2).
3. **Emergency Request by Mental Health Professional (MHP) to Take a Person into Custody for Evaluation and Treatment;**
   - Written Custody Authorization in Existence, RCW 71.05.150 (1).

5.08.020
## FTA AT AN EVALUATION AND TREATMENT FACILITY: 04/98

1. The MHP makes the original request for detention.
2. The Criminal Warrants Unit receives all documents regarding the detention of persons with mental illnesses.

3. Deputies shall comply with the following:

   a. Confirm the existence of a Commitment Order from the Data Unit.

      - If the Data Unit does not have the order on file, confirm its existence by contacting King County Mental Health, **(Police Only 296-4013)** between 0800-2200 hours or by contacting the Crisis Clinic at 461-3222.

   b. Take the person into custody when detention papers exist.
   c. Arrange transportation, via ambulance, to a treatment facility selected by the emergency personnel.

      - If the selected facility is outside King County, the person shall be transported to Harborview Hospital.

4. Deputies should serve the following documents on the detained person:

   a. The original Summons and Order.
   b. Notice of Detention.
   c. Notice of Rights.
   d. Petition for Summons.

5. Deputies shall complete a Return of Service after these documents have been served.

   - The Return of Service should be sent to the Criminal Warrants Unit.

5.08.025

## APPARENT PERSON WITH A MENTAL ILLNESS, DETAINED ("ON-VIEW"): 03/09

1. Deputies shall use their own observations, witness observations and any available evidence to determine when a person with a mental illness presents an imminent likelihood of serious harm to himself/herself, to others, to property of others, or is gravely disabled as a result of their mental condition before taking the person into custody.
2. Deputies shall have a person sent to be evaluated by a trained mental health professional whenever they are determined to meet the above conditions.

   - Deputies are protected from liability for community caretaking detentions under RCW 71.05.120 for detentions made in good faith and without gross negligence.

3. Deputies shall detain the person to be evaluated and complete the following procedure whether or not the person is willing to go “voluntarily” to the hospital.

   a. Deputies shall request an ambulance through their dispatcher.
   b. Deputies shall not specify the ambulance company or treatment facility.

      - The family may request a specific treatment facility.

4. Deputies shall complete a handwritten Officer’s Report on a two (2) part carbonless form (C-102A) or an IRIS Officer’s Report attachment, outlining the factors leading to the mental health detention/evaluation request.

   a. The O/R should conclude with a sentence reading similar to, “(Name of victim) is an immediate threat to him/herself and/or others and has been detained for a mental health evaluation.”
   b. The deputy shall provide their contact information on the form and sign the statement.

5. The deputy shall hand the yellow page of the handwritten officer's report or a printed copy of the IRIS attachment to the ambulance driver prior to the ambulance departure.

5.08.030
## COMPLETING THE INCIDENT REPORT: 03/09

1. Deputies shall complete an IRIS report for all mental health evaluation requests.

    a. Title the Incident Report a 371-E "Mental Complaints" or a 232-E "Suicide Attempt".
    b. List the person with the needing evaluation as a "victim".
    c. Complete a brief narrative in IRIS and reference the Officer's Report for complete details.
    d. List the Officer's Report as a handwritten attachment if appropriate.
    e. Submit the event to the shift sergeant for approval.

5.08.035
## EMERGENCY REQUESTS FOR EVALUATION AND TREATMENT: 04/98

1. **Written Authorization in Existence RCW 71.05.150 (1).**

    a. Deputies shall verify all Written Custody Authorizations through a Mental Health Professional or Data.
    b. Arrange transportation, via ambulance, to a treatment facility selected by the emergency personnel.

        - If the selected facility is outside King County, the person shall be transported to Harborview Hospital.

    c. Deputies shall submit an Incident Report detailing their observations and actions.

        - This report should be titled "MENTAL COMPLAINT" using the FCR of 371-E with the appropriate hazard factor.

    d. Deputies shall obtain a copy of the Written Custody Authorization from Mental Health when possible.

        - Deputies shall forward this copy to the Treatment Facility along with the hospital's copy of the Incident Report.

5.08.040
## TRAINING: 03/09

1. The initial training on this policy will be completed in the Field Training Program.
2. Refresher training on this policy will be competed every three (3) years.

# 5.09.000 EXCITED DELIRIUM

9.30.005
## INTRODUCTION: 12/07

Deputies periodically come into contact with subjects exhibiting bizarre behavior. This behavior is often a result of alcohol intoxication, the influence of drugs, mental illness, uncontrolled anger, or a combination of these factors. However, in some cases bizarre behavior may be associated with a serious medical condition called excited delirium, which in some instances may be fatal.

The purposes of this policy is to help deputies (1) identify subjects who are possibly in a state of excited delirium, (2) manage the situation in a manner that minimizes the risks to all those involved and (3) facilitate medical care for the subject as soon as practical.

5.09.010
## DEFINITIONS: 12/07

For the purpose of this policy:

**"Excited Delirium"** means a sudden, abrupt display of exaggerated behavior. The subject becomes very agitated, possibly to the point of extreme violence. The affected subject often, but not always, engages others in a vigorous struggle and may end up dying suddenly regardless of intervention efforts by law enforcement or medical personnel.

5.09.015
## RECOGNIZING EXCITED DELIRIUM: 12/07

1. Excited delirium may be caused by several factors including:

    a. Chronic drug use (particularly cocaine or methamphetamine abuse),
    b. Substance withdrawal,
    c. And/or mental illness.

2. The subject's ability to focus, sustain, or shift attention is impaired, and he/she is easily distracted.
3. The subject's speech may be rambling and incoherent, and it may be difficult or impossible to engage the subject in conversation.
4. The subject may also be disoriented, misinterpret perceptions, be delusional, and/or experience hallucinations.
5. Due to an elevated body temperature, many of these subjects remove one or more items of clothing, and they often appear impervious to pain.
6. A subject in an excited delirium state may exhibit one or more of the following:

    a. Physical characteristics.

        - Dilated Pupils.
        - High Body Temperature (hyperthermia).
        - Sweating Profusely.
        - Skin Discoloration.
        - Extremely Agitated.

b. Behavioral cues.

- Seemingly unlimited stamina.
- Impervious to pain.
- Intense Paranoia.
- Violent and/or Bizarre Behavior.
- Attraction to glass, water or shiny objects.
- Removing Clothing.
- Violently Resists During Control Attempts.
- Continues to Resist After Being Restrained.
- 1,000 yard stare.
- Muscle Rigidity.
- Incoherent Speech – Guttural Noises.

7. Deputies have neither the expertise nor the opportunity in these situations to diagnose the underlying cause of these symptoms and behaviors. However, recognition of these symptoms and behaviors may aid deputies in deciding how to respond to the subject exhibiting them.

5.09.020
## MANAGING EXCITED DELIRIUM: 12/07

Once a dispatcher or deputy concludes that a subject may be in an excited delirium state, the incident should be managed as a medical emergency, in addition to whatever other law enforcement response may be required under the circumstances, including the use of reasonable force.

5.09.025
## COMMUNICATION CENTER'S ROLE: 12/07

1. If a dispatcher believes, based upon information provided by the reporting party, that a subject involved in an incident may be in an excited delirium state, the call receiver should forward that information as soon as possible to the dispatcher to be relayed to the responding deputies.
2. When a dispatcher receives information that a subject involved in an incident may be in an excited delirium state the dispatcher should:

   a. Relay the information to the deputies assigned to the incident as soon as possible.
   b. Request EMS when advised by the responding deputies, whether or not the have arrived at the scene.
   c. Advise EMS personnel to stage at a location a safe distance from the scene until notified by the deputies that the scene is secure.
   d. Inform responding deputies that EMS is en-route and where they will be staged.

3. If practical, a minimum of four deputies should be dispatched to the incident.

5.09.030
## DEPUTY'S ROLE: 12/07

1. Deputies responding to an incident conclude that a subject may be in an excited delirium state, deputies should, as soon as practical, request EMS to respond.
2. If the subject involved or others at the scene pose a potential threat, deputies should advise EMS to stage until the scene is secure.

3. If the subject does not appear to pose an immediate threat to the physical safety of deputies or to other persons, or to him or herself, or pose an immediate threat to escape, deputies should consider:

    a. Containing the subject while maintaining a safe distance.
    b. Remove others who might be harmed by the subject from the immediate area.
    c. Gaining the subject's voluntary cooperation.

4. If the subject to be taken into custody is armed or combative, is attempting to escape custody or otherwise poses a threat to the physical safety of deputies or to other persons, or to him or herself, deputies may employ that amount of force that is reasonable and necessary to protect themselves and others at the scene and to take the subject into custody.
5. To the extent practical, efforts should be made to minimize the intensity and duration of the subject's resistance and to avoid engaging in a potentially prolonged struggle.
6. If circumstances allow, it may also be possible to limit the subject's resistance by employing a Taser, and/or several deputies simultaneously restraining the subject quickly.
7. Once the subject is in custody and the scene is safe, EMS personnel should be called to the scene.
8. The subject's breathing should be monitored until EMS assumes control of medical treatment.
9. The subject should be transported by ambulance to an emergency medical facility.

# 5.10.000 SEARCH WARRANTS

5.10.005
## INTRODUCTION: 05/99

The general rule is crime scene searches may not be conducted without a search warrant, except where there are exigent circumstances or lawful consent. A signed Consent to Search does not always guarantee later admissibility of seized evidence for trial purposes. A search warrant will be issued when sufficient facts have been presented to a judge to allow him/her to independently determine that there is probable cause to believe that the item(s) to be searched for is (a) the type of thing for which a search warrant may be issued, and (b) presently located where the person presenting the information says it is. Probable cause is determined on the basis of the information presented. Therefore, the type and amount of information necessary to obtain a warrant will vary from case to case.

5.10.010
## GENERAL PROVISIONS: 05/09

1. Search warrants issued through King County Superior Court are valid throughout the state.
2. Search warrants issued through a district court are valid only in the county of issuance.

    - Deputies needing a search warrant for property in another county should obtain it through the appropriate court of that county.

3. Search warrants are normally valid for ten (10) days from the time of issuance, and must be returned within three (3) days after service, unless otherwise stipulated by the issuing judge.

5.10.015
## ROLE OF THE PROSECUTOR'S OFFICE: 05/99

1. The King County Prosecutor's Office offers assistance in the form of legal advice and review of search warrants on a twenty four (24) hour basis.
2. Deputies should have Affidavits for Search Warrants approved by a deputy prosecutor for the following reasons:

    a. The law of Search and Seizure is subject to rapid and radical change.
    b. Ultimately it will be the Prosecutor's job to defend a warrant against the suppression of evidence on a claim of illegal search.
    c. A case based on a search warrant may be filed more rapidly.

3. Deputies who are writing an Affidavit for Search Warrant and need the assistance of a Prosecutor may call them during regular business hours.
4. Deputies needing assistance at night or on weekends should contact the Precinct CID supervisor who will have a current list of appropriate Prosecutors.

    a. When the list is sent by the Prosecutor's Office, it will be distributed by the Major Crimes Supervisors.
    b. The list is confidential and shall not be disseminated outside the department.

5.10.020

## PERSON PRESENTING THE INFORMATION: 05/99

1. When a particular situation appears to call for a search warrant, a decision should be made immediately as to who should be the affiant (the person who presents the information to the judge and swears to his belief in the truth of the same).
2. That person should have or obtain all the information available concerning the situation, including, but not limited to:

    a. Source of Information:

    - His/her own observation, or that of another deputy.
    - The observation of a private citizen.
    - The observation of a confidential informant.

    b. Reliability:

    - Deputies/police officers are presumed to be reliable.
    - Private citizens can be presumed to be reliable if the information to the judge includes the underlying reasons for believing the individual. Some considerations are:

        - Time in community.
        - Steady work or business.
        - Property owner.
        - Held any position of trust.
        - Registered voter.
        - Certified address and phone number at which you can reach the person.
        - Driver's license.
        - Lack of a criminal history.
        - Any other information which shows this person is an average citizen in the community.

    - Confidential informants do not usually have the attributes listed above, but they can be considered reliable by looking at past performance. Some considerations are:

        - How long known to police.
        - Provided information that has led to arrests, convictions, and/or recovery of evidence.
        - Basis of knowledge of the crime.

    c. Observations:

    - WHEN:

        - Did he/she tell?
        - Did he/she see or hear, including date and time of day?

    - WHERE:

        - Was he/she when their observations were made?
        - Were the things he/she saw or where was he/she told they were?
        - Is the place to be searched? (This must be described in sufficient detail to enable **any** deputy/detective serving the warrant to locate the place.) Specifics about the location are very important, such as the appearance of a structure, or a legal description if no address is available. (Example: A blue two-story, wood-framed, single-family dwelling with white trim, located at 12345 6 Ave SW, Seattle, King County, Washington.)

- WHAT:
  - Was seen? (Example: In the case of stolen goods, a detailed description may be necessary if they are not otherwise readily identifiable. In the case of illegal drugs, it may be necessary to indicate how the person knows illegal drugs when he/she sees them.)
- WHY:
  - You believe the informant.
  - You believe the goods are stolen or the drugs are illegal.
  - You believe the items are still present where last seen.

d. Corroboration:

This is not always necessary but can be extremely important. It may include:

- Any additional information from any other reliable source which would indicate that your present information is correct.
- Information from another informant or from surveillance.
- An independent check of police records or public documents. You should ask yourself, "What can be done to verify any portion of the information I have received?"

5.10.025

## SEARCH WARRANT V. TELEPHONIC SEARCH WARRANT: 05/99

The process for either type of search warrant is basically the same. During normal business hours and with close access to the appropriate judge, department members may always hand write or type the Affidavit For Search Warrant and Search Warrant and personally present it to a judge for his/her signature. Use of telephonic Search Warrants can minimize delays in an investigation. Deputies should prepare both the Affidavit and Search Warrant in writing before calling a judge.

1. There are three (3) parts to a search warrant, all of which are printed on" fill in the blank" forms.

   a. Affidavit For Search Warrant.
   b. Search Warrant.
   c. Inventory and Return of Search Warrant.

2. Once the written documents have been prepared, department members shall follow these procedures:

   a. If needed, telephone a deputy prosecuting attorney from the search warrant list provided by the Prosecuting Attorney's Office. Read the affidavit and the search warrant to the deputy prosecutor and solicit his/her input and suggestions.
   b. E-mail the affidavit to the deputy prosecutor.
   c. Make any changes necessary. Normally the deputy prosecutor will simply approve the documents and tell you to proceed. Sometimes it may be necessary to arrange a conference call for you, the deputy prosecutor, and the judge.

3. Additional steps for a **telephonic search warrant**:

   d. Call a District Court or Superior Court judge from the list provided by the Prosecutor's office and determine if the judge is familiar with the telephonic warrant procedure. If not, or if the judge is unwilling to proceed, call the next judge until you find one who is willing to assist.

      - **Pro Tem Judges cannot approve a search warrant.**
      - **Superior Court Judges must approve an out of county warrant.**

   e. Turn the tape recorder on and do not turn it off until the end of the conversation.

      - This will avoid any accusations of gaps or omissions.

   f. Test the tape recorder to make sure that it is operating properly.
   g. Announce the date and time you begin and identify yourself by name and rank as a commissioned deputy with King County Sheriff's Office. Also announce the judge's name and the fact that you are calling him/her for the purpose of obtaining a telephonic search warrant.
   h. Ask the judge if it O.K. to tape.
   i. Ask the judge to put you under oath/swear you in.

   j. Read the affidavit to the judge, including any incorporated reports, statements.

      - Read the affidavit in its entirety and verbatim.

   k. Place any other pertinent information on the tape, including having another person (a citizen informant, for instance), speak with the judge and answer the judge's questions. If another person speaks directly to the judge, remind the judge to place that person under oath. The identity of a confidential informant should not be revealed.

      - Reliability should be established on tape.

   l. Read the search warrant to the judge, including the place to be searched and the items to be seized.

      - Read the search warrant in its entirety and verbatim.

   m. Ask the judge for authority to sign his/her name to the search warrant. Once you obtain permission, announce the date and time when you finish recording and end the conversation.
   n. Rewind the tape and play it back to make sure that it has been completely recorded.

      - If a portion has been missed, re-contact the judge and start over.

   o. Have the tape transcribed.
   p. File the original tape with the Court along with the appropriate copies of the Affidavit for Search Warrant, Search Warrant, and Inventory and Return of Search Warrant.

4. After service of a Search Warrant deputies shall serve the copy of the Inventory and Return of Search Warrant and Search Warrant in the following manner:

   a. Upon the person from whom or from whose premises the property was taken, or
   b. Conspicuously post within the premises/place the property was found.

      - The Prosecutor's office suggests the description of the property be general (e.g., six (6) Sony televisions, ten (10) halogen lamps, one (1) pair of shoes etc.).
      - Deputies should not leave or post copies of the Master Evidence Record.

5. Each form has specific copies which must be filed within three business days after service of the warrant:

   a. Copy of the Inventory and Return of Search Warrant and Search Warrant must be "left at premises searched" and a copy filed with the court.
   b. Telephonic warrants **require** you to file the **original tape recording** with the **Court File** copies of the Affidavit for Search Warrant and Search Warrant.

5.10.030

## TELEPHONIC AFFIDAVIT BOILERPLATE: 05/99

This is a tape recorded conversation between Detective/Deputy _____ serial number_____, of the King County Sheriff's Office, (specialized Unit if any) , and Judge _____ of the King County Superior/District Court _____ Division for King County Washington.

The date of this recording is _____. The current time is _____.

This conversation is being recorded by Detective/Deputy _____ on equipment located at the King County address of _____.
Your Honor, we are currently investigating a ____(type of crime)_____, and we need a telephonic search warrant. If you will swear me in I will read the affidavit of the search warrant for you.

**THE JUDGE WILL SWEAR YOU IN NOW.**

**THE NEXT SECTION WILL LIST AFFIANT EXPERIENCE WHICH WILL VARY FROM PERSON TO PERSON.YOUR SEARCH WARRANT SHALL INCLUDE YOUR PROFESSIONAL EXPERIENCE. FOR EXAMPLE:**

Your affiant Detective/Deputy _____ has been employed as a Detective/Deputy by the King County Sheriff's Office since _____. That your affiant is a King County Sheriff Detective/Deputy assigned to the King County Sheriff's Office (specialized unit if any) ;
That your affiant has been doing criminal follow-up investigations since _____; that your affiant has been involved in (type and approximate number of) investigations since (year) and has attended (list any specialized schools or training) . That your affiant is the assigned follow-up investigator in this case; King County Sheriff's Office case number on this incident is _____.

**THE NEXT SECTION WILL LIST YOUR PROBABLE CAUSE AND IS SIMILAR TO A DETAILED OFFICER'S WITNESS STATEMENT. FOR EXAMPLE:**

On _____ at approximately _____ hours, King County Sheriff's Office responded to a reported _____ at the address of _____ in King County, Washington. King County Deputy(s) arrived at _____ hours. King County Deputy(s) were directed to _____ where the crime of _____ appears to have been committed. King County deputies made a cursory examination and this examination indicates the victim(s) was/were _____ with _____ being caused by _____. King County Sheriff's Office have secured the scene since they arrived.

King County Sheriff's Office and your affiant, Detective/Deputy _____, request a search warrant for the property described as (use a detailed, specific description), located at the address of _____, (city) , King County, Washington, to search for and seize evidence of _____. This evidence consists of but is not limited to photographs, diagrams, measurements, papers of dominion, _____, , and instrumentalities of the crime of _____, and any other evidence of this crime and any related crimes, which may have contributed to this crime. I, (your name) do solemnly swear that the above is true and correct.

This concludes the affidavit, your Honor, do you have any questions?

Now with your permission I will read the search warrant.

**READ THE SEARCH WARRANT NOW.**
**ASK THE JUDGE TO GIVE PERMISSION TO SIGN HIS/HER NAME TO THE SEARCH WARRANT.**

**THE ENDING TO BE PUT ON TAPE:**

This will end the tape recorded conversation between Detective/Deputy _____ and Judge _____ of the King County Superior/District Court _____ Division, King County, Washington. Today's date is _____. The current time is _____.

**END OF TAPE RECORDED PORTION. ALWAYS CHECK THE QUALITY OF YOUR RECORDING!**

5.10.035
**AFFIDAVIT BOILERPLATE:** 05/99

AFFIDAVIT FOR SEARCH WARRANT

_____ COURT FOR KING COUNTY

STATE OF WASHINGTON )
: ss
COUNTY OF KING )

NO.

**AFFIDAVIT FOR SEARCH WARRANT**

The undersigned on oath states: I believe that:

( ) Evidence of the crime (s) of _____

_____, and

( ) Contraband, the fruits of a crime, or things otherwise criminally possessed, and

( ) Weapons or other things by means of which a crime has been committed or reasonably appears about to be committed, and

( ) A person for whose arrest there is probable cause, or who is unlawfully restrained

is/are located in, on, or about the following described premises, vehicle or person:

_____
_____
_____
_____

My belief is based upon the following facts and circumstances:

_____
_____
_____
_____

(Continued on next page)



White copy: Court File
Canary Copy: Police File
Pink Copy: Judge's Copy

Affidavit for Search Warrant (continued)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

_____
Affiant

_____
Agency, Title and Personnel Number

Subscribed and Sworn to before me this _____ day of
_____, (year).

_____
Judge

Issuance of Warrant Approved:
NORM MALENG

By _____
Deputy Prosecuting Attorney

Affidavit for Search Warrant,
Page ____ of ____

White Copy: Court File
Canary Copy: Police File
Pink Copy: Judge's Copy

5.10.040
**SEARCH WARRANT:** 05/99

_____ COURT FOR KING COUNTY

STATE OF WASHINGTON ) NO.
) SS.
COUNTY OF KING ) **SEARCH WARRANT**

**TO ANY PEACE OFFICER IN THE STATE OF WASHINGTON:**

Upon the sworn complaint made before me there is probable cause to believe that the crime(s) of _____
_____

has been committed and that evidence of that crime; or contraband, the fruits of crime, or things otherwise possessed; or weapons or other things by means of which a crime has been committed or reasonably appears about to be committed; or a person for whose arrest there is probable cause, or who is unlawfully restrained is/are concealed in or on certain premises, vehicles or persons.

YOU ARE COMMANDED to:

1. Search, within _____ days of this date, the premises, vehicle or person described as follows:

_____
_____
_____
_____

2. Seize, if located, the following property or person(s):

_____
_____
_____
_____

(Continued on next page)



White Copy: Court File
Canary Copy: Police File
Pink Copy: Judge's Copy
Goldenrod Copy: Left at premises searched

Search Warrant (continued)

2. (continued) :

_____
_____
_____
_____
_____
_____
_____

3. Promptly return this warrant to me or the clerk of this court; the return must include an inventory of all property seized.

A copy of the warrant and a receipt for the property taken shall be given to the person from whom or from whose premises property is taken. If no person is found in possession, a copy and receipt shall be conspicuously posted at the place where the property is found.

Date/Time:

JUDGE

_____
Printed or Typed Name of Judge

( ) This warrant was issued by the above judge, pursuant to the telephonic warrant procedure authorized by JCrR 2.10 and CrR 2.3, on _____, 19 _____ at _____.m.

_____

_____ _____
Printed or Typed Name of Peace Officer, Agency and Personnel Number

Signature of Peace Officer Authorized to Affix Judge's Signature to Warrant

Search Warrant

White Copy: Court File
Canary Copy: Police File
Pink Copy: Judge's Copy
Goldenrod Copy: Left at premises searched

5.10.045
**INVENTORY AND RETURN:** 05/99

_____ COURT FOR KING COUNTY

STATE OF WASHINGTON )
)
COUNTY OF KING )

NO.

**INVENTORY AND RETURN OF SEARCH WARRANT**

1. I received a search warrant for the premises, vehicle or person specifically described as follows:
_____
_____
_____
_____

2. On the _____ day of _____, 19 _____, I made a diligent search of the above-described premises, vehicle or person and found and seized the items listed below in Item 7.

3. Name (s) of person (s) present when the property was seized:
_____
_____

4. The inventory was made in the presence of:

( ) The person(s) named in (3) from whose possession the property was taken.

( ) Others: _____

5. Name of person served with a copy or description of place where copy is posted:
_____
_____

6. Place where property is now stored:
_____

(Continued on next page)



White Copy: Court File
Canary Copy: Police File
Goldenrod Copy: Left at premises searched

Inventory and Return of Search Warrant (continued)

7. Property and person(s) seized: (Indicate the location of property when seized):

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Dated: _____

_____
Signature of Peace Officer

_____
Agency and Personnel Number

_____
Printed or Typed Name



White Copy: Court File
Canary Copy: Police File
Goldenrod Copy: Left at premises searched

# 5.11.000 EXECUTING SEARCH WARRANTS

5.11.005
## POLICY STATEMENT: 06/92

This policy is intended to assist detectives/deputies who are executing search warrants.

5.11.010
## DEFINITIONS: 06/92

For the purpose of this policy:

**"Tactical entry"** means a maneuver that requires the element of surprise, use of special equipment (i.e., battering ram, tear gas, etc.) or special unit personnel.

**"Lead Detective/Deputy"** means the detective/deputy who **personally** developed information regarding the search warrant to be executed and can positively identify the building or area to be searched.

**"Entry Team Leader"** means the detective/deputy who is assigned to organize the entry team of detective/deputies into the building or area to be searched.

**"Innocents' Advocate"** means the person(s) responsible for comforting people not directly associated with the warrant service (i.e., children, non-suspects, etc.).

5.11.015
## NON-TACTICAL SEARCH WARRANTS: 06/92

The Lead Detective/Deputy shall:

1. Assume full responsibility for the warrant service process.
2. Be present for the warrant service.
3. Ensure that all building search warrant affidavits and face sheets contain the **CORRECT:**

    a. Street address.
    b. Description of the building.
    c. Location of the building in relation to other structures and/or street addresses.

4. Visually confirm that the address and description shown on the warrant matches the correct building or area to be searched.

5.11.020
## TACTICAL ENTRY SEARCH WARRANTS: 03/96

1. The Lead Detective/Deputy shall:

    a. Develop the information needed to get the search warrant.
    b. Brief the Entry Team Leader.
    c. Complete the Tactical Search Warrant Briefing Report (KCSO Form #A-116) with the Entry Team Leader.

d. Complete the Search Warrant Risk Analysis Checklist with the Entry Team Leader and submit it to the Unit supervisor for review.
e. Show the Entry Team Leader the **CORRECT** location to be searched.

2. The Entry Team Leader shall:

a. Coordinate the tactical operation with the Lead Detective/Deputy.
b. Ensure that the **CORRECT** location has been identified before executing the search warrant.
c. Complete the Search Warrant Risk Analysis Checklist with the Lead Detective/Deputy and submit it to the Unit supervisor for review.
d. Complete the Tactical Search Warrant Briefing Report with the Lead Detective/Deputy.
e. Organize the Entry Team and execute the search warrant.
f. Critique the tactical operation after completion.

3. The supervisor of the officer executing the search warrant shall:

a. Assume full responsibility for the entire operation.
b. Ensure that all building search warrant affidavits and face sheets, contain the **CORRECT**:

- Street address.
- Description of the building.
- Location of the building in relation to other structures and/or street intersections.

c. Ensure that the lead detective/deputy accompanies the entry team leader to the address to visually confirm that the address and description shown on the warrant matches the correct building before the pre-operation briefing.
d. Review the Search Warrant Risk Analysis Checklist with the Lead Detective/Deputy and/or the Entry Team Leader.
e. Submit the completed Search Warrant Risk Analysis Checklist, Tactical Search Warrant Briefing Report and appropriate briefing documents to the designated Captain/Incident Commander for final review and approval. (See G.O. 11.06.105)
f. Review the Tactical Search Warrant Briefing Report with the Lead officer and the Entry Team Leader.
g. Ensure a pre-operation briefing is conducted. The briefing shall include the following:

- Intelligence information regarding:

  - Approach routes.
  - Layout of interior.
  - Hazard factors.
  - Possible number of suspects and non-suspects present.
  - Location of evidence (if known).
  - Any other information that would ensure a safe conclusion to the operation.

- If feasible, photographs and/or video of the target to be searched.
- Assign specific duties to each member of the entry team and exterior security team.
- Close an alternate communication frequency during the warrant service.
- Descriptions of suspects and their vehicles, surveillance locations, and arrest signals for operations conducted outdoors.

h. Notify the Communications Center, precinct of occurrence, and all other appropriate jurisdictions of the location and time of the search.

i. Be present at all tactical entry operations.

- If the supervisor is unavailable, he/she should immediately notify the Precinct/Section Commander.
- The Precinct/Section Commander shall then designate another supervisor to participate in the operation.

j. Ensure that department approved vests, raid jackets, and hats are worn during all operations unless the detective(s) is working undercover inside the building or group targeted for the operation.
k. Ensure that uniformed deputies are present whenever possible.
l. Ensure that the Innocents' Advocate is present whenever innocent persons are expected to be contacted during the operation.
m. Notify the chain of command when an unusual event occurs during the operation.
n. Upon completion of the search warrant, ensure that reasonable steps have been taken to secure the area that was searched.

- Clearly document in an Officer's Report the steps taken to secure the area and maintain it with the case file.

4. The Captain/Incident Commander who reviewed and approved and the Search Warrant Risk Analysis Checklist where a TAC-30 deployment is initiated will be present for the incident and assume responsibility as the Incident Commander. In the event the original approving Captain is unavailable, a Captain from the appropriate Precinct/Section will be present as the Incident Commander.
5. At the conclusion of the operation, the completed Search Warrant Risk Analysis Checklist will be forward by the reviewing supervisor to the appropriate Division Chief via the chain of command.

5.11.025
## EVIDENCE GATHERING PROCEDURES: 06/92

When conducting evidence searches of buildings, the following guidelines shall be followed:

1. At least two (2) detective/deputies shall search each room.
2. Detective/deputies who find cash, drugs, or other valuables shall immediately notify his/her partner and the on-scene supervisor.

a. Two (2) detective/deputies shall count the cash, quantity of the drugs, and valuables.
b. The items shall be recorded and signed by both officers on a Master Evidence Record (KCSO Form #A-102), Seizure Notice and/or the Search Warrant Inventory and Return.

- When items are seized for the purpose of forfeiture (i.e., cash and valuables) enter them on a **separate Master Evidence Record**.
- Master Evidence Record item numbers shall be listed for seized property when completing a Notice of Seizure and Intended Forfeiture.

3. Evidence should be photographed in its original location.
4. Cash money shall be photocopied.

- The photocopy and a print of the aforementioned photograph shall be entered into evidence under separate item numbers.

5. The same search technique and documentation applies to vehicles.

# 6.00.000 USE OF FORCE

6.00.005
## POLICY STATEMENT: 01/02

Deputies shall not use either physical or deadly force on any person except that which is reasonably necessary to effect an arrest, to defend themselves or others from violence, or to otherwise accomplish police duties according to law. To the extent that Sheriff's Office Policy may contain provisions more restrictive than the state law, such provisions are not intended, nor may they be construed or applied, to create a higher standard of care or duty toward any person or to provide a basis for criminal or civil liability against the County, the Sheriff's Office, or any of it's officials or individual deputies. Secondly, whenever force is used, criminal charges should be filed against the suspect, when appropriate.

6.00.010
## DEFINITIONS: 07/00

For purposes of this policy:

**"Deadly force"** means the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury (RCW 9A.16.010 (2)).

**"Physical force"** means the intentional application of force through the use of physical contact that does not rise to the level of deadly force.

1. This includes hitting with or without an object, kicking, or use of any chemical agent.
2. Any other use of force that results in injury or complaint of injury.
3. This does not include routine handcuffing and control holds not amounting to the conditions above.
4. This does not include the use of pepper spray in which there are no additional injuries or unusual occurrences, (G.O. 6.05.000).

**"Necessary"** means that no reasonably effective alternative to the use of force appeared to exist and that the amount of force used was reasonable to effect the lawful purpose intended (RCW 9A.16.010 (1)).

6.00.015
## USE OF FORCE AND MEDICAL TREATMENT: 06/92

If possible, the deputy shall ensure that all persons involved in the use of force receives first aid or medical treatment, if needed or requested.

6.00.020
## PHYSICAL FORCE, USE OF: 03/09

1. When necessary, deputies may use physical force when the deputy(s) reasonably believes that other force options would be ineffective or impractical.
2. Deputies may use physical force to overcome a subject's combative or active resistance.

6.00.025
## DEADLY FORCE, USE OF: 06/92

RCW 9A.16 establishes a higher standard for the police officer than the private citizen in the application of deadly force.

1. Deputies shall exhaust every reasonable means of apprehension before resorting to the use of deadly force.
2. Firearms shall not be drawn or pointed unless a deputy has reason to believe that their use may be required.
3. When necessary, a deputy may generally use deadly force only when **both** of the following elements exist:

    a. Either to overcome actual resistance to the execution of the legal process, mandate, order of a court or officer, or in the discharge of a legal duty, or to arrest a person who the deputy reasonably believes has committed, has attempted to commit, is committing, is attempting to commit a felony; **and**
    b. The deputy has probable cause to believe that the suspect, if not apprehended, poses a threat of **serious physical harm** to the deputy or others.

4. The threat of serious physical harm includes, but is not limited to, cases in which:

    a. An armed suspect threatens someone or displays a weapon in a threatening manner; or
    b. It is reasonably believed that the suspect committed or attempted to commit a crime of violence involving either actual or threatened serious physical injury.

5. If possible, deputies should warn the suspect that deadly force may be used if any escape from custody is attempted.
6. RCW 9A.16.040 (3) states that "a public officer or peace officer shall not be held criminally liable for using deadly force without malice and with a good faith belief that such act is justifiable pursuant to this section."

    - Deputies shall not be censured or disciplined if a suspect is not apprehended, where the deputy deemed the use of deadly force to be unwise.

7. Deputies shall read and fully understand RCW 9A.16.010 - 9A.16.040.

6.00.030
## RESTRICTIONS: 03/09

1. Discharging a firearm as a warning is prohibited.
2. Deputies shall not shoot from moving vehicle, except as a last resort.
3. Deputies shall not shoot at a moving vehicle, unless:

    a. Deadly physical force is being used against the deputy or another person by means other than a moving vehicle; or
    b. The moving vehicle poses an imminent and identifiable threat of serious physical harm to the deputy or others from which there is no reasonable means of escape. For the purposes of this section, deputies:

        - Shall attempt to move out of the path of an oncoming vehicle, if possible, rather than discharge their firearm; and
        - Shall not intentionally place themselves in the path of an oncoming vehicle and attempt to disable the vehicle by discharging their firearms.

4. Deputies shall not discharge their firearms at a fleeing vehicle unless a deputy reasonable believes, and can articulate reasons therefore, why the necessity for immediate apprehension outweighs the danger to the public that is created by discharging a firearm.
5. Deputies shall not make any physical application or maneuver to the neck region that restricts blood or air flow (i.e., choke holds, sleeper holds, carotid submission holds, lateral vascular neck restraint, etc.), except as a last resort to protect the deputy(s) or others from an immediate threat of death or serious bodily injury.

    - Any and all variations of these maneuvers may be considered **deadly force** when applied to the neck region.

# 6.01.000 FORCE, REPORTING USE OF

6.01.005
## POLICY STATEMENT: 11/04

It is the policy of the Sheriff's Office to promptly report and to thoroughly investigate any use of force incident. Whenever a deputy uses either deadly force or physical force, **REPORTING IS MANDATORY**.

6.01.010
## DEFINITIONS: 11/04

For purposes of this policy:

**"Deadly force"** means the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury (RCW 9A.16.010 (2)).

**"Physical force"** means the intentional application of force through the use of physical contact that does not rise to the level of deadly force.

6.01.015
## REPORTING: 03/09

1. A use of force report is required when a deputy/detective:

    a. Hits a person with open or closed hands.
    b. Hits a person with an object such as a baton or flashlight.
    c. Kicks a subject.
    d. Uses any chemical agent (i.e., mace, tear gas).
    e. Uses a Taser or any less lethal weapon, or
    f. Uses any physical force that results in injury or complaint of injury.

2. A use of force report is not required when:

    a. Using routine handcuffing and control holds not amounting to the conditions above.
    b. Using pepper spray in which there are no additional injuries or unusual occurrences.
    c. A Taser is only displayed.

6.01.020
## DEPUTY/DETECTIVE'S RESPONSIBILITIES: 11/04

**The deputy/detective shall:**

1. Immediately notify an on duty Supervisor.
2. Document the incident in detail in an Officer's Report.

    a. The deputy/detective may consult an attorney or Guild representative before making a statement.

        - **Any report may be disclosed to adverse persons in criminal, civil, or administrative proceedings.**

    b. The involved deputy/detective's statement shall be submitted to the commanding officer who compelled it no later than seventy two (72) hours after being ordered to do so.

6.01.025
## SUPERVISOR'S RESPONSIBILITIES: 11/04

**The on duty Supervisor shall:**

1. Immediately investigate and review the incident.
2. Identify and interview:

    a. The person(s) involved.
    b. Available witnesses.

3. Review the deputy/detective's statement, if available.
4. Obtain written statements unless Major Crimes detectives take charge of the scene.
5. Ensure that the person(s) involved is not released from custody or booked into the King County Jail without in-person approval.

    - Exceptions may be made by a Precinct/Section Commander, Command Duty Officer, or higher authority with such exceptions documented.

6. Prepare a Supervisor's Use of Force Review.
7. Forward the **original** incident report and associated documents to the appropriate Detective unit if necessary.

    - **Do not include the Supervisor's Use of Force Review with the original incident report.**

8. Forward the Supervisor's Review with copies of the **entire** case packet to the Precinct/Section Commander via the chain of command.

6.01.030
## PRECINCT/SECTION COMMANDER'S RESPONSIBILITIES: 03/09

**The Precinct/Section Commander shall:**

1. Review the case packet for completeness.
2. Make any necessary comments and/or recommendations.
3. Forward the case packet to the Division Chief without delay.

6.01.035
## DIVISION CHIEF'S RESPONSIBILITIES: 03/04

**The Division Chief shall:**

1. Review the case packet for completeness.
2. Make any necessary comments and/or recommendations.
3. Forward the case packet to the Internal Investigations Unit without delay.

6.01.040
## IIU'S RESPONSIBILITIES: 03/09

**IIU shall:**

1. Review the case packet for completeness.
2. Investigate the use of force incident if a policy violation is alleged.
3. Retain the **entire** case packet in compliance with the Record Retention Schedule.
4. Create an annual analysis of Use of Force Reports.

    - This analysis may reveal patterns or trends that could indicate training needs and/or policy modifications.

# 6.02.000 DEPUTY DISCHARGING FIREARMS

6.02.005
## POLICY STATEMENT: 03/04

Anytime a sworn department member discharges a firearm, except in usual training, practice situations, or animal euthanasia, a complete investigation shall be conducted. Particular attention shall be given to:

1. The deputy(s) involved in the shooting to help reduce the trauma suffered by the deputy(s).
2. The legal questions that may arise regarding the justification for the shooting.

6.02.010
## ACCIDENTAL DISCHARGE OF FIREARMS, NO INJURY INVOLVED: 05/08

Whenever a deputy accidentally discharges a firearm and no injury is involved:

1. The deputy shall:

    a. Immediately notify a supervisor.
    b. Submit a detailed Officer's Report before securing from duty.

2. All deputies present shall submit a detailed Officer's Report before securing from duty.
3. The involved deputy's supervisor shall:

    a. Investigate the incident and notify the appropriate Precinct/Section Commander, Division Chief, or Command Duty Officer (CDO) as soon as possible.
    b. Submit a Supervisor's Incident Review via the chain of command to the Precinct/Section Commander or Division Chief before securing from duty.

        - Include a copy of the deputy's statement.

    c. Ensure the weapon is inspected by the Department Armorer if the reason for the discharge is unknown.

4. The Precinct/Section Commander, Division Chief, or the CDO shall notify the Sheriff as soon as possible.

6.02.015
## DISCHARGE OF FIREARMS, ALL OTHER: 06/08

Whenever a deputy discharges a firearm, except animal euthanasia:

1. The deputy, if not seriously injured and able to do so, should:

    a. Immediately notify radio of the shooting and the location.
    b. Request and direct aid response as reasonably possible under the circumstances.

c. Give deputies and first supervisor on the scene enough information about the incident to enable them to take steps to:

- Apprehend or locate other suspects, victims, or witnesses.
- Protect and preserve the crime scene.
- Accurately explain the scene and situation to the follow-up investigators.

d. Leave the scene of the incident when directed to do so by the on-scene supervisor.

- It is recommended that the deputy go to a location away from the scene, but accessible by phone (e.g., precinct, fire station).

2. The dispatcher shall:

a. Request aid as directed by the deputy(s) or on-scene supervisor.
b. Ensure that the closest on-duty supervisor is immediately notified and dispatched to the scene.
c. Notify the Communications Center supervisor so that he/she can then notify the involved deputy's Precinct/Section Commander, Division Chief, or CDO, and the Guild.
d. If requested by the deputy involved, notify the closest available Personal Assistance Team (PAT) member, deputy, or friend.
e. Make other notifications as requested by the on-scene supervisor.

3. On-scene supervisor shall:

a. Immediately take the necessary steps to calm and reassure the deputy involved.
b. Ask the involved deputy only the questions on the Deputy Involved Shooting Checklist (KCSO Form #A-127) necessary to:

- Determine the nature of the offense and the circumstances surrounding the incident.
- Apprehend or locate other suspects, victims, or witnesses.
- Protect and preserve the crime scene.

c. Collect the involved deputy's weapon in a non-threatening environment that is out of public view.

- This shall be done before the deputy involved leaves the scene.

d. Direct the involved deputy to leave the scene, accompanied by a deputy, PAT member, or other person requested by the involved deputy(s).

- The deputy may return to the scene any time with the approval of the on-scene supervisor.

e. Assign a deputy to accompany the injured to the hospital.

- The accompanying deputy should take extreme care to retrieve and preserve the clothing of the injured party, especially the portion that may have been cut away from the gunshot wound.
- In the case of death, the hands shall be bagged by Medical Examiner.

f. Ensure that no one enters the crime scene except those on-duty deputies directly involved in the incident.

- The Press, attorneys, Bargaining Unit representatives, etc., shall not be allowed to enter the crime scene area unless given explicit permission by either the on-scene supervisor or detective responsible for the investigation.

g. Turn the crime scene over to the Major Crimes sergeant or representative upon request.
h. Have all deputies involved in the situation examine their firearms to ensure that they have not been discharged.
i. Ensure the involved deputy's firearm is replaced before the deputy is released from duty.
j. Upon completion of the necessary investigative responsibilities and after consulting with the Major Crimes investigator, decide when the involved deputy may leave, and, if requested, arrange transportation and assistance to the deputy.

- If the deputy's vehicle is not held for evidence, ensure that the vehicle is driven to the deputy's home.

4. Major Crimes shall:

a. Take control of the crime scene from the initial on-scene supervisor.
b. Process the scene and collect the evidence.
c. Obtain all appropriate and necessary statements.

- Involved deputies shall be given special consideration regarding the timing of giving either a signed officer witness statement or a taped statement.
- The Major Crimes investigator shall be responsible for obtaining the statement within seventy two (72) hours of the time it was compelled by the deputy's commanding officer.
- The presence of the Bargaining Unit attorney is at the involved deputy's discretion.
- An un-taped oral statement for the purposes of clarification may be necessary.

d. Collect the deputy's weapon from the patrol supervisor.
e. Conduct all usual follow-up duties and responsibilities.

5. Precinct/Section Commander or designee shall:

a. Meet with the deputy(s) and, if applicable, direct the deputy to see a department Mental Health Professional within three (3) business days of the incident.

- The Commander shall ensure the appointment is made and provide for transportation, moral support, etc., if requested.
- In cases involving death or serious injury a minimum of one (1) session with a department psychologist is mandatory before returning to regular duties. In all other cases, the session is optional.

b. Consult with the mental health professional and then decide if, when, and where the deputy(s) return to duty.
c. Upon notification of a justified shooting from the Shooting Review Board, ensure that the involved deputy receives appropriate acknowledgement.

- The deputy shall be notified in writing within three (3) working days of the decision.

6. Personal Assistance Team (PAT) Members and Chaplains shall comply with applicable policies in G.O. 2.08.000 and G.O. 2.09.000.

6.02.020

## SHOOTINGS WITH PERSONAL FIREARMS: 06/08

When a deputy or detective is involved in a shooting in which their personally owned firearm was used the following factors must be met prior to returning the weapon to the deputy/detective:

1. The firearm used must be type approved with written authorization to carry it on-duty.
2. There are no unapproved modifications or attachments on the firearm.
3. The firearm must have been thoroughly inspected and documented to include:

    a. Condition.
    b. Function.
    c. Trigger pull.
    d. Ballistics.
    e. There is no trace or forensic evidence on the weapon. This may include:

        - Proximity of the weapon to the subject struck may preclude release (i.e., the firearm was close enough to have been spattered with blood from the person shot, or the firearm was used to physically strike someone).

4. All legal procedures must be completed prior to returning the firearm to the deputy/detective. These procedures may include, but are not limited to:

    a. The criminal investigation, the prosecutor review, and trial.
    b. County executive review.
    c. The inquest.
    d. A civil rights review/hearing or wrongful death hearing/trial.
    e. Any federal hearings and civil suits.

5. The return of the firearm was discussed with the investigator and the prosecutor's office and has been approved by the CID Chief and the department legal advisor.
6. In the event it has been determined that the firearm will not be returned for one or more of the above reasons the Sheriff's Office will reimburse the deputy/detective the replacement value of the weapon retained. The following conditions will apply to the reimbursement:

    a. The weapon must be type approved and the deputy/detective must have authorization to carry it.
    b. Any modifications or attachments must have been previously approved for duty use by the department.
    c. In lieu of reimbursement, accessories may be returned if deemed appropriate following the procedures mentioned above.

7. Except for numbers 1, 2, 6(a) and 6(b), this section also includes off-duty firearms.

# 6.03.000 SHOOTING REVIEW BOARD

6.03.005
## POLICY STATEMENT: 06/92

It is the policy of the Sheriff's Office to conduct an administrative review when a deputy discharges a firearm, except in properly performed training, practice, or animal euthanasia situations.

6.03.010
## SHOOTING REVIEW BOARD RESPONSIBILITIES AND CRITERIA: 07/04

1. The Shooting Review Board shall meet within thirty (30) calendar days after the completion of the criminal investigation or completion of any inquest, whichever is latter.
2. The Shooting Review Board may call any witnesses deemed necessary.
3. The Shooting Review Board shall form an opinion as to whether the discharge of the firearm was:

    a. Accidental or intentional.
    b. Justified or unjustified.
    c. A department policy violation.
    d. Due to either inadequate or improper training.

6.03.015
## SHOOTING REVIEW BOARD MEMBERS: 07/04

1. The Shooting Review Board shall be composed of members who were not involved in the incident under review.
2. Five (5) members shall be present to constitute a quorum.
3. The Shooting Review Board shall be composed of the following:

    a. The Field Operations Chief or designee (Chairperson).
    b. A Criminal Investigations Division Captain chosen by the Chairperson.
    c. The Department's Rangemaster.
    d. A Field Operations Sergeant chosen by the Chairperson.
    e. A deputy chosen by the deputy involved.
    f. The Department Legal Advisor or designee selected by the Chairperson.
    g. A Use of Force expert (non-voting).

        - Preferably a current or former Defensive Tactics Master Instructor.

    h. Other non-voting members who may be designated by either the Chairperson or Sheriff.

6.03.020
## CHAIRPERSON'S RESPONSIBILITIES: 07/04

The Shooting Review Board Chairperson shall:

1. Ensure that all affected personnel who are required to attend are notified within fourteen (14) calendar days of the review.
2. Ensure that applicable documents (i.e., reports, photographs, tapes, etc.) are provided to the Board members in advance.
3. Choose a Board member to act as the Secretary for the review.

4. Advise all deputies under review at least forty eight (48) hours before any interviews that:

    a. They are required to cooperate with the Department investigation and that failure to cooperate may result in employment termination and that the information obtained from the interview cannot be used in a criminal case (Garrity v. N.J., 385 U.S.,493, 1967).
    b. They may have representation during the review (NLRB v. Weingarten Inc., 420 U.S. 251, 95 S. Ct. 959, 42 L.ED 2d 171, 1975; Hamilton v. City of Seattle, PERC Decision #3593; City of Seattle, Decision #3198, PECB, 1989; Okanogan County, Decision #2252-A, PECB, 1986).

        - The deputy's representative may review all statements and other evidence relevant to the incident under review before the Shooting Review Board hearing.

5. Orally advise the involved deputy(s) of its decision at the conclusion of the Review Board.
6. Submit a written report of the Board's findings and recommendations to the Sheriff within three (3) working days.

    - The findings and recommendations shall be by simple majority and the secretary shall record the names of dissenting members and their reasons for dissent.

6.03.025
## DEPUTIES UNDER REVIEW: 06/92

1. Deputies who are ordered to appear before a Shooting Review Board shall do so.

    - Deputies are required to cooperate with the department investigation and that failure to cooperate may result in employment termination and that the information obtained from the interview cannot be used in a criminal case (Garrity v. N.J., 385 U.S. 493, 1967).

2. Deputies may have representation present during the review (NLRB v. Weingarten Inc., 420 U.S. 251, 95 S. Ct. 959, 42 L.ED 2d 171, 1975; Hamilton v. City of Seattle, PERC Decision #3593; City of Seattle, Decision #3198, PECB, 1989; Okanogan County, Decision #2252-A, PECB, 1986).
3. Deputies may review any relevant documents (i.e., reports, photographs, tapes, etc.) upon request.
4. Deputies may call any witnesses on their behalf.

6.03.030
## FINDINGS AND RECOMMENDATIONS: 07/04

1. All findings and recommendations shall have the Sheriff's final approval.
2. If the findings indicate that the discharge of a firearm was:

    a. Unjustified or a violation of department policy, the matter shall be referred to the Internal Investigations Unit (IIU).
    b. Due to either inadequate or improper training, the matter shall be referred to the Training Unit or Rangemaster for the proper retraining of the deputy(s).
    c. Accidental, the matter shall be referred to either IIU or the Training Unit or Rangemaster for the appropriate resolution.
    d. Justified, the matter shall be referred to IIU for records retention.

3. The Board may make their findings and recommendations it deems appropriate.

6.03.035
## SHERIFF'S RESPONSIBILITY: 06/92

The Sheriff shall review the findings and recommendations of the Shooting Review Board within three (3) working days.

1. If the Sheriff concurs with the Board, he shall forward the findings to IIU for records retention.
2. If the Sheriff does not concur with the Board, he may ask the appropriate person(s) to investigate specific issues or concerns.

    - The Sheriff shall set a reasonable deadline for any additional review(s).

3. The Sheriff shall notify the involved deputy(s), in writing, of the findings and recommendations within three (3) working days following final review.

# 6.04.000 LESS LETHAL WEAPONS

6.04.005
## POLICY STATEMENT: 07/09

Less lethal weapons are tools to assist deputies to reasonably and effectively control a physically resistant, or aggressive or violent subject(s) who poses a threat of physical harm to themselves, to the deputy(s) or to other persons or property. Less lethal weapons have been adopted for use by the Sheriff's Office but are not intended to be a substitute when lethal force is necessary.

6.05.010
## TRAINING: 04/10

Prior to being authorized to carry any less lethal weapon, members shall be issued a copy of and trained on the policy pertaining to the type of weapon to be carried by the member. The issuance of the policy and training will be documented in the member's training record.

6.04.015
## TASER CERTIFICATION: 11/04

1. Sworn personnel must successfully complete a specific department authorized Taser training and certification course before they may carry and use a Taser.
2. Sworn personnel shall only carry a department issued Taser weapon.

6.04.020
## TASERS FOR PATROL: 07/09

The two Taser weapon systems that have been adopted for use by authorized patrol deputies and other sworn personnel are the models M26 and X26.

6.04.025
## TASER: 07/05

1. The Taser is a conducted energy, non-deadly electronic weapon.

    a. When used with a cartridge it temporarily immobilizes subjects.
    b. When used in the "contact stun mode" it is primarily a pain compliance tool.
    c. The Taser is deployed as an additional tool and is not intended to replace firearms, chemical agents, pepper spray or self-defense techniques.

2. The Taser and cartridges shall only be carried by authorized sworn personnel.

6.04.030
## USING THE TASER: 03/07

The Taser may be used to control a physically resistive, or aggressive, or violent subject who poses a threat of physical harm to his/herself, to the deputy(s) or to other persons or property. Fired probes should be used rather than contact-stuns unless using probes is not possible. Before application, of the Taser, deputies:

1. Should give warnings when feasible.

    a. Displays are meant to serve as warnings during any attempts to arrest or control.

b. This includes spark displays, laser-pointing, and any other display coupled with verbal ultimatums.

2. May use prior to impact weapons such as hands, feet, baton, or flashlight.
3. May use prior to deadly force.
4. Should not use the Taser as a pain-compliance tool (i.e. contact stuns) during passive or static resistance situations unless the person presents a threat of injury to themselves or the deputy.
5. Should not use on persons who are handcuffed unless the person presents a threat of injury to themselves or to the deputy or to prevent escape.
6. Shall not use on persons solely to prevent the ingestion of controlled substances.
7. Should not use the Taser around areas or substances that are highly flammable such as ether or gasoline.

6.04.035
## REPLACEMENT OF TASER CARTRIDGES AND BATTERIES: 09/04

1. Authorized users are individually responsible for obtaining replacement Taser cartridges and batteries when they deplete their supply.

   a. Cartridges will be issued by a supervisor.
   b. Cartridge serial numbers will be recorded by the issuing supervisor.
   c. Issuing supervisor will print & sign their names with their serial numbers.

2. Each precinct Evidence and Supply Specialist shall maintain, control and record the inventory of replacement cartridges and batteries.

6.04.040
## LESS LETHAL SHOTGUN: 10/04

1. Sworn personnel must successfully complete a department authorized less lethal shotgun training and certification course prior to using a less lethal shotgun.
2. The less lethal shotgun is deployed as an additional tool and is not intended to replace firearms or self-defense techniques.
3. It may be used to control a physically resistive, or aggressive or violent subject(s) who poses a threat of physical harm to his/herself, to the deputy(s) or to other persons or property.
4. The shotgun authorized for less lethal munitions is one clearly marked with an orange stock and fore grip.

   a. The words “Less Lethal” must be clearly marked on the weapon.
   b. Only 23DS Drag Stabilized Bean Bag rounds shall be used.

6.04.045
## RECERTIFICATION: 07/05

1. Each authorized Taser user shall recertify annually.
2. Each authorized user of less lethal shotgun shall recertify annually.
3. Failure to maintain certification shall terminate an authorization to carry the Taser or less lethal shotgun.

6.04.050
## OTHER LESS LETHAL WEAPONS: 07/09

1. Other less lethal weapons include:

    a. Baton.
    b. Asp.
    c. Chemical agents.

2. Sworn members shall be provided biennially training for these less lethal weapons.

6.04.055
## POST APPLICATION: 07/09

1. All applications of less lethal weapons shall conform to the principles outlined in the training and certification program, consistent with the RCW definition of necessary force (RCW 9A.16.010) and the Use of Force Policy (G.O. 6.00.000).
2. At the earliest practical opportunity, a supervisor shall be notified and if practical, respond to the scene of a potential or completed application of any less lethal weapon.
3. All applications of less lethal weapons shall require a Use of Force Review by the supervisor.
4. All applications of a Taser will require a data-download prior to the submission of the review.
5. Data downloads shall be completed as soon as practical and the results included in the use force review file.

6.04.060
## POST APPLICATION PROCEDURES: 07/09

1. Whenever a Taser weapon is applied to an individual and the darts have penetrated sensitive areas and/or there are other injuries, a Fire Department Aid or Medic Unit shall be called to the scene.

    - Treatment at a medical facility will only be necessary on the advice of aid personnel.

2. Taser darts which penetrate an individual's skin in non-sensitive areas will be removed by the Taser operator at the earliest practical opportunity.
3. Expended Taser darts and cartridges shall be handled as a biohazard and shall be disposed of in properly marked biohazard containers, unless required to be retained as evidence or to document malfunction.
4. Photographs of penetration points and any injuries will be taken.

    a. A set of photographs will be forwarded with the Use of Force Review file.
    b. A KCSO Taser Use Report is required on any usage of the Taser.
    c. The serial number of the Taser and the cartridge number must be recorded.

6.04.065
## REPORTING THE USE OF: 07/09

1. When any less lethal weapon is fired at or used on an individual, involved personnel shall follow use of force reporting guidelines (G.O. 6.01.000).
2. Any less lethal deployment requires a prompt report to supervision and a Use of Force Review Report whether or not injuries occurred.
3. When the Taser is displayed or fired, regardless of its effectiveness, the Taser operator shall complete the KCSO Taser Use Report and have it approved by a supervisor for completeness.
4. The KCSO Taser Use Report shall be forwarded via the chain of command to Field Operations Administration.

# 6.05.000 PEPPER SPRAY

6.05.005
## INTRODUCTION: 11/04

Pepper Spray has been adopted for use by the Sheriff's Office as a non-lethal, non-injurious force option. Frequently, deputies/detectives encounter situations involving physical resistance to arrest, or direct physical attacks upon them while conducting police duties. Appropriate use of Pepper Spray will enable deputies to effectively obtain compliance from resisting/combative persons.

6.05.010
## EFFECTS/LIMITATIONS: 09/93

The Pepper Spray dispenser is designed to project a liquid formula or Oleoresin Capsicum (OC) into the face of a non-complying, resisting offender or an unarmed attacker.

1. Oleoresin Capsicum (OC) is an inflammatory agent, not an irritant such as Chemical Mace.
2. Upon contact with the face, the Pepper Spray causes:

    a. A burning sensation in the eyes, nose, mouth, and respiratory tract.
    b. Swelling of these tracts immobilizes the person.
    c. Obscured vision; and
    d. Restricted breathing.

3. The temporary impairment usually lasts fifteen (15) to sixty (60) minutes.
4. The effects of Pepper Spray may be limited on:

    a. Violent mentally ill persons; and
    b. Persons under the influence of narcotics.

5. Deputies should be aware of residue (e.g., suspect's clothing, patrol car) that can cause secondary exposure to deputies and the person who was sprayed.

    - Deputies, who have been exposed, should be decontaminated and obtain first aid or medical treatment (See section 6.05.020).

6.05.015
## WHEN TO USE: 11/04

Pepper Spray is not designed to replace the service handgun or police baton. Pepper Spray is intended for use when attempting to control an unarmed physically resisting person who demonstrates the risk of injuring self and/or others during the arrest process.

1. Deputies should give warnings when feasible before application.
2. Pepper Spray may be used:

    a. Prior to use of hands to apply come-a-long and control holds.
    b. Prior to the use of baton, flashlight or other similar instrument to apply come-a-long and control holds.
    c. Prior to the use of deadly force.

6.05.020
## POST USAGE: 11/04

After spraying a person with Pepper Spray, deputies, if possible, shall:

1. Flush the affected areas with water.
2. Expose the area to fresh air.

    - Facing the wind with open eyes.

3. If needed, obtain first aid or medical treatment.

6.05.025
## CARRYING/OPERATING PEPPER SPRAY DISPENSER: 09/93

1. Pepper Spray is to be carried in a specifically designed holster and readily accessible at all times.
2. To operate Pepper Spray deputies shall:

    a. Shake dispenser to mix contents.
    b. Aim nozzle at the person's eye and nose area of the face.
    c. Spray a one (1) second burst to the person's face.
    d. Assess the person's compliance.

        - Loud and concise verbal commands should be used.

3. The Pepper Spray may be used up to ten (10) to twelve (12) feet on a calm day and up to six (6) to eight (8) feet into a strong wind.

    a. Deputies should be aware of possible blowback of the Pepper Spray when spraying into the wind which may cause:

        - Slight vision impairment, watery eyes.
        - Coughing or gagging.

    b. The Pepper Spray may not be effective when sprayed within two (2) feet of a person.

6.05.030
## REPORTING: 11/04

1. Supervisor notification is required in all incidents where pepper spray is used.
2. Deputies are required to document the use of pepper spray in an incident report.

    - Explain the reasons for the use of force and efforts made to flush spray away.

3. If additional injuries are sustained or there are unusual circumstances, deputies shall comply with G. O. 6.01.000 (Force, Reporting Use Of).

# 6.06.000 ACTIVE SHOOTER AND PATROL (ASAP) TEAMS

6.06.005
**POLICY:** 05/02

An Active Shooter Incident is an inherently dangerous situation. The expectation of the Sheriff's Office is that all commissioned personnel will take whatever action is reasonably necessary to protect the lives of others in extraordinary situations.

It is the goal of the King County Sheriff's Office to deploy Active Shooter and Patrol (ASAP) Teams in an effort to effectively manage and resolve active shooting incidents by:

- Protecting lives in proximity to the active shooter(s).
- Protecting the lives and safety of citizens in the area.
- Capturing or neutralizing the shooter(s); and
- Containing and isolating the scene.

**Time is of the essence** in active shooting incidents. Studies of past shooting incidents have shown that the suspect(s) intent is to harm or kill as many victims as possible before being apprehended, escaping, or taking their own lives.

The Active Shooter and Patrol (ASAP) Team is comprised of precinct deputies and/or detectives who are trained to respond to active, in-progress shootings. ASAP Teams deploy during active shooting incidents to immediately and swiftly intervene in an effort to minimize casualties and prevent further harm from occurring.

- This policy is not intended to prevent any deputy from exercising or carrying out law enforcement duties as needed in an emergency situation.

All ASAP Team members must be able to perform all positions. ASAP Team members will deploy in accordance with training. Only commissioned personnel that have completed ASAP training will deploy as an ASAP Team. Team member must be in uniform or wearing clothing that clearly identifies them as police officers.

6.06.010
**DEFINITION:** 05/02

For the Purpose of this policy:

**An active shooter is:** a person(s) who **is** actively killing, harming, or threatening to kill or harm adults/children **and** immediate action by an ASAP Team is necessary to neutralize the danger.

6.06.015
**PROCEDURES:** 05/02

Redacted

6.06.020
**ASAP ACTIONS AND DECISIONS ON ARRIVAL:** 05/02

Redacted

6.06.025
**INCIDENT DEPLOYMENT:** 05/02

Redacted

6.06.030
**COMMUNICATIONS:** 01/09

Redacted

6.06.035
**CONTINGENCY PLANNING:** 05/02

Redacted

6.06.040
**TRAINING:** 05/02

Redacted

6.06.045
**EQUIPMENT:** 05/02

1. The following is desired equipment for the ASAP Team to function as an effective team.

   a. Duty gear with pistol/and or approved rifle, and radio.
   b. Personal vest.
   c. Flashlight.
   d. Basic First Aid Kit-Bandages, gauze, etc.
   e. Flex cuffs.
   f. Pen and paper.
   g. Permanent black marker.
   h. ASAP Team members should have current school floor plans and immediate area maps when practical or should have some knowledge of the floor plan or layout of the target building.

6.06.050
## PERSONAL EQUIPMENT: 05/02

1. Personal equipment is suggested equipment for team members. This equipment is to be purchased at team member's cost, or provided by a Contract City at their discretion.

    a. Knee pads and elbow pads.
    b. Gloves-nomex is preferred.
    c. Leatherman type multi tool, pry bars, pliers, etc.
    d. Bright color nylon rope.
    e. 1inch bright colored crime scene tape.
    f. Door stops.
    g. First Aid Kit.
    h. Goggles / Eye protection.
    i. Mirror, convex

6.06.055
## POST- INCIDENT DEBRIEFING: 05/02

Post Incident Debriefing will take place in accordance with guidelines provided in the G.O. 2.08.000.

# 6.07.000 FIREARMS AND AMMUNITION

6.07.005
## POLICY STATEMENT: 05/09

It is the policy of the Sheriff's Office to have procedures for the issuance and use of firearms, ammunition, and related accessories. Members who are required to carry firearms shall comply with the following guidelines when carrying any firearm, ammunition, and related accessories.

6.05.010
## TRAINING: 04/10

Prior to being authorized to carry any firearm, members shall be issued a copy of and trained on the policy pertaining to the type of firearm to be carried by the member. The issuance of the policy and training will be documented in the member's training record.

6.07.015
## RANGEMASTER RESPONSIBILITIES: 05/09

The Rangemaster is a sergeant appointed by the Chief of Special Operations, and shall supervise the Range Unit and manage all Department Range facilities. The Rangemaster should be a Firearms Instructor. The Rangemaster shall:

1. Be responsible, along with the Chief Firearms Instructor, for recommending the selection, training, and utilization of all Firearms Instructors and forwarding the recommendations to the Chief of SOD.
2. Oversee all firearms-related activities, and the implementation of firearms training for all members who are required to carry firearms (evaluate training curriculum, etc.).
3. Evaluate firearms, ammunition, and related equipment, in conjunction with the Department's Firearms and Ammunition Board.
4. Sit as a permanent member of the Department's Shooting Review Board.

6.07.020
## DEPARTMENT ARMORER RESPONSIBILITIES: 05/09

The Department Armorer shall:

1. Be responsible to the Rangemaster.
2. Ensure the inventory, inspection, and repair of all department issued firearms.
3. Ensure the issue of new service ammunition, as required.
4. Compile the following information for service firearms used by members required to carry firearms:

    a. Make, model, caliber.
    b. Serial number.
    c. Ownership of firearm.
    d. Last inspection date and results.
    e. Intended use of firearm (i.e., primary or secondary).

5. Annually inspect all duty weapons, rifles and shotguns carried by members.
6. Facilitate the replacement of firearms for members involved in shooting incidents.

6.07.025
## CHIEF FIREARMS INSTRUCTOR RESPONSIBILITIES: 05/09

The Chief Firearms Instructor is:

1. Responsible to the Rangemaster.
2. Responsible for the assisting the in the recommendation for selection, training, and utilization of all Firearms Instructors.
3. Responsible for the research and development of all qualification courses for the department.
4. Responsible as an armorer supporting the Department Armorer.
5. Assists the Department Armorer in facilitating the replacement of firearms of members involved in shooting incidents or firearms with mechanical breakdowns.

6.07.030
## MEMBER RESPONSIBILITIES: 02/10

Members who are required to carry firearms shall:

1. Ensure their service firearm, secondary backup firearm, shotgun, and rifle are properly cleaned and maintained.
2. Report **all** firearm deficiencies to the Department Armorer as soon as possible.
3. Not knowingly carry mechanically unsafe, deficient, or unauthorized firearm when working in a law enforcement capacity.
4. Not use their firearm as a hitting tool.
5. Attend mandatory firearms assessments and/or training days, as required.
6. Be familiar with and use safe firearm handling techniques at all times, utilizing the four (4) universal firearms safety rules:

    a. Treat all guns as **always** loaded.
    b. Never point a weapon at anything you are not willing to shoot or destroy.
    c. Keep your finger off the trigger until your sights are on target and you are ready to fire.
    d. Be sure of your target and what is behind and beyond it.

7. Ensure duty weapons are secured at all times.
8. Render any department owned firearm inoperable or inaccessible to unauthorized users when off duty.

6.07.035
## REQUIREMENTS TO CARRY HANDGUNS: 05/09

1. Members who are required to carry firearms working in a law enforcement capacity shall be armed with their authorized primary handgun.
2. A secondary concealed handgun may be carried if the member has received approval to carry the firearm. (see section 6.07.065 Secondary Weapons.)
3. Fully commissioned deputies may choose whether or not to be armed while off-duty.
4. When using Sheriff's Office identification for the purpose of carrying a firearm off-duty, the firearm shall be a type approved by the Sheriff's Office.

6.07.040
## CARRYING FIREARMS IN ASSIGNED VEHICLES: 05/09

1. Deputies driving department vehicles may carry a department issued or individually owned **approved** shotgun and/or rifle (following completion of a department-approved course).
2. Shotguns and rifles shall be carried safely and secured with **NO** live round in the chamber and the weapon on "safe".

   - Shotguns in normal carry mode will be loaded with department issued 00 buck in the magazine tube, with no round in the chamber, slide or action closed, safety on.

3. Nothing in this section will prohibit members from carrying and using department issued rifled shotgun slugs as the situation warrants.
4. Deputies shall not carry unauthorized firearms in their police vehicle, unless transporting as evidence.

6.07.045
## CARRYING AND DEPLOYMENT OF SEMI-AUTOMATIC RIFLES: 02/10

1. Only commissioned personnel authorized to carry semi-automatic rifles on-duty will be allowed to carry such rifles in their assigned vehicles.
2. All semi-automatic rifles shall either be carried in a hard, locked case in a vehicle trunk, or in the case of a marked car, in an approved rack mounted in the passenger compartment. When not deployed, the rifle should be shielded from public view by the use of a dark-colored shroud.

   a. Rifles shall be returned to secure storage in the vehicle as soon as practical.
   b. Deputies shall not walk around crime scenes or command posts carrying their rifles once a threat has clearly passed.

3. The patrol rifle should not be considered a primary weapon for the routine daily patrol duties. It is only a deputy's primary weapon once the decision to use the rifle has been made and the deputy deploys with the rifle based on the nature of the call.
4. Discretion should be used in the deployment of semi-automatic rifles. Without compromising deputy or citizen safety, consideration must be given to the potential adverse public reaction associated with the sight of a semi-automatic rifle.
5. Supervisors shall monitor the deployment of semi-automatic rifles to the extent possible. Deployment must be consistent with training provided at Rifle Familiarization School.
6. The following guidelines are not intended to restrict the use of the patrol rifle, but to provide general direction for its use. Each and every situation will dictate what the appropriate weapon is.

   a. Examples of appropriate deployment situations may include:

      - Perimeter Containment: Twenty-five to one hundred (25) – (100) yards distances and you are able to positively identify your target and a threat.
      - Nature of Call: Type of call dictates that greater firepower or increased accuracy may be necessary (i.e.: armed subject)
      - Precision Shot: Anytime that a precision shot may be necessary, suitable or practical.
      - Body Armor: When suspects are believed to be wearing body armor.
      - Active Shooter: When responding to an active shooter event.

b. Examples of inappropriate deployment situations may include:

- Disabling vehicles: Should not be used in an attempt to disable vehicles.
- Routine vehicle stops: Not recommended on vehicle stops.
- Building Searches: Should not be used to search buildings, houses, apartments etc. unless there is an active shooter event.

- Large gatherings: Should not be used at large gatherings for intimidation purposes or for any other reason
- Routine Alarm Calls: Should not be used on routine alarms calls.
- Vehicle Assaults and searches by patrol: Should not be used to search vehicles, busses, trains, light rail etc.

  - These types of vehicles offer more challenges than buildings due to their narrow aisles and confined areas especially when there are citizen riders present.

- Contact & Cover of Suspects: The patrol rifle should not be used in circumstances in which there is a high likelihood that deputies will be required to go "hands on".
- Animal Euthanasia: The patrol rifle should not be used for animal euthanasia.

  - When a higher powered weapon such as a rifle or shotgun is needed to euthanize an animal, permission to do shall be obtained from the supervisor prior to the euthanasia.

6.07.050

## CARRYING FIREARMS ON AIRLINES: 05/02

1. Carrying firearms on your person while on duty on commercial airlines shall be approved by a Division Chief.

   a. Firearms Authorization letter signed by a Division Chief, shall include, that the deputy has attended the FAA required "Law Enforcement Officer Flying Armed Course" description of the need to travel armed and detail the itinerary of the travel while armed.
   b. The deputy must demonstrate a need to have the weapon accessible from the time he or she would otherwise check the weapon until the time it would be claimed after deplaning.
   c. The need to have the weapon available shall be based on the following:

      - The provision of "Protective Duty" i.e., Dignitary Protection.
      - The conduct of "Hazardous Surveillance Operation".
      - On official travel required to report to another location, armed and prepared for duty.
      - "Control of a Prisoner", on a "round trip ticket" returning from escorting or traveling to pick-up a prisoner.

2. Only commissioned deputies who have completed the required FAA "Law Enforcement Officer's Flying Armed" class will be authorized to carry firearms on commercial airlines.
3. Deputies shall present their department Identification, badge and an "Original" Firearms Authorization letter to the appropriate airline officials at least one hour prior to flight departure, and carry these items at all times while flying armed.

   a. The department badge alone will not be accepted as a form of identification.
   b. The department identification shall include a clear full-face picture, the signature of the armed Law Enforcement Officer, and the signature of the Authorizing Official of the Agency.

4. Deputies shall keep their weapons out of view and on their person.
5. Deputies shall not consume any alcoholic beverage while flying armed.
6. Deputies shall not board an aircraft armed if they have consumed an alcoholic beverage within the previous eight (8) hours.

6.07.055
## MODIFYING FIREARMS PROHIBITED: 07/99

1. Department owned firearms shall not be modified, unless approved by the Department Firearms and Ammunition Board and the Sheriff.
2. All modifications shall be performed by the Department Armorer.
3. Exceptions:

    a. Magazine extensions.
    b. Slings (shotguns and/or rifles).

6.07.060
## PRIMARY APPROVED FIREARMS GUIDELINES: 02/10

1. On-duty members who are required to carry firearms shall carry department issued Glock Models 17, 19, 22, and 23. (Exception: Only Form A-137 “type-approved” firearms approved prior to October, 1997 shall remain valid for that particular weapon).
2. Before carrying an individually purchased firearm, members who are required to carry firearms shall comply with the provisions listed in G.O. Section 6.08.000 (Firearms Proficiency and Training Policy) and G.O. Section 6.07.095 (Request to Carry or Review Firearm/Ammunition Procedures).
3. The Glock Models 17, 19, 22, 23, 26, 27, 34 and 35 may be carried by members in plain-clothes assignments under the following conditions:

    a. Models 26, 27, 34 and 35 must be purchased at the individual member’s expense.

        - Holsters (level 2 or better) for these models shall be purchased by the member.

    b. All plain-clothes members will be required to pass semi-annual assessments with the Glock 26 and 27, and their full sized handgun.
    c. The Glock 26 and 27 will not be carried as a primary firearm while the deputy is in uniform.
    d. The Glock 34 and 35 may be carried as a primary firearm while the deputy is in uniform.

4. The following is a list of authorized shotguns and rifles.

    a. 12-gauge shotguns with a minimum barrel length of eighteen (18) inches, non-reflective finish, and full (non-folding) stocks.

        - Benelli: Model Super 90
        - Remington: Model 870, Model 1187

    b. AR-15 Style Rifles

        - Colt
        - Lewis Machine and Tool
        - Patriot Ordinance Factory Inc, (gas piston)
        - LWRC (gas piston)
        - Smith & Wesson M&P
        - HK 416 (gas piston)
        - Bushmaster
        - DPMS
        - Stag Arms
        - Armalite
        - Rock River Arms

5. Only those members who have successfully completed the three (3) day department AR-15 Rifle Familiarization Course are authorized to carry the AR-15 Rifle. Deputies found to be carrying or using a rifle in violation of this section will be subject to disciplinary action.

   a. Rifles must meet the following specifications.

      - .223 Caliber, semi-auto only.

      - No competition triggers.
      - 16-20 inch barrel with muzzle break or flash suppressor.
      - 14.5 inch barrel with permanently attached muzzle break or flash suppressor.
      - Either collapsible or full stock.
      - Standard or Tactical sling.
      - Black anodized receiver/ black oxide barrel.
      - Standard 20-30 round box style magazines.

   b. Authorized Options.

      - Bipod attached or separate.
      - Modified Stock- may include competition style cheek pads or stock extensions.
      - Tactical Lights.
      - Redi-Mag or similar device to hold a second magazine.

   c. Authorized Sights

      - Trijicon ACOG
      - 1.5 x 16 power
      - Trijicon Reflex
      - Eo-Tech
      - Aimpoint

   d. All sights have to be mounted in a way so if they fail, the shooter can revert to iron sights without removing sight device.
   e. If a rifle has a sighting device, the shooter must pass the re-certification course once using the sighting device and once using the iron sights.

6. Members are required to attend department approved training, and to "zero" the sight to their rifle.

   - Opportunities will be provided at Assessments, and a section on this will be added to the AR-15 School.

7. An AR-15 Rifle may be ordered to be taken out of service by any Firearms Instructor who feels that the weapon is not functionally sound. This may include the following, but is not limited to these alone.

   a. Magazines not feeding.
   b. Defective, broken, or excessively worn parts.
   c. Will not hold a "Zero".

8. The weapon will not be returned to service until it has been inspected by the Department Armorer.
9. Firearms may be specifically assigned to special units or to individual members.

6.07.065
## SECONDARY WEAPONS: 05/09

1. Members who are required to carry firearms may carry a secondary weapon while on-duty. Before carrying a secondary weapon, members must have a Request to Carry/Use Type-Approved Firearm (KCSO Form A-137) signed by the Rangemaster.

    a. Authorized members shall be limited to one (1) secondary weapon.
    b. The secondary weapon must be completely concealed and must be secured in a designed holster or carrier that covers the trigger and trigger guard.
    c. Authorized members shall demonstrate proficiency semi-annually with their secondary weapon.

2. Authorized members shall only carry secondary weapons made by the following manufactures.

    a. Beretta.
    b. Colt.
    c. Glock.
    d. Heckler & Koch.
    e. Kahr.
    f. Ruger.
    g. Sig Sauer.
    h. Smith & Wesson.
    i. Taurus.
    j. Walther.

3. Authorized members shall only carry secondary weapons with the following specifications.

    a. The minimum caliber shall be .380.
    b. The maximum caliber shall be .45.
    c. The barrel shall be four (4) inches or less in length.
    d. The weapon shall carry no less than five (5) rounds.
    e. The weapon must be double action.

4. The secondary weapon shall be inspected by the Department Armorer prior to carrying.
5. Authorized members shall show proficiency, as determined by the Range Unit, prior to carrying the secondary weapon.

6.07.070
## AMMUNITION GUIDELINES: 05/09

1. On-duty deputies shall carry:

    a. Department issued ammunition for handguns, shotguns, and rifles.
    b. Specific ammunition recommended by the Firearms and Ammunition Board and approved by the Sheriff.

2. Members who are issued department handguns shall use only department issued ammunition while off-duty.
3. Extra ammunition required:

    a. Uniformed members shall carry at least two (2) department issued or equivalent speed loaders or magazines.
    b. On-duty plainclothes commissioned members shall carry at least one (1) extra speed loader or magazine.

4. The Firearms and Ammunition Board shall specify secondary ammunition, to be carried at the member's expense.

6.07.075

## AMMUNITION ACCOUNTABILITY: 09/09

1. The ammunition that has been ordered by Special Operations and purchased by Budget and Accounting will be shipped from the vendor to the KCSO ammunition storage site.
2. Members receiving the shipment will use the Ammunition Inventory Receiving Form (KCSO A-180) to record the new shipment arrival.

3. The ammunition will be counted by two members and the results logged on the Ammunition Inventory Receiving Form.

    a. Ammunition will be counted by the case or box.
    b. The lowest unit of measurement allowed will be the full box, with the number of rounds per box clearly indicated (50 rounds per box, 20 boxes per case, etc)

4. A copy of the invoice and shipping slip shall be attached to the Ammunition Inventory Receiving Form and stored at the ammunition storage site.
5. The original slip will be signed by two (2) members and sent to Budget and Accounting via the chain of command.

    - Discrepancies between the purchase order, packing (shipping) slip and actual quantities (cases) received will be noted on the packing slip.

6. This amount will be added to the remaining ammunition stocks already indicated on the Master Ammunition Inventory Quarterly Audit Worksheet (KCSO A-184) to reflect the total amount of all the ammunition in stock, by caliber, for that location.

    - This log is used by the Captain as a worksheet to complete the quarterly ammunition report.

7. A captain at each worksite will designate supervisors who will be authorized for both issuing out ammunition at their worksite and requesting additional ammunition from the ammunition storage site.
8. When worksites request ammunition, using the Remote Worksite Ammunition Order/Receipt Form (KCSO A-182), the KCSO ammunition storage site will fill the order.

    - Quantities shall only be distributed by the case or by the box.

9. Ammunition distribution transactions will be recorded by the ammunition storage site personnel on a Remote Worksite Ammunition Order/Receipt Form.
10. Once order requests are filled, members at the primary storage location will reconcile the amount of ammunition remaining at their location and record this on the Remote Worksite Ammunition Inventory Form.
11. A storage area at the remote worksites will be identified that can be locked and controlled by supervisors who are authorized to receive and issue ammunition.
12. Authorized supervisors at the remote worksites who receive a shipment of ammunition will ensure that the new amount is reflected on their current Remote Worksite Ammunition Inventory Form (KCSO A-181).

    a. This will be done by adding in-coming ammunition or deleting out-going ammunition to the stock number.
    b. The process of how ammunition shall be received, issued and reconciled shall also be posted at each ammunition storage location.

13. Authorized supervisors will be responsible for ensuring that any ammunition that is issued is recorded on the Remote Worksite Ammunition Inventory Form.
14. As ammunition is issued, authorized supervisors must reconcile existing stocks and document this on the Remote Worksite Ammunition Inventory Form.
15. The captain responsible for the ammunition storage site shall inventory the stored ammunition on a quarterly basis.

    - These inventories are due January 7, April 7, July 7, and October 7,

16. The captain completing the inventory shall ensure each worksite conducts an inventory to determine if the amount of ammunition they are storing matches their records as noted on the Remote Worksite Ammunition Inventory Form.

    a. This inventory shall include the quantity of each caliber that is currently stored at the worksites.
    b. Should a discrepancy be identified, a memorandum that outlines both the reason for the discrepancy, if known, and the steps taken to correct future discrepancies shall be attached to the report.
    c. Each worksite will forward the report of their findings to the Captain overseeing the KCSO ammunition storage site.

17. The captain overseeing the KCSO ammunition storage will do a final Master Inventory Memo that combines the information from all remote worksites.

    a. This information will be transferred to the Master Ammunition Quarterly Inventory Audit Worksheet (KCSO A-184).
    b. This Master Inventory Memo should be an executive summary of the worksite inventories.
    c. The memo will be sent to the Division Chief responsible for the KCSO ammunition storage site.

        - Any further action will be determined by the Division Chief based on the facts presented.

    d. A copy of the Master Inventory Memo shall be kept on-site in a file.
    e. The Master Inventory Memo, along with the worksite inventory reports will be retained for a period of 6 years.

6.07.080

## PRACTICE AMMUNITION: 07/04

Members who are required to carry firearms shall be furnished practice ammunition every month for Department approved handguns, shot guns and rifles. The minimum amount issued to deputies shall be determined by current Collective Bargaining Agreements.

1. Authorized members shall draw ammunition from their work site.

    - Authorized members assigned to Headquarters shall draw ammunition directly from the PMU.

2. Authorized members shall be allowed to draw up to 200 rounds at a time, provided that ammunition drawn by the member shall be used by the member.
3. Authorized members shall be allowed on-duty firearm practice time, determined by the current Collective Bargaining Agreement, at the discretion of their supervisor.
4. When a member is transferred, their Ammunition Issue Record shall also be transferred.

    - The person(s) in charge of issuing ammunition shall ensure that the Ammunition Issue Record is transferred.

5. Reserve deputies may only draw fifty (50) rounds of ammunition during the month(s) that the deputy has performed the minimum required hours of service.
6. The Range Unit shall ensure that each precinct or substation has enough ammunition to issue.
7. Precinct Commanders shall be responsible for:

    a. Transporting and keeping ammunition available.
    b. Ammunition Issue Records.
    c. Ensuring there are no issue limit abuses.
    d. Returning expended brass regularly.
    e. Monitoring procedures.

8. Unit Supervisors shall:

    a. Ensure that authorized members under their command have the opportunity to use either department or other established range(s) for practice, on duty time.

        - One (1), two-hour period shall be allotted every two (2) months.
        - Given at the discretion of their supervisor.
        - Overtime shall not be used.

9. Authorized members shall:

    a. Fire practice ammunition only in department issued or authorized firearms.
    b. Fire practice ammunition at established public and private ranges.

6.07.085
## FIREARMS AND AMMUNITION BOARD: 05/09

1. The Department Firearms and Ammunition Board reviews, tests, and makes recommendations to the Sheriff regarding firearms, ammunition, and related accessories.
2. The Board is comprised of the following members:

    a. The Critical Incident Section Captain (Chairperson).
    b. The Department Rangemaster.
    c. The Property Management Unit Supervisor or his/her Unit representative.
    d. The Training Unit Supervisor or his/her Unit representative.
    e. A Deputy appointed by the Chief of Field Operations.
    f. A Detective appointed by the Chief of the Criminal Investigation Division.
    g. The Department's Chief Firearms Instructor.
    h. The Department Armorer.

6.07.090
## FIREARMS AND AMMUNITION BOARD MEETINGS: 05/09

The Firearms and Ammunition Board shall:

1. Meet as determined by the Chairperson, Division Chief, or Sheriff.
2. Review and test firearms, ammunition, and related accessories submitted by deputies.
3. Meet as needed to review any department shooting reports.

    a. This review shall include the performance of firearms, ammunition, and related accessories.
    b. The Board may also make equipment, procedural, and/or training recommendations to the Sheriff.

6.07.095
## FIREARMS AND AMMUNITION TESTING: 06/92

Testing of firearms, ammunition, and related accessories is at the Board's discretion. The Board may:

1. Conduct the testing.
2. Reject the item without testing.

6.07.100
## FIREARMS AND AMMUNITION BOARD RECOMMENDATIONS: 06/92

1. Upon completion of either the review or testing, the Board shall vote on the item(s) under consideration.
2. The Board's recommendation(s) shall be made in writing to the Sheriff.

    a. The Sheriff shall have the final authority to approve or disapprove any item and shall notify the Board in writing.
    b. The Board shall explain, in writing, the disposition to the requestor within thirty (30) days of the final decision.

6.07.105
## REQUEST TO CARRY OR REVIEW FIREARM/AMMUNITION PROCEDURES: 07/04

1. **Request to carry a "Type-Approved" firearm:**

    a. Members wishing to carry a secondary type-approved firearm shall complete both sides of the Request for Authorization to Carry/use a Type-Approved Firearm (KCSO Form A-137).
    b. The firearm shall be specified and the requestor shall agree to all criteria.
    c. The requestor shall sign and forward the form to the Department Rangemaster for final approval.

2. **Request for review of non "Type-Approved" equipment or ammunition:**

    a. Members wishing to submit an item for testing and approval shall complete an Officer's Report (KCSO Form C-102).
    b. The firearm, item, or modification shall be specified, with detailed supporting data or justification provided.
    c. The request shall be submitted to the Department Rangemaster, via the chain of command.
    d. Members shall supply, at their own expense, a sufficient quantity of ammunition to conduct the evaluation.

6.07.110
## PRIVATE PURCHASE OF FIREARMS: 07/04

When purchasing firearms and/or extended magazines at law enforcement prices, members who are required to carry firearms, may obtain a letter from the department verifying employment and purchase authorization. The following guidelines shall be followed:

1. Members shall send an Officer's Report (explaining “what” and “why”, etc.), and attach the authorization letter for final approval, to the requestor’s division chief via the chain of command.

    a. Members will submit the letter to the gun dealer explaining the purpose and scope of the purchase.
    b. A personal triple I will be attached to the letter.

2. Firearms shall be purchased for individual use only.

   - Authorization is needed to carry the firearm on-duty (see section 095).

3. Firearms shall not be purchased for immediate resale (must be retained at least one year).

6.07.115
## RESTRICTIONS WHEN CLEANING FIREARMS: 07/04

When cleaning firearms the following restrictions apply. Members **shall not:**

1. Apply WD-40 or other similar lubricants on or near the ammunition of any firearm.

   - Lubricants shall be applied sparingly (i.e., to the slide of a semi-automatic pistol or pump shotgun and to pivot points, such as the hammer and trigger).

2. Disassemble the trigger mechanism of a department-issued firearm.
3. Remove the side plates of department issued revolvers.
4. Use any cleaning instrument or chemical that may damage a department issued firearm.

06.07.120
## UNLOADING FIREARMS: 07/99

1. Firearms shall not be unloaded in any department work station.
2. Firearms shall be unloaded by using a clearing barrel or earthen embankment capable of stopping the bullet.

# 6.08.000 FIREARMS PROFICIENCY POLICY

6.08.005
## POLICY: 03/09

The Sheriff's Office requires members who are required to carry firearms to be assessed and demonstrate proficiency twice a year with each firearm they are authorized to carry. One assessment will be required during the first half of the year and one assessment will be required during the second half of the year. The firearms instructors will review the Sheriff's Office policies on the use of firearms and use of force during the first assessment period.

6.08.010
## FIREARMS PROFICIENCY PROCEDURES: 03/09

1. The Range Unit will coordinate assessments and training.

    - The yearly range schedule will be posted on the Sheriff's Office Web page.

2. Assessments shall conducted by certified firearms instructors.
3. Members who are scheduled to assess shall report to the range at their scheduled date and time.

    - Scheduled personnel shall notify the Range Unit if a conflict arises.

4. Any unexcused absence from scheduled assessments or training may result in disciplinary action.
5. Members shall report to the range with their authorized firearm(s) carried in a manner consistent with their current assignment. Authorized firearms include:

    a. Primary handgun.
    b. Secondary handgun.
    c. Rifle.
    d. Shotgun.

6. Members are required to wear their ballistic vest, ear and eye protection while on the range.
7. Range Unit will publish a "yet to asses" roster each month on the Sheriff's Office Intranet.

    - Copies shall be forwarded to Precinct Operation Captains and Section Commanders.

8. Firearms instructors conducting assessments on dates other than when the range is opened for assessments shall fax the skill sheets to the Range Unit by the next business day and send the originals to the Range Unit.

6.08.015
## SCHEDULING: 03/09

1. Responsibility for scheduling members needing to assess will rest with Precinct Operation Captains and Section Commanders.
2. The scheduling of members should spread out during the entire assessment periods, i.e., do not schedule all personnel needing to assess, during the months of June and December.
3. If a Precinct Operation Captain or Section Commander receives information that a member has failed to qualify at an assessment, the Captain or Section Commander shall ensure the member is scheduled to attend the next available remedial firearms training.

6.08.020
## HANDGUN PROFICIENCY: 03/09

1. Recruits shall qualify during their Basic Academy.
2. Mandatory assessment and proficiency demonstration:

    a. Members required to carry firearms shall be assessed with their authorized primary firearms and secondary firearms semi-annually.
    b. All firearm assessment and training courses shall be determined by the Range Unit.

3. Members shall demonstrate at least a minimum proficiency at each firearm assessment.

    a. Members will have two (2) opportunities to pass the assessment course.
    b. Members who do not meet the minimum proficiency standard shall notify his/her supervisor, Precinct Operation Captain or Section Commander to schedule remedial firearms training.
    c. Members shall be provided remedial training and reassessed within thirty (30) days of not meeting the proficiency standard.

4. Precinct Operations Captains/Section Commanders will be notified by the Range Unit when a member has failed the primary handgun assessment course.
5. Members found to be carrying a handgun in violation of the below sections will be subject to disciplinary action and the suspension or revocation of their authorization to carry a department handgun. Reasons for suspension/revocation of handgun privileges include but are not limited to:

    a. Failure to attend training.
    b. Carrying a non-authorized handgun/ammunition.
    c. Un-Justified shooting (as determined by Department Shooting Review Board).

6. Members who fail to pass the assessment course after remedial training will be placed on administrative duties until either the assessment course is passed, or pending further administrative action.

6.08.025
## SECONDARY HANDGUN PROFICIENCY: 03/09

1. Members who are required to carry firearms and carry a secondary handgun shall be assessed with their authorized secondary handguns semi-annually.
2. Members will have two (2) opportunities to pass the assessment course.

    - Members who fail will not be authorized to carry a secondary handgun until they have received remedial training and have passed the assessment course.

4. Precinct Operation Captains and Section Commanders will be notified by the Range Unit when a member has failed the secondary handgun assessment course, or for any other reason had his/her use of his/her secondary handgun has been withdrawn.
5. Members found to be carrying a secondary handgun in violation of the below sections will be subject to disciplinary action and the suspension or revocation of their secondary handgun privilege. Reasons for suspension/revocation of secondary handgun privileges include but are not limited to:

    a. Failure to pass assessment course.
    b. Failure to attend training.
    c. Carrying a non-authorized secondary handgun/ammunition.
    d. Un-Justified shooting (as determined by Department Shooting Review Board).

6.08.030
## RIFLE PROFICIENCY: 03/09

1. Members who are required to carry firearms and want to carry a department approved rifle, must successfully complete the three day Rifle Familiarization Course sponsored by the Range Unit.
2. Members must pass the Department Rifle Assessment Course.

    a. Members must attend two (2) annual assessment and training sessions.

        - Must attend once in the first half of the year and once in the second half as with handguns.

    b. Members will have the opportunity to confirm the "zero" on their rifle prior to shooting the assessment course.

3. Members will have two (2) opportunities to pass the assessment course.

    - Those who fail will not be authorized to carry a rifle until they have received remedial training and have passed the assessment course.

4. Precinct Operation Captains and Section Commanders will be notified by the Range Unit when a member has failed the rifle assessment course, or for any other reason had his/her Rifle Certification withdrawn.
5. Members found to be carrying a rifle in violation of the below sections will be subject to disciplinary action and the suspension or revocation of their rifle privilege. Reasons for suspension/revocation of rifle privileges include but are not limited to:

    a. Failure to pass assessment course.
    b. Failure to attend training.
    c. Carrying a non-authorized rifle/ammunition.
    d. Un-Justified shooting (as determined by Department Shooting Review Board).

6.08.035
## SHOTGUN PROFICIENCY: 03/09

1. Members who are required to carry firearms and carry a department approved shotgun shall be assessed with their authorized shotgun semi-annually.
2. Members will have two (2) opportunities to pass the assessment course.

    - Those who fail will not be authorized to carry a shotgun until they have received remedial training and have passed the assessment course.

4. Precinct Operation Captains and Section Commanders will be notified by the Range Unit when a member has failed the shotgun assessment course, or for any other reason had his/her use of his/her shotgun withdrawn.
5. Members found to be carrying a shotgun in violation of the below sections will be subject to disciplinary action and the suspension or revocation of their shotgun privilege. Reasons for suspension/revocation of shotgun privileges include but are not limited to:

    a. Failure to pass assessment course.
    b. Failure to attend training.
    c. Carrying a non-authorized shotgun/ammunition.
    d. Un-Justified shooting (as determined by Department Shooting Review Board).

6.08.040
## EXEMPTIONS: 03/09

1. Requests for assessment exemptions may be granted by a Division Chief.
2. Exemptions shall be sent via email to the Range Unit via the Division Chief and are valid for one assessment period.

    - A new exemption must be granted for each assessment period.

3. Copies of exemptions shall be placed in member's personnel and assessment files.
4. Members who are pregnant shall not assess or train during their pregnancy.

    - This exemption shall be sent via email to the Range Unit via the Division Chief stating the reason for the exemption is for medical purposes.

6.08.045
## RECORD KEEPING: 07/04

1. Firearms assessment records shall be maintained by the Range Unit.
2. All other training records shall be maintained by the Training Unit.

# 6.09.000 INVESTIGATING FIREARMS VIOLATIONS

6.09.005
**INTRODUCTION:** 09/00

Crimes committed with firearms and illegal possession of firearms/explosives are significant safety issues for the citizens of King County. The police Chiefs and the Sheriff of King County along with the prosecutor's office and state and federal agencies have all committed to making enforcement of crimes committed with firearms a priority. The goal is to reduce violent crime and to improve the perception of safety for all of our citizens. The emphasis to be placed on firearm crime investigations is similar to the emphasis now placed on Domestic Violence crimes. The primary difference is that with Domestic Violence investigations the mandate was set in state law. With firearms crimes the mandate has been set by our own local law enforcement agencies. Individuals who use firearms in the commission of a crime or who illegally possess a firearm will face the full force of the legal system. It is the policy of the Violent Firearms Crime Coalition that all firearm violations will be enforced to the fullest extent possible.

6.09.010
**SAFETY:** 09/00

Firearms are inherently dangerous. Extreme caution must be used during all firearm crime investigations.

6.09.015
**INITIAL RESPONSE:** 09/00

1. Recognizing a firearm crime.

    a. Many firearm crimes are not initially evident. Investigators should look for indicators that a firearm was used or may be present when investigating all types of crimes.

        - If you don't look for a weapon, you won't find one.
        - Use available techniques:

            - Ask if a firearm was seen.
            - Request consent to search.
            - Use search subsequent to an arrest.

    b. Violations of the Uniform Firearms Act (VUFA) are often overlooked when arresting for misdemeanor firearm violations. Consider the criminal history of your suspect when identifying the crime. Probable cause for a VUFA charge may include:

        - Suspect's admission of prior felony conviction.
        - DISCIS.
        - Records.
        - Information from a knowledgeable third party.
        - Emergency Triple I's request by a field supervisor.

2. Identify the type of firearm crime.

   a. There are three basic types of firearm crimes.

      - Assaults/Threats.
      - Illegal Possession/Sales.
      - Reckless Shooting/Illegal discharge.

   b. Jurisdictions for firearms crimes include:

      - Local:

        - No shooting areas, etc.

      - State

        - Misdemeanors and felony crimes for adults and juveniles.

      - Federal

        - Primarily restricted to adult offenders.

6.09.020

## THE INVESTIGATION: 09/00

The goal is to conduct a thorough investigation that results in a successful prosecution. This is accomplished through a combination of aggressive efforts by both deputies and follow-up detectives.

1. Identifying the participants.

   a. Early identification and interviews of participants, suspects, witnesses, victims and tangential conspirators is essential to a successful prosecution.
   b. Avoid the pitfall of focusing primarily on the suspect(s). The extra time spent interviewing all those involved will result in a much stronger case.

2. The Interviews.

   a. Take statements whenever possible.
   b. Statements should contain the information necessary to predict the individual's testimony. Was the person afraid, what is their relationship to the case, what specifically did they see, why were they there, how did they know a gun was involved.

      - Specifics are critical.

   c. Statements of denial can be as effective as a statement of confession. These statements lock the individual to a specific story and can be used later as a tool for the follow-up investigator and prosecutor.

      - Alibis can be refuted during the investigation.
      - Prosecutors can use false statements to impeach future testimony.

d. Statements are an important tool to establish facts of the case. Statements can be used to establish:

- Intent to injure, threaten or conceal.
- Age.
  - Simple admission of age may meet the burden of proof at trial.
- Repeated admissions are preferable.
  - Pre and post Miranda, written and oral, and to different deputies or individuals.

e. Possession.

- Actual or constructive.
- How did the subjects come to possess the weapon?

f. Ownership.

- Who is the owner?
- By admission, corroboration or via actual documents.

g. Use.

- Was the weapon fired, aimed threatened or implied.

h. Operability.

- Was the weapon loaded and or fired?
- Did the individual believe the weapon was operable?
- Why did they believe the weapon was operable?

i. Stolen.

- Is there knowledge that the weapon was stolen?
- By whom, when and where?
- If the suspect claims to have bought the weapon from whom, when and where, and for how much.

j. Fear.

- Was the victim or other person(s) in fear for their safety or the safety of others?

k. Predicting defenses, many defenses are predictable. There are steps that can and should be taken during the investigation to preclude the use of specific defense tactics. Some defenses that can be predicted are:

- Intent.
  - Possession of the gun could be legal if it was being transported to or from a gun meet or firing range.
- Intimidation.
  - The defendant was afraid to tell the gun owner not to bring the gun into his car or home.

- Operability.
  - "I didn't think the gun was real or that it worked or was loaded."
- Age.
  - "I didn't know she was only 15."
- Alcohol or drug use.

6.09.025
## SEARCHES: 09/00

1. Be inquisitive. Firearms, explosives and other weapons are often found where and when we least expect.
   - Ask if weapons are present.
2. Common concealment locations for firearms are:
   a. On a subjects person especially those with loose or heavy clothing.
   b. In vehicles glove boxes, under seats, and hidden outside vehicle such as wheel wells.
   c. In purses or backpacks and in loose clothing.
   d. In the possession of friends or associates.
3. Searches can be conducted as:
   a. Plain view search.
   b. Search subsequent to arrest.
   c. Exigent circumstances.
      - The weapon or explosive presents an immediate hazard.
   d. Consent from persons with dominion and control.
   e. Search warrant.

6.09.030
## EVIDENCE COLLECTION: 09/00

1. What evidence items to take and why. (See G.O. 8.01.000)
   a. Firearms.
      - For trace evidence, fingerprints, ballistics (IBIS).
   b. Magazines & ammunition.
      - Demonstrate possession, intent, may be linked to a firearm.
   c. Casings.
      - For finger prints and IBIS comparison.

d. Bullets and fragments.

- For ballistics comparison and trace evidence.

e. Holsters or carrying pouches.

- Demonstrates proof of possession.

f. Victim and suspect clothing.

- Weapon type, distance from weapon, trajectory, trace evidence.

g. Blood.

- Typing and DNA analysis.

h. Latent prints.
i. Trajectory

- Determine the location of the shooter(s).
- Discover others injured or property damage.

2. Photographs should be taken to document:

a. Bullet patterns.
b. Blood spatter patterns.
c. Appearance of crime scene.

- Close - ups and overviews.
- What could the suspect see, what could the victim or witnesses see?

d. Victim injuries.

- Appearance, emotions, clothing, etc.

  - Include full length photographs as well as close-ups.

e. Suspects and associates.

- To document the appearance of suspects and associates at the time of the crime or police contact.
- Photographs should include a full length photo of the person(s).
- Document scars marks or tatoos.

f. Location of evidence items.

3. See G.O. 8.02.00 for packaging evidence.

6.09.035
## DOCUMENTING THE INVESTIGATION: 09/00

The best police work can be undermined if the documentation is not complete. The prosecutor's office is committed to filing all good cases that they receive. The prosecutor's office will judge cases based on the written documentation in the Superform, probable cause statement, victim and witness statements, suspect statements, and officer's witness statements.

1. All firearm cases involving assaults, suicide, suicide attempts, or mental complaints, shall be investigated by Major Crimes.
2. All other firearm follow-up investigations shall be completed by Precinct detectives.

6.09.040
## COURT TESTIMONY: 09/00

When Judges and Juries are polled after a case has been adjudicated the issues that most influenced their decision were:

1. Professional and confident testimony.
   - This is seen as key to gaining the confidence of the judge and jury.
2. Preparation.
   - Witnesses who were able to testify independent of notes were most believable.
3. Detail.
   - A witnesses ability to clearly recall details about the crime scene, individual statements or the sequence of the investigation were seen as very important in demonstrating that this case was important to the police department.
4. Demeanor.
   - Witnesses who dress professionally, sit upright on the witness stand, who remained calm and collected and who answered the question as asked in a straight forward manner without expanding to other topics are hallmarks of successful prosecutions.
5. Correct terminology.
   - Use of accurate terminology demonstrates competency. These details matter. There is a difference between cartridges, casings and bullets.
     - Jargon such as slug, do not foster confidence or clarity.

# 7.00.000 APPEARANCE REGULATIONS

7.00.005
## POLICY STATEMENT: 07/99

The deputy/officer's appearance in public is a part of the department's effort to maintain public acceptance and maximize public cooperation in support of the mission of the King County Sheriff's Office. The department has established limits on general appearance intended to present a favorable public image conforming with contemporary, but traditional police standards.

7.00.010
## UNIFORM APPEARANCE, HAIR STYLE: 06/92

**MALE DEPUTY'S HAIR:**

1. The sides may cover a portion of the ear. The back may be either tapered or blocked and may extend to the shirt collar.

    a. Hair shall be neat, clean, and well groomed.
    b. Hair shall not interfere with the normal wearing of a standard uniform hat or helmet.
    c. Extreme hair styles are prohibited.

2. Sideburns may extend to a horizontal plane at the base of the earlobe and shall be neatly trimmed.
3. Mustaches are permitted.

    - Extreme styles below the corners of the mouth or in bulk are prohibited.

4. Beards are prohibited.

    - The remainder of the face shall be cleanly shaven.

**FEMALE DEPUTY'S HAIR:**

1. Hair shall be neat, clean, and well groomed.

    a. Hair that is longer than shoulder length shall be tied back.
    b. Hair shall not interfere with the normal wearing of a standard uniform hat or helmet.
    c. Extreme hair styles are prohibited.

2. Hair pins or clips that match the hair color are authorized.

    - All other hair decorations are prohibited.

7.00.015
## EARRINGS: 06/92

1. Female deputies, in uniform, may only wear earring studs not exceeding 3/16" in diameter.
2. Male deputies, in uniform, shall not wear earrings.

7.00.020
## UNIFORM APPEARANCE EXCEPTION: 06/92

Division Commanders may waive the requirements for deputies on special assignment or may modify dress standards during periods of extreme weather conditions or unusual circumstances of a short-term nature.

7.00.025
## CIVILIANS AND NON-UNIFORM ASSIGNMENTS OR COURT APPEARANCE ATTIRE: 06/92

Department members in civilian and non-uniform assignments or those making court appearances shall comply with the following non-uniform clothing standards:

1. **CIVILIAN AND NON-UNIFORM ASSIGNMENTS:**

    a. Department members in civilian or non-uniform assignments shall wear contemporary, but conservative business attire that is neat and clean.

        - This does not include sweats, jeans, mini skirts, shorts, tennis shoes, or any other clothing that is revealing or suggestive.

    b. Unit supervisors in non-uniform assignments may modify dress, hair style, and earring standards to meet the needs of the unit.

        - Deputies shall otherwise comply with the uniform standards described in sections 010, 015, or 030.

2. **COURT APPEARANCES:**

    a. Male department members shall wear conservative business attire with a business tie.
    b. Female department members shall wear conservative business attire.
    c. Non-uniform attire shall be neat and clean.
    d. All equipment that identifies the wearer as a deputy/detective shall be concealed.

7.00.030
## UNIFORM, WEARING OF: 06/92

Department members wearing uniforms, whether on or off-duty, shall wear the complete uniform.

7.00.035
## UNIFORM SHIRT, WEARING OF: 07/99

Department members required to wear a uniform may wear either:

1. The short sleeve uniform shirt year-round;

    - Department members wearing the short sleeve shirt shall also wear a black crew neck T-shirt.

2. The long sleeve uniform shirt from October 1 through April 30.

    - Department members wearing the long sleeve uniform shirt shall also wear the uniform tie or turtleneck as described in sections 040 and 105.

7.00.040
## UNIFORM NECKTIE AND TIE CLASP: 06/92

1. The uniform necktie shall be either a conventional, clip-on, or rear closure velcro.
2. Either the tie pin or tie bar shall be worn.

7.00.045
## UNUSUAL OCCURRENCE UNIFORM: 07/99

1. The wearing of the Unusual Occurrence (U.O.) uniform by on-duty department members shall be limited to:

    a. Inclement weather conditions.

        - Authorized by a sergeant or above.

    b. Specific temporary situations where the uniform might be damaged or soiled.
    c. Proactive officers during a short-term or emergent incident.
    d. All other use as approved by a Captain or above.

2. The undergarment for the U.O. uniform shall be either:

    a. A black crew neck garment or turtleneck.

        - Non-issued items shall be purchased at the individual's expense.

    b. No other undergarments shall show when wearing the U.O. uniform, unless working in plainclothes or when wearing the U.O. uniform for a short-term or emergent incident.

7.00.050
## UNIFORM HAT: 06/07

Deputies shall ensure that their campaign hat is neat and clean. The hat should not be worn in inclement weather with out a vinyl cover.

1. The campaign hat will be worn with appropriate badge and metallic braid.
2. The campaign hat will be assembled as follows:

    a. Metallic braid will be twisted with approximately one twist per inch for its entire length.
    c. The acorns shall lay on the front of the brim.
    d. The strap shall be affixed with the buckle on the right side of the hat.

3. The campaign hat shall be worn with the front brim resting two (2) to three (3) finger widths above the bridge of the nose, with the brim nearly level in all directions.
4. The wearing of the uniform hat shall be mandatory at:

    a. Inspections.
    b. Ceremonies.
    c. Funerals.
    d. Other specified formal events.

5. At all other times, the wearing of the uniform hat is optional.

7.00.055
## DRESS UNIFORMS: 07/99

1. The following dress uniform items are required for Captains and above, and optional for sergeants and deputies at their expense:

    a. Dress jacket.
    b. British green necktie.
    c. White long sleeve dress shirt.

        - The shirts are worn with regular uniform pants.
        - The female command staff may wear a knee length, dark green skirt instead of the uniform pants.

    d. Hat.

2. The following dress uniform items are required for sergeants and deputies.

    a. Long sleeve uniform shirt and pants.
    b. Tie.
    c. Hat.

3. Authorization to Wear:

    a. Dress uniforms are authorized for certain off-duty social functions for sergeants and police officers.
    b. The wearing of this uniform at social functions requires the approval of the Sheriff or a Division Chief.

7.00.060
## FOOTWEAR: 07/99

1. **Regular Department Uniform:**

    a. Authorized footwear shall be issued by the PMU.
    b. Boots meeting the following specifications are authorized and a portion of the cost shall be paid by the department if the boot is purchased through a current department vendor.

        - Plain black polished finish
        - Round toe
        - Lace-up, with black laces and black eyelets
        - Nine (9) inch minimum high top
        - Either smooth or lugged rubber sole

    c. Deputies shall have one (1) pair of issued shoes to be worn on occasions when a dress uniform (i.e., wearing of hat and tie) is required.
    d. Boots or tennis shoes shall not be worn with the dress uniform.

2. **Footwear for Special Occasions:**

    Members assigned to units that wear special uniforms (i.e., Marine, Motorcycles, K-9, etc.) shall wear the footwear that is designated by their Standard Operating Procedures or Division Chief.

3. **Special Footwear for Medical Reasons:**

Department members who require special footwear for approved medical reasons shall forward a doctor's note to their supervisor.

a. An Officer's Report requesting the special footwear shall be submitted via chain of command to the PMU.
b. The PMU shall set and provide guidelines to help the member obtain suitable footwear.

7.00.065
## GLOVES: 06/92

1. Gloves may be worn with the uniform.

a. Gloves shall be black leather; or
b. When directing traffic gloves may be either red or orange reflective.

2. **Possession of "sap" gloves or any gloves loaded with weight is prohibited.**

7.00.070
## NAME TAGS: 09/99

A name tag shall be worn on all department uniforms, except on the raincoat.

1. **Brushed brass name tag:**

a. Uniform shirt:

The name tag is to be worn centered 1/8th inch above the right breast pocket flap.

b. Uniform dress jacket:

The name tag is to be worn centered 1/8th inch above the right breast pocket flap.

c. Other uniforms:

A brass name tag may be worn on any department uniform that does not have a sew-on tag.

2. **Embroidered name tag:**

a. The embroidered name tag shall consist of two (2) initials and the last name, stitched block style in mylar gold on material comparable to the garment.

- The border shall be stitched in black on a black background.
- The border shall be stitched in black for the uniform sweater.

b. Only embroidered name tags provided by department authorized vendors shall be worn on department uniforms.
c. The authorized embroidered name tag may be worn with the department uniform. The name tag shall be 4” long by 1” wide, black background with black merrow. The lettering shall be gold mylar in block print. The name tags may be purchased at the members own expense, through the department member. This item will not be issued, re-imbursed or replaced by the department.

3. **Authorized Uniforms:**

   a. Utility uniform:

      The name tag shall be sewn and centered 1/8 inch above the right breast pocket.

   b. Uniform coat:

      The name tag shall be centered and sewn midway between the right shoulder board and pocket flap.

   c. U.O. uniform:

      The name tag shall be sewn and centered 1/8th inch above the upper edge of the right breast pocket.

   d. Uniform sweater:

      The name tag shall have a black background and sewn on the right breast.

7.00.075
## **UTILITY CAP:** 07/99

1. The utility cap shall be the pro-ball design 100% black wool baseball cap with adjustable headband, with the word “SHERIFF” in gold appearing on the front or "POLICE" in white for contract cities.

   a. Deputies may continue wearing the green caps with badges or shoulder patches until replacement is needed.
   b. Community Service Officers (CSO) shall wear their CSO patch centered on the front.

2. Deputies may wear the cap with the department uniform.
3. This cap shall be issued to deputies issued utility uniforms and raid jackets.
4. Deputies not issued the utility cap may:

   a. Purchase the cap at the individual's expense; from the department vendor.
   b. Caps originally purchased by deputies will be replaced by the Department when the cap is in need of replacing.

5. Un-authorized ball caps shall not be worn with the department uniform or while on-duty.

7.00.080
## **COLD WEATHER CAP:** 06/92

1. The cold weather cap shall be insulated with folding ear flaps ("fur troopers hat"), forest green, and display the department hat badge on the front of the upturned bill.
2. Uniformed deputies may wear the cap when wearing the winter uniform coat or U.O. uniform during inclement weather.
3. This cap may be purchased from the current department uniform vendor at the member's expense.

7.00.085
## **BALLISTIC HELMET:** 02/03

The ballistic helmet shall only be used during unusual “High-Risk” situations such as active shooters, high-risk search warrants, incidents where falling debris is a possibility, or when approved by a supervisor.

7.00.090
## RAID JACKET: 07/99

1. The Raid jacket is designed to identify the wearer as a deputy/detective at the scene of an unusual event, such as:

    a. Search warrant.
    b. Hostage incident.

2. It may be issued to deputies in plainclothes assignments with the approval of a Section Commander.
3. This jacket shall not be worn with the normal department uniform, nor is it to replace the normal uniform.
4. It shall not be worn off duty.

**Design:**

There are two (2) designs for the Raid Jacket and both shall have a facsimile of the department badge on the left breast:

1. The standard Raid Jacket shall be green lightweight material, with a facsimile of the department badge on the left breast and the word "SHERIFF" in large gold or white letters across the back.

    - The word “SHERIFF” will be in white lettering on each forearm for easy identification while in a weaver stance with the sidearm drawn.

2. The Hidden Agenda Raid Jacket shall have fold down flaps for identification and a facsimile of the department badge on the left breast.

    a. Proactive, and CID are currently authorized to wear the Hidden Agenda Raid Jacket.
    b. Member may purchase at own expense.

7.00.095
## UNIFORM SWEATER: 06/92

1. The uniform sweater is a black V-neck wool sweater designed to be worn year-round.
2. The sweater shall be worn with either an open collar short-sleeved shirt or a long sleeve shirt with a tie.
3. The sweater may be purchased from the current department uniform vendor at the member's expense.

7.00.100
## SAFETY VEST: 05/09

Department members shall wear the department issued safety vest at all times when controlling traffic or when hazardous traffic conditions exist, such as working crime scenes or traffic accidents and poor visibility exists due to road design, darkness, or inclement weather.

7.00.105

## TURTLENECK UNDERGARMENT: 07/99

1. The turtleneck or "mock" turtleneck shall be black and the neck of the garment shall have a plain non-ribbed finish.

   - It must fit close to the neck.

2. The turtleneck may be worn with the long sleeve uniform shirt in lieu of wearing the department tie.
3. The turtleneck shall not be worn during formal occasions.
4. The turtleneck sweater shall be purchased at the member's expense.
5. A cotton turtleneck, "mock" turtleneck, or dickie with "SHERIFF" in gold thread, and in "TETITE" font 1/2 inch high may be worn with a long sleeve shirt without a necktie.

   - Only turtlenecks with "SHERIFF" in gold thread 1/2 inch high purchased from the department vender will be allowed.

6. The turtleneck or "mock" turtleneck may be made of cotton, lycra, or polyester.

# 7.01.000 UNIFORMS

7.01.005
**ELIGIBILITY:** 07/99

Department members who are required to wear uniforms shall be furnished required clothing and equipment authorized by the department and contract cities.

7.01.010
**INVENTORY:** 07/04

1. All deputies shall possess the following uniform and leather/nylon gear:

   a. Leather or nylon web equipment:

      1 Duty gun belt.
      1 Double, ammunition carrier.
      1 Handcuff carrier.
      1 Aerosol irritant carrier.
      1 Keys carrier.
      1 Baton carrier.
      4 Belt keepers.
      1 Garrison belt.

   b. Uniform clothing, probationary deputy:

      1 Uniform hat.
      1 Hat raincover.
      1 Raincoat or rainsuit.
      2 Long sleeve shirts.
      2 Short sleeve shirts.
      2 Trousers.
      1 "All-Weather" coat.
      1 Name tag.
      1 Whistle.
      1 Safety vest.
      1 Soft body armor vest.
      1 Unusual Occurrence coverall (U.O.).
      1 Necktie.
      1 Tie clasp with department logo.
      1 Pair shoes.
      1 Current Map book (One-time issue only).

   c. After completion of probation, deputies may additionally request:

      1 Long sleeve shirt.
      1 Short sleeve shirt.
      1 Trousers.
      1 Necktie.
      1 Pair shoes.

2. All limited commissioned deputies shall possess the following uniform and leather/nylon gear:

| | |
|---|---|
| 2 | Trousers. |
| 1 | All weather jacket. |
| 2 | Short sleeve shirts. |
| 2 | Long sleeve shirts. |
| 1 | Uniform tie. |
| 1 | Tie clasp. |
| 2 | Pair shoes. |
| 2 | Name tags. |
| 1 | Vest, ballistic. |
| 1 | Trouser belt. |
| 1 | Gun belt, leather/nylon. |
| 1 | Cuff case, leather/nylon. |
| 1 | Mace carrier, leather/nylon. |
| 1 | Key carrier, leather/nylon. |
| 1 | Pair handcuffs. |
| 4 | Belt keepers. |

3. Reserve deputies are authorized one (1) each of the above listed items.

   - Additional items are authorized based on:

     - Amount of hours worked.
     - Unusual assignments.

4. Approval of additional quartermaster items beyond those listed in this section shall be authorized by a Precinct/Section Commander.

7.01.015
## SPECIAL UNIFORMS: 07/04

Deputies who are assigned to "special assignment" units as their primary or shared primary duties (i.e., Bicycle Unit, Range Unit, etc.) shall be issued special uniforms. The special uniform and equipment shall only be worn when deputies are working in that unit and are issued with written approval by a Precinct/Section Commander. The special uniform and equipment lists shall be maintained in PMU.

1. All "special assignment" clothing and equipment, excluding footwear and utility caps, shall be cleaned or laundered and returned promptly to the PMU within five (5) working days of the transfer.
2. The recipient of these items shall document the transaction on form # P-127" property return verification". The member should then hand carry it to the PMU or to the personnel unit if separating from the department.

7.01.020
## CONTRACT CITY UNIFORMS: 07/99

The King County Sheriff's Office provides quartermaster services to a wide variety of contract cities. The Department respects and encourages individuality and community identity. The goal of the quartermaster system is to provide quality cost effective service and management of contract city uniforms and equipment. A component of this goal is to establish clear guidelines and a process by which the uniforms can be pooled and shared by all the contract cities involved. This section will outline the issues surrounding the quartermaster system as it pertains to contract cities.

Under current contracting models, each contract city negotiates an allotment allowed each officer for each year. Each contract city chief will furnish the Property Management Unit a memo of understanding stating what items are to be issued to an officer for their first, second and third year issue. This memo can be modified by agreement with the Contracting Unit and the contract city.

To efficiently manage this resource, all specialty equipment such as bicycle jackets, safety vests, rain coats and other equipment will have the word “POLICE” printed on them to allow the item to be used as a pooled item by other contract cities when the item is turned in to the Property Management Unit in useable condition.

1. Upon assignment to a contract city, each officer will receive the following additional items:

    7 Name tags, cloth.
    1 Uniform hat.
    1 Tie, LAPD blue.
    1 Raincoat, black/orange with breast badge, shoulder patches and name tag.
    1 Jacket-All weather or bicycle with breast badge, shoulder patches and name tags.
    1 Coverall, Navy blue with breast badge, shoulder patches and name tag.
    2 Uniform shirts, short sleeve, LAPD blue, with name tag and shoulder patches.
    2 Uniform shirts, long sleeve, LAPD blue with name tag and shoulder patches.
    2 Trousers, LAPD blue.

2. A Phase II or Phase III recruit who is training in a contract city may receive the following additional items:

    1 Uniform shirt, short sleeve, LAPD blue.
    1 Uniform shirt, long sleeve, LAPD blue.
    1 Trouser, LAPD blue.
    1 Jacket.
    1 Raincoat.
    1 Hat.

3. All items must be returned immediately to the PMU upon assignment to an un-incorporated work location
4. A Service Star or "Hash" mark shall equal four (4) completed years of service.

**Bicycle Uniforms:**

1. Contract cities will be issued bicycle equipment as outlined in the section 015.
2. Officers leaving a contract city assignment must turn in their issued equipment within five (5) working days to the PMU as outlined in section 015.

# 7.02.000 BADGES, INSIGNIA, AND PATCHES

7.02.005
## BREAST AND HAT BADGES: 05/02

1. The Property Management Unit (PMU) shall control and maintain records regarding issued badges.

    a. Deputies may purchase additional breast or flat wallet badges at their own expense.
    b. Purchased badges shall have the same badge number as the one assigned to the deputy.

2. Only the department approved metal breast badge shall be worn on uniform garments not specified for cloth badges.
3. Only sworn department members shall wear, display, or carry on their person official badges that are authorized by the department.
4. Only embroidered (cloth) badges are to be worn on the:

    a. Uniform coat.
    b. Raincoat or rainsuit. (Green or black only).
    c. Utility shirt.
    d. Uniform sweater.
    e. Unusual occurrence uniform (U.O.).

5. Embroidered breast badges are sewn at the same location as metal breast badges after removal of any existing badge tabs.
6. Embroidered badges shall be removed from worn or damaged garments and forwarded to the PMU.

    - Embroidered badges shall be replaced on a one for one basis.

7.02.010
## SHOULDER PATCH: 05/02

1. Sheriff's Office and Contract City shoulder patches shall be centered 3/4 inch below the shoulder seam on both sleeves of the:

    a. Summer and winter shirt.
    b. Dress jacket.
    c. Uniform coat.
    d. Utility shirt.
    e. Unusual occurrence uniform (U.O.).
    f. Uniform sweater.

2. Patches shall be sewn on with the same color thread as the patch border.

7.02.015
## RANK INSIGNIA: 07/04

1. **Rank and Insignia:**

   a. **Sheriff:**

   Three (3) Gold Stars

   b. **Division Chief:**

   Two (2) Gold Stars

   c. **Contract City Chief:**

   One (1) Gold Star for those wearing a Sheriff's Office uniform.
   Three (3) Gold Stars for those wearing a city blue style uniform.

   d. **Major:**

   One (1) Gold Oak Leaf

   e. **Captain:**

   Two (2) Gold Bars

   f. **Sergeant:**

   Three (3) Gold Chevrons

   g. **Master Police Officer:**

   Two (2) Gold Chevrons

2. **INSIGNIA LOCATION**

   a. **Captain and above**: (see diagrams in section 035)

| | |
|---|---|
| ■ Uniform Shirt, long sleeve | Small brass on collar,<br>Service stars on left sleeve |
| ■ Uniform Shirt, short sleeve | Small brass on collar |
| ■ U.O. Coverall | Sew on type |
| ■ All Weather Jacket | Sew on type or large brass |
| ■ Sweater | Sew on type or large brass |
| ■ Dress Jacket | Large brass on epaulets<br>Rank stripes on sleeve<br>Service stars with gold bullion on left sleeve |

7.02.020

## PLACEMENT OF INSIGNIA: 07/04

(See diagrams in section 035)

1. **Uniform Shirt:**

   a. Brass insignia shall be worn with the axis of the bar parallel with the vertical edge of the collar. It shall be positioned ¾ of an inch from the collars vertical edge and centered between the neck line and lower line of the collar.
   b. The chevron shall be sewn with the point directly below and centered with the shoulder patch on both sleeves.

2. **Coats or sweaters, Embroidered Sew-on or Large Brass Insignia:**

   Insignias shall be sewn or placed on the shoulders ¾ inch inward of the shoulder seam, directly centered with regard to the shoulder patch (see diagrams in 7.02.035).

   a. **Sheriff:**

      The stars shall be worn lengthwise on the shoulder so that the single ray of each star points to the rear (see figure 4).

   b. **Division Chief:**

      The stars shall be worn as described for the Sheriff (see figure 5).

   c. **Contract City Chief:**

      - The star shall be worn as described for the Sheriff for those wearing a Sheriff's Office uniform (see figure 8).
      - The three (3) gold stars shall be worn as described for a Contract City Chief wearing a city blue style uniform (see figure 9).

   d. **Major:**

      The oak leaf shall be worn with the leaf tip toward the collar (see figure 6).

   e. **Captain:**

      The bars shall be worn with the bar axis parallel to the shoulder seam (see figure 7).

   f. **Sergeant:**

      The chevrons shall be sewn and centered ¾ inch below the shoulder patch on both sleeves of the uniform coat or sweater.

   g. **Master Police Officer:**

      The chevrons shall be worn as described for sergeant.

3. **Dress Jacket Insignia:**

   A large gold metal rank insignia for Captain and above shall be worn on both shoulders of the dress jacket as described in #2 (see figures 4 thru 7).

4. **Unusual Occurrence Uniform Insignia:**

   a. Rank designation for Master Police Officer and above for the U.O. uniform is a removable gold miniature metal rank insignia, located on both sides of the collar.
   b. For Sergeant and MPOs, the insignia shall be worn at a 45 degree angle to each collar point.
   c. For Captains and above, the insignia shall be worn the same as the uniform shirt.

5. **Utility Uniform Insignia:**

   a. Rank designation for Sergeant and Master Police Officer on the utility uniform shall be the sew-on type.
   b. Rank placement for Captain and above shall be the same as the uniform shirt.

7.02.025

## PLACEMENT OF INSIGNIA - CONTRACT CITIES: 05/02

(See diagrams in section 035)

1. Sworn department members who are primarily assigned to work in a contract city shall wear the insignia designating the city.

   ■ The insignia shall not be worn unless issued by the department.

2. Collar insignia shall be 5/16 inch brass lettering with a high-gloss finish.

   ■ The insignia shall be centered on the shirt collar and positioned ¾ inch from the vertical edge of the collar (see figure 2).

3. Breast Pin insignia shall be centered ½ inch over the name tag (see figure 1).
4. Upon transfer to an assignment no longer providing primary service to a contract city, the city's insignia shall be returned to the Precinct Commander or Contract City Chief.

7.02.030

## RANK BRAID FOR UNIFORM DRESS JACKET: 07/04

(See diagrams in section 035)

The dress jacket shall display on each sleeve the following stripe(s) conforming with the member's rank:

■ **The lower stripe shall be 2 inches above the bottom of each cuff.**

1. **Sheriff:**

   One ½ inch stripe above one 2 inch Navy Admiral stripe with ½ inch space in between.

2. **Division Chief:**

   One 2 inch Navy Admiral stripe.

3. **Major:**

   One ½ inch gold stripe near cuff, ¼ inch space, one ¼ inch gold stripe in center, ¼ inch space and one ½ inch gold stripe above center stripe.

4. **Contract City Chief:**

   a. The sleeve stripes will reflect the actual Sheriff's Office rank for those wearing a Sheriff's Office uniform.
   b. Three ½ inch gold stripes near cuff, ¼ inch space, one ½ inch gold stripe in center, ¼ inch space and one ½ inch gold stripe above center stripe for those wearing a city blue style uniform.

5. **Captain:**

   Two ½ inch gold stripes with ¼ inch space in between stripes.

6. **Sergeant and below:**

   No gold stripe.

7.02.035
**INSIGNIA DIAGRAMS:** 07/04

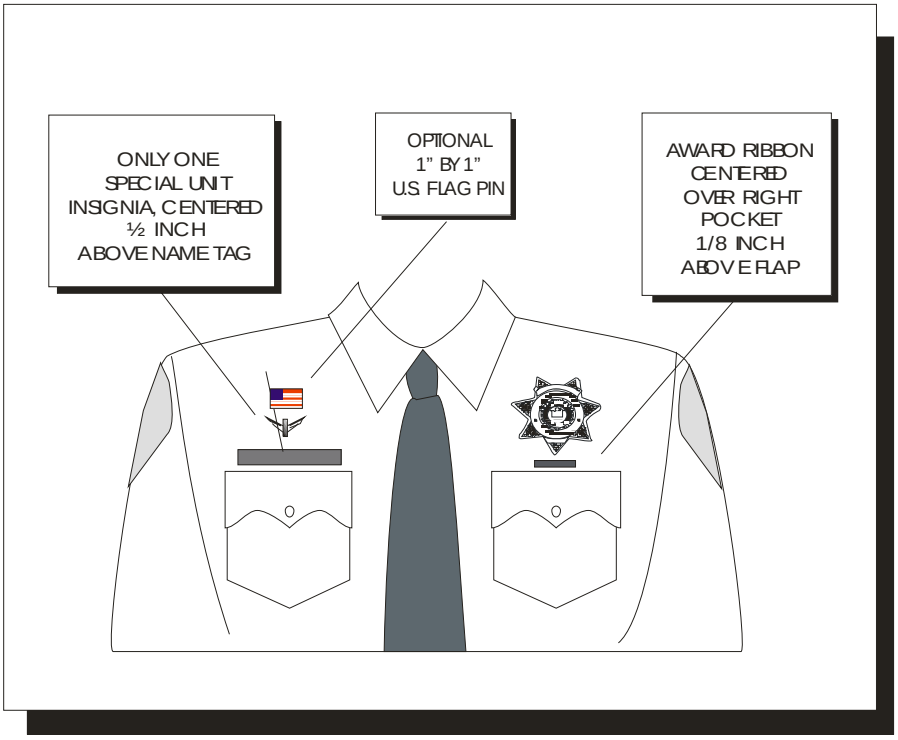



Figure 1

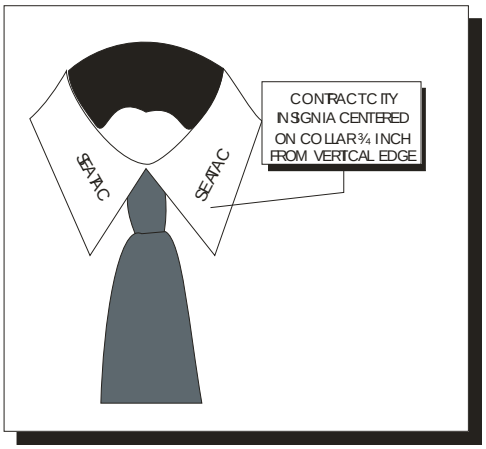



Figure 2

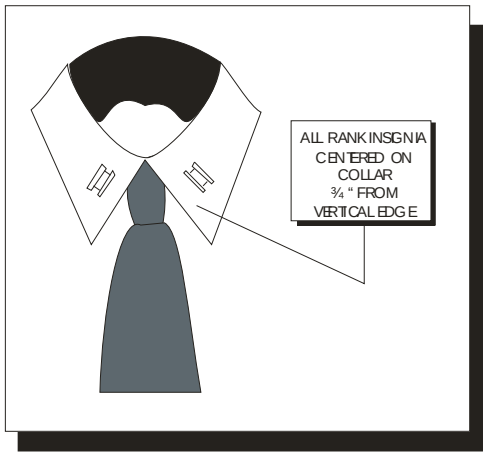



Figure 3

SHERIFF

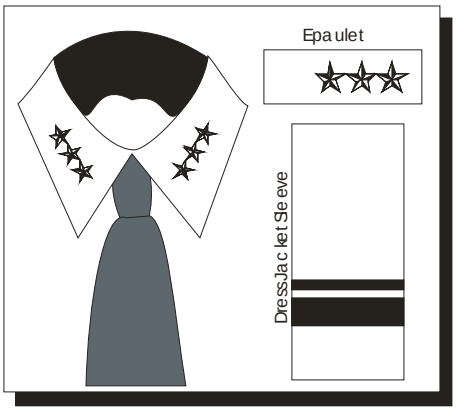



Figure 4

DIVISION CHIEF

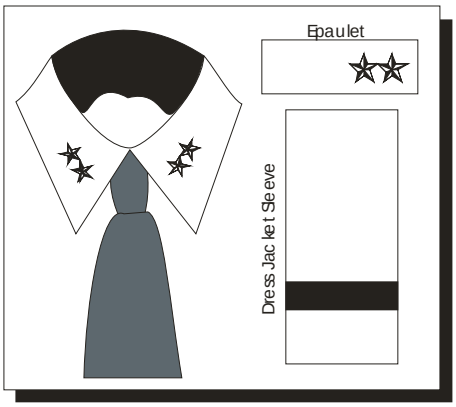



Figure 5

MAJOR

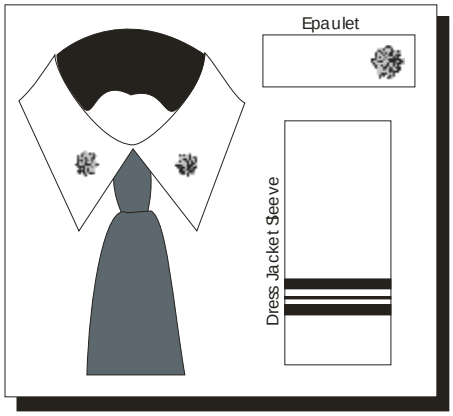



Figure 6

CAPTAIN

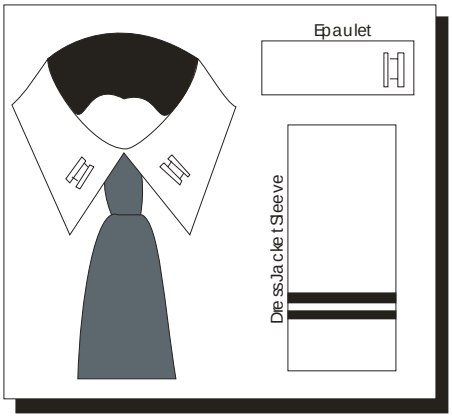



Figure 7

CONTRACT CITY CHIEF (S.O. UNIFORM)

Figure 8

CONTRACT CITY CHIEF (CITY BLUE UNIFORM)

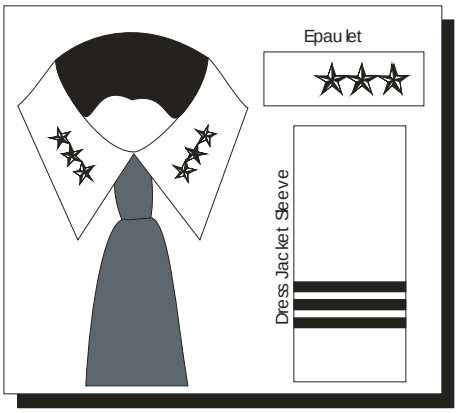



Figure 9

7.02.040
## SPECIAL UNIT INSIGNIA: 06/92

1. Deputies who are qualified and assigned to special units may wear an approved special insignia on their uniform shirt, centered ½ inch above their name tag (see figure 1).

    a. Only one (1) special insignia may be worn at a time.
    b. The insignia shall only be worn while working in or assigned to the associated special unit.
    c. No other pins or insignias are authorized unless authorized by the affected unit's Commander.

        - Qualifications for authorization to wear a special insignia shall be established by the unit supervisor and approved by the appropriate Division Chief.
        - Acquisition and maintenance or replacement of special unit insignia shall be the responsibility of the authorized wearer.

2. Special units currently authorized to wear special unit insignia are indicated below:

    a. **Motorcycle:**

        Winged wheel

    b. **TAC-30:**

        Eagle and lightning bolt

    c. **Diver:**

        Helmeted diver's head

    d. **E.O.D.:** (Explosives Ordinance Disposal)

        Winged bomb

    e. **K-9:**

        K-9 wreath

    f. **Marine:**

        Fouled anchor

        - Marine deputies may wear two (2) insignias on the collar of their marine utility uniform or a single insignia on the standard or dress uniform.

    g. **DARE:**

        D.A.R.E. pin

    h. **ASU:** (Air Support Unit)

        Aviator wings

7.02.045
## SERVICE STARS: 05/02

Stars denoting four (4) completed years of law enforcement service may be worn with the long sleeve uniform shirt and dress jacket.

1. Deputies who have served with other agencies may add those years to their service time with King County, excluding military police and reserve officer service for other agencies.
2. Stars shall be worn with a 2 inch space between the bottom 2 points of the star and the top edge of the left sleeve cuff of the uniform shirt.

    a. When more than one (1) star is mounted there shall be 1-3/8 inch between the centers.
    b. There shall be a maximum of four (4) stars in one row.
    c. A second row of stars shall be centered immediately above the first row of stars.

3. On the uniform dress jacket with gold stripe, the bottom 2 points of the star shall be placed 1/2 inch above the upper gold stripe.
4. Contract city "hash" marks shall equal three (3) completed years.

7.02.050
## ISSUANCE OF INSIGNIA: 06/92

1. Upon appointment, the designee shall forward a copy of the Personnel Order to the PMU.
2. The PMU shall issue the appropriate insignia with a voucher authorizing the County Uniform Contractor to attach the insignia to the uniform.

    - Deputies may either attach the insignia themselves or have it attached professionally.

        - Submit the receipt for reimbursement as with other uniform repairs.
        - The cost shall not exceed the price charged by the County Uniform Contractor.

7.02.055
## AWARD BREAST MEDAL UNIFORM PLACEMENT: 06/92

Breast medal awards shall be worn on the class A uniform as indicated below: (see figure 1)

1. **One (1) breast medal award:**

    - A single medal is centered over the left breast pocket tab and 1/8th inch above the seam.

2. **Two (2) or more medals:**

    a. The highest award is located in the right hand position followed by the next award, centered over the left breast pocket.
    b. The group is not to exceed three (3) medals.
    c. A second line shall be stacked over the first in the same order.

        - The order of importance of the medals shall be determined by their order of description listed in G.O. 2.16.000 (Awards Program).

7.02.060
## U.S. FLAG PIN: 04/10

Up to a two (2) inch by one and one half (1-1/2) inch U.S. Flag may be worn on the uniform shirt. The flag shall be worn above the name tag or above a special unit insignia (see figure 1).

# 7.03.000 QUARTERMASTER AND EQUIPMENT SYSTEM

7.03.005
## INTRODUCTION: 07/99

Whenever the King County Sheriff's office uniform, or a uniform designated for a contract city is worn, it shall be worn in accordance with the following regulations. The deputy/officer's appearance in public is a part of the department's effort to maintain public acceptance and maximize public cooperation in support of the mission of the King County Sheriff's Office. The Sheriff's Office maintains a quartermaster system to ensure conformity, quality, a professional image and cost effectiveness.

7.03.010
## RESPONSIBILITY: 07/04

The Technical Services Division Chief is responsible for the maintenance and operation of the quartermaster system.

1. Department members shall properly use and maintain uniform clothing and leather equipment.
2. Supervisors shall:

    a. Properly survey uniform clothing and leather equipment of subordinates.
    b. Approve repairs and property replacement of items that do not meet department standards.

        - Repairs to clothing and equipment should be made if the costs are less than the petty cash allotment.

    c. All useable equipment must be returned to the PMU

3. Property Management Unit (PMU) shall follow guidelines approved by the Technical Services Division Chief.

7.03.015
## SEPARATION: 02/10

1. Upon separation, department members, who were issued uniform clothing and leather/nylon gear and other equipment, shall personally return it to the appropriate unit.
2. Firearms, holsters, ammunition and ammunition carriers shall be returned to the Department Armorer.

    - Firearms shall be thoroughly cleaned prior to turn in.

3. All other clothing, leather/nylon gear and unused Citations/NOIs shall be returned to the PMU.

7.03.020
## REPLACEMENT PROCEDURES: 07/99

1. Department issued property in need of replacement, or listed as additional equipment that a member is entitled to, shall be submitted to the individual member's supervisor for inspection with a completed Quartermaster Property Replacement Form (KCSO Form #A-154).

    a. The Property Management Unit has supplies of common issued items. Every effort will be made to re-issue these items before a voucher for replacement is issued.

        - The PMU shall only re-issue clean serviceable items.

    b. A form A-154 must be completed and include sizes. Department members not knowing their sizes, should go to the PMU for fitting or go to the department uniform vender for sizing. Any A-154 that does not include sizes will be returned to the deputy for completion.
    c. The A-154, Quartermaster Request Form, must contain information on rank, service stars or hash marks and type of name tag that needs to be sewn on.

2. Supervisors shall:

    a. Inspect item(s) and approve or disapprove each item being surveyed, using the Quartermaster Property Replacement Form.
    b. Forward the form to the PMU.
    c. Ensure that shoulder patches, cloth badges, embroidered name tag, etc. are removed from all uniforms being disposed of and the patches sent to the PMU.

7.03.025
## DAMAGED OR LOST PROPERTY: 07/99

1. Department members shall complete a report when issued property is damaged or lost.

    a. When equipment is damaged or destroyed by the criminal act of another person, the member concerned shall submit an itemized bill to the Prosecuting Attorney.
    b. Forward an Officer's Report to the Technical Services Chief via chain of command.

2. Officer’s Reports documenting lost or damaged issued property will be sent to the PMU. The quartermaster request form A-154 must accompany the Officer’s Report.
3. Items that cannot be decontaminated should be placed in a red bio-hazard bag or receptacle and a completed A-154 submitted for replacement.

    - Uniforms, jackets, etc.

4. Items contaminated with body fluids, that can be reused, should be cleaned with a bleach solution of one (1) part bleach to ten (10) parts water.

    - Nylon, non-porous items, etc.

5. Personally owned clothing and equipment that are damaged in the line of duty shall be repaired or replaced within Collective Bargaining Agreement guidelines.

7.03.030

## PROPERTY DESTRUCTION PROCEDURES: 07/99

1. Discarded property shall be rendered unidentifiable as a part of the department uniform.
2. Upon request, surveyed clothing items may be returned to the member with supervisor approval.
3. Department property that might be reusable shall be immediately forwarded to the PMU in a clean and reusable condition.

    - Worn out property should not be forwarded to the PMU.

# 7.04.000 LEATHER GOODS AND SPECIAL EQUIPMENT

7.04.005
## UNIFORM GUN BELT: 06/92

The uniform gun belt with matching accessories can be black leather basket weave or nylon web.

1. The nylon web gear shall be issued when the current stock of leather gear is exhausted.
2. The nylon gun belt with accessories is optional at the member's expense for those who have issued leather gear.

    - Only department authorized web gear shall be worn.

3. The uniform gun belt shall:

    a. Completely conceal the trouser belt.
    b. Have two (2) ammunition carriers for the primary weapon.

        - Location of the ammunition carriers on the gun belt shall be optional.

    c. Be worn with one cuff pouch on the opposite side from the holster.
    d. Not be a mixture of nylon web and leather items.

4. Location of the ammunition carriers on the gun belt shall be optional.

    a. Be worn with a minimum of one cuff pouch on the opposite side from the holster.
    b. Not be a mixture of nylon web and leather items.

7.04.010
## HOLSTERS: 07/04

1. Holsters for primary handguns worn on the duty belt shall:

    a. Be department issue or equivalent.

        - Cross-draw holsters are prohibited.

    b. Retain weapons in a safe and secure manner.
    c. Have a level two (2) rating or better.

2. The department shall supply holsters for all department owned weapons.

    a. The department will not supply holsters for personally owned weapons.
    b. Personally owned weapons carried on duty will be carried in a holster specifically manufactured for that make and model weapon.

        - The holster will have a level two (2) rating or better.

    c. Prior to duty use, the Department Armorer shall approve any personally owned holster.
    d. See KCSO form A-137 and G.O. 6.07.095 for rules governing personally owned weapons.

3. Holsters, whether issued or personally owned, shall not be modified in any manner.

    a. Holsters that lose their integrity through normal wear will be replaced.
    b. Personally owned holsters that lose their integrity through normal wear will be replaced at the deputy's expense.

7.04.015
## SOFT BODY ARMOR: 07/04

Commissioned and limited commissioned members **shall** wear the department issued body armor vest or an individually purchased equivalent vest, as follows:

1. **At all times in uniform**
2. **Plainclothes assignments:**

    - To be worn during any known or potentially dangerous assignment and to be kept immediately available for use at all times when not being worn.

3. Contract cities will be issued two blue vest covers. These must be returned to the PMU upon re-assignment to a non-contract city assignment.
4. EXCEPTIONS:

    a. Search and Rescue.
    b. Marine Patrol (When on the water).
    c. Bomb Disposal.
    d. TAC-30 Unit (When wearing the department tactical vest).
    e. Administrative personnel.
    f. Special events or assignments approved by either the Sheriff or Division Chief.
    g. Covert activities in which the wearing of the vest would either endanger the deputy's life or investigation.

5. CLEANING PROCEDURES:

    The following procedures should eliminate odors. If the odors persist after two months of following these procedures, the vest should be returned to the PMU for inspection or replacement.

    a. The vest should be cleaned after wearing it four (4) or five (5) times.
    b. Wipe the vest with a damp cloth using a small amount of soap and water.
    c. Wipe the vest with a clean, soapless, damp cloth.
    d. Expose the vest to fresh air for several hours to dry it and to help remove any odor.
    e. The vest should be worn with a removable cloth cover, if provided.

        - The cover should be washed regularly.

    The vest manufacturer advises that water, a water and detergent solution, or cleaning solvent can penetrate the vest at the seams, which reduces the effectiveness of the fibers by 20-25%. Therefore, deputies shall not:

    a. Machine wash or dry clean the vest.
    b. Immerse the vest in a detergent or dry cleaning solution.
    c. Immerse the vest in water.

    **If the vest becomes immersed in a liquid, even in clear water, forward it to the PMU for inspection.**

7.04.020
## EQUIPMENT REQUIRED: 06/92

On duty deputies shall carry the following equipment:

1. **Badge and Identification Card**:

2. **Handcuffs and Key:**

   a. Only Peerless, Smith and Wesson, or equivalent shall be authorized.
   b. The handcuffs may be blued or nickel-plated.

3. **Whistle:**

   Uniformed deputies shall carry a police whistle.

4. **Baton or Asp**:

   Uniformed deputies shall carry the baton or Asp in their vehicle immediately available for use or inspection.

   a. Wearing the baton shall be optional, depending upon the nature of the call.
   b. The baton shall be department-issue or personally owned of similar size and shape as department issue, and may be constructed of wood, alloy, or solid plastic.
   c. Personal batons shall be dark color and have prior department approval before being carried in the field.

5. **Flashlight**:

   Uniformed deputies shall carry a working flashlight in their vehicles.

   a. The flashlight shall be a minimum of three (3) cells and a maximum of five (5) cells with either a two (2) or three (3) inch diameter head.
   b. A traffic wand may also be carried.
   c. The department does not supply flashlights or components.

6. **Aerosol Irritant Projectors:**

   Uniformed deputies shall carry department issued chemical irritant.

   ■ Deputies wearing the uniform dress jacket shall be exempt.

7. **Timepiece:**

   Deputies are required to carry a reliable timepiece while on duty.

7.04.025
## SPECIAL EQUIPMENT: 07/99

The carrying or use of substitute or additional equipment not specified herein is unauthorized unless approved by either the Sheriff or Division Chief.

■ Approved substitute or additional equipment is the sole responsibility of the individual and shall not be replaced by the department beyond what is required by the Collective Bargaining Agreement.

1. **Knives:**

Deputies may carry a folding knife with a locking blade not exceeding five (5) inches.

- Knives, when worn on the uniform gun belt, shall be carried closed in a black sheath with a design equivalent to the gun belt.

2. **Side-Handle Baton:**

Department approved side-handle batons may be carried after successful completion of a basic course approved by the Training Unit.

a. The initial training shall be the deputy's responsibility, completed on his/her own time.
b. Refresher training shall be in conjunction with in-service baton training.

- The side-handle baton shall be constructed of alloy or solid plastic, twenty four (24) inches long.

3. **Collapsible Baton:**

Department approved collapsible batons may be carried after successful completion of a basic course approved by the Training Unit.

a. The initial training shall be the responsibility of the deputy, completed on his/her own time.
b. Refresher training shall be in conjunction with in-service baton training.

- The collapsible baton shall not exceed twenty six (26) inches when fully extended.

4. **Tactical Suspenders:**

Tactical suspenders may be worn by department members.

- They are purchased by the individual.

7.04.030

## APPROVAL PROCESS FOR PERSONAL EQUIPMENT: 07/04

Department members desiring to use personal equipment shall obtain prior approval of the appropriate Division Chief.

1. Requests shall be submitted to the appropriate Division Chief via chain of command using an Officer's Report (KCSO Form #C-102).
2. Following approval or disapproval, the original shall be returned to the Property Management Unit via chain of command.

a. A copy shall be sent to the requestor.
b. A copy shall be retained in the requesting member's Division personnel file.

7.04.035
## APPROVAL PROCESS FOR CHANGES TO THE QUARTERMASTER SYSTEM: 12/09

Department members desiring to make additions or changes to the Department's Quartermaster System shall make requests to the Department Uniform and Equipment Board.

7.04.040
## UNIFORM AND EQUIPMENT BOARD: 12/09

The Department Uniform and Equipment Board (UEB)reviews and makes recommendations to the Sheriff regarding all uniform clothing, specialized clothing, footwear, headwear and personal equipment to be used by on-duty commissioned personnel. The items reviewed by the UEB will include both department owned and personally owned equipment authorized for on-duty use.

1. The UEB shall include the following members:

    a. Chief of Field Operations Division (Chairperson).
    b. PMU Sergeant.
    c. Department Quartermaster.
    d. Technical Services Division, Administrative Services Captain.
    e. Rotating Patrol Sergeant (assigned yearly).
    f. Rotating Patrol Deputy (assigned yearly).

2. The Uniform and Equipment Board shall meet three (3) times a year.
3. The meetings dates shall be set by the chairperson.
4. Meetings should be scheduled in January, May and September.
5. Emergency meetings of the UEB may be called at the discretion of the chairperson.

    a. Four (4) members of the UEB (including chair) shall constitute a quorum.
    b. The chairperson shall only vote in the event of a tie among regular voting members of the board.

6. Meetings of the UEB may be cancelled, by the chairperson when there are no proposed changes for consideration.
7. Recommendations of the board will be forwarded to the Sheriff by the chair for final review.

**PROPOSALS FOR UEB CONSIDERATION:**

1. It shall be the responsibility of the department member proposing a change, or addition to the UEB to include all relevant information in the proposal.
2. In addition to justifying the change, the following information should be included in the proposal:

    a. Units affected.
    b. Cost of the item(s) and number needed.
    c. Availability and vendor (if other than current uniform supplier).
    d. Alternatives (if available).

3. Proposals for the UEB shall be submitted via the proposing member’s chain of command.
4. Incomplete proposals may be returned by the board for clarification or correction and be re-submitted at the next meeting.

7.04.045

## BUSINESS CARD ORDERING PROCEDURES: 07/99

The department furnishes business cards to its members to ensure uniformity, a professional image and cost effectiveness. Department members are encouraged to use the business card as a means of communicating important information to our business partners and customers. This tool opens the lines of communication and lets the person receiving the card know you wish to provide him or her with information and service in support of our community policing focus.

1. Department members who are in need of business cards shall:

    a. Obtain a copy of form #BC-I from their work site's Administrative Office Technician.
    b. Complete the form, noting that some areas of information are optional.

        - All county owned work site phones and pagers must be listed.

    c. Submit the form to their supervisor for approval.
    d. The supervisor will proofread the information and forward it to the PMU supervisor to add to the order.

2. Property Management will place an order when ten (10) requests have been received.

    a. The orders may be limited to quarterly or semi-annually, as needed.
    b. Quantities will be ordered in 250 cards per box based on the requester's assignment.

3. Business cards for all contract cities are generated by the individual cities and not subject to this process.

# 8.00.000 EVIDENCE AND PROPERTY, HANDLING OF

8.00.005
## POLICY STATEMENT: 07/06

It is the policy of the Sheriff's Office to establish procedures for handling the various types of evidence and properties its members seize or acquire. With the consideration of future advancements in forensics and scientific possibilities the value and potential of items as testimonial or exculpatory evidence is too large to disregard, members shall retain evidence recovered during investigations until such time has elapsed that the evidence has no further value for prosecution or investigation. Included in this policy are guidelines to ensure the release of evidence, property, especially firearms, is properly done.

8.00.010
## DEFINITIONS: 03/06

For the purposes of this policy:

**"Evidence Room"** means any room that receives and stores evidence and property at a Precinct, Section, or the Property Management Unit.

**"Firearm"** means a weapon or device from which a projectile may be fired by an explosive such as gunpowder.

8.00.015
## EVIDENCE ROOMS: 03/06

No item of evidence or property shall enter or leave the confines of any Sheriff's Office Evidence Room without proper documentation.

8.00.020
## SUBMITTING EVIDENCE OR PROPERTY: 06/10

Once a member has taken possession of evidence or property, the evidence or property shall be submitted to PMU or other authorized evidence storage area as soon as possible, but no later than the completion of the member's shift.

8.00.025
## EVIDENCE RETENTION: 07/06

Evidence retention shall be governed by this policy in conjunction with RCW 9A.04.080.

1. Any evidence secured during the investigation of a felony crime may not be disposed of prior to the statute of limitations for the crime being investigated has elapsed or a conviction of the accused has been achieved.
2. Any evidence of sexual assault and violent crimes against persons shall be retained until the case has been adjudicated and any suspects have completed serving their sentence.
3. Any evidence involving death shall be retained indefinitely.
4. Any evidence in cases of missing persons shall be retained until the person is safely located.

    - If the person is not located or the investigation turns into a death investigation the evidence shall be retained indefinitely.

5. Evidence items that are exceptionally large or cumbersome such as vehicles, walls, or structures may be assessed on a case by case basis. For example, if the car was taken for evidence but the only evidence was blood on the interior, the interior may be removed and retained allowing the return or disposal of the remaining car.
6. Evidence items of high monetary value or essential need for the citizens may be assessed on a case by case basis for early return.
7. In circumstances other than those listed above, biological material that has been secured in connection with any criminal case may not be destroyed prior to the statute of limitations for the case being investigated.
8. The determination to release any evidence is the responsibility of the case investigator.
9. Any exceptions to this policy must be approved by a captain or above and documented in the follow-up report.

8.00.030
## FIREARMS: 03/08

1. Firearms to be turned in either by court order or voluntarily will be accepted at the RJC, all precincts, substations and PMU.
2. All firearms taken by Sheriff's Office members shall be listed in an incident report. A Master Evidence Form (KCSO form #A-102) shall be completed including a recommended disposition.

    - This includes firearms taken for Safe Keeping Only.

2. All legally releasable firearms, held by the Sheriff's Office, shall be released by the PMU, Gun Compliance Unit (GCU) detective
3. When a detective/deputy determines that a firearm can be released to the legal owner, an approved Evidence Disposition Authorization (KCSO form #B-138) shall be submitted to the GCU detective.

    a. The GCU detective shall conduct the full background investigation including a federal/state check on the owner.
    b. In mental health cases the incident shall be reviewed by the Sheriff's legal adviser to approve release or demand a court order of return.
    c. The GCU detective shall make arrangements for release of firearm.

        - In certain circumstances, firearms may be released at other worksites instead at PMU.

4. All questions regarding procedures, ownership, release, etc., of firearms shall be directed to the GCU detective.

8.00.035
## DRUGS, MONEY, AND OTHER PROPERTY: 09/00

1. Department members shall deliver all seized or acquired drugs, money, and other property to either a Precinct/Section Evidence Room or the PMU.

    a. All property shall be itemized on a Master Evidence Record and a report shall be made using an incident report.
    b. The word "MISCELLANEOUS" shall not be used to describe property.

2. All property shall be packaged in accordance with G.O. 8.02.000.

    - When evidence is no longer needed, the investigating deputy/detective shall forward a signed and approved Evidence Disposition Authorization (KCSO Form #B-138) to either the appropriate Precinct/Section Evidence Room or the PMU, whichever is requesting disposal.

3. Department members shall not dispose of property in any other manner.

8.00.040
## PROPERTY, SAFE KEEPING ONLY (SKO): 09/00

When the King County Jail refuses a suspect's property, deputies shall comply with the SKO procedures in G.O. 8.05.000.

8.00.045
## GIFTS OR DONATIONS: 03/06

1. When citizens donate personal property that has value to the Sheriff's Office, deputies shall comply with the following procedures:

    a. Complete an Incident Report using the title "Civil Problem - Donated Property" and the FCR Code "555".

        - The report shall state the reason for the donation.
        - The deputy shall ensure the property is not reported lost or stolen.
        - The deputy shall ensure the donor has legal authority to make the donation.

    b. Complete a Master Evidence Record.

        - List the property in detail.
        - Block #14 shall be marked for immediate disposal.

2. Deputies should not accept property that has no value to the Sheriff's Office.

    - Deputies should advise the property owners to donate the property to charities or to dispose of the property themselves.

3. Deputies should accept all firearms and ammunition from citizens when:

    a. They wish to donate the item(s).
    b. They wish to dispose of the item(s).

4. When deputies are personally requested to accept articles, they shall respectfully decline per G.O. 3.00.015 (2e) Gratuity.

# 8.01.000 GUIDE FOR COLLECTING EVIDENCE

8.01.005
## INTRODUCTION: 02/10

The collection of evidence is an important part of a deputy's duties. Failure to properly collect and preserve evidence could seriously affect the identity of a suspect or outcome of a trial. The guidelines set forth in this policy are used by the Washington State Patrol Crime Lab (WSPCL) and the Property Management Unit (PMU). These guidelines are intended to assist in gathering, marking and the preservation of evidence. Deputies should keep in mind that specialty units (e.g., Special Assaults, Major Crimes, Arson, etc.) have expertise in the collection of evidence. This policy is intended to provide guidelines for the collection of evidence.
See G.O. 8.02.000 or Guidelines on Packaging and Storing Evidence.

For more information the State Crime Lab Services Guide is located at:
http://www.wsp.wa.gov/forensics/docs/bureau/forensic_services_guide.pdf

8.01.010
## PRECAUTIONS: 05/07

The handling of items contaminated with biological fluids and stains presents hazards due to the possible presence of bloodborne pathogens. Hepatitis B (HVB) and AIDS (HIV) are of particular concern to those handling liquid blood or bloodstained items. Special care must be taken when handling such materials. Refer to G.O. 10.00.000 Exposure Control Program.

**Infectious evidence: use universal precautions when handling biological specimens or stains** (i.e., act under the assumption that the specimen or stain contains a dangerous pathogen, particularly HIV or Hepatitis B, and proceed accordingly). Use appropriate protective equipment, such as face, eye, hand, and shoe protection. Pointed and sharp-edged objects must be handled with extreme care. Blind searches are definitely to be avoided. Searchers must not place their hands into any space that is not first visually inspected. Eyes must be protected if splashes are likely to occur.

Eating, smoking, and the drinking of beverages at the crime scene must be prohibited. Shoes should be protected from blood on the floor or grounds. The tracking of blood beyond the perimeter of the crime scene must be avoided. Careful processing of the crime scene will minimize the risk.

8.01.015
## GENERAL GUIDELINES: 02/10

1. Ensure that you meet **legal** requirements before entering the crime scene or collecting evidence.

   - Determine if a search warrant, court order or consent is necessary prior to the collection of evidence.

2. Take extra caution when collecting evidence, especially the first responders to a scene. Use gloves and possibly face masks to prevent contamination of possible biological evidence.

   - Take steps to avoid contamination of latent evidence, such as fingerprints, shoeprints etc.

3. Maintain a chain of custody for all evidence collected.

   - Documentation is necessary to name all who have had evidence in their possession from the time of collection until it is entered into evidence in a court proceeding.

4. Collect a sufficient number and quantity of samples:

    - It may be difficult if not impossible to return to the crime scene for more samples.

5. Label evidence with the following information:

    a. Incident number.
    b. Item number with collectors initials (i.e. #1PFB, #2PFB, etc).
    c. Date/time of collection.
    d. Brief description of the item.
    e. Source of item name of subject (suspect/victim).
    f. Location where found.
    g. Name of person collecting evidence.

6. Preserve the evidence.

    a. The general rule is to submit the evidence in the same condition as when collected.
    b. The evidence must not be allowed to spoil, deteriorate, evaporate, or in any other manner be diminished in content or evidentiary value.
    c. Biological stains, leather goods, plaster casts and vegetable matter must be thoroughly dried and packaged in paper containers.

        - Do not use plastic containers.

7. Do not contaminate the evidence:

    a. The evidence shall be handled in a proper manner so that no extraneous material or substance is added.
    b. Handle evidence as little as possible.
    c. Avoid placing the evidence on a surface that is soiled or that may contain material similar to that of the evidence.
    d. Package items separately so that transference does not occur.
    e. Care must be taken to avoid leakage or breakage of liquid samples.
    f. Protect a stain on clothing with a clean piece of paper so that when the clothing is folded, the stain will not be transferred to another portion of material.

        - An accidental transfer may cause misinterpretation by the examiner.

    g. Eating, smoking and the drinking of beverages within a crime scene is prohibited.

8. Sealing evidence:

    a. Use non-removable tape or evidence tape to seal evidence.

        - Staples and glued flaps on envelopes do not constitute proper seals.

    b. Every seam on an envelope, including the manufacturers should be sealed with tape.
    c. Each strip of tape shall be initialed.

        - The initials shall be written across the tape and onto the envelope surface.

    d. Bottles and jars shall be capped tightly to avoid leakage and then sealed with tape.

        - The tape shall extend across the top of the lid and down the sides of the container.

            - The initials shall be written across the tape and onto the container.

    e. **Staples on envelopes or paper bags do not constitute proper seals.**

9. Control samples:

   - Control (known) samples are necessary when comparisons are to be made.

10. Shipping evidence to Crime Lab:

    a. Ship evidence by the US Postal Service using either Registered or Certified Mail.

       - United Parcel Service can be used as an alternate.

    b. Follow instructions involving shipment of biological specimens.
    c. If the evidence is fragile or in some way difficult to ship, it should be delivered personally.

11. The Request for Laboratory Examination Form is required by the State Crime Lab and must accompany all submissions of evidence to the crime lab. The following are important point when filling out this form:

    a. Fill in all of the requested information, incomplete forms will not be accepted.

       - If a suspect or victim name is unknown, indicate that in the appropriate block on form.

    b. Always list the most serious offense first.
    c. If needed, link the current submission with any previous submissions from the same investigation.
    d. Include the investigator's phone number and email address.
    e. List the order of priority in which the investigator would like the evidence examined.
    f. When submitting six (6) or more items the submitter should fax a copy of the lab request or the list of exhibits to the crime lab and stating when the investigator will be available for the crime lab to call to discuss and prioritize the list of exhibits.

8.01.020

## BIOLOGICAL FLUIDS AND STAINS AND CELLULAR MATERIAL: 02/10

Forensic biochemical and DNA analyses are frequently of value in investigations, particularly those involving violent crimes. The recognition and recovery of such evidence must be performed properly by deputies and investigators. Deputies and investigators shall treat all blood and bloodstained objects as sources of bloodborne pathogens and take appropriate protective actions when processing a crime scene.

1. Precautions:

   a. The handling of biological fluids and stains present a hazard due to possible presence of bloodborne pathogens.

      - Refer to G.O. 10.00.000, Exposure Control Plan.

   b. Protective gloves shall be worn to protect the hands.
   c. Pointed and sharp edged objects shall be handled with extreme care.
   d. Blind searches shall be avoided.

      - Searchers shall not place their hands into any space that is not first visually inspected.

   e. Shoes should be protected from blood on the floor or ground.
   f. Good hygiene should be observed.

      - Hands should be washed thoroughly after the removal of protective gloves.

2. Significance:

   a. Biological fluids and stains can be helpful in many ways. Some include:

      - Assist in locating the crime scene.
      - Determine if a crime has been committed.
      - Help identify the weapon used.
      - Assist in eliminating or establishing suspects.
      - Establish or disprove an alibi.
      - Assist in reconstructing events.

   b. Biological and microscopic analyses can often:

      - Identify the fluid or stain as blood, semen, saliva, or urine.
      - Determine the species as human or animal.
      - Determine the presence of various blood factors.
      - Establish the probability of an individual as the source through traditional and DNA analyses.

   c. DNA analysis can conclude:

      - Identify the suspect(s).
      - Exclude individuals not involved in the crime being investigated.
      - Reconstruct the events related to the crime.
      - Identify the weapon used.
      - Locate the crime scene.
      - The identity of a missing person or the unidentified remains of a person.

3. Crime scene search:

   a. A careful search must be made of the scene.

      - Although bloodstains are often obvious, care must be taken that small stains are not overlooked.

   b. If bloodstains, spatters or smears are present, they should be:

      - Carefully recorded as to the size, shape, location and pattern.
      - Diagrammed in detail.
      - Photographed from long, medium and close ranges.

        - A scale should be included in the photographs.

4. Collection of biological fluids and stains:

   Blood and bloodstained articles require special handling as evidence. The evidentiary value of blood and bloodstained articles can be reduced, or destroyed by bacterial action and warm temperatures.

   a. Bloodstains and other biological stains must be air-dried at room temperature without the application of any heat or sunlight.
   b. It is best to air dry and then freeze the stains.

      - If unable to freeze, store the dried evidence in a cool dry place.

   c. After drying, store the stained evidence in manila envelopes or brown paper bags.

      - **Do not use plastic bags or containers.**

d. When removing dried bloodstains from a surface, two methods may be used:

- Transfer the stain to clean cotton threads dampened with clean water using a swabbing action.
  - This is the preferred method for laboratory examinations.
- Transfer the stain onto clean paper using a clean scalpel, knife, or tweezers.

e. Obtain a control sample of the unstained area adjacent to the stain using the same method used when gathering the stain.

f. Package stain sample and control separately and ensure that each are properly labeled with case and item numbers, location, date, and initials of the person collecting the items.

- Do not allow the stain and control sample to come into contact with each other.

5. Collecting liquid blood:

a. Remind the medical personnel to collect the liquid blood in **lavender top** vacutainer tubes.

- Do not confuse with gray top tubes which are used for alcohol and drug analysis.

b. Ensure the tubes are properly labeled with name and date.

c. Refrigerate the tube(s) for at least two (2) hours before packaging for shipping.

d. Ship liquid blood to the crime laboratory within five (5) days of collection.

- This is important if the possibility of getting a later specimen from the subject is highly unlikely or nonexistent.

6. Collecting small bloodstained articles:

a. Air dry entire article at no higher than room temperature.

b. Package the article in manila envelopes or brown paper bags.

- Do not use plastic bags or containers that form a vapor barrier, as condensation may form inside the container leading to degradation and putrefaction of the sample.

c. After drying, keep article frozen.

- If freezer storage is not available, keep the dried article cool and dry.

d. Hard or metal objects such as rocks, guns, and knifes should not be frozen. These types of objects should be air dried, kept cool, and sent to the crime laboratory as soon as possible.

- Condensation will form on these objects when thawed and brought to room temperature.
- The condensation will dilute the stain.
- Do not place in plastic bags or containers.

e. Send entire article in for analysis.

7. Collecting samples from large bloodstained objects:

a. Cut out stained area or, at least, several square inches of the stained area and if the sample is still moist, air dry at room temperature.

b. Cut out a control sample of an unstained portion of the object adjacent to the stained area.

c. Package and label each sample separately ensuring that the control sample and stained sample are not mixed or confused.

d. Store the stained sample and control in the same manner by air drying and freezing.

8. Collecting evidence from non-removable bloodstained objects:

   a. If the bloodstain is wet and sufficiently large, collect the stain on a piece of clean cotton gauze.

      - For smaller stains, use a portion of the gauze.
      - Air dry the collected stain place it in a paper envelope, and seal and label the envelope.

   b. If the blood is dry and can be easily flaked off the surface, use a clean scalpel or knife and scrape it into a clean piece of paper. Fold and tape the paper and keep in a cool dry place.

      - Clean the blade of the scalpel or knife with tap water and wipe with a clean tissue prior to each use.

   c. A control sample must be taken from an area adjacent to the stain.
   d. If the bloodstain cannot be easily removed by scraping, the stain must be swabbed.

      - For large stains a gauze pad can be used and a portion of a gauze pad can be used for smaller stains.
      - Hold the gauze by the corners or if possible, use tweezers.

        - Do not touch the area of the gauze where the sample is to be taken.

      - Moisten the cotton enough to dissolve the stain, not dripping wet.
      - Swab the stain keeping the transference concentrated on the cotton.

        - The stain should appear dark on the cotton.

      - Saturate an area the size of a half dollar, approximately one (1) inch in diameter, on the cotton.
      - A control sample must be taken, following the same procedure.
      - Air dry the sample and control, and package and label each separately in manila envelopes and freeze or keep cool and dry.

9. Preservation:

   Bacterial action, mold, sunshine, moisture and warm temperatures can damage the evidentiary value of biological evidence due to the damage or destruction of DNA.

10. Shipping procedures:

    Dried stained evidence, control samples and liquid blood samples should be sent by Registered or Certified Mail or sent via UPS to the WSPCL via the PMU.

    a. Dried stain evidence and control samples must be packaged in brown paper or paper sacks.

       - **Do not use plastic bags or containers.**

    b. Liquid blood samples must be packaged according the specific procedures described below.

       - Chill the blood at least two hours before packaging for mailing.
       - Wrap the **lavender-top** tubes in absorbent material (e.g., several facial tissues or a paper towel), which is capable of absorbing the enclosed fluid, and place in a small resealable plastic bag.
       - Close the plastic bag and tape the top edges together with evidence tape.

- Place the sealed plastic bag containing the tubes into another resealable plastic bag and close and seal with tape.
    - The double plastic bags will prevent leakage.
- Place the sealed plastic bags containing the tubes in a styrofoam mailing container.
- Seal the styrofoam container with packaging tape around the perimeter to prevent leakage.
- Place the styrofoam container in a cardboard box.
- Label and mark the carton **"Clinical Specimen"**.
    - **Do not mark the carton with the word blood.**

8.01.025

## FIREARMS EVIDENCE: 10/00

The purpose of this section is to establish guidelines for the consistent processing, handling and submission to the WSPCL of all firearms and firearm related evidence that have been recovered during investigations by deputies.

1. Purpose:

    a. All firearms used in the commission of a crime, illegally possessed, found or recovered, will be processed as evidence.

    - Does not include firearms turned in for safekeeping or turned over because of a DV court order.

    b. Process all firearms as evidence. The typical sequencing is:

    - ATF ownership, Trace form (ATF-F-3312.1)
        - To be completed by original investigating deputy.
    - Trace Evidence.
        - Blood, tissue and fibers may be found on the firearm or in the barrel (blowback).
    - Prints.
    - Ballistics.
        - Integrated Ballistics Identification System (IBIS).
        - All confiscated and recovered fired cartridge cases will be sent to WSP Crime Lab for IBIS testing. (WSP Request For Laboratory Examination, Form 3000-210-005)
    - Serial number restoration/retrieval.

    c. A detective will review all cases involving a firearm, misdemeanor or felony. The detective will decide the steps for processing the firearm for evidence and fill out the IBIS testing request on the WSP request for laboratory examination form.

2. Precautions:

   a. **Treat every firearm as if it is loaded.**
   b. Handle carefully.

      - Trace evidence may be present.
      - Do not remove trace evidence from the firearm.

   c. Do not pick up the firearm by placing a pencil or other object in the barrel.
   d. Firearms **should** be unloaded prior to placing it into evidence.

      - If the firearm cannot be unloaded, the WSPCL must be called to determine how the firearm is to be packaged and delivered and what documentation is needed.

3. Unloading a Firearm:

   a. **Do not attempt to unload a firearm with which you are unfamiliar.**
   b. Unloading a Revolver:

      - Place a line on the cylinder on each side of the top strap with a pencil or felt pen prior to opening or moving the cylinder.

        - This will inform the examiner which chamber was on top.

      - While pointing the barrel downward, open the cylinder. Before moving the cylinder or removing the cartridges, make a diagram of the cylinder.

        - Number the chambers, starting at the top and go clockwise.
        - Note any cartridge in each chamber, whether the cartridge has been fired, and the manufacture of the cartridge. (figure 1)

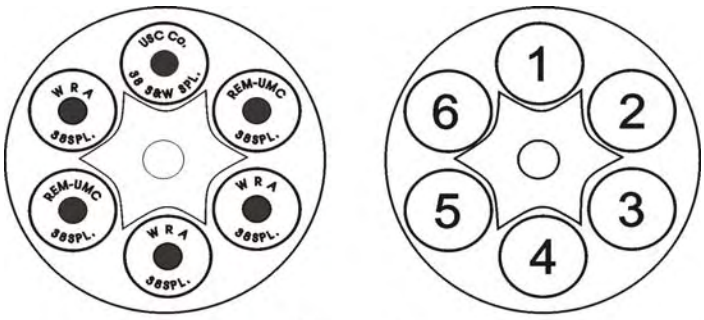



Figure 1

      - Each cartridge or cartridge case that is removed must be placed in individual containers and properly labeled.

        - The number of the chamber from which it is removed must be noted on the container.

   c. Unloading a semi-automatic pistol:

      - Remove the magazine, handling it with care, if it is to be processed for latent prints.

        - Do not remove any rounds from the magazine.

- Package the magazine separately, and submit it with the firearm.
- Remove the cartridge, if any, from the chamber.
    - Indicate on the package that it was removed from the chamber.
- Package the cartridge separately from the magazine and submit it with the firearm.
- Reasons you cannot unload the firearm.
    - You do not know how.
    - The firearm has modifications.
    - The firearm is an unusual make or action.
    - Unloading the firearm will damage valuable evidence.
- Firearm is jammed or corroded.

4. Packaging Firearms:

    a. Unload firearm if possible.

        - Packages with loaded firearms must be clearly labeled **"LOADED FIREARM"** on the outside of the package.

    b. Disable action or block open.

        - Nylon tie through action (not barrel).
        - Hammer blocked from firing pin.

    c. Secure firearm in a gun box.
    d. If the firearm is to be processed for latent prints, caution is necessary not to smear or destroy the prints
    e. If the firearm is recovered from salt or fresh water, it should be placed in a container of fresh water immediately.

        - Immersion in fresh water will slow the oxidation process and remove the corrosive action of salt water

    f. The firearm must be labeled prior to packaging and shipping.
    g. Proper labeling includes the description of the item, source, date, time, item number, incident number, and name or initials of the collector.
    h. Description of firearms should include the serial number, make, model, caliber and the condition when found (i.e., loaded, unloaded, cocked or un-cocked, safety on or off, etc.)

5. Packaging Firearm Related Evidence:

    a. Recovered bullets and fragments:

        - Each bullet or fragment should be wrapped separately in tissue paper and then placed in a small container to protect the striations on the bullet or fragment.
            - Do not use cotton material for wrapping as it may be confused with fibers from clothing involved in the case.
        - If a bullet is buried in a wall or other object, cut around the bullet removing the material containing the bullet, wrap and place the section in a box or carton
            - Do not probe the hole or try to dig out the bullet as it may damage the bullet.

- Do not touch recovered bullets with bare fingers. Use a clean, unused pair of plastic gloves or a clean tissue.
    - Handling bullet with bare fingers could contaminate possible traces of blood.
    - Bullet fragments often have sharp edges that can cut.
- Shot pellets should be collected and submitted in the same manner as bullets.
- Search for shot shell wads and shot cups whenever a shotgun is used.
- Shot patterns should be measured, sketched, photographed with a scale, and if possible, the surface containing the shot pattern should be recovered.
- Bullets and fragments recovered at an autopsy should be carefully rinsed and dried then wrapped and placed in a small container.

b. Fired cartridge cases:

- Consider processing for fingerprints.
- Cartridges should be packaged/labeled separately and placed in a small container.
- Do not mark a fired cartridge.
    - This interferes with IBIS processing.
- Labeling includes the description of the item, source, date, time, item number, incident number, and name or initials of the collector.

6. Significance of Exam Results:

The WSPCL examination may reveal data about the firearm, ammunition, or information regarding the target object, and may contribute information regarding the circumstances of the firearm incident. For example:

a. Firearm:

- The caliber of the firearm.
- The type of firearm.
- Firearm type from no-gun cases.
- Any malfunctioning of a firearm.
- Any obliterated serial numbers.

b. Ammunition:

- The caliber of the ammunition.
- If the recovered bullets and expended cartridge cases were fired from a particular firearm.
- Unfired cartridge identification.
- Fired bullet identification matched to firearm.
- Fired cartridge case identification matched to firearm.

c. Target Object:

- The entrance and exit holes in clothing.
- Firearm identification.
- The approximate distance from muzzle to target.
- Which way a bullet went through glass.

d. Firearm Residue:

- Unburned powder residue patterns.
- The distance fired.
- Type of firearm used.

8.01.030
## SHIPPING FIREARMS, BULLETS, FRAGMENTS, AND SHOT TO THE WSPCL: 03/95

1. Items requiring processing by the WSPCL will be sent via the Property Management Unit.
2. When examinations are complete, the results will be sent to the detective and the evidence will be returned to the Property Management Unit.

8.01.035
## SEXUAL ASSAULT EVIDENCE: 03/95

Evidence in sexual assault cases may be recovered from several sites, for instance from the scene of the assault, from the suspect, the suspect's vehicle and clothing, and from the victim's body and clothing. **It is imperative that the victim receive immediate medical attention.** Promptness of an examination will permit medical personnel to retrieve any physical evidence before being lost through washing or cleaning. Hospitals have sexual assault kits that are used by medical personnel when collecting specimens and the controls required by the crime lab.

1. Collection of physical evidence by medical personnel, general precautions:

    a. Proper labeling: Each item must be labeled with:

        - Contents.
        - Incident number.
        - Item number.
        - Source.
        - Subject's name.
        - Date and time of collection, and
        - Initials of medical person collecting evidence.

    b. Proper packaging: Each item, including articles of clothing must be packaged separately to avoid transference of materials between items.

        - Use clean paper bags and envelopes to avoid accumulation of moisture inside the package.

            - The presence of moisture enhances bacterial growth.

        - All packaging should have tape over any gum seals and all openings to ensure that small particles are not lost.

    c. Proper drying: Stains and swabs must be thoroughly dried at room temperature without the use of heat.

        - Cool air fans may be used to dry swabs.

            - Partially dried items may have bacterial action and mold, destroying their value as evidence.

    d. Proper collection of control samples: Control samples that are to be compared to samples of unknown or questioned source must be collected from a known source.

2. Collection of evidence:

   a. Clothing:

      - Have the victim undress while standing on a double layer of clean paper.
      - Clothing must be thoroughly air-dried.
        - Do not use a fan or blow dryer, they may blow off small particles, hairs or fibers.
      - Place each article of clothing, including shoes, in a separate clean paper bag.
      - Properly seal and label the bag.
        - Include the initials of the person who collected the article.
      - Fold, seal and properly label the top layer of paper as evidence after clothing has been packaged.
        - Discard the under layer of paper.

   b. Foreign objects and debris:

      - Collect solid material such as hair, grass, and soil on a clean piece of paper.
      - Fold, seal and properly label the piece of paper.
      - Place the sealed paper in an envelope and seal and properly label the envelope.
        - Note the area of the body from where the material was collected.
      - If possible, collect oils, lubricants, lotions, and stains in a glass test tube or vial.
        - Do not use plastic containers.
      - If not possible, use a small gauze pad to collect the sample.
      - Cut away the excess gauze and place the sample in a glass test tube or vial.
      - Seal and label test tube and wrap carefully to avoid breakage.

   c. Pubic hair collection:

      - Place a clean piece of paper under the patient and have the patient comb the pubic hair area with a 100% cotton-stuffed comb until no more hairs comb out.
        - The 100% cotton-stuffed comb is prepared by taking a new comb and running it several times through clean, rolled absorbent cotton.
      - Place the comb on the paper and fold, seal, and label.
      - Place the paper in an envelope, seal, and label as "pubic hair combings" with other necessary identifying information.

   d. Pubic hair control:

      - After the combing, pubic hair controls must be obtained. Pluck at least two (2) hairs from each of the following areas: center, left side, right side, and top near the navel, for a total of at least eight (8) hairs.
      - Place in a properly labeled envelope which is additionally marked "plucked pubic hairs" and seal.
      - Clip an additional four (4) hairs from each of the above areas and from the labia or scrotum for a total of at least twenty (20) hairs.
        - The hairs should be clipped as close to the skin as possible.

- More hairs should be taken if the hair is gray or graying.
- Place hairs in a properly labeled envelope which is additionally marked "cut pubic hairs" and seal.
- Do not package pubic hair combings with pubic hair controls.

e. Head hair collection:

- Collect any loose hairs and debris. Comb the head with a 100% cotton-stuffed comb until hair stops coming out.
- Place the collected loose hairs, debris, and cotton-stuffed comb on a piece of clean paper, fold with comb and combings, seal and label.
- Place paper in a properly labeled envelope which is additionally marked "head hair combings" and seal.

f. Head hair control:

- Pluck at least two (2) hairs from each of the following areas: left temple, right temple, top front, top center, back of head, and the back of the neck. Place on paper and fold, seal, and label.
- Place paper into a properly labeled envelope which is additionally marked "plucked head hairs" and seal.
- Clip at least ten (10) additional hairs from each of the above areas at the scalp.
    - Additional hairs are required if the hairs are many-colored or are graying.
    - If the subject has sideburns, include several sideburn hairs.
- Package clipped hairs together in a folded piece of paper, fold, seal, and label. Place the paper into an envelope, seal, label, and additionally mark "clipped head hairs."

g. Facial hair combings:

- Follow the same procedures as for head hair. Comb beard with a 100% cotton-stuffed comb and place comb on a piece of paper. Fold the paper, seal, and label. Place paper containing the comb into an envelope, seal, and label and additionally mark "beard combings."

h. Facial hair controls:

- Pluck two (2) hairs from each cheek, two (2) from the chin, and two (2) from the upper lip if a full beard or moustache is present. Place in paper. Place paper into an envelope, seal, and label, and additionally mark "plucked facial hairs."
- Clip at least ten (10) additional hairs from each area as close to the skin as possible. Place in paper, fold, seal, and label. Place paper into envelope, seal, and label and additionally mark "cut facial hairs."
- Do not package facial hair combings with facial hair controls.

i. Fingernail scrapings:

- Place subject's right hand over a clean piece of paper. Using a clean toothpick, scrape any material under the fingernails onto the paper and place the toothpick on the paper. Fold, seal, and label, including the notation "fingernail scrapings (right) hand." Place paper into envelope, seal, and label and additionally mark "fingernail scrapings (right) hand" on the envelope.
- Repeat process with the left hand.
- An alternate procedure is to collect fingernail cuttings. Package fingernail clippings from each hand separately.

j. Deposits on skin and bite marks:

- Wipe the area of the deposit or bite mark with a sterile damp swab and follow it up with a sterile dry swab.

- Save both swabs for analysis.
- A substrate control from the skin must be collected from a saliva/deposit-free area, adjacent to the deposit.
- The substrate sample must be collected in the same manner as the questioned sample.
- Air-dry the gauze at room temperature and package in paper. Mark paper "bite mark area," label, and seal. Place the paper in an envelope, seal, label, and additionally mark "bite mark area."
- Obtain a control sample of saliva from the suspect.

  - The suspect must not consume any food or beverage for at least thirty (30) minutes prior to the sampling.

- Have the suspect chew on a clean piece of cotton gauze. Place the gauze on a clean Petri dish or clean, non-absorbent surface and air-dry thoroughly.
- Place air-dried saliva control sample into a paper envelope.

  - Do not lick gummed envelope flap.

- Close and seal envelope with transparent tape. Mark "saliva control" and note case number, name of subject, date, time, and initials or name of person sealing the control sample.

k. Biological specimens:

- The crime laboratory requires four vaginal, four anal, and four oral swabs. These swabs must be air-dried before being packaged and labeled.
- The crime laboratory requires a whole blood sample from the victim and the suspect when apprehended. The blood sample must be labeled and refrigerated.

8.01.040

## PRESERVATION AND SHIPPING OF SEXUAL ASSAULT KITS: 03/95

1. Precautions:

a. The investigator should remind medical personnel that:

- Four vaginal, four anal, and four oral swabs must be collected as appropriate.
- All swabs must be completely air-dried before packaging. This can be accomplished with a cool air fan in approximately one (1) hour.
- All evidence such as tubes, swabs, envelopes, etc., must be properly labeled.
- The materials in the sexual assault kit must be packaged in a sturdy container to avoid breakage during shipping.

  - Some commercial kits are enclosed in cartons designed for shipping.

b. The use of protective shipping containers-such as those containing "bubble" sheets or heavy padding may be necessary to prevent breakage.

c. The materials in the kit should not be subjected to a rapid rise in temperature, sudden changes in pressure and humidity, or exposed to damaging radiation, such as ultra-violet rays from the sun.

d. The handling of biological fluids and stains presents a hazard due to the possible presence of bloodborne pathogens. Hepatitis B (HVB) and AIDS (HIV) are of particular concern to those handling liquid blood or bloodstained items. Special care must be taken when handling such materials.

e. Investigators shall use universal precautions and treat all blood and bloodstained objects as sources of bloodborne pathogens, and take appropriate protective actions.

- Good personal hygiene must be observed.
- The hands should be washed thoroughly after the removal of protective gloves, even if the gloves are not cut or punctured.
- Used protective gear must be properly disposed of.
- See G.O. 10.00.000 Exposure Control program.

f. **Blind searches are to be avoided.** Searchers must not place their hands into any space that is not first visually inspected.

2. Preservation of assault kits:

a. Facts of the case, case status, and laboratory readiness will dictate when the rape kit shall be sent to the WSPCL.

- If it is to be sent within five (5) days of collection, the entire kit should be stored in the refrigerator at least two (2) hours before it is shipped.

b. If the kit is to be held longer than five (5) days after collection, the liquid blood sample must be removed from the kit, labeled, and refrigerated.

- The remainder of the kit must be frozen until the laboratory is prepared to receive it.
- In instances when the liquid blood sample becomes too aged (after one (1) to two (2) months), it may be necessary to draw another sample from the victim.
- This decision should be made after discussion with the laboratory personnel.

c. If the case is a rape-homicide, the blood must be shipped to the WSPCL within five days.

- The liquid blood sample from the victim should be refrigerated for at least two hours before shipping.
- The remainder of the kit must be frozen until it is requested by the WSPCL.

3. Shipping procedures:

Sexual assault kits containing liquid blood samples should be sent to the WSPCL by Registered or Certified Mail or sent via UPS.

a. Liquid blood samples must be packaged according with the specific procedures described below.

- Chill the blood at least two (2) hours before packaging for mailing.
- Wrap the lavender-top tubes in an absorbent material (e.g., several facial tissues or a paper towel), and place them in small re-sealable plastic bag. Close the re-sealable plastic bag and seal the top edges together with evidence tape.
- Place the sealed plastic bag containing the tubes into another re-sealable plastic bag and close and seal with tape.
    - The double plastic bags will protect against leakage.

- Place the sealed plastic bags, the remainder of the sexual assault evidence kit, and the Request for Examination form in a sturdy container.
- Seal the container with packaging tape for security and as a further precaution against leakage.
- Wrap the container, if necessary, and place an address label on the container.
- Mark the package "Clinical Specimen" so that it is visible to shipping personnel.

  - **Do not mark the container with the word Blood.**

b. CALL THE WSPCL IF YOU HAVE ANY QUESTIONS OR ARE UNSURE OF THE PROCEDURES.

8.01.045
## TRACE EVIDENCE: 05/07

1. Introduction:

Small, often microscopic quantities of material have always been of interest to crime scene investigators. These particles can be the key to a successful investigation. An individual leaves or picks up traces of materials, however brief and slight the contact with another person or an environment (Locard's Principle of Exchange). Evidence that results from this exchange can connect the suspect with the victim and the crime scene. The connection is established by the comparison of trace evidence from a questioned source with samples from a known source (control); for example, glass found on a burglary suspect's clothing can be compared with glass from a broken window (known sample) at the burglary scene. **The timely collection of known samples from the victim, suspect, and the crime scene is critical.** Technological advances enable analysis of even smaller particles, placing an even greater burden on the investigator to find and collect the evidence. The search must be done carefully and thoroughly.

2. Precautions:

a. Since Locard's Principle of Exchange is always active, the investigator must use caution to avoid unnecessary, damaging exchange with the crime scene.

- Some exchange is unavoidable; however, it must be controlled and held to a minimum.

b. After the incident, the suspect and the victim must not come in contact.

- Neither the suspect nor the victim must be brought back to the crime scene while it is still being processed.

c. Samples taken from the scene should be packaged separately from the suspect's and victim's clothing to avoid contamination.

d. Special care must be taken not to contaminate or loose any small particles of evidence.

e. Avoid damaging any critical areas of the evidence which may have rips, tears, smears, impressions, stains, or cuts. When removing clothing, avoid cutting through these critical areas.

- If cutting is unavoidable, such as removing clothing in an emergency room, be sure to make careful notes on the location and description of the critical area, and identify the cuts made by medical personnel.

f. Control samples must be collected as soon as possible to avoid loss and change. If control samples and suspect samples are not both available, contact the crime laboratory to determine if the evidence should be submitted.

- Both known and suspect samples must be submitted before any comparisons can be made.

g. Damp or wet items, particularly clothing and leather goods, must be air-dried at room temperature over clean paper. After drying, handle the clothing and leather carefully so that trace evidence is not lost. Package the clothing and leather in clean paper or paper bags.

- Do not use plastic containers.

h. Care must be taken to correctly label the origin of each item collected as evidence.

i. It is critical that each item or container be properly labeled. The label must describe the contents, the donor or source if known.

- Do not identify the item as from the "victim" or "suspect."

j. Proper packaging is particularly important when handling fragile evidence such as paint flakes and glass shards.

k. Do not submit razor or scalpel blades for trace evidence.

l. Do not submit hypodermic needles or a syringe with the needle attached. The crime laboratory will not accept cases containing needles, regardless of the packaging.

3. Hair:

Hair evidence is found in all types of crimes and is frequently found in crimes where bodily contact has been made. Hair evidence is likely to be found if physical force is involved, such as in crimes involving rape, homicide, and assault. Microscopic examination and comparison of hair cannot usually prove conclusively that the hair came from a particular individual. If hair from a person has strong similarities to hair found at a crime scene, it can be stated that the hair could have come from this person or another individual with similar characteristics.

a. Significance:

Examination and comparison of hair can reveal:

- If the hairs are of human origin and, in some circumstances, the race and the body area.
- If the hairs may have come from a specific species of animal.
- If the hairs were forcibly removed from the body or were naturally shed.
- If the hairs have been freshly or recently cut.
- If the hairs have been chemically treated.
- If the hair has been subjected to trauma, such as high temperatures, flame, or a crushing blow.
- If the hair was damaged by disease.

b. Collection:

- Make detailed notes showing date, time, and location of the collected hair.
- Do not sort hairs that are found in the same location.
- Do not mix hairs that are collected from different locations. Place them in separate envelopes.

- If hair is firmly attached or embedded in an object, do not remove the hair. Send the object with the adhering hair to the crime laboratory, if feasible. Otherwise, photograph the hair in place and then remove the hair carefully, keeping it intact.
- Pubic hair combings in sexual assault cases are preformed by medical personnel.
    - It is important that the medical personnel have a sexual assault kit which contains materials for the collection of pubic hair as well as other necessary samples.
- Check the hands of assault and homicide victims. Hairs may be found clutched in their hands. Hairs may also be found on their bodies or on their clothing.
- Contact the crime laboratory if there is any question on how to proceed.

c. Packaging:

- Fold the hairs in a piece of clean paper. Seal with tape and write the date, time, description of the evidence, and the location where it was found. Then place the sealed paper into an envelope. Seal the envelope and identify the contents; note the date, time, and initials of the person handling the evidence.
- If the hairs are placed directly into an envelope, make sure that all the flaps and corners of the envelope are sealed with tape.
    - Even a slight gap can cause hairs to be lost.

4. Glass:

Burglaries, traffic accidents, and assault cases often provide useful glass evidence. Glass taken at a burglary scene (control sample) may be compared with glass fragments found on a suspect's clothing. Glass from a broken headlight may be compared with pieces of glass found on a hit-and-run victim's body or glass found at the scene. These types of cases involve comparison of the glass to determine if they have a common origin. With larger pieces of glass, it may be possible to physically fit the control samples to pieces of the suspect glass.

a. Significance:

The examination of glass may reveal:

- If two pieces of glass are of common origin.
- The direction of force that broke the glass.
- The direction of a projectile that perforates the glass.
- The type of glass (i.e., auto glass, headlight lens, etc.).
- Glass fragments from the scene which can be physically fitted with fragments from sources such as the suspect's vehicle.
- These physical matches, particularly if the surface markings also match, can prove conclusively that the fragments were once one integral part.
- Similarities in properties such as refractive index, elemental composition, color, density, and thickness increase the probability that several fragments may have or are consistent with having a common origin.
- Glass may reveal the direction of a projectile and even the order in which several projectiles penetrated the glass pane or window.

b. Collection:

- If the direction of force which broke the glass is to be determined, all of the glass must be retrieved. Glass remaining in the frame must be marked so the surfaces can be identified as "inside" or "outside." The amount of glass on the ground or floor on each side of the frame should be noted and collected.

- If projectile holes, such as bullet holes, are to be examined, the entire pane of glass should be submitted intact. The glass may have to be taped on the exit surface to hold it together.
    - If the exit side cannot be determined, consult with the crime laboratory.
    - Care must be taken not to disturb any possible gunshot residue on the surface of the glass.
- At traffic scenes, it is important to search a wide area. Glass fragments can fly in many directions. Pieces of glass may drop off a fleeing auto some distance from the scene. All glass must be recovered, with each different location identified and packaged separately.
- If glass fragments are suspected to be on clothing, do not remove the glass. Handle the clothing carefully so that the fragments are not lost and package each article of clothing separately.
- Glass fragments are often embedded in the soles and heels of shoes as the criminal walks over broken glass. Do not remove the glass from the shoes.
    - Submit the shoes in paper bags.
- Known samples collected at the scene should be submitted separately.
- All of the glass must be collected if a physical match is to be considered.
- Care should be taken to preserve any other trace evidence such as hairs, fibers, shoe prints, or stains which may be adhering to the glass.

c. Packaging:

- Glass found in different areas must be packaged separately.
- Small pieces of glass should be placed in a paper-fold, sealed, labeled, and packaged in a small rigid container (i.e., a pill box). The box must also be sealed and properly marked.
- Package so that if a container opens or tears during shipping, the glass is not lost and does not leak out and contaminate other glass evidence.
- Large pieces of glass should be packaged in rigid containers. Use packing material such as cardboard or part of a corrugated carton to avoid breakage and to protect the edges.
- Hand delivery is the easiest way to submit large pieces, as it avoids the task of extensive packaging and reduces the risk of breakage.

d. Controls:

- It is important to collect and send all of the known broken control glass to the crime laboratory for comparison with fragments from the criminal, suspect vehicle, the victim, etc.
- If the known glass source is large, a number or representative samples may suffice.
- Glass in the frame of a window or remaining in a headlight rim are the best control samples.

5. Cloth and fibers:

The transfer of fibers and fragments of cloth can be the result of such actions as violence to a person with a weapon or vehicle, clothing snagged and torn, or the contact of clothing with another article of clothing. Microscopic examinations can reveal many characteristics which can be further supported by chemical and physical analyses. The type of fiber, color, dye characteristics, thread count, and twist can be determined. The piece of cloth may be physically fitted into a garment, showing a common origin.

a. Significance:

The examination of fibers and fabric may reveal:

- Contact between two or more persons.
- Contact with objects such as blankets, upholstery, carpets, and drapes.
- Contact between a vehicle and victim.
- Contact between the suspect and the crime scene.
- Positions of persons riding in a vehicle.

b. Collection:

- Pieces of fabric, threads, or fibers may be found adhering to the front or underside of a vehicle that hit a pedestrian.
    - They may be part of a fabric impression.
- Fibers are readily caught in hair. An assault victim should have the head combed with a cotton-filled comb to recover any fibers. Sexual assault victims should have the pubic area combed as well.
    - A suspect's head should be combed in the case of an assault or if a head covering was used as a disguise.
    - The head covering should also be collected.
- Recover the clothing to be examined, taking care to avoid loss of fiber and other trace evidence. If it is damp or wet, dry it carefully over a clean piece of paper.
- Threads and long fibers should be picked up with tweezers. Place the recovered material on a clean piece of paper and fold, seal, and label. Place the folded paper in an envelope, seal, and label.
- Small fibers should be left on the item and the entire item, or at least the part holding the fibers, should be submitted to the crime laboratory.
- Do not pick up the fibers with moistened gummed paper tape. Transparent tape can be used to pick up fibers from surfaces. The adhesive surface of "Post-it" notes is also useful for collecting fibers. The adhesive surface of the tape or Post-it should be placed on a clean glass slide or similar surface.
- Vacuum cleaning is not a desirable collection procedure for fibers.

c. Packaging:

- In most cases, it is best to collect the loose fibers or threads on a clean piece of paper and then fold, seal, and label. Then place the folded paper into an envelope, seal, and label.
- Since fibers, threads, and fabrics can be easily lost, care must be taken to seal the container. The corners and flaps of an envelope must be sealed with tape.

d. Controls:

- All clothing that may be involved in the case must be collected for comparison with the collected questioned fibers.
- Possible sources of the collected questioned fibers such as rugs, blankets, and upholstery must be submitted. These controls must be representative of the source.
- If carpet fibers are involved or suspected, a representative sample of carpet must be submitted. The sample must be a piece of the carpet and not just fibers pulled from the surface.

    - Carpets can consist of several types of fibers.

6. Paint and other protective coatings:

Chips and fragments of protective coatings such as paint, varnish, lacquer, enamels, and plastics can often be found at the scenes of hit-and-run cases and burglaries involving forced entries. A transfer of paint can occur when two vehicles collide. Chips of paint at the accident scene or on the victim's clothing may produce information regarding the vehicles involved. Traces of paint on burglary tools may connect these tools to the burglary scene.

a. Significance:

The examination and comparison of protective coating chips and fragments may reveal:

- That the paint chip from the scene came from a particular object or vehicle by a physical match (i.e., the chip edges fit like a piece of a jigsaw puzzle with edges of the damaged area).
- A probability of common origin if the chips show similarities in physical and chemical characteristics. Multi-layered chips also show similarities and correspondence in the number of layers, order of colors, and thickness of the layers can increase the probability of a common origin to a very high degree, sometimes to the level of reasonable, scientific certainty.
- The type of paint or coating and there applications.
- Information regarding the make, model, and year of manufacture.

b. Collection:

- Paper folds and plastic or paper envelopes can be used to collect the paint samples.
- Small samples of material should be collected on a clean piece of paper. The paper fold is then labeled, sealed, and placed in an envelope which in turn is labeled and sealed.
- A convenient method of collecting paint scrapings is to tape an envelope or plastic bag just below the sampling area. Hold the envelope open and scrape the paint samples loose, allowing them to fall into the envelope.
- Be sure to sample the underlying surface.
- If small enough, the item containing the paint or paint smear should be submitted to the laboratory.
- Do not attempt to remove the paint.
- If an item is too large to submit to the laboratory, paint chips representing all of the layers must be submitted.
- Do not scrape off the sample in such a manner that the paint chip sample contains only a partial number of layers.

c. Packaging:

- Each of the recovered items must be packaged separately, properly labeled, and sealed.
  - If a vehicle is involved, labeling should include the location on the vehicle, make, model, year, and license plate number.
- Envelopes must be sealed on the corners with tape to ensure that no leakage occurs.
- Tools with paint smears must be protected to avoid loss or contamination of the paint. The area containing the paint smear should be protected with soft tissue paper.
- If paint chips are to be submitted for a possible physical match, they must be packaged so that the chips do not break. The chips must be protected with tissue paper or cotton and placed in a small, rigid container.

d. Controls:

- In all cases, the control samples must be taken immediately adjacent to the area of damage or of interest.
- The collected chips must contain all of the layers down to the underlying surface.
- When investigating a hit-and-run collision, at least two control samples should be taken from each vehicle.
- The samples should be taken from within the damaged area where paint transfer has occurred and from the undamaged area immediately adjacent to the damage.
- Similar samples must be taken from the suspect vehicle when it is apprehended.
- At burglary scenes, samples should be taken from an area immediately adjacent to the tool mark.
- Do not touch the tool mark itself; it may be altered and rendered useless for later tool mark comparison examinations.

8.01.050
## TOOL MARK EVIDENCE: 03/95

1. Introduction:

A tool mark is a mark made by one object on the surface of another object. Although these marks are generally made at the entry point of a burglary, various kinds can be found elsewhere, such as fractured knife blades, cut marks on wire, abrasions left on a vehicle, cut marks on a padlock, or machine marks on a metallic surface. If a tool mark does not have sufficient detail, a decision must be made whether the tool mark is of value and worth expending time and effort to collect.

2. Types of tool marks:

a. Wood or soft material marks show the basic shape of the tool and lack specific detail to single out a particular tool.

b. Marks that contain striations and indentations which show the individual characteristics of the tool.

- These marks can lead to the identification of a particular tool.

3. Precautions:

a. Do not attempt to fit a suspected tool into a questioned mark.

- This may damage the tool mark.

b. Protect the suspected tool so the face of the tool is not damaged.

- Protect the face of the tool with soft tissue paper.

c. Protect any trace material on the face of the tool. Paint, metal particles, and other materials from a surface frequently adhere to the tool.

- Trace material can be compared with samples of the surface containing the tool mark.

d. Samples of the surface adjacent to the tool mark must be taken.

4. Preservation of tool marks:

a. When possible, submit the object containing the tool mark.

- This may involve the cutting out a portion of the object containing the tool mark.

b. Close-up photos, which include a scale, must be taken of the object containing tool marks if the object cannot be submitted.

- The film plane should be parallel to the tool mark.
- Oblique lighting should be used.

c. Keep tool mark clean and dry except when a tool mark on a metal surface is subject to rust.

- Coat the tool mark with a film of light oil.

d. Casting of a tool mark should only be done as a last resort and should be done by an experienced person.

- Use a suitable silicone rubber material.
- Do not practice on the tool mark to be used as evidence.

5. Tool fragments:

a. A recovered fragment may be fitted to a specific tool that was used at a crime scene.
b. At crime scenes, tools may break while forcing such things as windows, doors, and drawers and fragments of the broken tool may be found at the scene.
c. Since these fragments may be very small it may be helpful to use a magnet or a light held obliquely to the search area.
d. Package each fragment separately.

8.01.055
## **IMPRESSION EVIDENCE:** 05/07

1. Introduction:

a. Wherever a crime has been committed, someone has had to enter and exit the scene. In the process shoeprints, footprints, and tire tracks can be left.
b. This evidence should be aggressively searched for at crime scenes and precautions taken to preserve it, for later documentation and collection.

2. Significance:

   a. Examination of impression evidence may reveal:

   - Possible number of footwear and/or objects present.
   - If an impression was created by a specific object.
   - The approximate size of the object creating the impression.
   - Manufacturing information about the object creating the impression.
   - Possible sources of what caused the impression.
     - Order of deposition and possible movements/direction of travel at the time theimpressions were made.

   b. Impression evidence can show class characteristics, wear characteristics, and individualizing characteristics.
   c. Class characteristics include such things as the overall pattern of a shoe outsole, the weave of a fabric, or the number of ribs and grooves in a tire track.
   d. Wear characteristics are those due to the erosion of the surface of the item being examined and are reflected in the impression.
   e. Individualizing characteristics are a product of random events which occur to that one item, such as cuts in a shoe outsole, a flaw in the weave of a fabric, or a stone in a tire's tread.
   f. When present in sufficient quantity and detail, the individualizing characteristics in an impression allow it to be identified to a specific source.
   g. Shoe prints can be examined to obtain information as to possible manufacturer, type of footwear (boot, athletic, dress), and approximate size.
   h. Tire tracks can be examined to obtain information as to possible tire manufacturer, design name and type of tire (automobile, truck, off-road vehicle).
   i. Fabric impressions can be examined to determine the type of weave and possible sources.

3. Collection:

   a. The impression needs to be photographed both with and without a scale/ruler, using a low speed film, and using lighting which highlights the impression (usually several oblique or side lighting shots). The camera should be positioned as close as possible to the impression (fill the frame with the impression).
   b. Whenever possible, the entire object which has the impression should be submitted to the laboratory.

      - Positive identification of the source of the evidence is more likely when the original impression can be examined.
      - The evidence has to be packaged in a manner which protects the impression from contact with any other surface.

   c. When the impression cannot be submitted to the laboratory, the impression should be documented using photography.
   d. It should then either be cast or lifted.
   e. Impressions in snow and under water require special handling, and the crime laboratory should be contacted for instructions when these types of impressions are encountered.
   f. Be aware of clothing impressions on car finishes, bumpers, undercarriages, etc.
   g. Care should be taken to preserve any trace evidence such as hairs, fibers, or paint in the impression.
   h. Some impressions may be latent in part or whole and need to be chemically enhanced before correct documentation and collection is possible.

      - Contact the WSPCL for instructions in these instances.

j. Impressions and dust print lifts of impressions should be secured in boxes in a manner which prevents anything from coming into contact with the impression or lift.

k. Plastic should **never** be used to **package impressions or dust print lifts** of impressions since the plastic can actually develop an electrostatic charge which can then remove portions of the impression or lift.

l. Casts should be thoroughly air dried prior to packaging. The cast should be cushioned and packaged in a cardboard box which allows the cast to continue drying.

- Never use plastic.

m. All items should be clearly marked as to location, orientation to the scene, date, and agency information.

8.01.060

## CONTROLLED SUBSTANCE EVIDENCE: 05/07

**Do not** submit any hypodermic needles, razor blades, or other sharps. The WSPCL will not accept any case that includes a needle or a syringe with the needle attached.

1. Precautions:

a. Many drugs are very potent and even minute amounts present a health hazard. Deputies shall not:

- Taste the suspect substance.
- Hold the suspect substance close to the nose in order to smell it; and
- Eat, drink, or smoke while handling the suspect substance.

b. Small amounts of material must be handled with care to avoid contamination and loss.

c. Do not store green or wet plant material in a tight bundle or pile.

- The biological degradation process may generate sufficient heat to produce a fire hazard.

d. Use extreme caution when collecting and packaging hypodermic needles.

- The contents of the syringe should be placed in a separate container for testing and the needle should be disposed of. G.O. 10.00.000

2. Field tests:

a. Field tests are **presumptive** tests and are:

- Not conclusive tests which prove the presence or absence of a particular drug.
- Useful in establishing probable cause.
- Useful in obtaining search or arrest warrants.
- Useful in keeping a person in custody.

b. If the amount of material is small do not use a Field Test Kit.

- Send the material to the WSPCL for testing.

c. Do not send the Field Test Kit to the WSPCL.

3. Plant material:

   a. Dry any plant material thoroughly then place in a paper sack or envelope.

      - Do not place dried plant material in any plastic or plastic coated containers.

   b. If a large amount of plant material is collected, it is not necessary to send all the material to the WSPCL.

      - A representative sample should be sent to the WSPCL lab.
      - Deputies should note the total weight of the material collected and the amount and locations of the samplings.

4. Solid dosage forms and powders:

   a. Ensure that each item is properly identified and sealed.
   b. Ensure that the outer envelope or package containing the item is properly sealed.
   c. Use the Drug Analysis Request form (WSP-CL-442).

      - List the items in the order you want them examined.
      - Do not list suspect substances as a particular drug. List substances as "suspected cocaine", "suspected of containing heroin", etc.

5. Clandestine drug laboratories:

   a. If there is a belief that a clandestine laboratory exists, deputies shall not enter the premise.
   b. If deputies have already entered, they shall leave the premise immediately.
   c. Deputies shall not:

      - Smoke.
      - Turn any electrical switches on or off.
      - Shut off any running water.
      - Pour any water on any equipment or material.
      - Touch or turn off any equipment.

   d. Deputies shall:

      - Notify the Drug Enforcement Unit Immediately.
      - Secure the surrounding area.
      - Treat the laboratory and surrounding area as a crime scene.

8.01.065

## FORENSIC DOCUMENT EVIDENCE: 03/95

1. Introduction:

   A document is defined as anything printed, written, typed, etc., relied upon to record or prove something. The role of the document has become increasingly important in a society of contracts, wills, checks and promissory notes, as well as threat and hate notes, ransom notes, examination papers, and professional records. The authenticity of these documents is often a critical issue to the resolution of a crime or dispute.

2. Significance:

   Document examinations may lead to definite conclusions that identify the writer or the device that produced the questioned item.

   a. Handwriting examinations may identify the writer of a check, letter, or questioned signature.
   b. Handwriting examinations may eliminate a person as a writer.
   c. Typing examinations may determine the make of machine and if a particular machine was the source of the questioned typing.
   d. Document examinations may reveal if a document is counterfeit.

3. Structure of examination:

   To have documents examined an investigator must have:

   a. The questioned documents.

      - If possible the original of the documents should be submitted.
      - Copies of documents reduce the probability of a definite conclusion.

   b. Known samples of the suspect's writing.
   c. Known samples of the victim's writing.

4. Handling and shipping of evidence:

   a. Questioned documents generally do not require special procedures except documents should be protected from excessive handling.
   b. There are two (2) notable exceptions that require special handling.

      - Charred documents should be placed in a box lined with cotton.

        - Do not separate the pages.

      - Indented writing from the impression of a pen that transfers to sheets under the sheet with writing should be protected from excessive handling and additional impressions.

        - Do not write on the envelope after the document is placed inside.

      - Indented writing must be examined before being processed for fingerprints.

        - Fingerprint processing will destroy the indented writing.

5. Handwriting standards:

   a. **Requested standards** are obtained through the use of the Handwriting Exemplar Form. The exemplar, when used properly, will provide the document examiner with sufficient writing by the subject to reach a definite conclusion.
   b. All four (4) pages of the exemplar are necessary to obtain a representative sample of the subject's writing.
   c. One-half of the exemplar is designed for the investigator to dictate to the subject the various writings specific to the case.
   d. When completing the exemplar Investigators should:

      - Dictate to the subject each signature, name, word, etc., fifteen (15) to twenty (20) times.
      - Dictate the various names, dates, questioned entries, etc., in a random manner.
      - Ensure the subject is completing the form with a black ink ballpoint pen.

e. **Collected standards** are any writing that will be accepted in court as the genuine writing of the subject. These include but are not limited to:

- Driver's licenses.
- Business records.
- Payroll checks.
- Letters.
- Diaries.

6. Other questioned writings:

a. In some cases the questioned writing may not be typical of a normal writing situation.
b. The investigator should obtain writing standards under circumstances similar to those of the questioned writing. These may include:

- Graffiti on a wall: Have the subject write on a paper that is taped to a wall.
- Writing on unlined paper: Have the subject write dictated, verbatim samples on unlined paper.

8.01.070
## ARSON EVIDENCE: 03/95

1. Introduction:

Arson is an extremely difficult crime to investigate. The crime scene is often a smoldering, charred mass on the verge of collapse. To compound the problem, most of the evidence is altered or destroyed by heat and smoke and is usually soaked with water.

2. Precautions:

a. Keep alert for evidence which may indicate that an attempt is being made to conceal another crime (i.e., robbery, homicide).
b. The search for flammable liquids must not be delayed.

- These liquids evaporate quickly.

c. Use a vapor detector since many flammable liquids do not have a noticeable odor.

- Liquid odors may be masked by the odor of burnt material.

d. Evidence suspected of containing traces of flammable liquids must be packaged in a special manner.

- Each container must be properly sealed and labeled.
- Containers must be sealed with tape extending across the top of the container and down the sides.
- The tape must be initialed so that the initials are across the tape onto the container.

e. Call the crime lab if there are any questions concerning the procedures for collecting and packaging arson evidence.

3. Significance:

   a. Examination may reveal:

      - The presence and nature of any accelerant.
      - The manner and area where the fire was set.
      - The connection of a suspect with the arson scene.
      - The presence of another crime (i.e., robbery, homicide).

4. Collection:

   a. Flammable liquid evidence, such as fire debris, are found in areas such as:

      - Lower surfaces where liquids may flow.
      - Protected areas.
      - Porous materials.
      - Soil.
      - Unsealed concrete.

   b. The method for collection is to cut a cross-section through and below the pour pattern if possible.

      - Do not use a gas-powered saw or generator near the collection/sample area.

   c. Flammable liquids are found:

      - In cans.
      - In bottles.
      - On porous materials.
      - On the surface of puddles.

   d. The method for collection is to:

      - Pipet, pour, or syphon into a proper container.
      - Blot the surface with a paper towel or gauze.
      - Skim surface of water with paper towel.

   e. Package flammable liquid and wick separately from the bottle, jar or glass fragments of a molotov cocktail.

      - If fingerprint examination is desired, the glass should be stored so it can dry out rapidly.
      - Fingerprints are dissolved by flammable liquids.
      - If there is insufficient liquid for analysis, seal the glass in a vapor-tight container.

   f. Burned, charred paper:

      - For document examination handle as little as possible leaving the charred paper where it was found if in a box, drawer, wastebasket, etc.

        - If it is necessary to repack, place loosely in a rigid container lined with cotton.
        - Label all containers as "fragile".

      - For analysis of a volatile liquid on papers, seal papers in a new, unused paint can.

g. Freeze all soil samples after collection or refrigerate if unable to freeze.

- Low temperatures will retard the bacterial action in the soil can destroy petroleum-based products.

h. Gloves, shoes, pants and other clothing are likely to have flammable liquid stains and spills on them.

- Package in the same manner as flammable liquid evidence except,
  - Do not stuff garment into the can, leave at least one-third of the can empty.
  - If necessary the garment may be cut to fit in the can.

i. Package explosive and solid accelerants in plastic or paper bags.

- They can be packaged while damp.
- If the explosives are found with petroleum products, call the crime lab for handling and packaging instructions.

5. Packaging:

a. It is important that the correct container is used to package evidence.

b. Flammable liquid residue evidence should not be stored in plastic containers or containers with plastic lids.

- Kapac bags are an exception when properly sealed.

c. Small clean paint type cans are preferable for storing liquid residues.

- Screw-top vials with teflon-lined caps may gradually lose the sample through evaporation.

d. Unused, clean paint cans should be filled between one-third and two-thirds full.

- **Never fill the can completely.**
- Do not use cans that are lined with a gray Teflon coating.
- Use unlined or green epoxy-lined cans.
- Use a mallet to tap around the circumference of the lid for a proper seal.
  - Inspect the seal and keep debris out of the sealing groove.

e. Glass jars are not recommended.

- Jars are breakable, difficult to store and may not provide a good seal.

6. Controls:

a. A control sample of material from the fire scene which is identical to the evidence submitted but does not contain any accelerant is necessary.

b. This sample is collected from an area adjacent to the area where the evidence is collected and must be uncontaminated by the suspected flammable liquid.

c. The sample should be taken from a protected area in the same room as the fire origin, from the room next to fire origin, and outside a clearly defined pour pattern.

d. A control sample is easily contaminated by:

- Walking through a pour area and then through the control area.
- Water run-off.
- Condensation of a volatile substance which evaporated from another area of the scene.
- By using contaminated gloves, tools, or utensils to collect the control.

8.01.075
## COMPUTER AND OTHER ELECTRONIC EVIDENCE: 07/09

1. Introduction:

The likelihood of encountering and having to deal with a computer system, blackberry or other electronic device should be a consideration when conducting any criminal investigation or searching a crime scene.

2. Precautions:

a. If possible NEVER ALLOW ANYONE TO TOUCH THE COMPUTER OR OTHER ELECTRONIC DEVICE.
b. If the computer or other electronic device is on DO NOT turn it off.

3. Secure the scene and contact the Complex Investigations Services Unit.

8.01.080
## VEHICLE LAMP EVIDENCE: 05/07

1. Introduction:

Vehicle lamps can be submitted to the WSPCL or the MARR Unit when the question of whether a vehicle's lamps were on or off at the time of an impact. This information may be critical to establishing the at fault driver.

2. Precautions:

a. Never turn on a vehicle's headlamps after an accident. If the glass envelope of a bulb has fractured, the filament can burn out when energized and show indications of being incandescent at impact.
b. The evidentiary value of vehicle lamps can be lost if the lamps are not collected, packaged, and transported using the correct procedures. Lamp filaments are often fragile after an impact.

- Lamps should always be hand carried to the MARR Unit or the WSPCL rather than mailed or shipped.

3. Collection and Preservation:

a. Prior to removing a lamp, mark the 12 o'clock or "up" position.
b. Avoid breaking any filaments during handling or transporting lamps. If a filament is accidentally broken, make note of the fact and submit the information with the lamp.
c. Whenever possible, submit all of the lamps from the vehicle in question.
d. If a lamp is intact and easily removed from its socket, it can be removed as normal for replacing the lamp.

e. Broken lamps should be removed with the lamp base and packaged to protect the filaments.
f. Check the lamp housings and surrounding areas for loose filament fragments. Use tweezers or "Post-it" notes to collect any fragments of loose filaments present.
g. Do not place packaging materials around the **filaments of broken lamps.**
h. When the lamp is removed from the vehicle, label with the exact location, usage, and vehicle information (year, make, model, license number).

4. Packaging and Transporting:

a. Ensure that the lamps are protected from shock and that all packaging materials are well sealed.
b. Hand carry all vehicle lamps to the MARR Unit or the WSPCL.

# 8.02.000 PACKAGING AND STORING EVIDENCE

8.02.005
## POLICY STATEMENT: 05/07

It is the Sheriff's Office policy to establish procedures for packaging and storing evidence conforming with the guidelines of the Washington State Patrol Crime Lab (WSPCL) and the Property Management Unit (PMU). See G.O. 8.01.000 for the Guide for Collecting Evidence. For Safe Keeping Only property see G.O. 8.05.000.

8.02.010
## PACKAGING EVIDENCE ITEMS (GENERAL): 05/07

1. Evidence items should be packaged in appropriate size containers.
2. The sealed container must be able to accommodate:

    a. The incident number.
    b. The item number.
    c. The description of item.
    d. The initials of the collector.
    e. A possible bio-hazard label.
    f. A barcode label.

3. The container must be able to be reopened, resealed and re-initialed.

8.02.015
## PACKAGING DRUGS: 05/07

1. The packaging of drugs shall be the same whether they are for evidence or disposal.

    - **When drugs have been contaminated (i.e., mouth, vaginal, rectal fluids, or other hazardous materials), this shall be clearly noted on the package (see Exposure Control Plan G.O. 10.00.000).**

2. Drugs found in different places, different containers, or that are of different types, shall be packaged in separate individual B-146 Narcotics Envelopes.
3. Items containing drug residue shall be packaged separately in a B-146 Narcotics Envelope.
4. Packages shall be properly sealed using clear tape or evidence tape on all seams.

    - Deputies shall write their initials continuously from the tape onto the package.

5. Larger quantities of marijuana shall be handled and packaged in the following manner.

    a. All marijuana plants shall be placed into one (1) large pile.
    b. Place numbered Narcotics Envelopes randomly in the pile.

        - Use a minimum of four (4) envelopes.

    c. Photograph the pile of marijuana, including envelopes.

d. Take samples of marijuana from each of the random sites, number them, and place the numbered samples into the corresponding numbered Narcotics Envelopes.

- Ensure the size of each sample is sufficient for testing.
- Ensure the Narcotics Envelopes are at least one half full.

e. Complete the Narcotics Envelopes and submit them to the PMU for subsequent testing.

f. Package the remainder of the marijuana in cardboard boxes properly sealed and initialed across all seams, and place the marijuana into evidence.

- The B-146 face sheet shall be securely attached to each package.

g. Marijuana or other vegetable matter shall not be packaged or sealed in plastic or other unventilated packaging.

6. Items being processed for latent prints shall have drugs and or drug residue removed and packaged in accordance with numbers 2 and 3 of this section.

7. Fluids inside of syringes shall be extracted into a vacutainer by using the following procedures.

a. Take the holding block and place it flat on the counter with the red side up.

b. Insert vacutainer in the hole that is in the red area.

c. Uncap the syringe if needed, and holding the syringe by the barrel and the block outside of the red area, place the needle in the center of the rubber stopper and push in.

- Ensure that the needle goes all the way in.

d. Once needle is firmly in, push plunger down to inject the liquid into the vial.

e. When syringe is empty, withdraw the needle and dispose of syringe and needle in a Sharps container.

f. Mark tube with incident number and item number and package in a narcotic envelope.

8. **Do not** submit any hypodermic needles, razor blades, or other sharps. The WSPCL will not accept any evidence that includes a needle or a syringe with the needle attached.

8.02.020

## PACKAGING FIREARMS AND KNIVES: 05/07

1. Firearms and knives shall be packaged separately.

2. All knives shall be placed suitable boxes.

- Fixed blade knives or folding knives that cannot be closed shall be secured within the box.

3. Firearms should be unloaded before packaging.

a. The packaging and Master Evidence Record shall clearly indicate if a firearm is loaded by stating in bold red letters “LOADED”.

b. The barrel direction shall also be indicated on the package when it is not visible.

- An arrow should be drawn on the top and at least one side of the package.

c. Write the incident number and item number on one end of the box.

4. Firearms shall be packaged in specially made firearms boxes supplied by the PMU.

    a. Firearms will not be secured to a piece of pegboard or cardboard.
    b. Do not secure firearms in plastic containers.

5. The firearm should be secured so that the serial number is visible.
6. Tie straps should be used to secure firearms or knives.

    a. Do not use flex cuffs to secure firearms or knives.
    b. Do not use wire to secure firearms or knives.
    c. Do not put the knot or holding clamp outside the box.

7. Ammunition, magazine clips with ammunition shall be packaged separately from firearms and other items such as holsters and ammo pouches.

    a. Each round or cartridge does not require individual packaging unless a particular round has special evidentiary value.
    b. Loaded magazines will not be unloaded if being processed for latent prints.

8. Firearms, empty magazine clips, holsters and ammo pouches should be packaged separately.
9. If the firearm is recovered from salt or fresh water, it should be placed in a container of fresh water immediately.

    a. Immersion in clean fresh water will slow the oxidation process and remove the corrosive action of salt water.
    b. Allow the firearm to dry before packaging.

8.02.025
## PACKAGING MONEY: 05/07

1. Money shall be packaged in a Currency Envelope, supplied by PMU.

    a. It is not necessary to separate denominations.
    b. Cash and coins shall be packaged together unless there is special evidentiary value.
    c. Foreign money shall not be mixed with U.S. currency.

        - It should be separated by country of origin, if known
        - Each country is given a separate item number.

2. Completing the Currency Envelope.

    a. Complete the case information section.
    b. Fill in the incident number.
    c. Write in the item number where it says "Prop No."
    d. List, accurately, the total of each type of bill and coin by denominations.
    e. List the total amount of all monies on the envelope and Master Evidence Record.
    f. Fill in the blocks; Officer Counting Money, Officer Verifying Count, and Officer sealing and Initialing Envelope, Officer Badge No. (your serial number), date and time.
    g. Complete the initial chain of custody.
    h. Remove the tape strip and seal the envelope.

        - Place you initials where is says "Sealed By".
        - The receipt portion can be kept for your records.

3. Counterfeit money shall be handled the same as regular money.
4. Once packaged, the items may be transported together. (Refer to section 080)

8.02.030
## PACKAGING BODY FLUIDS: 05/07

1. Body fluids or items that contain body fluids shall be packaged separately.
2. Body fluids (i.e., saliva, semen, bloodstains, etc.) should be air dried before packaging.

    a. Deputies are required to wear the Department HIV kit, (i.e., protective goggles, surgical mask, lab coat, and gloves) when packaging these items.

        - **The Hepatitis B Virus lives for a long time and when dried it can be transmitted by coming in contact with the eyes, nose, or mouth (see Exposure Control Plan G.O. 10.10.000).**

    b. Indicate on the Master Evidence Record and on the evidence packages, which items are to be frozen or refrigerated by printing in red the words ”Freeze” or “Refrigerate”.

        - Items only need to be frozen or refrigerated if they are being tested by the crime lab.
        - Items to be frozen or refrigerated should not be packaged together.
        - Whole blood taken from the body should not be frozen.
        - It is not advisable to freeze hard objects.

            - Contact the WSPCL if in question.

8.02.035
## PACKAGING CELLULAR PHONES: 05/07

Only one cellular phone and its components shall be packaged together in any one package.

8.02.040
## PACKAGING VALUABLES: 05/07

1. Valuables (i.e., jewelry, watches, collectable coins, etc.) shall be itemized and packaged separately.
2. The same type of items i.e., watches rings and matching jewelry sets, etc. should be packaged together unless an item has special evidentiary value.

    a. Jewelry and watches shall be packaged in the Currency Envelope.
    b. Jewelry shall be itemized on the Currency Envelope.
    c. Collector coins and bills shall be separated by type of coin collection.

        - Each type of coin collection will be given a separate item number.
        - Large coin collections may be packaged in a box and a Currency Envelope attached.

    d. The description of jewelry, watches, foreign money, or collector coins shall be written on the two (2) lines below the coin denominations on the Currency Envelope.
    e. Once packaged, the items may be transported together. (Refer to section 080)

8.02.045
## PACKAGING CREDIT/BANK CARDS: 05/07

1. Bank cards, credit cards, etc shall be itemized and packaged separately in a clear plastic sleeve or an envelope and sealed.

    a. The sleeve shall be heat sealed or folded over twice on both ends and then sealed with clear tape or evidence sealing tape.
    b. Deputies shall write their initials continuously from the tape onto the plastic sleeve.
    c. Packages of valuables **shall not** be sealed by stapling.
    d. Like items (e.g., Costco, rewards cards with the same name) may be packaged together unless one item has special evidentiary value.
    e. Once packaged, the items may be transported together. (Refer to section 080).

8.02.050
## PACKAGING DOCUMENTS: 05/07

1. All documents shall be photocopied prior to packaging unless there is special evidentiary value such as latent print examination.

    - Copies are to be submitted with the incident report.

2. Documents may be packaged in either a plastic sleeve or plain envelope not in a currency envelope.
3. Documents requiring fingerprinting shall be packaged in a plain envelope.
4. Any document with special evidentiary value shall be packaged separately.
5. Checks should be packaged separately.

8.02.055
## EXPLOSIVES: 05/07

Explosives including fireworks shall not be transported or stored without specific direction from the Bomb Disposal Unit.

- Does not include small arms ammunition.

8.02.060
## FLAMMABLE MATERIALS: 05/07

1. Deputies shall not collect, package, or transport flammable materials or chemicals of an explosive nature which includes propane tanks or other cylinders with gas.
2. Unidentified flammables and chemicals shall remain at the scene and a proper support agency shall be notified.
3. These agencies will assist in packaging or disposing of the materials located.

| | |
|---|---|
| ■ State Department of Emergency Services. | 1-800-262-5990 |
| ■ Federal Arson Investigators. | 553-4295 |
| ■ Department of Ecology. | 649-7000 |
| ■ Bomb Disposal Unit. | 296-3853 |
| ■ Fire Marshall's Office. | 296-7075 |

8.02.065
## COMPUTERS AND OTHER DEVICES: 07/09

1. Deputies should take the following precautions when encountering a computer, blackberry or other electronic device used in a crime.

    a. If possible NEVER ALLOW ANYONE TO TOUCH THE COMPUTER OR OTHER ELECTRONIC DEVICE.
    b. If the computer or other electronic device is on DO NOT turn it off.

2. Deputies should secure the scene and contact the Complex Investigations Services Unit.
3. A laptop computer that is not connected to a circuit or system may be packaged in a suitable box and placed into evidence.

8.02.070
## ALCOHOL: 03/95

1. Deputies are not required to submit alcohol containers into evidence for court purposes. Although physical evidence is beneficial it is not mandated by the courts.
2. The following list are acceptable forms of submitting alcohol into evidence.

    a. Photograph the alcohol containers and submit the photographs into evidence.
    b. Partially filled alcohol containers should be emptied and the container marked as to how much alcohol existed within that container.
    c. Submit two or three unopened bottles into evidence rather than the half or full case.

        - Deputies shall dispose of the remaining alcohol containers as if they were confiscated property for immediate disposal per Department property disposal guidelines.

8.02.075
## SEALING PACKAGES: 05/07

1. Packages that are submitted as evidence or for processing by the WSPCL shall be sealed with clear plastic tape or evidence tape.

    - Masking tape shall not be used.

2. All seams shall be completely sealed.
3. Deputies shall write their initials across the tape seal onto the package on both sides of the seal.
4. **Do not use staples.**

8.02.080
## TRANSPORTING PACKAGED EVIDENCE: 05/07

1. For transporting purposes, several packages may be placed together in a suitable container.

    a. Use a separate container for each case.
    b. The container **shall not** be sealed in any manner.
    c. The outer container shall be clearly marked with the incident number and individual item numbers.

FOR FURTHER INFORMATION REFER TO MANUAL SECTION 8.01.000 GUIDE FOR COLLECTING EVIDENCE OR CONTACT THE WSPCL OR PMU.

# 8.03.000 FINGERPRINTS AS EVIDENCE

8.03.005
## INTRODUCTION: 10/94

Fingerprints are perhaps the most common form of physical evidence and one of the most valuable. They relate directly to the ultimate objective of every criminal investigation -- the identification of the offender. With the Automated Fingerprint Identification System (AFIS), latent prints can be searched and potential suspects can be found even though there were no witnesses to the crime scene. When an unknown person is identified through AFIS, the number of investigatory hours are dramatically reduced.

Although the primary responsibility for specialized evidence collection rests with crime scene specialists, major crime detectives or lab personnel, it is incumbent upon the patrol officer to be familiar with fingerprints and their uses as physical evidence. Fingerprints of the offender are frequently found at the scene of a crime, and they may take more than one form. However, in all cases, the prints are fragile and susceptible to complete destruction by the first careless act. They are also, in many cases, difficult to find. This Policy discusses the basic requirements for conducting a successful search for fingerprints together with the means of recognizing, lifting, and preserving them for later analysis.

8.03.010
## DEFINITION OF FINGERPRINTS: 10/94

On the underside of your hand and the soles of your feet the skin is rough, corrugated, and very different from the skin which covers the rest of your body. This skin is known as friction ridge or papillary skin. These ridges form patterns in the shape of loops, arches, and whorls. When this pattern, formed by the ridges, is transferred to an object, the image left behind is known as a latent print (finger, palm, foot, or toe print).

1. A known or inked fingerprint is produced by a procedure in which the fingers of a person are covered with a thin layer of black printers ink.

    a. The inked fingers are then rolled across a white card which has numbered blocks for each finger.
    b. The pattern of each finger is transferred to these blocks forming a permanent record of that person's fingerprints.

2. An unknown or latent print is an impression left by chance and requires development to make it visible. The perspiration and oils clinging to the tops of the friction ridges are transferred to an object when it is touched, thus forming an outline of the fingerprint pattern.
3. Fingerprints contaminated with such material as oil, dirt, blood, and grease are usually visible and are known as patent prints.

8.03.015
## BASIS OF IDENTIFICATION OF FINGERPRINTS: 10/94

1. The basic factors are that fingerprint ridges are permanent and unique. Identification is based on the following criteria:

    a. The relative position of the characteristics to each other.
    b. The uniqueness of the characteristic.
    c. The number of characteristics.

2. There is no specific number of characteristics required.

   - Identification is based on all three criteria

3. Identification can be made on a latent as small as the end of an eraser on a pencil.
4. As a general rule, if the investigator develops an area which appears to have several ridges, regardless of the size of the areas, it should be lifted marked and submitted.

8.03.020
## LIMITATIONS OF LATENT PRINTS: 10/94

1. Even though latent prints are invaluable in the course of investigative work, there are certain limitations as to what information these prints can provide, fingerprints cannot:

   a. Determine the age of the latent print.

      - It is possible to estimate the age of the print in relation to certain events. (i.e.) prints appearing on an object thoroughly cleaned during a recent housecleaning can be dated as occurring after that event.

   b. Determine, the age or sex of the person leaving the print.
   c. Identify the race of the person leaving the print.
   d. Determine occupational groups.

8.03.025
## CONDITIONS WHICH AFFECT LATENT PRINTS: 10/94

1. The quality of latent fingerprints is affected by such conditions as:

   a. Receiving surface material on which latent is placed.
   b. The manner in which the print was transferred.

      - Perspiration.
      - Oils.
      - Blood, etc.

   c. Weather conditions.
   d. Physical or occupational defects of the person transferring the print.

2. The nature and the condition of the surface on which the latent print is deposited are very important.

   a. Shiny or smooth surfaces will generally retain clean, clear fingerprint detail.
   b. Dull or porous surfaces generally do not retain quality fingerprints, but should be collected and submitted for processing by experts.
   c. Paper is an excellent material on which clear latent prints can be developed.

3. The weather affects the latent print in a number of ways.

   a. The print may be dried out or washed away.
   b. The more oil that is deposited with perspiration, the longer the print will last during inclement weather.

8.03.030

## RESPONSIBILITY OF THE DEPUTY COLLECTING FINGERPRINTS: 10/94

1. Latent prints are valuable evidence and every effort should be made to recover them. The investigator is strongly urged to search for and collect prints regardless of any apparent problems or time constraints.
2. It is imperative that the crime scene investigator make a thorough search of all surface areas in and around the scene of the crime that have the potential of retaining finger or palm prints.

    a. Particular attention should be paid to the less obvious places such as the underside of table tops and dresser drawers, the surface of dinner plates, filing cabinets, the backs of chairs, rear view mirrors (both the glass and the frame), and the trunk lids of automobiles, toilet lids and seatbelts.
    b. Objects that are quite likely to be touched, such as door knobs or telephones, should be processed.

        - Victim prints are needed for elimination on these heavily handled objects.

3. The investigator should not assume that the offender took precautions against leaving prints or that he wiped off those he did leave.
4. It is helpful to attempt to view the scene as the criminal did. Such conditions as time of day, weather, and physical layout may suggest that certain surface areas should be closely examined.

    a. In conducting the examination for latent prints in a burglary case, for example, it is suggested that the investigation begin at the point of entry.
    b. Whatever the nature of the crime and the particular circumstances, its reconstruction by the investigator is intended to give practical direction to the search.

5. Valuable aid in obtaining latent print leads may be solicited from a person who is familiar with the usual physical layout of the crime scene, such as the owner of the building or the usual occupant of an apartment.

    a. That person should be allowed to observe at least a part of the preliminary investigation and be encouraged to:

        - Point out items which appear out of place.
        - Identify objects that may have been brought in by the suspect.

8.03.035

## PRINTS WHICH REQUIRE NO FURTHER DEVELOPING: 10/94

There are two basic types of patent prints that the crime scene examiner will likely encounter which do not need developing.

1. The first of these is the visible type created after the suspect's hand has come in contact with blood, ink, paint, grease, dirt, etc., and the print transferred to some surface area.

    a. Prints made from these substances are usually distinct and should stand out to the investigator.
    b. The investigator should photograph the latent print.

        - One (1) to one (1) including a scale.

c. The surface on which the print rests must then be carefully packaged and transported to the Latent Laboratory.

- Common sense must rule the decision as to just how much damage is justifiable in collecting items or surface areas where prints are found.

2. The second type of print which requires no further developing is an impression in a soft substance such as putty, clay, or fresh paint.

a. Photograph the impression again at one (1) to one (1).
b. Transport the object or a section containing it to the crime laboratory.
c. If a physical transfer of the impression is not possible, it should be sprayed with shellac and a cast prepared of silicone-rubber.

- The cast is sent to the laboratory in place of the actual imprint.

8.03.040
## METHOD OF DEVELOPING FINGERPRINTS: 10/94

1. The types of surfaces from which latent prints can be lifted fall into two broad categories:

a. Those which are hard, smooth, shiny and nonabsorbent (glass, tile, varnished wood etc.)

- Process these items with black powder and a brush.

b. Those which are dull, porous, and absorbent (paper, unfinished wood, cardboard, etc.)

- These items should be packaged and sent to the Lab to be processed with chemicals.

2. To determine in which category a given surface belongs, it is useful to think of what would happen to a drop of water if it were placed on it.

a. If the water would bead up (i.e. plate glass) the surface is hard, smooth, and nonabsorbent.
b. If the water would soak in, as on cardboard, the surface is absorbent.

8.03.045
## DEVELOPING PRINTS ON NONABSORBENT, HARD, SMOOTH SURFACES: 10/94

1. Prints made on nonabsorbent, hard materials will remain entirely on the surface of the object in the form of a delicate liquid or semi-solid deposit. The print, mainly consisting of oil and water, expands upward from the surface which-makes an ideal adhesive base of fingerprint powder. As a general rule, it is always better to develop prints on a nonabsorbent surface and lift them in the field to prevent damage during transportation.
2. The type of powder and brush (i.e., magnetic or bristle) is usually up to the individual processing the crime scene.
3. Before developing the print, the fingerprint brush should be cleaned and the bristles separated by rolling the handle rapidly between the palms of the hands and letting the bristles spread out naturally.

4. Before opening the fingerprint powder container, it should be turned upside down and shaken vigorously to loosen the powder.
5. Apply a small amount of fingerprint powder to the area to be examined, using the brush provided in the fingerprint kit.

    a. Too much powder will result in an overly darkened print in which points will be difficult to identify.
    b. If you get grease or oil on brushes, discard and get a new brush.

6. The entire area to be processed should be covered using light, even strokes until some ridge detail begins to show.
7. As the pattern of the ridges becomes visible, the brush strokes should be directed to follow the contour lines.
8. After all of the details of the print have been developed, the excess powder should be removed by gently brushing or blowing it away.

    - Too much brushing will erase the print.

9. The powder should be allowed to adhere to the wet, tacky area of the latent print, but not to the surface on which the print is deposited.
10. Pull out enough tape to cover the area to be lifted
11. Place the tape over the print and secure the loose ends of the tape beside the print to be lifted.

    a. If the developed latent print is larger than the width of the tape, it still may be lifted by placing one strip beside another.
    b. Allow about ¼ inch overlap with each additional strip until the desired area is covered.

12. Carefully smooth down the tape over the print to force out all the air bubbles.
13. Once the tape has been secured, one of two procedures may be followed.

    a. If the surface would be destroyed by removing the tape, the tape may be left on and the entire object submitted to the laboratory for examination.
    b. The print may be removed by pulling up on the tape and secure it to a fingerprint card.

14. Occasionally wet items, such as beer cans or glasses that have condensation on the outside of them, or automobiles which have been covered with dew, must be processed for prints.

    a. These items should first be allowed to dry under natural conditions in a sheltered area.
    b. Heat lamps or artificial heat of any kind be used to warm the room but should not be used to dry an object.

15. The investigator may encounter a surface, such as glass or polished metal on which the print can be readily seen, but any effort to develop it with fingerprint powder will damage the print.

    a. Photographs should be taken before any further attempts at processing are made.
    b. If a camera is not available, it may be possible to rejuvenate the print by blowing on it several times and allowing the condensation on the surface to evaporate naturally.
    c. The print should then be powdered and the lift made.

16. Items exposed to freezing temperatures should be allowed to warm up and dry out naturally before any attempt is made to develop latent prints.
17. If in dusting an area only one print appears to have ridge detail and the others around it are smeared so that no ridge detail remains, the smeared ones should also be included in the same lift.

    - Even though the smeared prints cannot be identified, they can assist the lab specialist in determining the relationship of the identifiable latent to the whole hand.

8.03.050
## DEVELOPING PRINTS ON ABSORBENT, POROUS, SURFACES: 10/94

1. No attempt should be made by the investigating officer to develop latent prints on absorbent surfaces with fingerprint powder.
2. Evidence such as pieces of paper, cardboard, etc., should be handled carefully by the edges, placed in a container, and submitted to the lab for chemical processing.
3. After the items are collected, the container should be sealed and marked with all required data and also specially marked "TO BE PROCESSED FOR LATENT PRINTS."

8.03.055
## MARKING AND IDENTIFYING FINGERPRINT LIFTS: 10/94

1. After a latent print has been developed, lifted, and placed on a card, it is necessary that the card be properly identified.
2. Information recorded on the card shall include the:

    a. Name and serial number of the investigating deputy.
    b. Incident number.
    c. Date.
    d. Title of the case.
    e. Victim's name.
    f. Exact place of the lift and the type of object lifted from must be placed on the back.

3. In describing the exact place where the lift was made, it is sometimes convenient to draw a simple sketch of the object.

    a. This sketch should be made on the fingerprint card.
    b. The inclusion of corresponding small arrow showing which way is **up or top**, on both the lift and the sketch is necessary in orienting the exact placement of the fingerprint.
    c. Always state if the lifted print is from the inside or outside of a window of a car, building, etc.

4. If prints opposed to each other are lifted, such as on both sides of a piece of broken glass, a notation should be made on the fingerprint card.

    - Try to determine from rain spots and dirt which was the outside when dealing with window glass.

8.03.060
## VICTIM ELIMINATION PRINTS: 10/94

1. Elimination prints are a set of fingerprints of victim or anyone who has legitimate access to the area. These prints are needed to omit latent prints of victim(s) and leave only the potential suspect prints to be examined.
2. Elimination prints are used only for that case and are not put in the AFIS database or compared with any other case.
3. There are two accepted ways to obtain elimination prints.

    a. The conventional procedure in which the fingers of a person are covered with a thin layer of black printers ink. The inked fingers are then rolled across a white card which has numbered blocks for each finger. The pattern of each finger is transferred to these blocks forming a permanent record of that person's fingerprints.

b. Have the victim cover the ends of their fingers with a thin layer of hand lotion or cream. The moistened fingers are then rolled across a shiny white latent lift card. The pattern of each finger is transferred to the card via the hand lotion. To make the print visible the card must be dusted with Magna Powder. Once the prints are visible a protective layer of clear tape is placed over the prints.

- If this method is used the deputy must designate the number of each finger, numbering one (1) through number ten (10).
  - Starting with the right thumb number one (1) through the right little finger number five (5).
  - The left thumb number six (6) through the left little finger number ten (10).

4. The elimination cards must be properly identified. Information on the card should include:

a. Victim's name.
b. Incident number.
c. Deputy's name and serial number.
d. Date.
f. Label the card "ELIMINATION PRINTS"

# 8.04.000 SURRENDERING WEAPONS UNDER COURT ORDER

8.04.005
## INTRODUCTION: 02/03

Frequently, Municipal, District and Superior Courts order persons to surrender weapons, primarily firearms, to police departments. These surrenders are sometimes temporary, or can be permanent. The order can originate from a variety of case types related to marriage dissolution, criminal domestic violence incidents or protective orders issued by a court. This policy is designed to provide direction to Sheriff's Office personnel dealing with persons surrendering weapons under court orders.

8.04.010
## NORMAL PROCEDURES: 01/09

1. All courts ordering weapons to be surrendered to the King County Sheriff's Office have been asked to provide proper direction to the party obligated to surrender the weapons.
2. The Property Management Unit (PMU) should be the primary recipient for all weapons surrender.
3. Communications Center personnel, precinct personnel and commissioned members answering calls or questions regarding the surrender of weapons under court order should direct people to contact the PMU during normal business hours.
4. Weapons from walk-ins at precincts or other work-sites equipped with secure evidence storage may be accepted by commissioned personnel, with a proper court order.

    - Walk-ins at store fronts or contract city locations without secure evidence storage should be referred to the nearest precinct.

5. Deputies may accept weapons in the field with a supervisor's approval.
6. Personnel shall not accept weapons at any King County Courthouse.

8.04.015
## ACCEPTOR'S RESPONSIBILITIES: 02/03

1. Personnel shall only accept weapons when there is a **certified copy of the court order** directing the surrender of weapons to the **King County Sheriff's Office.**
2. If there is an associated KCSO incident number present on the order, use it and write a follow-up report to that case. Take the order from the individual. Use the language found below.
3. If there is no related KCSO incident report, personnel shall complete only a Master Evidence Record (KCSO Form #A-102) which will serve as the incident report.

    a. The case should be titled "Civil Problem (SKO)" using an FCR of 555-E with the appropriate hazard factor.
    b. The narrative should state: "The(se) weapon(s) were surrendered to the King County Sheriff's Office under (state court name, cause number, and type of order). The(se) weapon(s) will be returned to the owner only with a court order."
    c. The owner's full name, date of birth, home address, home phone and work phone shall be included in the case.
    d. If not completed in IRIS, the blue copy of the Master Evidence Record shall be given to the person surrendering the weapon.
    e. In the case of an IRIS generated Master Evidence Record, a copy shall be provided to the person and can be mailed to them at a later time if necessary.
    f. These cases are to be approved by a supervisor.

8.04.020

## REPORT ROUTING: 02/03

1. If it is a follow up to a KCSO incident, route the report and court order to the responsible unit. Make sure the incident number appears on the order.
2. If no KCSO case was associated or is unknown, route the report to PMU. Write the incident number on the order. Forward the order to PMU.

**EXAMPLE:** 02/03

**KING COUNTY SHERIFF**
**MASTER EVIDENCE RECORD**

2. Case # 0 3 - 0 0 1 1 1 1

| 1. CLASSIFICATION | 3.DATE | 4.TIME | 5. F. C. R. | 6. DIST # |
|---|---|---|---|---|
| CIVIL PROBLEM (SKO) | 1-19-03 | | 5 5 5 E O | A - 3 |

| 7. LOCATION OF OCCURRENCE | 8. TYPE OF PREMISES | 11. NAME IF KNOWN ☐ OWNER ☐ SUSPECT |
|---|---|---|
| 18118 3RD AVENUE NW | PRECINCT 5 | JAR H. LEATHERNECK |

| 12. EVIDENCE SECURED BY | PERS. # | 13. PACKED & MARKED BY | PERS. # | 9. INV. UNIT ASSIGNED | 10. INVESTIGATOR | PERS. # |
|---|---|---|---|---|---|---|
| KENT BAXTER | 19465 | | 19465 | | | |

| 14. STATUS OF EVID. (CHECK ONE) | EVIDENCE | FOUND PROPERTY A-166 COMPLETED & LEFT WITH FINDER? ☐ YES ☐ NO | SKO-OWNER BOOKED KCJ | OTHER |
|---|---|---|---|---|
| | ☐ DISTRICT COURT<br>☐ JUVENILE COURT<br>☐ SUPERIOR COURT<br>☐ TRAFFIC ACCIDENT<br>☐ PENDING INVEST. | ☐ PROPERTY LEFT WITH FINDER<br>☐ PROPERTY STORED AT (LOCATION) | ☐ BLUE COPY TO OWNER<br>☐ OWNER ADVISED WHEN, WHERE & HOW TO CLAIM PROPERTY<br>☐ OWNER'S LAST KNOWN MAILING ADDRESS & PHONE LISTED BELOW | ☐ IMMEDIATE DISPOSAL<br>☐ UNCLAIMED IMPOUND<br>☐ D.V. ORDER<br>☐ CIVIL UNIT ACTION<br>☐ OTHER (LIST) |

**NOTE! DO NOT LIST UNPROCESSED FILM, MOTOR VEHICLES, BICYCLES, OR ANIMALS ON THIS FORM** (Film that requires processing shall be listed on a FORM E-147 and sent to Photo Lab. Bicycles shall be listed on a FORM C-115 unless they are evidence in some other case.)
**WHEN POSSIBLE LIST EVIDENCE IN THE FOLLOWING ORDER:** A. Fingerprint lift cards B. Money C. Items requiring processing for fingerprints D. Items requiring other lab processing E. Other evidence

| 15. ITEM # | QTY | 16. DESCRIPTION: (USE A SEPARATE ITEM NUMBER FOR EACH ITEM, DO NOT LIST MORE THAN ONE ITEM PER LINE) Each item MUST be numbered, tagged, and separately packaged. Describe using following format: What is it?, Brand, Model, Serial #, Color, etc. | FOR PMU USE ONLY |
|---|---|---|---|
| KCB1 | 1 | 9MM SEMI-AUTOMATIC PISTOL, SMITH & WESSON, MODEL 3913, SERIAL# TJA5513, SATIN FINISH | |
| | | | |
| | | THE WEAPON WAS SURRENDERED TO THE KING COUNTY SHERIFFI'S OFFICE UNDER A RESTRAINING ORDER ISSUED OUT OF | |
| | | SHORELINE DISTRICT COURT, CAUSE #123. THE WEAPON WILL BE RETURNED TO THE OWNER | |
| | | ONLY WITH A COURT ORDER. THE OWNER IS JAR H. LEATHERNECK 1-1-65, ADDRESS OF 1234 | |
| | | N. 145TH ST. SEATTLE, WA 98155, H/P 542-1234, W/P 542-2222. | |
| | | | |
| | | | |
| | | APPROVED BY: SGT. BIG SHOT 8-19-92 | |
| | | | |
| | | | |
| | | | |

**17. FIELD RELEASE:** Use following blocks ***ONLY*** when ***ALL*** items listed on this page are released to ***ONE*** person, and ***ONLY BEFORE*** any copies of this form have been separated and distributed.

| I have received all property as listed on this form. (Signature) | Printed name: | DATE | TIME |
|---|---|---|---|
| | | | |

| Street Address | CITY | ST. | ZIP | PHONE |
|---|---|---|---|---|
| | | | | |

| 18.RETAINED AT PRECINCT | # | REASON | 19.IF DIST CT NAME OF CT. | CITATION #(S) |
|---|---|---|---|---|
| | | | | |

DO NOT WRITE ON OR OVER SHADED AREAS OF FORM

KCSO A-102

# 8.05.000 SAFE KEEPING ONLY

8.05.005
## INTRODUCTION: 05/07

If the King County Jail or any other holding facility refuses to accept an arrestee's property, deputies need to take it for safe keeping only (SKO). The purpose of this policy is to provide deputies with guidelines for handling SKO property.

8.05.010
## INSPECTION OF ARRESTEE'S PROPERTY: 05/07

1. Items not accepted by the jail should be inspected by the deputy prior to booking.

    a. Firearms, contraband or other items unacceptable by the jail shall be packaged separately.
    b. Money, jewelry, or other items acceptable by the jail shall be removed and placed in arrestee's jail property at booking.
    c. Biodegradable items (e.g. food) shall be disposed of in arrestee's presence, not submitted with SK.O property.

8.05.015
## PACKAGING: 05/07

1. Whenever possible, use the arrestee's containers to store his/her property (e.g. backpacks, suitcases, etc.) by attaching a tag, **not an evidence label,** with incident number, item number, arrestee's name and DOB.
2. SKO items need not be itemized; merely inspected, packaged and labeled for safekeeping.

    a. Example: one blue nylon bag containing personal affects, listed as one item.
    b. Loose items may be placed in a container and listed as one item.
    c. Package(s), backpacks, suitcases, etc., need to be sealed.

8.05.020
## SKO FORM: 05/07

1. This KCSO form A-142 is the only form necessary to secure SKO property refused by jail.
2. The incident number should be the same as that on the Superform.
3. Deputies shall have the arrestee read the completed form and sign it.
4. If an alternative format is requested, deputies shall accommodate by using one of the following:

    a. Read the form to the arrestee.
    b. Make an enlarged copy using the jail copier.
    c. Use the language bank.
    d. Point out the TDD number on the form.

5. If the arrestee refuses or is unable to sign the form the deputy should indicate so in the signature block.

6. Deputies shall make three (3) copies of the A-142 form and distribute them as noted on the form:

    a. Original - submitted for approval and distribution to records.
    b. First Copy - must accompany SKO property to evidence room.
    c. Second Copy - to arrestee at time of booking.
    d. Third Copy - to Jail booking packet.

8.05.025
## IRIS ENTRIES: 05/07

1. Deputies shall open and complete and incident report in IRIS.
2. Enter the SKO information into the property field.
3. Complete the master evidence form.
4. Submit the report for approval.

8.05.030
## STORING ARRESTEE SKO PROPERTY: 09/97

1. The arrestee's property should be placed into the appropriate evidence room prior to securing from duty.
2. Log the arrestee's property as you would any other property.
3. The evidence and supply specialist shall transport the arrestee's property to the PMU on the next business day.

# 8.06.000 FOUND PROPERTY

8.06.005
## USE OF THE FOUND PROPERTY REPORT: 06/10

Any found property valued more than twenty five (25) dollars, except firearms, that comes to the attention of department members is recorded on the Found Property Report (KCSO Form #A-166). This form shall be used to record all found property, unless exempt within RCW 63.21 (Unclaimed Personal Property).

1. This form serves the following purposes:

    a. It is the incident report of found property that has been reported or surrendered to the Sheriff's Office.
    b. It serves as written Rights and Responsibilities for the finder of found property or acts as a receipt for the finder of surrendered found property.
    c. It serves as the evidence form to document found property.
    d. It notifies the Property Management Unit (PMU) what disposition(s) have been authorized and by whom.

8.06.010
## PROCEDURES: 05/07

1. If the finder wants to claim the property, department members shall take possession only if any of the following conditions apply:

    a. The property is a firearm; or
    b. There is reason to believe it may be evidence in a crime; or
    c. It is illegal to possess; or
    d. The owner is known; or
    e. It is a motor vehicle governed under RCW 46.

        - A motor vehicle means any vehicle that is self-propelled for land or air by a gas, diesel, or electric engine intended to carry person(s) in or on and has a vehicle identification number (VIN).

2. If the property is too large or cumbersome to handle (i.e., boats, lumber, machinery, etc.), transport and storage is the finder's responsibility if the finder wishes to keep the found property.
3. Deputies shall document the found property using this form.

    a. The green copy of this form must be given to finder before leaving detail, after explaining finder's rights and responsibilities if needed.
    b. The remaining copies of report shall be submitted through normal chain of command for approval, separation and distribution.

4. If the finder does not want to claim the property, it is the department's responsibility to take possession and store until the owner is located or for subsequent disposal.

    a. Found property not claimed by the finder should not be taken to a private storage facility where storage fees are likely to accrue, unless there is no alternative.

b. If a tow truck is required, the property shall be delivered and stored at the nearest and most practical King County Facility.

- Deputies shall forward a copy of the towing/transport invoice and the yellow copy of the Found Property Report to the Property Management Unit (PMU) by the next working day.

5. If any items are taken into evidence because the finder did not want to claim the property, the deputy shall determine and authorize disposition of those items at the time of report using the back of the Yellow Copy and forward with evidence.

- Evidence numbers are necessary on all found property.

6. If items are of value and have any serial numbers or other identifying marks, disposition should not be made by reporting deputy.

a. Case should be forwarded for detective review to determine if items may be recovered stolen property.
b. Detectives will review report and make disposition authorization using the back of the Pink Copy (assigned investigator copy) at that time.

8.06.015
## IRIS REPORT: 06/08

All found property must be entered in IRIS

1. If the finder or reporting party is available to sign for the property and is lawfully allowed to claim it, complete a paper Found Property Form (A-166).
2. Open and complete and incident report in IRIS so the found property can be tracked.
3. Enter the information into the property field.
4. Complete the master evidence form.

- All found property will be given item numbers whether or not it was left with the finder.

5. If the finder is not available to sign, complete the case in IRIS including the master evidence form.

# 8.07.000 UNCLAIMED IMPOUNDED PROPERTY

8.07.005
## INTRODUCTION: 09/92

This policy is intended to assist deputies/detectives with the proper procedures when handling unclaimed impounded property from tow companies.

8.07.010
## RECEIVING PERSONAL PROPERTY FROM TOW COMPANIES: 09/92

1. Deputies/detectives should accept the following items (whether evidence or not) from tow companies, which include, but not limited to:

    a. Money.
    b. Wallets or purses.
    c. Bank or check books.
    d. Bank or credit cards.
    e. Official identification cards (i.e., driver's license, passports, etc).
    f. Jewelry (not costume).
    g. Firearms or other type weapon.
    h. Contraband or controlled substances.

2. Deputies/detectives should not accept the following items (unless it has evidentiary value) from tow companies:

    a. Auto parts and accessories, including, but not limited to:

        - Tire chains.
        - Spare tires/wheels.
        - Used auto parts and/or accessories.
        - Seat covers.
        - Fuel containers.

    b. Refuse:

        - Trash.
        - Open alcohol containers.
        - Soiled or mildewed clothing, shoes, blankets, tarps, etc.
        - Miscellaneous unofficial papers.

8.07.015
## REPORTING PROCEDURES: 09/92

1. When unclaimed impounded property has been received from a tow company, a deputy should be dispatched.
2. The deputy should:

    a. Take custody of the property and properly package it.

        - All property shall be inventoried using a Master Evidence Form (A-102).

b. Complete a case report titled, "Property, Unclaimed Impound" using the FCR 329-E-0, which should contain:

- Vehicle make.
- Vehicle model.
- Year.
- License number.
- License state.
- Vehicle identification number.
- Color.
- Location of vehicle impound.
    - If the vehicle was originally a King County impound, the original case number should be cross-referenced in the report.

c. Use a separate case report and Master Evidence Form for each vehicle involved.

d. Give the blue copy of the completed Master Evidence Form to the tow company as a receipt.

# 8.08.000 EQUIPMENT FAILURES, REPORTING OF

8.08.005
## POLICY STATEMENT: 06/92

It is department policy to establish guidelines for reporting equipment failures so that necessary action can be taken. Department members shall comply with the following guidelines:

8.08.010
## REPORT REQUIREMENTS: 06/92

1. Equipment failures shall be reported as they occur.
2. Department members shall submit a written report on any equipment failure, malfunction, or deficiency to the unit responsible for either maintaining or issuing that equipment, via chain of command.
3. Reports shall be submitted in a timely manner and should include:

    a. The nature, circumstances and consequences of the equipment failure.
    b. Identifying data such as:

        - Manufacturer.
        - Serial number.
        - Equipment number.
        - Model.
        - Inventory number (KC or KCSO).
        - Other pertinent information.

2. Any report(s) showing a pattern of deficiencies shall be forwarded by the reporting party to the Property Management Unit (PMU).

8.08.015
## TYPES OF FAILURE REPORTS: 07/99

Specific types of failure reports shall be documented in an Officer's Report unless otherwise directed.

1. **Weapons and Ammunition:**

    a. Malfunctions of department and personally owned duty weapons should be reported to the Department Armorer.

        - The PMU shall keep the Firearms and Equipment Review Board aware of any weapon problem or malfunction pattern.

    b. Malfunction or misfire of department issued ammunition shall be reported to the Department Armorer. Submit the:

        - Expended cartridges.
        - Remaining ammunition.
        - Label listing the lot number.

2. **Motor Vehicles and Equipment:**

   a. Routine defects, service, or maintenance needs shall be reported on a "Motor Pool Repair Request Form."
   b. Unusual failures, deficiencies, safety related problems, or recommendations for different or additional equipment should be reported in writing to the PMU ("Attention: Fleet Control Supervisor").

3. **Uniform Apparel:**

   a. Reports on deficiencies shall be directed to the PMU ("Attention: Quartermaster").
   b. Recommendations for new or additional uniform items shall be made to the Firearms and Equipment Review Board with a copy to the PMU.

4. **Photographic Equipment:**

   - Reports shall be directed to the Photographic Lab.

5. **BAC Verifier Datamaster:**

   a. Call the State Toxicologist via Washington State Patrol to report failures.
   b. The phone number is posted with the BAC.

6. **Crime Scene Processing Equipment:**

   - Shall be reported to either the PMU or the Identification Unit, whichever is applicable.

7. **Office Supplies:**

   - Evidence handling supplies and other expendable supply items shall be reported to the PMU.

8. **Other Equipment:**

   - Shall be reported to the issuing unit.

# 8.09.000 DEPARTMENT PROPERTY CONTROL PROGRAM

8.09.005
## POLICY STATEMENT: 10/09

It is the Sheriff's Office policy to establish uniform procedures for property control and the reporting of corrections, losses, and changes to County owned property. Department property and equipment shall be maintained in a state of operational readiness.

8.09.010
## PROPERTY CONTROL RESPONSIBILITIES: 10/09

**Division Chiefs shall:**

Ensure the complete and accurate inventory of all department property following Property Management Unit (PMU) guidelines.

**PMU shall:**

1. Ensure the accuracy of inventory for all property held by the department.
2. Ensure that all inventories have been tagged with the appropriate inventory tag.
3. Coordinate inventories as needed or required within the department.

    - Upon request, provide copies to supervisors.

4. Maintain records and furnish appropriate updated inventory information to Facilities Management regarding changes of property status.
5. Keep the Sheriff and the Chief of Technical Services Division informed of all reports concerning lost, stolen, unaccounted for, or damaged property over five hundred (500) dollars.

**Section or Unit Supervisors shall:**

1. Be responsible for the up-to-date inventory, location, and maintain the condition of all assigned property and equipment in a state of operational readiness which includes care and cleaning, preventive maintenance, and repair.

    - Property and equipment should be inspected, by unit supervisors, at regular intervals to ensure operational readiness.

**Section or Unit Supervisors shall:**

1. Be responsible for the up-to-date inventory, location, and maintain the condition of all assigned property and equipment in a state of operational readiness which includes care and cleaning, preventive maintenance, and repair.

    - Property and equipment should be inspected, by unit supervisors, at regular intervals to ensure operational readiness.
2. Submit a Department Memorandum (KCSO Form #A-118) to the PMU, via chain of command, regarding:

    a. Damage to any property requiring extensive repair or replacement.
    b. Any items lost, stolen, or unaccounted for.

        - All thefts shall be reported and a copy of the incident report attached to the memorandum.

3. Maintain a current copy of the **"KC"** and **"KCSO"** inventory lists of all property assigned to that unit.

   - Copies of subsequent transfer documents regarding any equipment shall be retained with the current inventory list to provide an up-to-date record.

4. Conduct periodic inventories of property assigned to their section or unit.

   a. The PMU, upon request, shall provide a printout of all property assigned to the unit(s).
   b. The original shall be verified, signed, and dated by the supervisor and returned to the PMU.
   c. A duplicate copy should be retained by the supervisor.
   d. Report any inventory currently under their control that is not listed.

5. Maintain records of items checked out from their unit.

   - Equipment Issue/Return Record (KCSO Form #E-128) shall be used for this purpose, if appropriate.

6. Upon change of assignment, inventory all property under their control with the relieving supervisor.

   - Advise the PMU in writing of any discrepancies or corrections.

**Department Members shall:**

1. Notify the issuing supervisor when items are inoperative, damaged, or requiring repair.
2. Report thefts or losses immediately to the appropriate supervisor.

8.09.015
## EQUIPMENT TAGS: 04/10

All County or department equipment shall be marked with an inventory tag showing that it is property of King County.

1. **KC numbers:**
   County inventory tag with **"KING COUNTY"** or **"KC"** initials and a six (6) digit number:

   a. Items costing over five thousand (5,000) dollars.
   b. All firearms.
   c. 2 way radio equipment.
   d. Other miscellaneous equipment deemed appropriate.

2. **KCSO numbers:**
   Department inventory tag with the department **"Star"** logo and a six (6) digit number:

   a. Equipment costing less than five thousand (5,000) dollars.
   b. Typewriters.
   c. Pagers.
   d. Other miscellaneous equipment deemed appropriate.

3. **Property of King County:**
   Department inventory tag reading **"Property of King County"** without a number.

   - Equipment of insignificant value.

8.09.020
## WORN, DAMAGED, OR NO LONGER NEEDED PROPERTY: 11/94

1. Any item that has been worn out, damaged, or is no longer needed shall be returned to the PMU for proper disposal.

    a. The PMU shall be contacted before returning items for disposition.
    b. Items that have established maintenance contracts or facilities available for repair (i.e., portable radios, typewriters, etc.) are exempt.

2. All items sent to the PMU shall be accompanied with either an Officers Report or Department Memorandum describing the item (make, model, serial #, KC #, etc.,) and the malfunction or damage and how it occurred.
3. The PMU shall coordinate the necessary repair or replacement.

8.09.025
## REPORT REQUIREMENTS: 11/94

1. All reports of items lost, stolen, damaged, no longer needed, or unaccounted for shall consist of the:

    a. Item description.
    b. Model.
    c. Serial number.
    d. Inventory number.

        - Specify type of inventory tag, **KC** or **KCSO**.
        - Inventory without a number shall be listed as **"N/I"** in the reports when reference is made to the inventory number.

    e. Department assigned.

        - Location by Division, Section, or Unit.

2. All reports shall be sent to the Property Management Unit.

    - Include a copy of an incident report if one was completed.

8.09.030
## ITEMS REQUIRING PROPERTY CONTROL: 06/92

1. Any item purchased over five hundred (500) dollars or bearing a department inventory tag requires property control.
2. Department and County owned items shall be returned to Facilities Management via the PMU for disposal when no longer needed or serviceable.
3. The following items shall be accounted for on separate inventory lists:

    a. Portable radios and chargers.
    b. Pagers and chargers.
    c. Photographic equipment.
    d. Mobile radios.
    e. Quartermaster System items (i.e., shotguns, handguns, etc.).

        - Inventory records for these items are maintained by the PMU or Photo Lab.

4. If any of these items are transferred from one unit or section to another, the PMU or Photo Lab shall receive a copy of the signed transfer documents. Use:

    a. Equipment Issue/Return Record; or
    b. Department Memorandum.

5. During periodic inventories, separate inventory lists shall be provided for items assigned to individual units.

    a. These forms shall be completely filled out.
    b. These lists shall then be verified against Master Issue Records maintained by the PMU or Photo Lab.

6. Individuals shall be responsible for all items issued to them from the Quartermaster.

8.09.035
## SURPLUS PROPERTY REQUESTS: 06/92

Requests regarding the availability of used or surplus County property (i.e., desks, lockers, filing cabinets, office machines, etc.) shall be sent to the PMU.

**The PMU shall:**

1. Advise the requestor of the availability of items from:

    a. Department surplus storage; or
    b. Facilities Management; or
    c. Other agencies.

2. Depending on the type of items requested:

    a. Fill the request from available equipment; or
    b. Refer the requestor directly to Facilities Management to obtain the requested item; or
    c. Require the requestor to submit a Department Memorandum for the item(s) (i.e., "KC" or "KCP" numbered items) via Chain of Command.

**The Requestor shall:**

1. Have prior approval from the Section/Precinct Commander.
2. Contact the PMU to fill requests.

    a. If a surplus item meets the requestor's requirements, reserve it with Facilities Management.
    b. Contact the PMU so that proper transfer documentation can be completed.

8.09.040
## CONVERSION OF UNCLAIMED PROPERTY TO OFFICIAL USE: 06/92

RCW 63.40 allows the conversion of unclaimed property to law enforcement use or trade with bonafide dealers of law enforcement equipment.

1. The Sheriff or designee shall approve all items, in writing, before conversion or offering them for trade.

2. Examples of property appropriate for conversion or trade include:

    a. Photographic equipment.
    b. Office equipment.
    c. Firearms.
    d. Power tools.
    e. Recording equipment.
    f. Computer equipment.

8.09.045
## PROCEDURES FOR CONVERTING OR TRADING UNCLAIMED PROPERTY: 06/92

1. All items are automatically reviewed by the PMU.
2. Selected items are then issued to the unit responsible for disposition, such as:

    a. Photographic equipment - Photo Lab.
    b. Computer equipment - Computer Resource Center.
    c. Firearms – PMU.
    d. Cellular phones - PMU.

        - All requests shall be made to the appropriate unit.

2. Department members may request that a specific item be converted and assigned to their unit by submitting a Department Memorandum, via chain of command, to the PMU.
3. The unit that obtains the item shall have a priority for its use if converted.

    - There must be a reasonable need for its use.

4. The PMU shall:

    a. Initiate the paperwork to obtain approval.
    b. Tag the item with the appropriate department inventory tag.

# 9.00.000 VEHICLE OPERATIONS

9.00.005
## POLICY STATEMENT: 06/08

It is the policy of the Sheriff's Office to always have its members drive safely and comply with RCW Title 46. Deputies shall have the duty to drive with due regard for the safety of all persons. Emergency driving and pursuit driving, obviously present risks to deputies and to the public. The Sheriff's Office recognizes this and has drafted comprehensive written directives that balance the need to respond to public safety situations expeditiously against the potential risks of emergency driving. No one can dictate in advance exactly how a deputy should appropriately respond due to the great diversity of situations which may present themselves. Therefore, deputies must carefully consider the circumstances confronting them and be prepared to weigh the risks of a situation against the nature and urgency of the police situation being confronted. Furthermore, no duty is so important and no call so urgent that deputies cannot proceed with caution and arrive safely.

9.00.010
## POLICY INTENT: 06/08

The intent of this policy is to encourage deputies to be:

1. Prudent when deciding whether or not to respond to a detail via Code 1, 2, or 3.

    a. It is apparent that deputies interpret calls for service differently. Therefore, the Sheriff's Office established some general guidelines to institute uniformity in response.

        - The guidelines are not all inclusive and there is still room for discretion under an unforeseen set of circumstances.

    b. Supervisors shall closely monitor, control, or modify code responses.

2. Selective when deciding whether or not to pursue fleeing motorists.

    a. It is clearly recognized that people who try to flee from police are not always doing so based solely on a traffic infraction. However, if a deputy cannot articulate beyond **what is known at the time**, the justification for continued pursuit will probably receive an unfavorable review.
    b. Supervisors shall monitor, control, and oversee pursuits.

3. Able to recognize personal and environmental limitations.

    a. Each deputy must make an honest, logical, and on-going assessment of personal skill level and the environmental surroundings when engaged in emergency driving.
    b. The standard of care that each deputy exercises when engaged in an emergency driving situation will not necessarily be evaluated by the end result of the situation, but more on an overall perspective.

9.00.015
## GENERAL DEFINITIONS: 04/00
For purposes of this policy:

**"Code 1"** means driving in an ordinary and safe manner according to state law[1] and without the use of emergency equipment.[2]

**"Code 2"** means driving in an expeditious but safe manner according to state law and with the use of emergency equipment whenever exceeding the speed limit or when necessary to request the right of way privileges granted to emergency vehicles under RCW Title 46, when responding to a situation that is believed to be in-progress, but not a life-threatening or serious bodily injury incident.

**"Code 3"** means driving in a more expeditious but safe manner according to state law with continuous use of emergency equipment when responding to a situation that is believed to be either an immediate life-threatening or serious bodily injury incident, or when involved in a vehicular pursuit according to G.O. 9.02.000.

**"Escorting"** means driving Sheriff's Office vehicle(s) with the use of emergency equipment to accompany non-Sheriff's Office vehicle(s) to guide its passengers.

**"Police vehicle, Fully-marked"** means a motor vehicle equipped with an overhead emergency light bar, siren, police markings and symbols of this Sheriff's Office.

**"Unit"** means a deputy(s) in a Sheriff's Office vehicle.

**"Vehicle, Sheriff's Office"** means any vehicle, including, motorcycles, owned, rented, leased, or otherwise appropriated for the official use of this Sheriff's Office that may or may not be equipped with either emergency lights or siren.

**"Vehicle, Non-Sheriff's Office"** means any privately owned, rented, or leased vehicle(s) of a deputy or private citizen.

9.00.020

## SEAT BELTS, USE OF: 02/10

Anyone riding in a Sheriff's Office vehicle shall be required to wear a seat belt complying with RCW 46.61.688.

1. Seat belts shall be worn in the manner for which they are designed.
2. Prisoners shall be seat belted according to (WAC 204-41-030).

    a. It is intended that all prisoners being transported in a passenger style patrol vehicle wear a seat belt.

        ■ If there is a deputy safety issue with the prisoner (i.e. the prisoner is combative), the deputy has the option not to seat belt the prisoner.

    b. Prisoners being transported in the front seat of a patrol vehicle should be seat belted.

9.00.025

## CITIZEN ASSISTS/DISABLED VEHICLES: 06/91

When assisting citizens with disabled vehicles, the following guidelines shall apply:

1. Towing with a Sheriff's Office vehicle shall be prohibited unless equipped for towing.
2. Only Sheriff's Office vehicles equipped with "push-bars" shall be allowed to push another vehicle.

9.00.030
## HAZARDS TO THE PUBLIC: 12/09

1. When driving a Sheriff's Office vehicle deputies should be alert for defects, damage or obstructions to any roadways, sidewalks, parking strips, etc. that are dangerous to the public, such as:

    a. Traffic control lights out or obscured.
    b. Traffic signs down, damaged or obscured.
    c. Overhanging trees, etc.
    d. Sink holes.

2. Deputies discovering hazards shall take action as soon as practical by notifying the Comm Center of the nature of the hazard.
3. If the hazard poses an immediate danger to the public, the deputy with available resources shall safely maintain vehicle and pedestrian traffic control until the danger has been rendered safe.

9.00.035
## ESCORTS: 06/10

1. Escorting non-Sheriff's Office vehicles shall be prohibited except with prior approval by the Sheriff.
2. Requests for escorts shall be sent to the Special Operations Division.

9.00.040
## TRANSPORTING NON-SHERIFF'S OFFICE MEMBERS: 04/00

Sheriff's Office vehicles shall not be used for transporting non-Sheriff's Office members, unless in the performance of official duties, or if approved in writing by the Sheriff or his/her designee.

1. Prior to transporting a non-Sheriff's Office member, the Sheriff's Office must have a valid hold harmless agreement on file, unless such transport is the performance of official duties.

    - Hold harmless agreements and written approvals shall be maintained at the Precinct/Section level.

2. Deputies shall not respond to hazardous calls unless the rider has exited the vehicle.
3. Deputies shall use good judgment and shall follow the provisions of the King County Code of Ethics.

9.00.045
## TRANSPORTING SICK OR INJURED PERSONS/ANIMALS: 06/91

1. Transporting persons who are sick, injured, or mentally ill shall be prohibited except in a life-threatening emergency.

    a. When practical, notify the on-duty field supervisor of the emergency transport.
    b. Prisoners with minor injuries may be transported.
    c. Mentally ill persons should be transported by ambulance.

2. Transporting a sick or injured animal is prohibited.

    - K-9 dogs are exempt.

9.00.050
## BLOOD RUNS: 04/00

Blood runs are authorized if, in the opinion of a paramedic or medical physician, a person has suffered or may suffer a life-threatening blood loss. All blood runs shall:

1. Have prior approval by the on-duty field supervisor.
2. Be Code 1.

9.00.055
## CODE RESPONSE SELECTION: 05/99

Deputies shall select the type of code response and immediately advise radio if other than Code 1 response.

1. Deputies should modify the code response to changing situations and shall advise radio of any code response change.
2. Reserve Deputies are prohibited from responding Code 3.
3. The field supervisor may modify any unit's code response mode.

9.00.060
## CODE RESPONSE CLASSIFICATION: 11/94

The following classifications are illustrative and not exclusive.

**Code 3 Response:**

Code 3 is generally authorized in a situation that is believed to be in-progress and either an immediate life-threatening or serious bodily injury incident, such as:

1. Help the deputy calls (10-33).
2. It is reasonably believed that the suspect is in the immediate area of the incident scene and it is reasonably believed that the incident involves:

    a. Armed Robbery.
    b. Arson/Bombing.
    c. Assaults (felony).
    d. Burglary (occupied).
    e. Homicide.
    f. Kidnapping.
    g. Rape.

3. Hostage situations (uncontained).
4. Serious medical emergency incident and medical aid not on scene.

    - Includes injury accidents.

5. Vehicular pursuits as defined in G.O. 9.01.000.

**Code 2 Response:**

Code 2 is generally authorized in a situation that is believed to be in-progress, but not a life-threatening or serious bodily injury incident, such as:

1. It is reasonably believed that the suspect is in the immediate area of the incident scene and it is reasonably believed that the incident involves:

    a. Assault calls:

        - Domestic Violence with a physical assault.
        - Citizen arrest where suspect is resisting.

    b. Burglary (unoccupied).
    c. Custodial Interference.
    d. Escape from custody.
    e. Malicious Harassment.
    f. Robbery (strong arm).
    g. Theft.
    h. Violent destruction of property.

2. Accident (non-injury **and** blocking).
3. K-9 response to a track.
4. 911 (open line, unknown circumstances).
5. Silent alarms (unless confirmed false or reasonably believed to be false).

**Code 1 Response:**

Circumstances generally not amounting to Code 3 or 2 shall be a Code 1 response.

- Audible commercial and residential alarms shall be a Code 1 response.

9.00.065
## FIRST DEPUTY AT SCENE: 06/91

It shall be the responsibility of the first deputy at the scene of any multiple unit response to notify the radio dispatcher as soon as possible of:

1. The incident status.
2. The need for additional units.

    a. The urgency of response for additional units.
    **b. Responding units shall modify their code response accordingly.**

9.00.070
## FIELD SUPERVISOR: 06/91

The on-duty field supervisor shall:

1. Assume control of field units code responses.
2. Modify code responses as appropriate.
3. Ensure policy compliance.
4. Provide counseling, training, or recommend discipline when necessary.

9.00.075

## USE OF EMERGENCY EQUIPMENT: 06/08

1. Emergency Lights are:

   a. Used to signal other users of the roadway that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle.
   b. Utilized in the following circumstances:

      - When driving Code 2 or Code 3.
      - When stopping traffic violators.
      - When a patrol vehicle is parked/stopped on the roadway.
      - When assisting motorist parked/stopped in hazardous locations.

2. The Siren:

   a. Used to signal other users of the roadway that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle.
   b. Is used when driving Code 2 or Code 3.
   c. May be used to signal violators to stop when other means of attracting the violator's attention have failed.

# 9.01.000 PURSUIT OF MOTOR VEHICLES

9.01.005
## POLICY STATEMENT: 04/00

A law enforcement deputy has the authority, at all times, to attempt to stop any person suspected of having committed a criminal offense or traffic violation. It is Sheriff's Office policy to fulfill its legal responsibilities in apprehending offenders by pursuing suspects when alternative methods of apprehension are unavailable or have been exhausted. It is the goal of the King County Sheriff's Office to end pursuits as quickly and as safely as possible. However, any decision to enter into a pursuit should always be undertaken with an awareness of the degree of risk to which the law enforcement deputy and others are exposed. **When a deputy engages in a pursuit, he/she must weigh the risk of personal and public safety against the benefit of immediate apprehension of the offender.** If a deputy undertakes a pursuit, he/she will be held to the duty to drive with due regard for the safety of all persons as set forth in RCW 46.61.035.

9.01.010
## GENERAL DEFINITIONS: 01/02

For purposes of this policy:

**"Caravaning"** means more than two police vehicles in single file pursuing an eluding vehicle.

**"Discouraging"** means strict cautions against an action relating to a certain set of circumstances, except in the most exceptional circumstances.

**"Discretionary"** means allowing deputies to make judgments and decisions relating to a certain set of circumstances.

**"Escape route"** means an obvious and unobstructed pathway that is large enough to allow the opportunity for safe passage of vehicle(s).

**"Hollow Spike"** means a sharpened cylindrical hollow tube, approximately 1/8" in diameter and 1 1/2" in length engineered to act as a valve to deflate tires without a blowout.

**"Legal Intervention"** means tactic(s) used to stop an eluding vehicle with a police vehicle(s) that may include an intentional or planned collision (i.e., ramming or roadblock).

**"Paralleling"** means a support unit flanking an eluding vehicle by using a route other than the main pursuit route.

**"Police motorcycle, Fully-marked"** means a two-wheeled motor vehicle equipped with front and rear emergency lights, siren, police markings and symbols of the Sheriff's Office.

**"Police vehicle, Fully-marked"** means a motor vehicle equipped with overhead light bar, siren, police markings and symbols of the Sheriff's Office.

**"Police vehicle, Fully-marked Pursuit-rated"** means a motor vehicle equipped with overhead light bar, siren, police markings and symbols of the Sheriff's Office and is rated a pursuit vehicle by the vehicle's manufacturer.

**"Pursuing unit, Primary"** means either the police vehicle initiating a pursuit or the first police vehicle behind an eluding vehicle.

**"Pursuing unit, Secondary"** means the second police vehicle to join the pursuit behind the primary pursuing unit.

**"Pursuit Immobilization Technique (PIT)"** means a forced rotational vehicle stop of an eluding vehicle.

**"Pursuit supervisor"** means the acting, provisional, probationary, or permanent supervisor who supervises a pursuit.

**"Ramming"** means striking an eluding vehicle with a police vehicle to stop the eluding vehicle. Ramming a vehicle may be considered deadly force.

**"Rat Trap ™"** means a pocket size tire deflator, containing several hollow spikes, designed to be placed adjacent to the tire of a stationary vehicle to cause the puncturing of the tire if the vehicle is moved and preventing the vehicle from fleeing.

**"Restrictive"** means placing restrictions on a deputy's judgments and decisions relating to a certain set of circumstances.

**"Roadblock"** means a barricade or other obstruction of a public or private way set up to stop or prevent the escape of an eluding vehicle.

**"Roadblock, Fixed"** means blocking a public or private way to the extent that no "escape route" remains. A fixed roadblock may be considered deadly force.

**"Roadblock, Moving (Boxing-in)"** means surrounding an eluding vehicle with two or more police vehicles that are then slowed to a stop with the eluding vehicle. A moving roadblock may be considered deadly force.

**"Safe distance"** means sufficient space between two or more vehicles that is reasonable and prudent to avoid an unplanned collision.

**"Safe height"** means sufficient altitude that is reasonable and prudent.

**"Spike Strip"** means a device, containing several hollow spikes, which may be deployed on or across a roadway in front of a fleeing vehicle to puncture its tires causing the tires to deflate at a safe and controlled rate.

**"Support unit"** means other police vehicle(s) not the primary or secondary unit who assists in the possible apprehension of eluding suspect(s) or assists upon pursuit termination.

**"Terminate Pursuit"** means that all pursuing units will return to "code one" and all emergency equipment is turned off. (This does not preclude the supervisor from ordering the involved deputies to pull over and stop).

**"Unit"** means a deputy(s) in a Sheriff's Office vehicle.

**"Vehicle, Sheriff's Office"** means any vehicle owned, rented, leased, or otherwise appropriated for the official use of this Sheriff's Office that may or may not be equipped with either emergency light(s) or siren.

**"Vehicle, Non-Sheriff's Office"** means any privately owned, rented, or leased vehicle(s) of a deputy or private citizen.

**"Vehicular pursuit"** means:

1. Deputy attempts to stop motorist; **and**
2. Motorist appears to know that the deputy wants him/her to stop and fails to do so as required by law; and
3. Motorist takes action in an attempt to elude the deputy.

    - RCW 46.61.024, attempting to elude pursuing police vehicle, is a Class C felony.

9.01.015
## PURSUITS PROHIBITED: 07/08

1. Deputies shall not engage in a pursuit if there is a non-commissioned person in a Sheriff's Office vehicle.

    - Does not include recruit deputies awaiting State Academy assignments.

2. Non-commissioned personnel shall not engage in any pursuits.
3. Deputies shall not engage in a pursuit while operating a non-Sheriff's Office vehicle.
4. Reserve Deputies shall not engage in a pursuit in either a primary or secondary role.

    - The involvement will be limited to that of a support unit.

9.01.020
## REASONS FOR PURSUIT INITIATION: 01/96

1. A deputy reasonably believes that an occupant of a vehicle has committed, has attempted to commit, is committing, is attempting to commit a crime.
2. A deputy reasonably believes that the driver is DUI or Reckless.
3. A deputy reasonably believes, **and can articulate reasons** therefore, that a suspicious circumstance requires additional investigation (i.e., possible burglary, vehicle prowling, VUCSA, etc.).
4. **PURSUITS SHALL NOT BE CONTINUED BASED SOLELY ON TRAFFIC INFRACTIONS, NEGLIGENT DRIVING, DRIVING WHILE SUSPENDED OR REVOKED, OR ANY NON-HAZARDOUS TRAFFIC MISDEMEANORS.**
5. Recognizing that crimes like Reckless Driving and Eluding are elements of most if not all pursuits; they are **not** to be used as justification to continue a pursuit which was initiated solely on a traffic infraction or any of the instances listed in number (4) above.

9.01.025
## INITIATION OF PURSUIT: 06/91

When deciding whether to pursue (Code 3), a deputy **must** consider the following:

1. Nature and seriousness of the offense.
2. Need for immediate apprehension:

    a. Probability of apprehension without pursuit.
    b. Ability to identify the suspect(s) and eluding vehicle.

3. Safety of the public, deputy(s), or suspect(s):

    a. Time of day.
    b. Traffic volume.
    c. Pedestrian traffic.

d. Road and weather conditions.
e. Visibility and illumination.
f. Geographic and area familiarity.
g. Deputy and suspect driving skills.
h. Condition of pursuing police vehicle and suspect vehicle.

9.01.030
## PURSUIT TERMINATION: 04/00

1. A deputy shall not be censured for terminating a pursuit. **PURSUITS SHALL NOT BE CONTINUED BASED SOLELY ON TRAFFIC INFRACTIONS, NEGLIGENT DRIVING, DRIVING WHILE LICENSE SUSPENDED OR REVOKED, OR ANY NON-HAZARDOUS TRAFFIC MISDEMEANORS.** Pursuits shall be immediately terminated when any of the following occurs:

   a. **THE DANGER TO THE PUBLIC, DEPUTY(S), OR SUSPECT(S) OUTWEIGHS THE NECESSITY FOR IMMEDIATE APPREHENSION.**
   b. The pursuit supervisor orders pursuit terminated.
   c. The suspect becomes identifiable to the pursuing deputy(s) **and** the hazard(s) to the public, deputy(s), or suspect(s) do not warrant a continuation of the pursuit.
   d. The primary pursuing unit loses visual contact with eluding vehicle for a notable period of time.
   e. The distance between pursuing unit(s) and eluding vehicle is such that continuing pursuit would require speeds endangering either public, deputy(s), or suspect(s).
   f. Pursuit vehicle experiences equipment failure or malfunction involving:

      - Lights (emergency or standard).
      - Siren.
      - Radio.
      - Brakes.
      - Accelerator.
      - Steering.
      - Other essential equipment.

   **The pursuit, itself, does not necessarily have to be terminated, but the deputy involved experiencing vehicle failure shall terminate his/her role.**

   g. Suspect vehicle goes wrong way on:

      - Freeway.
      - Freeway ramp.
      - Divided highway.
      - One-way street.

   **Deputies may continue to follow on the correct side.**

   h. Pursuing deputy(s) is unfamiliar with pursuit area.
   i. Pursuing deputy(s) is unable to notify dispatch of:

      - Location.
      - Direction of pursuit.
      - Suspect vehicle description.
      - Other vital information (i.e., speeds, nature of offense, etc.).

j. Pursuit driving maneuvers exceed performance capabilities of police vehicle or pursuing deputy(s).
k. There is an unreasonable hazard to the public, deputy(s), or suspect(s).
l. The primary pursuing deputy advises the radio dispatcher of termination.

2. When a pursuit is terminated all deputies involved shall immediately:

a. Give location.
b. Turn off all emergency equipment; and
c. Drive Code 1.

9.01.035
## ROLES AND RESPONSIBILITIES: 01/02

1. All deputies participating in a pursuit shall **immediately** advise the radio dispatcher they are in a "pursuit".
2. Only fully-marked, pursuit-rated police vehicles should be involved in a pursuit.
3. Fully-marked police motorcycles and Sheriff's Office vehicles equipped with emergency light(s) **and** siren may be involved in a pursuit only until a fully-marked, pursuit-rated police vehicle arrives to take over the pursuit.

a. Upon arrival, fully-marked, pursuit-rated police vehicles shall assume the primary and secondary roles.
b. Other units shall assume support roles if needed or requested by pursuing deputy(s) or pursuit supervisor.

4. Sheriff's Office vehicles not equipped with emergency light(s) **and** siren shall not be involved in a pursuit, except in a Code 1 response support role.
5. No more than one police vehicle shall be assigned to the primary role and no more than one police vehicle shall be assigned to secondary role in any pursuit, except when coordinating a PIT Maneuver, in which case there shall be no more that two police vehicles assigned to the secondary role, unless specifically requested by the pursuing deputy(s) or pursuit supervisor.
6. Pursuing deputies shall acknowledge any termination order given by a supervisor or dispatcher.

■ A dispatcher will rebroadcast a termination **only** after it is ordered by a supervisor.

9.01.040
## PRIMARY PURSUING UNIT: 04/00

1. Upon initiating a pursuit, the primary pursuing deputy shall **immediately** activate the emergency lights **and** siren (Code 3) and advise the radio dispatcher of the pursuit.

■ The pursuit supervisor shall supervise the pursuit and approve the unit assuming the primary role whenever possible.

2. Give the radio dispatcher the following information:

a. Location.
b. Direction of travel.
c. Reason for pursuit (nature and seriousness of the offense).
d. Pursuit speeds.
e. Type of Sheriff's Office vehicle being driven if other than a fully-marked police vehicle.

f. Suspect vehicle license plate (if known) and description.
g. Description and number of occupants (if known).

**Inability to provide the above information as soon as possible is cause for a supervisor to terminate the pursuit.**

3. Maintain a "safe distance" from the eluding vehicle.
4. Advise the radio dispatcher of pursuit status throughout pursuit

- The providing of this information may be delegated to the secondary pursuing unit.

5. **TERMINATE THE PURSUIT WHEN THE RISK TO THE PUBLIC, DEPUTY(S), OR SUSPECT(S) OUTWEIGHS THE BENEFIT OF IMMEDIATE APPREHENSION.**

9.01.045
## SECONDARY PURSUING UNIT: 04/00

1. The unit intending to respond as the secondary pursuing unit shall **immediately** notify the radio dispatcher of that intention.

- The pursuit supervisor shall supervise the pursuit and approve the unit assuming the secondary role whenever possible.

2. Give the radio dispatcher the following information:

a. Location where responding from.
b. Level of Code response.

3. **Immediately** notify the radio dispatcher upon assuming the secondary role.
4. The secondary pursuing unit should maintain a "safe distance" behind the primary pursuing unit and the eluding vehicle.
5. Provide pursuit information if requested by the primary unit or the pursuit supervisor.
6. If the primary pursuing unit is unable to continue in pursuit, the secondary pursuing unit may assume the primary role.

- The pursuit supervisor shall approve another unit to assume the secondary role whenever possible.

9.01.050
## SUPPORT UNITS: 01/02

1. Support units shall **immediately** notify the radio dispatcher when responding to assist in a pursuit.
2. Support units shall have approval by the pursuit supervisor **before** assisting in a pursuit.
3. Give dispatch the following information:

a. Location where responding from.
b. Type of vehicle being driven if other than a fully-marked, pursuit-rated police vehicle.
c. Level of Code response.

- Sheriff's Office vehicles not equipped with emergency light(s) **and** siren shall not be involved in a pursuit, except in a Code 1 response support role.
- Support units equipped with emergency light(s) **and** siren may respond to the pursuit area in a Code 1 or Code 2 mode to assist in the possible apprehension of the eluding suspect(s) or to assist upon pursuit termination.

4. A support unit equipped with emergency light(s) and siren may assume a primary or secondary pursuing role should one of those units become unable to continue in the pursuit.
5. Support units shall cover escape routes.
6. If a support unit inadvertently comes upon the eluding vehicle, the support unit should not attempt to intercept the eluding vehicle unless directed to do so by the pursuit supervisor.

    - Attempt to obtain a license number and observe the occupant(s) for identification purposes.

9.01.055
## RADIO DISPATCHER: 01/96

Upon being notified of a pursuit, the radio dispatcher shall:

1. Close the radio frequency and notify the police supervisor as soon as possible.
2. Advise all units of the pursuit.
3. Allow or request the pursuing deputy(s) to broadcast pursuit information.

    - Repeat information only when specifically requested to do so or when the need is obvious.

4. Give available information to pursuing deputy(s) concerning the eluding vehicle and occupant(s) as soon as possible.
5. Notify appropriate jurisdiction(s) or precinct area if a pursuit is likely to extend into their area.

    a. Give complete details and progress of pursuit:

        - Location and direction of the pursuit.
        - Number of units involved.
        - Reason for the pursuit, (nature and seriousness of the offense).
        - Pursuit speed.
        - Suspect vehicle license plate (if known) and description.
        - Description and number of occupants (if known).
        - Request information regarding known hazards.

    b. Advise whether assistance is requested.

        - **Notification of a pursuit, in itself, is not a request for assistance.**
        - If assistance is requested, maintain an open line of communication or a common radio frequency with other participating agencies or precinct areas.

6. Advise the pursuing units to "terminate the pursuit" when ordered by a supervisor.

    - Ensure that the termination is acknowledged by all units involved.

9.01.060
## PURSUIT SUPERVISOR: 01/96

Upon being notified of a pursuit, the pursuit supervisor shall take control by:

1. Supervising the pursuit.
2. Ensuring the radio frequency is closed.
3. Coordinating and approving all police vehicles and tactics employed in the pursuit whenever possible.

    - The pursuit supervisor should refrain from assuming a primary or secondary pursuit role.

4. Ensuring that the primary pursuing unit broadcasts the required information.
5. Ensuring pursuit policy compliance.
6. Constantly evaluating whether to allow the pursuit to continue.

    - **Pursuit supervisor may cancel a pursuit any time.**

7. **TERMINATE THE PURSUIT WHEN THE RISK TO THE PUBLIC, DEPUTY(S), OR SUSPECT(S) OUTWEIGHS THE BENEFIT OF IMMEDIATE APPREHENSION.**
8. Ensuring that a thorough investigation is conducted by:

    a. Going to the incident scene and contacting the available parties involved;
    b. Notifying the MARR Unit of the Criminal Investigation Division, despite jurisdiction when:

        - Injury or death occurs to anyone, or
        - Extensive damage to any piece of property.

    c. Utilizing any other Unit deemed necessary.

9. Notifying the appropriate Commander or the Command Duty Officer (CDO) if a pursuit results in:

    a. Death.
    b. Injury; or
    c. Extensive damage to any piece of property.

10. Approving legal intervention maneuvers whenever possible.

9.01.065
## LEGAL INTERVENTION: 06/91

1. Legal intervention maneuvers shall have prior approval of the pursuit supervisor whenever possible.
2. Only fully-marked police vehicles should be used in a legal intervention maneuver.
3. Deputies intending to use **any** legal intervention maneuver shall whenever possible:

    a. Advise supervisor and other involved deputy(s) of intentions.
    b. Advise type of maneuver to be used.
    c. Describe and give location where the maneuver is to be executed.

        - Describe the "escape route" if applicable.

9.01.070
## PURSUIT IMMOBILIZATION TECHNIQUE (PIT): 04/00

1. Deputies may use the PIT maneuver when:

    a. They have been trained.
    b. The pursuit is in conformance with the Pursuit Policy; and
    c. There is justification to continue the pursuit.

2. A PIT maneuver executed at over forty (40) miles per hour may be considered deadly force.

3. If executed at over forty (40) miles per hour, PIT may be used if under the following conditions:

    a. All other reasonable means to stop the eluding vehicle have failed; **and**
    b. Deputies reasonably believe the suspect has committed, has attempted to commit, is committing, or is attempting to commit a felony involving use or threatened use of deadly force; **or**
    c. Deputies reasonably believe the suspect poses an immediate threat of death or serious physical injury to another if apprehension is delayed.

4. Considerations for PIT

    a. Possibility of suspect(s) being armed.
    b. Number of occupants in the eluding vehicle.
    c. Pursuit speed.
    d. Other traffic in the area.
    e. Road condition and design.
    f. Embankments.
    g. Size of eluding vehicle.
    h. Blind curves.
    i. Bridge abutments.
    j. Major obstacles on the road-sides.
    k. Oncoming traffic.
    l. Pedestrians.

5. Deputies shall not use the PIT Maneuver on motorcycles.

9.01.075

## ROADBLOCK, MOVING (BOXING-IN): 06/91

1. A moving roadblock may be considered deadly force.
2. Deputies may use a moving roadblock when they reasonably believe the suspect poses an immediate threat of serious physical injury to another if apprehension is delayed.
3. A moving roadblock should not be attempted where the safety of the maneuver cannot be reasonably predicted. Some elements deputies **must** consider:

    a. Possibility of suspect(s) being armed.
    b. Number of occupants in the eluding vehicle.
    c. Pursuit speed.
    d. Other traffic in the area.
    e. Road condition and design.
    f. Embankments.
    g. Size of eluding vehicle.
    h. Blind curves.
    i. Bridge abutments.
    j. Major obstacles on the road-sides.
    k. Oncoming traffic.
    l. Pedestrians.

9.01.080
## ROADBLOCK, FIXED: 06/91

1. A fixed roadblock may be considered deadly force.
2. A fixed roadblock may be used when:

    a. All other reasonable means to stop the eluding vehicle have failed; **and**
    b. Deputies reasonably believe the suspect has committed, has attempted to commit, is committing, or is attempting to commit a felony involving use or threatened use of deadly force; **or**
    c. Deputies reasonably believe the suspect poses an immediate threat of death or serious physical injury to another if apprehension is delayed.

3. A fixed roadblock should not be set up anyplace where visibility is restricted to the point that normal reaction time would not allow for the opportunity to stop before a collision, such as:

    a. Over crest of a hill.
    b. Around a curve.
    c. Where an innocent citizen is likely to become involved in a collision.

4. Once a fixed roadblock has been authorized and a Sheriff's Office vehicle(s) has been stationed as part of the roadblock, no one shall remain in or around the vehicle(s).
5. Emergency and standard light(s) shall be activated whenever possible.

9.01.085
## NON-ROADBLOCKS: 06/91

The following situations are **not** considered roadblocks:

1. Detours or rerouting of traffic due to:

    a. Natural disasters.
    b. Accident scenes.
    c. Protecting crime scenes.
    d. DUI emphasis barriers.

2. Preventing possible wrong way travel on:

    a. Freeway.
    b. Freeway ramps.
    c. Divided highway.
    d. One-way street.

9.01.090
## RAMMING: 04/00

1. Ramming may be considered deadly force.
2. Deputies may ram a suspect vehicle when:

    a. All other reasonable means to stop the eluding vehicle have failed; **and**
    b. Deputies reasonably believe the suspect has committed, has attempted to commit, is committing, or is attempting to commit a felony involving use or threatened use of deadly force; **or**

c. Deputies reasonably believe the suspect poses an immediate threat of death or serious physical injury to another if apprehension is delayed.

3. Some elements deputies **must** consider:

a. Possibility of suspect(s) being armed.
b. Number of occupants in the eluding vehicle.
c. Pursuit speed.
d. Other traffic in the area.
e. Road condition and design.
f. Embankments.
g. Size of eluding vehicle.
h. Blind curves.
i. Bridge abutments.
j. Major obstacles on the road side.
k. Oncoming traffic.
l. Pedestrians.

9.01.095
## HOLLOW SPIKE STRIPS: 09/09

A deputy may request the use of spike strips when a deputy is engaged in a pursuit, consistent within the guidelines outlined in G.O. 9.01.000, and it is reasonable to believe deployment of spike strips would shorten or stop the pursuit and assist in the apprehension of the suspect. The use of spike strips shall have prior supervisory approval whenever possible.

1. Only deputies trained in the use of spike strips may deploy them.
2. The spike strips should only be used to stop a fleeing motorcycle, or other two-wheeled vehicle, when deadly force is authorized.
3. When deploying Hollow Spike Strips:

a. Appropriate locations must be selected. Deputies should be aware of:

- Good sight distance.
- Safe location for deputy deploying spikes.
- Bridges.
- Curves.
- Pedestrians.
- Major obstacles on road sides.
- Oncoming traffic.

b. The deputy deploying the spike strip should do so from a position of safety.
c. As the fleeing vehicle approaches, the deputy should pull the spike strip onto the roadway surface from a position of safety.
d. **DO NOT** wrap the cord around your hand or any portion of your body.
e. After the suspect vehicle passes over the spike strip, the deputy should remove the spike strip from the roadway to allow pursuing units to continue following the suspect vehicle.
f. Always use caution when removing device from the roadway. **DO NOT** enter the roadway if pursuing vehicles or other traffic have not passed.

4. The deputy deploying the spike strip must advise the pursuing units of the exact location of the deployment.

5. Pursuing deputies must leave enough distance between themselves and the suspect vehicle as to allow time for the deploying deputy to remove the spike strips and pass the deployment location safely.
6. Every effort should be made to prevent uninvolved motorists from running over the spike strip.

    - If an uninvolved motorist does run over the strip, the driver should be contacted as soon as possible to explain the situation and explain the procedure for filing a claim against the county.

9.01.100
## FIREARMS: 01/96

Deputies shall comply with G. O. 6.00.000 (Use of Force).

**DEPUTIES SHALL NOT SHOOT AT OR FROM MOVING VEHICLES, EXCEPT AS A LAST RESORT TO PROTECT THE DEPUTY(S) OR OTHERS FROM AN IMMEDIATE THREAT OF DEATH OR SERIOUS INJURY.**

9.01.105
## INTERJURISDICTIONAL PURSUITS: 01/96

**Pursuits Initiated by King County Deputies:**

1. If a pursuit could possibly extend into another police jurisdiction, the primary pursuing deputy shall advise the radio dispatcher.
2. The radio dispatcher shall notify the affected jurisdiction(s) of the following:

    a. The complete details and progress of the pursuit:

        - Location and direction of the pursuit.
        - Number of units involved.
        - Reason for the pursuit (nature and seriousness of the offense).
        - Pursuit speed.
        - Suspect vehicle license plate (if known) and description.
        - Description and number of occupants (if known).
        - Request information regarding known hazards.

    b. Advise whether assistance is requested.

        - **Notification of a pursuit, in itself, is not a request for assistance.**

    c. If assistance is requested, the pursuit supervisor shall approve what assistance is to be rendered and make assignments accordingly.

        - Ensure that an open line of communication or a common radio frequency is maintained with other participating agencies.
        - State the number of units that are needed to assist and in what capacity.

**Pursuits Initiated By Another Agency:**

1. Deputies shall not become involved in pursuits initiated by another agency, **unless** specifically requested to do so by that agency.

    a. **Notification of a pursuit, in itself, is not a request for assistance.**
    b. The radio dispatcher shall monitor the pursuit status whether or not King County units become involved.
    c. The radio dispatcher shall notify the pursuit agency of any known hazards.

2. If assistance is requested, the on-duty field supervisor shall determine what assistance is to be rendered and make assignments accordingly.

    a. Ensure that an open line of communication or a common radio frequency is maintained with other participating agencies.
    b. Assign the number of units that are needed to assist and in what capacity.
    c. Should the pursuit leave King County jurisdiction into a jurisdiction that provides sufficient support, King County deputies shall **immediately** abandon the pursuit.

9.01.110
## PURSUIT TACTICS: 06/91

**Radio Usage:**

The radio frequency shall be closed for all pursuits.

1. The primary pursuing deputy shall have control of the radio.

    - The primary pursuing deputy may delegate control of the radio to the secondary pursuing deputy.

2. Support units shall limit radio traffic to imperative information only.
3. The pursuit supervisor may authorize a change of radio frequency.

**Siren Usage:**

1. The primary and secondary pursuing units should use different siren modes.
2. Upon approaching a controlled intersection, all units involved in the pursuit should consider using an alternate siren mode.
3. Any unit using the siren should ensure that the vehicle windows are closed so that radio broadcasts can be understood.

**Driving:**

1. All units participating in a pursuit shall approach and clear controlled intersections with the appropriate amount of caution as to clear the intersection safely.
2. "Caravaning" shall be prohibited.
3. Passing a primary or secondary pursuing deputy shall be prohibited unless specifically requested to do so by the primary or secondary unit.
4. Support units may use "paralleling" as a tactic when assisting in a pursuit.

**Unwilling Occupants, Suspect Vehicle:**

Deputies should be aware that all vehicle occupants may not be willing participants (i.e., infants, children, hostages, etc.).

1. Deputies must consider the risk to "unwilling participants" when deciding to continue the pursuit or when applying apprehension techniques.
2. Information regarding probable "unwilling participants" shall be broadcast as soon as possible.

**K-9 Units:**

On-duty K-9 units in the local area should be advised of any pursuit in progress, but should refrain from assuming a primary pursuit role.

**Aircraft:**

Any time an aircraft is available to assist in a pursuit, the following guidelines shall apply:

1. Upon crew acknowledgement that the suspect vehicle is in view, the aircraft shall assume the primary pursuit unit responsibilities until apprehension or relieved by the pursuit supervisor.

    - All ground units should **immediately** reduce speed and continue in a support role.

2. Aircraft crew shall coordinate and assign ground support perimeter.

    - Aircraft crew shall continually advise ground units of suspect vehicle location and approximate speed.

3. The aircraft shall maintain a "safe height" to allow the crew to observe the suspect vehicle.
4. The aircraft should be operated so that the suspect is unaware of aerial observation whenever appropriate.

**Suspect Apprehension:**

1. Deputies are encouraged to use "felony stop" techniques when appropriate.
2. Assisting units should attempt to stop pedestrian and vehicular traffic in the area.
3. All units shall avoid potential "cross-fire" situations.
4. The primary or secondary pursuing deputy(s) should not interview the suspect(s).

9.01.115

## REPORTING AND REVIEW PROCEDURE: 04/00

1. Formal reporting and review of **all** pursuits is required. Refer to G.O. 9.02.000 (Sheriff's Office Vehicles, Reviews Involving) for reporting and review procedures.
2. Reporting and review of all pursuits and legal intervention maneuvers provides an accurate statistical baseline which profiles several factors (i.e., who, what, when, where, how we pursue or legally intervene) that are intended to evaluate our policies and training.

    - **Each deputy has the responsibility to decide whether or not to classify a situation as a pursuit. If the situation, at hand, doesn't fall within the definition of vehicular pursuit (G.O. 9.01.010), then no reporting is required.** For example:

Deputy X calls out a pursuit and after a very short time, the violator stops and gives no other indication of "motorist appears to know that the deputy wants him/her to stop." The subsequent investigation reveals that the driver was wearing headphones and simply didn't hear the deputy's sirens. Clearly, this is more "driver inattention" and the deputy would handle the situation accordingly.

3. Given the current national climate of police discretion as observed by the public, "accountability" has been the prevalent demand to ensure police credibility.

9.01.120
## TRAINING: 04/00

A high-skill task policy can only work if adequate training is provided. Since pursuit driving and legal intervention maneuvers have the potential of deadly force application and the Sheriff's Office authorizes these actions, we must train all sworn members similar to our firearm training standards.

1. Prior to attending Driving Enhancement class and Emergency Driving Training, each sworn member shall know:

   a. General Orders 9.00.000.
   b. General Orders 9.01.000.
   c. General Orders 9.02.000.

2. All sworn members shall, once every two (2) years, attend and satisfactorily complete:

   a. A Driving Enhancement class (prerequisite to Emergency Driving Training course);
   b. Emergency Driving Training course.

3. Upon successful completion of the aforementioned training, each sworn member shall acknowledge by signature that department training has been performed.

   - Should a sworn member fail to pass any of the required training, remedial training shall be completed no later than ninety (90) days from the initial unsuccessful attempt date.

9.01.125
## LEGAL INTERVENTION TRAINING DIAGRAMS: 04/00

The following legal intervention diagrams are training aids designed to supplement formal emergency vehicle driver training. The diagrams depict Sheriff's Office approved tactics.

**DIAGRAM #1:**

**MOVING ROADBLOCK (BOXING-IN)**

1. Police vehicle 1 is positioned in front of the suspect vehicle (S).
2. Police vehicle 2 is positioned to the side (parallel) of the suspect vehicle.
3. Police vehicle 3 is positioned to the rear of the suspect vehicle.
4. Police vehicle 4 is positioned at least four (4) blocks behind the tactic and is assigned to keep other traffic back by using the serpentine maneuver.
5. When all the police vehicles are in position, police vehicle 1 has the responsibility to synchronize the tactic so that police vehicles 1, 2, and 3 can slowly bring the suspect vehicle to a stop in unison.

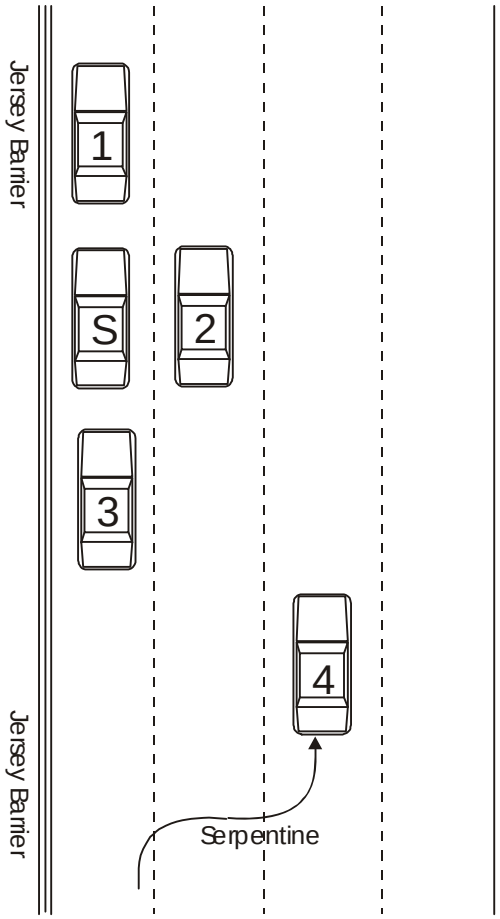


**DIAGRAM #2:**

**FIXED ROADBLOCK (TWO-WAY)**

1. Police vehicle is approximately 70 degrees to the centerline angling away from the oncoming suspect vehicle.
2. Police vehicles 2 and 3 are positioned to the left side of police vehicle 1 in the same configuration.

   - Each additional police vehicle shall be staggered approximately 6 feet away from other police vehicles, matching the right rear tire with the left front tire of the previous police vehicle until the roadway and shoulders are completely blocked.

3. Police vehicle 4 is positioned behind the fixed roadblock to keep other traffic back.

   - The distance of police vehicle 4 from the fixed roadblock is dependent upon the given set of circumstances.

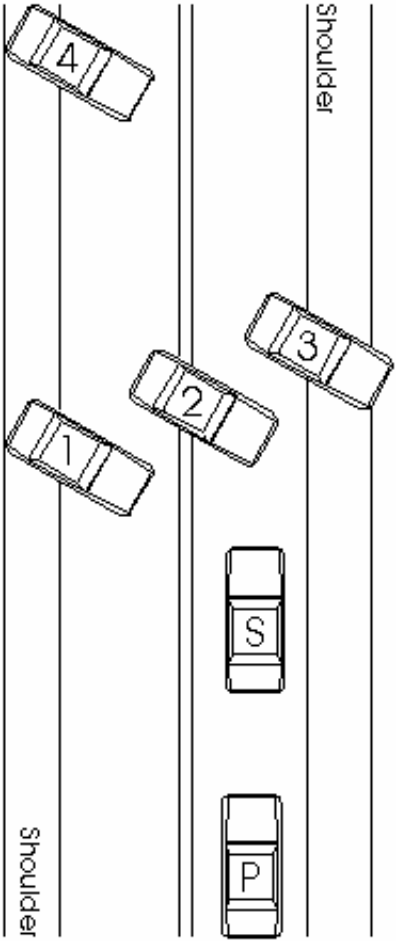


**DIAGRAM #3:**

**FIXED ROADBLOCK (MULTI-LANE)**

1. Police vehicle 1 is approximately 70 degrees to the centerline angling away from the oncoming suspect vehicle.
2. Police vehicles 2, 3, 4, and 5 are positioned to the left side of police vehicle 1 in the same configuration.

   - Each additional police vehicle shall be staggered approximately 6 feet away from other police vehicles, matching the right rear tire with the left front tire of the previous police vehicle until the roadway and shoulders are completely blocked.

3. Police vehicle 6 is positioned behind the fixed roadblock to keep other traffic back.

   - The distance of police vehicle 6 from the fixed roadblock is dependent upon the given set of circumstances.

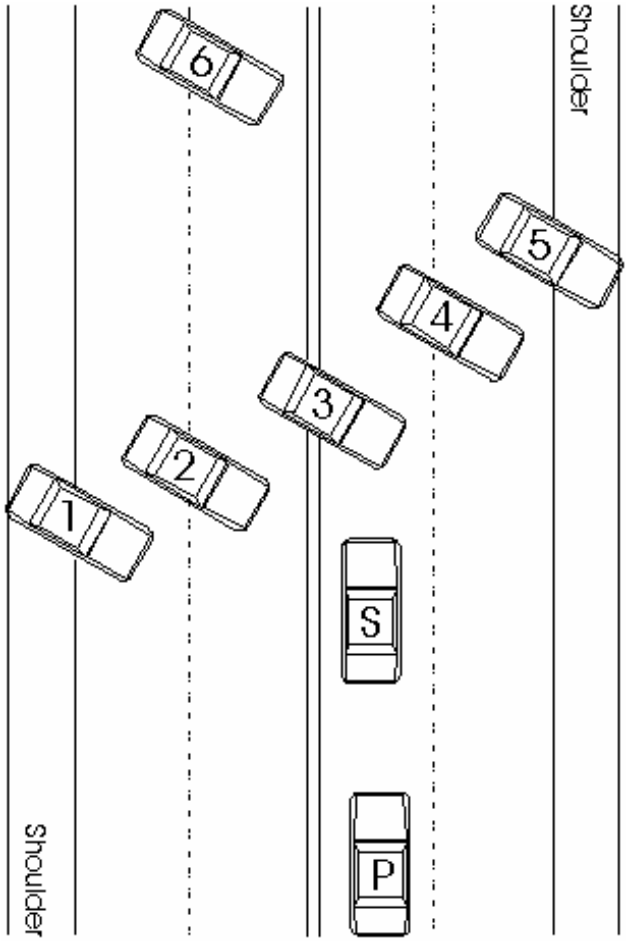


**DIAGRAM #4:**

**PURSUIT IMMOBILIZATION TECHNIQUE (PIT)**

**BOTH VEHICLES SHOULD BE TRAVELING UNDER 40 MPH TO EXECUTE THIS MANEUVER.**

1. Police vehicle (Vehicle P) is behind the suspect (Vehicle S).
2. Police vehicle accelerates left until its right front bumper is approximately midway between the center of the rear wheel and the rear bumper of the suspect vehicle.

3-4. Police vehicle matches suspect's vehicle speed and gradually steers right until contact is made.

5-6. After contact, the police vehicle turns sharply to the right one-quarter turn and applies a burst of acceleration causing the suspect vehicle to spin in a counter-clockwise direction.

7. Police vehicle will change lanes around the suspect vehicle, which will continue to spin in a counter-clockwise direction. It will appear to the driver of the police vehicle that there will be a secondary impact with the side of the suspect vehicle. In the majority of the cases, this will not happen.
8. Suspect vehicle continues to rotate in the counter-clockwise direction until it stops.
9. Police vehicle **completely** passes the suspect vehicle.
10. Optimally there should be two secondary and support vehicles present when a PIT maneuver is performed to control the suspect vehicle and occupant(s) after the maneuver is performed.

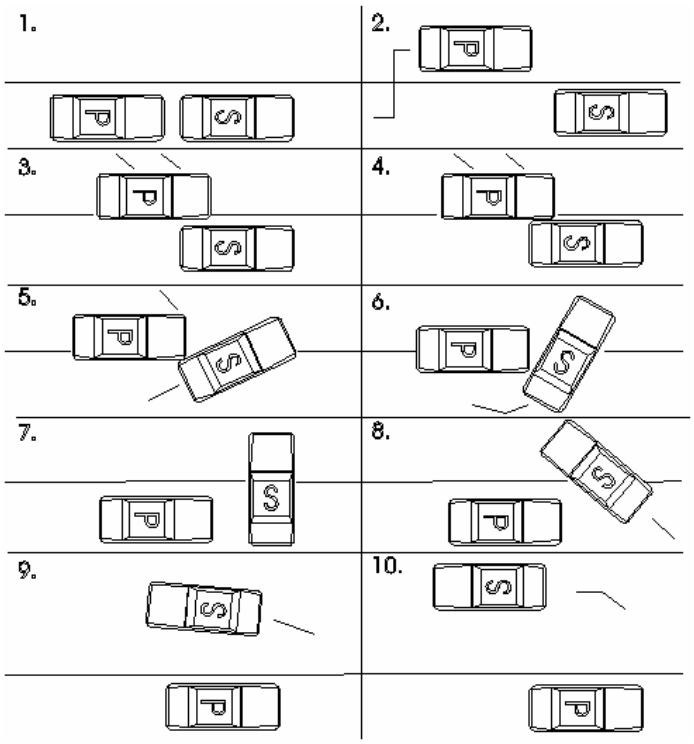
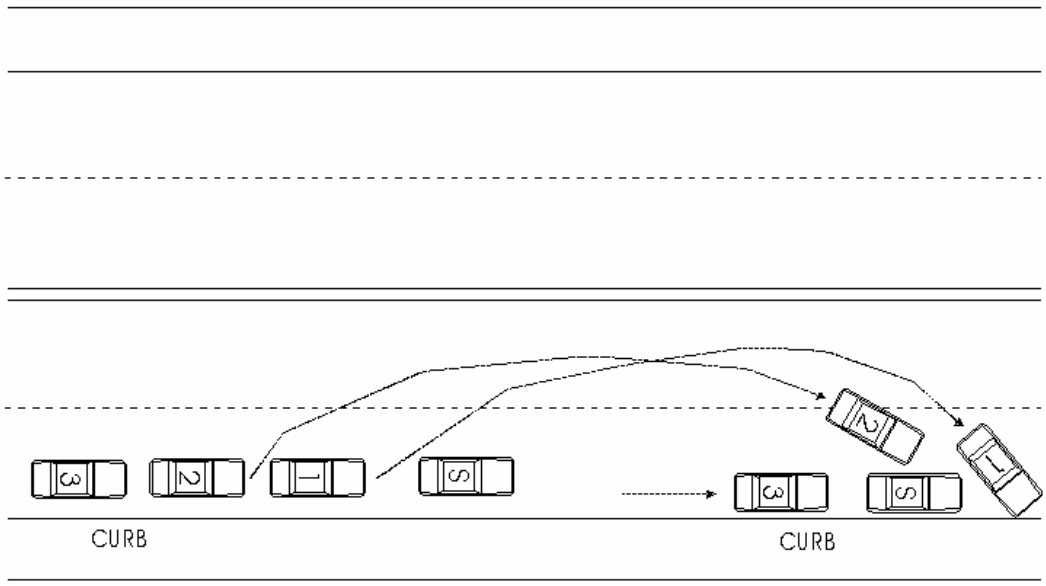


**DIAGRAM #5:**

**PLAINCLOTHES FORCIBLE STOP (UNDER 25 MPH)**




**THIS TACTIC IS RECOMMENDED FOR PLAINCLOTHES OFFICERS AND THE SUSPECT VEHICLE MUST BE TRAVELING UNDER 25 MPH TO EXECUTE THIS MANEUVER.**

1. Police vehicles 1, 2, and 3 are directly behind the suspect vehicle (Vehicle S).
2. Police vehicle 1 has the responsibility to synchronize the tactic so that police vehicles 1, 2, and 3 are brought to the desired positions (fig. 2) in unison.

    a. Police vehicle 1 moves first and pulls in front of the suspect vehicle's left front bumper at a 45 degree angle.

        - Police vehicle 1 leaves enough room for the suspect vehicle to have the opportunity to stop safely without a collision.

    b. Police vehicle 2 matches its right front bumper to the left rear bumper of the suspect vehicle no greater than a 45 degree angle.

    c. Police vehicle 3 moves directly behind suspect vehicle leaving no room for escape.

# 9.02.000 SHERIFF'S OFFICE VEHICLES, REVIEWS INVOLVING

9.02.005
**POLICY STATEMENT:** 04/00

The Sheriff's Office recognizes the serious nature of Sheriff's Office vehicles becoming involved in collisions, legal interventions or pursuits. It is the policy of the Sheriff's Office to conduct an administrative review when a Sheriff's Office vehicle is involved in any collision, legal intervention maneuver, or vehicular pursuit. These reviews provide for an accurate database, which profiles several factors including who, what, where, when, why and how we pursue or use legal intervention and is used to evaluate our polices and procedures.

9.02.010
## GENERAL DEFINITIONS: 02/03

For purposes of this policy:

**"Collision"** means any Sheriff's Office vehicle while being driven, strikes any vehicle or object or is struck with another vehicle that results in **any** damage whether or not it meets the criteria of a reportable collision under state law. (This excludes "non-collision damage.")

**"Collision, Non-Preventable"** means the collision could not have been reasonably avoided.

**"Collision, Preventable"** means there were sufficient facts available to the driver prior to the time of the collision to give reason to anticipate the collision and take reasonable action to avoid the collision.

**"Damage, Non-Collision"** means damage to a Sheriff's Office vehicle because of vandalism, car wash, rock dings, etc..

**"Emergency"** means the driver was responding to an actual or reasonably perceived threat to persons or property and is driving Code 2 or 3.

**"Legal Intervention"** means tactic(s) used to stop an eluding vehicle with a police vehicle(s) that may include an intentional or planned collision (i.e., ramming or roadblock).

**"Policy Violation, Sustained"** means there is sufficient factual information to indicate that either Sheriff's Office policy or procedure had been violated.

**"Reasonable"** means based on circumstances and the facts available at the time, the driver exercised a degree of care that a police deputy of ordinary prudence would exercise in the same or similar set of circumstances.

**"Vehicle, Sheriff's Office"** means any vehicle owned, rented, leased, or otherwise appropriated for the official use of the Sheriff's Office.

**"Vehicular pursuit"** means:

1. Deputy attempts to stop motorist; **and**
2. Motorist appears to know that the deputy wants him/her to stop and fails to do so as required by law; **and**
3. Motorist takes action in an attempt to elude the deputy.

9.02.015
## NON-COLLISION DAMAGE: 02/03

Non-collision damage requires:

1. Completion of a Fleet Control Report (KCSO Form C-174).

    - Forward the report to the Property Management Unit Fleet Administrator via chain of command.

2. Completion of an incident report if a crime occurred.

9.02.020
## REPORTING AND REVIEW GENERAL CRITERIA: 04/00

Reporting and review is required when a Sheriff's Office member is involved in any:

1. Collision; or
2. Legal intervention maneuver; or
3. Vehicular pursuit as defined in G.O. 9.01.010.

9.02.025
## RESPONSIBILITIES: 04/00

When any Sheriff's Office member is involved in any collision, legal intervention maneuver, or pursuit:

**The Driver shall:**

**If a collision was involved:**

1. Notify the radio dispatcher as soon as possible.
2. If possible, determine if there are any injuries, render and summon aid.
3. Preserve the scene.
4. Not discuss the incident with persons other than law enforcement or authorized officials.

**If a pursuit was involved, also include the following:**

5. Complete an incident report and the deputy's portion of the pursuit work sheet, detailing the pursuit, whether an arrest was made or not.

    - Includes assisting in pursuits of other agencies.

6. Submit the completed incident report, associated paperwork, and pursuit work sheet to the pursuit supervisor.

**The Radio Dispatcher shall:**

1. Notify the local law enforcement agency if the collision is within a non-contract jurisdiction or WSP if the collision occurs on a state route.
2. Notify the field supervisor to respond to the scene.

**The Field Supervisor shall:**

1. **If a pursuit was involved:**

   a. Obtain an incident report from the pursuing deputy(s), statements from all other deputies or witnesses involved and the deputy's portion of the pursuit review work sheet.

      - Ensure the deputy's portion of the pursuit review work sheet is completely and accurately filled out.

   b. Complete the supervisor's portion of the pursuit review work sheet.

      - Include whether or not deputies conformed to Sheriff's Office policy and make appropriate recommendations and comments regarding the incident.

   c. Forward originals of all reports to the appropriate CID Unit.

      - **Do not forward the Supervisor's Pursuit Review Report to CID.**

   d. Forward copies of all reports and the original of the Supervisor's Pursuit Review Report to the Training Unit via chain of command and IIU within three (3) days of the incident.

      - **If a collision was also involved, incorporate this reporting procedure with one of the following collision reporting procedures.**

2. **If a collision was involved and reportable under state law:**

   a. Ensure that the appropriate Precinct/Section Commander or Command Duty Officer (CDO) is notified if a collision results in:

      - Death.
      - Injury; or
      - Extensive property damage to any single object.

   b. Ensure a thorough investigation by:

      - Going to the incident scene and contacting the available parties involved;
      - Notifying the MARR Unit despite jurisdiction when:

        - Injury or death occurs to anyone; or
        - There is extensive damage to any piece of property.
        - There is reason to believe a MARR investigation is needed.

      - Utilizing any other Unit deemed necessary.
      - Obtaining and reviewing the following for completeness:

        - Washington Traffic Collision Report.
        - Motor Vehicle Collision Report.
        - Witness statements.
        - Photographs.
        - Fleet Control Report.
        - Exchange of Driver Information Form.

   c. Ensure collisions in other jurisdictions, involving King County Sheriff's Office vehicles, are properly investigated by the agency with jurisdiction, when necessary.

   d. Forward reports to the appropriate Precinct/Section Commander.

3. **If a collision was involved and not reportable under state law:**

   a. Obtain and review the following for completeness:

      - Exchange of Driver Information Form.
      - Witness statements.
      - Photographs.
      - Sheriff's Office Fleet Control Report.

   b. Forward reports to the appropriate Section Commander.

**The Section Commander shall:**

1. Review reports for completeness.

   - Make appropriate recommendations regarding the incident.

2. Within five (5) days of either the collision or pursuit date, forward all reports with the appropriate recommendations to IIU via the chain of command.

**The IIU Commander shall:**

1. Screen the report(s) and assign the appropriate Sheriff's Office review venue according to sections 040 - 050.
2. Ensure that any incident involving Sheriff's Office vehicles is reviewed monthly at the Sheriff's Office level and reviewed no later than thirty (30) days after the incident date at the Precinct/Section level.
3. Review Precinct/Section Board findings and disciplinary recommendations for consistency.

   - If either the findings or disciplinary recommendations are inconsistent with Sheriff's Office guidelines, the IIU Commander shall request that the Sheriff's Office Review Board review the incident as a new case.

4. Coordinate and conduct Sheriff's Office Review Boards.
5. Forward copies of applicable reports to:

   a. Risk Management.
   b. Safety Office.
   c. Property Management Unit.
   d. Personnel (Only if a deputy(s) is injured).

6 Issue the appropriate traffic citation in cases when the Prosecutor's Office determines that the filing of a citation is warranted.
7. Maintain records of any incident that involve Sheriff's Office vehicles.

   a. Forward copies of all collision pursuits to the Training Unit after completion of Sheriff's Office Driving Review Board.
   b. Forward copies of all non-collision pursuits not meeting the Sheriff's Office Driving Review Board's parameters to the Training Unit.

8. Provide summary reports of Review Boards to the Sheriff and the Training Unit.

9.02.030
## FOLLOW-UP INVESTIGATORS' RESPONSIBILITIES: 08/91

Upon completion of a follow-up investigation, the assigned CID investigator shall:

1. Forward originals of all reports directly to the Records Unit.

    - Do not include either the Fleet Control Report or Safety Office Reports.

2. Forward copies of applicable reports to IIU.
3. Present reports to the Prosecutor's Office for review if there are obvious traffic violations by the Sheriff's Office driver.

    - If the Prosecutor's Office determines that the filing of a citation is warranted, forward the reports to the IIU Commander for issuance of the appropriate traffic citation.

9.02.035
## DRIVING REVIEW BOARD CRITERIA: 12/92

Driving Review Boards determine:

1. If a collision was "Preventable" or "Non-Preventable".
2. If a pursuit was involved and whether the pursuit policy was followed.

    - Refer to G.O. 9.02.050 (Training Unit Responsibilities) for guidelines.

9.02.040
## DRIVING REVIEW BOARD, SHERIFF'S OFFICE: 02/00

1. The Sheriff's Office Driving Review Board shall review any driving incident involving either:

    a. Injuries to anyone requiring medical attention; or
    b. Vehicular pursuits when a collision or injury is involved; or
    c. Other collisions with property damage over two thousand (2,000) dollars; or
    d. Any collision on an EVOC course where any person was injured; or
    e. Any circumstance that appears to be a significant policy violation including EVOC training.

        - **All other EVOC collisions shall be reviewed by the Training Unit.**

2. The Sheriff's Office Driving Review Board shall convene monthly. The Sheriff's Office Driving Review Board shall consist of the following seven (7) members:

    a. Commander of IIU (Chairperson).

        - The Chairperson shall only vote in the event of a tie.

    b. Sergeant appointed on a rotating semi-annual basis from Field Operations.

        - The sergeant shall abstain from voting if involved in either the driving or collision investigation.

    c. Training Unit representative.
    d. MARR Unit representative.

e. A deputy, EVOC trained, who was not involved with either the driving or collision investigation.
f. A deputy, police motorcycle instructor, who was not involved in either the driving or collision investigation, when a police motorcycle is involved.
g. A deputy chosen by the driver, who was not involved in either the driving or collision investigation.
h. Risk Management representative (Non-voting).
i. Safety Office representative (Non-voting).

**Four (4) voting members must be present to constitute a quorum.**

9.02.045
## DRIVING REVIEW BOARD, PRECINCT/SECTION LEVEL: 12/92

1. The Precinct/Section Driving Review Board shall review all collisions not meeting the Sheriff's Office Driving Review Board parameters.
2. A Precinct/Section Driving Review Board shall convene no later than thirty (30) days following the incident date.
3. The Precinct/Section Driving Review Board shall consist of the following three (3) members:

   a. Section Commander or designee of captain rank or above (Chairperson).
   b. Sergeant or designee of sergeant rank or above who was not involved with either the driving or collision investigation.
   c. A deputy chosen by the driver, who was not involved in either the driving or collision investigation.

   **All members must be present to constitute a quorum.**

9.02.050
## TRAINING UNIT RESPONSIBILITIES: 01/96

The Training Unit shall review all pursuits.

**The Training Unit shall:**

1. Upon receipt of the reports, conduct a review of them.
2. Decide whether the pursuit policy and/or training procedures were followed by those involved with the pursuit.
3. If necessary, address any needs regarding training, policy or specific situations, by memo via the chain of command.
4. If necessary, make recommendations for:

   a. Modification of training.
   b. Modification of policy.
   c. Specific remedial training.
   d. Other appropriate follow-up.

5. Maintain pursuit records.
6. Maintain a data base for:

   a. Modification of training.
   b. Modification of policy.
   c. Specific remedial training.

9.02.055
## DRIVING REVIEW BOARD RESPONSIBILITIES: 12/92

**The Driving Review Board Chairperson shall:**

1. Notify all concerned parties of the time and place of the Driving Review Board meetings;
2. Prepare a written report of the Board's findings and recommendations.

**The Driving Review Board shall:**

1. Review all written descriptions provided by:

    a. The driver.

        - May waive personal appearance before the Driving Review Board by submitting an Officer's Report to the Board, declining to appear.
        - May offer any information for the Board to consider.

    b. Investigating deputy(s).
    c. Supervisor(s).
    d. Other witnesses.

2. Hear verbal description of the incident from either the driver or other individuals that the Board deems necessary.
3. If a collision was involved determine if the collision was "preventable" or "non-preventable" by majority vote.
4. Make a recommendation to the Sheriff for:

    a. Modification of training.
    b. Modification of policy.
    c. Specific remedial training.
    d. Disciplinary action.

9.02.060
## FINDINGS AND DISCIPLINARY ACTIONS: 12/92

Disciplinary actions shall be consistent with Sheriff's Office policy and the Collective Bargaining Agreement. The chairperson of the Driving Review Board shall notify the driver in writing within ten (10) working days of the findings of the Board, via the chain of command, including recommendations for disciplinary actions. Unless mitigating circumstances exist, the following are guidelines for Review Boards' disciplinary recommendations for either "sustained policy violation(s)" or "preventable collisions":

**No disciplinary action needs to be taken if:**

1. The driver has not had a "preventable" collision within the past three (3) years; and
2. There were no injuries; and
3. The damage was non-reportable under state law; and
4. There was no policy violation by the driver.

**A written reprimand should be recommended if:**

1. The driver has had one (1) "preventable" collision within the past three (3) years; or
2. The damage was reportable under state law; or
3. There were injuries; or
4. There was a policy violation by the driver.

**Suspension without pay should be recommended if:**

1. The driver has received a written reprimand for a "preventable" collision within the past three (3) years; and
2. The damage was reportable under state law; or
3. There were injuries; or
4. There was a policy violation by the driver.

**Suspension or termination should be recommended if:**

1. The driver demonstrated a willful violation of:

    a. Law; or
    b. A direct order; or
    c. Sheriff's Office policies or procedures.

**The following training may be recommended with the above disciplinary guidelines:**

1. EVOC; and/or
2. Behavioral Modification; and/or
3. Other appropriate training deemed necessary.

9.02.065
## APPEAL PROCESS: 08/91

1. Drivers have the right to appeal a decision of the Section/Precinct Review Board to the Sheriff's Office Review Board.

    a. The driver shall request an appeal on an Officer's Report via the chain of command to the Sheriff's Office Driving Review Board within five (5) working days after written notification by the Precinct/Section board;
    b. The incident shall be reviewed as a new case and the Sheriff's Office Driving Review Board shall make an independent ruling by the next Review Board date.

2. The driver may appeal either the Sheriff's Office Driving Review Board's decision or disciplinary recommendation(s) according to the Collective Bargaining Agreement.

9.02.070
## ANALYSIS: 04/08

1. The Internal Investigations Unit Commander will conduct an annual analysis of pursuits and collisions to determine any patterns or trends that indicate training needs or policy modifications.
2. The analysis will be submitted to the Sheriff and the Inspectional Services Unit.

# 9.03.000 ASSIGNED VEHICLE PROGRAM (CPO)

9.03.005
## POLICY STATEMENT: 01/07

It is the Sheriff's Office policy to effectively manage department vehicles to ensure the safety and security of citizens of King County. These goals may be obtained by:

1. Promoting the safety and security of the citizens of King County by greater police visibility and presence of police vehicles on the roads and highways of King County.
2. Increasing police/community relations through a better understanding of department objectives by increasing personal contacts and services performed by King County Sheriff deputies.
3. Deterring crime by limiting the apparent opportunity for criminals to commit an unlawful act by the presence of more vehicles.
4. Providing quicker police response times to certain types of calls and, by doing so, increase the opportunity to apprehend criminals.
5. Reducing the maintenance cost on vehicles in the fleet through individualized control and responsibility.
6. Providing quicker response of off-duty personnel when called back to duty because of an emergency.
7. Providing additional service to the citizens of King County by increasing the amount of time each deputy spends on patrol.

9.03.010
## DEFINITIONS: 01/99

For the purpose of this policy:

**"Vehicle"** means any automobile, motorcycle, van, truck, or utility vehicle owned or leased by the King County Sheriffs Office.

**"Department member, deputy, police officer, or officer"** means anyone employed by the King County Sheriff's Office.

9.03.015
## VEHICLE ASSIGNMENTS: 01/07

1. Acceptance of a vehicle is voluntary and incurs all the duties and responsibilities incorporated in this policy.
2. Vehicles shall be assigned to Divisions by the Sheriff.

    a. Division Chiefs or Section Commanders shall make further assignments to precincts, sections, units, or individuals.
    b. When practical, vehicles appropriate for the assignment can be retained by members when they transfer to another unit, section or division.

3. Department members shall complete and submit a twenty four (24) Hour Take Home Vehicle Authorization (KCSO Form #A-147) to the Fleet Administrator via chain of command within one (1) working week of being assigned a vehicle.

    - Department members shall update the twenty four (24) Hour Take Home Vehicle Authorization upon any changes, and resubmit it to the Fleet Administrator within one (1) week of any changes.

4. Vehicles shall be parked at the member's residence unless approved by a Precinct/Section Commander.
5. Vehicle assignment may be rescinded for just cause.

9.03.020
## USE OF DEPARTMENT VEHICLES: 05/08

Vehicles are assigned to department members for use on-duty or off-duty assignments authorized by the Sheriff's Office.

1. Department vehicles may be used for:

    a. Transportation to and from work.

        - When en-route to or from work members may transport family members to work, to day care or school as long as it does not unreasonably alter their normal route to and from work.

            - The Sheriff's Office must have a valid hold harmless agreement on file.

        - When en-route to and from work, members may stop along the way to conduct incidental personal business, such as going to the gym, cleaners, kids sporting events, market, etc. as long as it does not unreasonably alter their normal route to or from work.

    b. Official department business.
    c. Court.
    d. Training.
    e. Other functions approved by a Precinct/Section Commander.

2. Department members assigned to weekend On-Call status may use their vehicle to transport themselves to and from personal commitments within King County and within the 15 mile limit set in this policy.

    - Does not include family members.

3. When off-duty, department members are encouraged to monitor the radio frequency of the nearest King County Precinct when operating a department vehicle equipped with a police radio.
4. Precinct/Section Commanders or above are authorized to use department vehicles as needed to fulfill any responsibility of their command.
5. Department members shall not:

    a. Use department vehicles without authorization.
    b. Use department vehicles outside King County except:

        - In fresh pursuit of suspects.
        - On authorized official business.
        - When in On-Call status.
        - When authorized to take the vehicle home outside King County.

    c. Allow any unauthorized person to operate or ride in a department vehicle.

6. Department members shall not use police vehicles for secondary employment assignments unless approved by a Precinct/Section Commander. (See G.O. 4.03.000)
7. Section commanders are responsible for ensuring compliance with G.O.M. rules as they relate to use of and monetary reimbursement for department vehicles used for off duty work.

8. Department members residing outside the boundaries of King County may be authorized take home privileges if their residence is within fifteen (15) driving miles using the most reasonable and expeditious route from a border of King County.

    a. For purposes of this section fifteen (15) driving miles includes miles traveled on a Washington State Ferry. If members are relying on ferry system miles to stay within the 15 mile limit they must calculate these miles and actually commute using the ferry system.
    b. Department members, regardless of rank or assignment, who reside more than fifteen (15) driving miles from a boundary of King County may not commute in their department vehicles beyond the 15 miles of the boundary.

9. The department will not pay tolls or ferry charges for off-duty use of the vehicle.

    - If a department member resides in King County (Vashon Island) tolls or ferry charges shall be paid if use of the vehicle is duty related.

10. Probationary deputies shall not be issued a take home vehicle unless she/he has completed Phase III of the FTO Program.
11. Anyone who is suspended from duty must surrender the assigned vehicle during any period the suspension is in effect.
12. Patrol deputies participating in the program are expected to drive to and remain in their assigned district(s) during their normal duty hours unless directed to another area by higher authority, or by the requirements of the particular assignment, or as otherwise indicated in this manual section.

    - Deputies who choose not to take a vehicle home or whose vehicle take home authorization has been suspended shall be required to begin their shifts consistent with existing department policy and procedure.

13. Patrol sergeants who participate in the program shall begin and end their shift at their respective Precinct in order to review incoming reports and exchange relevant information with the supervisor who is securing from duty.
14. Members who elect not to take a vehicle home, or who reside beyond the fifteen (15) driving mile boundary, may leave that vehicle at an alternative King County facility or at an approved-secure government facility within a fifteen (15) driving mile boundary of King County, if approved by their Precinct/Section Commander.

9.03.025
## GENERAL REGULATIONS: 11/08

1. Department members assigned vehicles on a personal basis shall exercise good judgment in utilizing such vehicles and shall not drive, use, or park vehicles in a manner that will cause unfavorable comment or discredit to the department.

    - Citations/Infractions incurred by department members shall be the responsibility of the member.

2. Department members will not presume any special privileges with a vehicle when off-duty, (e.g. any deputy living in an apartment complex will park his/her vehicle in the designated area at all times, (not in a reserved" or "no parking" area).
3. Deputies on transitional duty or disability status for an extended period will have marked police vehicles removed from personal assignment until such time as the deputy can return to full duty status.

    a. Members on transitional duty shall be dealt with on a case by case basis.
    b. Transitional duty deputies will not drive marked vehicles at anytime.

4. Unattended vehicles of off-duty deputies must be locked at all times. During off-duty hours, days off, or when the vehicle is parked in a location where it is susceptible to vandalism or other damage, firearms, portable radios, shotguns and other items of obvious value will be locked in the trunk or removed from the vehicle.
5. When a vehicle is left unattended at a non-county garage or other service facility for maintenance or repair, the employee shall remove all firearms, portable radios, and other items of value from the vehicle.
6. When a radio equipped department vehicle is out of service for repair and the vehicle cannot be secured, the radio transmitter will be rendered inoperative.

   - Placing the radio power switch in the "off" position does not constitute compliance with this order.

7. When a member is on approved leave for a period that exceeds three (3) days, exclusive of furlough days, the vehicle shall be left at the deputy's assigned police precinct parking lot or other location approved by a supervisor.

   - It may then be used by other personnel only on an emergency basis.

8. Vehicles assigned to Contract Cities, Metro, etc., may have other general regulations for use of those vehicles.
9. Absent of an emergency, members driving single occupant unmarked vehicles may not use HOV lanes during restricted hours.

9.03.030
## OFF-DUTY VEHICLE OPERATION REQUIREMENTS: 05/08

1. Use of department vehicles during off-duty employment is addressed in G.O. 4.03.000.
2. Deputies using a vehicle off-duty are not required to check in and out of service, but should advise the radio dispatcher when they are near an emergency call for police services.

   - Deputies are normally expected to respond to emergency or felony "in-progress" calls while off-duty and in the area.

3. Deputies may be dispatched to in-progress details while on off-duty status.

   - It is the responsibility of the duty field supervisor and the Communication Center dispatcher to minimize the use of off-duty deputies

4. Deputies shall summon an on-duty deputy to handle minor details.

   - If immediate action is necessary, the off-duty deputy shall handle the call.

5. Overtime pay begins when an off-duty deputy is dispatched or on-views an incident.
6. Off-duty deputies who respond to incidents without being dispatched will not be placed in an overtime capacity unless authorized or allowed by a supervisor.

   - Overtime shall be paid according to the collective bargaining agreement.

7. It may also be necessary for deputies in an off-duty status to take enforcement action against traffic violators or persons committing other crimes that the deputy may on-view.

   a. In these situations where law enforcement action is taken against violations of criminal statutes, the off-duty deputy will be in an overtime pay capacity beginning with notification to the Communications Center.
   b. Where no criminal enforcement action is taken or the situation did not merit police intervention, overtime compensation will not be paid unless the involved deputy can justify the legitimacy of the off-duty police involvement.

9.03.035
## VEHICLE ACCESSORIES: 10/02

1. All permanently attached accessories shall be approved in writing by the appropriate Division Chief, some examples include:

    a. Flashlight battery chargers.
    b. Baton holders.
    c. Cellular phones.
    d. Rifle racks.

2. Authorized accessories shall be professionally installed at the member's expense.

    - Installation shall not affect the buy-back or resale value of the vehicle.

3. Electrical accessories should be inspected by the Radio Shop to ensure that they will not interfere with either the vehicle's electrical system or police radio.
4. Department members shall not purchase or install accessories with department funds without written approval by a Division Chief or his designee.
5. Installation of Citizen Band radios and permanently mounted police/fire frequency scanners is specifically prohibited upon installation of the 800 MHz radio system. Portable scanners (non-hard wire) are authorized.

    - EXCEPTION: Specific vehicles assigned to Special Operations, the Skykomish area and the North Bend Substation area may be equipped with Citizen Band radios upon the recommendation of the Precinct/Section Commander and with the approval of the Chief of Field Operations or designee. Upon reassignment to a different area these radios must be removed from the vehicle.

9.03.040
## VEHICLE MAINTENANCE: 10/02

1. Department members shall be responsible for the general maintenance of their vehicle (i.e., checking the oil and other fluids regularly).
2. Department members shall keep their vehicle clean.

    a. Vehicles should only be washed at authorized vendor car washes.
    b. Vehicles may be washed at a refueling station when the wash is included with the refueling of the vehicle.

3. All non-emergency maintenance or cleaning of vehicles shall be performed during normal duty hours.

    a. Compensation shall not be paid for vehicle maintenance on off-duty time unless prior arrangements are made with the member's supervisor.
    b. On-duty maintenance should be approved by the shift supervisor before taking the vehicle out of service.

4. Department members shall not:

    a. Make anything but minor repairs (i.e., lights, fuses, etc.).
    b. Alter the body, general design, appearance, markings, and mechanical or electrical systems.

c. Request King County Fleet Administration to add, exchange, or modify equipment.

- All requests shall be made through the Precinct Vehicle Coordinator.

d. Have any repairs made to the vehicle, other than at an authorized facility.
e. Use fuel, oil, lubricants, or other additives in the vehicle other than those approved.

5. Department members shall not place unauthorized stickers, advertisements or license plate frames in or on department vehicles.
6. Department members are responsible for taking vehicles in for warranty and other services (i.e., factory recalls, oil and lube changes, safety checks, etc.).

9.03.045
## ASSIGNED VEHICLE MAINTENANCE PROGRAM: 01/07

1. The King County Fleet Administration is responsible for maintenance of sirens, tires, light bars, spotlights, rear window lights, grill lights, engines, transmissions, differentials, and shall perform other services to ensure vehicle safety.
2. Members requesting that non-routine repairs or non-routine work be performed by the Motor Pool or Radio Shop must first obtain approval through PMU.
3. Members shall review vendor maintenance forms for accuracy. The form should include:

   a. Vehicle equipment number.
   b. License plate number.
   c. Printed name of operator.

4. Members shall sign the vendor maintenance and safety check forms.
5. Members should document any service complaints and forward a copy to the Precinct Fleet Coordinators.

9.03.050
## REPAIR OF DEPARTMENT VEHICLE BODY DAMAGE: 10/02

1. When a department vehicle is damaged, department members shall notify their immediate supervisor.

   - The member shall complete a Fleet Control Report (KCSO Form #C-174).

2. The County garage shall obtain bids and initiate the necessary repairs when the damage exceeds one thousand (1,000) dollars or when the vehicle is disabled.
3. Department members may be asked to obtain bids on serviceable vehicles when the damage is minor. When asked, deputies shall:

   a. Obtain three (3) repair estimates and forward the original copies to the County Garage supervisor, within five (5) working days of the request.
   b. Deliver the vehicle to the selected vendor upon notification by County Garage Supervisor.
   c. Inspect the vehicle when repairs are completed by the vendor.
   d. Sign and forward the vendor's invoice to the County Garage Supervisor.

9.03.055
## INSPECTIONS BY SUPERVISORS: 05/09

1. Supervisors shall personally conduct annual inspections of department member vehicles under their control to ensure they are in good condition and all equipment complies with regulations.
2. Supervisors shall ensure that a Fleet Control Inventory (Form A-169) is on file and the 24 Hour Take Home Vehicle Authorization (Form A-147) are properly completed and reflects the proper information on the vehicle and equipment assigned to the vehicle.

9.03.060
## FLEET CONTROL: 10/02

1. The KCSO Fleet Administrator shall have the overall responsibility for:

    a. All department vehicles.
    b. All department equipment used in department vehicles.
    c. All undercover license plates used on department vehicles.
    d. All issues relating to fleet operations.

2. Supervisors shall fill out a Vehicle Inventory Form (A-169) when:

    a. A new vehicle is assigned to the department's fleet.
    b. When there is a substantial change in the original configuration or outfitting of a specific vehicle, or
    c. As requested by the KCSO Fleet Administrator.

9.03.065
## PRECINCT/SECTION FLEET COORDINATORS: 10/02

Precinct/Section Fleet Coordinators are individuals assigned from all major work locations to assist in maximizing the use of Sheriff's Office vehicles at their work sites. Precinct/Section Fleet Coordinators shall:

1. Keep track of all department vehicles at their work locations.
2. Be the primary issuing authority for vehicles and related equipment.
3. Be the primary issuing authority for issuing fuel cards at their work locations.
4. Ensure department vehicles are maintained according to Fleet Administration schedules.
5. Maintain Precinct pool cars.

9.03.070
## UNDERCOVER PLATES: 10/02

1. Deputies/detectives shall use undercover plates issued by Washington State.
2. Members requesting undercover plates shall make the request to the Fleet Administrator via the chain of command.

9.03.075
## VEHICLE AND EQUIPMENT REPORTS: 10/02

1. Department members shall complete a Fleet Control Report (KCSO Form #C-174) when County owned or leased vehicles are damaged.

    a. Original Fleet Control Reports shall be sent to IIU when the vehicle has been involved in a collision.

b. Original Fleet Control Reports shall be sent to the Fleet Administrator when the vehicle receives non-collision damage.

- Department members shall send the report and any receipts or invoices to the fleet Administrator via chain of command.
- Department members shall legibly sign and include their personnel number and the vehicle equipment number on the receipts and invoices.

2. Department members shall make a written report listing any lost equipment to their supervisor.

9.03.080

## EQUIPMENT, DEPARTMENT VEHICLES: 05/09

1. Department vehicles (excluding leased and direct charge) shall have the following equipment:

   a. Current Voyager Card.
   b. Current Pacific Pride Card
   c. Fire Extinguisher.
   d. At least 2 Blankets.
   e. Flares.
   f. Tire Chains.
   g. Complete Jack and Lug Wrench.
   h. Spare tire properly inflated.

2. Vehicles assigned to the specific areas listed below shall have the following additional equipment:

   **PATROL CARS**

   a. Equipment bag.
   b. First aid kit with CPR mask.
   c. Shovel.
   d. Shotgun and shells (if assigned).

   **UNDERCOVER VEHICLES**

   a. First aid kit with CPR mask.
   b. Shotgun and shells (if assigned).
   c. Undercover emergency lighting.
   d. Other equipment as may be required for the specific duty assignment.

   **SPECIALTY VEHICLES**

   a. First aid kit with CPR mask.
   b. Other equipment as may be required for the specific duty assignment.

3. Department members are responsible for replenishing required items when needed.

9.03.085
## VEHICLE REFUELING: 01/07

1. Department vehicles shall be refueled at King County refueling facilities or at other in-house fueling facilities when practical if the member has been issued the proper in-house fuel card.
2. County refueling facilities are located at:

| | |
|---|---|
| Black Diamond | 20827 Auburn-Black Diamond Road, Auburn |
| Bruggers Bog/Cadman | 19547 25th Ave NE, Shoreline |
| Fall City | 4343 Preston-Fall City Road, Fall City |
| Precinct 3 | 22300 SE 231st Street, Maple Valley |
| Renton ER&R | 155 Monroe Ave NE, Renton |
| Renton Wastewater Treatment | 1200 Monster Road, Renton |
| Summit | 22801 SE 272nd Street, Maple Valley |
| Vashon | 10021 SW Cemetery Road, Vashon Island |

3. Department members shall purchase "regular unleaded" gas at the least expensive fueling stations when they are unable to refuel at county facilities.

9.03.090
## VOYAGER AND PACIFIC PRIDE CREDIT CARD USE GUIDELINES: 05/09

Voyager and Pacific Pride credit cards are assigned to each Fleet Administration motor vehicle.

1. Only the Voyager and Pacific Pride cards assigned to that vehicle shall be used.
2. Department members shall purchase "regular unleaded" gas at self-service pumps when they are unable to refuel at county facilities.

    - Purchase of "premium" or "super" requires a supervisor's approval.

3. All Voyager transactions shall include the card number and the correct vehicle mileage.
4. If the Voyager card does not work, call the 1-800 number on back of card and explain the problem.

    - If the problem is not solved, contact a supervisor.

5. Department members shall have a supervisor's approval making any emergency repairs over twenty-five (25) dollars.

    a. After making emergency repairs, ensure the voyager card receipt contains the:

        - Signature and printed name of the authorized driver.
        - Vehicle equipment number.
        - Correct Mileage.

    b. Supervisors shall:

        - Review the Voyager slip for approval.
        - Sign the back of the credit slip and forward it to the Fleet Administrator.

9.03.095

## TOWING OF DEPARTMENT VEHICLES: 10/02

1. The towing company with the current contract for that area shall be called for Fleet Administration vehicles.

    a. Wrecked department vehicles shall be towed to the Renton maintenance facility.
    b. Mechanically disabled vehicles shall be towed to the nearest County maintenance facility.
    e. Temporary disabled vehicles (vehicle stuck in mud, etc.) may be towed by the nearest tow if the arrival of the contractual tow will take too long.

        - Supervisors shall approve requests for the nearest tow.

2. Operators of department leased vehicles shall familiarize themselves with any towing requirements set forth by the Department's Leased Vehicle Coordinator. Under no circumstances will the operator of a leased vehicle authorize a tow service to be charged to King County Fleet Administration.
3. Operators of department owned (Direct Charge) vehicles shall contact:

    a. Their supervisor, or
    b. The Precinct Vehicle Coordinator, or
    c. The Fleet Administrator, or
    d. The Property Management Unit.

9.03.100

## EMERGENCY EQUIPMENT ON PRIVATE VEHICLES, PROHIBITED: 06/92

Department members shall not install or carry on their private motor vehicles any type of emergency equipment without written permission from the Sheriff.

# 9.04.000 MOTOR VEHICLE IMPOUNDS

Deputies shall document and explain all impounds using a Vehicle Impound Report (KCSO Form #C-107) and shall give the Communication Center temporary impound information before going off-duty.

9.04.005
## DEFINITIONS: 08/02

For the purpose of this policy:

**"Abandoned vehicle"** means any vehicle parked on the public right of way for more than twenty-four hours or left in any publicly operated parking facility for at least forty-eight hours in violation of a posted parking ordinance or regulation adopted by the governmental agency having jurisdiction.

- A vehicle shall not be considered abandoned if its owner or operator notifies law enforcement officials and requests assistance and is unable to remove it from its location.

**"Impound"** means to take and hold a vehicle in legal custody. There are two types of impounds, public and private.

a. A public impound means that the vehicle is impounded at the direction of a law enforcement officer.
b. A private impound means the vehicle has been impounded at the direction of a person having control of or possession of the private property upon which the vehicle is located.

**"Junk vehicle"** means a vehicle declared under RCW 46.55.230 as meeting at least three of the following:

a. At least three (3) years old.
b. Extensively damaged, inoperable and without a valid or current registration plate.
c. Is apparently inoperable.
d. Fair market value is equal to the scrap value of its parts.

**"Tow"** means to take any vehicle but not to hold the vehicle in legal custody.

**"Wrecked, dismantled, or inoperative vehicle"** means a motor vehicle or the remains or remnant parts of a motor vehicle, or an extensively damaged recreational vehicle or boat, that is clearly inoperative and:

a. Cannot be made operative without the addition of vital parts or mechanisms, and/or
b. Is damaged to the extent that it prevents normal operation of the vehicle.

9.04.010
## IMPOUNDS WITHOUT PRIOR NOTICE: 08/02

Impounds are discretionary and deputies must consider reasonable alternatives before ordering an impound. An impound may not be ordered when a warrant would otherwise be required. A citation may be issued in lieu of or in addition to the impound. Impounds may be requested when:

1. The vehicle is impeding or likely to impede the normal flow or vehicular or pedestrian traffic.

    - The vehicle must be on public property or the public right of way.

2. The vehicle is illegally parked in a conspicuously posted restricted zone where parking is limited to designated classes of vehicle or is prohibited during certain hours, on designated days or at any time when the vehicle is interfering or likely to interfere with the intended use of such a zone.

    - A vehicle is parked in a fire zone on private or public property may be impounded.

3. The vehicle poses an immediate danger to the public safety. The vehicle may be on private or public property.

    a. A vehicle may be impounded if it is an environmental hazard.
    b. An uninsured vehicle operated by an unlicensed or suspended driver may be considered an immediate danger to public safety.

        - Reasonable alternatives must be considered (unless there is a mandatory impound law in the jurisdiction) such as leaving the vehicle locked and parked or allowing a licensed insured driver to remove the vehicle.

4. The vehicle is a recovered stolen on private or public property. (See sections 035 and 040)
5. The vehicle contains evidence of a crime or is evidence in a crime. It must be connected with the crime or part of the crime, not simply connected with the suspect. (See section 050)

    - The vehicle may be on public or private property.

6. The vehicle is unattended at the scene of an accident anywhere, or the driver of the vehicle involved in the accident is physically or mentally incapable or too intoxicated to decide upon steps to protect his or her property. (See section 045)
7. Upon the arrest of the driver if the driver is taken into custody and the driver, because of intoxication or otherwise, is mentally incapable of deciding upon steps to be taken to safeguard his or her property.

    a. Failing to agree to a waiver may not be the sole reason for an impound.
    b. Arrest of the operator may not be the sole reason for an impound.
    c. If the vehicle is on public property or the public right of way, it may be impounded if reasonable alternatives are not available.

        - Leaving a properly secured vehicle legally parked is a reasonable alternative.

    d. If the vehicle is on private property because of the enforcement action (person is signaled to stop while on public road and enters private commercial property), the vehicle may be impounded if reasonable alternatives do not exist.

        - Leaving a properly secured vehicle lawfully parked on commercial property is a reasonable alternative unless permission to park the vehicle is revoked.

    e. If the vehicle is on private property with the permission of the private property owner, the vehicle should not be impounded.

8. If a vehicle on private or public property is illegally parked in a stall or space clearly and conspicuously marked for disabled parking.

    - The proper marking for a disabled parking spot is a vertical sign, between thirty-six and eighty-four inches off the ground, with the international symbol of access, whose colors are white on a blue background and the notice "State disabled parking permit required."

9. The vehicle is wrecked, dismantled, or inoperative and is on the public right of way or on publicly owned or controlled property.

    a. Deputies should photograph the wrecked, dismantled, or inoperative vehicle.
    b. If the vehicle is damaged, but operable, a twenty-four notice is required. (See section 015)
    c. If the vehicle is on private property, deputies shall refer all complaints about the vehicle to the King County Solid Waste.

9.04.015
## IMPOUND WITH PRIOR NOTICE REQUIRED: 08/02

An impound may be authorized for an abandoned vehicle or one parked in violation of any law, ordinance, or regulation.

1. Vehicle on public property or public right of way. Deputies shall:

    a. Make a computer check for stolen.
    b. Attempt to identify and contact the owner of the vehicle.

        - This may be accomplished by contacting the complainant, nearby residents, or by conducting a registration check.
        - If the vehicle has current registration plates, a department member must check the records to learn the identity of the last owner of record and make a reasonable effort to contact the owner by telephone to give the owner the information on the notice of proposed impoundment.

    c. Ensure the vehicle is on the County right of way or State highway and not on private property.

        - If unsure, contact the Department of Transportation.

2. If the vehicle is on private property, the deputy shall advise property owners or their agents that they may impound vehicles privately under RCW 46.55.080.

    - If the vehicle is a junk vehicle or wrecked and dismantled on private property without the property owner's consent, the deputy shall advise property owners or their agents to contact King County Solid Waste.

9.04.020
## ABANDONED VEHICLES ON PUBLIC PROPERTY: 08/02

1. Deputies responding to abandoned vehicle details or complaints of vehicles parked over twenty four (24) hours shall:

    a. Make a computer check for stolen.
    b. Attempt to identify and contact the owner of the vehicle.

        - This may be accomplished by contacting the complainant, nearby residents, or by conducting a registration check.

    c. Verify that the vehicle is on the County right-of-way or State highway and not on private property.

d. Tag the vehicle if they are unable to contact the registered owner.

- Use a twenty four (24) Hour Abandoned Vehicle Notice (KCSO Form #C-138).
- Make an entry in their police notebook to this effect.

e. Attach a state approved reflective decal to the vehicle so the decal is easily seen by approaching traffic.

- The decal should be applied to glass or chrome surfaces to avoid paint damage, whenever possible.

f. Make a visible mark on the tire so they can see if the vehicle has been moved after tagging.
g. May impound the vehicle after twenty four (24) hours has elapsed.
h. May write the date and time on the vehicle's window using a water soluble marker.
i. Tag the vehicle even if it does not meet the impound provisions.

- Make an entry in their notebook to this effect.

2. Document and explain the impound using a Vehicle Impound Report detailing all attempts to contact the registered owner and how it was determined the vehicle had not been moved for twenty-four hours.
3. Abandoned vehicles in violation of the twenty four (24) hours notice or wrecked, dismantled or inoperative vehicles should be towed only Monday-Friday during non-peak traffic times.

a. Non-peak times are 0900-1500hrs.
b. Vashon Island 1000-1430hrs.

9.04.025
## IMPOUND WAIVER: 08/02

1. Deputies should offer drivers the opportunity to sign an impound waiver when the driver is capable of deciding the disposition of their vehicle and the vehicle can be legally parked and secured.
2. Deputies may drive an operator's vehicle to a legal parking place when it is done at the operator's request and a vehicle waiver is obtained.

- This should only be done when the vehicle appears to be in safe operating condition and will not endanger the safety or health of the deputy.

3. Failure to sign an impound waiver may never be the sole basis for an impound.

9.04.030
## JUNK OR HULK VEHICLES: 06/92

1. Deputies who have been certified by Washington State Patrol may sign hulk permits.
2. Deputies shall refer to RCW 46.55.230 for removal, disposal, or sale of junk or hulk vehicles.

9.04.035
## RECOVERY OF KING COUNTY STOLEN VEHICLES: 08/02

1. Deputies should release the vehicle to the registered owner or their agent.
2. The vehicle shall be impounded when:

a. The vehicle owner cannot be contacted and “impound” is indicated on the incident report.
b. The vehicle cannot be processed for evidence at the scene.

c. The vehicle poses an immediate hazard to public safety.
d. A private property owner wants the vehicle to be impounded and the owner is unable to remove the vehicle within a reasonable time.

3. Deputies should do all evidence processing at the scene.
4. Deputies **shall not** impound vehicles for "safe keeping".
5. Deputies shall secure any other stolen license plates as evidence if present.
6. Deputies should not call the registered owner of the vehicle.

a. Dispatchers will call the registered owner and verify to impound or leave the car at the scene.
b. If the owner wishes the car left, dispatch will advise them KCSO is not responsible for any damage/loss after we leave the scene and will obtain a verbal waiver over a taped telephone line.

7. If removal of the vehicle is appropriate, it should be a KCSO impound.

- It may only be a private tow if the owner is present and able to sign the authorization for a private tow.

9.04.040
## RECOVERY OF ANOTHER AGENCY'S STOLEN VEHICLE: 06/92

1. The originating agency shall determine the disposition of the vehicle.
2. Deputies shall request a department tow and document this request in the Motor Vehicle Report if the originating agency requests the vehicle to be impounded.

9.04.045
## ACCIDENT SCENE TOWS/IMPOUNDS: 08/02

1. When the driver at an accident scene is incapacitated or unavailable, deputies should request a department impound.
2. When the driver is capable and able to request a tow at an accident scene:

a. Request either a preference or non-preference private tow.

- Drivers under the care of emergency medical personnel should be considered incapable and unavailable.

b. If the driver becomes incapable or unavailable before or while tow driver arrives, the tow must be converted to a KCSO Impound.
c. Do not request specific types of tow equipment, but do advise the dispatcher of any unusual problems with the vehicle, such as no wheels, vehicle cut in half, etc.
d. For non-preference tows, the Communications Center shall call the next rotational towing company from the approved KCSO list.
e. For preference tows, the Communications Center should request the specific tow company unless they have an excessive response time.

- The deputy may request a closer tow or a non-preference tow if the response time is excessive.

9.04.050

## VEHICLE IMPOUNDED FOR EVIDENCE PROCESSING: 06/92

Deputies may impound a vehicle for evidence processing, but shall comply with the following guidelines:

1. Deputies shall follow the tow truck to the place of impoundment while keeping the vehicle under observation.
2. Deputies shall request covered storage when appropriate.
3. Deputies shall properly seal the vehicle using evidence stickers on all entrance points.

    a. Deputies shall write the incident number, date, time, and by whom it was sealed, on the stickers.
    b. Deputies should not place evidence stickers on areas likely to contain fingerprints or other evidence.

4. Deputies shall obtain a search warrant before searching and processing the vehicle.

    - The unit or deputy with the follow-up responsibility shall process the vehicle on their **next regularly scheduled work day** or earliest opportunity and release any hold on the vehicle.

5. If the vehicle must be retained for a longer period of time, deputies shall move it to an appropriate storage facility approved by a Precinct/Section, or Unit Commander.
6. When placing an investigative hold on an impounded vehicle, deputies/detectives shall indicate on the Vehicle Impound Report that the vehicle is being held for investigation, the supervisor approving the hold and unit it is being held for at the time of the impound. They shall also list the reason for the investigative hold in the continuation section of the Vehicle Impound Report.

    a. If the hold is placed on the vehicle after the impound, the deputy/detective will either:

        - Contact the tow company in person and enter the hold information on the towing company's copy of the Vehicle Impound Report or:
        - By calling the towing company and advising them of the hold and giving the towing company their name and serial number.

    b. Note on the Incident or Follow Up report the date/time and who at the tow company you notified.

7. Releasing the vehicle from investigative hold is done by following one of the two below listed procedures:

    a. In person contact with the towing company and signing the tow companies copy of the Vehicle Impound Report with the deputy/detectives name, serial number, date & time of the release, or
    b. By faxing a copy of KCSO form "Investigative Hold Release" to the towing company.

        - If faxing in the release authorization, deputies/detectives shall fill in the required vehicle information on the form, indicate what portion of the bill KCSO is responsible for by checking the appropriate box and checking the box indicating that the registered or legal owner has been notified along with the date, time and how notified.
        - If the owner is not known or deputy/detective is unable to contact the owner check box 4.

    c. After completing the form it shall be faxed to the impounding towing company. The form, along with the fax transmittal sheet, shall then be placed in the case file and submitted to records.

9.04.055
## ACTING AS AGENTS FOR TOW COMPANIES: 08/02

Deputies shall not act as agents for tow companies. Acting as an agent consists of, but is not limited to:

1. Requesting a specific tow company when it is not a private request.
2. Requesting KCSO approved tows out of rotation order or out of their assigned districts.
3. Recommending a particular tow company.
4. Using a non-approved Tow firm for KCSO impounds or non-preference tows.
5. Obtaining owner/operator signatures for private tows when owner/operator is being attended by medical personnel.

9.04.060
## VEHICLE INVENTORY: 08/02

1. If the vehicle is impounded, an inventory search shall be conducted to find, list and secure from loss property in the vehicle.
2. The inventory search is conducted to protect the vehicle owner's property, to protect law enforcement from false claims of theft, and to protect law enforcement from potential danger.
3. An inventory search is not a general exploratory search for the purpose of finding evidence of a crime. Deputies:

    a. Shall not open the trunk, even if it is accessible through a latch in the driver's compartment.

        - If a manifest necessity exists, such as an indication of dangerous contents, an inventory search may be conducted of a locked trunk.

    b. May open an unlocked glove compartment.
    c. Shall not open personal luggage, whether locked or not, during an inventory search of an impounded vehicle unless the owner consents to the search or there is reason to believe that its contents could be dangerous when stored.

9.04.065
## DISABLED MOTORISTS ON ROADWAYS: 07/09

Deputies should stop and render assistance to disabled motorists on county, city or state roadways and shall comply with the following guidelines:

1. General Assistance:

    a. Deputies should try and assist motorists with directions or obtaining information whenever possible or any other assistance as long as the deputy is not engaged in a call, transporting a prisoner or that stopping would put the deputy or public in danger.
    b. If there is a need for immediate assistance and the deputy is unable to stop, radio shall be notified and another deputy or appropriate assistance will be sent.

2. Mechanical assistance and towing:

    a. When reasonable, deputies are encouraged to assist disabled motorists with changing tires, obtaining fuel or minor repairs the deputy is comfortable and knowledgeable in.
    b. Deputies should not become so involved they are unable to respond to in progress calls.
    c. If a tow is needed for a motorist a call will be made to the preferred tow company.
    d. If the motorist has no preference a tow from our rotation will be called.

3. While assisting a stranded motorist or passengers the deputy will take reasonable steps to insure their safety.
4. Disabled vehicles in the roadway:

   a. Deputies will move or have moved any blocking disabled vehicle from the traveled portion of the roadway.
   b. If the deputy has a fully marked police car with push bars they may elect to push the disabled to a safe area.

      - Deputies are not expected to manually push cars.

   c. If the disabled vehicle can not be pushed the motorist may request their own tow.
   d. If heavy traffic or some other unsafe condition exists and the preferred tow cannot respond in a timely manner a department tow will be utilized.
   e. Deputies should standby to maintain safety until the vehicle is removed.
   f. If a disabled vehicle is in an area with good visibility and light traffic and the deputy is confident it is safe to do so, reflectors or flares can be used until the motorist's own tow arrives.

5. While assisting a stranded motorist or passengers the deputy will see that they are in a place of safety and instruct the parties to remain in the safe area until assistance arrives.
6. Emergency Assistance**:**

   a. Deputies responding to medical emergencies occurring on the roadway shall request medical aid and may provide first aid up to the level of their training.
   b. Patrol vehicles are equipped with fire extinguishers that may be used to put out small vehicle fires if the deputy determines it is safe to do so.

      - The fire department should be called to the scene.

   c. Deputies will assist in lockouts only when a small child or pet is in danger, otherwise a tow company or lockout service should be called.

9.04.070
## ABANDONED BOATS AND WATERCRAFT: 08/02

When responding to complaints involving watercraft the deputy should do the following:

1. Watercraft on a trailer: The normal impound procedures should be followed regarding vehicle impounds with the watercraft information listed in the comments section of the Vehicle Impound Report, listing any identifying marks/numbers, i.e. boat numbers or hull identification number (HIN), which is normally located on right rear, outside vessel.

   - If there are no identifying numbers on the vessel and the owner cannot be determined, a copy of the Vehicle Impound Report is to be forwarded to the Marine Unit for follow-up.

2. Watercraft not on a trailer: If the watercraft is not stolen or the identity of the owner cannot be determined, the Marine Unit is to be notified immediately and will handle removal of the watercraft.

   - State law prohibits towing companies from storing watercraft not on a trailer.

9.04.075
## REMOVING NON-LICENSED MOTORIZED VEHICLES: 09/04

1. Deputies may **not** impound non-licensed motorized vehicles (i.e., a wheelchair, golf cart or riding lawn mower, etc.
2. Deputies needing to haul away such items shall take them to the nearest Precinct.
3. A tow company on our tow list can assist with transporting the item.
4. Deputies using a tow company shall:

    a. Have supervisor approval.
    b. Sign the tow invoice.

5. The Property Management Unit cannot store such items for safety reasons.

9.04.080
## COMPLAINTS AGAINST TOWING FIRMS: 08/02

Deputies with complaints concerning approved towing firms should submit their complaints in writing to the Sheriffs Office Tow Company Coordinator.

- This does not preclude the deputy from taking action against a tow company at the scene for witnessed violation of a criminal or infraction violation.

# 9.05.000 TRAFFIC COLLISION INVESTIGATIONS

9.05.005
**POLICY:** 07/08

Often times minor traffic collisions are not reported to the police, and if reported, they can be handled in the Communications Center and a deputy need not be dispatched. When collisions are reported to the department certain criteria must be followed when investigating traffic collisions. It is the policy of the Sheriff's Office that deputies shall investigate all traffic collisions that are brought to their attention.

9.05.010
**DEFINITIONS:** 07/08

For the purpose of this policy:

**"Vehicle"** means every device capable of being moved upon a public highway and in, upon, or by which any persons or property is or may be transported or drawn upon a public highway, including bicycles. (RCW 46.04.670)

9.05.015
**CRITERIA:** 07/08

Deputies will investigate traffic collisions when dispatched or on-viewed or reported by third party, and meet the following criteria:

1. Deputies shall be dispatched to collisions when:

    a. There are injuries or death.

        - This includes bicycle only collisions occurring on public roadways or King County property, where serious injuries are involved.

    b. The accident creates a public hazard (i.e., blocking traffic, etc.).
    c. The collision resulted in the release of hazardous material.
    d. A dispute is occurring or the reporting party insists on contact.
    e. There is damage to King County property or damage to city, county or state agency vehicles.
    f. A hit and run vehicle is involved and was reported within forty-eight (48) hours of the event, or an injury or other unusual circumstance exists.
    g. The operator of any vehicle involved is suspected of being under the influence of alcohol or drugs.

2. Deputies should be dispatched to collisions when property damage exceeds seven hundred (700) dollars.

9.05.020
## COMMUNICATIONS CENTER RESPONSIBILITY: 04/94

If the collision meets the criteria in section .010, the Communications Center should:

1. Determine:

    a. The exact location of the collision.
    b. Number of vehicles involved.
    c. Extent of injuries.
    d. Hazards.
    e. Blocking or non-blocking.
    f. The name and address and phone number of the person calling.

2. Enter the appropriate information in the CAD system.
3. Dispatch the appropriate number of deputies.

9.05.025
## DEPUTY(S) RESPONSIBILITY: 07/08

1. A collision report is not required when:

    a. Damage to any one person's property is less than seven hundred (700) dollars.
    b. There are no injuries or death.
    c. There are no criminal traffic violations.

2. Deputies should:

    a. Assist the parties with exchange of information.
    b. Record the date, time, and reason a report was not taken.
    c. Explain that no further police action needs to be taken and give the drivers your name and work phone number.

3. A collision report is required when:

    a. The deputy is made aware of the collision by:

        - Being dispatched.
        - On-viewing it, or
        - Is notified by a third party.

    b. Damage to any one person's property exceeds seven hundred (700) dollars.
    c. There are injuries or death.
    d. A hit and run vehicle is involved.
    e. The collision resulted in the release of hazardous material.

4. Deputies should:

    a. Render first aid.
    b. Protect the scene.
    c. Call for additional assistance or equipment as needed.
    d. Identify potential or actual fire hazards or other dangerous conditions.
    e. Establish a safe traffic flow around the scene.
    f. Check the driver for intoxication and, if applicable, follow the procedures in G.O. 9.06.000.

g. Collect physical evidence and/or photograph the scene when appropriate.
h. Take measurements and do a field sketch or detailed drawing, when appropriate.

- Measurements shall be taken from the center of the tire.
- Use triangulation or baseline method.

  - Always start from a known fixed object.

i. Complete a State of Washington Traffic Collision Report.
j. Provide the driver(s) with exchange of information.
k. Protect property of those who are injured.
l. Ensure that all spills and debris are cleaned up on the roadway.

5. Deputies should issue notices of infractions, criminal citations or make arrests when appropriate.

   a. Ensure the probable cause statement is written on the notice of infraction since collision reports cannot be used as evidence with NOIs.
   b. Collision reports can be incorporated by reference on criminal citations.
   c. Do not issue citations when the collision is going to be investigated by MARR.
   d. Do not issue citations when a felony is involved.

6. Deputies shall not inform the involved parties that the case will be investigated further, unless the deputy intends to do the follow-up him/herself.

9.05.030
## COLLISION SCENE TOWS/IMPOUNDS: 07/08

See G.O. section 9.04.045 for information on towing and impounding of vehicles involved in collisions.

9.05.035
## HANDLING MARR SCENES: 07/08

1. The on-duty supervisor shall respond to the scene when a MARR call-out is anticipated.
2. The on-scene supervisor/deputy shall give the Communications Center the following information:

   a. The extent of injuries (i.e., fatal, life-threatening, etc.).
   b. The extent of damage.
   c. Alcohol and/or drugs involved.
   d. Extent of County liability.

3. The on-scene supervisor/deputy(s) are responsible for the crime scene until a MARR investigator arrives. Deputies shall:

   a. Establish their own probable cause when alcohol/drugs are involved.
   b. If alcohol/drugs are involved, obtain a blood sample, (Refer to G.O. 9.06.000).
   c. Protect the crime scene:

      - Block off more area than is needed to ensure the whole scene is protected.
      - Do not allow unauthorized persons, vehicles, or the media into the scene.
      - Protect the evidence when allowing authorized vehicles into the scene.
      - Do not touch, pick up, or move anything unless it is absolutely necessary.

        - This includes drivers and passengers of the involved vehicles. They are not to move, touch or be allowed back into the involved vehicles unless absolutely necessary or authorized by the MARR investigator.

d. Obtain the names, addresses, home and work phone numbers for all witnesses interviewed at the scene.
e. Take written statements from witnesses who have significant information about the accident.
f. Complete an officer's witness statement documenting all observations and actions taken at the scene.
g. Remain at the scene until released by the MARR investigators.

# 9.06.000 DUI INVESTIGATIONS

9.06.005
## INTRODUCTION: 01/99

On January 1, 1999, the statutes that apply to DUI, Physical Control, Persons under the age of twenty one (21) consuming alcohol and driving, and acts related to operating a Commercial Motor Vehicle were modified. A major change is the per se legal limit of intoxication has been reduced to .080 from the long time limit of .100. This policy is intended to assist deputies when handling alcohol related driving offenses.

9.06.010
## DEFINITIONS: 07/96

**"Serious Injury"** means bodily injury which involves a temporary but substantial disfigurement, or which causes a temporary but substantial loss or impairment of the function of any bodily part or organ, or which causes **a fracture** of any bodily part.

9.06.015
## EFFECTS ON THE DRIVER: 07/96

Alcohol affects the driver's abilities in the following areas:

1. Slowed reactions.
2. Lowered inhibitions.
3. Impaired vision.
4. Poor coordination.
5. Slurred speech.

9.06.020
## LOCATING THE DRUNK DRIVER: 07/96

Although drinking drivers may be encountered at any time throughout the week, there is an increase in offenses and arrests on weekends, pay-days, and holidays. Most DUI violations occur during the late evening or early morning hours (0100 to 0300). Deputies should patrol areas leading to and from drinking establishments, also back roads that violators may use to avoid main arterial. Deputies should review accident and alcohol related reports in their district to determine locations that may require enforcement.

9.06.025
## RECOGNIZING THE DRINKING DRIVER: 07/96

"Profiling" a DUI is not foolproof and each individual observation listed below does not mean the driver is DUI, but when taken collectively, deputies should be thinking that DUI is a possibility:

1. Turning with a wide radius.
2. Straddling a center line or lane marker.
3. Appearing to be drunk (a physical observation of the driver).
4. Almost striking an object or another vehicle.
5. Weaving.
6. Driving on other than a designated roadway.
7. Swerving.

8. Speed slower than 10 MPH below the posted speed limit.
9. Stopping without cause in a traffic lane.
10. Following too closely.
11. Drifting.
12. Tires on center or lane marker.
13. Braking erratically.
14. Driving into opposing lane of travel.
15. Inappropriate stopping.
16. Slow response to traffic signals.
17. Turning abruptly or illegally.
18. Accelerating or decelerating rapidly.
19. Headlights off during the hours of darkness.
20. Signaling inconsistent with driving actions.

9.06.030
## OFFICER SAFETY: 07/96

1. Deputies should be alert and use caution when stopping a suspected DUI violator.
2. Deputies should leave enough space to take evasive action in the event the driver overreacts by sudden braking or turning actions.
3. The driver's judgment or self-restraint may be distorted, which can be an officer safety problem.

9.06.035
## CASE FOUNDATION: 07/96

1. Deputies must present substantive evidence in order to successfully prosecute a person for DUI. The evidence must:

    a. Identify the driver.
    b. Establish probable cause to believe the driver was under the influence of alcohol or drugs while driving a motor vehicle.

        - Deputies shall determine whether the erratic driving was caused by intoxication, an illness, physical defect, or injury.

2. The driver's driving behavior must be fully described.
3. Statements should be obtained in accident cases.

    a. The statement should describe the driver's actions immediately before and after the accident.
    b. Physical evidence should be collected (i.e., alcoholic beverages, etc.).
    c. Deputies should attempt to back-track the driver's activities immediately before the accident to learn where, how much, and what the driver had been drinking.

9.06.040
## ASSESSING DRIVER IMPAIRMENT: 01/99

1. When verifying driver impairment, deputies should make initial observations and then conduct standardized field sobriety tests.
2. Deputies should:

    a. Keep a polite and businesslike attitude when talking to the driver.

b. Ask the driver for his drivers license, insurance card, and registration and observe any lack of finger coordination.
c. Ask the driver to step out of the automobile and carefully observe his balance.
d. Stand near the driver just long enough to smell any odor of alcohol on the breath and to observe the condition of the eyes.
e. Talk to the driver to determine his manner of speech, especially any slurring of words.
f. Observe the driver as he walks and turns around for unsteadiness or stumbling.
g. Ask the driver to voluntarily consent to doing a series of field sobriety tests.
h. Conduct field sobriety tests on a flat, level, and paved shoulder of the roadway whenever possible.
i. Protect themselves and the driver while conducting these tests.

- Conduct standardized field sobriety tests away from the traffic flow.
- Turn off the rotating lights and turn on the light bar and emergency flashers.
- Do not expose your gun to the suspect.

j. Explain and demonstrate each test before allowing the driver to do them. These tests are:

- Horizontal Gaze Nystagmus.
- Walk and turn.
- The one leg stand.
- Finger to nose.
- Balance test or Romberg.
- ABC's.
- Finger dexterity.

9.06.045
## PORTABLE OR PRE-ARREST BREATH TESTS (PBT): 01/99

1. PBT is authorized for helping to establish probable cause. Deputies will be allowed to testify at motions and P.C. hearing about the use and readings of PBT.

   - Testimony will **not** be allowed at the actual trial.

2. The deputy and PBT must be certified to be operated.

   - This training will be included in the basic and re-certification Datamaster class.

9.06.050
## SAFEGUARDING THE DRIVER'S VEHICLE: 07/96

If the driver is arrested, deputies shall safeguard the driver's vehicle by:

1. Obtaining a signed impound waiver from the arrestee (G.O. 9.04.025);
2. Department vehicle impound;
3. Releasing the vehicle to a non-drinking person with arrestee's permission **and** a vehicle waiver.

9.06.055
## IMPLIED CONSENT: 07/96

The Implied Consent statute (RCW 46.20.308) requires that four items must occur prior to a breath test being offered. They are:

1. A person was driving or in actual physical control of a motor vehicle within the State of Washington.
2. A person is under lawful arrest for some crime.
3. The deputy has established probable cause to believe that the person is under the influence of intoxicants.
4. That the driver was advised of their Implied Consent Warnings, which contains information about the right to refuse the test, additional tests and the revocation of their driving privileges.

9.06.060
## DATAMASTER: 01/99

The blood alcohol percentage can be reliably determined by chemical analysis of the breath using the Datamaster.

1. The Datamaster shall be administered by a qualified person using proper procedures and based on probable cause.
2. This analysis corroborates the driving behavior.
3 If the driver's percentage of alcohol is .25 or greater, the deputy shall administer another breath test thirty (30) minutes later to see if the alcohol level is rising or falling.

    - If the alcohol level continues to rise, deputies shall immediately notify medical personnel.

9.06.065
## OBTAINING VOLUNTARY BLOOD SAMPLES: 07/96

Blood may be drawn under the following conditions:

1. A driver is arrested for **DUI**, is able to consent, and:

    a. The driver is incapable due to physical injury, physical incapacity, or other physical limitation of providing a breath sample; or
    b. As a result of a traffic accident, the driver is being treated for a medical condition in a hospital, clinic, doctor's office, or other similar facility in which a breath testing instrument is not present. Deputies shall:

        - Establish probable cause.
        - Place the suspect under arrest.
        - Advise the driver of their Constitutional Rights.
        - Read the **Implied Consent Warnings for Blood section**, verbatim, from the Washington State Patrol (WSP) DUI Packet and sign it.

2. Deputies may request voluntary blood samples when probable cause does not exist, but the blood sample would assist in the investigation.

    - A valid consent must be given voluntarily, clearly, explicitly, and by the person with authority to give the consent.
    - Read the **Voluntary "Blood/Breath/Urine" Form** which must be signed by the suspect and officer.

9.06.070
## OBTAINING INVOLUNTARY BLOOD SAMPLES: 07/96

Blood shall be drawn under the following conditions:

1. A driver is arrested for:

    a. Vehicular Homicide. (RCW 46.61.520)
    b. Vehicular Assault. (RCW 46.61.522)
    c. DUI with serious injury to a person other than the driver.
    d. DUI/Physical Control and the driver is unconscious.

2. Deputies shall:

    a. Establish probable cause.

        - Deputies should sniff and smell to find if there is any odor of intoxicants on the driver.
        - If this is not possible, question the medics or other witnesses to find if there is odor of intoxicants on the driver.
        - If sent to the hospital for a blood draw, sniff and smell also.

    b. Place the driver under arrest, whether conscious or not.
    c. Advise the driver of their Constitutional Rights.
    d. Read the **Special Evidence Warning section**, verbatim, from the Washington State Patrol (WSP) DUI Packet, whether conscious or not and sign it.

        - Do not read the voluntary "Blood/Breath/Urine" section.

    e. **Blood shall not be involuntarily drawn when the driver is the only person injured and is able to give consent.**

        - Arrest the driver for DUI and comply with procedures in section 065.

9.06.075
## DRAWING THE BLOOD: 07/96

Deputies shall use the following procedures when drawing blood:

1. Request the appropriate medical personnel to draw the blood.

    - Deputies shall have blood drawn by a physician, registered nurse, or qualified technician (RCW 46.61.506 (4).

2. Deputies shall carry and inspect the department issued **gray top vials** to ensure they contain white powder and have not expired.

    - If the vials have an expired date and no other gray top vials are available, use the expired vials.

3. The deputy shall tell the person drawing the blood **not** to use a alcohol base wipe when cleaning the area for the blood draw.

    - Note what was used in the area of the blood draw.

4. The deputy should tell the person drawing the blood that the vials should be at least half filled with blood.
5. The deputy shall hand two (2) vials to the person drawing the blood and observe while the blood is being drawn from the driver.

    - Legibly write the name of the person drawing the blood on report forms.

6. Upon completing the blood draw, the deputy shall take the vials from the person drawing the blood and submit them into evidence.

    a. Each vial shall contain:

        - The suspect's name.
        - The incident number.
        - The technician's initials.
        - The date and time.
        - The witnessing deputy's initials.

    b. The vials shall be placed in the safety container, packaged, handled as regular physical evidence, and submitted into evidence with a Washington State Toxicology Lab Request For Analysis Form and a Master Evidence Record (KCSO Form #A-102).

7. If the case is being investigated by the MARR Unit, give the vials to the MARR investigator.

9.06.080
## REFUSAL TO DRAW BLOOD: 07/96

Sometimes, a doctor, nurse, or technician refuses to draw the blood sample. If this occurs, the deputy should:

1. Inform the doctor, nurse, or technician that they are protected against civil and criminal liability when withdrawing blood at the direction of a law enforcement officer, so long as they use proper procedures and exercise the required standard of care (RCW 40.61.508).

    a. The police have the duty to establish the facts necessary to complete the investigation by having the sample taken; and
    b. Should they refuse to take the blood sample, it will hinder and obstruct the discharge of his duties.

2. If the person still refuses to take the sample, ask to speak to a supervisor.
3. If the supervisor does not resolve the problem, obtain both names, and inform them that a case will be sent to the Prosecuting Attorney for consideration of criminal charges (i.e., Obstructing).

    - **Deputies shall not threaten or make an arrest or issue a citation.**

3. If still unable to obtain a blood sample, immediately contact a senior deputy prosecutor for advice.

9.06.085
## DUI ACCIDENTS NOT WITNESSED BY THE DEPUTY: 07/96

DUI accidents not witnessed by the deputy can be successfully prosecuted by showing the following evidence:

1. The direction of travel and the point of impact (i.e., the suspect's car was on the wrong side of the road.)
2. A lack of skid marks, indicating poor reflex reaction, especially when visibility is good.
3. Excessive skid marks with damage caused by force of the impact, indicating a high rate of speed.
4. Multiple damage to a number of parked cars on one or both sides of the street.
5. Tire prints and marks on the shoulder of the road.
6. No lights on vehicle (Check the switch.)
7. Empty beer cans or open bottles of alcoholic beverages in the car.
8. Burning emergency brake pad that may indicate that the car had been operated with the emergency brake applied.
9. Injury to the driver consistent with driver side damage (i.e., cracked windshield).
10. Vehicle registered to the driver.
11. Driver is in possession of the only set of keys to the vehicle.
12. Odor of intoxicants on the driver's breath or on his person.
13. An independent witness who can place the driver behind the wheel and operating the vehicle.

9.06.090
## REPORT FORMS: 01/99

The Washington State Patrol DUI Packet (Form 3000-110-196) provides a record of the deputy's observations of the driver.

1. The form categorizes the extent of driver impairment based on the investigation.

    - The suspect's coordination and balance as determined by standard tests that include, the one leg stand, walk and turn, balance test, ABC's, finger to nose, finger dexterity, and gaze nystagmus.

2. Deputies shall advise the driver of his constitutional rights before asking any of the questions on the form.

    - Some questions on the form are incriminating (i.e., "Have you been drinking?" and "How much have you had to drink?") and if answered may provide the officer with incriminating evidence.

3. The form attempts to close the door on future alibis by registering the comments of a driver and the observations of the arresting officer.

    a. Asks what the driver has been drinking, where, how much, and how long.
    b. Asks whether the driver has sustained injuries or physical disabilities that may assimilate characteristics of intoxication.
    c. Asks if the driver is under the care of a physician, and if he has recently used medication that may interfere with the physical observation or chemical tests.

4. The packet contains a narrative portion which contains a self certification statement.

   a. This statement **must** be completed to allow the report to be admitted into evidence.
   b. If a continuation sheet is used the following **must** be placed at the end of the narrative:

      - "I certify (declare) under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct." (RCW 9A.72.085)

        Officer's signature: Badge number: Agency:
        Place signed: Date signed:

5. The form also serves as the deputy's notes when testifying.

9.06.095
## OTHER DUI ASSOCIATED CRIMES: 01/99

1. Persons under the age of twenty-one (21) Operating or in Physical Control of a Motor Vehicle after Consuming Alcohol.

   a. When deputies contact young adults and have reasonable suspicion the driver has been consuming alcohol, the officer may arrest this individual. The deputy can then transport the driver to either a breath-testing instrument or to facility in order to obtain a blood sample.
   b. This crime is not a DUI and showing impaired driving or doing standardized field sobriety test is not a requirement.

      - If there is impaired driving, document it.

   c. Two specific requirements must be met before this crime is charged. They are:

      - There must be a breath or blood test result.
      - The driver's two breath samples or their blood alcohol level must fall within the specific range of .020 - .079.

   d. If the samples are outside this range or there was no breath or blood test result, the driver may be charged with DUI, Physical Control, or MIP.

2. Commercial Motor Vehicle Enforcement.

   a. If deputies encounter persons operating Commercial Motor Vehicles, and the deputy has reasonable suspicion that the driver has been consuming alcohol, the driver can be arrested and a breath or blood test can be requested. If the driver has a breath or blood alcohol level of .040 or more the driver may be cited for this crime.
   b. Commercial Motor Vehicles include vehicles carrying passengers for hire, (i.e., taxicabs, limos, etc.)

3. Driving or in Physical Control of a Motor Vehicle While Under The Influence of Drugs.

   a. If a deputy encounters a driver who appears to be impaired and they have established probable cause to believe that it is because of drugs, the deputy can request a blood sample for analysis.

      - The toxicologist will report both alcohol level and any drugs present.

   b. If a deputy obtains a breath sample that shows a low level of alcohol, the deputy can then request a voluntary blood sample to determine the presence of drugs.

9.06.100
**EXAMPLES:** 07/96

**Example 1.**

Deputies arrive at a two car accident and discover that the at-fault driver is seriously injured and is unconscious. The medics tell the deputies that the driver could possibly die from the injuries. The driver of the second vehicle has only minor scratches.

**Is this a vehicular assault ?** No. There is no serious injury or likelihood of death to anyone but the at-fault driver.

**Deputies should:**

1. Establish probable cause by sniffing and smelling the odor of intoxicants on the at-fault driver.
2. Place the driver under arrest.
3. Advise the driver of their Constitutional Rights.
4. Read the Special Evidence Warning.
5. Have two gray top vials of blood taken from the driver.

**Example 2.**

Two vehicles are racing side by side and one vehicle crosses the center line and hits an oncoming vehicle head on. When the deputies arrive, they find the at-fault driver is seriously injured and unconscious and the other driver has died.

**Is this vehicular homicide ?** Yes. The at-fault driver caused the death of another person in a reckless manner or DUI.

**Deputies should:**

1. Establish probable cause by sniffing and smelling the odor of intoxicants on the at-fault driver.
2. Place the driver under arrest.
3. Advise the driver of their Constitutional Rights.
4. Read the Special Evidence Warning.
5. Have two gray top vials of blood taken from the driver.
6. Request a MARR unit.

**Example 3.**

Deputies arrive at a one car roll over accident and find that a passenger is seriously injured and the driver has minor injuries and is obviously HBD.

**Is this a vehicular assault ?** Yes. The driver was DUI and caused serious bodily injury to another person.

**Deputies should.**

1. Establish probable cause by sniffing and smelling the odor of intoxicants on the at-fault driver.
2. Place the driver under arrest.
3. Advise the driver of their Constitutional Rights.
4. Read the Special Evidence Warning.
5. Have two gray top vials of blood taken from the driver.
6. Request a MARR unit.

**Example 4.**

Deputies arrive at a one car accident and find that the driver was removed from the vehicle and was taken to the hospital for treatment. Deputies go to the hospital and find driver being treated for a broken ankle and the driver is aware of what is happening.

**Deputies should**

1. Corroborate that the suspect was driving the vehicle.
2. Establish probable cause by sniffing and smelling the odor of intoxicants on the at-fault driver.
3. Place the driver under arrest.
4. Advise the driver of their Constitutional Rights.
5. Read the implied consent warning for blood.
6. Have two gray top vials of blood taken from the driver since no BAC is available.

    - The driver can refuse the blood draw.

9.06.105
## FURTHER ASSISTANCE: 07/96

Deputies with questions may contact the MARR Unit.

# 9.07.000 SPECIALIZED VEHICLES

9.07.005
**POLICY:** 09/09

The Sheriff's Office utilizes special purpose vehicles as needed. Personnel assigned to operate these specialized vehicles must be trained in their proper operation, maintenance, and the special tactical considerations unique to each individual vehicle. These vehicles include, but are not limited to: the major crimes response vehicle, prisoner transport vehicle, jail transport vehicles, multi-use mobile command vehicle, motorcycles, marine vessels, helicopters, airport rescue fire vehicles, bomb disposal vehicles, and TAC-30 vehicles.

9.07.010
**RESPONSIBILITIES:** 09/09

The Chief for each respective Division maintains oversight authority of and policy implementation related to department specialized vehicles. Contract City Chiefs and Unit Commanders shall maintain the oversight when specialized vehicles belong to contract cities or other entities (i.e., King County Airport). They also makes final policy decisions related to the selection and basic outfitting of all specialized vehicles within the division, contract city or other entity.

9.07.015
**TRAINING AND QUALIFICATIONS:** 09/09

1. A deputy must successfully complete department approved training for the operation of specialized vehicles while on assignment.
2. Unit commanders will ensure that deputies assigned to operate specialized vehicles keep their skills current with on-going in-service training, and may designate training days to work on specific skills.
3. A list of deputies who are qualified and trained to operate specialized vehicles will be maintained by the unit to which the vehicle is assigned.

9.07.020
**OPERATION:** 09/09

1. Specialized vehicles may be deployed in any area that requires the use of these vehicles and equipment.
2. The CDO, unit commander and supervisors assigned to the unit will determine when the use of the specialized vehicle is appropriate.
3. The unit commander and the supervisors assigned to the unit will determine the limitations of the use of the specialized vehicles, and may develop a unit manual to address specific operational procedures.
4. Due to their unique functions specialized vehicles may be deployed at community events with an operator on scene to answer the public's questions about their function and deployment.

9.07.025
**EQUIPMENT:** 09/09

1. Each deputy, authorized to operated a specialized vehicle, will be equipped with department approved specialized uniform and gear the department requires for the operation of a special vehicle.

2. Specialized vehicles will be equipped based on the generally accepted standard for their intended use.

    a. Additional equipment may be added as approved by the unit commander.
    b. Equipment should be checked regularly.
    c. Unit commanders will document their inventory control measures for any specialized equipment items.

3. Any damage to a specialty vehicle or equipment will be reported to the unit commander.

9.07.030
## **MAINTENANCE:** 09/09

1. Deputies will perform basic maintenance and safety checks on their vehicle or equipment, as taught during training.
2. Maintenance and repairs that are beyond the deputy's training or ability will be conducted by authorized personnel.

# 10.00.000 EXPOSURE CONTROL PLAN

10.00.005
## INTRODUCTION: 11/08

It is the Sheriff's Office policy to reduce the risk of member exposure to bloodborne pathogens or other potentially infectious materials while providing emergency services to the public and to provide procedures for members who are exposed to bloodborne pathogens. This policy is intended to assist members when dealing with bloodborne pathogens or other potentially infectious materials.

10.00.010
## DEFINITIONS: 05/08

For the purposes of this policy:

**"Bloodborne Pathogens"** means pathogenic microorganisms (i.e., HIV and HBV) that are present inhuman blood that can cause disease in humans.

**"Contaminated"** means the presence or reasonably anticipated presence of blood or other potentially infectious materials (OPIM) on an item or surface.

**"Contaminated Laundry**" means laundry that has been soiled with blood or OPIM.

**"Contaminated Sharps"** means any contaminated object that can penetrate the skin including, but not limited to needles, scalpels, broken glass, and sharp metal.

**"Decontamination"** means the use of physical or chemical means to remove, inactivate, or destroy bloodborne pathogens on a surface or items to the point where they are no longer capable of transmitting infectious particles and the surface or item is rendered safe for use or handling.

**"HBV"** means Hepatitis B Virus.

**"HIV"** means Human Immunodeficiency Virus.

**"MRSA"** means an infection with a strain of *Staphylococcus aureus* bacteria that is resistant to antibiotics such as methicillin, amoxicillin, and penicillin.

**"Not Reportable Exposure"** means exposures that do not require formal reporting procedures:

- Blood on intact skin.
- Blood on clothing or equipment.
- Being present in the same room as the infected person.
- Touching the infected person.
- Talking to the infected person.

**"Occupational Exposure"** means reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or OPIM that may result from a member's performance of duties.

**"Other Potentially Infectious Materials (OPIM)"** means the following human body fluids - semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, any body fluid that is visibly contaminated with blood, all body fluids in situations where it is difficult or impossible to differentiate between body fluids, and any unfixed tissue or organ (other than intact skin) from a human (living or dead).

**"Parenteral"** means piercing mucous membranes or the skin barrier through incidents, such as, needle sticks, human bites, cuts, and abrasions.

**"Personal Protective Equipment (PPE)"** means specialized clothing and/or equipment worn by a member for protection against blood or OPIM.

**"Regulated Wastes"** means liquid or semi-liquid blood or OPIM, contaminated items that would release blood or OPIM, items that are caked with blood or OPIM and are capable of releasing these materials during handling, contaminated sharps, and pathological and microbiological wastes containing blood or OPIM.

**"Reportable Exposure"** means the direct exchange of a potentially infectious agent from a source individual to a member. These exposures include:

- Percutaneous: through the skin, a percutaneous exposure occurs when blood or body fluids are introduced through the skin (i.e., needle sticks, sustaining a cut by a contaminated sharp, blood or body fluids through an open wound/cut).
- Mucotaneous: a mucotaneous exposure occurs when blood or body fluids come into contact with a mucous membrane (i.e. blood or body fluids splashed or sprayed into eyes, nose or mouth).
- Respiratory Route: an unexpected respiratory exposure occurs when a member comes in direct contact with an infected person who is later diagnosed as having a serious communicable disease (e.g., tuberculosis and meningococcal meningitis).

**"Source Individual"** means any individual living or dead, whose blood or body fluids may be a source of occupational exposure to a member.

**"Universal Precautions"** means an approach to infection control. The concept of universal precautions is to treat all blood and OPIM as if known to be infectious for HBV, HIV and other bloodborne pathogens.

10.00.015

## SHERIFF'S OFFICE RESPONSIBILITIES: 07/02

1. The Sheriff's Office shall provide:

    a. Information and training regarding the Exposure Control Plan.
    b. Protective equipment for all occupationally exposed members.
    c. Hepatitis B vaccinations for all occupationally exposed members.
    d. Appropriate information and follow-up health care for members who have experienced a reportable exposure.

2. The Sheriff's Office shall review its Exposure Control Plan annually and make all necessary revisions.

10.00.020

## OCCUPATIONAL EXPOSURE: 10/07

1. Members in the following job classifications should reasonably anticipate occupational exposure to blood or OPIM:

    a. Deputies/Detectives
    b.. Sergeants.
    c. Captains.
    d. Community Service Officers.
    e. Property Management Unit personnel.
    f. Latent Print Examiners.

g. Jail Identification Technicians.
h. Precinct Evidence Clerks.
i. Reserve Deputies.
j. Search and Rescue Personnel.

2. Occupationally exposed members should anticipate exposure to blood or OPIM while performing one or more of the following tasks:

a. Performing and administering emergency medical care to persons.
b. Performing cardiopulmonary resuscitation (CPR).
c. Contact with combative persons.
d. Contact with contaminated evidence and/or property.
e. Response to hazardous material situations, both transportation and fixed site, involving OPIM.
f. Fingerprinting suspects, witnesses and other persons.
g. Processing evidence items.
h. Collecting and preserving evidence in a laboratory or crime scene.

- The above listings do not cover every incident that members may be exposed to blood or OPIM.

10.00.025
## EXPOSURE CONTROL PROCEDURES: 11/08

1. Members shall use universal precautions and/or work practice controls to eliminate or minimize exposure to blood or OPIM.

- Personal protective equipment (PPE) shall be used when occupational exposure remains after institution of these controls.

2. Members shall not:

a. Eat, drink, smoke, applying cosmetics or lip balm or handle contact lenses while in areas of occupational exposure.
b. Keep food or drink in refrigerators, freezers, shelves, cabinets or on counter tops where blood or OPIM are present or likely to be present.

3. When in occupational exposure areas members shall:

a. Examine themselves for cuts, sores, hangnails, or abrasions and cover them with latex gloves or other waterproof dressing/bandage.
b. Wash their hands immediately or as soon as possible after removing gloves or other PPE.
c. Wash exposed skin with hot water and liquid or granular soap immediately after contact with blood or OPIM.

- If water is unavailable, a germicidal hand cleanser shall be used, followed by hot water and soap as soon as possible.

4. When mucous membranes come in contact with blood or OPIM, members shall be immediately flushed with water.
5. Members shall not shear, break, bend, recap, or remove contaminated needles and other contaminated sharps.

a. Contaminated sharps shall be placed in Sharps Containers and/or Syringe/Needle Keepers.
b. These containers are puncture resistant, leak proof, labeled, and color coded as **"BIOHAZARD"**.

6. Members shall package contaminated evidence in a puncture resistant, leak proof container/bag that is labeled and color coded as "BIOHAZARD".

   - If the item(s) collected can puncture the primary container/bag, the container/bag shall be placed within a secondary container/bag that is puncture-resistant and is also labeled and color coded "BIOHAZARD" or has a "BIOHAZARD" sticker affixed.

7. Members shall decontaminate all reusable items/equipment, if feasible.

   a. When unfeasible, the items/equipment shall be disposed of as contaminated waste by placing the item in a red "BIOHAZARD" bag then placing it in a "BIOHAZARD" waste receptacle.
   b. Members shall notify they're supervisor before depositing the item/equipment in the biohazard waste receptacle.

10.00.030
## EXPOSURE EVALUATION AND FOLLOW-UP: 11/08

1. If a member sustains a "reportable exposure" to blood or OPIM they shall comply with the following:

   a. EYES: If blood or OPIM gets into your eyes, flush immediately with water for at least five (5) minutes or use eye wash if water is unavailable.
   b. MOUTH: If blood or any OPIM gets into your mouth, rinse your mouth with a 50/50 mix of hydrogen peroxide and water and then rinse with water.
   c. NEEDLE STICKS: If you get a needle stick or puncture wound, "milk" the wound to induce bleeding.

      - Wash the wound area thoroughly with soap and water, or if water is unavailable, wash with a germicidal soap/towelette.

   d. BITE OR SCRATCH WOUND: Bites, scratches or lesions shall be washed thoroughly with soap and hot water, or:

      - Pour a small amount of hydrogen peroxide on the wound.
      - Use a germicidal soap or towelette to thoroughly clean the wound area.
      - Cover the wound with a sterile dressing or bandage.

2. Reporting Procedures:

   a. Members shall immediately verbally report all exposure incidents to their supervisor.
   b. The member shall immediately seek medical attention by going to Harborview Medical Center's Emergency Room.

      - This should be done within four (4) hours of exposure.
      - Harborview is the only hospital recognized by the Sheriff's Office as official provider of post-exposure follow-up treatment.
      - The member shall tell the E/R nurse or doctor that they have been substantially exposed to blood or OPIM.
      - The member should obtain HBIG and booster vaccine, if needed.
      - If the member has not had a HB vaccination, they should start the vaccine, as soon as possible, or within seven (7) days of the exposure incident.
      - At the earliest possible time, LEOFF II deputies shall call the King County Office of Safety and Worker's Compensation and notify them of the incident.
      - After receiving initial care for a "reportable exposure" the member shall be referred to the King County Public Health Department's AIDS Prevention Project for follow-up.

c. Supervisors shall fill out a Work Related Illness/Injury Supervisor Report (KC Form 0428) and submit it via chain of command.

- The Self Insurer Form (SIF-2) shall be filled out if seeking follow-up medical assistance other than Harborview.

d. The member shall fill out the Sheriff's Office Occupational Exposure Incident Report form and submit it via chain of command to the Personnel Unit.

3. If a member sustains a "reportable exposure" from a source individual, the member can request HIV and HBV testing of that person through the King County Public Health Department provided:

a. The exposure occurred on the job, and;
b. The request to the Health Officer is made within seven (7) days of the occurrence.

4. To ensure testing of the "source individual":

a. If the source individual has been admitted to Harborview, the member or member's supervisor shall fully explain the exposure incident to the E/R charge nurse and they will handle it.
b. If the source individual was taken to a different hospital, the member's supervisor shall call that hospital, fully explain the exposure incident to the E/R charge nurse or doctor and request the source individual be tested.
c. If the source individual is taken to the King County Jail or is released from there, the member or member's supervisor shall call the HIV Coordinator.

- If there is no answer/response from the HIV Coordinator, then call back the next working day.
- If there is still no answer or response, then call the AIDS Prevention Project

  - Fully explain the exposure to the HIV Project Coordinator.

d. Do not discuss any testing with the source individual at any time.
e. The Health Department will ask the source individual to submit to HIV blood testing.
f. Exposed members should practice safe sex with their partner(s) until counseled otherwise by a health care professional.

10.00.035
## PERSONAL PROTECTIVE EQUIPMENT (PPE): 07/02

1. The Sheriff's Office issues PPE to members who are subject to an occupational exposure.
2. The Property Management Unit (PMU) is responsible for distributing PPE to Precincts or Units.
3. PPE consists of but is not limited to:

a. Disposable latex or allergy free gloves.
b. Packets of germicidal towelettes.
c. A face shield or safety goggles and a face mask.
d. Disposable Tyvek shoe/boot covers.
e. Disposable Tyvek laboratory coat or suit.
f. Self-sealing, disposable, red, plastic bag.
g. "BIOHAZARD" labels/stickers.
h. An instruction sheet or booklet.

4. PPE and replacement PPEs are distributed by the member's supervisor.

5. Members should select PPE that is appropriate for the potential exposure.

    a. Common sense should dictate the type of PPE to be used.
    b. When in doubt, select maximal rather than minimal PPE.
    c. This does not apply when a member feels in a specific instance that its use would prevent the delivery of health care or public safety services or would pose an increased hazard to their safety or others.

6. Members shall wear gloves when there is potential for direct skin contact with:

    a. Blood or other body fluids.
    b. Infectious materials.
    c. Mucous membranes.
    d. Non-intact skin of persons.
    e. When handling items or surfaces contaminated with blood or OPIM.
    f. Deceased persons.

7. Gloves shall be replaced when their barrier is compromised by a tear or puncture.
8. Disposable gloves shall not be decontaminated or re-used.
9. Members shall wear masks and safety goggles and/or face shields when there is a potential for eye, nose or mouth contamination due to splashes, spray, splatter, droplets or aerosols of blood or OPIM.
10. Members should use either a pocket mask or a resuscitation device with a one-way valve when performing mouth to mouth resuscitation.

    - Mouth-to-mouth resuscitation shall be performed as a LAST RESORT.

11. PPE shall be worn when there is a potential for occupational exposure.

    a. Coveralls or similar clothing shall be worn when there is a potential for contaminating clothing with blood or OPIM.

        - Fluid-resistant clothing (including head covering) shall be worn if there is a potential for splashing or spraying blood or OPIM.

    b. Fluid-resistant shoe covers shall be worn if there is potential for shoes to become contaminated by blood or OPIM.

12. PPE shall be removed immediately upon leaving a work area.

    - Place the PPE in the appropriate designated area or container for storage, decontamination or disposal.

10.00.040
## HANDLING PERSONS WITH SUSPECTED INFECTIOUS DISEASES: 05/08

Occupationally exposed members should:

1. Avoid contact with open sores, lesions, weeping dermatitis, wounds, blood or body fluids suspected of being infectious.
2. Use extreme caution while conducting searches, making arrests or rendering assistance.
3. Wear leather gloves to avoid punctures by sharp objects when conducting searches.
4. Use caution when searching the clothing of subjects.

    - Discretion should determine if a subject should empty their own pockets.

5. Search purses, carefully emptying the contents by turning it upside down over a table, car hood or other flat surface.
6. Always maintain a safe distance between yourself and the subject.
7. Use a flashlight or a mirror attached to a long handle to search hidden areas (i.e., under car seats).

10.00.045
## IN-CUSTODY GUIDELINES: 03/93

1. Deputies shall notify their supervisor before transporting a subject who has blood or OPIM present on their person or clothing.

    - Ambulances shall be used when the transport is for medical reasons.

2. Subjects with blood or OPIM on them shall be transported alone whenever possible.
3. Transporting deputies shall write "BLOOD/BODY FLUIDS PRESENT" on the booking sheet.
4. Deputies shall inform other support personnel (i.e., firefighters, paramedics, booking officers, other law enforcement officers, etc.) when dealing with potentially infectious persons.
5. Suspects with blood or OPIM on them shall be isolated in a holding cell by themselves.

    - A "DO NOT ENTER" sign and the reason (i.e., Blood or OPIM Present. etc.) shall be posted on the holding cell's door.

10.00.050
## EVIDENCE EXAMINATION AND PACKAGING PREPARATION: 03/93

Members shall comply with the following guidelines when examining, handling or packaging items suspected of being contaminated with blood or OPIM.

1. Use gloves when handling items suspected of being contaminated with blood or OPIM.

    - Some items may require additional protection, such as protective clothing, face shields, etc..

2. Package all sharp items (i.e., scissors, knives, scalpels, razors, broken glass, nails, etc.) in a protective manner and label "SHARP INSTRUMENT".

    a. Evidence items shall be air-dried and double-bagged or boxed using paper.

        - Both the inside and outside bags shall be labeled "BIOHAZARD."

    b. Non-evidence items shall be sealed in puncture resistant, leak proof, plastic bags/containers that are color coded and labeled "BIOHAZARD".

3. When used as evidence, package hypodermic needles in specially provided needle/syringe keepers.

    - Non-evidence hypodermic needles shall be packaged in a needle/syringe keeper and later disposed in a Biohazard Waste Receptacle.

4. Clothing and other biodegradable evidence shall be air-dried and double-bagged using paper.

    - Both the inside and outside bags shall be labeled "BIOHAZARD."

5. All other non-evidence items shall be double-bagged in puncture resistant, leak proof, plastic bags that are color coded and labeled "BIOHAZARD".

6. Tape should be used to package evidence.
7. Contaminated evidence shall not be placed in direct contact with table tops or other non-contaminated surfaces.

    - Wrapping paper, paper bags, drop cloths, or other coverings shall be used as surface coverings.

8. When air-drying contaminated evidence, wrapping paper should be draped around the item and marked with BIOHAZARD labels.

    - Members shall wear disposable gloves, eye protection and masks when air-drying and packaging this evidence.

9. Community items (i.e., pens, typewriters, telephones, portable radios, etc.) shall not be handled with contaminated gloves.
10. Contaminated items shall be packaged separately from non-contaminated items.

    - A separate Master Evidence Form shall be filled out for contaminated evidence and clearly labeled as BIOHAZARD.

        - The label shall be brightly colored and include both the word "BIOHAZARD" and the universal warning symbol.
        - If a label is not available, the member shall write in bold red ink "BIOHAZARD," to the blank description section of the Master Evidence Form, on all four (4) pages.

11. Labels shall be placed on all contaminated packages so that they are clearly visible from five (5) feet away.

    - Large or odd sized articles (i.e., doors, etc.) that contain contaminated evidence (i.e., bloody fingerprint, etc.) shall have the concerned area protected by taped wrapping paper with warning labels affixed to the covering.

12. Once contaminated evidence is removed from a work area, the area shall be cleaned and decontaminated per section 050.
13. Wrapping paper, disposable gloves, masks or other items used in handling contaminated items shall not be deposited in the general trash.

    - Contaminated items shall be packaged in plastic BIOHAZARD bags/containers.

14. Contaminated evidence shall be stored separately from other non-contaminated evidence.
15. Contaminated evidence shall be placed in leak proof storage containers when transporting to the PMU.
16. PMU shall isolate contaminated evidence during storage.

    - PMU may refuse any contaminated evidence that is not packaged and/or labeled properly.

10.00.055
## **HOUSEKEEPING:** 07/02

1. Members shall clean and decontaminate all equipment (i.e., patrol vehicle, handcuffs, etc.) and environmental working areas (i.e., holding cells, BAC room, fingerprint room, etc.) when contaminated by blood or OPIM.

    a. The last person to use the equipment/area is responsible for cleaning it.
    b. Contaminated equipment shall be stored in puncture resistance, leak proof, color coded and labeled "BIOHAZARD" container until it can be decontaminated.

c. Equipment and/or work areas shall be decontaminated using a one (1) to ten (10) chlorine bleach solution or germicidal solution.

- Large pools of blood or OPIM shall be blotted with paper towels before attempting disinfecting.
- Floors and walls do not have to be disinfected unless they have been exposed to blood or OPIM.

2. All broken glass shall be handled as if it were contaminated with blood or OPIM.

a. Broken glass shall not be picked up by hand.

- Use mechanical means (i.e., brush/broom and dust pan).

b. Broken glass shall be wrapped in paper/newspaper, placed in a labeled or color coded "BIOHAZARD" bag, and deposited in the "BIOHAZARD WASTE RECEPTACLE" at the precinct/unit.

10.00.060
## REGULATED WASTES: 07/02

1. Contaminated sharps shall be placed in a "SHARPS CONTAINER" located in the evidence room at each precinct or substations.
2. "SHARPS CONTAINERS" are color coded red and/or have the universal "BIOHAZARD" symbol clearly marked on it.
3. "SHARPS CONTAINERS" shall be closed before removal or replacement to prevent spillage during handling, storage, transportation or shipping.
4. "SHARPS CONTAINERS" shall be replaced when they are three-quarters full.
5. Some members may be issued single use "SYRINGE/NEEDLE KEEPERS" for field collection.
6. Other regulated wastes (i.e., disposable gloves, towels, pads, coats, face shields, etc.) that are contaminated with blood or OPIM shall be discarded into containers marked with the red universal BIOHAZARD symbol.

a. The containers are supplied and maintained by the department's authorized Biomedical Waste Disposal Company and shall be located in the evidence room of each precinct, substations or in the PMU.
b. The containers shall be closed when full or before removal to prevent spillage during handling, storage, transport or shipping.

10.00.065
## CONTAMINATED LAUNDRY: 07/02

1. Contaminated laundry shall be handled as little as possible, and without agitation.
2. Contaminated laundry shall be bagged or containerized at the location where it was used/contaminated.

- Use leak proof bags/containers that are color coded/labeled "BIOHAZARD".

3. Contaminated laundry shall be transported to the member's precinct/unit.
4. Contaminated laundry shall not be transported or stored with non-contaminated items.
5. When department issued or personal clothing is contaminated by blood or OPIM it will be decontaminated, if practical, at the department's expense.

a. Member's shall notify their supervisor and place the items in a leak proof bag/container that is color coded/label "BIOHAZARD".

- If a supervisor determines that effective decontamination is not practical, discard the bagged item in a "BIOHAZARD" waste receptacle and have item replaced.

b. Members who are occupationally exposed shall have a second change of clothing available should their clothing become contaminated with blood or OPIM.
c. Members shall not take contaminated laundry to their local dry cleaners or residence.

10.00.070
## COMMUNICATION OF HAZARD TO MEMBERS: 03/93

1. Members shall be warned of possible blood or OPIM contamination by using universal "BIOHAZARD" warning labels/signs.
2. Warning labels/signs shall be affixed to regulated waste containers, refrigerators, freezers or any other receptacle containing blood, OPIM, or any other container used to store, transport or ship blood or OPIM.

   a. Labels/signs shall be fluorescent orange, orange-red, or predominantly so, with lettering or symbols in a contrasting color.
   b. Labels/signs shall be affixed to the container.

      - Pre-labeled red bags/containers may substitute for affixing labels.

10.00.075
## INFORMATION AND TRAINING: 05/08

1. Members classified as occupationally exposed shall attend annual training which should consist of but is not limited to:

   a. Education on bloodborne diseases and mode of transmission.
   b. Symptoms of bloodborne diseases.
   c. MRSA infections.
   d. Reviewing the Sheriff's Office Exposure Control Plan.
   e. Recognition of tasks that may create injury.
   f. Explanation of the types, use and limitations of PPE.
   g. Explanation of the HB vaccine, including information on efficacy, safety, methods of administration and benefits of being vaccinated.
   h. Information on post-exposure follow-up if exposure occurs.
   i. Explanation of signs/labels and/or color coding used by the Sheriff's Office.

2. Written records shall be maintained for three (3) years after the training date and should include the following:

   a. Dates of the session.
   b. Contents of the session.
   c. Name of person giving the training.
   d. Name of persons attending the training session.

      - All members shall be tested to see if the course objectives were met.

10.00.080
## HEPATITIS B VACCINATION POLICY: 06/05

1. The Sheriff's Office shall:

   a. Provide information on HB vaccine to all occupationally exposed members.
   b. Provide HB vaccine free of charge to all occupationally exposed members.
   c. Arrange time for the member to receive the HB vaccine during work hours.
   d. Keep each occupationally exposed member's immunization status on file.

      - Routine booster dose(s) shall be at the department's expense.

2. Supervisors shall:

   a. Review immunization status for each new occupationally exposed member.
   b. Provide direction on where to receive HB vaccine and assist in arranging work time to complete the vaccination series.
   c. Ensure that member documentation is completed and forward copies of the completed immunization record form and the HB Vaccine Program Consent/Waiver form to the Personnel Unit.

3. The member shall:

   a. Update their immunization record and complete the HB Vaccination Program Record form.
   b. If wanted, request the HB vaccine through their supervisor.
   c. Keep their own personal record of immunization.
   d. Update the Personnel Unit records if immunity status changes.
   e. Acknowledge their consent by signing the appropriate Hepatitis B Immunization Program Consent/Waiver form before receiving the HB vaccination, or if they do not want the HB vaccine, by signing the Waiver on the back of the form.

      - If a member initially declines the HB vaccine, but at a later date (while still employed in an occupationally exposed position) decides to accept the vaccine, the Sheriff's Office shall provide the HB vaccine to the member at that time and at no cost to the member.

10.00.085
## **RECORD KEEPING:** 06/05

1. Occupational exposure records shall be maintained for each member in the Safety and Claims Office and shall include:

   a. The name and social security number of the member.
   b. A copy of the member's HB vaccination status, including the dates of all HB vaccinations and any medical records relative to the member's ability to receive the vaccination.
   c. A copy of all examinations, medical testing and follow-up procedures.
   d. A copy of the information provided to the health care professional and the health care professional's written opinion.

2. The Sheriff's Office shall ensure that the member's medical records are:

   a. Kept confidential.
   b. Not disclosed or reported without the member's express written consent to any person within or outside the Sheriff's Office, except as required by law.
   c. Maintained for duration of employment, plus thirty (30) years.

3. All records shall be made available upon request to authorized OSHA/WISHA officials, or to the member or to anyone having written consent.

# 10.01.000 TUBERCULOSIS EXPOSURE

10.01.005
**INTRODUCTION:** 10/94

It is the Sheriff's Office policy to reduce the risk of a member's exposure to tuberculosis and other communicable diseases while providing law enforcement services to the public. This policy is intended to assist department members when dealing with tuberculosis exposure.

10.01.010
**DEFINITIONS:** 10/94

**"Bloodborne Pathogens"** means pathogenic microorganisms (e.g., HIV and HBV) that are present in human blood that can cause disease in humans.

**"Contaminated"** means the presence or the reasonable anticipated presence of tuberculosis.

**"HIV"** means Human Immunodeficiency Virus.

**"Occupational Exposure"** means reasonably anticipated contact with TB bacilli may result from the performance of duty.

**"PPD"** means the Mantoux technique for testing an individual for tuberculosis.

**"Personal Protective Equipment (PPE)"** means a PR disposable mask to be used when possible tuberculosis contact may occur.

**"PR"** means a disposable, particulate respirator face mask that is designed to filter out particles one (1) to five (5) microns in diameter.

**"Reportable Exposure"** means the potential exchange of the infectious agent from a source individual to a department member.

**"Respiratory Route"** means an unexpected respiratory exposure occurring when a department member comes in direct contact with and infected person who is later diagnoses as having a serious communicable disease such as tuberculosis.

**"Source Individual"** means any individual who is known to have tuberculosis.

**"Tuberculosis"** means a communicable disease caused by a microorganism that manifests itself in bodily lesions, especially in the lungs.

**"Tuberculosis Infection"** means a condition in which tuberculosis organisms are present in the body, but no active disease is evident.

**"Tuberculosis Transmission"** means the spread of tuberculosis organisms from one person to another usually through the air (e.g., coughing, sneezing, talking).

10.01.015
## DEPARTMENT RESPONSIBILITIES: 10/94

1. The department shall provide:

    a. Appropriate information and training on its tuberculosis exposure control plan.
    b. Provide all necessary personal protective equipment (particulate respirators) to members who are likely to be exposed.
    c. Provide information and follow-up care if a member receives a reportable exposure while on duty.

2. The department shall review the tuberculosis exposure control plan annually.

10.01.020
## OCCUPATIONAL EXPOSURE CLASSIFICATIONS: 01/98

1. Department members in the following job classifications should reasonably anticipate occupational exposure to tuberculosis.

    a. All Deputies.
    b. All Detectives.
    c. All Sergeants.
    d. All Captains.
    e. All Community Service Officers.
    f. All Property Management Unit Personnel.
    f. All Latent Print Examiners.
    h. All Jail Technicians.
    e. All Identification Technicians.
    j. All Identification Clerks.
    k. All Precinct Clerks Who Fingerprint.
    l. All Precinct Evidence Clerks.
    m. All Reserve Police Officers.

2. All department members listed in section 1 should anticipate exposure to tuberculosis while performing one or more of the following tasks:

    a. Performing emergency medical care to injured persons.
    b. Performing cardiopulmonary resuscitation.
    c. Contact with combative persons.
    d. Transporting a known TB positive subject.

        - The above list does not cover every task in which members may be exposed.

10.01.025
## PERSONAL PROTECTIVE EQUIPMENT, PROCEDURES: 01/98

1. Whenever an infectious TB patient is to be transported, the transporting member shall wear a HEPA filter mask.

    - The person being transported should also wear a particulate respirator if feasible.

2. HEPA filter masks may be beneficial in the following situations:

    a. When appropriate ventilation is not available and the suspect shows signs and symptoms that suggest a high potential of infectiousness.
    b. When a suspect is potentially infectious and is likely to produce bursts of aerosolized infectious particles as a result of coughing or spitting.
    c. When a suspect is potentially infectious and is unable or unwilling to stop coughing.

3. Comfort influences the acceptability of the HEPA filter mask.

    a. The more efficient the respirator the greater the discomfort breathing through it.
    b. A proper fit is vital to protect against inhaling droplet nuclei.
    c. Gaps between the respirator and skin cause the respirator to act more like a funnel than a filter, providing no protection.

10.01.030

## POST EXPOSURE AND FOLLOW-UP: 10/94

1. The primary method in which department members will be notified about the exposure to TB is when they are contacted by hospital that diagnosed the patient.

    - The notification may take place between several days to twelve (12) weeks.

2. All department members, listed in section .020, should have a baseline PPD test on file.

    a. The PPD test is available through the King County Health Department.
    b. If the PPD is positive nothing further need be done since the member has already been exposed to TB in the past.
    c. If the previous PPDs have been negative and are more that twelve (12) months old, the member should have a PPD test taken as close to the time of exposure as possible.

        - A follow-up test should then be taken ten (10) to twelve (12) week after the time of the first test.

    d. If the skin test becomes positive, the member should seek medical treatment.

        - Members shall follow the steps listed in G.O. 2.02.000.

# 10.02.000 RESPONDING TO REPORTS OF LETTERS, PACKAGES AND OTHER ITEMS SUSPECTED OF BEING CONTAMINATED WITH BIOLOGICAL OR CHEMICAL AGENTS

10.02.005
## INTRODUCTION: 12/01

It is the Sheriff's Office policy to reduce the risk of employee exposure to biological and chemical agents while providing emergency services to the public. This policy is intended to assist department members when dealing with exposure to biological and chemical agents.

10.02.010
## COMMUNICATIONS CENTER: 12/01

When the Communications Center receives a call about a suspicious letter, package, or other items suspected of being contaminated with a biological or chemical substance, and subsequently a deputy is dispatched, the caller should be instructed to:

1. Leave the item in place, do not touch, taste or smell it.
2. If it can be done without touching or moving the object, gently cover it with wastebasket or other similar covering.
3. Leave the room, or immediate vicinity of the item, until the deputy arrives.
4. Keep other people or pets out of the vicinity.
5. Thoroughly wash hands with soap and running water for at least fifteen (15) seconds.
6. Write down names of people who were present when the item was discovered.
7. Meet the deputy outdoors.

10.02.015
## PATROL RESPONSE: 12/01

1. *Remember the 4 Don'ts for the WMD First Responder's Guide.*

    a. Don't become a victim yourself.
    b. Don't rush in.
    c. Don't test, taste, touch, or smell anything.
    d. Don't assume anything.

2. Deputies or supervisors may choose to make a preliminary phone call to the incident reporter before arrival on the scene. Upon arrival at the scene, interview the reporting person outdoors to avoid any airborne contamination from the item.
3. The following questions should be asked when the deputy arrives:

    a. What is it that makes the letter/package/substance seem suspicious to the person reporting?

        - Lack of return address.
        - Suspicious sender.
        - Postmark from a place he addressee was not expecting correspondence from.

- Bulky or misshapen package.
- Unexplained oily substance on package.
- Unusual liquid, spray, or vapor.
- Unexplained substance found in a suspicious location, etc.
- Reporting party has unexplained physical symptoms.

b. Is there a reason to believe that the recipient, business or organization, would be a likely target of terrorism?

c. Is powder or some other suspicious substance visible on the outside of the package?

- If so, what does the substance look like?

d. What were the circumstances of the exposure to the substance or the object?

e. What was the nature of contact or potential exposure to the substance for any persons present?

f. Did the person see particles in the air, or a cloud of particles?

4. Based on the answers to the above questions, deputies should make an assessment of whether or not the package or item presents a credible threat.

5. Deputies are strongly encouraged to call Public Health 24 hours a day at **206-296-4774** for consultation and advice regarding situations suspected to pose a credible threat.

a. The Health Department will NOT respond to the scene but can give advice potential exposure to the substance.

b. They cannot assess the credibility of the threat for you.

6. As a routine precautionary measure, after handling any of these types of calls, deputies should thoroughly wash their hands with soap and running water and wipe off their shoes with before getting back into their patrol car.

10.02.020

## SCENARIOS: 12/01

**SCENARIO A**

1. If there is **no vapor, powder or other suspicious substance visible**, **and the deputy believes there is no evidence of a credible threat**, the deputy:

a. Should provide instructions for the reporting party and encourage them to dispose of the item themselves.

b. May offer to dispose of the package for the reporting party.

- To do this, the deputy should wear rubber gloves and carefully place the package into a “Zip Lock” type storage bag, then place that into a paper bag and seal it.
- This package should then be transported back to the precinct and placed into the appropriate receptacle for later pick up by BDU.
- The evidence custodian for the precinct should notify BDU of the package the next business day.
- BDU will hold these packages for 60 days before disposal.

2. Deputies do not need to take an incident report or complete an evidence form. However, the following information needs to affixed to the outside of the package:

a. CAD number.

b. Deputy’s name.

c. Date, time, and location where the package was found.
d. A brief description of what it is. (i.e., letter from France with no return address.)

**SCENARIO B**

1. If there is **vapor, powder or other suspicious substance visible** but the totality of the information indicates to the deputy that the substance constitutes **no credible threat**, the deputy has three options:

   a. Instruct the reporting party to dispose of the item as outlined above, or
   b. Dispose of the item as outlined above, or
   c. Call the Bomb Disposal Unit (BDU) for disposal, and call the appropriate Fire Department Hazmat team if decontamination is necessary.

2. The person reporting should thoroughly wash their hands and clothing with soapy water as a general precautionary measure.
3. If there is a suspicious substance is found in a public place, like a bus, but there is no reason to believe it is a dangerous substance, the area can be washed down with soapy water by a person wearing gloves.
4. If the deputy disposes of the item, an evidence form does not need to be completed.
5. If BDU packages and stores the item, an evidence form will be completed.

**SCENARIO C**

1. If there is **vapor, powder or some other suspicious substance visible and** the *totality* of the information indicates to the deputy that the package or item **presents a credible threat**:

   a. BDU shall be called to the scene to make a further assessment.
   b. If persons at the scene have been exposed to the powder or other potentially hazardous substance, the appropriate Fire Department Hazmat team shall be called.
   c. The persons who may have been exposed should be instructed not to leave the area and wait for a Fire Hazmat team. Fire will supervise any necessary decontamination.
   d. The deputy shall also contact the Public Health – Seattle & King County at 206-296-4774) and ask to speak to a person on the Biological Emergency Response Team. They can assist in assessing the potential health risks associated with the substance, recommend treatment if necessary, and arrange for follow-up care.

      - Consultation with Public Health is required to obtain authorization for testing of the substance by Washington State Department of Health Laboratory.

2. An incident report shall be taken and BDU will complete the necessary paperwork and packaging for transporting the item to the Department Of Health Lab for testing.

10.02.025
## BOMB DISPOSAL UNIT: 12/01

1. BDU will be called to assist patrol with suspicious packages or substances that constitute a credible threat to the safety of citizens or deputies. If possible, the BDU representative will speak to the deputy via phone before responding to assist the deputy in making the threat assessment.

2. Once at the scene, if the credibility of the biological or chemical threat cannot be determined, the BDU officer will safely package and store the item for a period of sixty days.

    a. A copy of the incident report will immediately be sent to the local FBI office. If the FBI does not contact BDU to request further testing or processing of the item, BDU will dispose of it.
    b. If circumstances dictate that immediate testing is necessary, and appropriate clearance is given by the Health Department, the BDU officer will make arrangements to transport the item the DOH Lab in Shoreline.

3. BDU will contact each precinct periodically to determine if any items have been placed in the hazardous materials storage container at the precinct.

    - If so, those items will be collected, held for sixty days and disposed of by BDU.

10.02.030

## HANDLING LETTERS AND PACKAGES: 12/01

Professional staff responsible for opening mail will be provided with training, gloves, dust masks, and eye protection. These items may be used at their discretion. All KCSO personnel should follow these guidelines when opening mail.

1. Examine each item before opening it and check for the following traits listed below. Use common sense when assessing the level of suspicion each of these traits presents:

    a. Originated from a foreign country.
    b. Displays excessive postage.
    c. Has misspelled words.
    d. Addressed to a title only, rather than a specific person.
    e. Wrong title for the addressee, ie such as “Sergeant Reichert”.
    f. Package is rigid, lopsided, bulky, or contains a protruding item.
    g. No return address.
    h. Has a strange odor.
    i. The wrapper or envelope has stains from a substance inside.

2. Do not open the mail in locations that could aid in the spread of hazardous material, such as near a fan, ventilation system intake, open window, etc.
3. Wear nitrile, vinyl or latex gloves while handling mail and wash your hands when you’re finished.

    - Dust masks and eye protection will be provided if you wish to take this additional precaution.

4. Be sure any cuts or abrasions on your hands are properly covered before handling mail. Gloves should also be worn if you have cuts or abrasions on your hands.
5. Do not tear packages open. Use scissors or other appropriate tool that allows for opening packages without disturbing the contents. The goal is to be gentle enough so you don’t create a dust cloud if a powder substance is present in the envelope.
6. If you believe a letter or package is suspicious, **don’t open it.** Place it in a container that will be provided at each work site.
7. If you think the package or letter may actually contain some type of hazardous substance, contact a deputy to screen the item and handle per the protocol listed under “Patrol Response.”
8. When the container of suspicious letters gets near full, contact BDU for disposal.

10.02.035
## EXPOSURE: 12/01

Remember, if it suspected or known that an occupational exposure has occurred during a patrol response or the opening of a letter or package, the employee shall contact their supervisor who will document the incident and accordance with G.O. 10.00.000, Exposure Control Plan.

10.02.040
## THINGS TO KEEP IN MIND: 12/01

Deputies are encouraged to call Public Health when they are unfamiliar with a substance or potential dangers of various substances. Citizens who have concerns about their potential exposure to suspicious substances should be encouraged to call Public Health during business hours or visit their website at www.kingcounty.gov/health/bioterrorism.

The local FBI office does not have the resources to respond to these incidents unless the substance is first confirmed through testing to be an actual biological or chemical threat. They do not have equipment to test or handle hazardous substances.

Not all fire departments have Hazmat teams. The closest Hazmat team may need to be requested from another jurisdiction.

# 10.03.000 EXPLOSION INVESTIGATIONS

10.03.005
## INTRODUCTION: 10/00

The King County Sheriff's Office will investigate man-made explosions resulting from a criminal act. The Fire Department investigates non-criminal, accidental explosions (i.e., broken gas mains, careless handling of flammables, etc.) except explosions involving a fatality.

10.03.010
## DETERMINING CAUSE: 07/93

Determining the cause of an explosion is often difficult and Police and Fire personnel must make a coordinated effort to protect the scene and any evidence that may be present.

1. The first deputy on the scene should contact and coordinate with the Fire Commander to initiate a joint investigation until the cause is determined.
2. Deputies shall provide traffic and crowd control, rescue, and other assistance when required.
3. If the explosion is determined to be non-criminal, the police shall assist the Fire Department as needed.
4. If the explosion is determined to be criminal, deputies shall assume control of the scene when all fires are extinguished.
5. If the cause of the explosion cannot be determined, the scene will be handled as a criminal matter until determined otherwise.

10.03.015
## RADIO USAGE: 07/93

1. Whenever possible, deputies should avoid using either radios or cellular phones in the area of an explosion or explosive device.

    - Land line communication is preferred.

2. If this is not possible, radios and cellular phones may be used if the following precautions are used.

    Redacted

10.03.020
## HANDLING EXPLOSIVES: 07/93

Known or suspected explosives and explosive devices are not to be moved or handled by anyone except Bomb Disposal Unit personnel.

10.03.025
## BOMB DISPOSAL UNIT (BDU): 10/00

1. The KCSO Bomb Disposal Unit is on-call twenty four (24) hours a day.
2. BDU members shall be contacted through the Communications Center.
3. BDU members will evaluate the call and determine the need to respond.
4. The BDU:

    a. Renders explosives "safe" and collects explosives as evidence or disposal.
    b. Assists with any of the following functions:

        - Evidence identification or collection at post-explosion scenes.
        - Handle, transport, or store items collected as evidence that are classified as explosive under the provisions of RCW 70.74.

    c. Conducts follow up investigations involving bombs and explosive devices except in cases involving fatalities or attempted murder.

        - The BDU will provide technical assistance in such cases.

10.03.030
## EXPLOSION AND BOMB SCENE INVESTIGATIONS: 07/93

1. At the scene of an explosion, deputies have the following primary duties:

    a. Protect life and render aid.
    b. Secure and protect the scene.

        - The scene shall be sealed and maintained without further disturbance as soon as possible.
        - Be alert for secondary devices intended to injure responders.

    c. Minimize property damage and prevent looting;
    d. Apprehend the suspect(s).
    e. DO NOT TOUCH any items unnecessarily.

        - Know what you must touch. If not, leave it alone. Disturbing items at a blast scene can dislodge debris and cause the remainder of the structure to collapse, obliterate, or bury evidence or people.

2. The first deputy on the scene shall:

    a. Take charge of the scene until relieved by a supervisor.

        - This includes keeping other deputies out of the area, unless needed for specific duties.

    b. Notify the Communications Center as to the extent of damage and injuries.
    c. Request aid car if there are injuries.
    d. Request fire units if there is a possibility of a fire occurring due to the proximity of structures or power lines.

e. Estimate and request the number of personnel needed to secure the scene.

- Large-scale explosions may require the establishment of a command post.

f. Detain any known suspect(s) or witness(es).

3. Additional patrol units on the scene shall:

a. Assist in protecting the scene.
b. Help search for casualties.
c. Enter and leave the scene by the same route, if possible.

- Make a notation of access, exit, and search routes used by anyone assisting at the scene.
- Make a notation of known areas where the scene or evidence has been contaminated.

d. Ensure gas and electrical power are shut off.

- Often, the Fire Department will have arranged this, but check with the Command Firefighter to be sure.

e. Obtain suspect and witness information.

10.03.035
## NOTIFICATIONS: 10/00

The Communications Center shall notify assisting agencies or units as indicated by information obtained from the complainant or as directed by on-scene units.

1. Explosions resulting in property damage should include the following notifications:

a. Fire Department.
b. BDU.
c. King County Fire Marshal Fire Investigation Unit only if a fire is involved.

- In explosions resulting in a fire, the investigation shall be conducted jointly with the King County Fire Marshal

2. When an explosion involves injuries, fatalities, possible terrorist or political activity, extensive property damage, attempted murder, or a public utility, notify the following persons in addition to the above:

a. BDU Supervisor.
b. Major Crimes Unit.
c. The Command Duty Officer (CDO).
d. Bureau of Alcohol, Tobacco and Firearms (A.T.F.)

10.03.040
## SEARCH OF THE SCENE AND FOLLOW-UP: 07/93

A careful post-blast search can recover up to ninety (90) percent of the device used to set off or contain the explosive material. Furthermore, fingerprints may sometimes be located from the fragments of the device or container. Therefore, extreme care shall be exercised when handling evidence.

1. After the rescue is completed and fire is out and the area is secured by patrol, notifications shall be made for necessary follow-up personnel.
2. The BDU shall process the blast site for physical evidence.
3. The Major Crimes Unit shall conduct follow-up investigations involving fatalities or attempted murder with the assistance of the BDU.
4. The BDU shall conduct the follow-up investigations involving bombs and explosive devices.

    a. The BDU and the Fire Marshal shall provide technical assistance as required.
    b. The BDU shall control any scene containing or thought to contain unexpended explosive devices until the scene is rendered safe.
    c. The Commanding Firefighter controls the fire scene until the fire is extinguished.

5. Any evidence located shall be left undisturbed until photographs are taken from various angles and properly logged.

    a. An overall sketch of the scene shall be made.
    b. Evidence shall be measured from a point determined to be the center of the blast.
    c. The item shall then be marked by a stake, or other suitable object, for later pick-up by the Evidence Technicians or investigators.
    d. Refer to G.O. 8.02.000 for packaging and storing explosives.

10.03.045
## PUBLIC RELATIONS: 07/93

1. The Media Relations Officer may be requested to respond to a large scale scene.
2. All statements to the press should be approved by the Post-Blast Investigation Team before release, which includes statements regarding the nature of the explosion.

10.03.050
## EXPLOSIVE LAWS: 07/93

The explosive laws are in the Health and Safety statutes, RCW 70.74 (Washington State Explosive Act) and some of the more common situations deputies may encounter follows:

1. Purchasing explosives:

    - Permit required (RCW 70.74.135).

2. User of explosives:

    a. Requires a "Users (blasters) license" or supervision by someone who has a permit (RCW 70.74.020).
    b. All explosives must be used that day or be stored in a state approved magazine and a written report as to the quantity and type stored sent to the Department of Labor and Industries (RCW 70.74.120).

3. Transportation:

    a. The vehicles must be driven by a person who is at least twenty one (21) years old and has a valid driver's license.
    b. The vehicle must have signs on all four (4) sides reading "Explosives" in letters at least eight (8) inches high, or a twenty four (24) inch square red flag with white letters six (6) inches high reading "Danger" shall be mounted and readable on the rear of the vehicle (RCW 46.37.460).

4. Storage of caps:

    - Blasting caps must not be stored with explosives (RCW 70.74.100).

5. Discharging firearms or igniting a flame within two hundred (200) feet of explosives is prohibited (RCW 70.74.170).
6. Possessing explosives for unlawful purposes is a felony (RCW 70.74.180).
7. Placing a bomb is a felony (RCW 70.74.270).
8. Damaging property by explosion is a felony (RCW 70.74.280).
9. Depositing, leaving, or scattering explosives is a gross misdemeanor (RCW 70.74.310).

# 10.04.000 BOMB THREAT AND SEARCH PROCEDURES

10.04.005
**INTRODUCTION:** 10/00

This policy provides guidelines for deputies when dealing with bomb threats or searches for explosive devices. Threats and searches should always be based on the assumption that a bomb is present and will detonate.

10.04.010
**BOMB THREATS TO KING COUNTY FACILITIES INSIDE THE CITY OF SEATTLE:** 10/92

1. Seattle Police Department (SPD) investigates bomb threats or actual bombings involving King County facilities inside the City of Seattle.
2. The Communications Center shall become the Administrative Command Post.

    a. All involved command personnel shall report to this location.
    b. The person reporting the device shall be taken to the Communications Center to ensure availability to Bomb Disposal Unit.

3. Should a bomb threat to King County facilities inside the City of Seattle be received, the Communications Center shall notify:

    a. SPD Communications Center via intercom and request that the SPD Bomb Unit respond to the KCSO Communications Center;

        - If time permits, the KCSO Bomb Unit should also be notified and advised of the situation with an E.T.A. for the SPD Bomb Unit.

    b. Facilities Management at 296-0648 or after hours at 296-0135.
    c. Courtroom security and advise the location of the device and request response to the scene.

        - After arrival on the scene and assessment of the circumstances, courtroom security shall establish a land-line connection with the Communications Center and shall remain open from the scene to the Administrative Command Post.

    d. Command Duty Officer (after hours only).

        - The CDO shall notify department administrative personnel and select a designee (Sergeant or above, but preferably a Captain) to report to the Operational Command Post (OCP) for supervisory duties.

    e. Should an explosive device be found to contain or placed with a hazardous material, the Seattle Fire Department's Hazardous Materials Unit shall be called to stand-by and take over from the Bomb Disposal Unit once the explosive portion of the device has been rendered safe.

10.04.015
## BOMB THREATS, ALL OTHER: 10/92

Should a bomb threat be received to any precinct or other County facility outside the City of Seattle, the Communications Center shall:

1. Notify the Patrol Supervisor;
2. Dispatch a patrol unit according to normal procedures using the code Redacted rather than the term "bomb threat."

    - **Example:** "2-K-1, Redacted at the Bad Hair Club, 9654 16th SW with an E.T.A. of 30 minutes as of 1930 hours."

3. Deputies should not transmit from either the car or portable radio within a half (½) mile of the incident.

    - All communications from the scene should be handled by telephone.

4. Upon arrival at the scene, deputies should contact the property owner/manager to arrange for a search of the premises.
5. An incident report titled "Bomb Threat" shall be written.

10.04.020
## OPERATIONAL COMMAND POST (OCP): 10/92

The first Bomb Technician on scene shall establish an OCP.

1. Only those with assigned duties should be permitted in the OCP.
2. Under no circumstances should non-technical personnel, non-essential personnel, or the press be permitted near or in the OCP.

The OCP supervisor shall:

1. Work closely with the Bomb Disposal Unit to determine an evacuation process, if necessary.

    a. If the Bomb Technician feels that the device **could be** a bomb, the floor should be cleared immediately.
    b. If the Bomb Technician is **almost certain** that the device is a bomb, the floors above and below should be cleared immediately.
    c. If the Bomb Technician **confirms** that the device is a bomb, the entire building should be cleared immediately and a search started for other possible bombs in the building.

2. After the evacuation, ensure that the areas are clear and that sufficient personnel are posted to preclude anyone from accidentally entering the danger zone.
3. Work closely with Facilities Management to put the existing building evacuation plans into effect.
4. Maintain an open phone line to the Administrative Command Post in the Communications Center to verify that all notifications are made.
5. After the scene is safe, ensure that all operational personnel involved are contacted and released from their posts and that all appropriate notifications are made.
6. Refer the media to the Administrative Command Post.

    - Do not make any statement regarding how the bomb was rendered safe.

10.04.025
## BOMB SEARCH, GENERAL INFORMATION: 10/00

Whenever an explosive device is reported to be at a particular location, but is not readily apparent upon police arrival, a search should be made. There is no foolproof plan to handle all incidents because of the wide variety of devices employed. The search must be properly organized and the participating search team must be thoroughly instructed. Since a bomb can take any shape, someone who is familiar with the area must assist deputies in the search to note something foreign to the surroundings. **The search should always be based on the assumption that a bomb is present and will detonate.**

1. Bomb Disposal Unit is detailed to bomb threats or searches when there is significant reason to believe that there is an actual explosive device present (i.e., previous bombings preceded by similar threats, similarity of targets to previous bombings, active terrorist or criminal groups in the area who have employed explosive devices in past crimes, etc.).

    - Refer to Call-Out procedures in G.O. 11.00.015.

2. K-9 Application:

    a. The King County Sheriff's explosive K-9 handier should be called, and the incident screened, whenever the Field supervisor warrants the need.

        - Refer to Explosive K-9 callout procedures.

    b. The Port of Seattle Police Department is the only other agency with explosive detection K-9's available to respond.
    c. The Port of Seattle should only be called out as a last resort and only after the Field supervisor has determined that our K-9 is unavailable, and screened the plan with the Bomb Disposal Unit.

10.04.030
## SEARCH PARTY: 10/92

1. Organizing the search party:

    a. The number of persons in the search party is dependent upon the size of the area to be searched, number of personnel available, and the time remaining before the expected detonation.
    b. It is advantageous to solicit help from persons familiar with the area to be searched (i.e., janitors, supervisors, secretaries, teachers, etc.).

2. The search commander shall:

    a. Normally be the patrol sergeant who works with the owner/manager of the premises to be searched.
    b. Establish a Search Party Command Post.
    c. Assign a deputy to remain at the Command Post.
    d. Organize the search party.
    e. Obtain the following information:

        - How was notification of the bomb received?
        - What time was the notification received?
        - Who received the initial notification?
        - What has been done so far?
        - Has any possible target been identified?

f. Brief the search party as follows:

- The exact words given regarding the location and expected time of detonation.

Redacted

- The pattern or method used at previous bombings or incidents.
- The Communications plan.
- The floor plan of the area, if available and time permits.
- Locations of fire and medical personnel/units.
- Search team assignments.
- Search plan.
- Applicable damage control techniques (Refer to section 160 for details).
- Advise everyone: **"DO NOT TOUCH OR DISTURB ANY SUSPECTED PACKAGES AND REPORT THE LOCATION IMMEDIATELY TO THE SEARCH COMMANDER."**

g. Stay informed of the search progress.
h. Ensure that all unauthorized personnel are out of the search area.
i. Prevent grouping of the search teams.
j. Ensure that a complete search is made.
k. Be prepared to brief the CDO, Bomb Disposal Unit, Detectives, and others if necessary.

10.04.035
## SEARCH TEAMS: 10/92

1. Personnel assigned to the search party should work in teams of two (2).
2. When civilian volunteers are assisting, a deputy should be readily available for assistance and to relay information to the search commander.

   - This deputy should be with a special team or positioned in a specific area of responsibility such as a wing or a floor.

3. Search teams should also stay in a specific area of responsibility and report to the search commander immediately upon completing their portion of the search.

10.04.040
## SEARCH PLANS: 10/92

Proper training in search methods is of little use without knowledge of where to search. It is extremely difficult to tell the search party what to look for since the configuration of the explosive device is limited only to the imagination of the bomber. A good search plan is one of the best contributing factors to defeating the device. Do not rely on random or spot checks of only logical target areas, as the bomber may not be a "logical" person. Don't be misled by concentrating so hard on hiding places and out-of-place objects that the obvious is overlooked. This may be exactly what the bomber wants. Be curious, but cautious. Even if an object has been sitting in the same place a hundred years, check it. Be aware of the following likely places to search for a suspected device:

1. Lockers.
2. Behind pictures, clocks, or other wall.
3. Freshly painted or plastered areas.
4. In toilet tanks or reservoirs.
5. Behind or under plumbing.

6. Manholes.
7. Inside couches and hollow furniture.
8. Basement areas.
9. Potted plants.
10. Disturbed soil.
11. Piles of grass and leaves.
12. Shrubbery.
13. Area-ways.
14. Ledges.
15. Ornamental facings.
16. Inside stoves, refrigerators, and other appliances.
17. Inside wastebaskets and trash cans.
18. Inside television and radio cabinets.
19. Inside closets.
20. Inside hollow lamp bases.
21. Under false floors.
22. Above false ceiling tiles.
23. Vehicles, etc.

10.04.045
## SEARCH METHODS: 10/92

1. **GENERAL OUTSIDE BUILDING SEARCH:**

   a. Start the search outside the building at ground level.
   b. The outside search should cover at least two (2) stories and the roof.
   c. If there are enough search personnel available, they should divide the search party and allow some to start an inside search.

2. **GENERAL INSIDE BUILDING SEARCH:**

   a. Once inside the building, start at the bottom and work up. **Check the facilities areas first** (i.e., furnace room, electrical control areas, elevator shafts and pits, storage rooms, etc.).

      - These are generally in the basement or the sub-basement.

   b. If there are enough search personnel available, they should divide the search party again.

      - Have one (1) group rapidly check all public areas in the building (i.e., lobbies, halls, restrooms, stairs, elevators. etc.).
      - The remaining search teams should work their way up through the building.

10.04.050
## EVACUATIONS: 10/92

When an evacuation is necessary, the following guidelines apply:

1. Pre-evacuation instructions:

   a. Leave all doors and windows **open** (opposite of a fire drill).
   b. Do not disturb light switches (i.e., if on, leave on; if off, leave off.)
   c. Disconnect all non-essential machinery, except those necessary to sustain human life (i.e., hospital equipment) or those that might cause a financial loss if turned off (i.e., computers).

d. Have employees take with them what they brought to work (i.e., briefcases, bags, packages, etc.).

2. Evacuation instructions:

a. The decision to evacuate should be made by the individual in charge of the building, unless an explosive device or suspected device is found, in which case a police supervisor or deputy shall make the decision.

- Deputies shall, if requested by the manager/owner of the premises, assist in the evacuation.

b. The evacuation should be done in a calm and orderly manner, following planned fire escape routes, if any.
c. Evacuation routes should take all persons at least five hundred (500) feet from the suspected structure or area.
d. The evacuation location should be under cover and out of view of the building.

- Before evacuation, the area to be used for holding evacuees should be searched for possible explosive devices.

e. Individuals should be cautioned against giving information concerning the occurrence to persons not directly involved (i.e., motorists, passing pedestrians, members of the press, etc.).
f. Individuals should wait for a prearranged signal before reentering an evacuated area or building.
g. Upon reentering, individuals should be told to check their own area for unfamiliar objects.

3. Deputies ordering an evacuation shall ensure that security of the area evacuated is maintained to prevent:

a. Unauthorized reentry, before the "all-clear" signal.
b. Confusion and disorder among the evacuated individuals.
c. Property damage or theft.

10.04.055
## **DAMAGE CONTROL:** 10/92

Damage control measures are taken to minimize the damage resulting from the detonation of an explosive device. While it is often difficult to precisely estimate the destructive potential of a bomb, there are some procedures that may limit damage. When an explosion occurs, three (3) types of problems must be dealt with:

1. Fragmentation:

- Fragmentation may be handled by constructing an armored shield and allowing the fragments to strike the shield and bounce off or by constructing a shield of absorbent material and allowing the fragments to lose velocity as they penetrate and are captured by the material.

2. Blast Pressure Waves:

- Blast pressure waves may be totally confined or may be directionally vented.

3. Heat:

   - Heat protection consists primarily of removing flammable material from the immediate area of the suspected device.

10.04.060
## DAMAGE CONTROL TECHNIQUES: 10/92

1. **Fire and medical service standby:**

   - Fire and medical teams should be in a close but safe position to provide rapid assistance.

2. **Disconnection of utilities:**

   - Utility services such as gas and fuel oil that may contribute to the damage of an explosion should be cut-off in the bomb area or disconnected throughout the facility.

3. **Venting:**

   - Windows and doors should be opened to vent the blast if a detonation should take place.

4. **Removal of flammables:**

   - Any material that could ignite and contribute to fire damage should be removed.

5. **Damage control barriers constructed by the Bomb Disposal Unit.**

10.04.065
## FOLLOW-UP INVESTIGATION OF BOMB THREATS: 06/00

The Bomb Disposal Unit Detectives shall handle follow-ups to bomb threats with the following exceptions:

1. Bomb threats involving extortion or attempted extortion shall be investigated by the Major Crimes Unit.
2. Bomb threats to United States Government property shall be handled jointly by the BDU detectives and the FBI.

# 10.05.000 RESPONDING TO HAZMAT INCIDENTS

10.05.005
## INTRODUCTION: 11/05

It is the policy of the King County Sheriff's Office to reduce the risk of employee exposure to Hazardous Materials (Hazmat) while providing emergency services to the public. The Sheriff's Office will adhere to and follow all laws and regulations regarding Hazardous Materials incidents. This will include, but not be limited to SARA Title III, 29 CFR 1910.120, WAC 296-824-30005 and WAC 296-824-600. The purpose of this policy is to assist department members when responding to hazardous materials (Hazmat) incidents.

10.05.010
## DEFINITIONS: 11/05

For the purposes of this policy:

**"Emergency Response Guide, (ERG)".** Is the guidebook for first responders during the initial phase (first 30 minutes) of a Hazmat incident.

**"Hazardous Material"** means any substance that poses an unreasonable risk to life, the environment, or property.

**"DOT ID Number".** Department of Transportation four-digit identification number associated with a specific chemical, obtained from the ERG.

**"Air Purifying Respirator, (APR)".** Department issued, NIOSH approved full-face respirator.

**"Personal Protective Equipment, (PPE)".** All equipment issued and worn for the specific purpose of conducting operations in conjunction with a Hazmat incident.

**"Material Safety Data Sheets, (MSDS)".** On site information for specific chemicals stored at any given location.

10.05.015
## RESPONSES, GENERAL: 11/05

1. Hazardous material responses may be to either an intentional criminal act or an accidental industrial event.

    a. They may involve structures, vehicles on roadways, trains, or industrial sites.
    b. They may include escaping fluids, vapors, fires or combinations thereof.

2. Federal policy requires all Hazmat incidents be managed using the Incident Command System (ICS), (See G.O. 11.01.000). This may include a multi-agency response and a Unified or Area Command structure.

10.05.020
## COMMUNICATIONS CENTER: 11/05

1. When a Hazmat incident is reported, dispatchers will obtain information from the reporting person and arriving units regarding:

a. Wind direction and nature (high wind, gusty, etc).
b. Name and physical state of hazardous materials if possible (liquid, gas, spilling, colors etc).
c. Which direction the material is migrating.

2. Advise the caller to shelter in place by remaining in doors and closing doors and windows, unless there are established emergency plans at their location.
3. Contact the appropriate Hazmat Team (i.e., Fire Department).

10.05.025
## PATROL RESPONSE: 11/05

1. Deputies can use the APR as an escape mask at any time to escape a hazardous environment.
2. Patrol deputies are to be aware of the possibility that any incident may involve hazardous materials.
3. Deputies shall begin operations at Hazmat incidents by:

a. Attempting to safely identify the substances involved (e.g. placards, DOT ID numbers, container identification, MSDS, shipping papers).
b. Identifying other relevant hazards (i.e. wind direction, ground slope, fire, etc) and taking them into consideration for additional responding units.
c. Gaining control of the physical scene by isolating the scene as much as possible.
d. Denying access to individuals other than those approved for entry.
e. Maintaining a safe distance utilizing the uphill, upwind, upstream concept.
f. Determining the existence of victims, if any, from a safe location.
g. Initiating the notification process to advise of a Hazmat incident.

4. Deputies responding to Hazmat incidents should establish perimeters utilizing the distances and methods outlined within the ERG, when possible.

10.05.030
## PERSONAL PROTECTIVE EQUIPMENT: 11/05

1. Deputies shall wear only department issued and approved PPE for Hazmat incidents.
2. The PPE issued by the department consists of the following items, dependant upon duty assignments:

a. A1000 or Ultra Twin Full Face Air Purifying Respirator.
b. MSA Self Contained Breathing Apparatus.
c. 3M 6200 Half Face Respirator.
d. Pyramex N95 particulate respirator.
e. Either the P100 or GME P100 particulate air filter.
f. Level A protective suit.
g. Kappler CPF 3 chemical protective suit with Nitrile gloves and over boots.
h. Tyvek protective clothing.

3. Deputies may wear and use the APR or Half Face Respirator as an escape mask at any time to escape a hazardous environment.
4. Use of APR and Half Face Respirator for other then escape will only be conducted when the concentration and contaminates are known, the atmosphere is constantly monitored, and it has been determined that the APR in use is effective.

5. Deputies will maintain their issued chemical suits within the sealed WMD kits, or original packing, until instructed to don the suit or until they feel the suit is needed to protect them from a hazardous material which they cannot readily escape.

    - Only trained and qualified department members will utilize the MSA Level A protective suit.

10.05.035
## DECONTAMINATION: 11/05

Decontamination refers to the physical process of removing contaminants from responders. During incidents responders most often become contaminated by inadvertently walking through puddles of spilled liquids that could be otherwise easily avoided or from entering atmospheres containing vapors, mists, or particulates in the air.

1. Levels of decontamination.

    a. **Technical Decon**: A defined process of removing surface contamination on personal protective equipment worn by first responders.

        - Conducted by a trained Hazmat Team.

    b. **Gross Decon**: A flushing method used to remove as many contaminates as possible from first responders and their equipment and clothing.

        - Performed by the Fire Department.

    c. **Mass Decon**: The rapid and informal process of applying large amounts of decon solution to numerous victims to lessen the effects of contaminates.

        - Performed by the Fire Department.

    d. **Self Decon**: Also known as “Emergency Decon.” The unstructured process of removing outer clothing and flushing with copious amounts of water to lessen the effects of a chemical or biological weapon.

2. **Self-Decontamination is NEVER a substitute for a formal decontamination. It is imperative that deputies seek out a formal decontamination and medical aid immediately afterwards.**
3. Deputies who inadvertently become contaminated at any time should immediately move to a safe area and begin self-decontamination steps to lessen the effects of a chemical or biological contaminate.
4. Chemical weapons will most likely be dispersed in a liquid form. Contaminated deputies should first “blot” their clothing and skin with any absorbent material at hand to remove as much of the chemical as possible.
5. Biological weapons will most likely be dispersed in a powder form. Contaminated deputies should wet their clothing and equipment first to prevent the powder from becoming airborne off their clothing during removal and being inhaled.
6. Following the first step of either “Blotting” or “Wetting” depending upon the contaminate deputies should then:

    **Strip**: Removal of outer clothing will remove up to 80% of the suspected contaminate.
    **Flush**: Flush the skin with copious amounts of water (consider using garden hoses, showers, nearby bodies of water)
    **Cover**: Cover exposed skin to prevent recontamination of exposed areas.

# 10.06.000 RADIOLOGICAL HAZARDS

10.06.005
## INTRODUCTION: 11/05

Radiological hazards are energy particles that when inhaled or ingested or when a responder is exposed to them may cause tissue damage at a cellular level. The purpose of this policy is to provide an overview and awareness of Radiological Hazards.

10.06.010
## TYPES OF RADIATION: 11/05

There are many types of radiation; however, there are only three types that department members should be concerned with.

**ALPHA:** Alpha particles have the ability to cause chemical damage to cells and tissue. They are atomically large, low energy particles and do not travel more then a few feet from the emitting source. Alpha particles cannot penetrate clothing or skin and present a threat only when inhaled or ingested. Alpha particles can be blocked with an item as thin as a single sheet of paper placed over the emitter.

**BETA:** Beta particles are much smaller then Alpha particles and have more energy in them. Because of their higher energy potential and smaller size Beta's can pass through clothing and tissue. They can cause redness and burns at close distances and present a higher threat when inhaled or ingested. They can be blocked with items such as a book placed over the emitter.

**GAMMA:** Gamma Rays are extremely harmful to human cell tissue. They are similar to high speed x-rays or bursts of light. Unlike Alpha or Beta particles, gammas have no appreciable mass and can pass through human tissue causing damage along the way.

10.06.015
## EQUIPMENT: 11/05

1. The department issued Air Purifying Respirator will provide protection against the inhalation of Alpha and low level Beta Particles.
2. The department issued chemical suits (both level A and C) prevent direct contamination and exposure to Alpha and low level Beta particles.
3. None of the department issued equipment is rated for protection against Gamma radiation.

10.06.020
## PATROL RESPONSE: 11/05

1. **In no event should patrol deputies respond to a known radiological hazard**.
2. All calls received by the communications center involving radiological hazards should be forwarded to the appropriate HAZMAT Team.
3. In most events deputies who encounter radiological hazards will do so unknowingly after responding to reports of other suspicious occurrences such as explosions.
4. Deputies should follow the guidance put forth in the IED and G.O. 10.03.000 EXPLOSION INVESTIGATIONS and 10.04.000 BOMB THREAT AND SEARCH PROCEDURES when dispatched to such incidents.

5. To reduce or prevent inhalation, ingestion, and exposure employees must limit their time around an emitter, keep appropriate distances at all times from an emitter, and shield themselves from the released energy particles, utilizing whatever means available (clothing, vehicles, building etc).

- This is referred to as the “Time, Distance, and Shielding Rule.”

  - Limit your time exposed to the source of the emission.
  - Increase your distance from the source of the emission.
  - Keep as much material as you can between you and the source of the emission.

# 10.07.000 INCIDENTS INVOLVING CHEMICAL AND BIOLOGICAL WEAPONS

10.07.005
## INTRODUCTION: 11/05

Although considered a Hazmat incident, chemical and biological weapons have specific issues that need to be addressed outside of the context of industrial chemical incidents. The purpose of this policy is to assist department members when responding to events that involve chemical or biological weapons.

10.07.010
## CHEMICAL WEAPONS: 11/05

Chemical weapons:

1. May be nerve agents (sarin, soman, tabun, VX), blood agents (lewisite), or blister agents (mustard).
2. Will have an onset of symptoms within minutes or hours of contamination.
3. Can be introduced into the body by inhalation, injection, ingestion, or absorption through the skin and mucus membranes.
4. Such as blood agents and blister agents will produce large extremely painful and incapacitating blisters on exposed areas of the body and in the airway and lungs.

10.07.015
## BIOLOGICAL WEAPONS: 11/05

Biological Weapons:

1. May be toxins derived from or may be the actual viral, bacterial, fungal or parasitic organisms.
2. Include, but are not limited to, substances such as ricin, anthrax, plague, cholera, botulism, small pox, and viral hemorrhagic fevers or the blood of contaminated animals.
3. Are most often associated with unusual powders; however, they may be in an aerosol or liquid form.
4. Can be introduced to the body by inhalation, ingestion, through cuts and abrasion, and the mucus membranes.
5. May not have an onset of symptoms for days or weeks
6. Have no “typical” symptoms. Symptoms may include flushing of the skin, pustules forming on the skin, abdominal pain, back pain, headache, chest tightness, fatigue, and flu-like symptoms.

10.07.020
## PATROL RESPONSE: 11/05

1. **In all cases the Air Purifying Respirators issued by the department are sufficient to serve as an escape mask from a contaminated area.**

    - The APR’s with the issued air filters will filter out 99.97% of particulate aerosols and are effective against most organic particulates and both chemical and biological weapons.

2. Deputies most likely will not know prior to their arrival that there has been a chemical or biological weapons release.

   - The information obtained will most likely be reported as either an explosion or a traditional Hazmat release.

3. Deputies should be aware of their surroundings when responding to such calls and use the guidelines established by the Emergency Response Guide and G.O. 10.05.000.
4. Upon arrival deputies should conduct a careful survey of the scene looking for unusual items or occurrences. Examples of these might be:

   a. Abandoned spray devices.
   b. Suspicious containers in the area (i.e. buckets, boxes, rubber or plastic fluid containers) that appear to be wet or leaking fluids.
   c. Metal debris indicative of an explosion.
   d. Unusual liquids or powders dispersed in the area.
   e. Unusual odors.

      - Smells may range from fruity to flowery, sharp/pungent, garlic/horseradish like, bitter almonds, or new mown hay.
      - All smells will be completely out of character for the surroundings.

   f. Low lying clouds.
   g. Dead birds, animals, fish or lack of insect life.
   h. Patterns of casualties (i.e. downwind, or indoors by the air ventilations systems.)

5. Deputies responding to calls that may include a chemical weapon should be observant of the reactions and injuries to civilian populations. Typical symptoms of a chemical weapons release may include one or more of the following, identified by the acronym SLUDGE-M

   S - Salivation. Excessive drooling.
   L - Lacrimation. Tearing of the eyes.
   U - Urination. Uncontrolled bladder release.
   D - Defecation. Uncontrolled bowel release.
   G - Gastrointestinal. Stomach cramps.
   E - Emesis. Vomiting.
   M - Miosis/Muscles. Pinpoint pupils and muscles twitching.

6. Deputies should be conscious of coming into contact with possible contaminated surfaces even if the event is several hours or even days old.
7. **It is imperative that deputies exposed to chemical or biological agents immediately begin self decontamination procedures.**

   **Strip:** Remove up to 80% of the suspected contaminate(s).
   **Flush:** Flush the skin with copious amounts of water (consider using garden hoses, showers, nearby bodies of water)
   **Cover:** Cover exposed skin to prevent recontamination of exposed areas.

8. **Self-Decontamination is NEVER a substitute for a formal decontamination. It is imperative that deputies seek out a formal decontamination and medical aid immediately afterwards.**

# 10.08.000 WEAPONS OF MASS DESTRUCTION

10.08.005
## INTRODUCTION: 10/00

Historically weapons of mass destruction (WMD) have been the product of national warfare. Today with mounting terrorism, the accessibility of information and raw materials it is now possible, in some instances, for development of these weapons with little more than a clandestine laboratory. Not only is the concern of what was initially considered weapons grade biological, and chemicals such as; Anthrax, Plague, Cholera, Nerve, Blister or Choking agents, but also now consideration must include more common bacteria and viral strains, or the use of common chemicals. At present the FBI believes that there will be fewer WMD attacks in the future, but those that occur will have higher casualty rates. As we can see the release of Sarin gas in Tokyo resulted in numerous deaths and casualties, and we are all aware of the extreme loss we suffered with the Oklahoma bombing. This policy provides guidelines for department members when dealing with an incident that might involve a weapon of mass destruction.

10.08.010
## DEFINITION: 10/00

A weapon of mass destruction is;

1. Any destructive device or weapon designed or intended to cause death or serious bodily injury by means of **explosive or incendiary** bomb, grenade, missile, rocket, or mine.
2. Any destructive device or weapon designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of **toxic or poisonous chemicals**, or their precursors.
3. Any weapon involving a **disease organism**; or
4. Any weapon that is designed to **release radiation, or radioactivity,** at a level dangerous to human life.
5. Any act with such materials by **intentionally** producing, releasing, spreading, or causing the destruction of their common carrier or vessel with the intent to cause death or serious bodily injury to an individual or populace.

10.08.015
## SITUATION ANALYSIS: 10/00

In many cases it will be difficult to determine when we are confronted by a WMD situation until it occurs. It can come under the guise of a suspicious package call, a disastrously large Hazmat release, or a letter containing some form of powder. Any of these incidents can be the beginnings of an intentional WMD attack. Since it is doubtful that a deputy would know that they are responding to a WMD it is advised that deputies respond as they would normally respond to the initial call.

10.08.020
## RESPONSE PROCEDURES: 10/00

In most cases response should be considered as a Hazmat situation and the deputies should take care in protecting themselves first. Deputies should not interfere with any local Fire Operations that may be underway, but should try to determine if the incident was intentionally caused. If it can be determined that the incident was caused intentionally the Bomb Disposal Unit should be notified to respond to the scene.

1. Deputies should make every effort to obtain witness information and document evidence as the situation unfolds.

2. Once the Bomb Disposal Unit arrives they will further assess the situation and determine if it falls under the definition of a WMD.
3. If the incident is a WMD the Bomb Disposal Unit will begin notifications to the FBI hazardous response unit.
4. Deputies should familiarize themselves with G.O. 10.03.000 for Explosion Investigations and G.O 10.00.000 the Exposure Control Plan.

# 10.09.000 DOWN WIRES

10.09.005
## INTRODUCTION: 05/95

The purpose of this policy is to establish safety guidelines regarding down wire situations.

10.09.010
## DOWN WIRE RESPONSES: 05/95

1. Deputies responding to down wire calls shall under no circumstances attempt to touch or move the wire.
2. Deputies should remain at the scene of a downed live wire and keep all pedestrians and vehicular traffic clear of the hazard area.

    - Downed wires that are not live (e.g., phone or cable T.V.) do not require that deputies remain at the scene.

3. Deputies shall notify radio when a down wire hazard exists.
4. The local power company should be notified of a down wire situation especially if it is undetermined which lines belong to which company.
5. As a rule most cable and phone companies will not respond until it is determined that no power lines are involved and that their particular lines have been identified as the ones down.

10.09.015
## WIRE CONTACT WITH VEHICLES: 05/95

1. Deputies shall not touch a vehicle that has down wires in contact with it or with a vehicle that appears to be energized.

    - An energized wire in contact with a vehicle will charge the vehicle with the same amount of electrical volts as the wire.

2. Common sense and good judgment should be exercised when approaching an occupied vehicle that is energized.

    - An electrically charged vehicle that is occupied can electrocute the deputy and/or its occupants if any part of the vehicle is touched.

10.09.020
## SAFETY CONSIDERATIONS: 05/95

1. Overhead electrical wires carry from 110 volts to over 240,000 volts.
2. A dead wire can once again become energized because of back-up charging units that automatically turn power back on.
3. Cable T.V. and phone wires are not charged wires when they become disconnected.
4. Wet roadways or surfaces can create a possibility that the ground may be charged with an electrical current for a considerable distance around the area where the wire is in contact.

    - Consider fifteen (15) to twenty (20) feet as being charged when you first approach a down wire on wet surfaces or pavement.

# 11.00.000 CALL-OUT CRITERIA

11.00.005
## POLICY STATEMENT: 11/05

It is the Sheriff's Office policy to establish guidelines for calling out specific units that may be necessary to conduct or assist with special investigations.

11.00.010
## AIR SUPPORT: 06/92

1. The field supervisor shall determine the need for a call-out.
2. The pilot shall be advised of the situation and will make a decision whether to respond.
3. The Air Support Unit may be called out for the following situations:

    a. An unusual occurrence or major event (i.e., earthquake, search and rescue, major fire, flooding, or a major felony perimeter).
    b. Any situation requiring the capabilities of the helicopter.

11.00.015
## BOMB DISPOSAL UNIT: 06/05

1. The Bomb Disposal Unit member shall determine the need for a call-out.
2. Bomb Disposal members should be notified for the following situations:

    a. Confirmed or suspected explosive devices, such as:

        - Pipe/PVC bombs.
        - M-80 or larger explosive devices.
        - Military ordnance.
        - Commercial explosives or components.
        - Items or locations suspected of being booby-trapped.

    b. Explosions resulting in property damage, injuries, or fatalities.
    c. Explosive chemicals are discovered, such as ether or picric acid.
    d. Any intentional use/release of chemicals, (biological or radiation).
    e. Any unanswered questions about response policy or current explosive laws.
    f. Fires where there is evidence that an explosive device was used

11.00.020
## BOMB K-9: 06/05

1. The explosive K-9 handler will screen all **K-9** call outs and will evaluate all details for hazards prior to deployment of the dog.
2. If the explosive K-9 handler is unavailable all Bomb K-9 requests will be approved by the Bomb Disposal Unit Supervisor or Unit member for an outside agency response.
3. The dog maybe be used in the following situations and/or details approved by the K-9 handler.

    a. Bomb Threats.
    b. Dignitary Protection.
    c. Crime Scenes.
    d. Search Warrants.
    e. Post Blast Investigations.

f. Building searches.
g. Suspicious/**Abandoned** packages.
h. The explosive K-9 will be made available to ATF.
i. The explosive K-9 may assist other Federal Agencies.

11.00.025
## CLANDESTINE LAB TEAM: 11/05

1. The field supervisor shall determine the need for call out.
2. Call outs shall be initiated directly through an on-duty lab team supervisor or through the Communications Center.
3. Clandestine Lab Team members may be called out for the following situations:

   a. Any situation where known clandestine laboratory chemicals or waste are present.
   b. Any situation where there are unknown chemicals involved but the circumstancesindicate that more than likely the chemicals are clandestine laboratory related.
   c. The below listed indicators may be considered when taken in totality.

      - Related odors.
      - Persons involved.
      - Known drug house.

4. The Clandestine Lab Team shall not be called out for any other known or unknown hazardous chemical responses.

11.00.030
## DIVE UNIT: 03/08

1. The field supervisor shall determine the need for call-out.
2. Dive Unit sergeant should be notified for the following situations:

   a. Reports of drowning.

      - Drownings require immediate notification.
      - No verification of drowning is needed.

   b. Reports of persons missing near a body of water.
   c. Vehicles in rivers or lakes.
   d. Search for evidence in bodies of water.

11.00.035
## FIRE INVESTIGATION UNIT: 02/05

1. The Fire Investigation Unit member shall determine the need for a call-out.
2. Fire Investigation members should be notified for the following situations:

   a. Fires where a death has occurred.
   b. Fires where serious injuries have occurred and those injuries have required or are expected to require hospitalization of the injured party(s).
   c. Fires that are suspected to be, or are known to be intentionally set.
   d. Fires where the fire suppression agency has not determined a cause.
   e. Fires that are suspicious.

3. Contract city fire departments are responsible for contacting the Fire Investigation Unit when the fire happened in their jurisdiction and meet the criteria above.

11.00.040
## HOSTAGE NEGOTIATION TEAM: 06/92

1. A Precinct Commander, Command Duty Officer, or highest ranking supervisor at the scene shall determine the need for a call-out.
2. The Hostage Negotiation Team may be called-out for the following situations:

    a. Known or suspected hostage situations.
    b. Incidents involving barricaded persons.
    c. Suicidal Barricaded Subjects.

11.00.045
## K-9 UNIT: 06/92

1. The field supervisor shall determine the need for a call-out.
2. The K-9 handler should be advised of the situation and shall make a decision whether to respond.
3. Deputies shall direct all K-9 call-out requests by outside agencies to the Communications Center.

11.00.050
## LATENT PRINT LAB: 06/92

1. The applicable Major Crimes sergeant on weekdays or CID Duty sergeant on weekends shall determine the need for a call-out.

    - The Major Crimes sergeant or CID Duty sergeant shall call the Latent Print supervisor or the AFIS Manager to discuss the situation.

2. Call-outs shall be made on a case by case basis.

11.00.055
## MAJOR CRIMES UNIT: 09/08

The Major Crimes supervisor shall be notified in the following situations and will determine the need for a call-out.

1. Homicides.
2. Deaths of persons under the age of 18.
3. Suspicious deaths.
4. Life-threatening assaults.
5. Suspected human remains/bone finds.
6. Deputy involved shooting (excluding animal euthanasia or accidental discharge with no injuries).
7. Deputy involved use of physical force resulting in life-threatening injuries.
8. In custody death or in custody suicide attempt resulting in life-threatening injuries.
9. Bombing or fire resulting in a death.
10. Bombing resulting in an injury to a person other than the suspect(s).
11. Child abductions or significant missing person incidents.
12. Bank robberies.
13. When the on-scene supervisor determines that Major Crimes may be able to provide necessary advice or assistance.

11.00.060
## MARINE UNIT: 03/08

1. The Communications supervisor or field supervisor shall notify Marine Unit sergeant.
2. Marine Unit deputies should be notified for the following situations:

    a. Reports of drowning.
    b. Injury accidents or accidents with property damage exceeding five hundred (500) dollars.
    c. Emergency distress flares.
    d. Water hazards that are dangerous to the public.
    e. Logs or other debris creating a hazard to boaters, tubers, bridges or property in King County.
    f. Any unusual related water related occurrence.

3. Call-outs shall be made on a case by case basis.

11.00.065
## MARR UNIT: 06/10

1. The MARR Unit shall be called out for the following situations:

    a. Any traffic related fatality.
    b. Any serious injury collision that may result in death or permanent impairment.
    c. Any KCSO involved collision involving significant injuries and/or extensive damages.
    d. Bicycle-only collisions occurring on public roadways or other King County property (i.e., parks, trails, etc.) involving death, likelihood of death pr permanent impairment.
    e. Fatalities resulting from vehicles being swept away or otherwise caught in a flood.
    f. Light aircraft or train accidents involving death or a likelihood of death, and no State or Federal agency assumes jurisdiction.

2. The field supervisor shall evaluate the need for a call-out for the following situations.

    a. When any County vehicle is involved in a collision and:

        - Anyone is injured and/or,
        - There is significant damage to any piece of property.

    b. Any collision that may result in civil litigation against King county or a contract city.
    c. Complex collision scenes.
    d. Injury hit and run incidents.

3. The MARR Unit supervisor or designee shall be notified when:

    a. There is a question about the need for a MARR response or assistance.
    b. There is a need for crime scene diagramming.

11.00.070
## PHOTOGRAPHY/IMAGING UNIT: 06/05

1. The applicable Major Crimes sergeant on weekdays or CID duty sergeant on weekends shall assess the need for a call-out.

    - The Major Crimes sergeant or CID duty sergeant shall call the Photo Unit supervisor or the AFIS Manager to discuss the situation.

2. Call-outs shall be made on a case-by-case basis

11.00.075
## PRECINCT DETECTIVES: 06/92

1. The field supervisor shall determine the need for a call-out.
2. Precinct detectives may be called out for the following situations:

    a. Multiple suspects have been arrested and assistance is needed.
    b. The suspect was involved in multiple crimes or large amounts of evidence exist.
    c. The suspect has waived his rights and is willing to confess to several felonies.
    d. A search warrant is needed.
    e. A situation exists when a detective's knowledge and expertise would bring the investigation to a successful conclusion.
    f. A detective requests a call-out when a particular suspect is arrested.

11.00.080
## SEARCH AND RESCUE: 10/00

1. The field supervisor shall determine the need for call-out.
2. Search and Rescue duty deputies should be notified in the following situations:

    a. Lost or injured persons where a Search and Rescue response is appropriate.
    b. Aircraft crashes.
    c. Forest/Wildfire support.
    d. Emergency distress beacons (Emergency Locator Transmitter and/or Personal Locator Beacon).
    e. Disaster and/or rescue coordination.
    f. Avalanches to rescue/recover persons.
    g. Outdoor crime scene evidence searches.
    h. Emergency communication needs and/or support needs for the department.

3. The Search and Rescue Unit will respond to reports of missing or runaway developmentally disabled persons.
4. SAR will not respond to search for suicide persons.

11.00.085
## SPECIAL ASSAULT UNIT: 06/05

1. The SAU sergeant on weekdays or the CID duty sergeant on weekends shall determine the need for a call-out.
2. SAU detectives may be called out for the following situations:

    a. The suspect is not a known to the victim.
    b. A rape with a known crime scene when the need for latent print technicians is present.
    c. A search warrant is needed to collect evidence.
    d. When a rape suspect is in-custody and their rights have not been invoked.
    e. A suspect is in custody and a search warrant and collect evidence off of their body.
    f. Any substantial injury/life-threatening Child Abuse or Elder/Dependent Abuse case.

3. When there is a need to do an immediate interview with a child victim.
4. When children or dependant adults are residing at the scene of a Methamphetamine Lab.
5. The investigation would be greatly enhanced by having an SAU detective on the scene.

11.00.090
## SPECIAL EMPHASIS TEAM: 11/03

1. The Special Emphasis Team sergeant shall determine the need for a call-out.
2. Field supervisors are encouraged to call with questions when unusual situations arise.
3. Methamphetamine lab call-outs should be requested directly from the Meth sergeants via the Communications Center.
4. Call-outs will be made on a case by case basis.

11.00.095
## TAC-30/SWATUNIT: 05/06

1. The Sheriff, Division Chiefs, Precinct Commanders, Captains, Command Duty Officer, Special Operations Commander, Captains, TAC-30 Commander, or TAC-30 Sergeants shall determine the need for a TAC-30 call-out.
2. The TAC-30 Unit consists of:

    a. Team Commander (TAC-30 Captain).
    b. Team Leaders (TAC-30 Sergeants).
    c. Team Members (Deputies).
    d. Certified Clandestine Lab Members (Deputies).

3. Under circumstances involving immediate life-threatening situations, field supervisors shall request a TAC-30 response when:

    a. A confirmed shots fired incident where suspects may still be present.
    b. A confirmed incident involving barricaded and/or hostage situation.
    c. Captured, isolated or wounded deputies, fire-fighters, and citizens need to be rescued.

4. The request for TAC-30 response should be made through the Communications Center.

    a. The initial call may be made directly to the TAC-30 Sergeants.

        - The Communications Center will make additional notifications (i.e., HNT, BDU, etc.) when requested by the field supervisor.

    b. The chain of command will be notified as soon as possible.

5. A Search Warrant Risk Analysis Checklist will be completed by the affected. The unit supervisor will review it along with his/her Captain, whenever a high-risk operation is anticipated or high-risk police tactics need to be utilized.

    a. **High-Risk Operation:** A police operation in which the circumstances indicate the potential for violence directed towards officers and/or involved persons is higher than normal.
    b. **High-Risk Police Tactics:** Police tactics, which by nature, have a higher potential of injury than conventional police tactics.
    c. High Risk Search Warrants will be served by TAC-30.

6. The TAC-30 Unit should be called out for the following situations:

    a. Counter-sniper activities.
    b. Protect police, fire, and the public during unusually dangerous situations.
    c. Provide security for either diplomatic or government officials in King County.
    d. High risk prisoner transports.
    e. Raid or assault fortified structures or compounds.
    f. Neutralize paramilitary organizations.

g. High risk searches/arrests, warrant services, stake-outs, etc.
h. Any situation by it's apparent nature, is life-threatening and beyond the scope of normal police response or capabilities.
i. Response requires special equipment, tactics or training not available to patrol operations.

7. The TAC-30 Captain, shall respond with the team as the Tactical Commander of the Unit.

a. If the Team Commander is unable to respond the senior TAC-30 sergeant will assume the Tactical Commanders Role and command the Tac-30 Unit.

- If TAC-30 sergeants are unavailable, the senior deputy will assume Tactical Command.

b. The TAC-30 Sergeants will determine the number of SWAT deputies to be deployed to the incident.
c. The TAC-30 sergeants will have the authority to activate additional personnel and additional support units as needed.

8. The Sheriff, Chiefs, Majors, CDO or Captains on scene will assume the Incident Commanders Role.

11.00.100
## SPECIAL OPERATIONS COMMANDER: 03/06

1. The Special Operations Commander shall be notified when department aircraft are involved in an accident or incident that:

a. Caused extensive damage to the aircraft, and/or
b. Caused injuries to anyone.

2. The Airport Police Captain shall be notified if the accident or incident occurred at the King County Airport.
3. Risk Management should also be notified.

# 11.01.000 INCIDENT COMMAND SYSTEM (ICS) AND UNUSUAL OCCURRENCE (UO) PLAN

11.01.005
## PRINCIPLES/POLICY STATEMENT: 09/01

The modern concept of an Incident Command System (ICS) grew out of lessons learned during major wildland fires in southern California during the early 1970s. Although originally developed for fighting fires, ICS has evolved, and can be used by many agencies, even during planned events. It is essential that agencies have a command structure in place before an event occurs, that structure is ICS. ICS:

1. Provides for a central point of command.
2. Maximizes use of resources and consolidates use of those resources.
3. Reduces the communications load.
4. Provides accountability.
5. Provides for a manageable span of control (maximum of 6 people under any one person's direction is ideal).
6. Reduces self-assignment or freelancing.
7. Designates specific duties in advance.
8. Uses common terminology.
9. Encourages planning.
10. Is meant to ensure that any one person reports to only one person.
11. Is meant to ensure that any one person receives instructions from only one person.

It is the policy of the Sheriff's Office to maintain a plan to modify the organizational structure and department chain of command when handling unusual police incidents requiring extensive police responses. Command personnel are expected to familiarize themselves with ICS principles, attend certified training on ICS and at all times carry sufficient ICS reference materials, updated checklists and equipment in their assigned vehicles so as to allow implementation of ICS upon arrival at a scene. Proper implementation of ICS ensures an effective response, a manageable span of control and an efficient, safe use of resources.

11.01.010
## IMPLEMENTATION: 09/01

ICS is the model for how we manage an incident. This integrated ICS and UO plan should be implemented for the following, when appropriate:

1. **Major Incident Scenes** (i.e., Hostage situations, snipers, barricaded persons, robberies, etc.)
2. **Civil Disturbances** (i.e., Demonstrations, civil disorder, labor strikes, etc.)
3. **Natural Disasters** (i.e., Flood, storm, earthquake, landslides, Hazmat incidents, etc.)
4. **Substantial Emergencies** (i.e., Plane crashes, fires, power failures, etc.)
5. **National Emergencies** (i.e., Enemy attack, nuclear attack, etc.)
6. **Large Public Gatherings** (i.e., Parades, fireworks displays, sporting events, dignitary visits, etc.)
7. **Search and Rescue Missions.**
8. **Any other event that involves significant personnel resources deployed for extended periods of time.**

11.01.015
## MOBILIZATION STAGES: 09/01

The following guidelines shall determine the degree of mobilization required to handle unusual police incidents. During a mobilization of any size, commanders should be mindful of the potential need for second, third or fourth day mobilizations.

1. **Precinct Mobilization:**

   - This is an incident that can be controlled by the resources and work force of one precinct, supplemented by available on-duty deputies from other precincts or divisions. It is a small scale incident of short duration with little potential for escalation.

2. **Department Mobilization:**

   - This is an incident that requires all commissioned personnel and selected professional staff to be mobilized to establish control and may require temporary modification of the department's organizational structure.

3. **Mutual Aid Mobilization:**

   - This is an incident that requires mobilization of major department resources and outside help to establish control.

11.01.020
## MOBILIZATION PROCEDURE: 09/01

1. Each Division shall prepare and maintain a current Mobilization Roster that lists the name, address, and telephone number(s) of each of its members.

   a. All administrators, supervisors, and alternates shall retain a copy of their portion of the Division roster at their home and office.
   b. Each supervisor shall designate an alternate to act in their place if they are unavailable to call.
   c. Each Division shall distribute a current Mobilization Roster to the Division Chief and the Commander of the Communications Section.

2. The Sheriff or a designee has the authority to mobilize Sheriff's Office work force.

   - The Command Duty Officer shall have authorization during non-duty hours, until relieved by the Sheriff or a designee.

3. When the Sheriff or a designee determines a mobilization above precinct level is necessary, he shall notify all necessary commanders or their designees to activate their personnel.

   - As a last resort the Sheriff or a designee may use radio and television news media to mobilize personnel.

4. Division Chiefs or their designees shall have the responsibility to alert the supervisory personnel assigned to their Division.

5. Supervisors shall contact all requested personnel assigned to them, and have them report to a specified location or staging area.

    a. Supervisors shall maintain a roster of all deputies and detectives mobilized for the unusual occurrence assignment.
    b. A copy of the roster shall be sent to the supervisor requesting the work force.

6 Deputies and detectives shall immediately report to the designated supervisor at the specified location, properly equipped and prepared to perform the assignment.

    - Non-uniformed deputies and detectives shall report in civilian attire with their U.O. uniforms.

7. Department members shall report to their duty station when the need for extensive police response is obvious and telephone contact is not possible.
8. Department members unable to reach the specified location or staging area shall respond to the precinct nearest their location, report to a supervisor, and perform duties as assigned.

    - The supervisor making the alternative assignment must contact the Incident Command Post with this information.
    - Additionally, in the event of a major disruption in communications, each Division and Section shall pre-designate a command staff person or a representative to report to the Sheriff's Office Command Post at the Office of Emergency Management (OEM) if possible to receive instructions and assignments from the Incident Commander.

9. The Communications Supervisor or designee shall:

    a. Direct all involved field units to use a common frequency.
    b. Direct the radio dispatchers to dispatch emergency calls only.

10. The Incident Commander shall determine the work force requirements for post-incident duty and issue an order releasing any extra personnel.

    a. Deputies and detectives released from duty shall depart via the staging area or staging area officer to ensure they are logged out.
    b. Deputies and detectives who remain on extended duty shall be released by their field supervisor upon completion of their assignments.
    c. Field supervisors shall keep a record of the personnel assigned to them during the incident, including the times they reported and were released from duty.

        - Within ten days of the completion of the event, these records shall be forwarded to the Incident Commander for review.

# 11.01.100 ICS AND UO COMMAND STRUCTURE

11.01.105
## POLICY STATEMENT: 09/01

The department operational structure may be modified during emergency operations or large scale planned public events. Under circumstances where the Sheriff or a designee believes that it is necessary to establish control and manage an incident, ICS, UO and/or Unified Command will be implemented. (Refer to organizational chart immediately following 11.01.130)

11.01.110
## PRIMARY RESPONSIBILITY OF POLICE OPERATIONS: 09/01

The Incident Commander shall have primary responsibility for the command and control of resources and operations during these events.

11.01.115
## COMMAND POST: 09/01

The Command Post is an operational facility used to house the Incident Commander and necessary staff.

1. The Command Post may be established when necessary.
2. The Incident Commander should be a captain or above.
   - A sergeant or deputy can be the Incident Commander until relieved by a captain or above.
   - A deputy (Search and Rescue Duty Officer) can be the Incident Commander for a search and rescue call.
3. There should be only one Command Post.
4. If possible, it should be isolated from noise and confusion.
5. It should not be the staging area.
6. The Command Post shall:
   a. Provide an on-the-scene communications link with the Department Communications Center and the Sheriff's Office Command Post at the King County Office of Emergency Management (OEM) when appropriate.
   b. Provide the Sheriff with situation reports.
   c. Be the location where representatives from other agencies confer with the Incident Commander.
7. Upon the establishment of the Command Post, the Incident Commander will designate someone to keep a record or log of all activities and decisions made as well as who was responsible for making the decision.

11.01.120
## REPORTS AND COMMUNICATIONS: 09/01

**All Personnel** shall communicate all intelligence and information to the Incident Commander or via the Incident Command structure in place at the time.

1. Periodic progress reports shall include the following information:

    a. Current developments of the incident.
    b. Control measures implemented.
    c. Predicted duration and prognosis of the overall situation.
    d. Future resource needs

2. Press releases must be approved by the Incident Commander. When practical, the Media Relations Officer should make all releases and ensure that information released will not jeopardize the on-going scene management.
3. At the conclusion of emergency mobilization, all involved commanders shall contribute a final written critique and report of the incident, per G.O. 1.05.045 (Major Incident Review).

11.01.125
## FIELD COMMUNICATIONS POST: 09/01

1. The Field Communications Post should be established either at or near the Command Post.
2. The Communications Supervisor shall be notified when a Field Communications Post is established.
3. The Incident Commander shall:

    a. Establish a Field Communications Post when there is a multiple response from different operational units.
    b. With the assistance of the Communications Center, allocate the frequencies necessary for handling the incident and for policing the remainder of the County.

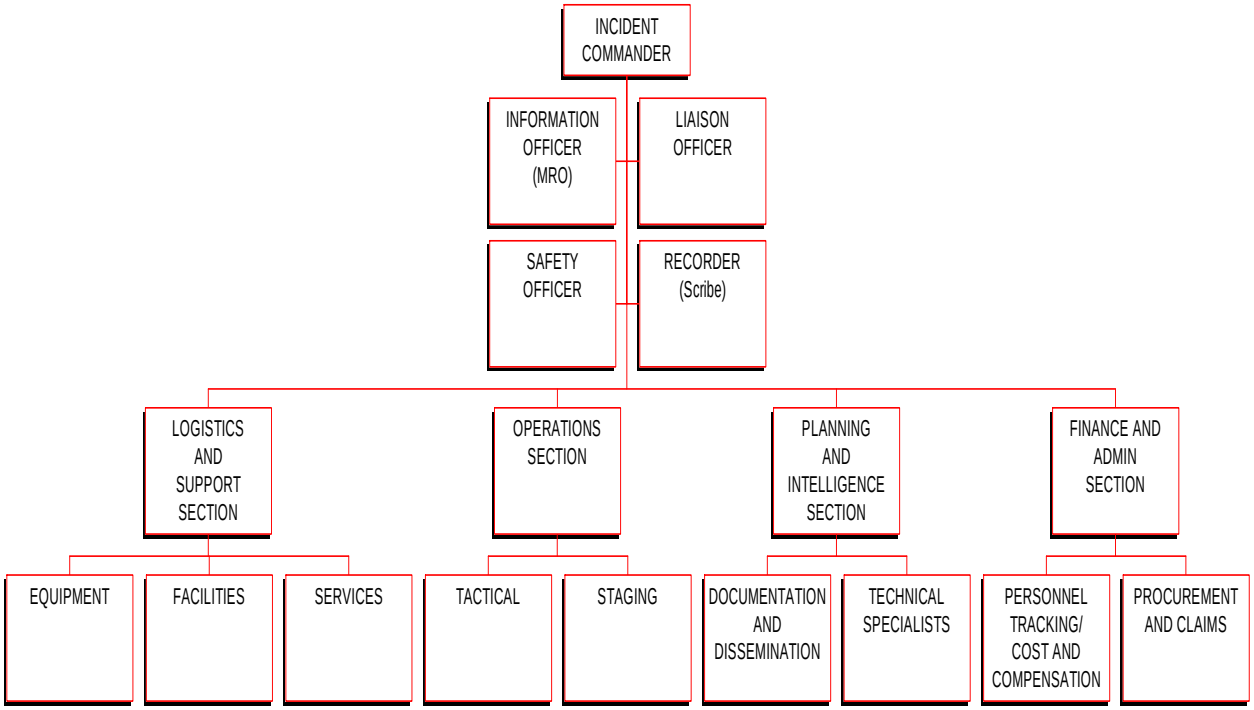
        - A Field Communications Officer may be assigned by the Incident Commander to remain at the Field Communications Post.

11.01.130
## MOBILE COMMAND POST VEHICLES: 09/01

1. Mobile Command Post vehicles shall be maintained by Special Operations.
2. Mobile Command Post vehicles may be used at the discretion of the Incident Commander.
3. All requests for field response of the Mobile Command Post vehicle shall go through the Communications Center.

    - A radio dispatcher shall work at the Command Post when requested by the Incident Commander.
    - Trained, qualified volunteers are available through Special Operations to operate the installed radio and computer equipment; to perform clerical duties and to provide other assistance as needed.

BASIC INCIDENT COMMAND ORGANIZATION




The above Organization Chart shows ICS for a larger scale event that occurs over a longer period of time.

11.01.135

## INCIDENT COMMANDER RESPONSIBILITIES: 09/01

The Incident Commander has complete authority and responsibility for the event. This position shall ultimately be filled by a Captain or above (except in the case of a search and rescue mission.) It is the responsibility of the Incident Commander to:

1. Assess incident priorities.

    - Safety of lives, incident stabilization, protection of property

2. Determine short-term and long-term goals and objectives.
3. Develop, approve and implement the incident action plan in conjunction with the Operations and Planning Sections.
4. Determine resource needs.
5. Develop organizational structure appropriate for the event.
6. Coordinate and approve media information release.
7. Delegate authority if appropriate to implement strategies and determine need for Incident Command Staff or General Staff.
8. Determine what needs to be done, why it needs to be done, by whom and when and where they are to do it.

11.01.140
## INCIDENT COMMAND STAFF RESPONSIBILITIES: 09/01

If the Incident Commander requires staff positions, they should be housed with the Incident Commander. They report directly to the Incident Commander. If assigned, their responsibilities are as follows:

1. **Safety Officer:**

   a. Monitor and assess hazards and unsafe conditions.
   b. Develop measures to ensure personnel safety.
   c. Correct unsafe acts or make recommendations for same.
   d. Keep Incident Commander informed of potential hazards.

2. **Liaison Officer:**

   a. Serve as point of contact for assisting agencies.
   b. Coordinate integration of participating agencies.
   c. Act as diplomat between agencies, jurisdictions and school districts when needed.

3. **Information Officer:**

   a. Will normally be the Media Relations Officer.
   b. Obtain briefings from the Incident Commander or other staff.
   c. Prepare initial event/situation summary for release.
   d. Establish press area near scene but away from Command Post.
   e. Release information to the press as appropriate.
   f. Coordinate significant releases with Incident Commander.

4. **Recorder (or Scribe):**

   ■ Documents events, decisions and actions as directed by the Incident Commander.

5. **Senior Advisor:**

   a. No part of the ICS command structure, but assists with policy decisions.
   b. May be of lesser, equal or greater rank than the Incident Commander.

11.01.145
## INCIDENT COMMAND SECTIONS AND GENERAL STAFF RESPONSIBILITIES: 09/01

General staff (Section Commanders) may or may not be co-located with the Incident Commander. They report directly to the Incident Commander. If assigned, their responsibilities are as follows:

1. **Logistics and Support Section Commander:**

   a. Provide for all necessary supplies and equipment.
   b. Make arrangements for supply and replacement of necessary food, water, sanitation supplies, vehicles, generators, tents, etc.
   c. Provide for equipment maintenance and refueling.
   d. Manage all service and material resources necessary to handle the incident.
   e. Locate and arrange for the use of facilities.
   f. Provide for photocopying of maps, floor plans, etc.
   g. If necessary, establish a first-aid station or field morgue in cooperation with the Office of Emergency Management and the Medical Examiner's Office.

h. Develop an incident communications plan, and obtain equipment as necessary, to ensure communication among internal components and outside agencies, to include:

- Radios with shared frequencies.
- MDTs.
- Computers.
- Telephone.
- FAX.
- Written dispatch delivered by officers.

2. **Operations Section Commander:**

a. Direct and coordinate all tactical operations.
b. Assist with development of goals and objectives.
c. Develop operational plans and determine their impact and risk.
d. Establish a traffic control plan in conjunction with other agencies.
e. Organize evacuation, as necessary, of buildings and neighborhoods.
f. Establish interior patrol of affected areas if necessary for general law enforcement and prevention of looting.
g. Request or release resources through Incident Commander.
h. Make status reports to Incident Commander.
i. Supervise (or delegate supervision) of Staging Area and direct dispatch of personnel.
j. Implement action plans.

3. **Planning and Intelligence Section Commander:**

a. Document the incident.
b. Assess the circumstances and project the most likely outcomes and their impacts.
c. Identify contingency plans, immediate and long-term.
d. Assist in operational plan development, help determine success probability.
e. Assemble technical specialists (Bomb Techs, Comm Specs, CIU, Tac-30, etc).
f. Obtain relevant maps, floor plans.
g. Provide and update visual aids if requested (status boards).
h. Develop de-mobilization plan (to include CISM debriefings coordinated with PAT members).
i. Anticipate changing resource needs.

4. **Finance and Administration Section Commander (may or may not be commissioned):**

a. Mobilize, direct personnel to the appropriate staging area, track personnel.
b. Track missing, injured or hospitalized personnel.
c. Identify personnel requiring relief, breaks, food, water, etc.
d. Log and track deployments.
e. Assist Operations Section Commander with supervision of staging area to include a check-in/check out procedure for personnel and/or equipment, staffing phones, delivering messages dispatching personnel.
f. Coordinate mutual aid if necessary.
g. Document all incident costs for future payment/reimbursement.
h. Recommend cost savings measures to Incident Commander.
i. Assign responsibilities as necessary for:

- Time Keeping.
- Procurement.
- Compensation and Claims.
- Costs and Cost Recovery.

11.01.150
## OTHER INCIDENT COMMAND ASSIGNMENTS AND RESPONSIBILITIES: 09/01

1. **Assistant Section Commanders:** May be appointed by the Incident Commander or Section Commanders.
2. **Area Commanders:** Are appointed by a Section Commander and command a platoon. The platoon may be sub-divided into squads supervised by a sergeant, MPO or other senior deputy appointed by the Area Commander. Platoon and squad sizes shall depend on the nature of the task, terrain or area. Area Commanders report to a Section Commander or Assistant Section Commander.
3. **Squad Leaders:** Command a squad and report to a platoon leader or Area Commander.

11.01.155
## UNIFIED COMMAND: 09/01

1. During large scale emergencies or events, or at other times, it may be appropriate to join forces with other agencies in a Unified Command Center. While KCSO's Incident Commander would still have authority over KCSO personnel, mission objectives and goals are determined jointly by members of the Unified Command that may include:

    a. Other law enforcement agencies.
    b. Fire, HAZMAT and EMS.
    c. City, County, State or Federal disaster officials.
    d. Local or Federal Departments of Transportation or Ecology.
    e. Red Cross, King County S.A.R., or other volunteer organizations.
    f. Event officials (in the case of sporting or other planned events).

2. All agencies contribute by:

    a. Determining objectives.
    b. Planning jointly.
    c. Conducting integrated tactical operations.
    d. Maximizing use of all resources.

3. Unified Command may be appropriate during incidents that:

    a. Affect more than one jurisdiction.
    b. Involve more than one agency within a jurisdiction.
    c. Involve multiple geographical or regional agencies.

4. Unified Command works because:

    a. There is one set of objectives.
    b. There is a collective approach to strategies.
    c. There is improved information flow and coordination.
    d. There is a better understanding of objectives, priorities, limitations and restrictions.
    e. It optimizes combined efforts of all agencies.
    f. It is the most cost effective.
    g. It does not compromise authority.

5. There may be times when it is appropriate to ask another agency, such as the Fire Department, to assist us by handling an entire section, such as Logistics, if appropriate.

11.01.160

## PERSONNEL ACCOUNTABILITY AND POST-INCIDENT PROCEDURES: 09/01

Personnel accountability at an emergency scene is an essential element of the Incident Command System. Tracking the location of all personnel is critical to the successful conclusion of an ICS incident. Personnel accountability requires a commitment to safety by all members of the Department.

1. Relief and Missing Personnel:

   a. Supervisors will be responsible for personnel under their control during police operations, and should be aware of extended post assignments and provide adequate relief.

      - Weather conditions can affect proper relief times.
      - In the event of traumatic incidents or extended physical activity, deputies should be limited to no more than six hours on-scene, if possible.

   b. At any given time, if all personnel are not accounted for, the supervisor will notify the Section Commander, who will notify the Incident Commander.

      - The Incident Commander will direct the Operations Section to formulate and implement a search plan for the missing personnel as soon as possible.

2. Demobilization or De-escalation of an Incident Command Incident:

   a. Accountability for Personnel:

      Accountability for personnel continues to be critical during de-escalation or demobilization. As noted above, a search plan must be executed as soon as possible in the case of missing personnel.

   b. Accountability for Equipment:

      Supervisors will account for equipment issued to personnel under their command. Supervisors will ensure that all equipment is turned in and/or accounted for before they are relieved of duty.

   c. After-Action Operational Critique:

      After significant events or incidents, the Incident Commander will hold an Operational Critique to discuss the event to identify:

      - What went well.
      - What did not; and
      - Make or solicit suggestions for ICS improvement.

d. After-Action Reports:

- After-Action Reports will be completed whenever a significant deployment or other unusual circumstances are involved, or if Command directs.
- Typically, the Planning/Intelligence Section Officer will complete any After-Action Report required.
- After-Action Reports shall report the incident from an Incident Command System frame of reference.
- The After-Action Report shall be forwarded via the chain of command to the appropriate Commander in the form of a draft memo.
- The Commander will review the draft memo and may forward a confidential memo to the Sheriff (RCW 5.60.060).
- After review of the draft memo and/or confidential memo, a general After-Action Report may or may not be issued by the Sheriff or his/her designee.

e. Critical Incident Stress Management and Debriefings:

- In critical incidents, the Incident Commander or Operations Section Commander will arrange for a Critical Incident Stress Debriefing if appropriate.
- This should be for all affected personnel and may be in conjunction with debriefings held by other agencies (Fire, EMS, etc.)
- Even days or weeks after an event, involved personnel can suffer emotional trauma as a result of their involvement or what they have witnessed. Supervisors and peers should monitor co-workers and personnel under their command and provide support services as needed. (See G.O.M. 2.08.000) (PAT members may be utilized for this purpose.)

# 11.01.200 ICS/UO STAGING AREA

11.01.205
## STAGING AREA FUNCTION: 09/01

The Incident Commander or a designee may establish a Staging Area. Proper check-in and check-out of personnel resources is essential, especially during large scale events. In order to provide meaningful accountability to the Incident Commander, all personnel assigned to the incident must be properly logged in and logged out via the Staging Area, either by phone, radio or in person.

1. The Staging Area should not be at the Command Post.
2. The Staging Area shall be specified during call-out to the deputies and detectives responding.
3. The Staging Area provides a location for:

    a. Accounting and processing of personnel.
    b. Dispatching of personnel.
    c. Disbursement, protection, vehicle controls, emergency equipment, food, etc.

4. The Incident Commander shall appoint an Operations Section Commander to coordinate the activities of the Staging Area.

# 11.01.300 PRECINCT COMMAND ICS/UO RESPONSIBILITIES

11.01.305
## POLICY STATEMENT: 09/01

It is the Sheriff's Office policy to maintain guidelines for unusual occurrences and ICS events that can be controlled by the resources of one precinct, supplemented by available on-duty uniformed personnel from other Precincts or Divisions.

11.01.310
## SENIOR DEPUTY AT THE SCENE: 09/01

The senior deputy at the scene of an ICS/UO incident shall:

1. Comply with G.O. 1.05.055 (Seniority).
2. Assume command until relieved by a superior.
3. Establish a Field Communications Post or Command Post as necessary.
4. Record the activities.
5. Request a supervisor and other assistance, if necessary.
6. Request assistance from the Communications Center to provide a working "talk group" that can be merged with any other responding agencies (PSOPS, MARS, LERN etc.).

11.01.315
## FIRST SUPERVISOR AT THE SCENE: 09/01

The first supervisor at the scene shall evaluate the incident, notify the Precinct Commander or Command Duty Officer, and:

1. Assume command and request any departmental work force or resources necessary to control the situation when precinct mobilization is adequate.
2. Recommend departmental mobilization if the work force and resources under a precinct mobilization are inadequate to control the incident.
3. Serve as Incident Commander until relieved.

# 11.01.400 DEPARTMENT ICS/UO COMMAND RESPONSIBILITIES

11.01.405
**SHERIFF:** 09/01

The Sheriff or a designee shall have ultimate responsibility for command and control of ICS and UO operations, to:

1. Determine personnel best suited for Incident Command responsibilities.
2. Deploy personnel and equipment and maintaining law enforcement services to the County.
3. Constantly evaluate of the incident.
4. Inform higher authorities (i.e., County Executive, Council, Governor, etc.) of police activities when requested or appropriate.
5. Request assistance from other agencies.

11.01.410
**CHIEF OF FIELD OPERATIONS:** 09/01

The Field Operations Chief or a designee shall:

1. If not the Incident Commander, ensure that appropriate persons assume Incident Commander and Section Commander responsibilities.
2. Evaluate and update departmental needs.
3. Coordinate the mobilization of all personnel by notifying all appropriate Commanders.
4. Establish a Department Command Center separate from the Field Command Post if appropriate, such as at the King County Emergency Operations Center.
5. Ensure the establishment of a Staging Area, if necessary.
6. Coordinate communications with assisting agencies.
7. Ensure that a Major Incident Review is conducted at the completion of the incident per G.O. 1.05.045.

# 11.01.500 OTHER PREASSIGNED ICS AND UO DUTIES AND RESPONSIBILITIES

11.01.505
**POLICY STATEMENT:** 09/01

It is the Sheriff's Office policy to establish pre-assigned duties for some department personnel during an ICS or UO incident. In a catastrophic or other major event where communications are disrupted, these personnel are expected to use their best judgment in determining if they should respond or where they should respond.

11.01.510
**SHERIFF'S STAFF:** 09/01

1. The Legal Advisor shall:

    - Respond to the Command Post or Department Command Center and provide legal assistance to the Department and act as the liaison to the King County Prosecutor and the U.S. Attorney offices.

2. The Criminal Intelligence Unit shall:

    a. Collect intelligence information and perform surveillance during civil disturbances or demonstrations.
    b. Perform evaluations of the field situation during other emergencies.
    c. Provide Command Post security.
    d. Provide video and photographic recording teams.

        - Photographic services can be supplemented by Photo Lab personnel.

    e. Report directly to the Planning and Intelligence Section Commander.

3. The Internal Investigations Unit shall:

    a. Adjust its hours to provide adequate citizen complaint accessibility.
    b. Be assigned by the Sheriff or his designee to perform other duties as necessary.

4. The Media Relations Officer and appointed assistants shall:

    a. Prepare news releases, safety bulletins, and other public information bulletins.
    b. Act as liaison to the news agencies and affiliates.
    c. Report to the Command Post or Department Command Center or OEM as determined by the Incident Commander or higher authority.

11.01.515
## TECHNICAL SERVICES DIVISION: 09/01

1. The Communications Section shall be responsible for providing personnel to handle communications between Field Operations, the Command Post, field units, other agencies and the Department Command Center, and also for coordinating the dispatching of priority calls in the County not affected by the emergency operations.

    - They may also be required to staff the Command Post or Department Command Center when asked.

2. The Personnel Unit shall provide coordination of information relating to personnel injured during the emergency operations.

    - They shall provide emergency notification upon request of the Sheriff.

11.01.520
## OFFICE OF EMERGENCY MANAGEMENT: 09/01

The Sheriff or a designee may request the Office of Emergency Management (OEM) to activate the Emergency Operations Center (OEC) during an Unusual Occurrence or large scale event. The following activities occur in the EOC.

1. Providing auxiliary services, personnel, equipment and supplies as required by the Incident Commander.
2. Maintaining situation maps and activity logs encompassing the emergency and preparing reports for the Sheriff or a designee.
3. Maintaining communications with the field units and the Incident Command Post.
4. Reviewing traffic control plans in the stricken areas based on the recommendations of the Incident Commander.
5. Providing a liaison with news gathering agencies.
6. Providing a liaison with other involved agencies.
7. Compiling information on dead, injured, or missing persons.
8. Collecting and distributing information regarding damaged areas and the traffic capability of streets.

11.01.525
## STAFFING OF THE OFFICE OF EMERGENCY MANAGEMENT: 09/01

1. During a Mutual Aid mobilization, the Sheriff's Office should staff the EOC with a law enforcement representative capable of making decisions, coordinating recourse requests and providing current information regarding Sheriff's Office activities.
2. The EOC representative should maintain close contact wit the Incident Command Post and with EOC personnel.

11.01.530
## CHANGE OF OVERALL COMMAND: 09/01

When an emergency operation involving a major incident scene has been resolved, and the need for Incident Command has passed, the Incident Commander shall pass on-scene command to the Unit responsible for further investigation or follow-up.

1. A Supervisor from the appropriate follow-up unit shall assume field command.
2. All personnel shall continue to assist the Follow-up Unit Supervisor.

11.01.535
## SHERIFF'S ICS/UO CHECKLIST: 09/01

**SHERIFF'S**
**CHECKLIST**

1. _____ Assign or approve of Incident Commander and Section Commander appointments.
2. _____ Request activation the Office of Emergency Management if appropriate.
3. _____ Assure that all Precinct/Division Commanders are notified.
4. Request those members of the Sheriff's staff required:
   - a. _____ Division Chiefs
   - b. _____ Legal Advisor
   - c. _____ Section Commanders C.I.D.

     _____ Supervisor Criminal Intelligence Unit
   - d. _____ Section Commanders, Tech Services
   - e. _____ Media Relations Officer for Headquarters and/or Incident Command Post
   - f. _____ Internal Investigations Staff

11.01.540
## CHIEF OF FIELD OPERATIONS ICS/UO CHECKLIST: 09/01

**CHIEF OF FIELD OPERATIONS**
**CHECKLIST**

1. _____ Report to Sheriff's location or Command Post.
2. _____ Help to determine appropriate command assignments.
3. _____ Maintain contact with Incident Commander to coordinate their functions with the above staff.
4. _____ Provide continual situation updates to the Sheriff.

11.01.545
## INCIDENT COMMANDER'S ICS/UO CHECKLIST: 09/01

**INCIDENT COMMANDER**
**CHECKLIST**

1. _____ Establish a Command Post.

   a. _____ Consider communications (both phone and radio).

   b. _____ Select a staging area for a Field Communications Post and arriving vehicles and personnel.

   c. _____ Notify the Communications Center Commander.

2. _____ Determine priorities, establish action plan, appoint Section Commanders as appropriate.

3. _____ Request a common dedicated frequency for UO use.

4. _____ Estimate the immediate and future equipment and work force needs for early notification of either off-duty personnel or other agencies that can be mobilized, if necessary.

5. _____ Establish a Traffic Control Plan.

   _____ Include detour routes, removal of vehicles, in and out routes, emergency vehicle routes, etc.

6. _____ Establish crowd control and area isolation, if necessary.

7. _____ Institute the evacuation of buildings, if necessary.

8. _____ Establish interior patrol for general law enforcement and prevention of looting.

9. _____ Coordinate the establishment of a First-Aid Station or Field Morgue with OEM and M.E., if necessary.

10. _____ Relay actions, activities, and requests to the Department Command Center, if activated.

11. _____ Request the Supervisor of the Criminal Intelligence Unit to provide photographic recording teams (supplemented by the Photo Lab), as required.

11.01.550
**CDO ICS/UO CHECKLIST:** 09/01

**COMMAND DUTY OFFICER**
**CHECKLIST**

1. _____ Receive and evaluate information from Communications Supervisor about incident.

   a. _____ Location

   b. _____ Cause of incident

   c. _____ Number of citizens involved

   d. _____ Activities that are occurring

   e. _____ Number of Law Enforcement Officers involved

   f. _____ Injuries (type, extent, I.D. victims)

   g. _____ Estimate Police work force needs

   h. _____ Estimate Police equipment needs

   I. _____ Radio frequencies being used

   j. _____ If not the Incident Commander, assist Incident Commander to determine where Command Post will be.

2. _____ Initiate the following notifications:

   a. _____ Sheriff

   b. _____ Chief, Field Operations Division

   c. _____ Chief, Technical Services Division

   d. _____ Chief, Criminal Investigations Division

   e. _____ Commander, Special Operations Section

   f. _____ Office of Emergency Management

   g. _____ Commander of Precinct of Occurrence

   h. _____ Commander, Special Operations Section

3. _____ Assist with decisions and activities regarding mobilization.

4. _____ Contact Communications Center Supervisor to initiate mobilization.

5. _____ Report to Headquarters or scene as required.

11.01.555
## CID CHIEF'S ICS/UO CHECKLIST: 09/01

**CHIEF OF CRIMINAL INVESTIGATIONS DIVISION**
**CHECKLIST**

1. _____ Receive incident briefing via Sheriff or a designee.

2. _____ Alert C.I.D. Section and Unit Supervisors to retain selected detectives for investigative functions and release all other work force for uniformed U.O. duty.

3. _____ Suspend routine operation if necessary.

4. _____ Prepare to investigate injuries, deaths and reports of police misconduct.

5. _____ Activate the Criminal Intelligence Unit to evaluate incoming activity reports.

6. _____ Prepare to act as relief for other Division Chiefs as required.

11.01.560
## CHIEF OF TECHNICAL SERVICES ICS/UO CHECKLIST: 09/01

**CHIEF OF TECHNICAL SERVICES DIVISION**
**CHECKLIST**

1. _____ Receive notification of incident from Sheriff. Screen for needs from Technical Services.

    a. _____ Personnel records access

    b. _____ Property Management Section, Evidence and Supply and Fleet

    c. _____ Communications Section

    d. _____ Records

    e. _____ Identification

    f. _____ Fiscal Section

2. _____ Increase work force as required via the Communications Center Supervisor.

3. _____ Respond to Headquarters.

11.01.565
## COMMUNICATIONS SUPERVISOR'S ICS/UO CHECKLIST: 09/01

**COMMUNICATIONS SUPERVISOR**
**CHECKLIST**

1. _____ Assign frequency for exclusive ICS/UO use.

2. _____ Estimate work force needs for Communications Center and increase personnel if needed.

3. _____ Maintain an information sheet of the situation, for use by the Sheriff and staff.

4. _____ Use paging system or telephone to contact Command Duty Officer, or Division Chiefs when requested by field Supervisor or Command Duty Officer as appropriate.

5. _____ Contact Precinct supervision with information regarding mobilization. Include the following:

   a. _____ Report time and location.

   b. _____ Uniform and equipment.

   c. _____ Number of personnel required.

6. ___ Assist Field Supervisors in contacting Precinct Commander, Captains and Sergeants for their rapid response to Precincts as required.

7. _____ Be prepared to supply a police dispatcher to operate Command Post radios if required or requested.

8. _____ Routine police dispatch may be reduced to emergency responses only. If necessary, advise Communications Center staff to screen complaints for emergencies only.

11.01.570
## FIELD SUPERVISOR'S ICS/UO CHECKLIST: 09/01

**FIELD SUPERVISOR**
**CHECKLIST**

1. _____ Respond to scene to estimate departmental needs.

    a. _____ Is the situation contained?
    b. _____ Injuries?
    c. _____ Work force required.
    d. _____ Equipment required.
    e. _____ Type of damage, if any.

        ____ Police
        ____ Citizens

    f. _____ Cause of incident.
    g. _____ Activities that are occurring.
    h. _____ Be prepared to recommend a Field Command Post, Field Communications Post and Field Staging Area, if needed.

        ____ Security
        ____ Size (vehicles - personnel)
        ____ Communications (telephone - radio)

2. _____ Report recommendations to highest rank Supervisor on duty.

    ____ Contact Precinct Commanders and/or Captains upon notification to mobilize.

3. _____ Contact Precinct Sergeants.

    a.____ Instruct Sergeants to respond to Precinct to begin mobilizing deputies from roster. Include

        ____ Time to report and location.

        ____ Uniform and equipment.
        ____ Instruct deputies to sign in on log and to stand by for assignments.

    b.____ Assign first deputies reporting to Precinct or staging area to:

        ____ Telephone duty to contact off-duty deputies/detectives.
        ____ Log in deputies reporting for assignment.

    c.____ Record all deputies/detectives and equipment dispatched.
    d.____ Report current work force available to Command Post.
    e.____ Send a copy of U.O. and Personnel Duty Log to Command Post with deputies and detectives assigned or dispatched.

# 12.00.000 ABUSE/NEGLECT INVESTIGATIONS

12.00.005
## INVESTIGATIVE GENERAL POLICY: 11/09

1. Felony investigations:

   - The Special Assault Unit (SAU) shall conduct all follow-up investigations involving allegations of sexual abuse, felony physical abuse, and maltreatment cases.

2. Non-felony investigations:

   - Patrol deputies should complete investigations involving non-felony physical abuse and maltreatment cases if able to do so.

3. Although law enforcement shall notify the Department of Social and Health Services (DSHS), Adult Protective Services (APS) and the Child Protective Services (CPS) of incidents involving sexual or physical abuse, neglect or maltreatment, DSHS, APS or CPS are not responsible for criminal investigations and do not pursue criminal charges.
4. Deputies with questions should call SAU.

12.00.010
## DUTY TO REPORT AND PROTECT: 11/09

1. **Responsibility to Report:**

   a. Anyone can report alleged abuse, neglect or maltreatment, but if the following people have reasonable cause to believe that a child, dependent adult, or developmentally disabled person has suffered physical or sexual abuse, neglect or maltreatment, they must report such incidents to the proper law enforcement agency or DSHS, APS or CPS:

      - Practitioners of the healing arts (includes Christian Science Healers).
      - Professional school personnel.
      - Nurses.
      - Social workers.
      - Psychologists.
      - Pharmacists.
      - DSHS employees.
      - Licensed or certified child care providers or their employees.

   b. The report shall be made at first opportunity, but no longer than forty-eight (48) hours after there is reasonable cause to believe that a child or adult has suffered abuse, neglect or maltreatment.
   c. Law enforcement must report the incident to the appropriate county prosecutor whenever an investigation reveals that a crime may have been committed.

2. **Protection from Liability:**

   a. Any person acting in good faith and making a report that a child, adult dependent, or developmentally disabled person has suffered physical or sexual abuse, neglect or maltreatment or who testifies in a court proceeding as outlined in this law, shall be immune from any civil liability arising from the report or testimony.
   b. Conduct conforming to the reporting requirements of this law is not a violation of the confidential communication privilege.

3. **Duty of Law Enforcement Deputies:**

   a. Deputies shall complete an incident report and any collateral paperwork involving physical abuse, sexual abuse, neglect or maltreatment.
   b. Deputies have authority to photograph any child, dependent adult, or developmentally disabled person for evidence of the injuries or condition of the person.

      ■ Photograph **all** injuries however slight.

   c. Deputies have authority to take a child into protective custody under certain circumstances (see section 040).

3. **Failure to Report:**

   ■ When persons required by law fails, to report suspected child abuse or neglect, they can be charged with a gross misdemeanor.

12.00.015
## INDICATORS OF PHYSICAL ABUSE: 11/09

1. Physical Indicators:

   a. **Unexplained bruises or welts** anywhere on the body in various stages of healing that may be clustered or forming regular patterns reflecting the shape of the article used to inflict the injury (i.e., electric cord, belt buckle, etc.).
   b. **Unexplained burns** (i.e., cigar, cigarette burns) commonly found on the soles, palms, back, or buttocks. Immersion burns (i.e., sock-like, glove-like, doughnut-shaped) commonly found on buttocks or genitalia. Rope burns commonly found on the arms, legs, neck, or torso.
   c. **Unexplained fractures** to the skull or facial structure in various stages of healing, multiple or spiral fractures.
   d. **Unexplained lacerations or abrasions** commonly found on the mouth, lips, gums, eyes, external genitalia.

2. Child Behavioral Indicators:

   a. Wary of adult contacts.
   b. Apprehensive when other children cry.
   c. Behavioral extremes (i.e., aggressive or withdrawn)
   d. Frightened of parents.
   e. Afraid to go home.
   f. Reports injury by parents.

12.00.020
## INDICATORS OF PHYSICAL NEGLECT, MALTREATMENT: 11/09

1. Physical Indicators:

   a. Consistent hunger, poor hygiene, inappropriate dress.
   b. Consistent lack of supervision, especially in dangerous activities or over long periods.
   c. Unattended physical problems or medical needs.
   d. Abandonment.

2. Behavioral Indicators:

   a. Begging, stealing food.
   b. Extended stays at school (i.e., early arrival and late departure).
   c. Chronic fatigue, listlessness, or falling asleep in class.
   d. Alcohol or drug abuse.
   e. Delinquency.
   f. Reports that there is no caretaker.

12.00.025
## INDICATORS OF SEXUAL ABUSE: 10/92

1. Physical Indicators:

   a. Difficulty in walking or sitting.
   b. Torn, stained, or bloody underclothing.
   c. Pain or itching in genital area.
   d. Bruises or bleeding in external genitalia, vaginal, or anal areas.
   e. Sexually transmitted disease, especially in pre-teens.
   f. Pregnancy.

2. Behavioral Indicators:

   a. Unwillingness to change gym clothes or to participate in physical education class.
   b. Withdrawal, fantasy, or infantile behavior.
   c. Bizarre, sophisticated, or unusual sexual behavior or knowledge.
   d. Poor peer relationships.
   e. Delinquency or running away.
   f. Reports of sexual assault by a caretaker.

12.00.030
## INDICATORS OF EMOTIONAL MISTREATMENT: 10/92

1. Physical Indicators:

   a. Speech disorders.
   b. Lags in physical development.
   c. Failure to thrive.

2. Behavioral Indicators:

   a. Habit disorders (i.e., sucking, biting, rocking, etc.).
   b. Conduct disorders (i.e., anti-social, destructive, etc.).
   c. Neurotic traits (i.e., sleep disorders, bed-wetting, play inhibition, etc.).
   d. Psycho-neurotic reactions (i.e., hysteria, obsession, compulsion, phobias, hypochondria, etc.).
   e. Behavior extremes (i.e., compliance/passivity, aggressive/demanding behavior, etc.).
   f. Overly adaptive behavior (i.e., inappropriate adult, infantile, etc.).
   g. Developmental lags (i.e., mental or emotional).
   h. Suicide attempts.

12.00.035
## DETERMINING WHEN DISCIPLINE IS ABUSE: 10/92

1. State law allows physical discipline of a child when it is reasonable and moderate and is inflicted by a parent, teacher, or guardian, for purposes of restraining or correcting a child (RCW 9A.16.100).
2. The following actions are presumed **unreasonable**:

    a. Throwing, kicking, burning or cutting a child.
    b. Striking a child with a closed fist.
    c. Shaking a child under age three.
    d. Interfering with a child's breathing.
    e. Threatening a child with a deadly weapon.
    f. Doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks.

3. Other factors such as age and size of the child shall be considered.
4. **This list only illustrates unreasonable actions and is not intended to be exclusive.**

12.00.040
## PROTECTIVE CUSTODY: 11/09

1. The deputy's primary concern when investigating cases of child abuse, neglect and maltreatment is the protection of the child. The deputy should determine if:

    a. Child abuse, neglect or maltreatment is occurring.
    b. The child is at risk in the home.
    c. Immediate intervention is necessary to ensure the child's safety.

2. Deputies shall consider protective custody when:

    a. There is probable cause to believe the child is abused, neglected or maltreated would suffer further abuse, neglect or maltreatment if not taken into protective custody.
    b. The child may be inaccessible at a later date.

        - **R.C.W. 26.44.050 gives deputies authority to take an abused child into custody without a court order.**

3. If the child is taken into protective custody, the deputy shall remove the child from the home, place the child with relatives/friends, transport the child to a receiving home or place the child into the custody of a CPS caseworker, which ever is applicable

    - CPS does not have the authority to take a child into protective custody.

4. In all instances, an incident report shall be completed.

    a. Deputies shall mail, fax, or email a copy of this report to CPS within (3) three working days of the incident.
    b. The email address is CACILEreports@dshs.wa.gov.

        - The sergeant approving the incident report may email the report to CPS or may notify the deputy that the report is ready to email.

    c. Mail reports to: DFCS - Intake
    2809 26th Avenue South, M/S N56-1
    Seattle, WA 98144
    d. Fax # 721-4001
    e. For questions the 24 Hour Emergency Intake Phone is 800-562-5624 ex 9.

5. If a child is taken into protective custody, deputies shall complete a Notification of Removal of Children (KCSO Form #B-136).

    a. Leave a copy with the parent or visibly posted in or outside the residence if the parent is not home.
    b. The original of this form shall be attached to the incident report.

12.00.045
## RESPONDING TO THE HOME: 10/92

The deputy's ability to gain entry into the home is usually related to the initial approach toward the family. If the deputy politely explains that his/her role is to ensure the health and safety of the child, they may be allowed in. Sometimes, the deputy will not receive permission to enter. Many families perceive any police intervention as an intrusion, so they become angry, afraid, or embarrassed. In cases when the family is in crisis, these negative reactions are even stronger, and hostility will probably be created. Deputies, however, have the right to forcibly enter without a search warrant when there is probable cause to believe a child in the home is in imminent danger.

12.00.050
## INTERVIEWING THE CHILD: 11/09

1. Generally, unless there are emergent reasons that can be articulated, deputies should not interview children less than twelve (12) years old. Several factors determine whether a child should be interviewed:

    a. Child's age.
    b. Child's ability to evaluate what has happened.
    c. The possible impact of the interview.
    d. The possibility of retaliation by a parent or other relative.

2. Deputies should use the following guidelines when interviewing a child:

    a. Before beginning the interview, deputies should attempt to gain the child's confidence.

        - The interview should be conducted on a friend-to-friend basis.
        - The interview should be conducted privately without the parents present.

            - Deputies have the authority to interview children not in their parents presence regarding abuse or neglect (RCW 26.44.030).

    b. Deputies should try to determine the emotional state of the child.

        - Is fear, hatred, defiance, shock, confusion, love, jealousy or anger apparent?
        - Does the child know the meaning of telling the truth, lying, and exaggerating?

    c. Deputies should use language the child clearly understands.

        - Particularly in cases of sexual abuse, the officer should accept and use whatever term for genitals and sexual acts the child uses, while also asking for clarification.

d. Deputies should let the child to tell their story using their own words.

- The child should not be pressed for details.
  - Deputies investigating sexual abuse should keep their interview brief and limiting questions to necessary information, using open-ended questions to confirm that a crime has occurred.
  - A detailed statement will be taken later by a follow-up investigator during a joint interview with the prosecutor.
- Younger children may wish to discuss the situation in fantasy terms.
- Deputies should ask the child if the suspect took pictures or videotaped them.
  - This could have been done in various stages of undress.

e. Investigating deputies should remain neutral.

- Under no circumstances should the deputy display horror, disgust, anger, or disapproval of the parents, child, or situation.
- Children will often become defensive if they feel outsiders are critical of their parents, even if they feel the same way.

f. Deputies should tell the child what will happen next and how this information will be used.

12.00.055
## INTERVIEWING THE PARENTS: 10/92

Interviewing the parents may be the most important step in the investigation. Deputies should consider how their individual actions impact the case. Child abuse and neglect, especially in its severe forms, can make investigators angry, but the skilled investigator realizes that such feelings impair professional judgment. A harsh, presumptuous attitude by a deputy will likely be met with hostility and anger from the family. A cool, professional attitude can prevent further problems of an already volatile situation. Conversely, deputies who make light of complaints may alienate complainants.

Making irresponsible statements like "If he were mine, I'd hit him too!" may be giving a disturbed parent incentive to increase assaults on the child. Keeping this in mind, deputies need to comply with the following guidelines when interviewing the parents:

1. Deputies should interview each parent separately, which should be conducted in a private area free from distractions.
2. Make the parents feel comfortable during the interview.
3. Tell the parents the reason for the interview.
   - Deputies shall not tell the parents who reported them.
4. Advise the parents of their constitutional rights when necessary.
5. If parents offer explanations, the deputy should listen carefully and sympathetically.
   a. Try to be understanding and sympathetic to parents.
   b. Parents may admit to abusing or neglecting their children, but are more likely to rationalize their actions.
   c. Be alert to vagueness or inconsistencies in their statements.
   d. Attempting to coerce a confession from the parents is pointless, making future necessary interviews difficult.

12.00.060
## INTERVIEWING WITNESSES: 10/92

Deputies should interview all witnesses and take written statements whenever possible.

- Deputies should identify and attempt to get a statement from the first person the child spoke to about the sexual/physical assault.

12.00.065
## RESPONDING TO A PLACE OTHER THAN THE CHILD'S HOME: 11/09

Deputies should take the following steps when responding to a place other than the child's home:

1. Comply with R.C.W 26.44.030.
2. Interview the child and take statement if appropriate.
3. Interview witnesses and take statements if appropriate.
4. Gather evidence.
5. Make a protective custody decision.
6. Notify parents at the soonest time as not to impair the investigation.
7. Complete an incident report.

12.00.070
## GATHERING EVIDENCE: 10/92

Evidence gathered during a child abuse and neglect investigation may include the investigating deputy's **observations, photographic evidence, physical evidence, and sometimes hearsay evidence.**

1. Deputies should record their **observations** accurately and in detail so that they will be able to testify effectively if the case goes to trial. Particularly note:

    a. Physical condition of all children, including their general appearance and any observable injuries or conditions.
    b. Safety surroundings

        - Are there unprotected open windows, exposed wiring, vermin, human or animal waste?

    c. General condition of the home, including degree of cleanliness and adequacy of sleeping, eating, and washing facilities.
    d. Availability of food and water.
    e. Adequacy of heat, light, and space.
    f. Behavior of parents and children, including their reaction to the deputy's presence (i.e., Eye contact between family members, facial expressions, tone of voice, the presence or absence of communication, willingness to listen, physical closeness, etc.).

2. **Photographs** may be the best means of documenting child abuse and neglect involving serious injury or when showing the condition of a home.

    a. Photographs must be a true, fair, and accurate representation of the condition they intend to portray.

        - **Therefore, scales should be used while photographing injuries.**

b. Photographs should be taken of all bruises, marks, lesions, burns, or other areas requiring medical treatment.

- If it is claimed that the child injured him/herself in a fall, the area where the injury occurred should also be photographed.

c. The photographs should document conditions in the home, such as filth, exposed wiring, inadequate plumbing, etc.

3. Deputies should collect any **physical evidence** of child abuse or neglect.

a. Evidence might include the instrument used to inflict injury (i.e., weapons, poisoned found, etc.)

b. In cases of sexual abuse, most physical evidence is derived from laboratory tests or physical examination.

- Look for pubic hair, blood, semen in or around the mouth, genitalia, or clothing of the victim.

c. When it is necessary to obtain evidence for laboratory examination from a suspect, it may be necessary to obtain a search warrant or to place the suspect under arrest.

4. Hearsay evidence can be valuable too, especially to a social agency in its subsequent efforts to serve the family.

a. Hearsay evidence may even be admissible in later court actions.

b. Deputies should record any family background or social history obtained (i.e., the parents' admission that they were abused as children).

# 12.01.000 CUSTODIAL INTERFERENCE

12.01.005
## INTRODUCTION: 01/93

Custodial Interference is an unique and specialized area of law. The validity and type of criminal charge will often depend on the relationship of the parties as well as the legality and scope of the existing court orders. Parents and/or their representatives will often try to manipulate law enforcement to take custody of a child. While a court order may seem legitimate, an investigation will often show that it is invalid. This policy is intended to assist deputies when dealing with Custodial Interference situations.

12.01.010
## CUSTODIAL INTERFERENCE LAWS (RCW 9A.40.060, 070, & 080): 01/93

1. Jurisdiction in a normal kidnapping case is at the location where the abduction originated. However, jurisdiction in a custodial interference incident is determined by the **normal, legal** residence of the child.

   **Examples:**

   a. A custodial parent from Oregon is trying to recover children being concealed in Federal Way. The criminal case would be filed in Oregon.
   b. Non-custodial parent in Oregon is trying to file a criminal complaint that the ex-spouse in Federal Way is denying the summer visitation period. The criminal case would be filed in King County.
   c. Pursuant to a Protection Order, a Bellevue resident has a child temporarily residing with grandparents in Federal Way. While the Federal Way Police will document the custodial interference incident, the responsibility for any criminal investigation would be the Bellevue Police.

2. Enforcement action against a parent or relative.

   a. Investigative bookings and misdemeanor citations **should rarely be made by patrol** and only, **after** consulting with the Child Find Unit, the Department's Legal Advisor, or the Family Support Unit of the Prosecutors Office (see section 030).
   b. If a citation is issued, route the case and citation to the appropriate district court.

      - Include a statement of prosecution and attach copies of any court papers to substantiate the charge.
      - Forward a copy of the case to the Child Find Unit.

3. If Exigent Circumstances exist, a "last resort" statute can be used.

   a. RCW 13.34.055, Custody by Law Enforcement Officer states that a law enforcement officer shall take into custody a child taken in violation of RCW 9A.40.060 or 070 (Custodial Interference).
   b. It further directs that the child be returned to the person or agency having a right to physical custody.

      - However, if there is the potential for abuse, the child can be placed with DSHS.

      **Example:** A deputy confronts a parent as they are about to board a flight with a child and the only information available is from a desperate "911" call.

c. **CAUTION:** The truth is, you will rarely have sufficient facts or documentation to conclude that:

- There has been a violation of state law; or
- One parent/custodian is the individual having the lawful right to custody at that time; or
- A legitimate defense of custodial interference does or does not exist (i.e., protecting themselves and/or protecting the child).

d. If a child is removed from a parent's custody and the suspect parent insists on placement in a receiving home **strong consideration must be given** to temporary placement (seventy two 72 Hours) with DSHS until:

- A Juvenile Court judge at a Shelter Care Hearing determines that the child should be held or released to either parent or guardian; or
- A Writ is obtained bringing the matter directly before the Presiding Judge; or
- After a Superior Court hearing, where both parents or guardians are present, and an order releases the child to either party.

e. If the child is placed in a receiving home, sufficient facts supporting this action **must** be documented (i.e. statements, witnesses, evidence, history, etc). These facts may include but are not limited to the following:

- Is there a risk of flight that would result in forced separation from family, school, or an established environment? (RCW 26.44.010)
- Is there an inherent risk in leaving the child with the other parent?
- Has criminal intent been established?
- Is the issue of custody unresolved to the point where release of the child before judicial review would be negligent?

12.01.015

## PARENTAL ABDUCTION FROM ANOTHER STATE/COUNTRY: 01/93

1. **An Out of State Warrant exists.** An out of state warrant for custodial interference does not convey the authority for the police or any other agency to adversely affect the civil custody of the child. For this reason, patrol and the Warrants Unit shall refer these situations to the Child Find Unit.
2. **DSHS from another State requests a child be recovered.** It is important to know whether the requesting state has legal custody and whether they intend to retain jurisdiction.

   a. Where flight is involved, a state will often defer jurisdiction to another state after notifying them of the family's presence in the area.
   b. A case worker or foster parent's interpretation of these issues is often inaccurate.
   c. The authorities should be referred to the Child Find Unit as their court's order conveys no authority in another state.

3. **Federal, State Department, Interpol, or Attorney General Involvement.**

   a. Following the issuance of a state felony warrant the FBI may offer that jurisdiction investigative assistance of a subsequent unlawful flight to avoid prosecution warrant. If contacted by the FBI:

   - King County will be the primary agency for the arrest and recovery of the child.
   - Short of exigent circumstances, refer the situation to the Child Find Unit.

b. In parental abductions from another country, the U.S. State Department will usually become involved. Their role is to act as a "facilitator" between the foreign country and the local authorities assisting in the case.

- The State Department does not have the authority to order courts or law enforcement to act on a situation.
- Law enforcement in the United States **cannot arrest** on another country's warrant; our State's Fugitive Statute does not apply.
- Short of exigent circumstances, refer the situation to the Child Find Unit.

c. Interpol is a communication link for law enforcement.

- They have no authority to order courts or law enforcement to act on a situation.

d. In Washington the Attorney General's Office is designated to coordinate these matters. The Attorney General's Office may obtain a Writ of Habeas Corpus authorizing the King County Police to take custody of the child.

- Short of exigent circumstances, refer the situation to the Child Find Unit.

12.01.020

## CIVIL COURT ORDERS REGARDING CUSTODY/VISITATION: 01/93

1. Department members **shall not**, through coercion or force, remove a child from a parent or custodian based solely on a custody, visitation, protection and/or restraining orders.

- The only document that gives the police the latitude for removing a child is a Writ of Habeas Corpus combined with a Warrant in Aid of Writ of Habeas Corpus. However, even the Writ of Habeas Corpus does not authorize a **direct transfer of custody.**

2. Civil custody and protection orders.

a. Civil Court orders regarding custody and visitation are enforced by the issuing Court **not the police.**

- Parenting Plans usually contain a "dispute resolution process" to encourage efforts towards mediation and negotiation rather than relying on judicial intervention.
- Deputies should instruct those involved to follow the steps outlined in the Parenting Plan.

b. Police are often called to "assist" a petitioning parent to affect the custody arrangement of a protection order. The deputy should serve the order and advise the parent that it is their responsibility to comply.

- If resistance to the order is met, the deputy should advise the parent that defiance of the court order could lead to civil sanctions and/or criminal charges.

c. Keep issues of custody and abuse separate.

- A parent may try to pressure the police to act on a custody order by telling the deputy that the child is in a harmful environment and needs to be removed.

- The deputy should focus on the standards that are used in a "child at risk" situation (RCW 26.44.050).
- If significant abuse/neglect does exist, the deputy will report the situation to Child Protective Service (CPS) and make arrangements for placement.

3. All Writs of Habeas Corpus will be served by the Child Find Unit.

   a. All Writs of Habeas Corpus are on file in the Data Unit Child Find File.
   b. Some children are entered into WACIC/NCIC on the basis of a Writ. If a "Hit" occurs from running a subject or vehicle, the officer shall:

      - Immediately notify the Child Find Unit.
      - Obtain further information through the Data Unit.

   c. If a private citizen or attorney requests that a deputy serve a Writ of Habeas Corpus, advise that person to contact the Child Find Unit.
   d. To enforce a Writ from another county, the Sheriff of that county must submit the Writ to the KCSO Civil Unit, they cannot act on the Writ directly.
   e. Once a child is taken into custody pursuant to a Writ, neither the police or DSHS has the authority to place (other than a receiving home) or release the child until the matter is brought before the Presiding Judge and a subsequent order is issued.

12.01.025

## WHEN TO TAKE A REPORT: 01/93

If a parent is arbitrarily denied access to their child, it is likely a crime is occurring. The fact that custody papers have not been filed, paternity is not established, or a person is not named on a birth certificate should not determine if a report should be taken.

1. If it is determined that jurisdiction is within King County, an incident report shall be completed and forwarded to the Child Find Unit.

   a. The victim in a custodial interference case is the child.
   b. The reporting person may be a complaining parent/custodian or someone acting on their behalf.
   c. If a clear violation appears, the parent/relative denying access to the child shall be listed as the suspect.
   d. It is inappropriate to document "nuisance" complaints that are best handled through the dispute resolution process. For example:

      - "I'm supposed to have visitation starting at 5:00 pm, and he/she never has the child ready".
      - "My son is supposed to be returned to me every Sunday at 6:00 pm, but they always get him back late".

2. If a child is in **protective custody**, the foster parent or receiving home can report that a child has been removed from their custody.

   a. The primary reporting party is DSHS.
   b. The area manager for CPS decides the priority of the case and what response will be taken.

3. If the jurisdiction of a custodial interference lies within another jurisdiction, a report shall be completed to document:

   a. Parents refusal to comply with a court order.
   b. Allegations/objections made by parties involved; and/or
   c. The welfare of the children.

4. Facts to include in the incident report.

   a. Supply complete names, dates of birth, and the relationships of the parties involved.
   b. If a court papers have been filed, designate which court system(s) are involved.
   c. It is helpful if the complainant can supply a copy of pertinent court documents.

      - If not, try to include the Court's cause number in the report.

5. Defenses to a charge of Custodial Interference.

   - A parent who takes a child in order to protect the child and/or themselves may be able to successfully defend themselves against a custodial interference charge.

     - They cannot arbitrarily withhold the child on that basis and they must immediately submit their concerns to CPS or the courts and obtain authorization to hold the child. This can be done through:
     - A referral to CPS in which they determine access to the child should be restricted pending a seventy two (72) hour Shelter Care Hearing.
     - A motion filed by the parent with Superior Court that results in an order giving them temporary custody; these orders will usually set a hearing date in which the other party can respond.
     - A Restraining or Protection Order from a District or Superior Court which sanctions a temporary custody arrangement pending a subsequent hearing.

12.01.030

## RESOURCE & REFERRAL LIST: 01/93

1. **Sheriff's Office**

   The Child Find Unit number provides **24 hour access to recorded information** for citizens and deputies regarding filing a report, the lawful recovery of a child, court orders, and referral information. It also provides access to voice mail for the Child Find Unit.

   | | | |
   |---|---|---|
   | a. | Major Crimes/Child Find Unit | 296-4308 |
   | b. | Civil Unit Supervisor | 296-3800 |
   | c. | Department Legal Advisor | 296-5292 |

2. **King County Prosecutor's Office**

   | | |
   |---|---|
   | Family Support Unit | 296-9020 |

3. **Attorney General's Office**

   | | |
   |---|---|
   | Regarding illegal removals from CPS protective custody. | 464-7045 |

4. **Washington State Patrol**

Missing Children's Clearinghouse (206) 753-3960
1-800-543-5678

5. **Operation Lookout**

National center for missing youth. 771-7335

6. **National Center**

For Missing and Exploited Children 1-800-843-5678

# 12.02.000 MISSING PERSONS

12.02.005
**POLICY:** 01/09

Missing person investigations vary depending on the person's age, marital status, mental and physical state, and circumstances surrounding his/her absence from where he/she lives or works. It is the policy of the Sheriff's Office to investigate all reported missing persons.

12.02.010
**REPORTS:** 10/02

1. Reports on missing adults are taken by the department if the adult was last seen or known to be in King County's jurisdiction or Contract Cities.
2. Reports of missing juveniles are taken by the agency where the juvenile was last seen.
3. Reports of missing children under the age of twelve (12) shall **always** be titled as a Missing Person.

12.02.015
**WHEN A REPORT IS REQUIRED:** 01/09

1. No waiting period is required to take a report on a missing person. A report is required when a person of any age is reported missing for any period of time and falls into one or more of the following categories:

    a. The person has disappeared under unusual circumstances that would indicate a crime may be involved.
    b. The person has a background of mental instability.
    c. The person is physically/medically disabled that might cause the person to be endangered.
    d. The person has not returned from a recreational outing in a sparsely populated area.
    e. The person is a walk away from voluntary treatment program (Highline Mental Health, Harborview, etc.)
    f. Juveniles under the age of twelve (12).
    g. Juveniles that fit any of the adult criteria listed above.

2. If the missing person does not meet the criteria above and the parent, guardian, relative or other responsible person still requests a report, a report should be taken unless the reason for the report is listed in section .030.

12.02.020
**COMMUNICATIONS CENTER:** 08/09

The Communications Center shall be responsible for:

1. Completing the initial missing person report.
2. Dispatching a patrol unit to investigate.
3. Ensuring a signature of the reporting party is obtained if the missing person is eighteen (18) years or older.
4. Sending the missing person's information to the Data Unit for entering into WACIC and NCIC.

12.02.025
## FIELD CONTACT: 09/09

1. Deputies will be dispatched to reports of missing persons when any criteria in section .015 are met.
2. Deputies dispatched to a missing person or lost child under the age of 12 should contact the reporting person(s) and:

    a. If needed obtain the name and description of the missing person or lost child.
    b. Determine where the missing person or child was last seen and how long ago.
    c. Update dispatch and any other responding units.
    d. Re-examine the premises, including closets, under/in beds, refrigerators, freezers, crawl paces, play areas, etc. for a lost child.
    e. Advise someone to stay home near the telephone in case the child returns and to advise the Communications Center as soon as the child has been found.
    f. Notify school authorities for verification and assistance if the child has failed to return home from school.

3. Deputies shall complete a follow-up report to the original incident number obtaining a signature from the reporting party for any missing persons eighteen (18) years of age or older on the Missing ` Person Information Form (KCSO form C-210) and advise the Comm Center when that signature has been obtained.
4. Deputies shall notify the on-duty supervisor if it appears a missing subject is:

    a. Under the age of twelve (12).
    b. Missing involuntarily.
    c. Missing under suspicious or unusual circumstances.
    d. Is in or appears to be in a hazardous condition or situation.

5. Supervisors shall coordinate with Search and Rescue if needed.
6. Deputies who have located a missing person shall:

    a. Notify the Communications Center
    b. Ensure that the subject is reasonably safe.
    c. Make necessary transportation arrangements if subject is incapable.

7. Deputies should use discretion divulging information or whereabouts of the missing person, (e.g., the person is over eighteen (18) and does not wish to have his/her location disclosed).

12.02.030
## UNACCEPTABLE REPORTS: 01/09

Missing person reports will not be taken under the following circumstances:

1. To secure or furnish any information or evidence on which to base a divorce or any other civil action.
2. To locate persons who have overdue financial obligations.
3. To locate deserting spouses for any individual or public welfare agency.
4. To locate heirs, conduct private investigations, or deliver miscellaneous messages or letters.

12.02.035
## FOLLOW-UP RESPONSIBILITIES: 01/09

The Major Crime Unit is responsible for the follow-up investigations on missing persons after the initial response by patrol.

# 12.03.000 AMBER ALERTS

12.03.005
**PROCEDURES:** 07/05

Deputies dispatched to an incident must verify the circumstances of the missing or abducted child and eliminate alternative explanations before requesting an AMBER Alert. (See G.O. 12.02.025)

1. Before requesting an Amber Alert, deputies must initiate an investigation and obtain the following **required** information.

    a. Victim's name.
    b. Victim age.
    c. Victim physical description (recent photo if possible).
    d. Victim clothing description.
    e. Victim illnesses and/or medical concerns.
    f. Last location seen, including date and time.
    g. Any suspect information (i.e. name, description, clothing, vehicle, direction of travel).

2. The responding deputy shall complete the AMBER Alert attachment within IRIS and ensure that it is immediately routed to the communication center by either publishing IRIS or printing the completed form out and faxing it in.
3. Deputies will then contact the on-duty supervisor and brief them on the preceding information.
4. The on-duty Supervisor will review the circumstances of the incident as quickly as possible to determine if using the King County Regional AMBER Alert Program protocol is appropriate. To activate the AMBER Alert, **the following criteria must all be met:**

    a. Victim is under eighteen (18) years of age.
    b. Victim is not a voluntary runaway.

        - Previous history of runaway is not a sole factor for exclusion.

    c. A risk of injury or death to the victim is present, based upon facts of the investigation and the judgment of the law enforcement agency investigators.
    d. The incident must be reported to and investigated by the department.

5. Examples of AMBER Alert criteria events may be:

    a. Forced abductions.
    b. Vehicle stolen with a child still inside
    c. Missing child with evidence of serious crime, etc.

6. Examples of non-qualifying events are:

    a. Missing children believed to have run away.
    b. Missing children taken by a non-custodial relative where life safety of the child is not in question.
    c. Lost children.
    d. Persons eighteen (18) years of age or older.
    e. Searches for criminal suspects, (i.e. bank robber, etc.)

7. The on-duty Supervisor shall:

   a. Advise the Major Crimes Unit Supervisor.

      - Major Crimes will begin the investigation of the missing person.

   b. Contact a Captain or above in the chain of command or the CDO to review the incident, verify AMBER criteria, and obtain authorization to initiate a Regional AMBER Alert.
   c. Insure that an incident report is initiated.
   d. Insure that the King County Regional AMBER Alert Report and AMBER Alert Media Notification Script are completed and immediately faxed or transmitted to the Communications Center.

      - In situations where a deputy has published an IRIS format AMBER alert the supervisor shall approve it and route it to the communications center supervisor immediately.

   e. Call the Communications Center Supervisor to verify receipt of the information and coordinate the AMBER Alert effort.

8. The Captain or above, or the CDO shall:

   a. Be responsible for approving a Regional AMBER Alert without unnecessary delay.
   b. Insure that the AMBER Alert meets the required criteria and that there is enough descriptive information available to believe that an immediate broadcast alert will be useful.
   c. Consider if it is in the best interest of the victim to not issue an AMBER Alert because of confidential circumstances i.e. ransom demands.
   d. Notify the chain of command, the CDO and the MRO as appropriate.
   e. Following the recovery of the child and the completed investigation, provide a summary of the case to the Regional Review Committee as soon as possible, without jeopardizing the case or prosecution.

9. The Communications Center Supervisor shall:

   a. Follow an established S.O.P. for AMBER Alert activation and participation.
   b. Insure documentation of AMBER Alert calls from citizens to the Communications Center by utilizing the standardized AMBER Alert Tip Sheet and forwarding the information quickly to appropriate investigators and agencies.
   c. Notify the Emergency Alert System if the AMBER Alert is cancelled or a recovery is made.

10. The Communications Center Commander shall:

    a. Be responsible for adherence to the AMBER alert policy.
    b. Shall review all AMBER Alerts by the next business day following the alert implementation.
    c. Be the liaison with the Regional Review Committee for alert reviews.

12.03.010
## **MEDIA RELATIONS:** 10/02

In the event there may be a need for assistance from the media to assist in the investigation of **any** missing person, the Media Relations Officer should be notified.

# 12.04.000 DOMESTIC VIOLENCE

12.04.005
## INTRODUCTION: 07/01

Domestic Violence is a serious problem. Law Enforcement's goals are protecting the victim, enforcing the laws violated, and communicating that violent behavior will not be tolerated. Mandatory responsibilities are imposed on law enforcement agencies with associated hold-harmless clauses to protect police officers/deputies from both criminal and civil liabilities when they act in good faith and without malice. This policy is intended to assist deputies when handling domestic violence incidents.

12.04.010
## DEPUTY'S OBLIGATIONS IN DOMESTIC VIOLENCE CALLS: 01/09

When handling domestic violence calls, deputies shall:

1. Conduct a thorough investigation, which means an investigation that allows successful prosecution regardless of the victim's availability to testify.
2. Enforce the laws violated and exercise arrest powers pursuant to RCW 10.31.100 when there is probable cause (see DV scenarios in section 075).
3. Shall document and gather physical evidence, if any, especially items used as weapons, letters of apology from the suspect, etc.

    - If evidence cannot be gathered, the reason why and/or efforts made shall be documented.

4. Complete an incident report, including case disposition, as required by RCW 10.99.020 and 10.99.030. The incident report shall include the Domestic Violence Supplemental Form (A-143).

    a. If an arrest is made or charge by investigation, the probable cause shall be clearly stated in the incident report.
    b. If an arrest is not made or no charges recommended, the reasons shall be clearly stated in the incident report (i.e., no probable cause).
    c. Mark the incident report with "DV" and use the appropriate clearing code and hazard factor.
    d. A signed victim statement shall be taken whenever possible, when an arrest is made or a charge recommended.

        - If the victim refuses to give a signed statement or does not wish to prosecute, the deputy shall clearly state the reason(s) why in the incident report.
        - Statements made by the victim shall be clearly documented on the DV Supplemental Form.

    e. The following affidavit shall be added to the victim statement prior to the signature.

        "I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct" _____ _____

        Place _____ Date _____

    f. Suspect and/or witness statements shall be taken whenever possible. At a minimum, list names, addresses, and phone numbers of witnesses. Deputies shall attempt to identify "primary" witnesses, on scene medical/fire personnel and 911 caller.

        - If written statements are not possible, verbal statements shall be documented.

5. Photographs shall be taken at every domestic violence scene where they can reasonably be expected to be of evidentiary value. If photographs should have been taken, and were not, an explanation must be provided in the incident report. When photographs are taken deputies shall:

    a. Photograph the victims, regardless of visible injury. This may assist in victim identification at the time of trial.
    b. Photograph the suspect to counter any later claim of visible injuries, self defense, or to document injuries involved.
    c. Photograph the "crime scene" including evidence items that will be submitted, as well as damaged property that cannot be submitted as evidence.
    d. Photograph any children present if possible and reasonable to do so.
    e. Send the film to the photo lab.
    f. Send the photographs to the appropriate CID unit on felony incidents.

6. Deputies should obtain a medical release when injuries (or possible injuries) are involved even if no treatment was obtained.

    a. The treatment provider section should not be filled out. Information on who treated the victim and whom she/he will be going to be treated, shall be documented in the incident report.
    b. The specific information to be released sections must be initialed by the victim as noted on the form.

7. Provide the victim with DVPA form with incident number, advise the victim of ways to prevent further abuse (i.e., shelters, community services, the VINE Program, legal remedies, etc.), as required by RCW 10.99.030 (7) and document this in the incident report.
8. Remain at the scene until the situation is under control and the likelihood of further violence has been eliminated.

    a. Offer to arrange or provide transportation for the victim.
    b. If one party (under a non-arrest situation) volunteers to leave, the deputy should stand by while the party gathers a **few** necessary personal items.

9. Even if charges are not recommended, forward a copy of the incident report to the prosecutor or appropriate city attorney within ten (10) days of the completion of an investigation in which there is **probable cause to believe a crime has occurred as required by RCW 10.99.030 (9).**

12.04.015
## DOMESTIC VIOLENCE CRIMES: 07/01

Domestic violence includes, but **is not limited to** the following crimes when committed by one family or household member against another: [RCW 10.99.020 (1)]

1. Assault.
2. Reckless Endangerment.
3. Drive by shooting.
4. Coercion.
5. Harassment.
6. Rape.
7. Kidnapping.
8. Unlawful imprisonment.

9. Burglary.
10. Criminal Trespass.
11. Malicious Mischief.
12. Stalking.
13. Violation of Restraining/Protection Order.
14. Interfering with reporting of Domestic Violence, (Secondary Crime).

12.04.020

## ARREST REQUIREMENTS IN DOMESTIC VIOLENCE INCIDENTS: 07/01

1. Deputies shall arrest and physically book into the jail or the Youth Services Center when there is probable cause to believe that:

   a. The suspect is at least sixteen (16) years old;
   b. Within the preceding four (4) hours, the suspect assaulted a "Family Household Member" as defined in RCW 10.99.020
   c. **"Family Household Member"** means:

      - Spouse.
      - Former spouse.
      - Adult person related by blood or marriage.
      - Persons who have a child in common regardless of whether they have been married or lived together at any time in the past.
      - Adult persons who are presently residing together or who have resided together in the past.
      - Persons sixteen (16) years of age or older who are presently residing together or who have resided together in the past **and** who have or have had a dating relationship.
      - Persons sixteen (16) years of age or older with whom a **person** sixteen (16) years of age or older has or has had a dating relationship.

        - "Dating Relationship" means a social relationship of a romantic nature. Factors to consider include:

          - The length of time of the relationship.
          - The nature of the relationship; and
          - The frequency of interaction between the parties.

        - And persons who have a legal or biological parent-child relationship, including stepparents, stepchildren, grandparents and grandchildren, and

      **Note:** <u>Siblings under the age of (18) eighteen do not meet the definition of "Family Household Member".</u>

   d. The suspect is alleged to have committed:

      - A felonious assault.
      - An assault that resulted in bodily injury (including pain or complaints of pain) to the victim, whether observable by the responding deputy(s) or not; or
      - Any physical action intended to cause another person reasonably to fear serious bodily injury or death.

      **Note:** <u>This is a gender-free law. It applies to domestic family members, housemates or dating partners of the same or opposite sex.</u>

2. Deputies are encouraged to arrest even if the four (4) hours have elapsed.
3. Deputies are encouraged to arrest even if the assault did not cause an injury if the arrest is necessary for the protection of a victim.
4. A threat by itself, cannot be the basis of a mandatory arrest. A threat coupled with threatening actions may be a mandatory arrest situation if the actions cause the victim to reasonably fear serious bodily injury or death. The victim's state of mind and reason of fear should be clearly documented in the incident report.

    a. The misdemeanor charge would be Harassment.
    b. The charge would be Felony Harassment if:

        - The person has a prior conviction in this or any other state for Harassment defined in RCW 9A.46.060, or
        - The threat is to "kill" and the threat is reasonably believed because of words or conduct, **and**
        - The suspect's current threat to kill is part of repeated words and/or conduct against the same victim constituting a pattern of harassment, and
        - The threat is to kill at a different time and place.

5. If a suspect subject to mandatory arrest, whether a misdemeanor or felony has injuries that require treatment at a hospital, the suspect shall remain in custody until booking.

    - Refer to G.O. 5.01.070

12.04.025
## DETERMINING THE PRIMARY AGGRESSOR: 07/01

Deputies shall attempt to arrest only the primary physical aggressor. The determination should not always be based upon who hit first. The intent of the law is to protect the victim. In making this determination, deputies should consider and thoroughly document in detail:

1. The comparative extent of injuries inflicted or serious threats creating fear of physical injury.
2. The domestic violence history between the persons involved.
3. The comparative sizes of the victim and the suspect.
4. Their own common sense when determining the primary aggressor, based on the injuries present or that one person's claim of self-defense is plausible.
5. The demeanor and excited utterances of the two parties.

12.04.030
## MUTUAL ASSAULTS: 07/01

When the primary aggressor can not be determined, deputies are discouraged, but not prohibited, from arresting or charging both persons. Factors to consider:

1. Probable cause may not exist if a legal defense, such as self-defense, is present.
2. If the deputy believes mutual assaults occurred and enforcement action is necessary to protect both victims, the deputy may arrest or charge both.

    - Deputies shall use two (2) incident numbers if arresting or charging both parties on misdemeanor charges.

3. The assaults may not be mutual if they are separated by time, distance, or degree of violence.

12.04.035
## INCIDENT REPORTS: 07/01

**Domestic Violence Incidents**

Deputies **shall** complete an incident report and utilize the DV Supplement for **all** domestic violence crimes or allegations of domestic violence crimes. The report should include:

1. The relationship and ages of parties involved.
2. Facts made known to the deputy that establish or fail to establish probable cause to believe a crime has been committed:

    a. Victim's statement that he/she was scared, felt pain during and after the assault, excited utterances, direct quotes, description of demeanor, etc.
    b. Evidence at the scene shall be described in detail, photographed and/or collected. If not, why.
    c. Statements from witnesses.

        - If unable to take a written statement then the report shall clearly document what the witness(es) heard/saw, relationship to the incident (i.e. neighbor, friend, relative, etc.), where they may be contacted.

    d. Who was the "primary aggressor" ?
    e. Statements/admissions made by the suspect, written or verbal. Deputies:

        - Shall attempt to interview.
        - Should attempt to obtain a written statement.
        - Shall document attitude, demeanor, direct quotes/utterances.
        - Shall document Miranda rights and statements made pre/post.
        - Shall document advice of right to attorney if person is arrested.

3. Any steps taken to help ensure the victim's safety.
4. Actions the deputy(s) took to locate and arrest the suspect during the four-hour period following the assault.
5. The disposition of the case. (RCW 10.99.030 (6b).
6. Any important miscellaneous facts:

    a. Comparative sizes of participants.
    b. Phone numbers where the victim might be staying. (Depending on victim safety issues, these numbers may need to be listed on a separate sheet, clearly marked "CONFIDENTIAL - DO NOT DISCLOSE.")
    c. The victim's willingness to assist in prosecution.
    d. Any alcohol or drug involvement.
    e. Any prior DV related incidents and/or convictions.
    f. Whether any children were present; their names, DOBs etc.

7. The incident report probable cause statement must contain enough information to hold the suspect or issue a warrant. If the deputy books the suspect he/she **must** attach a copy of the DV Supplement to the SIR left at the jail.

    - This is to provide victim information necessary to issue a court order.

8. Advise the victim(s) of their rights under the Domestic Violence Protection Act.

   a. Provide the victim the DVPA Victim Rights Statement (KCSO Form #C-113)
   b. If the alleged offense is sex crime, or a violent offense such as a felony assault, kidnapping, etc., the victim shall also be given the Violent Crime Witness/Victim Notice which is included on the backside of the DVPA form.

12.04.040

## MANDATORY ARRESTS FOR COURT ORDER VIOLATIONS: 07/01

1. Deputies shall arrest and book a person when the deputy has probable cause to believe that:

   a. There is a court order issued under one of the following RCW chapters restraining the person from acts or threats of violence or restraining the person from going on the grounds of, or entering a residence, work place, school, or day care, or prohibiting a person from knowingly coming within, or knowingly remaining within a specified distance of a location, or in the case of an order issued under RCW 26.44.063, imposing any other restrictions or conditions on the person.

| | | |
|---|---|---|
| RCW 10.99 | RCW 26.09 | RCW 74.34 |
| RCW 26.10 | RCW 26.26 | |
| RCW 26.50 | RCW 26.52 | |

      - RCW 26.50.110 is the proper charge for a violation of the above orders.
      - The mandatory arrest provisions apply to any respondent named in the order. There is no age restriction.

   b. The person has knowledge of the order; and
   c. The person violated the terms of the order restraining the person from acts or threats of violence or restraining a person from going on the grounds of, or entering a residence, work place, school, or day care, or knowingly violating a distance provision.
   d. Location is a specified place, not a person, on Distance Violations. Distance should be reasonable so as to allow a reasonable person to understand the prohibition and have knowledge of what would be a violation.

2. If the suspect is gone on arrival:

   a. Deputies shall make every reasonable effort to locate and arrest the suspect. Deputy(s) actions shall be clearly stated in the incident report.

      - Deputies should arrest in non-mandatory cases if necessary for the safety of the victim.

   b. If probable cause exists for a misdemeanor, deputies shall charge through investigation and forward the incident report packet to the appropriate district/municipal court prosecutor.
   c. If probable cause exists for a felony, the deputy shall make a incident report, take statements, gather evidence and submit it for follow-up.

12.04.045
## VIOLATION OF COURT ORDERS, INCIDENT REPORTS: 07/01

When writing an incident report for "violation of court orders", deputies should follow the basic guidelines of a domestic violence incident report as described in section 035. However, three (3) important pieces of information **shall be** included in the incident report:

1. The specific prohibited act(s) must clearly be stated in the narrative.

    a. The deputy must determine what conduct is prohibited by the court order and clearly state this in the incident report.
    b. It is not sufficient to simply state that the respondent violated the order.

2. Court Order information:

    a. The type of order.
    b. The Court that issued it.
    c. Court order number, issue date and expiration date.

3. Proof of service indicating the respondent had knowledge of the order by:

    a. Checking the victim's copy of the order.
    b. A WACIC computer check.
    c. Having data control verify service of the order from their copy.

12.04.050
## VERIFICATION OF COURT ORDERS: 07/01

Before taking any enforcement action on court order violations, deputies need to verify the court order and its service. The deputy can verify the order even if the petitioner does not have a copy.

1. Verifying the court order can be accomplished by:

    a. Requesting (WACIC) check using the respondent's identifiers in same manner as an outstanding warrant check.
    b. If there is a "hit," Data Control Unit should be able to confirm the existence of the order and whether it was served. If it has not been served, the order cannot be enforced.
    c. Data Control can verify orders from other jurisdictions by checking with the other jurisdiction's Data Unit for verification and service.
    d. The petitioner may have more than one court order with the same respondent. If DATA confirms an order different from the one the petitioner tells you/shows you, ask DATA to check their files for additional orders. Any order that has been verified and served may be enforced.
    e. DATA Control does not have a record of the order, but the petitioner shows you a certified copy and the order shows the respondent has notice (i.e., signature on the copy), you should enforce the order. If the order does not show the respondent has notice, the issuing court may be contacted to verify the order and service. If that check is negative, the order cannot be enforced.
    f. The deputy should serve the certified copy on the respondent if the respondent is present during the call. Only violations occurring after such service may be enforced.
    g. DATA Control may read the criminal legend and the restraint/exclusion terms if the petitioner does not have a copy for the officer to review.

2. Ask the petitioner for a copy of the court order **(certified copy if it's a restraining order)**, and review it for acknowledgement of service.

   a. Deputies are required to write the date, time, location of service, and their name and serial number on the back of the petitioner's copy of the order when doing a field service.
   b. During weekday business hours, the Civil Process Unit can verify the service of the court order through a check of the issuing court.
   c. Deputies should contact Data Control whenever there is any question about an order's existence or service.
   d. If a deputy receives negative results with these verification methods, the order **shall not** be enforced and the petitioner should be advised to contact the attorney or issuing court handling the case.

12.04.055

## COURT ORDERS IN DOMESTIC RELATIONS/VIOLENCE: 07/01

Court orders come in many forms and may be issued by the Superior Court, Juvenile Court, District & Municipal Courts, other State Jurisdictions or a Tribal Court. They contain many provisions, not all of which involve law enforcement. Each order needs to be read carefully to determine what actions need and can be taken. A suspect must have knowledge of the order before an arrest or charge can be made. A suspect is presumed to know of the order if:

- The person or person's attorney signed the order.
- The order indicates the person or person's attorney appeared before the court.
- There is proof of service; or
- A deputy reads the order to the suspect or gives the suspect a certified copy of the order.

1. **No Contact Orders. (RCW Chapter 10.99)** A court issues these when a DV trial is pending or after the defendant has been found guilty. The proper charge RCW 26.50.110.

   a. It is the Sheriff's Office policy that deputies shall arrest and book a defendant when the deputy has probable cause to believe the defendant knowingly violated the order by acts or threats of violence; by coming to the victim's residence or any other excluded residence, school, day care or work place, or going on the grounds of said locations, or by having intentional contact with the victim in the presence of the deputy, or to knowingly violate a specified distance provision.

      - If the defendant assaults or recklessly endangers the victim during the contact, it is a felony.

        - The suspect shall be booked on the felony.

      - The defendant shall be booked for felony violation of the order if the deputy knows the defendant has two previous convictions for violation of a no contact order, a domestic violence protection order, a restraining order, an out-of-state or federal court order that is comparable to a Washington State no contact or protection order.

        - This is a class C felony and the prior convictions may involve the same victim or different victims.

   b. If the defendant has contact, but does not assault or recklessly endanger the victim, it is a gross misdemeanor. The proper charge is RCW 26.50.110.

c. Other violations such as sending letters, phone calls or contact through a 3rd party, arrest is non-mandatory.

- The suspect may be charged or arrested at the deputy's discretion.

d. If the defendant is gone on arrival and cannot be located, charges should be filed by investigation.

e. An arrest should be made in a non-mandatory situation if the deputy fears for the safety of the victim.

f. The restraining provisions of the order apply only to the respondent. The petitioner cannot:

- Be arrested or charged with violating the order; or
- Be arrested or charged with inviting or allowing the respondent to knowingly violate the order.

g. Victims should be advised that a court may issue a "No Contact Order" and they should contact the court and or DV Advocate as soon as possible for a protection order.

h. The following language is required in No Contact Orders. Check the Order to ascertain it has adequate warnings to inform the respondent/defendant that:

- The violation, after notice, is a criminal offense.
- Under certain circumstances, the violation may be a felony.
- Under certain circumstances, the violation may be a federal offense.
- Possession of a firearm or ammunition is prohibited while order is in effect.
  - The firearm violation may be a federal offense.
  - If the respondent/defendant is in law enforcement or the military, there must be a specific exemption listed.
  - If convicted, forbidden for life from possessing a firearm or ammunition.
- Consent of the petitioner/victim is not a defense to a violation of the order.

2. **Orders for Protection. (RCW Chapter 26.50)** These are issued by a court when a person asks the court for one.

a. Custodial arrest is mandatory when the defendant knows of the order and violates it by an act of or threat of violence or by going on the grounds of, or entering a residence, work place, school or a day care, from which they are restrained, knowingly violate a specified distance provision, or if the defendant is having contact with the petitioner in the deputy's presence even if the contact is voluntary.

- A criminal legend on the order may specify what sections of the order are enforceable by police.
  - This will include contact issues when prohibited.

b. If the act of violence is an assault or reckless endangerment during the contact, it is a felony.

- The suspect shall be booked on the felony.

c. The defendant shall be booked for felony violation of the order if the deputy knows the defendant has two previous convictions for violation of a no contact order, a domestic violence protection order, a restraining order, an out-of-state or federal court order that is comparable to a Washington State no contact or protection order.

- This is a class C felony and the prior convictions may involve the same victim or different victims.

d. If the suspect knowingly violates the order by threats/acts of violence, coming onto the grounds of, a residence, school, day care or work place, where they are restrained from, or to knowingly violate a specified distance provision, but does not assault or recklessly endanger, the violation is a gross misdemeanor.

- The proper charge is RCW 26.50.110 (1).

e. Other violations such as sending letters, phone calls or contact through a 3rd party, arrest are non-mandatory.

- An arrest should be made in a non-mandatory situation if the deputy fears for the safety of the victim.

f. If any other provision of the order for protection is violated, such as visitation hours or obtaining counseling, it is contempt of court. The victim should be told to contact the issuing court and victim advocate.

- No criminal action should be taken.

g. The restraining provisions of the order apply only to the respondent. The petitioner cannot:

- Be arrested or charged with violating the order; or
- Be arrested or charged with inviting or allowing the respondent to knowingly violate the order.

3. **Restraining Orders. (RCW Chapter 26.09, 26.10, 26.26)** These are issued by a Superior Court during a dissolution of marriage, during a child custody dispute or as the result of a paternity suit. They may or may not have been domestic violence in the relationship. If the order is violated, it is domestic violence. **A criminal legend must appear on the order or it is not enforceable by police.**

a. Arrest is mandatory when the defendant knowingly violates the provisions restraining the person from acts or threats of violence or of a provision restraining the person from going on the grounds of, or entering residence, work place, school or day care, or to violate a specified distance provision. This is a gross misdemeanor violation.

- Proper charging is RCW 26.50.110.

b. The defendant shall be booked for a felony violation of the order if the violation involves an assault or reckless endangerment during the contact, or if the deputy knows the defendant has two previous convictions for violation of similar type orders.

c. The only **criminal** violation of a Restraining Order that can be enforced by police, regardless of wording on the order to the contrary are the restraint provisions prohibiting: an act or threat of violence, or by going on the grounds of, or entering residence, work place, school, or day care, or to knowingly violate a specific distance provision.

- Mere contact cannot be a criminal violation of a Restraining Order.

d. If any other provision of the order is violated, such as visitation hours or dividing property, it is a contempt of court.

- The victim should be told to contact the issuing court and his/her attorney.
- If one party needs further protection from the other, an Order for Protection may be appropriate.

e. These orders may be mutual. In some cases, the restraining and exclusionary provisions may apply to both parties. Review the order carefully to see what boxes are checked.

4. **Foreign Protection Orders** (RCW 26.52)

a. A mandatory arrest shall be made for violation of these orders. Deputies shall arrest and book a person when there is probable cause to believe that:

- There is a valid injunction or other court order related to domestic or family violence, harassment, sexual abuse or stalking issued by a court of another state, territory, or possession of the United States, the Commonwealth of Puerto Rico, or the District of Columbia, or any United States military tribunal or a tribal court in a civil or criminal. action; and
- The person restrained knows of the order; and
- The order has not expired.

b. The person violated a provision prohibiting the person under restraint from:

- Contacting or communicating with any person entitled to protection under the order, or
- Excluding the person under restraint from a residence, work place, school, or day care of any person entitled to protection under the order, or knowingly violates a specific distance provision.
- Acts or threats of violence against any person entitled to protection under the order, or
- Violating any provision that the foreign protection order specifically designates as a crime.

c. The offense need not be committed in the deputy's presence.

d. The violation is a class C felony if:

- Violation of Foreign Order involves an assault not amounting to Assault I or 2;
  - Crimes of Assault I or 2 should be referred in addition to the Foreign Order Violation.
- Violation of Foreign Order is reckless and creates a substantial risk of death or serious physical injury to another person; or
- Offender has two or more prior convictions for violating the provisions of a domestic violence protection order or no contact order in this or any other state (does not have to be the same victim).

e. All other violations of these orders are Gross Misdemeanors.

- The proper charge is RCW 26.50.110.

f. Before taking any enforcement action on a foreign court order violation, deputies need to verify the court order and its service. The order may be valid even if it is not in WACIC, so other steps might need to be taken, see section 050.

- A foreign protection order is valid if it has not expired and the issuing court had jurisdiction over the parties and matter under the law of that jurisdiction.
- There is a presumption in favor of validity where an order appears authentic on its face.
- The petitioner may, but need not file the foreign order with a Washington State court to ensure validation.
    - Victims should be encouraged to file their foreign orders if address/location of the victim is not confidential, and informed there is no cost for the filing fee.
- If the order has not been served/respondent does not have knowledge of the order, then he/she shall be served in accordance with section 060.

g. Foreign orders may not change child custody, these matters must be handled judicially. Deputies shall not remove a child from his or her current placement unless:

- A writ of habeas corpus has been issued by a Washington State Superior Court. All writs shall be referred to the Child Find Unit (G.O. 12.01.000); or
- There is probable cause to believe that the child is abused or neglected and the child would be injured or could not be taken into custody if it were necessary to first obtain a court order pursuant to RCW 13.34.050.

h. Deputies investigating violations of foreign protection orders will likely find additional violations of local or State laws by the suspect, such as: stalking, harassment and other domestic violence related crimes.

- Deputies shall continue to take the appropriate actions and follow arrest procedures regarding these crimes, as well as enforce foreign orders.

5. **Other Specified Orders.** Data may not have a record of these orders.

a. **Child Physical/Sexual Abuse Orders.** Arrest is mandatory for **any** violation of this order.

- The violation is a misdemeanor.
- The proper charge is RCW 26.44.063 (8).

b. **Orders for Anti-Harassment**. These are issued by the court when requested and are not Domestic Violence Orders. The respondent may or may not know of the order. Any willful violation of an anti-harassment order is a gross misdemeanor.

- An assault or reckless endangerment does not make it a felony.
- Deputies may make a custodial arrest without warrant when the deputy has probable cause to believe the respondent knew of the order and knowingly violated the terms of the order RCW 10.31.100 (8).
    - The proper charge is RCW 10.14.170.

- If deputies determine the respondent did not know about the order, deputies shall make reasonable efforts to obtain a copy of the order from the petitioner and serve it on the respondent during the investigation. [RCW 10.14.115 (2)].

  - If the petitioner has a copy, take it and make a reasonable effort to serve.
  - If the petitioner does not have a copy, the deputy should ask the petitioner to get a copy and request service through the Civil Unit.
  - Criminal enforcement may only be taken for violations occurring after the suspect has notice of the order.

c. **Orders Prohibiting or Restricting Contact**. Orders issued under RCW 9A.46.080 (Harassment Statute) are not Domestic Violence and carry no mandatory provisions.

d. **Standby Orders**: These provisions, in Protection or No Contact Orders, allow one party to go to a shared residence to obtain personal or other specified items. Because of other prohibitions in the order, law enforcement is usually directed to provide standby assistance. **Deputies shall not perform a standby if there is no standby provision in the order.**

- The person requesting the standby must do so through Communications.
- The other party should be contacted by Communications or the deputy prior to the standby.
- Both parties should be present during the standby, but one party may elect not to be present, but may elect to have a representative there.
- Both parties shall be told that only one standby is allowed and any arguments will end the standby.
- Deputies shall write their name, serial number, and date/time of standby on both parties' copies of the order.

  - If one party does not have a copy of the order, the deputy shall put the above information on a business card.

- Notify Data Control when the standby is completed.
- Deputies are not required to standby for extended periods of time.
- Deputies are not required to provide civil standbys for either party under unsafe conditions.
- Unless unusual circumstances require it, standbys should not be conducted between 2200 hours and 0700 hours.
- Deputies shall not use force or threat of arrest in order to facilitate the transfer of property listed in the order.

12.04.060

## FIELD SERVICE OF COURT ORDERS: 04/10

In general, the Civil Unit serves process of court orders.

1. Patrol deputies shall make reasonable efforts to serve certified copies of domestic violence protection orders, or anti-harassment orders, in certain circumstances such as:

   a. Where necessary for the immediate welfare of the petitioner.
   b. Where the respondent has purposely evaded service; or
   c. Where the respondent is present at a police service call and the petitioner has a certified copy of the order that needs to be served.

   - Patrol deputies shall serve protection orders in the above circumstances even if the order is not yet in WACIC or the order is from another Washington State jurisdiction for service in King County.

d. In the case of Protection Orders, deputies are required to make a reasonable effort to locate the respondent if GOA.

2. Patrol deputies must have prior approval from the Civil Unit to serve any other court order.
3. When serving court orders, deputies should receive a packet which may contain:

   a. A Temporary Order for Protection with a Petition for Order for Protection.
   b. Permanent Order for Protection.
   c. Notice of Hearing.
   d. Re-issuance of Temporary Order for Protection with a copy of the original Temporary Order for Protection.
   e. Law Enforcement Information Sheet; and
   f. Return of Service.

4. Upon receipt of the protection order packet, deputies shall:

   a. Review the LAW ENFORCEMENT INFORMATION SHEET for **officer safety** and physical description information.
   b. Run a computer check through WACIC to determine whether the order has already been served and to check for outstanding warrants, hazard flags, etc.
   c. Check the date on the Temporary Order for Protection to ensure the order has a Judicial signature and the hearing date has not expired. If the hearing date has expired, or the order is not signed, tell the petitioner to contact the court advocate to restart the process.

      - **Do not serve expired or unsigned papers**.

   d. Check the Permanent Order for Protection to ensure the order has a Judicial signature and has not expired. The effective date is on page 2 of the order above the judicial signature.

5. Serving the Protection Order:

   a. Ask the respondent for identification to verify identifiers. Correct or fill in any omissions on the LAW ENFORCEMENT INFORMATION SHEET.
   b. Give the respondent, in person, copies of:

      - The Order.
      - The Petition; and
      - The Notice of Hearing.

   c. **Do not give the respondent:**

      - The Law Enforcement Information Sheet.
      - The Motion and Order for Waiver of Fees; and
      - The Return of Service Form.

   d. Read or point out to the respondent the prohibited/required provisions, the hearing date, and the criminal sanctions for violations of the order.

6. When serving a **permanent** or **full** Order for Protection, there will be no petition or notice of hearing in the service package.

   - The Order itself is all that is served.

7. After Serving the Protection Order:

   a. Note on the petitioner's copy (if not used as the service copy) the date, time and location of service, your name, department and serial number, and leave this with the petitioner.

      - If the petitioner's copy had to be served, put this information, plus the court, cause number, type of order, and issue date on a business card and leave it with the petitioner.
      - Encourage the petitioner to obtain another certified copy from the issuing court.

   b. Immediately following service, contact Data Control to inform them of the service. Data will need the information listed on page three of the DOMESTIC VIOLENCE SERVICE FORM (KCSO Form A-144), for the order to be enforced. Be sure to obtain this information during service. Use the "Domestic Violence Service Form", (available at each precinct), as a guide to ensure you have all the necessary information.
   c. When Data Control has been given all necessary information, you may use the Return of Service Form if the petitioner does not provide one. Fill in the Return of Service form completely, including titles of all documents served, service address, the date and your signature.
   d. Send the following to the Civil Unit as soon as possible:

      - Law Enforcement Information Sheet.
      - Completed and signed Return of Service Sheet.

   e. Shift Supervisors shall review the packets for proper service/completion prior to forwarding to the Civil Unit.

12.04.065

## CHILDREN AND DOMESTIC VIOLENCE: 07/01

If a deputy determines that a child has been assaulted, abused or neglected, the deputy should refer to G.O. 12.00.040.

1. The following actions are presumed unreasonable when used to correct or restrain a child RCW 9A 16.100):

   a. Throwing, kicking, burning or cutting the child.
   b. Striking the child with a closed fist.
   c. Shaking a child under the age of three.
   d. Interfering with a child's breathing.
   e. Threatening a child with a deadly weapon; or
   f. Doing any other act that is likely to cause and which does cause bodily harm greater than transient pain or minor temporary marks.

2. The age, size and condition of the child and the location of the injury shall be considered when determining whether the bodily harm is reasonable or moderate. This list is illustrative of unreasonable actions and is not intended to be exclusive. (RCW 9A.16.100)

12.04.070
## COURT ORDERS AND CHILD CUSTODY ISSUES: 07/01

An order for protection can direct deputies to assist the petitioner to regain custody of children. Other court orders do the same.

1. **Orders for Protection** only establish temporary custody of children.

   a. Deputies may accompany the petitioner and **request** the voluntary custody transfer of a child or children from whoever may have custody, but the child or children **shall not** be forcibly removed from anyone solely on the authority of a protection order.

      - If the custody of the child or children is/are not transferred from whoever has custody, an informational incident report, titled Custodial Interference, shall be written and forwarded to the Child Find Unit.

   b. A deputy may take a child or children into custody without a court order if there is probable cause to believe that the child or children is/are abused or neglected, and/or that the child or children would be physically or sexually injured.

      - If the child or children is/are taken into protective custody, the child or children shall be delivered to a Child Protective Services (CPS) facility and an incident report shall be written.

        - The report should include the allegations of the petitioning party, statements or concerns of the respondent and any knowledge the deputy might have relative to the welfare of the child or children.

      - Complete the Notification of Removal Form (KCSO B-136).
      - The child or children shall be placed with Child Protective Services pending a court hearing.

   c. Usually, the petitioning parent is the sole protected party and the residential status of the children is treated as a separate issue. However, if the court takes the additional step of listing the child or children as one of the "**protected persons**", in effect, an additional petitioner, our department's obligation changes.

   d. If the order is Temporary, the Court has only heard one side of the issue. This raises the additional concern that a change in custody might not be in the child's or children's best interests. If the child or children are named as a petitioner in a Temporary Protection Order:

      - Deputy should accompany the parent petitioner and request the parties to agree to the order. If they do not, then the deputy should ask whether the can agree on a third party to take custody of the child or children. The parties may be able to agree upon a relative or other acceptable adult to be responsible for the child or children pending the final order of the court.

        - If the parties do not agree, CPS should be contacted.

      - If the child(ren) are taken into protective custody due to no other reasonable alternative, the "Notification of Removal of Children" form B-136 shall be completed documenting the reason for removal/ placement with CPS. This would include the provisions of the court order and refusal by the parents to agree on custody and/or any allegations of possible abuse or safety concerns for the child(ren).

e. If the respondent has a child or children named as a protected party in their custody and a valid permanent order mandates no contact with that child or children, the restraint provisions shall be enforced in accordance with state law and department policy. The "protected" child or children must be afforded the same protection as the petitioner.

- If the respondent knowingly refuses to comply with the order and violates the restraint provisions a **mandatory arrest** is called for. A forced or coerced transfer of custody of the child or children shall not be made (refer to section 070 [2] below) as a result of the respondent's arrest.
- By naming the child or children as a protected party, the petitioner has asserted that the child or children is "at risk" (RCW 26.44.050) with the respondent parent; that an issue of physical abuse or extreme neglect possibly exists.

f. The deputy shall follow the report requirements as documented in see section 045 for any court order violation occurring.

2. A **Writ of Habeas Corpus** and a warrant are needed before Child Find Detectives can forcefully remove or demand the release of any children held in someone's custody.

a. The Sheriff's representative is the only person allowed to serve a Writ of Habeas Corpus.
d. All Writs of Habeas Corpus involving child custody **must** be referred to the Child Find Unit (Refer to G.O. 12.01.000).
c. The Child Find Detective is responsible for the writ's service and any subsequent investigation.

- Any unauthorized actions on the part of the petitioner and/or family, attorneys, deputies, etc. could result in the writ being quashed or punitive action taken against the interfering party.

12.04.075
## DOMESTIC VIOLENCE SCENARIOS: 07/01

**EXAMPLE 1:**

Boyfriend pushes his girlfriend with his hand and she suffers no injuries. Boyfriend destroys an expensive vase belonging to girlfriend's new roommate by kicking it down the stairs. As the boyfriend leaves, kicks out the glass in the sliding door. Boyfriend and girlfriend no longer live together, but did live together in the past. Deputies locate the boyfriend within one hour of the incident.

**Is this a domestic violence incident?**

Yes, they have lived together in the past. (RCW 10.99.020)

**Is this a mandatory arrest situation?**

No, although this may be considered an assault, not every assault requires a mandatory arrest. There is no "bodily injury" (pain) or complaint of pain, by the girlfriend and no "threat of serious bodily injury or death" [RCW 10.31.100(2)].

**Discretionary arrest?**

Yes, under RCW 10.31.100 (2) (b) deputies have discretion to arrest the boyfriend for Assault in the Fourth Degree DV (girlfriend) and for Malicious Mischief DV (damage to door of the residence). The deputy also has the discretion to arrest for Malicious Mischief non-DV (damage to the roommate's expensive vase), if the roommate is willing to assist in prosecution. An Incident Report must be taken and forwarded to the appropriate prosecutor in accordance with RCW 10.99.030 (9).

**EXAMPLE 2:**

A father, in an act of discipline, strikes his 7 year old son in the buttocks with an open hand, causing no injury. A neighbor witnesses this and calls the police to investigate. The father says that he reasonably disciplined his son for not feeding the family dog and then lying about it. The father continues to yell at his son in front of the deputies.

**Is this domestic violence?**

No. Although the relationship qualifies, a crime did not occur, as this is reasonable discipline allowed under, RCW 9A.16.100.

**Is this a mandatory arrest situation?**

No, see above answer. [RCW 10.31.100 (2) (b)]

**Discretionary arrest?**

No, this is reasonable parental discipline (RCW 9A.16.100).

**King County Sheriff recommendation?**

Counsel the father so the situation does not escalate into an assault or child abuse.

**EXAMPLE 3:**

Husband and wife are in a loud argument over husband's drinking. The wife becomes frustrated and slaps the husband across the face leaving a red mark. The husband then punches the wife in the right eye and nose. A neighbor calls the police. When deputies arrive they see that the wife has a swollen, bruised eye and a bloody nose, and the husband has a slight red mark on his face.

**Is this domestic violence?**

Yes, both are related by marriage. (RCW 10.99.020)

**Is this a mandatory arrest situation?**

Yes, even though the wife started the physical fight, and there were mutual assaults, the husband inflicted the more severe injuries. Therefore the husband is the primary aggressor and subject to arrest. [RCW 10.31.100 (2)(b)] When the deputy has probable cause that spouses, former spouses, or other persons who reside together have assaulted each other, the deputy is not required to arrest both persons. The deputy shall arrest the person whom the deputy believes to be the primary aggressor. See section 035.

**EXAMPLE 4:**

Husband and wife are living together, and are arguing over finances. The wife, in anger, throws a large glass at the husband hitting him in the forehead. He starts bleeding like a stuck pig. The wife calls 911 for medical assistance. The medics arrive and say that the husband needs eight stitches. Deputies arrive and are told what happened and the wife said that she did not intend to hit her husband with the glass. This is the first D.V. call to the residence and the husband does not want the wife arrested.

**Is this domestic violence?**

Yes, both are related by marriage. (RCW 10.99.020)

**Is this a mandatory arrest situation?**

Yes, this is a felony assault in the third degree [RCW 9A.36.031 (d)], because the wife negligently caused bodily injury with a weapon or item likely to produce bodily harm. If the glass missed the husband and no injury resulted, the wife could be arrested for reckless endangerment. An arrest for reckless endangerment would be mandatory if the wife intended to cause the husband to fear great bodily injury or death, even if the glass missed the husband. RCW 10.31.100.

**EXAMPLE 5:**

A married couple who reside at the same residence are having an argument over money. The argument is loud enough for a neighbor to hear and the neighbor calls the police. When the deputies arrive the wife tells them that the husband pushed her with both hands. The husband denies pushing the wife. There are no visible injuries, and the wife is not complaining of any pain. No threats were made by either person. There is a D.V. incident that occurred six months ago where the husband was arrested for assault.

**Is this domestic violence?**

Yes, a crime has been alleged and the parties are married and live together.

**Is this a mandatory arrest situation?**

No, there is no probable cause to believe that an assault was committed. If there were probable cause to believe an assault had occurred, it would be a non-mandatory arrest because there is no bodily injury, no threats, and no physical action intended to cause a reasonable fear of serious bodily injury or death.

**King County Sheriff Recommendation**

Deputies shall document the incident in an incident report because a crime was alleged. If the couple had a verbal argument only and did not report or allege any crime, this would not be a crime or domestic violence. In that event, an incident report is recommended, but not mandatory. If an incident report is taken, forward a copy to the appropriate prosecutor for review.

**EXAMPLE 6:**

Adult mother and 16 year old son live together. Mother grounds son. An argument ensues and the son slaps the mother across the face causing pain and slight bruising. Mother calls the police. The deputies arrive and question the son who admits slapping his mother an hour earlier.

**Is this domestic violence?**

Yes. The suspect has assaulted a Family Household Member as defined in RCW 10.99.020.

**Is this a mandatory arrest situation?**

Yes. The suspect is 16 and has caused bodily injury to the victim and occurred less than four (4) hours ago. (RCW 10.31.100 (2) (b)

**EXAMPLE 7:**

A husband and wife are arguing, and in a rage, the husband smashes the television set they received for their fifth wedding anniversary. He then takes the wife's wedding ring and leaves the house.

**Is this domestic violence?**

Yes, they are married [RCW 10.99.020 91)].

**Is this a mandatory arrest situation?**

No, there was no assault nor did the husband do anything to cause the wife to reasonably fear bodily injury or death.

**King County Sheriff Recommendation**

The crime of Malicious Mischief DV was committed to community property (television). Deputies may charge or make a discretionary arrest for Malicious Mischief DV. The husband cannot be charged or arrested for taking the wedding ring because a person cannot steal community property.

**EXAMPLE 8:**

An adult woman is attending a Mariner's game at the SAFECO Field. At the beer stand she runs into her "good-for-nothing" former son-in-law. He divorced her daughter five years ago. She begins to argue with him about some unfinished business then slugs him in the nose with a closed fist. Police are summoned. Your investigation reveals that they have never lived together in the same household.

**Is this domestic violence?**

No. Former son-in-laws are not included in the list of "Family Household Members" found in RCW 10.99.020.

**Is this a mandatory arrest situation?**

No. See above answer and RCW 10.31.100 (2) (b).

**King County Sheriff Recommendation**

The deputy should document the assault in an incident report. The woman may be charged or booked for Assault Fourth Degree (non DV).

**EXAMPLE 9:**

You are called to a local high school to investigate a fight that occurred yesterday between two students. Your investigation reveals that the 16 year old male suspect got into an argument with the 15 year old victim in the lunchroom, then threw a plastic lunch tray at her, hitting her in the back as she walked away. She is not injured and she said that it did not hurt. You also learn that she had the suspect's child several months ago.

**Is this domestic violence?**

Yes. The suspect and victim have a child in common. The age does not matter. RCW 10.99.020

**Is this a mandatory arrest situation?**

No. The incident did not occur within the previous four hours and did not meet the criteria for a mandatory D.V. assault arrest under RCW 10.31.100 (2) (b).

**King County Sheriff Recommendation**

You should document the assault in an incident report. You may arrest the juvenile for Assault Fourth Degree. You must send a copy of the report to Juvenile Court for review. RCW 10.99.030 (9)

**EXAMPLE 10:**

The parents of a six-year old girl call the police to report that the girl's grandfather burned her on the arm as punishment for playing with matches. You find that the girl has two first degree burn marks on her arm. She says that her grandfather did it. The parents will be taking the child to the hospital. This occurred at the grandparent's house three hours earlier.

**Is this domestic violence?**

Yes. Grandparent/grandchildren relationships are D.V. (RCW 10.99.020)

**Is this a mandatory arrest situation?**

Yes. The incident occurred less than four hours ago. Burning a child is not reasonable discipline under RCW 9A.16.100. The suspect should be booked for Investigation Assault. The incident report should be titled "Child Abuse," with a (9) Hazard Factor.

**EXAMPLE 11:**

You are dispatched to a neighborhood noise dispute. The person complains that his neighbor is making too much noise with a stereo. You run the names of the person who complained and the neighbor. You find that the neighbor is clear, but the complainant is under a valid served No Contact Order restraining him from contacting his girlfriend and excluding him from the home to which you responded. The girlfriend is not present; he says she is gone for a week and asked him to watch the house during her absence.

**Is this domestic violence?**

Yes. It is a violation of the No Contact Order.

**Is this a mandatory arrest situation?**

Yes, because the suspect violated the order by coming to the home. It does not matter that the petitioner agreed to or invited the violation. It is also mandatory because the violation occurred in your presence. The "victim" is the court, not the petitioner.

**EXAMPLE 12:**

Two students, both over 16, attend the same high school. They dated in junior high while both were under 16. The female has obtained a Protection Order against the male. The principal has assigned both students the same lunch period. When the female sees the male, she complains, showing the un-served order.

**Is this domestic violence?**

Yes. The parties have a past dating relationship and a court order. It does not matter that they were under 16 when they dated or that they never lived together.

**Is this a mandatory arrest situation?**

No. The respondent has not been served and has no notice of the order.

**King County Sheriff Recommendation**

The deputy should serve a copy of the order and mark on the female's copy that the order was served and comply with section 060. The deputy should then escort the male away from the school. If the male refuses to leave, the deputy shall arrest him for knowingly violating the order. RCW 10.31.100 (2) a.

**EXAMPLE 13:**

You respond to a drug store on a shoplifting complaint. You take custody of two suspects from store security. Upon running their names, you learn there are no warrants or court orders. While searching the male incident to arrest, you discover a No Contact Order restraining him from any contact with the female suspect. The female explains the order was issued last week, but they worked out their problems.

**Is this domestic violence?**

Yes. There is a No Contact Order and they are boyfriend and girlfriend.

**Is this a mandatory arrest situation?**

Yes. Although the order is not in the computer, the suspect is aware of the order because he has a copy on his person. The contact, although agreed, occurs in your presence. You must book the suspect on the order violation besides any theft charges.

**EXAMPLE 14:**

You respond to a high school on a report of an assault. You meet with the 17 year old female who tells you her 17 year old boyfriend had grabbed her arm during an argument about two hours ago. There appears to be minor bruising and she did state it caused pain. You are told they have been dating as boyfriend and girlfriend for about a month.

**Is this domestic violence?**

Yes. It is clear that they are in a dating relationship.

**Is this a mandatory arrest situation?**

Yes. The definition of "family or household member" includes the dating relationship and the assault took place less than four hours prior. The definition of dating relationship is designed to cover such boyfriend and girlfriend relationships.

**EXAMPLE 15:**

You respond to a residence on a report of an assault. You meet with the complainant who states that her two sons, 15 and 17 years old were involved in a fight. The 17-year-old tells you his brother hit him in the face several times during an argument. There are some minor abrasions on his face. The 15-year-old admits to the fight. The 17-year-old states he does not want to prosecute.

**Is this domestic violence?**

No. Per the “Family or household members” definition in RCW 10.99.020, they are not adults related by blood, or adults residing or having resided together.

**Is this a mandatory arrest situation?**

No. This does not meet the definition for “Family or household member” and does not meet the criteria for mandatory arrest under RCW 10.31.100 (2)b.

**King County Sheriff Recommendation:**

Deputies should document the assault in an incident report and forward a copy to the Prosecutor’s Office, Juvenile Division for information review.

**COMPARISON OF COURT ORDERS**

| KIND OF ORDER | DOMESTIC VIOLENCE NO-CONTACT ORDERS | DOMESTIC VIOLENCE PROTECTION ORDERS | FAMILY LAW RESTRAINING ORDERS | ANTI-HARASSMENT ORDERS | ABUSED CHILD RESTRAINING ORDERS | VULNERABLE ADULT PROTECTION ORDERS | FOREIGN PROTECTION ORDERS |
|---|---|---|---|---|---|---|---|
| **Nature of Proceeding** | Criminal in context of pending criminal action. *See* Chapter 10.99 RCW | Civil, under RCW 26.50 | Civil, normally in context of pending dissolution or other family law action. *See, e.g.,* 26.09, 26.10, and 26.26 | Civil, under RCW 10.14<br>Usually does not involve DV. | Any judicial proceeding conducted in juvenile court in which it is alleged that a child has been subjected to sexual or physical abuse. *See* RCW 26.44.063. | Civil, under RCW 74.34.110. | Civil or Criminal, under the law of the state or tribe where the order was issued<br>RCW 26.52 |
| **Who may Obtain order** | The prosecuting attorney, on behalf of victims of domestic violence, when criminal charges are filed. Limited ability for order to be imposed on an individual who is released from jail pending his or her first appearance in court. | Petitioner who has been a victim of domestic violence or who fears abuse from a family or household member. | Petitioner who is either married to respondent or has a child in common with the respondent. | Petitioner who has been seriously alarmed, annoyed, or harassed by conduct which served no legitimate or lawful purpose. | The Court on its own motion, the guardian ad litem, or any party. | A vulnerable adult who has been abandoned, abused, subject to financial exploitation or neglect. The Department of Social and Health Services may also obtain an order on behalf of a vulnerable adult. | Depends upon the law of the state or tribe where the order was issued. |
| **How is the Order obtained** | Prosecution, generally after consultation with the victim, will make a request to the court for issuance of an | Victim files petition. Order may be obtained telephonically in special circumstances. | Victim files a petition for divorce, legal separation, or child custody, or through paternity action. | Victim files a petition. | A party or the guardian ad litem will make a request to the court of issuance of an order or the Court may issue an order on its own. The order | Victim or the Department of Social or Health Services will file a petition. | Depends upon the law of the state or tribe where the order was issued. |

| KIND OF ORDER | DOMESTIC VIOLENCE NO-CONTACT ORDERS | DOMESTIC VIOLENCE PROTECTION ORDERS | FAMILY LAW RESTRAINING ORDERS | ANTI-HARASSMENT ORDERS | ABUSED CHILD RESTRAINING ORDERS | VULNERABLE ADULT PROTECTION ORDERS | FOREIGN PROTECTION ORDERS |
|---|---|---|---|---|---|---|---|
| | order. Order may be obtained regardless of the victim's wishes. | | | | may be obtained regardless of the victim's wishes. | | |
| **Where is the Order obtained** | District, Municipal or Superior Court through the prosecuting authority. | District, Municipal, or Superior Court. Superior Court only if family law action pending or if case involves children or order to vacate home. | Superior Court only. | District Court, but in Superior Court when respondent is under the age of 18 years or when case is referred to the Superior Court by the District Court. | Superior Court Juvenile Department | Superior court. | Depends upon the law of the state or tribe where the order was issued. |
| **What does the Order provide** | No contact with petitioner directly or indirectly anywhere by phone, in writing, or in person. Prohibition from knowingly coming within, or knowingly remaining within, a specified distance of a location. | Temporary: Restraint provisions; Exclusion from a residence, prohibition from knowingly coming within, or knowingly remaining within, a specified distance of a location. no acts of violence, no interference with custody of minor children. Full: All of the above and custody and visitation | Temporary or Full: Various restraint provisions including exclusion from a residence, prohibition from knowingly coming within, or knowingly remaining within, a specified distance of a location, no acts of violence or harassment, custody and visitation directives. | Exclusion from and restrained from a specific distance from residence, work, or school of petitioner, no contact of any kind directly/indirectly by phone, writing, or in person. | Prohibition on contacting the victim, entering the victim's family home without specific court approval, molesting or disturbing the peace of the victim, and on knowingly coming within, or remaining within, a specified distance of a specified location. | Various restraint provisions including exclusion from victim's residence, prohibition from contacting victim, prohibition upon knowingly coming within, or remaining within, a specified distance of a specified location. | Depends upon the law of the state or tribe where the order was issued. |

| KIND OF ORDER | DOMESTIC VIOLENCE NO-CONTACT ORDERS | DOMESTIC VIOLENCE PROTECTION ORDERS | FAMILY LAW RESTRAINING ORDERS | ANTI-HARASSMENT ORDERS | ABUSED CHILD RESTRAINING ORDERS | VULNERABLE ADULT PROTECTION ORDERS | FOREIGN PROTECTION ORDERS |
|---|---|---|---|---|---|---|---|
| | | schedule, treatment or counseling, court costs, specific relief or assistance. | | | | | |
| **Cost of the Order** | None. | No cost to petitioner. | Same as dissolution (divorce) filing fee. The filing fee may be waived if indigent. Petitioner pays related costs and service fees. | Basic district court or superior court filing fee. The filing fee may be waived if the petitioner is indigent. The service fee may be waived if the petitioner is indigent. | No cost to victim, since the order is generally obtained in a proceeding initiated by the Department of Social and Health Services. | Basic superior court filing fee. The fee may be waived at the discretion of the court. | Depends upon the law of the state or tribe where the order was issued. |
| **How does the respondent receive notice of the Order** | Verbal and written notice given to the defendant when order is entered. Order may be entered at any stage of the proceeding, including the bail hearing, the arraignment, or the sentencing. | Notice served on respondent by police officer, private party, or process server. Notice by certified mail, or publication authorized in limited circumstances. | Notice served on respondent or respondent's attorney generally by process server, private party, or police server. | Notice served on respondent or respondent's attorney by police, private party, or process server. | Verbal and written notice generally given to the individual whose conduct will be restrained or to the individual whose conduct will be restrained's attorney. Ex parte orders may be entered only if the court finds evidence that irreparable injury could result if an order is not issued until the time for responding has elapsed. | Notice served on respondent or respondent's attorney by police, private party, or process server. | Depends upon the law of the state or tribe where the order was issued. |
| | | | | | | | |

| KIND OF ORDER | DOMESTIC VIOLENCE NO-CONTACT ORDERS | DOMESTIC VIOLENCE PROTECTION ORDERS | FAMILY LAW RESTRAINING ORDERS | ANTI-HARASSMENT ORDERS | ABUSED CHILD RESTRAINING ORDERS | VULNERABLE ADULT PROTECTION ORDERS | FOREIGN PROTECTION ORDERS |
|---|---|---|---|---|---|---|---|
| **Consequences if Order is knowingly violated** | Mandatory arrest. Release pending trial may be revoked. Additional criminal or contempt charges may be filed. Class C felony if assault or reckless conduct accompanies a violation. Class C felony if two or more prior convictions of any similar type of order. Otherwise gross misdemeanor. | Mandatory arrest for violating restraint and exclusion provisions. Possible criminal charges or contempt. Class C felony if assault or reckless conduct accompanies a violation. Class C felony if two or more prior convictions of any similar type of order. Otherwise gross misdemeanor. | Mandatory arrest if criminal legend appears. Possible criminal charges or contempt. Class C felony if assault or reckless conduct accompanies a violation. Class C felony if two or more prior convictions of any similar type of order. Otherwise gross misdemeanor. | May be arrested. Possible criminal charges or contempt. | Mandatory arrest if criminal legend appears. Possible criminal charges or contempt. The crime is a misdemeanor. | Mandatory arrest if criminal legend appears. Possible criminal charges or contempt. Class C felony if assault or reckless conduct accompanies a violation. Class C felony if two or more prior convictions of any similar type of order. Otherwise gross misdemeanor. | Mandatory arrest for violating restraint and exclusion provisions or other provision where the foreign order expressly provides for mandatory arrest. Possible criminal charges or contempt. Class C felony if assault or reckless conduct accompanies a violation. Class C felony if two or more prior convictions of any similar type of order. Otherwise gross misdemeanor. |
| **Duration of Order** | Set period of time, usually until trial and/or sentencing are concluded. Post-sentencing provision may last up to the statutory maximum sentence and/or until probation is concluded. | Temporary: 14 days<br>Full: 1 year or more | Temporary: 14 days.<br>Preliminary: Pendency of action.<br>Full: In final decree, permanent until modified. | Emergency: 14 days<br>Full: 1 year | Until further order of the Court. | Not to exceed 1 year. | Depends upon the law of the state or tribe where the order was issued. |
| | | | | | | | |

| KIND OF ORDER | DOMESTIC VIOLENCE NO-CONTACT ORDERS | DOMESTIC VIOLENCE PROTECTION ORDERS | FAMILY LAW RESTRAINING ORDERS | ANTI-HARASSMENT ORDERS | ABUSED CHILD RESTRAINING ORDERS | VULNERABLE ADULT PROTECTION ORDERS | FOREIGN PROTECTION ORDERS |
|---|---|---|---|---|---|---|---|
| **How may the Order be modified** | Only by the Court. | Only by the Court. | Only by the Court. | Only by the Court. | Only by the Court. | Only by Court. | Depends upon the law of the state or tribe where the order was issued. |
| **How do the police know the Order exists** | Entered into WACIC, except those issued by jail prior to charging. | Entered into Washington State Criminal Information Computer (WACIC).<br>Petitioner should have a copy. | Entered into WACIC by request only.<br>Petitioner must have a "certified" copy. | Entered into WACIC. | Entered into WACIC. | Entered into WACIC. | Entered into WACIC if registered with a Washington Court. Depending upon the law of the state or tribe where the order was issued, the Order may be entered into that jurisdictions' criminal information computer. |

| | NO CONTACT ORDER | ORDER FOR PROTECTION | RESTRAINING ORDER |
|---|---|---|---|
| ENFORCEMENT OF COURT ORDERS | IF DURING AN INVESTIGATION OF A VIOLATION OF A COURT ORDER. A DEPUTY HAS PROBABLE CAUSE TO BELIEVE THAT THE MANDATORY ARREST PROVISIONS OF THE COURT ORDER HAVE BEEN VIOLATED, AND THE SUSPECT KNOWS OF THE OF ORDER, THE DEPUTY SHALL PHYSICALLY ARREST AND BOOK THE RESPONDENT INTO THE JAIL IF HE/SHE IS STILL PRESENT UPON THE DEPUTY'S ARRIVAL. THE DEPUTY WILL TAKE THE NECESSARY VICTIM AND/OR WITNESS STATEMENTS, RECOMMEND THE CHARGE FOR THE APPROPRIATE VIOLATIONS **(UNLESS THE VIOLATION IS A FELONY)**.<br><br>ARREST IS MANDATORY FOR ACTS OR THREATS OF VIOLENCE OR WHEN THE RESPONDENT GOES ONTO THE GROUNDS OF OR ENTERS A RESIDENCE, WORKPLACE, SCHOOL, OR DAYCARE THEY ARE RESTRAINED FROM OR KNOWINGLY VIOLATE A SPECIFIED DISTANCE PROVISION. OTHER VIOLATIONS SUCH AS SENDING LETTERS, PHONE CALLS, OR CONTACT THROUGH A 3RD PARTY IS NOT A MANDATORY ARREST. THE RESPONDENT MAY BE CHARGED OR ARRESTED AT THE DEPUTY'S DISCRETION | | |
| | FAMILY OR HOUSEHOLD MEMBERS MEANS: SPOUSES, FORMER SPOUSES, PERSONS WHO HAVE A CHILD IN COMMON REGARDLESS OF WHETHER THEY HAVE BEEN MARRIED OR HAVE LIVED TOGETHER AT ANY TIME, ADULT PERSONS RELATED BY BLOOD OR MARRIAGE, AND ADULT PERSONS WHO ARE PRESENTLY RESIDING TOGETHER OR WHO HAVE RESIDED TOGETHER IN THE PAST. PERSONS SIXTEEN (16) YEARS OF AGE OR OLDER WHO ARE PRESENTLY RESIDING TOGETHER OR WHO HAVE RESIDED TOGETHER IN THE PAST **AND** WHO HAVE OR HAVE HAD A DATING RELATIONSHIP. PERSONS SIXTEEN (16) YEARS OF AGE OR OLDER WITH WHOM A PERSON SIXTEEN (16) YEARS OF AGE OR OLDER HAS OR HAS HAD A DATING RELATIONSHIP. PERSONS WHO HAVE A LEGAL OR BIOLOGICAL PARENT-CHILD RELATIONSHIP, INCLUDING STEPPARENTS, STEPCHILDREN, GRANDPARENTS AND GRANDCHILDREN. [RCW 10.99.020(1)] | | |

**FOREIGN PROTECTION ORDERS SHALL BE HANDLED IN THE SAME MANNER AS WASHINGTON STATE'S NO CONTACT ORDERS.**

VIOLATIONS OF ORDERS ISSED UNDER RCW CHAPTERS 10.99, 26.09, 26.10, 26.26, 26.50, 26.52 AND 74.34 ARE CHARGED UNDER A SINGLE STATUTE 26.50.110

# 12.05.000 RESPONDING TO SCHOOL EMERGENCIES

12.05.005
## INTRODUCTION: 05/04

Even though schools are one of the safest places for our children to be, emergencies can occur on or near school campuses. In recent years there have been several violent incidents within school systems across the nation. With that in mind, we have taken the following steps to make our responses to schools safer, more effective and efficient.

12.05.010
## RESPONDING TO THE SCHOOL: 05/04

1. Deputies responding to a school emergency should check the school response in MAPS.
2. Deputies responding to a school incident shall select the appropriate code response and shall modify their response depending on the circumstances (e.g., false alarm, injured persons, etc.).
3. If the school incident is reported to be false, deputies shall:

    a. Receive the description of a representative of the school who will meet them outside the school where the deputy will briefly interview them.
    b. After at least one additional unit arrives, escort the representative back into the school to ensure the incident is false.
    c. Notify the dispatcher by phone that the incident is false.
    d. Do not secure additional units until the deputy exits the school.

4. **If a school incident is in progress and requires an Active Shooter response, notify the on duty supervisor and ensure the guidelines in G.O. 6.06.000 are followed.**
5. If a school incident is in progress, (intruder, person with a weapon etc.) deputies shall meet with a school representative (secretary, VP etc.), or the School Resource Officer in a safe location.

    a. Deputies should receive a security packet from the school representative containing the following:

        - Master keys to the school.
        - Floor map of the building.
        - Radio and/or cellular telephone number of faculty personnel.
        - Name/ Names of Command post representative for school.

    b. Deputies shall:

        - Attempt to determine where the suspect is located and obtain a description,
        - Determine what precautions the school has taken, i.e., lockdown, announcements, staff contact with subject, etc.
        - Take appropriate steps to locate, contact and/or take the intruder into custody.
        - Upon securing the scene and/or taking the intruder into custody:

            - Conduct the primary investigation.
            - Complete an incident report, including statements, suspect information sheets, etc.
            - Process the crime scene for evidence.

c. Sergeants shall:

- Take the necessary steps to assure student, staff, officer and citizen safety.
- Determine if a crime has been or is being committed.
- Request additional units and set up perimeter if appropriate and if needed, notify:
  - SWAT.
  - Major Crimes.
  - CDO.
- Initiate the Incident Command System.
- Set-up a command post location and assemble the necessary personnel.
- Coordinate the follow-up investigation.
  - Coordinate with Major Crimes to determine who is responsible for securing and processing evidence.

12.05.015

## SRO ROLES AND RESPONSIBLILITIES: 05/04

When responding to School emergencies, SROs should:

1. Ensure 911 has been contacted.
2. Ensure a school administrator is in a safe location with a security packet.
3. Wait for additional unit(s) to arrive prior to entering the building for searching etc.
4. Assist with school's emergency plans and take the necessary precautions.
5. Direct additional units into place if needed.
6. Attempt to identify and isolate the problem, intruder, etc.
7. Know where a command post should be placed if necessary.

# 12.06.000 CONTACTING JUVENILES AT SCHOOL

12.06.005
## INTRODUCTION: 05/04

School officials may be reluctant to allow contact with juveniles at school because school officials are governed by federal and state laws and by school policies. It is important to work within those laws and policies to maintain a professional rapport between the Sheriff's Office and the schools. This policy is intended to assist deputies when contacting school officials or juveniles at school.

12.06.010
## APPROACHING THE SCHOOL: 05/04

1. Deputies should contact an administrative official (i.e., principal or vice principal) by phone or other means to arrange a meeting.
2. Deputies should report directly to an administrative official and fully explain the situation when appropriate.
3. Deputies should ask school officials for assistance before contacting a student whenever possible.

    - Deputies shall be ready to assist school officials when they require help with a student.

12.06.015
## REQUESTING INFORMATION FROM SCHOOL OFFICIALS: 05/04

Deputies may request information, however if school officials refuse to cooperate, deputies should obtain the appropriate court order.

1. The order shall direct school officials to provide the specific information requested.
2. This does not apply when an emergency exists that affects the health and safety of a student or other persons.

    - Deputies shall check with their supervisor to ensure a "true emergency" exists.

3. School Resource Officers (SROs) may be contacted for assistance.

12.06.020
## INTERVIEWING SCHOOL STAFF: 05/04

1. Deputies shall contact the school administrative official to arrange a meeting with the staff person to be interviewed.
2. Deputies should:

    a. If appropriate, explain the situation to the administrative official because other school officials may be able to provide additional assistance.
    b. State the business clearly.
    c. Show respect and courtesy towards the staff person.
    d. When necessary, explain the staff person's responsibilities in the case.

3. SROs should utilize outside deputies for criminal arrests of school staff members.

12.06.025
## SEARCHING STUDENT LOCKERS: 05/04

1. Contraband discovered by school officials, as a result of a warrantless search, is generally admissible as evidence when they are not acting at the direction of the police.
2. Deputies shall not become involved in administrative (school related) searches unless specifically requested by the school official to provide security protection or for the handling of contraband.

    a. These searches must be at the direction and control of the school official.
    b. At no time shall a deputy request that an administrative search be conducted for law enforcement purposes or use the school official as his/her agent.

3. Deputies conducting a criminal investigation shall obtain a warrant before searching for a particular item at a specific location or locations.

12.06.030
## INTERVIEWING JUVENILES ON SCHOOL PREMISES: 05/04

1. Deputies should cooperate with school officials when conducting interviews with juveniles.
2. Deputies should find out the school district's policy on interviewing students.

    a. Some school districts require parent's consent to interview a student who is a suspect of a crime.
    b. Some school districts require a school official be present at any student interview on school property.

3. Deputies should have a school official present when conducting the interview.

    a. This does not apply when it is likely to interfere with the interview (i.e., the juvenile is uncomfortable).
    b. Deputies may tell the school official not to participate in the interview if circumstances warrant it.
    c. Deputies may discontinue the interview if disrupted by a school official.

4. Deputies should conduct the interviews in a private setting.
5. Deputies should notify the juvenile's parents as soon as possible after conducting the interview.

    ■ This does not apply when it is likely to interfere with the investigation.

12.06.035
## ARRESTING JUVENILES ON SCHOOL PREMISES: 05/04

1. Deputies have the same authority to arrest a juvenile on school grounds as they have anywhere else.
2. Deputies should make an effort to comply with the following procedures when it is necessary to take a juvenile into custody from school grounds:

    a. Deputies should notify the administrative official or school official in advance.
    b. Deputies should report to the administrative official and fully explain the situation.
    c. Deputies should request the assistance of the school official to contact/escort the student to their office.

3. Arrests of students on school grounds, during school hours, should be reported to school officials as soon as practical.
4. Deputies should make a reasonable effort to notify the juvenile's parents as soon as possible when the juvenile is taken into custody.

# 12.07.000 JUVENILE CONTACTS

12.07.005
## INTRODUCTION: 01/03

The purpose of this policy is to provide deputies with guidelines for contacting, detaining and citing juveniles.

12.07.010
## DEFINITIONS: 01/03

For the purpose of this policy:

**"Status Offender:"** means a juvenile whose action would not be a crime if committed by an adult.

**"Non-Offender:"** means a juvenile who is not charged with any offense, usually a child in need of assistance or services (dependent or neglected youth).

12.07.015
## JUVENILE RUNAWAYS: 12/95

Deputies coming in contact with juveniles who are listed as runaways shall:

1. Verify through the DATA Unit that the runaway information is still current.
2. Take the juvenile into protective custody.
3. Attempt to notify the juvenile's parents so that the juvenile may be returned home or to the parent's place of employment.

    a. If the parents do not wish the juvenile at home or at their place of employment, they may request the deputy place the juvenile with:

        - A relative.
        - A responsible adult; or
        - A licensed youth shelter.

    b. Deputies shall notify the juvenile and the person receiving the juvenile of appropriate services available in the community. Some services are:

        - The Crisis Clinic Community Information Line. This is a King County wide comprehensive database of services/agencies. Mon-Fri 0830-1800.

          461-3200
          1-800-621-INFO

        - The Crisis Line. 24 hours

          1-800-244-5767

4. Deputies shall transport the juvenile to a DSHS when:

    a. The parents cannot be contacted.
    b. The juvenile is afraid of going home.

5. Deputies shall complete an incident report when they believe that the juvenile was abused or neglected.
6. If a court order has been issued to detain a juvenile, deputies shall transport the juvenile to the Youth Center or DSHS.

12.07.020
## TRUANCY: 12/95

1. Deputies may take a juvenile into custody if the juvenile is absent from school without an approved excuse.
2. If a juvenile is taken into custody, deputies shall deliver the juvenile to parents or school.

12.07.025
## MISSING JUVENILES: 12/95

1. Handling juveniles who are missing in King County area.

    a. Verify through the DATA Unit that the missing juvenile report is still current.
    b. Take the child into protective custody.
    c. Ensure that the juvenile is:

        - Returned home.
        - Released to a relative.
        - Responsible adult; or
        - Transported to DSHS.

    d. If the juvenile is missing from unincorporated King County or a Contract City, send an Officer's Report to Major Crimes indicating the date, time and location where the juvenile was found and where the juvenile was placed.

2. Handling juveniles who are missing from other jurisdictions outside the King County area or where there is a Writ of Habeas Corpus issued.

    a. Verify through the DATA Unit that the missing juvenile report is still current.

        - DATA may also have a Writ of Habeas Corpus on file with information regarding the case and the child.

    b. Take the child into protective custody.
    c. Contact the Child Find Unit or Major Crimes Supervisor to determine where to place the juvenile.

        - If a Writ of Habeas Corpus is on file, ensure that the juvenile is placed in DSHS.

    d. Notify DSHS that the juvenile cannot be released without a court order from the presiding judge.

        - Secondary placement (i.e., relative or friend) is not an option.

    e. Complete an incident report if there is no King County incident number associated with the missing juvenile.
    f. Complete a follow-up report if there is a King County incident number associated with the missing juvenile to the location of the juvenile.

12.07.030
## CRIMINAL CONTACTS, NON TRAFFIC: 03/08

1. All criminal arrests of juveniles shall be documented in an incident report.
2. All incident reports shall be referred to Juvenile Court for review with recommendations on appropriate charges.
3. Non traffic criminal citations shall not be issued to juveniles except for fish and game violations by sixteen (16) and seventeen (17) year olds.

    - Fish and game violations shall be cited into District Court.

4. Approval from a juvenile detention screener must be received prior to transporting a juvenile to the Youth Center for booking.

    - Does not include mandatory arrests for D.V. related crimes.

5. Parents should be notified if the juvenile is being detained for a crime or is to be booked.

    - Deputies should attempt these notifications within a reasonable amount of time, but not as to interfere with the immediate investigation.

6. Upon taking a juvenile into custody, deputies may deliver the juvenile, for temporary custody, to a jail or other facility intended or used for the detention of adults.

    - This "temporary custody" shall not exceed a period of six hours, and may only be for the purpose of fingerprinting or photographing the juvenile or to await transportation to an appropriate facility.

7. Juveniles shall have sight and sound separation from adult suspects while in holding cells.
8. Juveniles shall be photographed and fingerprinted in accordance with G.O. 12.08.000.
9. Juveniles may be booked into an adult facility when:

    a. The juvenile has been direct filed, waived or indicted for criminal prosecution as an adult.
    b. The juvenile taken into custody in Washington State is wanted by another jurisdiction for prosecution as an adult.

12.07.035
## TRAFFIC CONTACTS: 12/95

The following information is intended to assist deputies in handling juvenile traffic offenders.

1. Juveniles sixteen (16) or seventeen (17) of age, may be cited for traffic infractions and misdemeanor traffic violations through District or Municipal courts.
2. A felony criminal traffic offense by a juvenile, even if a valid driver's license exists, requires the juvenile be referred to Juvenile Court.
3. Juveniles under the age of sixteen (16) shall be referred to Juvenile Court for all Notice of Infractions and criminal traffic offenses.

12.07.040
## STATUS OFFENDERS: 03/08

1. Status offender violations include, but are not limited to, runaways, truants, MIP's, MIC's, tobacco violations, curfew violators or a juvenile with a status offender warrant.
2. Under no circumstances may a juvenile status offender or non-offender be held in a secure adult facility or department holding cell.
3. A juvenile status offender may be held in an unlocked multi-purpose area, such as a lobby, office or interview room which is not designated, set aside, or used as a secure detention area or not a part of such an area.

    - The juvenile should be removed from areas where the movement of adult prisoners takes place.

4. The juvenile status offender may only be held in non-secure custody long enough for identification, investigation, processing, release to parents or legal guardian, or arranging transfer to an appropriate juvenile facility or to court.
5. The juvenile must be under **continuous** visual supervision by law enforcement personnel or facility staff during the period of time that he or she is in non-secure custody.

12.07.045
## MENTALLY ILL JUVENILES: 12/95

See G.O. 5.08.000, Detention of Mentally Ill Persons.

12.07.050
## INTERVIEWS/INTERROGATIONS: 09/09

1. Deputies should notify a juvenile's parents if a juvenile is to be interviewed and the juvenile is under twelve (12) years of age.

    - Deputies should attempt these notifications within a reasonable amount of time, but not as to interfere with the immediate investigation.

2. Custodial interrogations of a juvenile should not extend over periods of time that could be considered unreasonable or harassing.
3. The interrogation should be conducted by only those deputies/detectives that are actively involved in the investigation.

    - If the juvenile requests an attorney, the interrogation must cease until an attorney is present.

4. If the interview is at a school refer to G.O. 12.06.000.

# 12.08.000 FINGERPRINTING AND PHOTOGRAPHING JUVENILES

12.08.005
## INTRODUCTION: 09/04

This policy is intended to assist deputies when fingerprinting and photographing juveniles.

12.08.010
## DEFINITIONS: 09/04

For the purpose of this policy:

**Inked/Livescan Fingerprints are a** means of recording the friction ridge detail present on the 1st joint of the fingers and thumbs of both hands. Fingerprints should be recorded on a standard 8” x 8” fingerprint card with each finger rolled individually from nail to nail and placed in proper position in the upper section of this card. Simultaneous impressions (plain or flat impressions) should be placed at the bottom corners of the card to ensure accuracy of finger placement.

**Palm Prints** are a means of recordings of all friction ridge detail present on the entire palmar or palm surface of the hands. This should be done from the heel (wrist end) of the palm to the ends of the fingers. Care should be taken to include joints of fingers when recording.

**Major case prints** are a means of recordings of all friction ridge detail present on the palmar surfaces of the hands and fingers. This includes the extreme sides of the palms and the extreme sides of the tips, sides, and lower joints of the fingers. In addition, major case prints must include a fully rolled set of fingerprints recorded on a standard 8” x 8” fingerprint card.

12.08.015
## GENERAL GUIDELINES: 11/07

1. Deputies shall fingerprint and photograph juveniles arrested for all criminal felony and gross misdemeanor offenses. (RCW 43.43.735 (1).

    - Fingerprints shall minimally include a live scanned or inked tenprint card.

2. Deputies shall fingerprint and photograph juveniles as soon as possible following arrest.
3. Deputies should use the fingerprint and photograph equipment (where provided) at each work station.
4. CAU should keep the juvenile photographs separate from adult photographs and in a secure file.
5. Deputies may use the photographs for montages or similar identification purposes.
6. Supervisors shall ensure that inked fingerprints are sent to the AFIS/Latent Print Unit.

    - Livescan fingerprints shall be electronically transmitted to AFIS.

12.08.020
## PHOTOGRAPHING JUVENILES: 11/94

1. Deputies shall take two (2) photographs of each juvenile because the camera is set up for half frames.

    a. The photographs shall consist of one (1) front view and one (1) side view.

b. If the juvenile wears glasses, take a set with and without the glasses.

2. Deputies shall have the juvenile hold a name plate about two (2) inches below his/her chin on both the front and side view.

   - The nameplate shall include the Juvenile Control Number (JCN) and the present date.

3. Deputies shall not photograph adults with the same film used for juveniles.

12.08.025
## FINGERPRINTING JUVENILES: 11/07

1. Deputies shall take major case prints on all juveniles arrested for a felony.
2. Deputies should take fingerprints on all juveniles arrested for misdemeanors crimes.

   - Fingerprint requirements shall consist of Inked or Livescan rolled prints and rolled or flat palm prints including the sides of the palms.

3. Deputies may contact AFIS Tenprint Unit to verify the need for major case prints.
4. Major case prints consist of:

   a. One ten (10) print card.
   b. Two standard 8” x 8” print cards with five (5) prints per finger on each card.

      - Tip to base.
      - Base to tip.
      - Right side from base to tip which hooks at the end.
      - Left side from base to tip which hooks at the end.
      - Rolled side to side which include all three (3) joints.

   c. Two (2) standard 8” x 8” print cards with rolled or flat palm prints including the right and left sides of the palms.

5. Examples of major case prints are available at all fingerprint work stations.

# 12.09.000 RELEASING/OBTAINING INFORMATION FROM SCHOOL OFFICIALS

12.09.005
## INTRODUCTION: 05/04

School officials may be reluctant to release personal information on students because they are governed by federal and state laws and by school policies. It is important to work within those laws and policies and maintain a professional rapport between the Sheriff's Office and the schools. This policy is intended to assist deputies when contacting school officials and obtaining or releasing information about students.

12.09.010
## DEFINITIONS: 05/04

For the purpose of this policy:

**"Information"** means data personally known or contained in a document. It does not mean the document itself.

**"Records"** means the documents created by KCSO. It means written or computerized incident reports only. It does not include DOL, WACIC, Triple I's or any other record created by a different agency.

**"Disclosure form"** means the form developed and maintained by the Records Unit. It does not mean any other means of documenting the disclosure of a record or information.

12.09.015
## REQUESTING INFORMATION FROM SCHOOL OFFICIALS: 05/04

Deputies may request information, but if school officials refuse to cooperate, deputies should obtain the appropriate court order.

1. The order shall direct school officials to provide the specific information requested.
2. This does not apply when an emergency exists that affects the health and safety of a student or other persons.

    - Deputies shall check with their supervisor to ensure a "true emergency" exists.

3. School Resource Officers (SROs) may be contacted for assistance.

12.09.020
## RELEASING INFORMATION TO SCHOOL OFFICIALS: 05/04

1. Documenting the Release.

    a. Prior to the release of any record or information contained in a record, either the Records Unit or the deputy will complete a "Public Disclosure Request for Information" form and obtain the signature of the requesting party.
    b. After the release of the record or information, the deputy will forward the completed disclosure form to the Records Unit.

2. Discretionary Release. If disclosure will not jeopardize an investigation or prosecution:

   a. Deputies may give information to school personnel if:

      - The student is arrested, or
      - A decision is made to arrest the student, or
      - The student is charged by the prosecutor, or
      - The student is found guilty of a crime.

   b. Deputies may give the identity of the suspect and relevant information to school personnel, if the school has suffered:

      - Physical loss.
      - Property damage.
      - Injury compensable through civil action.

        - This includes discipline for violating contract with school such as a no alcohol regulation for student athletes.

   c. Deputies may give records to school personnel if:

      - The school is investigating any case involving the juvenile; or
      - The student attends that school.

3. Mandatory Release: Deputies shall release to the school the identity of an alleged or proven juvenile offender and the circumstances of the alleged or proven crime if:

   a. The school requests, and
   b. The school is the victim, and
   c. Charges are or have been filed by the prosecutor.

      - It does not matter whether the juvenile is found guilty.

# 13.00.000 RADIO COMMUNICATIONS

13.00.005
## POLICY STATEMENT: 01/08

It is the policy of the King County Sheriff's Office that its members will always conduct themselves in a professional manner on the radio. Only information which is essential to the dispatcher or other field personnel shall be broadcast. Brief, clear and concise transmissions will decrease the struggle for airtime and improve officer safety. Personnel should keep in mind at all times that any radio transmissions may be monitored by civilians and the media. These transmissions are also subject to public disclosure. The procedures set forth in this manual section apply to anyone who uses the radio. Field supervisors and communications center supervisors are responsible for ensuring that their personnel follow the guidelines set forth in this manual section.

13.00.010
## GENERAL RADIO COMMUNICATIONS GUIDELINES: 01/08

The department radio communications network is licensed and intended for the broadcasting of information to mobile unit and fixed stations within the network.

1. All applicable laws and the rules and regulations of the Federal Communications Commission (FCC) shall be strictly followed.
2. The communications network is strictly for police related matters.
3. All patrol units are responsible for monitoring their radios while in service unless the radio volume is turned down for tactical purposes
4. Dispatchers and personnel using the radio shall not refer to each other by first names over the air.
5. Call signs shall not be abbreviated on the air. Only complete call signs shall be used.

   Example:

   Complete: 2-Henry-1
   Incomplete: Henry -1

6. Common courtesy over the air is assumed. While comments such as please, thank you, good morning and goodnight are appreciated, they tie up the air and are not necessary. Transmissions of this nature are prohibited.
7. CAD is not intended to take the place of a personal notebook. Dispatch/arrival times, in custody times, and other information that is not urgent, should be obtained via a remote CAD terminal at a precinct or detective unit.
8. Arguing on the radio is prohibited.

   - Disagreements shall be handled off the air.

9. No one, other than designated personnel, shall adjust, repair, or attempt to adjust or repair radio equipment.

13.00.015
## RADIO CODES AND PLAIN TEXT: 01/08

1. The use of codes on the air is limited to those situations for which there is a real need for security and/or brevity.
2. All previously used codes not listed in this manual section are now obsolete and shall not be used.

3. Other radio transmissions should be in plain language and be as brief, clear, and concise as possible.
4. Only the codes listed below shall be used.

Redacted

5. The following FCR codes may be used on the air in place of plaintext to describe an incident of sensitive nature, or in place of a commonly used phrase:

| | |
|---|---|
| 146 | Rape. |
| 222 | Death investigation. |
| 575 | Out of service, court. |
| 576 | Out of service, BO vehicle. |
| 577 | Out of service, coffee break. |
| 578 | Out of service, department business. |
| 579 | Out of service, eating. |
| 581 | Out of service, roll call. |
| 582 | Out of service, at training. |
| 583 | Out of service, IRIS pub/sub. |

6. The following plain text shall be used when appropriate:

| | |
|---|---|
| AFFIRMATIVE | Should be used in place of “yes”. |
| ARRIVED | Use when arriving on an assigned detail. |
| CLEAR | Use when clearing an assigned or on-view detail. |
| NAME | Request to run a name for warrants. |
| NEGATIVE | Should be used in place of “No”. |
| PLATE | Request to run a plate for wants, associated warrants, registration, and stolen status. |
| TALKGROUP | Radio channels on the 800MHz system are referred to as talkgroups. |

7. The word **“HELP”** shall not be used unless there is an emergency

13.00.020
## ABBREVIATIONS: 01/08

The following approved abbreviations should be used on the air whenever possible to help reduce radio traffic. Plaintext should be used in all other cases:

| | |
|---|---|
| AOB | Alcohol on breath. |
| BO | Out of order/broken. |
| BOLO | Be on the lookout. |
| DOA | Dead on arrival. |
| DOB | Date of birth. |
| DOC | Department of Corrections. |
| DPM | Directed patrol mission. |
| ETA | Estimated time of arrival. |
| FIR | Field interview report. |
| GOA | Gone on arrival. |
| HBD | Has been drinking. |
| ID | Identification. |
| KCJ | King County Jail (downtown Seattle). |
| OLN | Operator’s license number. |
| PC | Probable cause. |
| RJC | Regional Justice Center. |
| RO | Registered owner. |
| RP | Reporting party. |
| SOC | Special Operations Center. |
| SSN | Social security number. |
| UTL | Unable to locate. |

13.00.025
## PHONETIC ALPHABET: 01/08

The phonetic alphabet shall be used in place of individual letters.

| | | | |
|---|---|---|---|
| A | ADAM | N | NORA |
| B | BOY | O | OCEAN |
| C | CHARLES | P | PAUL |
| D | DAVID | Q | QUEEN |
| E | EDWARD | R | ROBERT |
| F | FRANK | S | SAM |
| G | GEORGE | T | TOM |
| H | HENRY | U | UNION |
| I | IDA | V | VICTOR |
| J | JOHN | W | WILLIAM |
| K | KING | X | XRAY |
| L | LINCOLN | Y | YOUNG |
| M | MARY | Z | ZEBRA |

13.00.030
## LOGGING IN AND OUT OF SERVICE: 01/08

1. All personnel using the radio to come in service will do so on their assigned talkgroup, or the talkgroup closest to the area that they will be working. To come in service, provide the dispatcher with the appropriate call sign followed by “in-service”.
2. All personnel using the radio to go out of service at the end of their shift should advise the dispatcher of their call sign followed by “out of service”.
3. Detective, plainclothes, and administrative personnel running names, plates, or conducting on-view activity on the radio should come in service on the talkgroup nearest to the area that they are located.

13.00.035
## BROADCAST PROCEDURES: 01/08

1. Calls for service are assigned the following priorities in CAD:

   PRIORITY 0 -- 911 DISPATCH: Used when the caller is unable to provide address information or gives minimal information before the call is somehow terminated. Open lines and disconnects where the call receiver is unable to re-contact the caller for more information are examples of Priority 0 calls.

   PRIORITY X -- CRITICAL DISPATCH: Used for those incidents which pose an obvious danger to the life of an deputy or citizen. Examples include: felony crimes in progress, help the officer calls, shootings, stabbings, in-progress robberies and in-progress burglaries where the possibility of a confrontation between a victim and a suspect exists. Also use an X for manually-activated commercial (“hold up” or “panic”) alarms.

   PRIORITY 1 -- IMMEDIATE DISPATCH: Used when the incident requires immediate police action. Examples include: silent passively-activated alarms at banks, businesses, and residences, injury accidents, major disturbances with weapons involved, in-progress burglaries of unoccupied structures, and other types of crimes in-progress, which have just occurred with the suspect still in the immediate area.

PRIORITY 2 -- PROMPT DISPATCH: This priority is used for events that involve situations which may escalate to a more serious degree if police do not respond quickly. Examples include: disturbances, blocking accidents, hazardous situations, separated domestic violence situations, and shoplifters in custody who are not causing a problem.

PRIORITY 3 -- ROUTINE DISPATCH: Priority 3 calls include those for which time is not the critical factor in the proper handling of the call. Examples include: burglaries or larcenies that are not in progress, audible commercial and residential alarms, "cold" vehicle thefts and abandoned calls. Dispatch will be made as soon as reasonably possible.

PRIORITY 4 -- DISPATCH AS AVAILABLE: Priority 4 will be used for special circumstances or "seasonal" calls. Examples include: reports of snowball throwing during winter months or firecracker complaints around July 4th. Dispatchers may also assign Priority 4 to on-view situations involving units out of service for court, training, meals, etc. Priority 4 is also used for message for deputies written as CAD details.

2. Priority X calls will initially be broadcast using the following format.

   a. Alert tone.
   b. Type of call.
   c. Location.
   d. Type of call repeated.
   e. Location repeated.

   Example:

   Silent hold-up alarm at Bank of Seattle, S Main St and 1st Ave. Silent hold up alarm at Bank of Seattle, S Main St and 1st Ave.

3. Calls for service will be dispatched using the following format:

   a. District.
   b. Type of call.
   c. Location of incident.
   d. Brief details of incident, including: suspect info, known weapons, and alcohol or drug involvement.

      - Call receivers will attempt to obtain information on weapons.
      - The potential for weapons exists on any type of call, whether or not it is mentioned when the call is dispatched.

   e. RP information.
   f. Incident number.

4. Dispatchers should be as brief as possible when dispatching calls for service.

   a. Only necessary information will be broadcast.
   b. Information that can be obtained at the scene, without impacting the response or safety of responding personnel, does not need to be broadcast.
   c. Any information regarding officer safety shall be broadcast as soon as possible after it is received.

5. Dispatchers will attempt to assign a specific unit or units to calls when dispatched.
6. To avoid the need for the dispatcher to repeat information, patrol units should be prepared to copy down the details when in receipt of a call.
7. Every effort should be made by units in the field to record or remember the information provided without asking the dispatcher to repeat it.

8. Calls should be broadcast over the air. The dispatching of calls via telephone puts other field units and the patrol sergeant at a disadvantage.

   a. Long and convoluted details should be condensed for broadcast over the air.
   b. Exceptions will be approved by a supervisor.

9. Metro patrol units should respond with their ETA when dispatched to a Metro related event.

13.00.040
## ON-VIEW PROCEDURES: 01/08

Personnel advising radio of on-view activity shall use the following format:

1. Full unit number, "on-view", and type of on-view. No further information should be given until the dispatcher acknowledges your on-view.

   - It is understood that in urgent or emergency situations, it may be necessary for the unit to give all of the on-view information in one transmission.

2. Once the dispatcher acknowledges, the location of the on-view should be provided followed by any associated license plate, vehicle description if no plate available, a description of the subject(s) being contacted if no vehicle is involved.
3. When providing the location of the on-view, the east/west street should be provided first, followed by the north/south street.

   Example:

   Deputy: 4-K-1 on-view traffic
   Dispatcher: 4-K-1 go ahead
   Deputy: SW 112 and 12 Avenue SW on 123 Adam-Boy-Charles

13.00.045
## REQUESTS FOR BACK-UP: 01/08

When additional assistance is requested, all efforts should be made to eliminate any confusion as to how many units are required and how fast they are needed. The following methods of calling for back-up should be used whenever possible:

10-33: OFFICER NEEDS HELP – Code 3 help is needed. The responding deputies shall comply with the code 3 driving guidelines outlined in GOM 9.00.055.

CODE 3 Backup: Additional unit(s) needed – emergency response. The responding deputies shall comply with the code 3 driving guidelines outlined in GOM 9.00.055.

CODE 2 Backup: Additional unit(s) needed – urgent response. The requesting deputy should specify how many units are needed, if possible. Responding deputies shall comply with code 2 driving guidelines outlined in GOM 9.00.055.

CODE 1 Backup: 1 additional unit is needed – normal response. The requesting deputy should specify if more than 1 unit is needed.

13.00.050
## INFORMATION BROADCASTS: 01/08

The following formats shall be used when broadcasting descriptions over the air:

1. **Crime Descriptions:** The first deputy(s) to arrive at the scene of a crime shall conduct a brief interview with the victim(s) or witness(s). Information, when applicable, should be transmitted in the following sequence to the dispatcher, without delay:

    a. Type of crime.
    b. Occurred _____ minutes ago.
    c. Location.
    d. Vehicle used (or left on foot).
    e. Direction of travel.
    f. Number, sex and descent of suspects.
    g. Outstanding features.
    h. Weapon (if known).
    i. General description of property taken.

2. **Person Descriptions:** Descriptions of persons over the air should be made from the head down. The following order should be used as a guideline:

    a. Name (if known).
    b. Race.
    c. Sex.
    d. Age, or approximate age.
    e. Height.
    f. Weight/build.
    g. Detail from top down: hair, eyes, complexion.
    h. Clothing, describing the major or obvious article, from the top down, and from the outside to the inside: hat, jacket, pants, and so on.

3. **Vehicle Descriptions:** The acronym CYMBAL should be used when describing a vehicle over the air:

    **C –** Color
    **Y –** Year
    **M –** Make and model
    **B –** Body style
    **A –** Accessories
    **L –** License

13.00.055
## RECORD CHECKS – WANTS, WARRANTS, REGISTRATION AND DRIVER'S LICENSE INFORMATION: 01/08

All checks for wants, warrants, and DOL information shall comply with local, state and federal guidelines. Inquiries made over the air should be done so in the following format:

1. Names can be checked for warrants, driver's license information, protection orders and officer safety hazard information.

    a. Personnel should request permission from the dispatcher to run the name by saying their call sign followed by "name".
    b. Names shall be given in the following order: last name, first name, middle initial, gender, date of birth (yyyy/mm/dd).

c. The dispatcher should be advised ahead of time if the last name is a 2 part name, hyphenated or from out of state.
d. All names, except those considered common, should be spelled using the phonetic alphabet.

2. License plates or vehicle identification numbers (VIN) can be checked for stolen status, associated warrants, and registration information.

   a. When requesting to run a license plate, give the dispatcher your call sign followed by "plate".
   b. The letters on a license plate shall be read phonetically.
   c. The dispatcher should be advised ahead of time if the plate is from out of state.

3. Dispatchers will not run each individual name through IRIS.

13.00.060
## REQUESTS FOR DISPATCHERS TO MAKE PHONE CALLS: 01/08

Dispatchers should only be asked to make phone calls when the deputy is unable to make the call him or herself.

13.00.065
## CLEARING/FINAL CLASSIFICATION REPORTING (FCR): 01/08

All incidents that result in an event being generated in CAD require an FCR in order to be closed out. FCR's consist of an incident classification code, disposition code, and hazard factor code. Calls shall be cleared in the following manner:

1. The primary unit on an incident will advise the dispatcher of the FCR that best fits the incident. The FCR is sufficient to clear the event.

   Example:

   Deputy: 4-J-1 Clear
   Dispatcher: 4-J-1 go ahead
   Deputy: 413 – "John" - 0

| Incident classification code | Disposition | Hazard factor |
|---|---|---|
| 413 (equipment violation) | J (citation – no booking) | 0 (no apparent hazard) |

2. No additional comments shall be given after the FCR except on the following types of events:

   a. False alarms: briefly advise the dispatcher of the observations which support a false alarm determination.
   b. Welfare checks: briefly advise the dispatcher of the results of the welfare check.
   c. Agency assists: when requested by an outside agency to attempt to locate person or vehicle, briefly advise the dispatcher of what was found or not found.
   d. Vehicle thefts: require victim phone numbers for contact and whether or not the victim wants the vehicle impounded if located.
   e. Vehicle recoveries: advise the dispatcher if both plates were recovered, brief description of vehicle condition, whether or not a suspect was arrested, status of the vehicle (released to owner, left at scene).

f. When a report has been written, the case number of the event should be given prior to the FCR. This will help ensure that the correct case number has been used on the report. Example:

| | |
|---|---|
| Deputy: | 2-A-1 clear |
| Dispatcher: | 2-A-1 go ahead |
| Deputy: | Case 123456 clear 275-E-0 |

3. Units that assisted with the incident may clear themselves with the disposition X (extra unit). The primary unit may also clear the assisting units "X-Ray".

See G.O. 13.03.000 for additional information regarding FCR's.

13.00.070
## CLOSED AIR: 01/08

1. The air will be automatically closed in the following situations:

   a. Pursuits.
   b. Fast back-up and 10-33 requests.
   c. Arrival at silent hold-up alarms.
   d. Arrival at the scene of an incident where a weapon is involved.

2. When the air is closed, personnel shall not transmit unless:

   a. They are directly involved in the situation

      - Only "need to know" information shall be broadcast.
      - It is expected that units will respond Code 3 to a 10-33, it is not necessary for responding personnel to advise radio that they are code 3.

   b. They are involved in an unrelated emergency situation

3 When a unit requests that the air be closed for an incident, the dispatcher shall:

   a. Broadcast the unit number, type of event, and location of the unit requesting closed air.
   b. Activate the closed air tone. The purpose of this tone is to alert others to the fact that the air is closed.

      - If the use of the tone puts personnel on the scene at a tactical disadvantage, they can request that the tone be turned off.

   c. Monitor the appropriate TAC channel for that talkgroup.

      - Dispatchers monitor their primary talkgroup and TAC channel simultaneously.
      - This makes it difficult to allow for normal radio traffic on a TAC channel while the main air is closed.

4. Units not directly involved in the closed air incident should automatically monitor the appropriate TAC channel for their talkgroup for incoming calls.
5. Radio traffic on the TAC channel will be limited to urgent on-views and/or unavoidable priority matters.

13.00.075

## INCIDENTS AT MEMBERS' HOMES – SUSPICIOUS PERSON OR CIRCUMSTANCE:

01/08

1. When the Communications Center receives a call regarding a suspicious person or circumstance other than Domestic Violence at the home of a member of the department, the call receiver shall:

    a. Determine whether or not the member is on-duty.
    b. If on duty, have him/her call the Communications Center ASAP.
    c. Advise the member of the circumstances.

2. When an event is generated , the dispatcher shall:

    a. Give out the detail as a "560 (House Check) at a 1042 with suspicious circumstances," and give the address.

        - This will be the code for the deputies to know that they are going to another member's residence.

    b. Any additional information that is needed will be provided by phone.
    c. No information regarding it being a member's residence, nor the member's name will be given on the air.

3. This section does not apply where officer safety concerns override the need for discretion. Situations such as "Active Shooter" and other in-progress, high priority calls should be toned out and dispatched to ensure the safety of responding deputies and those in neighboring districts.

13.00.080
## MAJOR EVENTS – MULTIPLE UNIT AND/OR MULTIPLE AGENCY: 01/08

Major events include those incidents where multiple units and/or jurisdictions are involved. Some of these events are pre-planned, such as: search warrants, john patrols, dignitary visits, and community events. Others are not, such as: pursuits, and help the officer calls.

1. Operations plans and rosters:

    a. For officer safety purposes, the communications center should be provided with an operations plan and roster whenever applicable for a pre-planned event.
    b. The roster should include serial numbers of the personnel involved, as well as specific locations that they are assigned.
    c. Logging in-service: Units involved in a major event shall log into service using their serial number and assigned call sign on the talkgroup assigned for the event.
    d. Use of alternate frequencies: Whenever it is anticipated that extra radio traffic will be generated due to a major event, every effort should be made to give the communications center at least twenty four (24) hours notice.

2. Radio use – multiple jurisdictions:

    a. When multiple jurisdictions are involved in the same event, all efforts will be made to keep the KCSO units on their primary talkgroup.
    b. The dispatcher has the capability to patch outside agencies to our KCSO talkgroups.
    c. Plaintext language should be used when communicating with outside agencies.

13.00.085
## OFF-DUTY WORK: 04/09

1. All personnel working in uniform, and/or in a department vehicle, shall come in service on the talkgroup closest to their off-duty assignment, using their serial number as their call sign.
2. Permanently assigned call signs shall not be used when working off-duty.
3. Deputies working off-duty and being paid by an entity other than the Sheriff's Office are not entitled to information from the WACIC/ACCESS/NCIC systems, except when checking to see if a person is wanted or a vehicle is stolen.

    - A "yes" or "no" answer will be the only information provided.

4. If a law enforcement response is needed the responding on duty LEOs may receive full information for criminal justice purposes.

13.00.090
## REQUESTING 911 DISPATCH TAPES: 05/08

1. Recording of all telephone and radio transmissions are retained for ninety (90) days.
2. Requests for incident tapes should be made only by the primary deputy, supervisor in charge at the scene, detectives and command staff for official business only.

    - Deputies shall submit tape requests through their supervisor.

3. Recordings of incidents may be requested by supervisors for training and/or investigative purposes, where those requests do not conflict with Major Crimes' prohibitions.

4. Tape Requests may be included as an Attachment in an IRIS entry and then e-mailed (RR, 911 Tape Requests in the global address lists), or the form can be directly accessed in the IRIS directory on the computer, completed and e-mailed, or copied and sent via department mail.

    - The old request form (KCSO Form E-111) will no longer be accepted.

5. The tape request should:

    a. Be filled out completely.
    b. Include all pertinent information and any special instructions.
    c. State start and end times of the call/incident or at the very minimum, what is wanted in the recording (e.g. pursuit until in custody, transport time and mileage, time notification was made to the M.E.).
    d. Indicate whether you require a cassette recording or whether an MP3 file will suffice.

        - MP3 files are currently inadmissible in court.

    e. Indicate whether a voice activated recording or a real-time recording is needed.
    f. Include the requestor's name and mailstop.

6. Urgent request for tapes may be requested through Communications Supervisors.

13.00.095

## **911 HANG-UP CALLS:** 09/08

1. When detailed to 911 hang-up calls deputies shall attempt to make contact with the person(s) who called at the scene unless canceled by the dispatcher.
2. If the deputy(s) is unable to make contact at the place where the 911 call was made, a supervisor shall be notified.
3. An Incident Report shall be written explaining the circumstances why no contact was made and which supervisor was notified.

# 13.01.000 RADIO CALL SIGNS AND TALKGROUPS:

13.01.005
## RADIO CALL SIGNS: 01/08

1. **No radio unit will have the number 33 as part of its call number**.
2. The following radio call numbers shall be effective for all mobile units in the King County Sheriff's Office.

| | |
|---|---|
| 1 | SHERIFF |
| 2 | COMMANDER, TECHNICAL SERVICES DIVISION |
| 3 | COMMANDER, FIELD OPERATIONS DIVISION |
| 4 | COMMANDER, SPECIAL OPERATIONS DIVISION |
| 5 | COMMANDER, CRIMINAL INVESTIGATIONS DIVISION |
| 7 | MEDIA RELATIONS SERGEANT |
| 8 | FTO COORDINATOR |
| 9 | ADMINISTRATIVE SERGEANT, FIELD OPERATIONS |
| 10 | RECRUITMENT OFFICER |
| 12 | LEGAL ADVISOR |
| 13 | SCHOOL RESOURCE COORDINATOR |
| 14 | DEPARTMENT CHAPLAIN |
| 15 | CAPTAIN, COMMUNICATIONS SECTION |
| 17 | CAPTAIN, CONTRACTING AND RECORDS SECTION |
| 18 | CAPTAIN, ADMINISTRATIVE SERVICES SECTION |
| 19 | CRIMESTOPPERS COORDINATOR |
| 20 - 29 | PCT 2 COMMAND STAFF AND ADMINISTRATIVE STAFF |
| 30 - 39 | PCT 3 COMMAND STAFF AND ADMINISTRATIVE STAFF |
| 40 - 49 | PCT 4 COMMAND STAFF AND ADMINISTRATIVE STAFF |
| 50 - 59 | PCT 5 COMMAND STAFF AND ADMINISTRATIVE STAFF |
| 60 - 69 | SPECIAL OPERATIONS SECTION |
| 70 - 73 | SPECIAL OPERATIONS COMMAND STAFF |
| 74 - 79 | SPECIAL OPERATIONS SECTION |
| 80 - 85 | CONTRACTING UNIT |
| 86 - 89 | MANUAL REVISION UNIT |
| 90 | COMMANDER, INTERNAL INVESTIGATIONS UNIT |
| 91 - 93 | INTERNAL INVESTIGATIONS UNIT |
| 94 - 95 | BACKGROUND INVESTIGATORS |
| 100 | COMMANDER, MAJOR INVESTIGATIONS SECTION |
| 101 | COMMANDER, SPECIAL INVESTIGATIONS |
| 102 - 117 | UNASSIGNED |
| 118 - 119 | RJC EVIDENCE/SUPPLY SPECIALISTS |
| 120 - 129 | BURGLARY/LARCENY UNIT, PCT 2 |
| 130 - 139 | BURGLARY/LARCENY UNIT, PCT 3 |
| 140 - 149 | BURGLARY/LARCENY UNIT, PCT 4 |
| 150 - 159 | BURGLARY/LARCENY UNIT, PCT 5 |
| 160 | SEATAC DETECTIVE SERGEANT |
| 161 - 165 | SEATAC DETECTIVES |
| 166 - 169 | SPECIAL ASSIGNMENTS/FIELD OPERATIONS |
| 170 - 189 | HOMICIDE/ROBBERY/ASSAULT/MISSING PERSONS/CHILD FIND UNITS |
| 190 - 219 | SPECIAL ASSAULT UNIT |
| 220 - 239 | CRIMINAL WARRANTS UNIT |
| 240 - 259 | CRIMINAL PROFITEERING INVESTIGATIONS UNIT |
| 260 - 269 | UNASSIGNED |
| 270 - 279 | FRAUD/COMPUTER FORENSICS/PAWNSHOP UNIT |

| | |
|---|---|
| 280 - 289 | MARR UNIT |
| 290 - 298 | CRIMINAL INFORMATION SECTION |
| 299 | POLYGRAPH UNIT |
| 300 - 307 | CIVIL UNIT |
| 308 | RETIRED |
| 309 - 324 | CIVIL UNIT |
| 340 - 349 | AFIS UNIT |
| 350 - 353 | PHOTO LAB |
| 354 - 368 | AFIS UNIT |
| 370 - 389 | TRAINING UNIT |
| 400 - 419 | DOMESTIC VIOLENCE UNIT |
| 420 - 429 | SUPPORT ENFORCEMENT UNIT |
| 480 - 499 | PROPERTY MANAGEMENT UNIT |
| 500 - 519 | FIRE MARSHALS OFFICE/ARSON INVESTIGATION |
| 542 - 544 | LAKE FOREST POLICE DEPARTMENT |
| 600 - 620 | HOSTAGE NEGOTIATIONS TEAM |
| 630 - 699 | COURT SECURITY UNIT |
| 700 | KING COUNTY EXECUTIVE |
| 701 - 702 | SECURITY DEPUTIES, KING COUNTY EXECUTIVE |
| 720 - 725 | PROSECUTING ATTORNEYS OFFICE |
| 730 - 739 | PUBLIC WORKS |
| 751 - 759 | KING COUNTY BUSINESS LICENSE INSPECTORS |
| 800 | RADIO SHOP TESTING - DO NOT ANSWER |
| 801 - 819 | UNASSIGNED |
| 820 - 899 | KING COUNTY POLICE EMERGENCY SERVICES FOR SEARCH AND RESCUE |
| 900 | RADIO SHOP TESTING - ANSWER |
| 902 - 909 | RADIO SHOP |

**AIR SUPPORT UNIT**

| | |
|---|---|
| GUARDIAN 1 - 3 | HELICOPTERS |
| AIR 1 - 10 | AIR SUPPORT PERSONNEL |

**AIRPORT POLICE**

| | |
|---|---|
| UNION 1 - 30 | AIRPORT PERSONNEL |

**COMMUNITY SERVICE OFFICERS**

| | |
|---|---|
| QUEEN 21 - 29 | CSO PERSONNEL, PCT 2 |
| QUEEN 31 - 39 | CSO PERSONNEL, PCT 3 |
| QUEEN 41 - 49 | CSO PERSONNEL, PCT 4 |
| QUEEN 51 - 59 | CSO PERSONNEL, PCT 5 |

**DUI ENFORCEMENT**

TOM 47 – 49

**ENHANCED PATROL**

| | |
|---|---|
| IDA 20 - 29 | ENHANCED PATROL, PCT 2 |
| IDA 30 - 39 | ENHANCED PATROL, PCT 3 |
| IDA 40 - 49 | ENHANCED PATROL, PCT 4 |
| IDA 50 - 59 | ENHANCED PATROL, PCT 5 |

**K9 UNIT**

K9-1 - K9-15

**MARINE UNIT**

MARINE 1 - 59

**METRO**

| | |
|---|---|
| METRO 70 | METRO CHIEF OF POLICE |
| METRO 71 | OPERATIONS CAPTAIN |
| 7METRO | CID SERGEANT |
| METRO 74-76 | CID DETECTIVES |
| METRO 77 | CRIME ANALYSIS DETECTIVE |
| METRO 78 | CRIME PREVENTION DEPUTY |
| METRO 79 | BOMB DOG |
| 1 METRO | SPD 1ST SHIFT PATROL SERGEANT |
| 2 METRO | SPD 2ND SHIFT PATROL SERGEANT |
| 3 METRO | KCSO 2ND SHIFT PATROL SERGEANT |
| 4 METRO | KCSO 2ND SHIFT PATROL SERGEANT |
| 5 METRO | KCSO 2ND SHIFT PATROL SERGEANT |
| 6 METRO | KCSO 1ST SHIFT PATROL SERGEANT |
| METRO 11-19 | METRO 10 DISTRICT – NORTH PATROL |
| METRO 21-29 | METRO 20 DISTRICT – CAPITOL HILL PATROL |
| METRO 31-39 | METRO 30 DISTRICT – SOUTH PATROL |
| METRO 41-48 | METRO 40 DISTRICT – CBD DOWNTOWN PATROL |
| METRO 49 | CUSTOMER ASSISTANCE OFFICE – SPD FOOT BEAT |
| 1METRO 43 | SPD NIGHT OWL PATROL |
| METRO 51-59 | METRO 50 DISTRICT – OUTLYING AREAS (BELLEVUE, KENT, ETC) |
| 8 METRO | STREET CRIMES UNIT SERGEANT |
| METRO 81-89 | STREET CRIMES UNIT DETECTIVES |
| 9 METRO | BICYCLE UNIT SERGEANT |
| METRO 91-99 | BICYCLE UNIT DEPUTIES |

**RESERVES**

ROBERT 20 - 29 PCT 2
ROBERT 30 - 39 PCT 3
ROBERT 40 - 49 PCT 4
ROBERT 50 - 59 PCT 5
ROBERT 70 - 79 SPECIAL OPERATIONS

**STREET CRIMES & SET UNITS**

| | |
|---|---|
| 2 PAUL | SERGEANT, SET/SCU, PCT 2 |
| PAUL 21 – 29 | SET/SCU UNIT, PCT 2 |
| 3 PAUL | SERGEANT, SET/SCU, PCT 3 |
| PAUL 31 - 39 | SET/SCU UNIT, PCT 3 |
| 4 PAUL | SERGEANT, SET/SCU, PCT 4 |
| PAUL 41 - 49 | SET/SCU UNIT, PCT 4 |
| 5 PAUL | SERGEANT, SET/SCU, PCT 5 |
| PAUL 51 - 59 | SET/SCU UNIT, PCT 5 |

**SPECIAL OPERATIONS**

| | |
|---|---|
| 1TAC | CAPTAIN – TAC 30 |
| 2 TAC - 4 TAC | TAC 30 SERGEANTS |
| TAC 41 - 69 | TAC 30 |
| TOM 30 - 39 | TACTICAL TRAINING UNIT |
| TOM 6 | HDMT/BDU SERGEANT |
| TOM 60 - 69 | HDMT/BDU |
| TOM 7 | MOTORCYCLE/STEP UNIT SERGEANT |
| TOM 70 - 89 | MOTORCYCLE/STEP UNIT |

13.01.010

## PATROL SECTION CALL NUMBERS: 07/03

Radio Call numbers for the Patrol Division are assigned using an alpha-numeric designation reflecting shift, precinct or sector, and district number:

Sergeant's designation: 1 - K
1 = shift
K = (KING) Precinct 4

Patrol Unit: 2 - K - 2
2 = shift
K = (KING) Sector
2 = Assigned District(s)

A patrol unit assigned to cover two patrol districts will adopt a district designation reflecting both patrol districts:

3 - B - 45
3 = Shift
B = (BOY) Sector
45 = Assigned District(s)

Patrol districts staffed by a second unit shall use the district number twice:

1 - F - 22
1 = Shift
F = (FRANK) Sector
22 = Assigned District(s)

Master Police Officers not assigned to a specific patrol district shall use the district number followed by a zero:

3 - B - 0
3 = Shift
B = (BOY) Sector
0 = Roving Districts

A Master Police Officer assigned to a specific district shall use the normal district number followed by a zero:

3 - B - 20
3 = Shift
B = (BOY) Sector
20 = Assigned District

13.01.015
## PATROL DISTRICTS: 01/08

**NORTH PRECINCT AREA**

B1 - B8 UNINCORPORATED KING COUNTY
C1 - C7 UNINCORPORATED KING COUNTY
C9 UNINCORPORATED SKYKOMISH AREA
D1 CITY OF NORTH BEND
E1 - E5 CITY OF KENMORE
O1 - O4 CITY OF SAMMAMISH
W1 CITY OF WOODINVILLE
W7 CITY OF SKYKOMISH
R18 CITY OF CARNATION

**SOUTHEAST PRECINCT AREA**

F1 - F9 UNINCORPORATED KING COUNTY
G1 - G7 UNINCORPORATED KING COUNTY
H1 CITY OF MAPLE VALLEY
H2 CITY OF NEWCASTLE
H3 CITY OF COVINGTON
R11 CITY OF BEAUX ARTS
J1 MUCKLESHOOT INDIAN RESERVATION

**SOUTHWEST PRECINCT AREA**

K1 - K9 UNICORPORATED KING COUNTY
K11 PARK LAKE HOMES
N1 - N6 CITY OF BURIEN
L1 - L4 CITY OF SEATAC
V1 VASHON ISLAND

**SHORELINE PRECINCT AREA**

A1 - A6 CITY OF SHORELINE

13.01.020
## KING COUNTY SHERIFF'S OFFICE TALKGROUPS: 01/08

Each KCSO talkgroup serves a specific purpose. Guidelines for use of these talkgroups are described in this manual section.

1. The word talkgroup is used in place of channel on 800MHz radios.
2. Tactical channels are to be used in accordance to the guidelines set forth in G.O. 13.00.000.

    - They may be used for car-to-car traffic as well.

3. Listed below are the talkgroups available to KCSO personnel. Some talkgroups are only available to specific units:

| Talkgroup | Use | Access |
|---|---|---|
| N WEST | Not in use/Not monitored | KCSO |
| TAC-5 | North County Tactical | KCSO |
| NORTH | Pct. 2 and Pct. 5 Primary | KCSO |
| TAC-2 | Pct. 2 and Pct 5 Tactical | KCSO |
| S EAST | Pct. 3 Primary | KCSO |
| TAC-3 | Pct. 3 Tactical | KCSO |
| S WEST | Pct. 4 Primary | KCSO |
| TAC-4 | Pct. 4 Tactical | KCSO |
| METRO | Transit Police Primary | KCSO |
| METROTAC | Transit Police Tactical | KCSO |
| SPEC OPS | Special Operations | KCSO |
| DATA | Data Control Unit – Warrant/Court Order Verification | KCSO |
| TAC-6 | Countywide Tactical | KCSO |
| TAC-7 | Countywide Tactical | KCSO |
| TAC-9* | Simplex Tactical | KCSO |
| MARS | Interop - Mutual Aid Radio System - Patched to UHF and VHF | LE and Fire |
| PSAP | Public Safety Answering Point - Intercom for all KC communication centers | All PSAP, Radio Techs, 911 Program |
| AC-DISP | Animal Control Dispatch | KC Animal Control |
| AC-TAC | Animal Control Tactical | KC Animal Control |
| PSOPS-N1 | Interop - Public Safety Operations North 1 KC System – Interoperable communications in King County north of I-90 | LE and Fire |
| PSOPS-N2 | Interop - Public Safety Operations North 2 KC System – Interoperable communications in King County north of I-90 | LE and Fire |
| PSOPS-N3 | Interop - Public Safety Operations North 3 Sno Co System | LE |
| PSOPS-N4 | Interop - Public Safety Operations North 4 Sno Co System | LE |
| PSOPS-S1 | Interop - Public Safety Operations South 1 KC System – Interoperable communications in King County south of I-90 | LE and Fire |
| PSOPS-S2 | Interop - Public Safety Operations South 2 KC System – Interoperable communications in King County south of I-90 | LE and Fire |
| PSOPS-S3 | Interop - Public Safety Operations South 3 Pierce System | LE |
| PSOPS-S4 | Interop - Public Safety Operations South 4 Pierce System | LE |
| PSOP MA | Interop - Port of Seattle Police Mutual Aid POS System | LE |
| LERN | Interop - Law Enforcement Radio System - Patched to VHF | LE |
| CRTSEC-1 | Court Security at KC Courthouse | KCSO and DAJD |
| CRTSEC-2 | Court Security at RJC | KCSO and DAJD |
| JAILOPS1 | KC Jail operations Primary KCJ | KCSO and DAJD |
| JAILOPS3 | KC Jail operations Primary RJC | KCSO and DAJD |
| TAC-10 | Countywide Tactical | KCSO |
| TAC-11 | Simplex Tactical | KCSO |
| TAC-12 | Countywide Tactical | KCSO |
| TAC-13 | Simplex Tactical | KCSO |
| TAC-14 | Countywide Tactical | KCSO |
| TAC-15 | Simplex Tactical | KCSO |
| TAC-16 | Countywide Tactical | KCSO |

| | | |
|---|---|---|
| TAC-18 | Countywide Tactical | KCSO |
| TAC-19 | Simplex Tactical | KCSO |
| KCEVENT1 | Interop Talkgroup to be used by any King County Agency | All King County owned radios |
| KCEVENT2 | Interop Talkgroup to be used by any King County Agency | All King County owned radios |
| KCEVENT3 | Interop Talkgroup to be used by any King County Agency | All King County owned radios |
| KCEVENT4 | Interop Talkgroup to be used by any King County Agency | All King County owned radios |
| KCEVENT5 | Interop Talkgroup to be used by any King County Agency | All King County owned radios |
| STATEOP2 | Interop Simplex Tactical | All 800 MHz LE |
| STATEOP3 | Interop Simplex Tactical | All 800 MHz Local Gov |
| STATEOP5 | Interop Simplex Tactical | All 800 MHz LE |
| METRO F7 | Patched to Transit F7 Tunnel Operations | KCSO and SPD |
| METRO F8 | Patched to Transit F8 Surface Operations | KCSO and SPD |
| ARFF | KC ARFF Primary | KCSO and Boeing |
| LOCGOV N | Interop - Local Government North – All King County government users north of I-90 | LE, Fire and LGS |
| LOCGOV S | Interop - Local Government South – All King County government users south of I-90 | LE, Fire and LGS |
| ALLGOV | Interop - Local Government County Wide | LE, Fire and LGS |
| ICALL | International Interop Hailing Channel | All 800 MHz users Nationwide |
| ITAC-1 | International Interop Tactical Channel | All 800 MHz users Nationwide |
| ITAC-2 | International Interop Tactical Channel | All 800 MHz users Nationwide |
| ITAC-3 | International Interop Tactical Channel | All 800 MHz users Nationwide |
| ITAC-4 | International Interop Tactical Channel | All 800 MHz users Nationwide |
| TAC-20CID | Countywide Tactical (CID) | KCSO |
| TAC-21CID | Simplex Tactical (CID) | KCSO |
| TAC-30 | Countywide Tactical (SWAT) | KCSO |
| TAC-30D | Simplex Tactical (SWAT) | KCSO |
| F-2 | Patched to VHF F2 for SAR | KCSO and SAR |

* Simplex talkgroups do not use a repeater and can only be heard by radios that are in direct line of site of each other. KCSO does not have any encrypted talkgroups.

13.01.025

## USE OF THE MUTUAL AID RADIO SYSTEM (MARS) FREQUENCY: 07/03

The King County law enforcement Mutual Aid Radio System (MARS) is used as a common channel to allow communications between public safety personnel or agencies who do not share other common channels or radio system technology. MARS is primarily used for tactical coordination between two or more agencies.

1. King County Sheriff's Office Communications shall monitor and assign MARS usage on a priority basis.

    a. Clearance to use MARS can be made directly over the MARS talk group itself.
    b. King County users can access MARS by selecting that talk group on their radio.
    c. MARS shall not be substituted for other car-to-car talk groups except in emergencies.

2. The Air Support Unit shall monitor the MARS talk group when in service. Deputies may contact Guardian One on MARS.
3. Except in emergencies, all users shall obtain the dispatchers permission before using MARS.

    a. The radio call assignment shall consist of the name of the jurisdiction, followed by the radio call number (i.e., "King County 2 King 1, "Issaquah 139," Tukwila Tom 3," etc.).
    b. Base station assignments shall consist of the name of the jurisdiction, followed by the word Radio (i.e., "Valley Com Radio," "King County Radio," "SPD Radio," etc.).

13.01.030

## SIMPLEX MUTUAL AID TALK GROUPS: 07/03

The Regional 800 MHz Public Safety Communications System has several "simplex" talk groups. A "simplex" talk group is also known as a "direct" channel. Basically that means that it is a non-repeated frequency that a radio uses to "talk" and "listen" on the same frequency and operates strictly on a line-of-sight basis. The range that the radio will transmit or receive is limited by the radio signals ability to travel in a straight line without obstacles and is based on the power output of the radio. "Simplex" talk groups have a very limited range and their signals generally do not reach the Communications Centers. It is quite possible to hear only one half of a simplex radio conversation, depending on your proximity to one or both of the radios in use.

1. System "Simplex" talk groups.

    a. STATEOPS (State Operations) talk groups are available to any 800 MHz System users on a statewide basis.
    b. STATEOPS talk groups have pre-designated uses.
    STATEOPS1 is designated for the Fire Services
    STATEOPS2 is designated for Law Enforcement use.
    STATEOPS3 is designated for General Government use.
    STATEOPS4 is designated for the Fire Services.
    STATEOPS5 is designated for Law Enforcement use.
    c. KCSO radios are programmed with STATEOPS 2, 3 & 5 only.

2. KCSO "Simplex" talk groups.

    a. There are a number of TAC talk groups on the KCSO talk group template that are for "simplex" operations.
    b. All "simplex" talk groups are designated by the symbol below, being displayed on the LCD screen on the radios.

        I →I This symbol indicates "line-of-sight."

13.01.035
## REMOTE ACCESS DEVICE USE: 06/06

Such devices include, but are not limited to: Wireless Cards, Mobile Computing Network Systems (MCN), Blackberry devices, or any other device that subscribes to Washington State Patrol ACCESS.

1. All users of remote access devices must maintain current ACCESS certification and follow the guidelines of the ACCESS system.
2. **Users shall verify all ACCESS information, via dispatcher, before taking any law enforcement action.**
3. All remote access device users must have a password issued by the Computer Resource Unit Coordinator. Computer Resource Unit Coordinators are assigned at each Precinct and Special Operations.
4. When using any remote access device, deputies shall:

    a. Immediately report all “NOAH Hits” to the DATA Unit.
    b. Not send ACCESS terminal messages to other agencies except WSP.

        - Messages should be handled by phone or through the DATA Unit.

5. When sending messages to WSP, deputies should use the identifier “KCSO” and their rank, name and serial number in the text of the message.
6. All ACCESS messages are recorded and subject to public disclosure.

# 13.02.000 OFFICER/DEPUTY SAFETY HAZARD FILES

13.02.005
## INTRODUCTION: 04/10

The Officer Safety Hazard File was implemented to document individuals who have committed some overt act against a police officer or deputy. The purpose of the file is to provide protection to the police officer or deputy when he/she contacts an individual who has demonstrated assaultive behavior during a police contact. This file is available statewide and all wanted inquiries are checked against it.

13.02.010
## PROCEDURES: 04/10

1. An individual can be entered when they have exhibited assaultive behavior toward a law enforcement officer.
2. The individual must have taken some overt action against a police officer or deputy. Overt actions against a police officer or deputy include:

    a. Any physical assault or attempted physical assault when contacted by and officer or deputy regardless of whether charges are filed on the assault.
    b. The "threat" of death or physical harm if the suspect's criminal history and mental state make it likely that he/she will carry out the "threat" if contacted by a police officer or deputy.
    c. Specific threats to a police department or sheriff's office or multiple department personnel.
    d. Threats to criminal justice personnel from other states. If a police officer or deputy relocates from another state and there is a reason that a person of interests may follow, the information of the threat or assault that occurred in the other state would qualify if the conditions in 2(a) and 2(b) are met.

3. Records entered must be supported by documented incident and/or arrest reports that describe the threats that were made, or where actual assaults occurred leading to a reasonable conclusion that the individual poses a threat in encounters with law enforcement officers.
4. For routine entries deputies must:

    a. Complete the "Officer Hazard/Premise Warning Entry Request" (KCSO form E-116).
    b. Attach signed copies of all relevant incident and/or arrest reports that list information indicating the individual meets the criteria for entry.

        - **All incident and arrest reports must be signed by hand by the submitting deputy.**
        - **WACIC will not accept the reports without a signature.**

    c. Send the form and attached reports to the Data Control Unit Supervisor.

        - All requests must be approved by the Data Supervisor prior to entry into WACIC.

5. For emergency entries deputies must:

    a. Show the subject being entered must meet all criteria for entry into the file as well as presenting an extraordinary, real time danger to law enforcement.
    b. Complete the "Officer Hazard/Premise Warning Entry Request" (KCSO form E-116).

c. Attach signed copies of all relevant incident and/or arrest reports that list information indicating the individual meets the criteria for entry.

- **All incident and arrest reports must be signed by hand by the submitting deputy.**
- **WACIC will not accept the reports without a signature.**

d. Have their field supervisor first call the Data Unit and advise the Data Unit Supervisor or Lead that such a situation exists and that an Officer Hazard Request is being faxed immediately.

e. Fax the form and supporting reports to the Data Control Unit.

- **All documents must be signed by hand before faxing.**

f. Forward the Officer Hazard/Premise Warning Entry Request form to Data with supporting reports to the Data Control Unit the following day.

6. Examples:

a. An intoxicated spouse who arms himself in the middle of a domestic violence case, once he has learned that the police have been called would qualify for entry in the file. It is reasonable to assume that he would use the weapon against the police officer that responds to intervene in the domestic incident.

b. A subject who fled a traffic stop to avoid a warrant arrest and who is later captured would not qualify for inclusion because this act is not an overt act of aggression against a police officer; the subject is simply trying to flee from arrest.

c. An individual known to be a user of narcotics and commits armed robberies would not qualify; however, a petty criminal who physically resists arrest would be included.

7. All subjects entered into the hazard file will remain in the file for three (3) years. Persons who have committed a homicide or an attempted homicide of a police officer or deputy will remain in the file permanently.

a. At the end of three years original documentation will be returned to the submitting deputy.

b. If the deputy wishes to re-enter the subject he/she should submit an Officer's Report justifying the need for Officer Hazard status.

8. All entries into the Officer/Deputy Safety File are validated once a year.

a. The Data Control Unit will send copies of the documents and a request for certification that the subject continues to be a threat to officers or deputies.

b. Deputies are required to review the document and return the request cover sheet indicating that the subject is still a viable threat or shod be removed from the hazard file.

# 13.03.000 CRIME CLASSIFICATION REPORTING (FCR) AND UCR GUIDELINES

13.03.005
## INTRODUCTION: 08/01

Many police activities Department members become involved in or have reported to, do not require an incident report. However, with few exceptions, a record is required for all police actions. To fulfill this need for information, the **Final Classification Reporting (FCR)** system was developed. FCR reporting is required for all police incidents handled by Department members.

13.03.010
## FCR SYSTEM, GENERAL: 08/97

1. The FCR system consists of three (3) distinct classifications that identify the nature of the incident, the disposition of the incident and the hazard encountered by the deputy(s) responding to the incident. These classifications are the incident classification code, disposition code, and hazard factor code.

    a. The Incident Classification Code is:

        - A three (3) digit number assigned to various possible incident categories.

            - Their numbers range from 100 – 999.

        - Listed alphabetically within each subject heading.

    b. The Disposition Code is:

        - A single alphabetical letter.

            - The letters E, F, G, H or K will always be used when an incident report is written.

    c. The Hazard Factor Code is:

        - A single digit number from 0 - 9.

            - Number 7 will only be used for anti-harassment reports.
            - Number 9 will only be used for domestic violence reports.

2. Department members shall clear with the Incident Code that best describes the incident after the investigation has been completed (e.g., a vehicle is damaged but it is obvious the suspect(s) were trying to enter the vehicle, the incident code would be Vehicle Prowl, not Vandalism.)

    a. The Incident Code shall be written on any report exactly as listed on the FCR Card (KCSO C-151).
    b. The incident title chosen from the Incident Classification Code **may not** always agree with the offense definition found in the RCWs (e.g., the incident code is Vandalism but the RCW is malicious mischief or the incident code is Larceny but the RCW is theft).

3. Department members shall clear with the Disposition Code that best describes the action taken by the Department member.

4. Department members shall use the most serious Hazard Code that applies to the incident.

   a. The codes indicating a deputy was assaulted (3 & 4) should only be used if a known suspect is to be arrested, or if an unknown suspect would be arrested if known.
   b. These codes take priority over any other hazard code that may apply.

5. Only one (1) FCR shall be used to clear a single incident number.

   - Secondary or assisting units shall use the same Incident Classification Code as the primary unit but will use the Disposition Code X.

13.03.015
## SUSPECT CODES: 08/01

Each person listed as a suspect will have an alpha code of either "A" (arrested) or "S" (suspect) listed in front of his/her name.

1. Patrol deputies will use the "A" code when closing a case by citing, forwarding an adult case to the Prosecutor's Office recommending misdemeanor charges or forwarding a case to Juvenile Court recommending misdemeanor charges.
2. All felony suspects will be identified with an "S" by patrol deputies.
3. Detectives forwarding cases to Adult or Juvenile Court for charges will use the code "A" for defendants.

   - Cases not cleared by arrest will have the code "S" for each suspect.

4. Suspects with "A" codes will have a four (4) digit code in the "charge" box of the incident report or on the line after the name of the suspect on a follow-up report.

   - The first three digits of the code will be the FCR code that best describes the charge followed by a "F" for felony or "M" for misdemeanor, (e.g., a person arrested for driving a stolen car will be a 327-F, or a person arrested for shoplifting under $250 will be a 297-M.)

5. Up to three (3) "charge codes" may be included for each suspect.

13.03.020
## INCIDENT CLASSIFICATION CODES: 03/09

Not all Incident Classification Codes are defined below. Those defined are codes most often misunderstood or misused by Department members.

1. **ASSAULT**

   101 - ASSAULT, AGGRAVATED (hands, fists, feet, etc.): Assaults where no dangerous weapon was used but serious injury did occur in which medical treatment was necessary.

   - This classification should be used if, in the deputy's opinion, medical treatment was necessary but was refused by the victim.

   102 - ASSAULT, CUTTING INSTRUMENT: Assaults where a knife, razor, axe, scissors, glass or any other cutting instrument is used.

   - Whether or not injury occurred.

103 - ASSAULT, HANDGUN: The weapon is known to be a standard hand held firearm (e.g., revolver, semi-automatic pistol, etc.)

- Whether or not injury occurred.

104 - ASSAULT, HANDGUN - DRIVEBY:* The weapon is known to be a handgun and the discharge is either from a motor vehicle or from the immediate area of a motor vehicle which was used to transport the shooter, the weapon, or both to the scene of the shooting.

105 - ASSAULT, LONG GUN: The weapon is known to be a standard long-barreled weapon (i.e., shotgun, rifle, etc. include if sawed off or converted to a pistol grip.)

106 - ASSAULT, LONG GUN - DRIVEBY:* The weapon is known to be a standard long-barreled weapon and the discharge is either from a motor vehicle or from the immediate area of a motor vehicle which was used to transport the shooter, the weapon, or both to the scene of the shooting.

107 - ASSAULT, OTHER FIREARM: The firearm does not fit the above types (i.e., pellet gun or rifle, BB gun or rifle, etc.)

108 - ASSAULT, OTHER FIREARM - DRIVEBY:* The weapon does not fit the above types and the discharge is either from a motor vehicle or from the immediate area of a motor vehicle which was used to transport the shooter, the weapon, or both to the scene of the shooting.

109 - ASSAULT, UNKNOWN FIREARM: The firearm cannot be identified by any source (i.e., shell casings, witnesses, etc.)

110 - ASSAULT, UNKNOWN FIREARM - DRIVEBY:* The firearm cannot be identified and the discharge is either from a motor vehicle or from the immediate area of a motor vehicle which was used to transport the shooter, the weapon, or both to the scene of the shooting.

**NOTE**: * In driveby cases, there must be a discharge of a weapon.

111 - ASSAULT, O.D.W. (Other Dangerous Weapon): Assaults where a weapon such as a club, tire iron, brick, rock, vehicle, etc., is involved.

- Whether or not injury occurred.

112 - ASSAULT FOURTH DEGREE: Assaults where no weapon was used and no serious injury occurred.

2. **ROBBERY**

125 - ROBBERY, BANK: Robberies that occur in a commercial bank, savings and loan, or other banking institution.

126 - ROBBERY, CHAIN STORE: Robberies that occur within a store or restaurant that is one of many businesses with the same name or owner (e.g., K-Mart, McDonalds, Schuck's, 7-11, Safeway, International House of Pancakes, etc.).

127 - ROBBERY, COMMERCIAL HOUSE: Robberies that occur in a structure other than a bank, chain store, gas station, or residence.

128 - ROBBERY, GAS STATION: Robberies that occur within a structure who's primary business is selling gasoline.

129 - ROBBERY, HIGHWAY: Robberies that occur outside a building or structure that are not covered by another robbery category.

- Includes public or private roads, parking lots, inside vehicles, etc.

130 - ROBBERY, MISCELLANEOUS: Use for any robbery that does not fall under the other categories

131 - ROBBERY, RESIDENCE: Robberies that occur inside a private residence.

132 - ROBBERY, CARJACKING: The taking of a motor vehicle by force or threat of force to a person.

3. **SEX OFFENSES**

140 - CHILD MOLESTATION: Sexual contact with a child under 16.

141 - CHILD PORN: Depictions of children in sexually explicit acts.

142 - INCEST: Sexual assaults committed by family members.

- If the victim is a child under 16, the FCR for CHILD RAPE should be used.

143 - INDECENT EXPOSURE: Exposing the genitals to public view.

144 - INDECENT LIBERTIES: Unwanted sexual contact, not specifically children.

145 - RAPE, ATTEMPT: Attempted sexual assault.

146 - RAPE: Sexual penetration of any type against victim's will.

147 - SEX OFFENSE, NSC: Any offense of a sexual nature not covered elsewhere in this section.

148 - RAPE, CHILD: Sexual penetration of any type with a child.

149 - SEXUAL OFFENDER REGISTRATION: Registration of a convicted sex offender.

150 - SEXUAL OFFENDER REGISTRATION VIOLATION: Failure to register or notify of a move, or violation of any part of a court order.

151 - SEXUAL OFFENDER VERIFICATION: Verification of registered offender's information or location.

4. **FAMILY/JUVENILE**

160 - CHILD ABUSE: Physical abuse of a child.

- Use an assault classification if there is a serious injury.
- If the abuse was sexual, a sex offense classification should be used.

161 - CHILD NEGLECT: Poor living conditions, child endangerment, etc.

162 - DISTURBANCE, FAMILY: Use this classification **only** when the investigation reveals that no crime was committed. An incident report is not mandatory but is recommended if there is history of, or likelihood of other Domestic Violence incidents.

- If a crime was committed, an incident report is mandatory and will be written using the appropriate FCR title (e.g., Assault, Vandalism, etc.).

165 - CUSTODIAL INTERFERENCE: All custody disputes where a relative denies access to a child or other dependent person by a parent, guardian, institution, agency or other person who has legal custody of such child or dependent person.

- An incident report should be completed if the deputy is in doubt whether a custodial interference has taken place.

166 - ELDERLY OR DEPENDENT ABUSE: Physical or sexual abuse committed against and elderly or physically/mentally dependant person.

- Use an assault classification if there is a serious injury.
- If the abuse was sexual, a sex offense classification should be used.

167 - ELDERLY OR DEPENDENT NEGLECT: Poor living conditions or otherwise endangering an elderly or physically/mentally dependant person.

168 - INTERFERING WITH THE REPORTING OF DOMESTIC VIOLENCE: In any way attempting to prevent a victim or witness from reporting a DV crime.

5. **FRAUDS**

180 - EMBEZZLEMENT: Offenses which include the misappropriation or misapplication of money or property which is entrusted to a person's care, custody or control.

181 - EXTORTION: A person knowingly obtains or attempts to obtain by threat the property or services of another.

182 - FRAUD, ALL OTHER: Offenses which include the fraudulent conversion and obtaining of money or property by false pretenses, not including forgery.

- This category includes confidence games.

183 - FRAUD, UICD (Unlawful Issuance of Checks & Drafts): Obtaining money or property by delivering a check or draft with the knowledge the account is closed.

184 - FORGERY: Making, altering, uttering, possessing or signing, with the intent to defraud. Such as:

- Public or private records.
- Wills, deeds, notes, bonds, driver's license.
- Counterfeiting of currency.
- Possession, manufacture of counterfeiting apparatus.
- The forging of prescriptions should be classified as "Forged Prescription" (210).
- Other incidents not involving checks, drafts or credit cards.

185 - FORGERY - CHECKS: Making, altering, possessing or signing with the intent to defraud any check or draft.

- This includes counterfeit checks or drafts.

186 - FORGERY - CREDIT CARDS: Making, altering, uttering or signing with the intent to defraud by credit card. This includes:

- Counterfeit credit cards, applications for credit cards or the use of credit card numbers.
- Access devices such an ATM or Debit cards.
- In offenses where a credit card was used by the rightful owner to unlawfully obtain money or property, classify the offense as a "Larceny NSC."

187 - COMPUTER INVESTIGATIONS: Investigations involving unlawful access to systems or the recovery of records and evidence from computers.

- If the primary investigation involves child pornography, use the FCR (141).

188 - CONSUMER FRAUD: Crimes of deception focused on the victim purchasing goods or services. Such as:

- Over priced, inferior goods or services.
- Telemarketing schemes.
- Contracts for goods or services that are not fulfilled.

6. **CONTROLLED SUBSTANCE VIOLATIONS**

200 - CONTROLLED SUBSTANCE VIOLATION: Offenses involving the possession or sale of any controlled substance as defined by the Uniform Controlled Substance Act.

- Includes felony marijuana violations, and the possession of a prescription drug outside of a proper container.

201 - FORGED PRESCRIPTION: Use this classification for forged prescriptions only.

202 - MARIJUANA (Misdemeanor): Use this classification only for misdemeanor quantities of marijuana.

203 - OVERDOSE, DRUG: Any incident where the use or abuse of any controlled substance, prescribed medication, alcohol or other drug results in the individual requiring medical attention.

- Does not include suicide attempts.

204 - CONTROLLED SUBSTANCE FOR DISPOSAL: Use when controlled substances or any paraphernalia are confiscated or found and no criminal charge will result.

205 - NARCOTIC ACTIVITY REPORT: When intelligence involving narcotic activity is received and forwarded to the Drug Enforcement Unit on the Narcotic's Activity Report, (KCSO Form B-124).

7. **VICE**

210 - COMMERCIAL VICE: Sex offenses of a commercial nature such as business or street prostitution.

211 - PROSTITUTION, PIMPING: Offenses which relate to promoting and/or permitting any street or commercial prostitution.

212 - GAMBLING: Offenses which relate to promoting, permitting, or engaging in illegal gambling.

- Violations of State Laws, County Ordinances, or Washington State Gambling Commission regulations.
- Customer-operator disputes involving alleged cheating or misrepresentation by the licensed operator.

213 - VICE, ALL OTHER: Offenses such as:

- Lewd dancing.
- Any non prostitution massage parlor violations.

8. **MISCELLANEOUS CRIMES**

222 - DEATH INVESTIGATION: Any incident where the death of a human is involved except for fatality vehicle accidents.

- Incident reports shall not be titled Homicide, Suicide, Accidental Death, etc.

226 - KIDNAPPING: Abduction and/or restraining of a person with out their consent.

227 - OBSTRUCTING AN OFFICER: An individual who without lawful excuse knowingly delays or obstructs a public servant in the discharge of his/her official powers or duties.

229 - RECKLESS ENDANGERMENT: A person engages in conduct which creates a substantial risk of death or serious bodily injury to another person.

231 - STALKING/HARASSMENT: A person intentionally and repeatedly follows another person to that person's home, school, place of work, or other location, and the person being followed is intimidated, harassed or placed in fear of being harmed.

232 – SUICIDE ATTEMPTED: A person has attempted suicide.

- The subject has harmed themselves in an attempt to commit suicide.
- A person who overdoses on drugs and there is no evidence of them trying to commit suicide will be a drug overdose.

234 - THREATS: A threat is communicated to a victim without any overt action to carry out the threat.

236 - VIOLATION OF COURT ORDERS (Misdemeanor): Title the incident with the violation of the appropriate order (e.g., Violation of Restraining Order, Violation of Anti-harassment Order, Violation of No Contact Order).

- Use hazard factor 7 on anti-harassment reports that are not Domestic Violence.
- Use the hazard factor 9 for all court order violations that are Domestic Violence related.

237 - VIOLATION OF COURT ORDERS (Felony): Use the same information listed in misdemeanor court order violations.

238 - MALICIOUS HARASSMENT: Any act done maliciously and with intent to intimidate and harass a person or persons because of their:

- Race.
- Color.
- Religion.
- Ancestry.
- National Origin.
- Gender.
- Mental, Physical or Sensory Handicap, and/or
- Sexual Orientation.

**Use the hazard factor 5 for all hate crimes.**

9. **ALARMS** 251 - 257

- All false alarms require an incident report and shall be cleared with the Disposition Code (K).

10. **BURGLARY, COMMERCIAL & RESIDENTIAL** 271 - 276

a. BURGLARY for classification purposes, is the unlawful entry into a structure to commit a crime against a person or property therein.

- A structure is considered to be, but not limited to the following:

  - House.
  - Apartment.
  - Mobile Home.
  - Cabin.
  - Barn.
  - Stable.
  - Office.
  - Church.
  - School.
  - Warehouse.
  - Railroad Car.
  - Garage.

  - Out Building (tool shed).
  - Boat if used as a permanent residence.
  - Travel Trailer if used as a permanent residence.
  - A fenced area used for business (e.g., lumber yard, wrecking yard).

- A non-structure is considered to be, but not limited to the following:

  - Tent.
  - Motor Home.
  - Boat used for recreation.
  - Tent Trailer.
  - Travel Trailer used for recreation.

b. FORCIBLE ENTRY is using force of any kind to enter a structure. Force is considered to be, but not limited to:

- Use of any tool.
- Breaking windows.
- Forcing windows or doors.
- Unauthorized keys.
- Burglary by concealment is considered FORCIBLE ENTRY if the suspect had to force their way out.

c. NON-FORCIBLE ENTRY is entry by unlocked or open doors or windows.

d. COMMERCIAL/RESIDENTIAL The classification of Commercial Burglary and Residential Burglary are determined by the **type of structure** rather than the type of property taken. As a general rule:

- RESIDENTIAL is a structure primarily where people reside, including garages, out buildings, barns, etc., associated with the residence.
- COMMERCIAL is a structure primarily used for conducting business, including garages, out buildings, fences, etc., associated with the business.

11. **LARCENY** 281 - 299

a. LARCENY for classification purposes is to wrongfully obtain or exert unauthorized control over the property or services of another with intent to deprive that person of such property or services.

- This includes attempts.

b. The FCR categories are categorized by the type of larceny and the **true market** dollar value of the loss.

c. The dollar values are:

- Over $250.
- Under $250.

d. The types of larcenies are:

- AUTO PARTS AND ACCESSORIES: Any part or accessory attached to the exterior or interior of a motor vehicle whether or not it is needed for the operation of the vehicle. This would include, but not limited to, the theft of:
  - Gasoline.
  - Tape Decks.
  - Carburetor.
  - Emblems.
  - Antennas.
  - Tires.
- BIKE: such as:
  - Bicycle.
  - Tandem bicycle.
  - Unicycle.
- COIN OPERATED MACHINE OR DEVICE: Theft from a machine or device which is operated or activated by the use of coins, such as:
  - Coke machines.
  - Stamp machines.
  - Cash/Change machines.
- NOT SPECIFICALLY CLASSIFIED: Thefts which do not fit the definitions of the other larceny categories. These would include, but not limited to:
  - Theft of animals.
  - Theft of lawn equipment not in a structure.
  - Theft from airplanes.
  - Theft from boats, tents, travel trailers, etc., used for recreation.
  - Gas drive offs.

- POCKET PICKING: In addition to the ordinary meaning, this classification includes:
  - Taking property from purses when worn by victim.
  - Taking property from an unconscious person.
- PURSE SNATCHING: Grabbing or snatching a purse, handbag, etc., from a person.
  - If physical force is used or threats are made, the incident should be classified a Robbery.
- SHOPLIFTING: The theft by a person, other than an employee, of merchandise offered for sale.
  - The person had legal access to the merchandise.
- THEFT FROM AUTO: Theft of property from a motor vehicle whether or not it was locked.
  - Does not include parts or accessories associated with the vehicle.
- THEFT FROM BUILDING: Theft from a building that is open to the public or the person had legal access (i.e., a person who is attending a party takes a wallet from the host's dresser).

12. **VEHICLE THEFT/RECOVERY**

300 - AUTO: The theft of a passenger automobile, pickup, jeep, etc.

- Whether or not the vehicle was licensed.
- If a vehicle was taken in a burglary or other crime, the incident will be titled and cleared with the FCR for burglary or other crime.
- When recovering vehicles that were stolen in unincorporated King County or a Contract City, use the original incident number and clear the incident with the appropriate Follow up disposition.

302 - BUS OR TRUCK: Theft of a vehicle designed to transport people, cargo, or equipment on a commercial basis.

304 - OTHER VEHICLE: Theft of vehicles such as motorcycles, mini-bikes, snowmobiles, boats, boat trailers, airplanes, etc.

306 - HEAVY EQUIPMENT AND VEHICLES NOT COMMONLY LICENSED: The theft or recovery of equipment such as; riding lawn mowers, golf carts, farm machinery, bulldozers, and other construction equipment.

311 - VEHICLE RECOVERY, OUTSIDE STOLEN: The recovery of vehicles which were stolen outside unincorporated King County or contract cities. Deputies shall:

- Obtain an incident number.
- Clear the incident with the appropriate disposition.

312 - STOLEN LICENSE PLATES: When license plates are stolen.

314 – ATTEMPT AUTO THEFT: Incidents where a subject(s) has attempted to take an auto but for some reason was not able to do so, (i.e., unable to start, interrupted by victim or police).

315 – PROWLER, VEHICLE: Incidents where a subject(s) is loitering near, or have damaged, a vehicle or boat with the intent to take the vehicle or boat, or take property from the vehicle or boat.

- This code is to be used if a suspect is charged with VEHICLE PROWL.
- If a more serious crime is discovered, use the appropriate FCR (e.g., larceny, auto theft, etc).
- If a vehicle is damaged but it is obvious the suspect(s) were trying to enter the vehicle, the incident code would be Prowler, Vehicle, not Vandalism.

13. **MISCELLANEOUS CODES**

329 - PROPERTY, UNCLAIMED IMPOUND: Use when impounding property which is unclaimed such as unclaimed property from inside an impounded vehicle.

332 - TRESPASS: A person knowingly enters and remains unlawfully in a building or on the property of another.

334 - VANDALISM: The willful or malicious destruction, injury, disfigurement, or defacement of any public or private property.

- If the person entered a building unlawfully and vandalized, the incident should be titled Burglary.
- If property is damaged by a vehicle in an accident, a collision report should be taken.

14. **METRO:** Metro codes will be used on incidents involving metro buses and metro property. If a more serious crime is involved, (i.e., assault, robbery, etc.), the proper FCR should be used.

336 - UNLAWFUL BUS CONDUCT: Conduct that is in violation of RCW 9.91.025.

15. **PUBLIC HAZARDS/NUISANCE**

350 - BOMBING: An explosion caused by an explosive device placed by a person with the intent to do damage.

- The use of devices such as "Molotov Cocktails" should be titled Fire Investigation.

351 - BOMB THREAT: A statement, transmitted to a school, office building, residence, etc., indicating that an explosive device has been or will be placed on the premises.

362 - DISASTER: Major incidents of a non-technological nature such as:

- Floods.
- Earthquakes.
- Major Storms.

363 - DISORDERLY CONDUCT: Use this classification for offenses such as:

- Disorderly conduct in public places.
    - Includes lewdness.
- Disturbing the peace.
- Disturbing public meetings.

365 - DRUNKENNESS: Displays of drunkenness which require intervention and/or transportation of the subject.

- Does not include DUI arrests.

370 – LIQUOR/TOBACCO VIOLATION: The violation of State or local liquor/tobacco laws including, but not limited to the following:

- Illegal possession and/or consumption by a minor.
- Furnishing liquor to a minor.
- Minor frequenting an establishment that sells liquor.
- Illegal possession and/or use of tobacco products.
- Furnishing tobacco products to persons under 18.

371 - MENTAL COMPLAINTS: Any incident where the victim, suspect, complainant, etc. shows signs of a mental or emotional impairment which has a substantial effect on the individual's cognitive or volitional functions.

- If a crime occurred, use the appropriate FCR.
- An incident report is required when:
  - Safety of the subject, deputy(s) or public is involved.
  - A person who talks of suicide or writes a note but does not take any steps toward the act.
  - Transported to a medical facility (both voluntarily and non-voluntarily).
  - Possible future contacts with the individual are anticipated.

375 - PROWLER, PREMISES: Incidents where a subject is loitering near a residence or other building or area.

- If a more serious crime is discovered, use the appropriate FCR (e.g., burglary, theft, trespass, etc).

380 - UNUSUAL OCCURRENCE OR MAJOR INCIDENT: Major incidents of a technological nature or caused by man, these may include:

- Riots.
- Major Strikes.
- Plane Crashes.
- Train Accidents.

381 - ENVIRONMENTAL ACCIDENT: Accidents which result in damage or danger to land, water or air. These may include:

- Oil spills.
- Chemical pollution.
- If a death is involved, the incident will be titled Death Investigation.

## 16. WARRANT SERVICE AND CIVIL PROCESS

510 – CRIMINAL WARRANT, FELONY (Outside Agency): When a subject is contacted or arrested for a felony warrant issued from a jurisdiction other than unincorporated King County or Contract Cities.

511 - CRIMINAL WARRANT, MISD. (Outside Agency): When a subject is contacted or arrested for a misdemeanor warrant issued from a jurisdiction other than unincorporated King County or Contract Cities.

17. **COMMUNITY POLICING** 525 - 540

These codes are to be used when activities are related to community policing.

18. **SERVICE CALLS**

555 - CIVIL PROBLEM: This classification includes all details that refer to civil complaints, problems, etc.

- Includes donated or surrendered weapons.

562 - UNSECURED PREMISES: Residential and commercial buildings where doors, windows roof hatches, etc., are open and it is apparent that no person is on the premises.

567 - WELFARE STATUS: When a police investigation is requested to ascertain the status of a person's welfare.

19. **DOWN TIME**

583 – IRIS, PUB AND SUB: Use when pubbing and subbing lap-top computers.

584 – IRIS, ALL OTHER: Use when dealing with all other IRIS issues such as BO computers.

20. **911 HANG UP CALLS**: Use for 911 hang up calls when another FCR does not properly describe the incident.

13.03.025

## DISPOSITION CODES: 08/01

A. Arrest Made - No Incident Number Needed (e.g., warrant arrest).
B. Assistance Rendered/Assignment Completed On Scene - No Incident Report.
C. Assistance Rendered/Assignment Completed Over Telephone - No Incident Report.
D. Cancelled By Radio.
E. * Incident Report On Scene - No Arrest/No Booking/No Citation.
F. * Incident Report Over Telephone - No Arrest/No Booking/No Citation.
G. * Incident Report – Physical Booking Made.
H. * Incident Report - Citation Issued/Charged By Investigation/No Booking.

- Includes juveniles who are fingerprinted and photographed and released to a parent or guardian.
- Includes when the Youth Center declines to accept juvenile.

I. Citation Issued - Arrest/Booking Made (e.g., criminal traffic arrest).
J. Citation Issued - No Booking.
K. * False Alarm.
L. F.I.R. Made.
M. Follow-up On Scene - No Arrest/No Booking/No Citation.
N. Follow-up Over Telephone - No Arrest/No Booking/No Citation.
O. Follow-up - Arrest/Physical Booking Made.

P. Follow-up - Citation Issued/Charged By Investigation/No Booking.

- Includes juveniles who are fingerprinted and photographed and released to a parent or guardian.
- Includes when the Youth Center declines to accept juvenile.

Q. No Police Action Possible/Necessary.
R. Referred To Agency Other Than KCSO.
S. Referred To Other KCSO Division - No Incident Report.
T. Taken To Home, Family, Or Medical Facility.
U. Unable To Locate Incident, Complainant, Or Suspect.
V. Warning Given.
W. Supervisory Contact.
X. Extra Unit (in addition to, or support of, assigned unit).
Y. Duplicate Card (Comm Center Use Only).
Z. Out of Service.

* One Of These Codes Is Required Every Time An Incident Report Is Written.

13.03.030
## HAZARD FACTORS: 04/94

*. Mail-in Report.
0. No Apparent Hazard.
1. Hazard Existed (Armed Suspects, Bomb Disposal, Resisting Arrest, Obstructing, etc.).
2. Gang Related Incident.
3. Deputy Assaulted/Officer, No Weapon. (Note #1)
4. Deputy Assaulted/Officer, Weapon. (Note #1)
5. Hate Crime.
6. Unassigned.
7. Anti-harassment, Non-Domestic Violence Only. (Note #2)
8. Pursuit Involved.
9. Domestic Violence (Note #2)

Note #1. Use this code only when suspect is arrested for assault or suspect unknown but would be arrested if known. This code takes priority over other codes which may apply.

Note #2. **All** Anti-harassment incidents and **All** Domestic Violence incidents require an Incident Report, per State Law.

13.03.035
## FCR EXAMPLES: 04/94

In certain instances, the manner in which an incident should be classified may be difficult to determine. The following examples are guidelines to help in determining the proper classification for complex or multiple incidents.

1. LARCENY/BURGLARY

a. Theft from a partially constructed house.

- Windows and doors not installed. LARCENY, NSC
- Windows and doors installed. BURGLARY, RES

b. Theft from a locked fenced area.

- Used for business. BURGLARY, COMM
- Not used for a business. LARCENY, NSC

c. Theft from a hotel/motel room by an authorized occupant. LARCENY, TFB
d. Theft from a hotel/motel room by an unknown person, regardless of whose property was taken. BURGLARY, COMM
e. Theft from a house by a guest. LARCENY TFB
f. Theft from a vehicle from inside a garage. BURGLARY
g. Theft from a recreational vehicle or trailer whether or not it was in use at the time. LARCENY NSC
h. Theft of a purse from a shopping cart in a store. LARCENY TFB

2. MULTIPLE CRIMES

a. A suspect is arrested for burglary and during the arrest, narcotics are found on the suspect.

- A case report for BURGLARY should be taken for the original incident.
- A separate case report, with a separate case number, for CONTROLLED SUBSTANCE VIOLATION should also be written.

b. On occasion, a number of offenses will be committed by an individual or group of individuals over a short period of time. These types of incidents can be cleared with one report written with multiple victims by patrol officers. For example:

- Fifteen mail boxes were knocked over in the same vicinity and by the same vehicle, within the span of twenty minutes.
- A drunk driver lost control of his car and sideswiped three parked cars before stopping.

13.03.040
## UNIFORM CRIME REPORTING: 08/97

Uniform Crime Reporting, (UCR) guidelines were developed and are administered by the Federal Bureau of Investigation. The statistics received from UCR provide a nation wide overview of crime. The following UCR guidelines are for the final disposition of cases investigated by the Department.

CLEARED BY ARREST:

A case can be closed by arrest when at least one suspect is **positively identified** and charges are **recommended** to the Prosecuting Attorney's Office.

1. Physical booking into a jail, or juvenile detention facility is not required.
2. Charging of all suspects, if there are multiple suspects in the crime is not required.
3. This category includes criminal citations into district and municipal courts for misdemeanors, and felony filings into Superior Court, as well as all filings into Juvenile Court.

EXCEPTIONAL CLEARANCE:

A case can be closed "exceptional" if it can be established that a crime has been committed and the identity of a suspect is positively confirmed, but due to circumstances beyond our control, no charges are filed. Examples of this type of closure are:

1. A case in which the victim declines to assist in prosecution.
2. The suspect dies before charges are filed.
3. Another police agency files charges on a related crime stemming from the same incident. (e.g., A car stolen in King County, but suspect arrested out of the stolen car in Bellevue, Bellevue P.D. charges the suspect with possession of the stolen car. We would close this case "exceptional".)

UNFOUNDED

Cases are closed "unfounded" when the investigation reveals that no crime has been committed. Examples of this type of closure are:

1. A theft by one party that is determined to be a false report.
2. Jurisdictional issues. (e.g., If we take a report believing that the location of occurrence is in our jurisdiction, but later discover the crime actually happened in another police agency's jurisdiction, our case must be closed "unfounded" and the responsible agency must do it's own report and investigation.

ADMINISTRATIVE

1. This clearance is used primarily to close non-criminal police investigations like found property.

    - For example, a citizen finds a wallet and has surrendered it to the police. Our investigation reveals who the owner of the wallet is and that the item was lost, not stolen.

2. Criminal cases shall not be cleared administratively.

INACTIVE

This category is used when all investigative leads are exhausted and the case can not be closed by any of the above classifications.

# 14.00.000 SHERIFF'S OFFICE COMPUTER SYSTEMS

14.00.005
## SECURITY POLICY STATEMENT: 06/05

The purpose of publishing a security policy is not to impose restrictions that are contrary to King County Sheriff's Office established culture of openness, trust and integrity; rather, King County Sheriff's Office is committed to protecting its business, data resources, employees, and partners from illegal or damaging actions committed by individuals, either knowingly or unknowingly.

Department Internet/Intranet/Extranet-related systems and services, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, and web browsing are the property of King County Sheriff's Office. These systems and or services are to be used for business purposes in serving the interests of King County, and of our clients and customers in the course of normal operations.

Implementing effective security is a coordinated effort involving the participation and support of every King County Sheriff's Office employee and affiliate who deals with information and/or information systems. As such, it is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly. Not all members have access to email or the internet and this policy does not create a right to such access

This policy applies to department personnel and others using department information systems resources.

14.00.010
## GENERAL USE AND OWNERSHIP: 11/08

1. While King County Sheriff's Office desires to provide a reasonable level of privacy, users should be aware that the data they create on departmental systems remains the property of King County Sheriff's Office.
2. Users are responsible for exercising good judgment regarding personal use of information systems resources. If there is any uncertainty relative to appropriate usage of information systems resources, users should consult their supervisor, manager or chain of command.
3. Information system devices and any accompanying components, which are connected to department networks must be approved and installed by an Information Services Section technician. Information system devices can include, but are not limited to the following: servers, laptops, desktops, Personal Digital Assistant (PDA), wireless equipment, etc.
4. Users shall not set any rules within their email software (Microsoft Outlook) to forward county email to non-county email servers or accounts.
5. Any and all computing equipment may be subject to unannounced audits to ensure the integrity of KCSO networks, computing systems, and agency data.

14.00.015
## SECURITY AND PRIVACY: 06/05

1. Users shall immediately report any suspected virus activity or possible security compromise.
2. Users are responsible for the security of their passwords and accounts.

    a. Keep passwords secure and do not share accounts.
    b. See section 025 for Acceptable Password Policy.

3. All information systems resources should be appropriately secured by logging-off or locking the console (control-alt-delete for Win2K users) when the device will be unattended.

4. E-mails and attachments received from unknown or un-trusted senders should not be opened, as they may contain viruses, e-mail bombs, or Trojan horse code.

    - Any uncertainties should be referred to an Information Services Section representative.

14.00.020
## GUIDELINES ON ANTI-VIRUS PROTECTION: 06/05

Recommended procedures to prevent virus problems:

1. NEVER open files or macros attached to an email from an unknown, suspicious or untrustworthy source. Delete these attachments immediately, then "double delete" them by emptying your Trash.
2. Delete spam, chain, and other junk email without forwarding, in compliance with King County Sheriff's Office *Acceptable Use Policy* or current procedures communicated by King County ITS.
3. Never download files from unknown or suspicious sources.
4. Avoid direct disk sharing with read/write access unless a business requirement exists to do so. In all cases, removable media (floppy, CD, etc) must be scanned by department anti-virus software prior to use.

14.00.025
## PASSWORD POLICY: 06/07

Passwords are a vital component of computer security. They are the front line of protection for user accounts. A poorly chosen password may result in the compromise of the department's entire network. As such, all employees, contractors and vendors with access are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

1. All passwords must be changed at least every ninety (90) days.

    - The network operating system will begin advising users of impending requirement beginning fourteen (14) days before the current password expires.

2. Passwords must not be inserted into email messages or other forms of electronic communication.
3. Do not leave passwords posted on paper in or around a workstation.
4. Passwords must be at least eight (8) characters long.
5. Passwords must contain characters from at least three (3) of the following four (4) classes:

| | Description | Examples |
|---|---|---|
| a. | English upper case letters | A, B, C, ... Z |
| b. | English lower case letters | a, b, c, ... z |
| c. | Westernized Arabic numerals | 0, 1, 2, ... 9 |
| d. | Non-alphanumeric ("special characters") such as punctuation symbols. | |

6. Passwords may not contain your user name or any part of your full name.
7. Passwords should never be shared with another person

14.00.030
## ACCOUNTING FOR LEGITIMATE COMPUTER SOFTWARE: 06/05

1. Pirated software or illegally copied software shall not be used.
2. Personally owned software shall not be used, unless specifically authorized through the chain of command and approved by the Computer Resource Unit.

3. Any new, upgraded, or obsolete software shall be accounted for via the Computer Status form (KCSO Form #E-106).

    - This form shall be accompanied by proof of original purchase (copy of detailed delivery receipt) and proof of licensing/registration (copy of serial number documentation), if available.

14.00.035
## USING PERSONALLY OWNED COMPUTER EQUIPMENT: 06/05

1. Any personally owned computer equipment shall be reviewed and authorized by the appropriate chain of command and the Technology Manager before it can be used to run Sheriff's office owned software or store Sheriff's Office data.

    - All software shall be subject to the guidelines outlined in section .030.

2. Personal equipment shall not be connected to the Sheriff's Office network directly or remotely (wired or wireless) without appropriate approval and security implementation measures as required by King County Policy.
3. It is the responsibility of any personnel who use personally owned equipment to access or store King County Sheriff's Office data (or electronic information) to ensure the security of the data.

    - Contact a CRU representative if you need assistance with securing KCSO data on non-KCSO equipment.

14.00.040
## USE OF THE INTERNET AND E-MAIL: 02/10

The King County Sheriff's Office is a strong proponent of the use of computer technology. Our ability to use these tools will greatly enhance our mission and should make us more efficient when dealing with information gathering and exchange. The King County Sheriff's Office encourages all members to use e-mail and the Internet, keeping in mind certain principles explained below. Misuse of the Internet or e-mail may result in losing privileges and could result in discipline.

1. SUMMARY OF IMPORTANT INTERNET ISSUES

    a. Communications on the Internet are not private. Information can be accessed by others and is subject to public disclosure.
    b. Sensitive, non-public or private information should not be sent or received over the Internet.
    c. As a Sheriff's Office member, you and the Sheriff's Office are identified as the sender or recipient when the Internet is used for e-mail, research or just browsing.
    d. Members using government-provided equipment and software have no expectation of privacy in the use of these tools.
    e. Downloading software programs or macros may subject the computer and the network to viruses which can destroy data on the computer or the network.
    f. Members are responsible for the security of the e-mail system by not leaving computers unattended when e-mail is active and by not sharing passwords.

2. GUIDELINES ON OFFICIAL USE OF THE INTERNET

a. All communications written via the Internet shall be professional, appropriate, and lawful.

- Personal opinions or preliminary observations should be clearly identified as such.
- Internet communications are subject of public disclosure and discovery in lawsuits.

b. Members shall access, download or forward only appropriate, professional, or lawful material.

c. Sensitive or confidential files or e-mail should not be sent over the Internet, particularly if they deal with ongoing investigations or litigation.

- The Internet is not a secure means of transmission and can cause a case or investigation to be compromised should sensitive data be captured and read by an unauthorized party.

d. Unless you are specifically authorized to do so, do not claim to represent the views or positions of the Sheriff's Office.

3. GUIDELINES ON PERSONAL USE OF THE INTERNET

a. The use of electronic equipment provided by the County is for the purposes of conducting County business. However, personal use of e-mail and the Internet is permissible if it is utilized on a limited basis and in such a way that it does not interfere with one's duties or responsibilities as a Sheriff's Office member.

b. Authorized personal use of the Internet is a concept that recognizes the reality of the workplace. Members have a legitimate need at times to contact family, friends, and take care of a certain amount of personal business during the workday. Judicious use of the Internet may be a component of such permissible use, just as the telephone serves the same purpose.

c. Personal use of the Internet is permissible if it involves negligible additional expense to the County. Such use must not interfere with official business and if there is any doubt about whether the use is limited or the expense is negligible, members should consult their supervisors.

- Members must limit the personal use of the Internet to a reasonable duration and during personal time.
- Personal use of the Internet must not adversely reflect on the Sheriff's Office (e.g. furthering of extremist organizations; lewd jokes; chain letters; racial, ethnic or gender slurs).
- Unlawful or inappropriate use of the Internet is not permitted (e.g., no access to pornographic sites, no privacy violations, no release of confidential, sensitive, classified, or public disclosure exempt information, no copyright or licensing law violations).
- Personal use of the Internet cannot result in any additional cost to the County (e.g., some Internet services charge a subscriber fee).
- Members may transact a limited amount of commercial activities on the Internet at work, but may not conduct a business through the Internet (e.g., purchase of a book through the Internet is acceptable, but conducting a consultant business while at work is not).
- Personal use of the Internet must not interfere with the King County Sheriff's Office's mission.
- The Internet must not be used to send e-mails containing religious messages, religious symbols, or religious greetings (users are identified as government employees and the government may not be involved in the establishment of religion.)

- Members must not use the Internet for political activities (e.g., using Internet to further one's own or someone else's partisan or nonpartisan political campaign).
- Members may not claim to represent the views or position of the Sheriff's Office, and may not make unauthorized commitments or promises of any kind purporting to bind the King County Sheriff's Office.
- If members accidentally access a website that contains pornographic, sexually explicit, inappropriate or illegal materials, they must leave the site immediately and notify a supervisor immediately.

d. Supervisors may determine reasonableness of use and may restrict an employee's access to the Internet, e-mail, or other programs.

4. GUIDELINES FOR E-MAIL COMMUNICATIONS

a. E-mail is to be used to conduct official County business and is the property of King County; it is not private.
b. The use of County equipment for personal gain, personal business, commercial advantage, solicitation for any person or non-profit, advocacy of a cause or special interest, political advantage, or any unlawful purpose is prohibited.
c. Large attachments (over one megabyte) to e-mail messages should be avoided; other means of distribution should be used.
d. It is the responsibility of each user to maintain the security of the e-mail system by not leaving computers unattended when the e-mail system is active and by not sharing passwords.
e. Incidental personal use of e-mail which is infrequent or brief in duration is allowed unless specifically prohibited by agency policy or the content of the e-mail otherwise violates this policy.
f. Use of e-mail for social communications which improve organizational effectiveness or serve department goals is allowed.
g. Messages identified as "Attorney Client Privileged Communication" or "Confidential" shall not be forwarded to others unless discussed with the author of the e-mail communication.
h. Email communications that are pertinent to a case or file shall be printed and maintained with the file or case.
i. The use of e-mail to respond to citizen inquiries or complaints is governed by G.O. 1.00.045.
j. All communications written or forwarded via e-mail should be professional, appropriate, and lawful.
k. Users should follow correct escalation procedures for corresponding with management and elected officials. For example, complaints or concerns should be transmitted via memo through the chain of command, not with an email to the Sheriff or King County Council.
l. Whenever possible, messages to all Sheriff’s Office members should be sent via the General Information Bulletin, not a department-wide e-mail.
m. Unless it is part of a specific assignment or given a specific exemption from a Division Chief, all ZZ group emails must be approved by a Captain or higher before being sent.
n. All Sheriff’s Office employees with reasonable access to the internet and King County e-mail shall check their e-mail each workday for action or information items addressed to them personally, or via group e-mail.

14.00.045
## REMOTE ACCESS: 06/05

1. Remote access to King County Sheriff's networks and computing systems shall require compliance with all tenets of this document.

   - Additionally, all remotely-connected computing devices must have anti-virus software and current virus definition files.

2. In the event that a remotely-connected device is identified as a participant in malicious or suspicious activity, the offending machine may be banned from further remote access until such problems have been resolved and approved by the Computer Resource Unit. Such activity includes but is not limited to:

   a. Attacking or scanning other computing systems located within or outside King County networks.
   b. Propagating virus or malware.
   c. Attempting unauthorized access to systems or accounts.

3. Remote access and anti-virus software shall be provided to remote access users by the Computer Resource Unit, if needed.
4. Protection of the King County Sheriff's Office information is the responsibility of all users and support staff, and the user is accountable for the appropriate use and dissemination of the information obtained through remote access communications.

14.00.050
## VOYAGER SYSTEM: 06/10

The Voyager System may not be used for personal communications at any time. Voyager messages may be audited at anytime without notice.

14.00.055
## MAINTAINING A LIST OF APPROVED HARDWARE AND SOFTWARE: 06/05

The Computer Resource Unit shall maintain an inventory of hardware/software items approved for the Sheriff's office use.

- The Technology Manager may authorize items not on the list of approved hardware/software.

14.00.060
## REQUESTING COMPUTER HARDWARE/SOFTWARE OR UPGRADES: 06/05

All requests for computer hardware/software or hardware/software upgrades shall be reviewed and authorized by the appropriate chain of command and the Technology Manager.

1. Such requests shall be reviewed by the Technology Manager and the Chief Financial Officer with final approval by the requester's Division Chief.
2. The Technology Manager may request or recommend an appropriate alternative.

14.00.065
## REQUESTING COMPUTER- RELATED TRAINING: 06/05

1. Requests for computer-related training that cost five hundred (500) dollars or less shall be approved through the chain of command.
2. Computer-related training requests for more than five hundred (500) dollars shall be reviewed and authorized by the appropriate Division Chief.

14.00.070
## REQUESTING COMPUTER REPAIRS: 06/05

1. All requests for computer repairs should be directed to the Computer Resource Unit representative or Desktop Support Specialist for your location.
2. The Computer Resource Unit representative will manage the escalation of the request as necessary.

14.00.075
## REQUESTING INFORMATION SYSTEMS, APPLICATIONS, OR TECHNICAL SOLUTIONS: 06/05

All requests for information systems solutions must be discussed with and evaluated by ISS staff. This includes database or application development, programming, systems analysis, electronic information sharing, software purchases, and application implementation.

1. Each request shall be evaluated for compliance with the KCSO Technology Strategy.
2. Where applicable, the request will be submitted to the Technology Advisory Group (TAG) for review, evaluation, modification, and recommendation.
3. Where applicable, the request will then be submitted (with TAG's recommendation) to the Technology Integration Group for approval.

# 15.00.000 REPORTS

15.00.005
## REPORTING REQUIREMENTS: 09/09

1. The King County Sheriff's Office prepares and maintains official records to document reported police activities, originated by a citizen or a department member.
2. It is department policy to complete documentation for the following incidents that occur within the Sheriff's Office jurisdiction.

    a. Citizen reports of crimes or collisions.
    b. Citizen complaints.
    c Criminal and non-criminal cases initiated by department members.
    d. Incidents involving arrests, citations or summons.

3. This documentation of police activity may be in the form of a completed incident report, collision report, citation, FIR, IRIS log entry or CAD printout.

15.00.010
## OFFICER'S REPORT REQUIRED: 11/00

An Officer's Report is required when:

1. The likelihood exists that a civil action may be filed against a deputy or the department.
2. A deputy is assaulted.
3. When requested by a supervisor.

15.00.015
## REPORTS DUE: 06/92

Deputies shall submit all required paperwork before securing from duty unless approved by a supervisor.

# 15.01.000 DEPARTMENT REPORT FORMS

15.01.005
## POLICY STATEMENT: 09/08

It is the policy of the Sheriff's Office to provide members with appropriate forms and instructions for the proper use of these forms. Preparing complete, accurate, and uniform reports are essential for day to day operations of the King County Sheriff's Office. Reports, whether handwritten or electronically (IRIS) submitted, serve as the official memory of the Sheriff's Office and ensure that information about an investigation is available to all necessary personnel. All reports are subject to disclosure, therefore only appropriate and accurate information shall be included.

15.01.010
## FORMS CONTROL: 09/08

The department's Property Management Unit (PMU) is responsible for the control of forms that are used by the Sheriff's Office. Sheriff's Office members shall comply with the following when creating new forms or making modifications to existing forms:

1. All proposed changes to forms shall be forwarded to the Division Chief via the chain of command.
2. The Division Chief shall review the proposed changes and forward the proposal to the Legal Unit.
3. The Legal Unit shall:

    a. Review the form to ensure compliance with applicable regulations.
    b. Send the proposed changes to the PMU for printing and the maintenance of the form.

4. The PMU shall:

    a. Assign a form number to the proposed form.
    b. Ensure all new forms and proposed changes to existing forms will be printed and distributed.

        - With approval of Budget and Accounting.

    c. Maintain master copies of all forms for reproduction and stock forms listed in the Forms List unless another source is indicated.

        - Forms may also be stored and distributed in an electronic format.

    d. Maintain a Forms List containing all Sheriff's Office forms, indicating the source, prime users, and date of current edition of form.
    e. Provide an up-to-date copy of the Forms List to the major work sites to ensure that only the correct editions of Sheriff's Office forms are available for use.

15.01.015
## MANDATORY REQUIREMENTS: 01/02

1. All reports, whether handwritten or electronically (IRIS) submitted, shall:

    a. Be submitted prior to securing from duty unless approved by a supervisor.
    b. Contain the following eleven (11) fields.

        - Incident Number.
        - Date (reported, occurred, occurred through).
        - Time (reported, occurred, occurred through).
        - Location/Address.
        - District.
        - FCR.
        - Disposition; Hazard Factor.
        - All R/Ps, witnesses, suspects, victims.
        - Name of member completing report.
        - Arrest/Charge Code (when applicable).

2. All reports shall be completed with the most accurate information available at the time of the report.

    a. If an arrest is made, include charge code(s).
    b. All blank fields within reports shall be considered the same as if they had been filled in with the word "unknown."

15.01.020
## FORM COMPLETION (GENERAL GUIDELINES): 03/07

Members shall comply with the following general guidelines when completing all Sheriff's Office forms:

1. **Legibility:**

    a. Handwritten reports shall be hand printed in only upper case letters.
    b. IRIS or typed reports shall be typed in upper and lower case letters.

2. **Black or Blue Ink:** Forms shall either be typed or printed in black or blue ink.
3. **Language Usage:** Use simple and appropriate language.

    - If obscene language is essential, it should be included in a direct quote and set off with quotation marks.

4. **Names:** Last Name, First Name, Full Middle Name.

    a. If complete middle name is not known use middle initial.

        - Use NMI only if there is no middle name.

    b. Department members should print their names on all reports if no signature is required.

5. **Dates:** All dates shall be recorded with six (6) digits (i.e., 03/05/92, 03-05-92.).
6. **Times:** All times shall be recorded in 24 hour military time (i.e., 0001 - 2400) unless otherwise indicated.
7. **Addresses:** The **complete** address shall be used, which includes the city, state, and zip code.

8. **Descriptors and Designators:** When completing department forms that require designations of race, ethnicity, sex, date of birth, height, weight, glasses, facial hair, eye color, hair color, skin tone, vehicle makes, vehicle models, vehicle colors, street abbreviations, state abbreviations and miscellaneous abbreviations use the following respective NCIC or WIBRs/NIBRs based descriptors or designators (or corresponding alphabetical codes) as appropriate:

a. **RACE:** Persons should be entered with the race code most closely representing the individual.

- **American Indian or Alaskan Native (Code "I"):** Persons having origins in any of the original peoples of the Americas and maintains cultural identification through tribal affiliations or community recognition.
- **Asian or Pacific Islander (Code "A"):** Persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands.
- **Black (Code "B"):** Persons having origins in any of the black racial groups of Africa.
- **White (Code "W"):** Persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.
- **Other or Unknown (Code [blank]):** Use this code only when the persons cannot be identified by race.

b. **ETHNICITY:** Persons should be entered with the race code most closely representing the individual.

- **Hispanic (Code "H"):** Persons having origins in any Spanish speaking countries, such as Mexico, Spain, Puerto Rico, Cuba or any of the Central and South American countries.
- **Not of Hispanic Origin (Code "N"):**
- **Unknown (Code[blank]):** Use this code only when the persons' ethnicity cannot be identified.

c. **SEX:**

Male ..... M
Female..... F
Unknown ..... [blank]

d. **DATE OF BIRTH (DOB):**

MM/DD/YY

e. **HEIGHT:**

FT-IN (Example: 6-01)

f. **WEIGHT:**

Even pounds (Example: 165)

g. **GLASSES:**

Yes..... Y
N ..... N
Unknown ..... [blank]

h. **FACIAL HAIR:**

Beard – Scraggly..... Beard – Scraggly
Beard – Short ..... Beard – Short
Beard – Full ..... Beard – Full
Beard, No mustache ..... Beard, No mustache
Clean Shaven..... Clean Shaven
Fu Manchu ..... Fu Manchu
Goatee..... Goatee
Mustache – Thin..... Mustache – Thin
Mustache – Thick..... Mustache – Thick
Sideburns ..... Sideburns
Unshaven ..... Unshaven
Unknown ..... [blank]

i. **EYE COLOR:**

Black..... BLK
Blue..... BLU
Brown ..... BRO
Gray..... GRY
Green..... GRN
Hazel ..... HAZ
Maroon ..... MAR
Multicolored..... MUL
Pink..... PNK
Unknown ..... [blank]

j. **HAIR COLOR:**

Bald or mostly bald..... BLD
Black..... BLK
Blond or Strawberry ..... BLN
Brown ..... BRO
Gold ..... GLD
Gray or Partially Gray..... GRY
Green..... GRN
Lavender ..... LAV
Multicolor ..... MUL
Orange ..... ONG
Pink..... PNK
Purple ..... PLE
Red or Auburn..... RED
Sandy ..... SDY
White ..... WHI
Yellow..... YEL
Unknown ..... [blank]

k. **SKIN TONE:**

Albino..... ALB
Black..... BLK
Dark Black ..... DRK
Fair..... FAR
Light..... LGT
Light Brown..... LBR
Medium Brown ..... MBR
Dark Brown..... DBR
Olive..... OLV
Ruddy ..... RUD
Yellow..... YEL
Unknown ..... [blank]

l. **VEHICLE MAKES:**

Refer to NCIC guidelines for a standardized list.

m. **VEHICLE MODELS:**

Refer to NCIC guidelines for a standardized list.

n. **VEHICLE COLORS:**

Amethyst, Lavender, Mauve, Purple ..... PLE
Beige ..... ..... BGE
Black..... ..... BLK

Blue..... .....BLU
Blue Green, Teal, Turquoise .....BGN
Bronze ..... .....BRZ
Brown, Copper ..... .....BRO
Camouflage..... .....CAM
Chrome/Stainless Steel .....COM
Cream/Ivory, White . .....WHI
Dark Blue .....DBL
Dark Green.....DGR
Gold .....GLD
Gray.....GRY
Green.....GRN
Light Blue.....LBL
Light Green .....LGR
Maroon/Burgundy .....MAR
Multicolor .....MUL
Orange.....ONG
Pink .....PNK
Red .....RED
Silver/Aluminum .....SIL
Tan .....TAN
Yellow .....YEL
Unknown .....[blank]

o. **STREET ABBREVIATIONS:** The following abbreviations shall be used for streets and roadways in Department forms. Periods shall not be used in abbreviations.

North..... N
South ..... S
East..... E
West ..... W
Northeast..... NE
Northwest ..... NW
Southeast ..... SE
Southwest..... SW
Alley..... AL
Avenue ..... AV
Boulevard ..... BV
Bridge ..... BR
Circle..... CR
Court..... CT
Crest..... CS
Drive ..... DR
Driveway..... DY
Esplanade ..... ES
Expressway..... EX
Extension..... ET
Freeway..... FY
Highway..... HY
Lane..... LN
Mall ..... ML
Offramp..... OF
Onramp..... ON
Parkway..... PY
Pier ..... PR
Place..... PL
Plaza..... PZ

Ramp ..... RP
Right of Way..... RW
Roadway or Road ... RD
Route ..... RT
Speedway..... SY
Square ..... SQ
State Route ..... SR
Street ..... ST
Terrace ..... TR
Trafficway ..... TW
Trail..... TL
Tunnel..... TN
Viaduct..... VI
View ..... VW
Vista..... VA
Walk..... WK
Way..... WY

p. **STATE AND PROVINCE ABBREVIATIONS:** The following abbreviations shall be used for state and Canadian province names:

Alabama .....AL
Alaska..... AK
Alberta ..... AB
Arizona ..... AZ
Arkansas .....AR
British Columbia .....BC
California .....CA
Canada .....CN
Connecticut ..... CT
Delaware .....DE
D.C.....DC
Florida.....FL
Georgia.....GA
Hawaii..... HI
Idaho..... ID
Illinois.....IL
Indiana..... IN
Iowa .....IA
Kansas..... KS
Kentucky..... KY
Louisiana .....LA
Maine ..... ME
Manitoba..... MB
Maryland..... MD
Massachusetts ..... MA
Michigan .....MI
Minnesota..... MN
Mississippi ..... MS
Missouri .....MO
Montana.....MT
Nebraska .....NB
Nevada .....NV
New Brunswick.....NK
New Hampshire.....NH
New Jersey..... NJ
New Mexico..... NM

New York ..... NY
Newfoundland ..... NF
North Carolina ..... NC
North Dakota ..... ND
Northwest Territories ..... NT
Nova Scotia ..... NS
Ohio ..... OH
Oklahoma ..... OK
Ontario ..... ON
Oregon ..... OR
Pennsylvania ..... PA
Prince Edward Island ..... PE
Quebec ..... PQ
Rhode Island ..... RI
Saskatchewan ..... SN
South Carolina ..... SC
South Dakota ..... SD
Tennessee ..... TN
Texas ..... TX
Utah ..... UT
Vermont ..... VT
Virginia ..... VA
Washington ..... WA
West Virginia ..... WV
Wisconsin ..... WI
Wyoming ..... WY
Yukon ..... YT

q. **MISCELLANEOUS ABBREVIATIONS:** The following abbreviations are acceptable to use in Department forms. Periods shall not be used in abbreviations:

Administration ..... Adm
Agency ..... Agcy
Alcohol on breath ..... AOB
Asian ..... A
Attempt ..... Att
Bad Order ..... B/O
Building ..... Bldg
Business Phone ..... BP
Book of Arrest ..... B/A
Captain ..... Capt
Date of Birth ..... DOB
Department of Health & Human Services ..... HHS
Department of Housing and Urban Development ..... HUD
Department of Licensing ..... DOL
Eastbound ..... E/B
Equipment ..... EQUIP
Female ..... F
Forced Entry ..... F/E
Gone On Arrival ..... GOA
Headquarters ..... HQ
Home Phone ..... HP
Identification ..... ID
Indian ..... I
Lieutenant ..... Lt
License State ..... LS

| | |
|---|---|
| Major | Maj |
| Male | M |
| Miles Per Hour | MPH |
| National Crime Information Center | NCIC |
| Non-Forced | N/F |
| No Phone | N/P |
| Northbound | N/B |
| Not Applicable | N/A |
| Number | # |
| Ounce | OZ |
| Pound | LB |
| Precinct | PCT |
| Reference | REF |
| Registered Owner | RO |
| Reporting Party | RP |
| Sergeant | Sgt |
| Southbound | S/B |
| Suspect | S |
| Unknown | UNK |
| Vehicle | VEH |
| Vehicle Color | VCO |
| Vehicle Make | VMA |
| Vehicle Model | VMO |
| Vehicle Style | VST |
| Vehicle Year | VYR |
| Westbound | W/B |

15.01.025

## PRINCIPLES OF A GOOD REPORT: 01/02

1. **ACCURATE AND COMPLETE:**

   a. Be concise, factual, and thorough.
   b. Avoid being vague or ambiguous.

      - Anything that can be misunderstood will probably be misunderstood.

2. **LEGIBLE:**

   a. Neatly print or type.
   b. Black or blue ink.
   c. Typed reports shall be in sentence style, using upper/lower case.

3. **GRAMMAR AND SPELLING:**

   a. Keep the language simple (e.g., "See Dick run.").

      - Write in first person (e.g., "I ran to the front door.").

   b. Write in chronological order.
   c. Long narratives should contain natural paragraph breaks.
   d. Do not use words you don't know how to spell.

15.01.030
## WRITING THE NARRATIVE: 05/03

1. The purpose of the narrative is to present facts, not opinions.

    a. Write the narrative like you normally speak, rather than using "police jargon."
    b. In all criminal cases, **all** the elements of the crime must be in the narrative.
    c. Give specific times and descriptions of crucial information (e.g., exact time that Miranda Warnings were read, full description of state of intoxication, etc.).

2. Refer to the persons involved by their last name (use the first name when the people involved have the same last name) preceded by the appropriate classification of "S" for suspect, "V" for victim, “VB” for victim business, "W" for witness, or "R/P" for reporting party.

    a. The classification is only used the first time that the person is being introduced in the report (e.g., V-Green, W-Johnson, etc.).
    b. If there are multiple suspects, witnesses, et cetera, then number each person classified (e.g., S-1, S-2, S-3, etc.).
    c. Example:

        S-1 Green and S-2 Nelson hit their neighbor V-Jackson in the face with their fists. Jackson received a two inch cut over his left eye. Jackson said that both Green and Nelson attacked him while he was sleeping on his cot in the front yard.

        At 1300 hours, I read Green and Nelson their constitutional rights. They both said that they understood their rights, waived their rights, and wanted to give written statements.
        Green said ...

3. Reports shall be free of unprofessional comments and shall not be written in a manner intended to amuse the reader.

15.01.035
## REPORTS REVIEW OF: 01/02

1. All reports shall be reviewed by a supervisor.
2. Reports that need correction/additional information shall be returned to the member via the member's immediate supervisor.

    ■ This includes reports generated in the Communications Center.

3. All reports shall be submitted to a supervisor prior to being submitted to Records. Precinct Detective Sergeants and CID supervisors shall assign cases for follow up investigation and assign every incident report a case status.

    ■ This includes reports generated in the Communications Center.

15.01.040
## FOLLOW UP REPORTS: 01/02

1. All follow up investigations shall be electronically (IRIS) logged.

   - It is recommended that an individual log be kept by the investigator.

2. All follow up reports shall be submitted to the Precinct Detective Sergeant or CID supervisor who shall review and either recommend corrections/additional information or approve the follow up, assign its case status and submit it to Records.

15.01.045
## QUALITY CONTROL: 01/02

1. In order to maximize accuracy and consistency of data collected via KCSO's computerized reporting systems, all training for these systems shall be previewed by the KCSO Data Integrity Group (DIG) for review and recommendations.
2. DIG recommendations shall be incorporated into training curriculum whenever feasible.

# 15.02.000 IRIS REPORT WRITING AND USE GUIDELINES

15.02.005
## POLICY STATEMENT: 02/10

The intention of this section is to establish business rules and provide use guidelines for the Incident Reporting and Investigation System (IRIS). Within IRIS, tutorials exist on every major aspect of IRIS use. Except for cases with security seals, department members have twenty-four (24) hour access to IRIS reports.

15.02.010
## MANDATORY USE OF IRIS: 05/03

1. Unless circumstances prevent it, full use of IRIS to document events and follow up activity is mandatory. Some exceptions may be:

    a. Technical problems preventing use.
    b. Field need for paper form, such as a SIR.
    c. Incidents that should not be made available on the IRIS system (see section 040).

2. Persons, Vehicle and Property screens must contain all pertinent information to ensure the information can be retrieved using data queries. It is not sufficient to input the data solely in a form's narrative.

15.02.015
## INITIAL INCIDENT REPORTS: 05/03

Initial incident reports are those that are considered to have incident report value. They serve to document incidents the department has responded to or been involved in. These reports may serve as "stand-alone" reports (the only item filed under an Incident Number) or may be followed by additional, supplemental and follow-up reports. Every case must include exactly one initial report in order to be accepted for filing in the Records Unit. The following report types or titles are considered initial incident reports. Refer to the appropriate General Orders Manual section for additional information about the completion of each report type.

1. **Incident Report**

    a. Use this form when documenting original incidents reported to the department. Among the exceptions are;

        - Vehicle Impounds.
        - Problem Solving activity.
        - Reportable traffic collisions.

    b. Incident Reports are also used in IRIS to document;

        - Sex Offender Registration Violation.
        - Sex Offender Verification.
        - Sex Offender Release from Registration.

    c. **Uncheck** the "Okay to Disclose" checkbox for all sex offenses or if requested by the victim regardless of the crime type.
    d. The "Domestic Violence" box shall be checked if the incident is related to domestic violence.
    e. Incident Reports must be submitted to a supervisor for review.

2. **Problem Solving Report**

   a. Use this form when documenting an area of concern or circumstances that indicate an ongoing problem exists.

      - This may result in a problem-solving project.

   b. Problem Solving Reports must be submitted to a supervisor for review and approval.
   c. Refer to the Problem Solving Projects S.O.P. for further information.

3. **Traffic Accident**

   a. This IRIS form is to be used by Records personnel only.
   b. Data entry into IRIS is completed by Records personnel after a handwritten State of Washington Police Traffic Collision Report, is approved by a supervisor, and routed to Records.

4. **Vehicle Impound Report (VIR)**

   a. Use when documenting a vehicle impound.
   b. Due to state law requirement that a tow truck operator signature appear on the form, a handwritten Vehicle Impound Form, C-107, must be completed.

      - An exception can be made for those cases where deputies are able to print an IRIS version of this form for the tow operator to sign.

   c. Persons initiating a stand alone VIR shall enter the information into IRIS as a VIR also.
   d. Persons initiating a VIR along with another report that can be considered an initial report (or a follow up to an initial report) are not required to enter the VIR into IRIS, provided that all necessary investigative information is recorded, such as;

      - Registered and legal owner.
      - Reason for impound.
      - Notation of “H/W” VIR in Attachments section.

15.02.020

## SUPPLEMENTAL REPORTS IN IRIS: 01/09

Supplemental reports must be preceded by an initial incident report and are used to document Department activity related to an existing case.

1. **Follow-Up Report**

   a. Any investigatory steps after an incident report has been taken shall be recorded on a Follow-Up Report. The Follow-Up shall also be used for voiding un-prosecuted criminal traffic citations with incident numbers associated. (Refer to G.O. 5.02.000).
   b. The disposition of a Follow-Up Report shall be an M, N, O, or P.
   c. The narrative for a Follow-Up could be one entry or a combination of entries made during the follow-up.
   d. Preface each entry with the date and time and then summarize the steps of the investigation.
   e. When the Follow-Up is completed, the last entry should be a conclusion statement.
   f. Follow-Ups completed by patrol deputies shall be submitted to a patrol sergeant.
   g. The sergeant shall review and recommend corrections/additional information or approve the Follow-Up, assign its case status and route it to the appropriate CID unit or Records.
   h. Refer to G.O. 15.03.000 for instructions on MCI.

2. **Officer's Report (O/R)**

   a. Use this report when responding to a request for further information regarding an existing case.
   b. Do not use for documenting regular follow-up activity or for documentation that should be reviewed by a supervisor and would routinely be provided by Records in response to Public Disclosure Request.
   c. An Officer's Report format must be used for Use of Force reporting. (G.O. 6.01.015).
   d. In the case of an Officer's Report not related to a King County incident number, as IRIS will not allow you to initiate an O/R without an incident number, the O/R should be handwritten or written using available MS word program forms. Examples of this type of O/R may include:

      - An O/R to your supervisor not associated with an incident number.
      - An O/R to Records voiding a traffic infraction citation or a criminal citation that is not associated with an Incident Number.
      - An O/R to IIU regarding animal euthanasia.
      - An O/R that would not be appropriate for discovery, addressed to a detective or prosecutor.

   e. Do not use for Officer Witness Statements (See Section 4. Below).

3. **Statements in IRIS -** Statements should be taken in IRIS in most cases. End the statement with language that makes it clear the statement giver has read the statement, and if applicable, agrees to assist in prosecution. Where signatures are required, paper forms are still appropriate. Some examples may include:

   a. D.V. victim and witness statements.
   b. Auto Theft victim statements.
   c. Child Abuse/Child Assault statements.
   d. Suspect Statements.
   e. Medical Release forms.
   f. Consent to Search forms.
   g. Master Evidence (in the case of immediate field release of property).

   If a statement, that requires a signature, is typed in IRIS it must be printed and then signed by the appropriate person giving the statement.

   - See GOM 12.04.010 for affidavits in DV statements.

4. **Officer's Witness Statement**

   a. Use when documenting activities performed while assisting another deputy. The report must include the incident number of the initial case report prepared by the primary deputy.
   b. Do not use for documenting regular follow-up activity.
   c. An Officer's Witness Statement must be submitted to a supervisor for review.

5. **Problem Solving Supplemental**

   a. Use when providing additional information on a Problem Solving case.
   b. Do not use for follow-up entries.
   c. Refer to the Problem Solving Projects S.O.P. for further information.

15.02.025
## ADDITIONAL REPORTS AVAILABLE IN IRIS: 05/03

Other forms available in IRIS for use are:

1. **Sexual Offender Contact**

   a. Use to document regular contacts with registered sex offenders.
   b. Sexual Offender Contact reports do not require a related initial incident report.
   c. Sexual Offender Contact reports must be submitted to a supervisor for review.

2. **Narcotics Activity Report (N.A.R.)**

   a. Use when documenting citizen reports and observations that may indicate illegal drug activity.
   b. If the narcotics activity results in an investigation, the NAR will become the initial incident report and no additional initial incident report will be required.
   c. NARs do not require supervisor review.

3. **Log Entry**

   a. Use to document activity that is not appropriate for an incident report or FIR.
   b. Use to document initial Sex Offender Registration.
   c. Do not use for:

      - Narcotics Activity.
      - Sexual Offender Contact.

   d. Log Entries do not require supervisor review.
   e. Mark them as “Complete” rather than submitting in IRIS.
   f. This is an optional IRIS form.
   g. Do not use for an Officer Witness Statement or Officer’s Report.
   h. Log Entries are not a substitute for required officer notebook entries.

4. **Ticket**

   a. Use to document the issuing of a criminal citation or infraction.
   b. Do not use when any follow-up activity will be required.

      - If follow-up activity will be required, use the appropriate initial incident report.

   c. Citation reports do not require supervisor review.
   d. Mark them as “Complete” rather than submitting in IRIS.
   e. This is an optional IRIS form and is not to be used in place of a Criminal Citation or Notice of Infraction.

5. **C.P.S. Referral**

   a. Use to document reports received from Child Protective Services.
   b. Do not use when the CPS report will result in an investigation; use an incident report instead.
   c. CPS Referral reports require supervisor review and should only be used by SAU personnel.

6. **A.P.S. Referral**

a. Use to document reports received from Adult Protective Services.
b. Do not use when the APS report will result in an investigation, use an incident report instead.
c. APS Referral reports require supervisor review and should only be used by SAU personnel.

7. **F.I.R**.

a. Use the Field Interview Report (FIR) to document contact made or information about individuals, organizations or a vehicle suspected of, engaged in or used in criminal activity. Criminal activity is defined as:

- Any activity which violates state or local statutes, ordinances or codes, and constitutes a criminal act under the law (excludes traffic infractions).

b. FIR content may be considered "Criminal Intelligence Information." As such it must comply with applicable law. A FIR must:

- Be relevant to defined criminal activity.
- The narrative must define the crime or potential crime the person is suspected of.
- Meet a "Reasonable Suspicion" standard.

c. Comments in FIRs must be kept professional and cannot contain mental or medical diagnosis. Instead, describe the behavior.
d. Do not use to document a crime. Instead, use an incident report.
e. Do not use to document:

- Sex Offender Registration.
- Sex Offender Violation.
- Sex Offender Verification.
- Sex Offender Release from Registration.

These instances must be documented on an incident report.

f. Contacts with persons, or speculation that does not meet FIR criteria can be recorded using the Log Entry form.
g. Do not write FIRs on victims, witnesses or reporting persons who are not suspected of criminal activity. These names may be included as a Log Entry if necessary.
h. FIRs require supervisor review and approval. They should be submitted to the author's assigned work site.
i. A FIR is not required if the necessary information is otherwise being provided to the IRIS system via an incident report or other searchable form.

15.02.030
## FORM ATTACHMENTS IN IRIS: 05/03

The following forms serve to supplement initial incident reports and follow-ups.

1. **Continuation/Statement**

a. Use this form for victim or witness statements, or for an involuntary commitment.
b. The continuation statement shall be attached to the appropriate report type (e.g., Follow-up report, Officer's Witness Statement, etc.).

2. **Superform (SIR)**

Use this form when booking an individual into jail, or providing information that will be used in a felony case.

3. **A-102 Master Evidence Form**

a. Evidence or seized property that comes into law enforcement possession or control of this department is recorded on the Master Evidence Record (KCSO Form #A-102).

- This form shall not be used to record Found Property, Motor Vehicles or SKO Property. (See section 4. below for Found Property instructions).

b. If a written version of the A-102 is used in the field as a stand-alone report, as in the case of a surrendered weapon in which the person is provided an A-102 copy, the initiating deputy must enter the information into IRIS. See G.O. 8.04.000 for detailed instructions on court ordered firearms surrender.

4. **Found Property**

Although "Property, Found" is an FCR title rather than a separate IRIS form, the following guidelines apply.

a. If the finder or reporting party is available to sign for the property and is lawfully allowed to claim it, complete a paper Found Property Form (A-166).
b. Open and complete and incident report in IRIS so the found property can be tracked.
c. Enter the information into the property field.
d. Complete the master evidence form.

- All found property will be given item numbers whether or not it was left with the finder.

e. If the finder is not available to sign, complete the case in IRIS including the master evidence form.

15.02.035

## PUBBING/SUBBING, REVIEWING AND SUBMITTING IRIS REPORTS: 05/03

1. **Publishing and Subscribing (Pubbing and Subbing)**

a. Personnel issued laptop computers for the purpose of writing and submitting police reports shall publish each work day and subscribe as often as is operationally necessary.
b. Personnel shall notify their supervisor if circumstances and/or equipment problems prevent timely pubbing/subbing.
c. Supervisors shall contact C.R.U. or T.I.P.S. personnel for network, IRIS or computer equipment problems that need attention and may use the after hour call out procedure if necessary.

2. **Submitting Reports**

a. Unless otherwise approved by a supervisor, all Incident Reports must be completed prior to the end of shift.
b. All arrest reports, potentially high profile reports and major crimes incidents must be submitted (and subbed) in IRIS prior to securing from shift.
c. Deputies and detectives shall ensure the proper "Submit To" unit is selected prior to submission.

d. Deputies and detectives shall document any handwritten attachments by using the notation "H/W" in the "Attachments" section, then shall describe the handwritten document (i.e., victim statement, medical release, etc).

- Documents taken as evidence shall be listed on the Master Evidence form.

e. Deputies and detectives shall check daily for any reports "Returned" to them as well as for items, such as a follow-up, assigned to them in IRIS.

- "Returned" items shall be corrected promptly and "Resubmitted."

f. Deputies and detectives should make a case status recommendation at the time of submittal and shall record the appropriate "Charges" Information.

g. The Records Unit may "Reject" reports for several reasons, (I.e., wrong incident number, no initial report on file in Records.

h. When a report is returned to a work site or person due to a Records Unit rejection, the unit or person responsible for that case will resolve the conflict promptly and resubmit the report.

3. **Reviewing, Approving and Routing Reports**

a. Supervisors shall check at least daily for reports submitted to their shift or unit for either approval, assignment or for information.

b. Supervisors shall check weekly for reports that have been approved but not routed and ensure those reports are routed to Records or the appropriate unit.

c. Supervisors receiving misrouted reports shall immediately reroute to the proper reviewer.

d. Communications Center Reports shall be reviewed and approved only by Communications Center supervisors.

e. Patrol and Communication Center supervisors reviewing Incident Reports shall ensure the reports are completed correctly, then when approved, choose one of several options:

- Mark it "Info Only" and Route it to Records if no detective follow up is needed, but the case cannot be considered closed.
- Route it to the appropriate CID unit if follow up is needed.
- Mark it as "Closed" and perform the necessary case management and route it to Records.
- Mark it as "Open" and use the "Active Assignments" tab to assign it to a particular person. Notify the person in person, by email or other communications method.
- Mark it appropriately and use the "Active Assignments" tab to send it to someone for "Information Review." Notify the person.
- **Note –** All unincorporated D.V. cases and D.V. cases occurring in those cities served by the D.V.I.U. must be routed to the D.V.I.U. for review even if closed.
- **Remember to hit "Save" after each of the above actions.**

f. Supervisors shall check weekly for progress made on Follow-up assignments and ensure that Follow-ups are completed in a timely manner.

g. When returning a submitted report due to inaccuracy or missing information, supervisors shall provide direction on the corrective action to be taken in the "Notes" section.

h. Follow up as appropriate to ensure personnel are handling/correcting items returned to them, then resubmitting the items.

i. Patrol and Communications Center supervisors should weekly check for "New Events" initiated by personnel under their supervision.

- Ensure these items are completed and submitted in a timely manner.
- Personnel should be instructed to delete the item if it is not appropriate for submission.

j. Detective sergeants should occasionally check for "New Events" initiated by members of their unit to determine an appropriate time for them to be submitted.

15.02.040
## SECURITY SEALS AND SENSITIVE CASES: 11/05

1. Security Seals are available to all detective units. The purpose of the security seal is to restrict access to certain IRIS generated reports deemed inappropriate for viewing by general IRIS users.

   a. Incident reports shall not be sealed. Follow-up reports and supplemental reports are the only events that may be sealed.

      - Incident reports should be available for public disclosure within seventy two (72) hours of the event.

   b. Detectives requesting an event be sealed shall contact their supervisor.
   c. A captain or above must approve placing or removing the seal on an event.
   d. The Security Seal should be used only during the investigative stage of the follow up and must be removed before the incident is routed to the Records Unit.

2. To avoid any investigative compromise, sensitive cases taken by patrol deputies or detectives shall be written in IRIS with the appropriate skeletal information and a narrative which states "See handwritten report".

   - Sensitive cases may include situations in which department members or high profile individuals are involved as victims or suspects.

3. The reporting deputy/detective shall write the details of the incident in a non-IRIS document and submit it to their supervisor for approval and routing.
4. For officer safety purposes, deputies/detectives should not include the occupation or job titles of commissioned law enforcement personnel in IRIS when an incident occurs at their home and is not related to their jobs (i.e. a deputy's home is burglarized, etc.).

15.02.045
## ASSIGNING FOLLOW-UPS IN IRIS: 05/03

**Managing Criminal Investigations (M.C.I.)**

1. An electronic MCI "Inbox" exists in IRIS for each precinct, as will a physical MCI Inbox for related handwritten materials.
2. Detective sergeants (non-precinct CID) referring cases back to the deputy for follow-up work shall use IRIS to route the reports to the appropriate precinct's MCI Inbox.
3. At the precinct, a shift sergeant or a precinct CID sergeant will review the reports routed to this MCI Inbox.
4. Precinct level CID sergeants will follow the same procedure for cases routinely worked at the precinct level.
5. Precincts may choose to utilize the shift sergeant as the supervisor responsible for making the MCI assignment, or may elect to have the precinct CID sergeant make the appropriate assignments.
6. See the IRIS tutorial on this subject for more detailed step by step information on this issue.
7. Only a supervisor (or acting supervisor) may assign cases for follow-up, determine if the case can be considered closed or inactivated and mark cases as complete in IRIS.

8. Any supervisor (or acting supervisor) responsible for making an MCI assignment shall:

    a. Check the MCI inbox for incoming reports at least once each workday.
    b. Make the MCI assignment in IRIS and notify the deputy either by e-mail, IRIS mail, in person, phone call or handwritten note.
    c. Make adequate reference in the Reviewer's Comments to the case being MCI'd and (if it is not obvious) what is expected.
    d. Update the Case Status in IRIS when it is appropriate.

9. Any individual receiving an MCI assignment must:

    a. Review the case and ensure they understand what is required to complete the case.
    b. Conduct the follow up investigation.
    c. Prepare the appropriate follow-up report and route it to the sergeant who assigned the work.
    d. Provide a suggested case status upon completion of the follow-up report.

10. See G.O. 15.03.000 for more directions.

15.02.050
## IRIS PERSONNEL FILE: 05/03

1. Professional staff at each worksite shall ensure the IRIS personnel section is kept updated. Items to keep updated include:

    a. Personnel assigned.
    b. Shift and squad.
    c. Default "route to".
    d. Home addresses and phone number.
    e. Department phone numbers, pager and cell phones numbers.

2. In the case of transfers, this updating function shall be the responsibility of the worksite on the receiving end of the transfer.

15.02.055
## IRIS EXIT CHECKLIST: 10/04

1. When a member informs a supervisor of intent to leave employment with the Sheriff's Office, a search for unfinished cases in IRIS should be performed.
2. The supervisor should ensure these unfinished cases are submitted or deleted before the member leaves.
3. Supervisors should also search for unfinished cases when a member notifies them of his/her intention to go on an extended:

    a. Leave of Absence.
    b. Military Leave.
    c. Disability Leave.
    d. Medical Leave (including Maternity/Paternity).

4. Supervisors should also search for unfinished cases when a member is placed on extended administrative leave.

# 15.03.000 MANAGING CRIMINAL INVESTIGATIONS (MCI)

15.03.005
## BACKGROUND: 02/10

The MCI system was developed many years ago partly as a tool to manage and track misdemeanor criminal investigations assigned to patrol deputies. Additionally, it serves to provide training opportunities and will improve the investigatory skills of patrol deputies by allowing them to work cases to their logical conclusion.

In IRIS, an electronic MCI "Inbox" exists for each precinct. Its purpose is to facilitate the assignment of **misdemeanor** follow up to patrol deputies.

These procedures are not meant to take the place of returning incident reports for correction and/or proper completion. It is not necessary to MCI a case simply to request, for instance, that someone locate a particular individual and take a statement. MCI assignments should only be used when that person will have the sole responsibility for working the case to closure, charging or inactivation. For this reason, felony cases should not be MCI'd back to patrol deputies. Cases requiring specialized investigatory skills or unusual time and effort should be assigned to precinct level detectives or referred to units outside the precinct.

Managing criminal investigations by precinct detectives or detectives assigned the Criminal Investigations Division will be guided by each unit's standard operating procedures.

15.03.010
## MAKING THE ASSIGNMENT: 02/10

1. Only a supervisor, or acting supervisor may assign cases for follow-up, determine if the case can be considered closed or inactivated and marked as complete.
2. A case can be assigned to a deputy for follow up in one of several ways.

    a. Patrol Sergeants reviewing and approving precinct level incident reports may, as determined by their worksite:

        - Directly assign misdemeanor cases back to either the originating deputy or to another patrol deputy as appropriate, or,
        - Route the approved incident report to a precinct level CID sergeant where the CID sergeant will select the follow up detective or deputy.

    b. Detective sergeants reviewing incident reports routed to their unit may refer cases back to patrol if the incident can be followed up as a misdemeanor.

        - They can do so by routing the case to the appropriate precinct's MCI Inbox.

    c. Precincts may elect to have shift sergeants review the reports routed to this MCI Inbox and make the necessary assignments.
    d. As an alternative, precincts may elect to have the precinct CID sergeant perform the same function.

15.03.015
## SCREENING CASES FOR MCI ASSIGNMENT: 05/03

Supervisors screening cases for potential misdemeanor MCI assignment should consider the following:

1. Are there sufficient solvability factors to warrant assignment?

    a. Can the complainant or a witness identify the offender?
    b. Is the suspect known to the witness or victim?
    c. Is there physical evidence that would point to a suspect?
    d. Can the victim or a witness provide a useful description of the suspect or the suspect's vehicle?
    e. Is the action alleged by the complainant a crime?
    f. Especially if the suspect is known, is the victim willing to assist in prosecution?

2. Will the person assigned to the case be able to complete all aspects?

    a. Will the deputy have adequate time to complete the assignment?
    b. Will the deputy be able to contact suspects, victims and witnesses during the deputy's work hours?
    c. Does the deputy have the skills and knowledge needed to complete the assignment?

15.03.020
## MCI RESPONSIBILITIES: 05/03

1. Supervisors responsible for making MCI assignments shall:

    a. Check the MCI Inbox for incoming reports each workday.
    b. Make the MCI assignment in IRIS and notify the deputy either via e-mail, IRIS mail, in person, etc.
    c. Make adequate reference in the Reviewer's Comments to the case being MCI'd, and if it is not obvious from the case, what is expected of the deputy.
    d. Monitor the progress of the assignment and set a reasonable due date with the deputy.
    e. Update the case status and assignment status in IRIS when it is appropriate.

2. A deputy receiving an MCI assignment shall:

    a. Review the case and ensure that they understand what is required to complete the case.
    b. Prepare the appropriate Follow-up report and route it to the sergeant who assigned the work.
    c. Provide a Suggested Case status upon completion of the follow-up report.
    d. Keep the complainant informed of the case status and final outcome.

15.03.025
**MCI INSTRUCTIONS:** 05/03

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| **Patrol Sergeant approves precinct level Incident Report and makes MCI assignment.** | **Patrol Sergeant**<br>1. Updates report status to "Approved".<br>2. Adds Review Comments noting that they are MCI'ing the case.<br>3. Routes report to Records along with any original handwritten attachments.<br>4. Creates an Active Assignment for the deputy.<br>5. Provides copies of handwritten attachments to deputy.<br>6. Notifies deputy of assignment via e-mail, copy of report in inbox, etc.<br>7. Provides deputy with any handwritten documents.<br><br>**Deputy**<br>1. Deputy opens assignment.<br>2. Completes investigation and Follow-up report including updating suggested case status and indicates arrest stats as appropriate.<br>3. Notifies victim of outcome.<br>4. Submits Follow-up report to patrol sergeant.<br>5. If charging someone with a misdemeanor, forward a complete case packet to the appropriate prosecutor.<br><br>**Patrol Sergeant**<br>1. Reviews and approves Follow-Up and updates the case status.<br>2. Marks assignment as "Completed".<br>3. Routes Follow-up report to Records.<br>4. Actively monitors MCI assignment to ensure they are completed in an appropriate amount of time. |

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| **Patrol Sergeant approves precinct level Incident Report.**<br><br>**Precinct CID Sergeant makes MCI assignment** | **Patrol Sergeant**<br>1. Reviews and approves Incident Report.<br>2. Routes report to precinct CID.<br>3. Provides precinct CID sergeant with any handwritten documents.<br><br>**Precinct CID Sergeant**<br>1. Creates an Active Assignment for deputy.<br>2. Adds comments as necessary, noting that case was MCI'd.<br>3. Routes Incident Report to Records.<br>4. Forwards any handwritten to assigned deputy. |

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| | **Deputy**<br>1. Deputy opens assignment.<br>2. Completes investigation and Follow-up report including updating suggested case status and indicating arrest stats as appropriate.<br>3. Notifies victim of outcome.<br>4. Submits Follow-up report to patrol sergeant.<br>5. If charging someone with a misdemeanor, forward a complete case packet to the appropriate prosecutor.<br><br>**Patrol Sergeant**<br>1. Reviews Follow-up report, updates status to "Approved".<br>2. Updates or accepts Case Status.<br>3. Marks assignment "Completed".<br>4. Routes follow-up to Records.<br>5. Actively monitors MCI assignment to ensure they are completed in an appropriate amount of time. |

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| **Out of precinct detective sergeant MCIs case back to precinct level.**<br><br>**Pct detective sergeant or patrol sergeant makes MCI assignment.** | **Out of Precinct Detective Sergeant**<br>1. Routes previously approved Incident Report to appropriate Precinct MCI Inbox.<br>2. Adds Review Comments as necessary.<br>3. Forwards or returns any handwritten documents to precinct CID unit.<br><br>**Precinct CID Sergeant or Patrol Sergeant makes MCI assignment.**<br>1. Appropriate sergeant checks MCI Inbox.<br>2. Selects deputy to follow up on case, and creates an Active Assignment.<br>3. Adds Review Comments as necessary.<br>4. Forwards appropriate handwritten documents to deputy.<br>5. Routes Incident Report to Records.<br><br>**Deputy**<br>1. Deputy opens assignment.<br>2. Completes investigation and Follow-up report including updating suggested case status and indicating arrest stats as appropriate.<br>3. Notifies victim of outcome.<br>4. Submits Follow-up report to patrol sergeant.<br><br>**Patrol Sergeant**<br>1. Reviews Follow-up report, updates status to "Approved".<br>2. Updates or accepts Case Status.<br>3. Marks assignment "Completed".<br>4. Routes Follow-Up to Records.<br>5. Actively monitors MCI assignment to ensure they are completed in an appropriate amount of time. |

# 15.04.000 RECORDS AND INFORMATION

15.04.005
## RECORDS, RELEASE AND DISCLOSURE: 06/92

Department members shall not release or disclose department records, status of any department investigation, or other information to anyone unless authorized.

- Inquires regarding department records shall be directed to the Records Unit.

15.04.010
## SEX OFFENDER INFORMATION DISSEMINATION: 03/98

Sex offender information, supplied by the Washington State Department of Corrections or other agencies, will be scrutinized for individuals who are identified as having a potential for posing a threat to the community. Dissemination of this information will follow the following guidelines.

1. DEFINITIONS:

   **"Sexual Offender"** means a person who has committed a "sex offense" as defined by RCW 9.94A.030 (29).

   **"Sexual Predator"** means any person defined by RCW 71.09.020.

   **"Levels of Dissemination"**

   Level I. Maintain sexual offender information with the department and disseminate to other agencies as appropriate.
   Level II. Includes actions within level I plus dissemination to schools and/or neighborhood groups as necessary.
   Level III. Includes actions within levels I and II, plus public notification through press releases.

2. PROCEDURES:

   a. All public requests for copies of information on sex offenders shall be referred to the Records Unit.
   b. Conviction information, as defined by RCW 10.97.030, may be disseminated without restriction.
   c. Information gathered post-sentencing pursuant to RCW 9A.44.130 including, but not limited to, current address, fingerprints, employer and photograph, is information other than conviction data and shall be released only in conformance with state law and this policy.
   d. The Special Assault Unit shall develop and maintain identical files of all level II and level III releases made pursuant to the Community Protection Act. One file shall be kept in the Special Assault Unit, one shall be kept in the Records Unit, and one shall be kept at each precinct.

      - Files are open to public inspection.
      - Copies of any information in the file may be purchased through the Records Unit at the statutory fee.

e. The Records Unit and each precinct shall maintain a list of Level I, II and III convicted sex offenders.

- The list shall contain the names, physicals, dates of birth and zip codes of all convicted sex offenders registered in King County.
- The list is open to public inspection.
- Copies of any page(s) may be purchased through the Records Unit at the statutory fee.

f. Information on Level II and III offenders, not contained in this list, may be released through the Special Assault Unit pursuant to the Community Protection Act.

g. Information on Level I offenders, not contained in this list, shall be released by the Sheriff if there is some evidence of an offender's future dangerousness, likelihood of re-offense, or threat to the community.

- Only the information relevant to and necessary for counteracting the offender's dangerousness shall be released.

h. Every release of sex offender registration information, whether by inspection, copy or telephone confirmation, shall be documented on Form E-105 and forwarded to the Records Unit.

i. Persons who intend to solicit offenders on the list for commercial purposes may obtain a copy of the list upon signing an intention to abide by the non-commercial purpose of the Public Disclosure Act.

- Persons who do not intend to contact the offenders for solicitations may obtain the list without signing a declaration.

# 15.05.000 CRIMINAL HISTORY/RECORDS

15.05.005
## POLICY STATEMENT: 03/09

The purpose of this policy is to establish guidelines and policies regarding department members obtaining, disseminating and disposing of Criminal History Records Information.

15.05.010
## DEFINITION: 01/96

**Criminal History Records Information (CHRI)**: Includes information contained in records maintained by or obtained from criminal justice agencies, other than courts, which provide identification of a person together with any portion of the individual's record of involvement in the criminal justice system as an alleged or convicted offender.

15.05.015
## DISSEMINATION POLICY ON CHRI: 01/96

1. To meet legal requirements and reduce department liability in releasing improper or inaccurate information, no CHRI records should be released or disseminated outside of the criminal justice system by any member of the department except through the Records Unit.
   - This does not include information furnished to the Prosecutor's Office for use in preparing a charge
2. Department members who receive public requests for CHRI should refer these inquiries to the Records Unit.
3. The Records Unit will maintain and follow standard operating procedures regarding the disseminating of criminal history that are in compliance with current state and federal laws and department policy.

15.05.020
## DISPOSAL OF CHRI: 01/96

CHRI documents shall be disposed of by shredding after they are no longer needed.

15.05.025
## EXAMPLES OF CHRI DOCUMENTS: 07/00

1. **Book of Arrest Sheet (B.A.)** is completed by the jail at the time of detention. It identifies the detainee, shows the charge, incident number and court document numbers.
2. **Rap Sheet** lists misdemeanor and felony arrests submitted by police agencies throughout the state.
3. **FBI Rap Sheet** lists arrests throughout the United States including misdemeanor and felony convictions.
4. **Local Arrest Summaries** are any local documents that identify an arrestee and are accessible by name or by subject matter.
5. **NCIC Interstate Identification Index (Triple I)**

6. **Other restricted documents:**

   a. Mug shots / computerized booking photo printouts.
   b. Fingerprint cards or copies.
   c. Court orders.
   d. Offense reports that I.D. a specific suspect(s).
   e. Field interview reports (FIR'S).
   f. Crime analysis bulletins.
   g. Computerized criminal history printouts.
   h. Felony Offender Reports.

15.05.030
## OBTAINING AND USING TRIPLE I INFORMATION: 03/09

1. For departmental use, most members may access Triple I information by contacting the designated person(s) at their worksite to make the inquiry for them.

   - The person who is requesting the Triple I will be listed as the requestor on the inquiry screen, rather than the person doing the Triple I inquiry.

2. Triple I information which is obtained by a department member may not be disseminated outside of the Sheriff's Office, there is no exception for the Prosecutor's Office.

   - A separate inquiry is made listing the Deputy Prosecuting Attorney or other member of the criminal justice community to whom the Triple I will be provided as the requestor on the inquiry screen.

3. When a department member produces a Triple I that will be forwarded to an outside Criminal Justice Agency, including the Prosecutor's Office, a secondary dissemination log, listing the date, the name of the subject, the name of the person to whom the Triple I information is being provided, and the purpose for which the Triple I was obtained.

   - The secondary dissemination log will be sent to the Data Control Supervisor at the end of the month.

15.05.030
## REQUESTING AN EMERGENCY TRIPLE I: 08/00

1. Immediate Triple I requests from the data unit may be requested by field personnel only under the following circumstances:

   a. The information is needed to develop probable cause to book a suspect.
   b. The information is not available from another source such as:

      - DISCIS.
      - SCOMS.
      - Booking information.
      - IRIS information.
      - Suspect admission.
      - Information from a reliable third party.

        - Wife, parent, parole officer etc.

c. The request must be made via the field sergeant to the data unit.
d. Triple I information will not be broadcast via radio.
e. Data can confirm that there is a "felony conviction or an appropriate misdemeanor conviction" such as a DV assault.
f. The hard copy of the Triple I can be picked up from the data unit or sent via department mail to the appropriate person(s).

15.05.035
## SUMMARY OF AVAILABLE COMPUTERIZED POLICE DATA: 03/09

Access to computerized police data is managed by King County Information and Telecommunication Services (ITS). Users are required to "log on" using a password. Department members may need to call ITS to obtain access. Members using the ACCESS system shall attain a Level I certification.

1. **Washington State ACCESS Network** contains current warrants, wants (including missing persons and runaways), driver, vehicle, weapons and court order information on subjects. It also includes identification on stolen or recovered property and officer safety information. The following databases are part of the ACCESS network: DOC, DOL, NCIC, WACIC and WASIS.
2. **Sea-King Alert System** is a local database that contains information on law enforcement contact with individuals. There are only a few agencies that currently participate and make entries in the Sea-King Alert System.
3. **Subject In Jail Process (SIP)** contains information about King County Jail bookings on individuals within the past ten years.
4. **PROMIS** is the King County Prosecutor's database and contains summary information about defendants involved in King County Superior Court activity.
5. **Incident Tracking System (SKID)** is a computerized index of King County Police offense reports written from 1994 through 2000.

15.05.040
## KCSO COMPUTER TRANSACTION CODES: 01/96

The following is a list of computer codes which will allow members to obtain basic data.

1. **XKMS:**

Used to obtain the Sea-King Alert System Main Menu.

Type XKMS. Press ENTER. Routing codes are "SWD" (Sea-King, WACIC/NCIC, DOL). Type in last name, coma and space, middle initial, sex, race, and DOB. Press ENTER. It lists the computer control number (CCN) and other identification numbers of individuals.

May be used with a partial name to find true identity or DOB by changing routing code to "S". If routing codes SWD are chosen this will provide Sea-King, WACIC/NCIC and DOL status.

To display all bookings in KCJ for approximately the past ten years:

Type XKMS. Press ENTER. Type in name and DOB as above. In field that says "TYPE", replace "D" with an "H". Press ENTER. When booking recap appears you may use the cursor to type in an "X" to expand each booking paragraph.

2. **LOCQ:**

A command which displays a "revolving file" with WACIC/NCIC and DOL information from XKMS. User will purge information by entering "clear". Instead of using the “LOCQ’ command, the same information may be obtained by using the PF10 key.

3. **SIGN/ON:**

Used to access PROMIS. Displays the prosecutor's file on cases presented to them for one CCN.

You must know the defendant's CCN. Type "SIGN/ON". Press ENTER. Screen will appear. Type in "KCPS". Cursor moves automatically to next field. Type in "KCPS" again (it will not be visible as you do this). ENTER. Use the PF2 key to obtain menu, then enter CCN.

4. **SKID:**

Used to access Incident Tracking System. Summary information on King County Police offense reports for the period from 1994 through 2000.

Type SKID. Press ENTER. Fill in the incident number or use search instructions shown on the screen. May search using a telephone number.

5. **XKQW:**

Used to obtain the Sea-King Inquiry Menu. Inquiries through Sea-King may be made using address, partial vehicle plate etc. Address Inquiry through Sea-King lists persons who have used a specific address.

Type XKQW. Press ENTER. Fill in information (e.g. house number and street direction codes, name or partial license plate). For partial plate searches type in "X" in "PART" field.

# 15.06.000 GUIDE TO INFORMATION SOURCES

15.06.005
## INTRODUCTION: 05/99

This policy provides a guide to obtaining information frequently needed in police investigations. The type, source and method used to obtain the information are listed. For further information or advice on sources of information not included in this policy, contact the Criminal Intelligence Unit (CIU).

15.06.010
## INFORMATION SOURCES AND METHODS USED TO OBTAIN: 05/99

1. ADDRESS INFORMATION (CURRENT & PREVIOUS)

**Phone Book/Directory Assistance**

Refer to published phone information for the area in which the subject individual or business has telephone service. If subject is not local, contact CIU for access to nationwide telephone directory databases.

**SeaKing/Washington DOL**

Access via King County ITS terminals or KCSO CAD terminals or with a PC with terminal emulation software.

**Other States DOL**

Access via KCSO CAD terminals or call the Data Control Unit.

**King County Sheriff's Office Records**

Access via King County ITS terminals or call the Records Unit.

**King County Assessor Records**

Access via terminal located at King County Assessor's office. CIU has on-line access to the King County Assessor's Office.

**Other Counties Assessor Records**

Contact the County Assessor's office in the applicable county.

**Voter Records**

Access via terminal located at King County Records and Elections or call CIU.

**Credit Records (TRW, TransUnion, CBI)**

Access by calling CIU.

**District Court Records (DISCIS)**

Access via DISCIS terminals located at King County District Courts or call CIU or Records Unit.

2. ADULT ENTERTAINMENT (INVOLVED BUSINESSES AND INDIVIDUALS)

**CIU Intelligence Files**

Contact CIU.

3. ALIEN INFORMATION

**Port of entry to U.S., addresses, description, photo, etc.**

Contact the local U.S. Immigration and Naturalization office.

4. ASIAN ORGANIZED CRIME (INVOLVED BUSINESSES AND INDIVIDUALS)

**CIU Intelligence Files**

Contact CIU.

5. ARRESTS, PRIOR

**Nationwide arrest history maintained by the FBI**

Request NCIC Interstate Identification Index (III) using teletype form submitted to the Data Control Unit (Automatically checks WASIS).

6. ASSETS, LIENS, PROPERTY TRANSFERS (DEEDS), JUDGEMENTS

**County Recorder's Office**

Contact the County Recorder's office for the county where the transaction, lien, etc. was recorded. CIU has on-line access to the King County Recorder's Office.

7. ASSOCIATES, CRIMINAL

**Field Interview Reports (FIR's)**

Contact precincts and/or police departments that are likely to have contacted the individual. The CIU maintains a copy of all KCSO FIR's.

**Incident Reports (KCSO)**

Obtain case number(s) from King County ITS terminal using SKID transaction or call the Records Unit. Order incident report from the Records Unit.

**Incident Reports, Other Agencies**

Obtain arresting agency names and dates of arrest from NCIC III. Request (teletype via Data Control Unit) copy of case from arresting agency.

**Superior Court Records**

Obtain applicable Superior Court cause numbers via SCOMIS terminals in Superior Court Clerk's office or contact CIU or Records Unit for SCOMIS checks. After obtaining cause number, cases Criminal, divorce, civil, etc.) can be viewed and copied at Superior Court Clerk's office.

**CIU Intelligence Files**

Contact CIU for check of intelligence files.

**LEIU (Law Enforcement Intelligence Unit) Intelligence Files**

Contact CIU for check of LEIU (nationwide).

8. BIKER INFORMATION (Outlaw Motorcycle Club Information)

**NORA (Northwest Officers Resource Association)**

Contact CIU or WSP Organized Crime Intelligence Unit for checks of NORA files.

9. BUSINESS OWNERSHIP, DBA'S, OWNER NAMES AND ADDRESSES

**Licensing department for the municipality or county in which the business is located.**

Contact the appropriate licensing department and request a copy of business license application and/or business license application renewals.

**State Department of Revenue**

Contact the department of revenue for the state in which the business is located. Contact CIU for Washington State licensing information.

10. BUSINESS REPUTATION

**Better Business Bureau - Chamber of Commerce**

Contact the Better Business Bureau or Chamber of Commerce for the area in which the business is located.

11. CORPORATE OFFICERS, AGENT, ARTICLES OF INCORPORATION

**Secretary of State**

Contact the Secretary of State for the state in which the subject business is incorporated.

12. CONCEALED WEAPON PERMITS

**Washington State DOL**

Access Washington State concealed weapon permit files via King County ITS terminal or call the Data Control Unit or the Records Unit.

**Police/Sheriff's Departments**

Contact the police or sheriff's department for the area in which the subject lives.

13. DATE OF BIRTH, FULL NAME

**SeaKing**

Access via King County ITS terminals or a PC with terminal emulation software.

**AFIS (Automated Fingerprint Identification System)**

Access via King County ITS terminals.

**Washington State DOL**

Request hand search of DOL records via the Data Control Unit.

**District Courts (Washington State)**

Access via DISCIS terminals located at King County District Courts or call CIU or Records Unit.

**Voter Records**

Access via terminal located at King County Records and Elections or call CIU.

**Other States Department of Licensing**

Teletype request for alpha search to applicable state via the Data Control Unit.

14. DRUG RELATED INDIVIDUALS

**Western States Information Network (WSIN)**

Contact the Drug Enforcement Unit (WSIN Member) or CIU (WSIN Member).

15. EMPLOYMENT (CURRENT AND FORMER)

**Washington State Employment Security**

For routine request complete request form (available from CIU) . For urgent requests call CIU.

16. EXTREMISTS (INVOLVED BUSINESSES AND INDIVIDUALS)

**CIU Intelligence Files**

Contact CIU.

17. FORMER SOVIET UNION (FSU) ORGANIZED CRIME (INVOLVED BUSINESSES & INDIVIDUALS)

**CIU Intelligence Files**

Contact CIU.

18. GANG MEMBERSHIP AND ASSOCIATIONS

**CIU Intelligence Files**

Contact CIU.

19. GUN OWNERSHIP

**Washington State Department of Licensing (DOL)**

Access via King County ITS terminal or contact the Data Control Unit or Records Unit.

20. INCIDENT AND FOLLOW-UP REPORTS (KCSO)

**KCSO Records Unit**

Obtain incident number from King County ITS terminal (SKID) and order copy of incident from the Records Unit.

21. INCIDENT AND FOLLOW-UP REPORTS (OTHER AGENCIES)

**Other Agencies Records Units**

Contact other agencies records units by phone or teletype and request searches and/or copies of reports.

22. INMATE/FORMER INMATE INFORMATION (STATE CORRECTIONS)

**Department of Corrections for applicable state.**

Contact the Department of Corrections for the state in which the subject is/was incarcerated for inmates (current and former) personal information, alias names, violations/infractions, movements, etc. CIU has on-line access to the Washington State Department of Corrections OBTS (Offender Based Tracking System).

23. JUVENILE CRIMINAL HISTORY (KING COUNTY)

**King County Department of Youth Services**

Contact the Records Division of the Department of Youth Services or contact CIU.

24. MILITARY HISTORY, RANK, ASSIGNMENTS, DISCHARGE TYPE, ETC.

**US military records and archives units**

Contact CIU.

25. NEWSPAPER/PERIODICAL ARTICLES, PUBLIC NOTICES, ETC.

**Local and nationwide newspapers and periodicals**

Contact CIU.

**Puget Sound region newspapers and periodicals**

Contact local libraries.

26. NIGERIAN INVOLVED ORGANIZED CRIME (INVOLVED BUSINESSES AND INDIVIDUALS)

**CIU Intelligence Files**

Contact CIU.

27. POST OFFICE BOX HOLDER (NAME, ADDRESS, ETC.)

**U.S. Postal Service**

Contact the U.S. Postal Inspector's Office for the area in which the P.O. Box is located.

28. RECORDED DEEDS, GRANTS, MORTGAGES, WILLS ADMITTED TO PROBATE, LIENS, TAXPAYER NAME

**County Recorders Office**

Contact the County Recorders Office for the county in which the real property is located. CIU has access to the King County Recorder's Office.

29. SATANIST/OCCULT CRIMINAL ACTIVITY

**CIU Intelligence Files**

Contact CIU.

30. SOURCES OF INCOME

**Banks, Credit Unions, Loan Applications**

Inquiry Judge Subpoena. Contact the King County Prosecutor's Office, Fraud Division or CIU for further assistance.

31. SPOUSE NAME

**County Recorder's Office**

Contact the County Recorde'rs Office for the county in which the marriage took place. CIU has on-line access to the King County Recorder's Office.

**Washington State DOL**

Request "Any and All" vehicles registered to subject via Data Control Unit. Vehicles are frequently registered to both parties.

**Assessor's Office**

Contact the assessor's office for the county in which the subject owns property. Real property is frequently titled to both parties. CIU has on-line access to the King County Assessor's Office.

32. SOCIAL SECURITY NUMBER OWNERSHIP

**Credit Records (TRW, TransUnion, CBI)**

Contact CIU.

33. TELEPHONE NUMBER (PUBLISHED SUBSCRIBER)

**Local Telephone Directory**

Use local directory.

**US West Security**

Contact US West Security Department (Agency PIN needed).

**SelectPhone (Phone Directories for entire U.S.)**

Contact CIU.

34. TELEPHONE NUMBER REVERSE INFORMATION (PUBLISHED SUBSCRIBER)

**US West Security**

Contact US West Security Department (Agency PIN needed).

**SelectPhone (Phone Directories for entire U.S.)**

Contact CIU.

35. TELEPHONE NUMBER/SUBSCRIBER INFORMATION (NON PUBLISHED)

**Applicable Phone Company**

Search Warrant, Inquiry Judge Subpoena. Contact CIU for assistance.

36. TECHNICAL INVESTIGATIVE SUPPORT

**CIU Personnel**

Contact CIU with questions or requests for overt/covert, audio/video investigative support.

37. TECHNOLOGY RELATED CRIME

**CIU Intelligence Files**

Contact CIU.

38. TERRORIST RELATED INFORMATION

**CIU Intelligence Files**

Contact CIU.

39. TRADITIONAL ORGANIZED CRIME

**CIU Intelligence Files**

Contact CIU.

40. TRAVELERS/GYPSIES (CRIME GROUP) (RELATED BUSINESSES AND PERSONS)

**CIU Intelligence Files**

Contact CIU.

41. VEHICLES OWNED OR LEASED (WASHINGTON STATE)

**Washington State Department of Licensing (DOL)**

Request "Any and All" vehicles via the Data Control Unit.

42. VEHICLES OWNED OR LEASED (STATES OTHER THAN WASHINGTON)

**Other States Departments of Licensing**

Teletype request, via the Data Control Unit, to state in which subject is likely to own vehicles.

43. VESSELS OWNED (WASHINGTON STATE)

**Washington State Department of Licensing (DOL)**

Request "Any and All" vessels via the Data Control Unit.

**U.S. Coast Guard**

Contact local Coast Guard Office for titled vessel information.

44. DISPOSITIONS OF KCSO FELONY ARRESTS

**Prosecutor's system ( PROMIS)**

Access via ITS terminal.

# 15.07.000 ACCESS SYSTEMS

15.07.005
## POLICY STATEMENT: 04/09

The Chief of the Washington State Patrol (WSP) administers all operating phases of the ACCESS System. The ACCESS System shall only be used for official law enforcement business. The following rules and policies ensure proper and efficient use of the ACCESS system. All users will conform to these policies and rules. Any questions regarding these policies should be referred to the ACCESS Section via the department's Technical Agency Coordinator (TAC).

15.07.010
## DEFINITIONS: 04/09

**"Central Computerized Enforcement Service System (ACCESS)"** is a computer controlled communications system operated and maintained for all law enforcement and criminal justice agencies within the state.

15.07.015
## TECHNICAL AGENCY COORDINATOR: 04/09

1. ACCESS requires that each agency that uses ACCESS must designate a Technical Agency Coordinator (TAC) to act as the point of contact for the WSP and the Federal Bureau of Investigation (FBI).
2. The Sheriff's Office has designated the supervisor of the Data Control Unit to be the TAC.
3. Duties of the TAC include but are not limited to

    a. Ensure compliance with state and National Crime Information Center (NCIC) policies and regulations.
    b. Coordinate all ACCESS certification of new employees and recertification every two years for all terminal users.
    c. Responsible for proper operator performance.
    d. Maintain strict adherence to all ACCESS/CJIS regulations
    e. Make prompt notification of CJIS violations to the ACCESS Section.

15.07.020
## TERMINAL SECURITY: 04/09

1. Federal and state laws protect the information provided by ACCESS.
2. Maintaining security of the terminal sites and information received is the responsibility of Sheriff's Office personnel operating the terminal, the TAC, and the Sheriff.
3. Terminal locations, whether in a building, in a vehicle or on a laptop computer, must be secure from unauthorized access.
4. All members authorized to use the system shall be instructed on the proper use of equipment and the dissemination of information received.

15.07.025
## ACCESS INFORMATION AND DISSEMINATION: 04/09

1. Each user must observe all restrictions placed on the use or dissemination of information received through ACCESS.
2. Policies contained within the ACCESS Manual, WACIC Manual, and other related manuals must be adhered to.
3. The information is obtained through ACCESS it must only be used for criminal justice purposes.
4. Queries or messages not pertaining to law enforcement business (e.g., personal inquiries) are prohibited.
5. Law enforcement may provide vehicle records to tow operators as specified by Washington State Law.
6. Persons shall not use any information obtained through the ACCESS system, including all Department of Licensing (DOL) and Department of Corrections (DOC) information, for private business or personal reasons or furnish any information so obtained to any other person for such use.
7. Deputies working off-duty and being paid by an entity other than the Sheriff's Office are not entitled to information from the WACIC/ACCESS/NCIC systems.

15.07.030
## SYSTEM MISUSE: 04/09

1. Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by the WSP or any other misuse or abuse of the ACCESS system may result in progressive discipline measures and/or criminal prosecution by the King County Sheriff's Office as well as WSP.
2. In addition to disciplinary measures imposed by KCSO, WSP may also impose its own sanctions which can include revocation of individual certification, discontinuance of system access to the department, or purging the department's records.

# 15.08.000 DEPUTY'S NOTEBOOK

15.08.005
## INTRODUCTION: 02/10

The Deputy's Notebook (KCSO Form #C-200) is a chronological journal of all information relevant to the discharge of a deputy's official duties and the appropriate incident or citation numbers under which this information can be found. The primary purpose of the Deputy's Notebook is to provide individual deputies with an accurate and dependable source for retrieving field information when needed.

15.08.010
## MAINTENANCE RESPONSIBILITIES: 02/10

1. Deputies shall carry and maintain a Deputy's Notebook when on-duty.

    a. The Deputy's Notebook shall be a 5½" X 7½" spiral or plastic ring bound notebook or stenographer's notebook, consisting of no less than 75 sheets of paper that is lined on both sides.
    b. The cover of the Deputy's Notebook shall be formatted with designated spaces for the deputy's name, personnel number, assigned unit, beginning and ending date of use, and the deputy's most recent duty assignment.
    c. The top of each face sheet shall be formatted for entries of date, car number, weather, vehicle mileage start and finish, total mileage, and a single line for other information.
    d. Additional department approved inserts may be provided containing current reference material.

2. The Property Management Unit shall ensure that adequate supplies of the Deputy's Notebooks are at every duty station.

15.08.015
## DOCUMENTING APPROPRIATE INFORMATION: 02/10

Deputies shall:

1. Document information neatly, legibly, and keep a clear separation of information between incidents.
2. Ensure that each shift begins on the next clear face page.
3. Document times showing when a detail was on-viewed or received and when the deputy arrived and cleared the call.

    - Times should be as exact as possible.

4. Document the disposition of the incident.
5. Record their own actions when two (2) or more units handle an incident.
6. Include the following information:

    a. Names of other deputies at the scene.
    b. Citation numbers issued.
    c. Incident numbers drawn from CAD.
    d. Name of people contacted, cited or warned for any infraction or violation of the law.
    e. If a supervisor was notified.

7. Document any other data that may be useful for completing reports, future reference, or court testimony. Examples include:

    a. Who was arrested and by whom.
    b. What the suspect(s) were doing.
    c. What property was recovered and from which suspects.
    d. What the suspect(s) said
    e. Field interrogations, if subsequent contact might be warranted.
    f. Transportation of prisoners of the opposite sex.

        - Include circumstances and specific times with starting and ending vehicle mileage.

    g. Incidents that can potentially result in a complaint or accusation against a deputy.
    h. Vehicle condition and damage reports.
    i. Sketches and measurements of an investigation.

8. Not remove completed pages from the Deputy's Notebook for any reason.

15.08.020
## DISCLOSURE: 10/92

1. Deputies should always be aware that their notes may be subject to evidential discovery by a defense attorney, court, or jury. Therefore, never include personal notes that may cause personal embarrassment or discredit to the department.
2. Deputy's Notebooks may be photocopied to comply with court orders for discovery, documentation for performance evaluations, or for other department approved reasons.

15.08.025
## RETENTION: 02/10

1. Deputy's Notebooks covering the previous two (2) months shall be readily available upon request by a supervisor or proper authority.

    - Deputy's Notebooks may be inspected at any time by a supervisor.

2. Deputy's Notebooks over two (2) months old are to be kept in a safe and secure place, retrievable for reference or at the request of a supervisor or proper authority within three (3) working days.
3. Deputies shall retain their Deputy's Notebooks for three (3) full years from the last entry in the notebook.

# 16.00.000 POLYGRAPH

16.00.005
## INTRODUCTION: 10/92

The primary purpose of the polygraph examination is to determine if the person being examined is being truthful or deceptive. The polygraph examination can be used as an aid to an investigation or interrogation, and is another step in the chain of evidence. If a subject's truthfulness can be scientifically determined, it can assist investigators with their investigations.

16.00.010
## PRE-POLYGRAPH RECOMMENDATIONS: 10/92

1. If it is determined that a polygraph test is advisable, impress the prospective subject how the test can help him/her as an individual, rather than the investigator.
2. Refer to the instrument as a polygraph or truth verifier, rather than a "lie detector."
3. Do not attempt to explain the workings of the polygraph.

    - If the subject or requesting party has questions concerning the polygraph instrument or polygraph technique, please contact the examiner.

4. Advise the subjects that the test will take approximately two (2) hours and that they must be punctual for the appointment.
5. Do not disclose pertinent information of the crime or incident to the subject.
6. Consult with the examiner concerning the examination.

    - Discuss suspicions, opinions, subject's attitude, and all of the developments of the case.

7. Furnish the examiner with the case file and other pertinent information at least one (1) day before the scheduled examination.
8. Investigating detectives/deputies need to inform the examiner if they suspect that the subject uses drugs, is extremely fatigued, has recently suffered a traumatic experience, or any other extenuating circumstances that might affect the test.
9. The investigator handling the case must be present in the building during the test in the event a statement is to be taken or to furnish additional information to the examiner.

16.00.015
## INVESTIGATIVE GUIDELINES: 10/92

The effectiveness of the polygraph depends upon the investigator and the examiner working together as a team. To be successful, both must comply with the following procedures:

1. The polygraph examination should be a supplement to a field investigation.

    - The examination should not be used as a last resort.

2. During the investigation in which the polygraph might be used, confidence should be expressed in both the accuracy of the procedure and the impartiality of the examiner.
3. When requesting a person to submit to an examination, it should be clearly stated it is to be entirely voluntary.

    - If the subject exhibits fear of the test procedure, the investigator should assure the person that the examiner will thoroughly explain the procedure before any examination.

4. In the event that both the suspect and the complainant are to be examined, the complainant shall be scheduled first.
5. Because of the time it takes for the examiner to prepare for testing only those persons scheduled will be tested.
6. In cases when it is necessary for the investigator to cancel an appointment, the examiner should be notified as soon as possible.
7. Threats to use the polygraph to obtain a confession shall not be made.
8. If the subject being examined is under arrest, the investigator shall have custodial responsibility.

16.00.020
## EXAMINER'S RESPONSIBILITIES: 09/07

1. The polygraph examiner decides all related procedures regarding:

    a. How the polygraph examination is to be conducted.
    b. Areas to be covered.
    c. Test questions.
    d. When and where any examination should take place.

2. The examiner shall submit a written report at the conclusion of each examination.

    a. Disposition of written reports shall be according to department policies.
    b. Maintaining, protecting, or releasing the polygraph files and records shall be according to the Polygraph SOP and G.O. 15.04.000.

        - Reports containing the results of the examination may be made available only to the investigators or their commanding officer.

16.00.025
## PERSONS NOT TO BE EXAMINED: 10/92

1. Persons shall not be examined on the same subject matter after an examination administered by another police agency, unless authorized by the Major Crimes Captain.
2. A person suffering from either a physical or psychological condition or disability (i.e., psychosis, a cold, tuberculosis, alcoholism, drug addiction, ulcers, etc.) does not automatically disqualify that person from being successfully examined. However, the following guidelines shall apply when deciding whether to conduct a polygraph:

    a. Any person with a heart condition whose doctor advises against the examination shall not be permitted to take an examination.

        - Should a person claim to be suffering from a heart condition, the examiner shall have a signed letter from the person's doctor stating that the patient may take a polygraph examination.

    b. Any woman known to be pregnant shall not be given an examination unless the following conditions have been met:

        - The woman is less than three months pregnant; and
        - The examiner has received a signed letter from her doctor stating that she may be examined.

16.00.030
## RE-EXAMINATIONS: 10/92

The polygraph examiner occasionally conducts reexaminations. Even after a re-examination, the examiner is not always able to determine if the person is being truthful.

1. If an inconclusive finding is reported by the examiner, it is not to be interpreted as indicating either truthfulness or untruthfulness. It merely indicates that the person should have the same status as if no examinations have been administered.

    - When an inconclusive finding is reported, it is the responsibility of the examiner to decide if a reexamination should be scheduled.

2. Due to the complexities involved in recording human reactions, it is possible for an examiner to make an improper interpretation.

    - When such a decision is discovered, it shall be brought to the examiner's attention.

# 16.01.000 PHOTOGRAPHY AND CAMERAS

16.01.005
## INTRODUCTION: 11/00

It is the Sheriff's Office policy to issue cameras to all commissioned deputies. This policy is intended to instruct members when and how to use cameras and film processing.

16.01.010
## DEFINITIONS: 11/00

For the purposes of this policy the following terms will apply:

**"Digital Camera"** is any camera that does not use film or Polaroid to capture and store a picture. A digital camera uses an electronic capture process to store the picture on a magnetic type media.

"**35mm Camera"** is any camera that uses film material to capture and store a picture.

**"Backup"** refers to pictures taken by a digital camera or Polaroid of the same pictures taken by a 35mm camera for use in the event the 35mm pictures are ruined or damaged.

**"Original Image File"** is an unaltered image file stored in the Photo Lab.

16.01.015
## CAMERA ISSUANCE: 11/00

1. A camera will be issued to all deputies after successful completion of the FTO program Phase II portion of training.

    - In rare instances, deputies may be assigned more than one camera. Members who are assigned to specialty units having multiple cameras to document evidence at crime scenes, (i.e., video, digital, or point and shoot 35mm cameras).

2. The Property Management Unit will be responsible for ordering, maintaining the camera inventory, and distribution of cameras.

    - PMU will conduct an annual inventory of department cameras.

3. The Photo Lab will be responsible for camera maintenance.

    - The Photo Lab will notify PMU when a camera has been sent in for maintenance and when it is repaired or needs to be replaced.

16.01.020
## TRAINING: 11/00

The Photo Lab will provide mini-workshops to assist deputies in improving the quality of their photos. Call the Photo Lab supervisor to schedule this training.

1. Deputies may take photographs of simulated scenes for training.

    a. Photographs should document items in an investigation (i.e. vehicles, injuries on bodies, interior and exterior scenes).

    b. Clearly mark "Training" on the Photo Lab request for film processing.

2. A notebook will be available at each worksite providing suggestions for taking 35MM and Polaroid photographs. (Notebook title: Focus on Domestic Violence).

16.01.025
## CAMERA AND FILM USE: 11/00

Department cameras will be used only for official department business. They are not for personal use (i.e. vacations, family photos, baby showers, parties, etc.) Refer to KCSO General Orders Manual Section 3.00.030 (1j) and KCC Ethics Code 3.04.020A.

1. Use only department issued film or authorized alternative film if needed.
2. The Photo Lab will no longer supply film, processing or printing for non-investigative related events.
3. Each Precinct or worksite should buy their own film and utilize a local photo store for processing using petty cash (i.e. precinct purchase separate supplies from private vendor).

    - See Non-Investigative Photographs for photographer requirements.

16.01.030
## PHOTOGRAPHS: 11/00

Photographs can be an important piece of evidence in a criminal investigation. Deputies are encouraged to take photographs of crime scenes and, when appropriate, victims, suspects and witnesses. Consider photographing children present on DV incidents if possible/appropriate.

1. INVESTIGATIVE PHOTOGRAPHS:

    a. Take photographs at any crime scene that requires documentation of the event.
    b. The first photo of each roll should be a picture of the incident number, date, name and serial number of person taking the photographs.
    c. Do not photograph multiple cases on the same roll of film (i.e. two different criminal incidents that are not related).

        - Each incident number requires a separate roll of film.

    d. If a CID detective is responding to the scene, take only the photographs that would depict the scene and evidence in place.

        - Especially take photographs if the evidence could be damaged or moved from their current location.

    e. If you need a forensic photographer, notify the Communications Center to notify a Photo Lab supervisor.

2. MISDEMEANOR DV CASE PHOTOGRAPHS:

The following procedures can be used for **misdemeanor "DV" cases** where charges have been filed or recommended to the District Court prosecutor's office on **unincorporated King County** cases only.

a. Original investigating deputy submits the film to the Photo Lab for processing. In the "Special Instructions" section mark: **HOLD FOR PICK-UP BY KCDPA OFFICE**.

- The deputy will need to list the suspect's full name, DOB, date of violation (DOV) and the court.

b. A representative with the Prosecutor's Office will request prints as needed and pickup the photographs directly from the Photo Lab and route them to the appropriate court/DPA.

c. The King County Prosecutor's Office has the responsibility for requesting prints on misdemeanor cases.

- The submitting deputy/detective will not need to request prints unless he/she has a specific need for them other than court.

d. Contract city misdemeanor DV cases shall be forwarded to the Photo Lab following normal procedures for processing.

e. All felony case photographs will be forwarded to the appropriate follow-up unit/detective.

3. NON-INVESTIGATIVE OR TRAINING RELATED PHOTOGRAPHS:

a. The Photography Lab will no longer supply film, processing or printing for non-investigative or training related events. Each Precinct should buy their own film and utilize a local photo store for processing using petty cash.

- Film issued from the lab is budgeted and labeled for crime related purposes.

b. If you have a Public Relations event, media event or department event, call the Photography Lab supervisor at least three (3) working days in advance to arrange for a qualified photographer.

c. Photo Lab staff is responsible for all public relations type photographic events. If a department member requires documentation of an event, a Photo Lab photographer shall be used. Contact the Photo Lab supervisor to arrange for a qualified photographer. Deputies can photograph these events only if the Photo Lab has been contacted and photographers are unavailable. Department events include but are not limited to the following:

- Promotions.
- Awards ceremonies.
- Memorial services.
- Graduations.
- Citizens Academies; etc.

4. JUVENILE PHOTOGRAPHS:

a. JCN's may be done with the CRIMES capture station (if available at the worksite).

b. The juvenile may be photographed with a Polaroid and that is scanned into the computer. The image may then be printed out on a color inkjet printer, which is available at most precincts.

c. See Photographing Juveniles, G.O. 12.08.000.

5. DEVELOPMENT:

a. Film Processing

- Film to be processed shall be sent to the Photo Lab in the Film Processing envelope with a completed Photo Request Form (KCSO E-147).
- Deputies shall mark the request sheet "NO PRINTS NEEDED" whenever possible.
- The Photo Lab will not retain negatives submitted without an incident number, they will return the negatives, prints and proof sheets to the requesting deputy.
- The following requirements must be met in order for negatives to be resubmitted and retained as evidence.

  - Print incident number in blocks on the supplied white envelope (form KCSO E-146).
    - Print type of crime under word "EVIDENCE" (i.e. Rape, DV, Assault, etc.)
  - Place the attached label over the deputy's name and send it back to Photo Lab.
  - Whenever possible list the assigned CID detective on the envelope.
  - If film is **not** evidence **do not return** it to the Photo Lab.

- It is not necessary to send proof sheets to the Major Crimes Unit.
- Ordinarily 4" x 6" format are adequate for Major Crimes Unit review and investigative needs. Only order prints that are needed by the prosecutor for presentation in court. **Do not order multiple prints**. (Note: if there is a large case jacket with many negatives do not order prints for every negative unless needed. [i.e. detectives ordering 300 8" x 10" prints instead of making selections from the negatives]).
- Any prints requiring a larger size should be specifically requested.
- Prosecutors requesting 8" x 10" or larger photographs should make their selection first reviewing the investigator's 4" x 6" photographs.
- The Photo Technicians will monitor and flag questionable film. Questionable film and prints will be returned to the supervisor for review and who will determine if further action is necessary.

6. EVIDENCE:

All film with incident numbers will be retained at the Photo Lab.

7. REPRODUCTIONS:

**a. Unauthorized possession or display of confidential or private pictures is subject to discipline. It may also be an invasion of privacy for which the individual and the county may be sued. (Reid v. Pierce County, 136 Wn.2d 195, 961 P.2d 333 (1998).**

b. Photographs taken during the course of duty are the property of the King County Sheriff's Office and shall only be used for lawful purposes. Copies will be made for the original deputy and or investigating detective. Any other Sheriff's Office member or person requesting a copy should contact the Legal Unit.

- Use of photographs for internal or external training must be approved in advance by the Legal Unit.
- Appropriate releases must be obtained before photographs may be displayed or reproduced for a non-investigative purpose.
- Investigative photographs may not be retained or displayed for personal use without the prior permission of the Legal Unit.

- Case related photographs obtained by any of the photographic processes are considered to be evidence. Therefore, all of the rules of evidence, evidence display and acquisition apply. When photographs are incorporated into any report this changes evidentiary rules, and makes these photographs subject to the rules governing public disclosure. Therefore, **DO NOT** attach any photographs or reproductions to your report.

8. PHOTO REQUESTS:

Photographs requested by non-department members (i.e. defense attorneys) must be purchased and the arrangements will be made through the Legal Unit.

9. SUPERVISORY REVIEW AND APPROVAL:

a. Supervisors shall encourage deputies to use their assigned cameras to document crime scenes.
b. Supervisors shall review and monitor any photographic request that does **not** have a case number and/or request **"RUSH"** services. Signing a request for "RUSH" processing gives the Photo Lab authorization to use overtime if necessary.
c. Supervisors shall monitor the photo requests to ensure that excessive or unnecessary prints are not being ordered and to determine that the photos are for criminal or department investigations.

16.01.035
## DIGITAL CAMERA USE: 10/07

1. At the present time, digital cameras are restricted to the following units until the department has the funds to convert to digital cameras and the infra structure to support the migration.

a. Photo Lab.
b. Major Crimes / CID.
c. Precinct Detective Sergeants.
d. Vice.
e. Domestic Violence Unit.
f. Contract Cities such as SeaTac which have purchased their own cameras.
g. Other approved units.

2. The Photo Lab will be the supplier of the digital media and the archive center for the original digital image files. To request digital media from the Photo Lab, you will need to complete and return a Photographic Supply Request form.
3. The Photo Lab, using the same retention standards as is used for traditional photographic media, will retain the original digital image files. You will need to send in the files with a Photographic Services Request Form so we can track the images as we do with film.
4. Photographs are taken when a department member believes that visual documentation will assist to further the investigation or prosecution of criminal acts, incidents, or traffic accidents. The photographs should be of high quality and accurately represent the scene as it appeared at the time it was photographed.

a. Best Quality Settings: Images should be captured at the highest resolution possible using a file format with the least amount of compression.
b. Verified Date and Time Settings: Prior to the start of a new photographic assignment, the user should ensure that the correct date and time are set on the camera. The date and time of creation of the image are embedded into the image file for future reference.

c. Format Memory Card: Prior to the start of a new photographic assignment, the user should format the memory card. Formatting removes all traces of previous images and ensures a “clean slate” for the current case or incident.

d. Start Image Capture: Without exception, the first image captured at an assignment should be of the case or incident number.

e. Non-Deletion of Images: Under no circumstances should any images be deleted from the memory card prior to archiving files to a CD-R. Images that were inadvertently captured and/or are of poor quality should be left intact to preserve the continuity of the session.

f. One Incident per Memory Card: Each case or incident should be captured on its own memory card.

g. Reviewing Images: After photographs are captured and stored as primary images on the memory card, the files are not opened or viewed on any device that enables editing. It is acceptable to review the photographs on the camera’s viewing screen to ensure proper exposure and composition.

5. Image Download and Archiving.

a. With the exception of cameras that write directly to optical media (e.g. Sony Mavica), the removable/reusable memory card used by most digital cameras should not be considered the permanent storage platform for archiving original images.

b. As soon as practicable, original images files should be downloaded to an archival grade CD-R. This CD-R contains what is considered to be the original and permanent image files and should be sent directly to the KCSO Photo Unit for archiving using form E-147.

- An additional, working copy may be made at this time.

c. Download Via CD-R Writer: Power on the CD-R writer and open CD tray by pressing the ejector button.

- Insert a blank archival grade CD-R and push the tray back to close it. Verify that the digital camera is powered off.
- Remove the memory card and insert it into the appropriate slot.
- Press the “backup” key once and the LCM will show “BACKUP?.” Press the backup” key again to begin download.
- The LCM will show the download/burning progress and the CD-R will be automatically ejected when complete.
- The CD-R label information should be completed using a permanent felt-tip marker.
- When dry, the CD-R should be immediately inserted into a storage envelope (plastic or paper).
- This CD-R contains what is considered to be the original and permanent image files and should be sent directly to the KCSO Photo Unit for archiving using form E-147).
- An additional, working copy may be made at this time.

d. Download via Card Reader/PC Combo: Image files will be downloaded using a USB memory card reader attached to a computer.

- Verify that the digital camera is powered off.
- Remove the memory card and insert it into the card reader. Insert a blank archival grade CD-R into the CD tray of the computer.
- Using the computer’s CD burning utility, write files from the card reader to the blank CD-R.
- When the CD-R is ejected, the label information should be completed using a permanent felt-tip marker. When dry, the CD-R should be immediately inserted into a storage envelope (plastic or paper).

- This CD-R contains what is considered to be the original and permanent image files and should be sent directly to the KCSO Photo Unit for archiving using form E-147).
- An additional, working copy may be made at this time.

e. Indirect Download: Download images to a folder named for the case or incident number (e.g. 07-123456) then write files to a CD-R.

f Non-Deletion of Images: Under no circumstances should any images be deleted from a case or incident prior to writing files to an archival grade CD-R.

g. One Incident per CD-R: Each case or incident should be written to its own CD-R.

6. For Digital cameras that burn directly to a disk (Sony Mavica cameras).

   a. A copy of the original mini CD will be copied to a CD-R, which will be retained by the assigned investigator as a working copy.
   b. The investigator shall use the working copy for photo enhancements, sizing and printing. In no case should ANY photo files be deleted from the digital media prior to submission to the Photo Lab.
   c. The original mini CD should be sent to the Photo Lab for retention and archiving.

7. To request copies of the mini CDs, fill out a Photographic Services Request Form. The Photo Lab will produce the duplicate copies for the prosecutors so we can maintain chain of custody of the images and keep a record of how many copies are being made and who has received them.
8. Image Processing and Printing.

   a. There are some instances when an image file must be enhanced to allow the file to be printed or to find more information.
   b. The individual performing the process must record all of steps taken to enhance the image file.
   c. This procedure may only be done to duplicate files, not to the original images.
   d. This record of the steps/procedures used to enhance the image must be of sufficient detail so that a person with proper skills can repeat the process and obtain the same results.
   e. If this procedure is done in the Photo Lab, the image may annotated and the enhancement record data saved with the image file. Use form E-147, Photographic Services Request Form to request prints, proof sheets and copies of archived CD-Rs.

9. Use of digital cameras must be documented in the incident or follow-up report.

# 16.02.000 K-9 UNIT

16.02.005
## INTRODUCTION: 09/92

The K-9 Unit tries to locate suspects and evidence and provides protection or back-up for line deputies. Generally, a K-9 team is applied as a tool to assist Patrol or other units at a crime scene. K-9 also provides psychological and physical back-up when called upon to do so. Every dog in the unit is qualified under State standards as well as King County standards, which are considerably more stringent. In each track, there are many factors working against the K-9 team, and if enough negative factors exist, the suspect(s) may get away. Most of these factors are totally out of the control of the handler and patrol units at the crime scene. This policy assists in understanding the concepts involved in the application of K-9 teams.

16.02.010
## K-9 AND PATROL: 09/92

The K-9 Unit was established as a support unit to patrol deputies. Patrol deputies handle the dog's arrests and evidence. K-9 teams (dog and handler) provide a unique tool that can be used to assist patrol when certain conditions are present. A deputy might ask, "Can K-9 be used here?" If you feel that the call might turn into a situation where a dog can be of assistance, ask for one to respond. This cuts the time delay and improves the chances of success. It should also key other deputies to respond to assist with perimeters.

K-9 teams are readily available for daytime call-outs, but primarily at night for several reasons:

1. There is less vehicular traffic.
2. Fewer people out on foot.
3. As the air cools, moisture rises in the vegetation to catch and hold the scent.

16.02.015
## TRACKING AND SETTING K-9 PERIMETERS: 09/92

Generally, patrol deputies are first to respond to the scene of a K-9 call. But **BEFORE** the K-9 team can begin a track, **the suspect must have committed a crime**. If located, the suspect must be arrested and taken into custody.

While patrol units are en route to the crime scene, the primary unit can begin to set and assign the perimeter. If radio has advised that the suspect has fled, there is usually no reason for more than one (1) unit to make contact at the scene unless necessary. One of the most common mistakes in establishing perimeters is that they are initially set up too small.

Once units are on the perimeter, they should maintain a high degree of visibility. Deputies should use spotlights, overhead lights, flashers, etc.. This will help to keep the suspect to ground and they may think that there are more deputies in the area. When K-9 arrives, the primary unit should assign further perimeter maintenance to another unit and help K-9 establish a starting point. The primary unit must inform the handler of all others who were moving around the starting point. The handler needs to know the exact locations if possible and where the suspect was **last seen**. A clean starting point increases the dog's chance for a decent start. Therefore, deputies should make every effort to keep people out of the area.

If the perimeter units know the dog is working the track in their direction, they should turn their vehicles off until the dog has worked out of the area. The exhaust emissions from a vehicle will make it harder for the dog to smell.

16.02.020
## COMMUNICATING: 09/92

Communication between the perimeter units and the handler is essential. Valuable information such as suspect description, direction of track, adjustments to perimeter units, etc., must be made available immediately. Most handlers will not normally close the air unless they feel it is absolutely necessary. Every effort should be made to keep traffic to a minimum. If the track is not "hot" and the handler has worked the area enough to feel that their chance of success has significantly diminished, they will normally secure the perimeter. This allows patrol units to return to normal patrol duties as soon as possible. Typically, however, the handler remains on the scene to do an area search or to double-check the track in the hope of still locating the suspect.

The K-9 team needs the three (3) "C's":

1. **Containment** of the area.
2. **Contamination** kept to a minimum.
3. **Communicating** useful information.

16.02.025
## BUILDING SEARCH: 09/92

K-9 units respond to all alarms or whenever suspects are still believed to be hiding inside a building. The dog can cut considerable time it takes to locate a suspect. Because of its scenting ability, the dog decreases the chance of missing the suspect.

Under most circumstances, two patrol units can effectively set up a building perimeter and wait for K-9. If the call is an alarm and K-9 is not too far away, the ideal situation is for the handler to check the perimeter of the building. This decreases the chance of contamination around the crime scene and, if the suspect has fled, this makes it easier for the dog to establish a track.

Once it has been established that entry has been gained, the handler will advise the perimeter units and start a building search. The K-9 deputy may or may not take another deputy into the building with them. This is a handler's decision. Sometimes, it is determined that the suspect(s) left before the patrol unit arrives, but don't assume that all the suspects are gone. On occasion, suspects have been found inside the building, although two or three other suspects were arrested away from the building. It is always prudent to maintain the building perimeter and search the building later, if necessary. Make sure units on the scene do not flush the suspects out of the building before all units are in position to secure the **entire** area. If one unit arrives and spotlights the perimeter before any other units arrive, the suspects will generally run to the other end of the building and, if possible, leave.

After the building has been secured and no suspects have been located, the handler will normally attempt to establish a track away from the building. After a good perimeter is established on the building and if there are still other units available to assist, those other units should rove the immediate neighborhood. This may put suspects to ground who have already left the scene. Also, a suspect vehicle may be located or kept in the area if the suspect feels he will be stopped trying to leave.

16.02.030
## SUSPECT CONTACT WITH THE DOG: 09/92

If there is suspect contact with the dog, the patrol supervisor will be notified and involved deputies shall comply with G.O. 6.01.000 (Reporting Use of Force).

# 16.03.000 AUDIO INTERCEPTS

16.03.005
## INTRODUCTION: 10/00

The use of audio intercepts require specific expertise and may require the use of the Prosecutors and Judges. This policy is intended to assist deputies/detectives in requesting/obtaining audio intercepts.

16.03.010
## GENERAL GUIDELINES: 10/00

1. King County Sheriff's Office Criminal Intelligence Unit (CIU) and Drug Enforcement Unit (DEU) personnel will conduct all audio intercepts.
2. DEU will only conduct intercepts for their own investigations.
3. All US Title 3 electronic surveillance equipment (audio transmitters etc.) will remain under the control of the CIU and/or DEU.
4. Department personnel (other than DEU) contemplating the need to apply for an audio intercept should contact the CIU to allow adequate preparation and arrangements to fulfill the mission.
5. All non-narcotic audio intercept applications shall be reviewed by a King County Prosecutor prior to presentation to a King County Superior Court Judge for authorization.
6. CIU will review all Narcotic Only Authorizations (with the exception of those made by DEU), pursuant to RCW 9.73.210 & 9.73.230. These authorizations will also be reviewed by a King County Prosecutor if one is available.

    - The authorization should be obtained from a CID Captain or above

7. After the intercept, CIU personnel will present the original Agency Only Intercept Authorization to a King County Superior Court Judge for review and authorization.
8. CIU personnel will (1) maintain all original Agency Only Authorizations and (2) submit a monthly report to the State of Washington each month via the Chief of CID in writing on the outcome of all intercepts attempted or completed during the previous thirty (30) days.

# 16.04.000 USING INTERPRETERS

16.04.005
## INTRODUCTION: 09/09

Washington State law mandates when a law enforcement agency must provide sign language interpreters. The sign language interpreters used by the department are experienced in interpreting in legal situations and can be used for victims, witnesses, and suspects. This policy is intended to assist department members when there is a need for a sign language interpreter and using the AT&T Language Line.

16.04.010
## TYPES OF INTERPRETERS: 09/09

1. American Sign Language interpreters use the most common form of sign language to interpret for hearing and speech impaired persons.
2. Tactile interpreters use sign language directly into the hand of a sight and hearing impaired person.
3. Oral interpreters combine sign language with lip reading for those who are trained to lip read.
4. Specialized interpreters who work with developmentally disabled persons who have speech and/or hearing impairments.
5. Language Line interpreters.

16.04.015
## WHEN TO CALL AN INTERPRETER: 10/94

1. A sign language interpreter shall be called when conducting a criminal investigation and:

    a. A victim is Deaf, Deaf-Blind or hard of hearing.
    b. A witness is Deaf, Deaf-Blind or hard of hearing.

2. A sign language interpreter shall be called when conducting a criminal investigation that involves interviewing a **minor child** whose parent, guardian, or custodian is Deaf, Deaf-Blind or hard of hearing.

    - The child may be a victim, witness or suspect.

3. A sign language interpreter shall be called when a Deaf, Deaf-Blind or hard of hearing person is arrested for an alleged violation of criminal law.

    - The interpreter shall be called as early as possible for any notification of constitutional rights, interrogations, or taking statements.

16.04.020
## HOW TO CALL AN INTERPRETER: 10/94

1. A list of certified sign language interpreters, who are available for emergency situations and for appointments for interviews, is located in the Communications Center and at each major work site.
2. Patrol deputies should call the Communications Center for a field response by a sign language interpreter.

    a. This request should be approved by a Supervisor.
    b. The type of interpreter need should be specified.

3. Requests for sign language interpreters made by other units/sections during normal business hours shall be arranged by the requesting investigator.

    - This request should be approved by a supervisor.

16.04.025
## WHO SHOULD NOT BE AN INTERPRETER: 10/94

1. Department members who have responsibilities other than solely interpreting, shall not be used as interpreters.
2. Deputies should not use friends or family members of the hearing impaired person for interpreting when there is a possibility of prosecution.

    - If a friend or family member is used as an interpreter, the information gained should be verified by a certified sign language interpreter.

16.04.030
## REPORTING: 10/94

1. When a deputy uses a sign language interpreter, the deputy shall send an Officer's Report, via the chain of command, to the Administrative Services Section Commander within five (5) working days. The O/R shall contain:

    a. Name of interpreter.
    b. Date and time of service.
    c. Incident number.
    d. Amount of on-scene hours used.

16.04.035
## LANGUAGE LINE: 09/09

1. The AT&T Language Line provides telephone translation services in over one hundred (100) languages, twenty-four (24) hours a day, available to department members.
2. Members needing to use the language line should call 1-800-643-2255 and:

    a. Request which language is needed.
    b. When prompted give the account number **REDACTED**.
    c. Give them your serial number.

3. If a member is unable to make the call, the request for the use of the language line may be made through the Communications Center.

# 16.05.000 DISPUTE RESOLUTION CENTER

16.05.005
## INTRODUCTION: 05/95

The purpose of this policy is to provide deputies with information on resources that can assist them in dealing with civil disputes where police involvement may not be required.

16.05.010
## DISPUTE RESOLUTION CENTER: 05/95

The dispute resolution center is a Seattle/King County community-based program that offers mediation or solutions for settling conflicts which under ordinary circumstances would not find their way into court.

16.05.015
## MEDIATION PROCESS: 05/95

1. Mediation is a voluntary, cooperative, problem-solving process.
2. It involves a confidential negotiation of a mutually-agreeable settlement by disputing parties.
3. All parties involved in a dispute have the opportunity to actively participate in the settlement.

    - Mediators have no authority to impose a settlement on either party involved.

16.05.020
## GUIDELINES FOR REFERRALS: 05/95

1. Deputies should refer conflicting parties to the Dispute Resolution Center at 443-9603 when both parties are agreeable and when no police action is necessary. Some examples which may be referred to the DRC are:

    a. Nuisances like noise, pet control, littering, harassment or other general neighborhood problems.
    b. Landlord/tenant problems concerning deposits, repairs, property damage and eviction.
    c. Small claims over money, personal property and real estate.
    d. Merchant/consumer disputes about refunds, exchanges, service warranties and faulty merchandise.
    e. Employer/employee disputes where there is no union involved.
    f. School problems involving administrators, faculty, students or parents.
    g. Community-wide disputes involving different interest groups.

2. Deputies should not use the Dispute Resolution Center.

    a. When the conflict involves drugs or alcohol.
    b. When the conflict involves physical abuse or violence.
    c. For problems requiring legal assistance.

# 17.00.000 BARRICADED PERSONS AND HOSTAGE SITUATIONS

17.00.005
## INTRODUCTION: 10/92

One of the most threatening situations that can be encountered by a deputy is a "barricaded person." A hostage situation can involve one or more suspects or hostages to mentally deranged person(s) hell-bent on self destruction. These situations are dangerous and must be considered "potentially fatal". For the purposes of this policy, the terms "hostage-taker" and "barricaded person" shall be synonymous. The only difference in the handling of a barricaded person versus a hostage-taker is the hostage(s). A barricaded person allows greater latitude in handling the situation as there are no hostages in jeopardy. In all such cases, the deputy(s) must be prepared to anticipate the unexpected and remain flexible.

17.00.010
## GENERAL OVERVIEW: 10/92

At the beginning of the hostage incident the situation is usually chaotic, emotions are high, and the hostage-taker is in control. The deputies must move the situation toward stability, calmness, and containment. Containment includes establishing perimeters and isolating and controlling the hostage-taker, spectators, and the news media. To produce calmness, the deputies must ensure that crowds, media, department personnel, sirens, lights, and other emergency measures are not visible to the hostage-taker. To achieve stability, the police must control the situation. Bringing relatives or others to the hostage-taker, allowing the hostage-taker to move, exchanging hostages, or making concessions too readily may reduce the ability of the police to control the situation. Once the situation has been stabilized and contained, the police can take the necessary time to end the situation without loss of life. The longer the situation exists, the greater the probability that the outcome will be favorable to the department. Secondly, there are some basic principles and techniques that can be used to formulate an effective response to hostage situations.

1. The longer the situation exists, the more physically and mentally fatigued the participants become.

   - The police have an opportunity to relieve personnel for rest periods while the hostage-taker does not. Thus, the effects of fatigue will be greater on the hostage-taker.

2. With the passage of time, the "Stockholm Effect" becomes stronger:

   - "If the hostage-taker is not harming the hostage(s) and the longer that they are together, the less likely the hostage-taker is to harm the hostages."

3. Finally, the longer the situation exists, the more time the police have to gather information, develop plans, mobilize resources and make an organized, integrated team response.

Moreover, there are certain guidelines that must be applied to assure a safe and satisfactory conclusion to the barricaded person or hostage situation detail. The primary objectives shall always be:

1. Preservation of life involving:

   a. Hostage(s).
   b. Citizen(s).
   c. Deputies.
   d. Perpetrator(s).

2. Apprehension of suspect and recovery of property.
3. Any change in the above objectives and their priorities shall be a command level decision.

17.00.015
## HOSTAGE INCIDENTS: 10/92

Upon a confirmed hostage incident where a threat of injury or loss of life exists, a prompt evaluation of the scene shall be made by:

1. The Precinct Commander; or
2. If during non-business hours, the Command Duty Officer (CDO); or
3. If there is an unusual delay in the arrival of the Precinct Commander or CDO, the highest ranking supervisor or deputy present shall evaluate the scene. The person evaluating the scene shall:

    a. Contact the Communications Center and request that the Hostage Negotiation Team (HNT) and the TAC-30 Unit be dispatched to the Field Command Post.
    b. **Personally notify** the Chief of Field Operations or the Precinct Commander, if possible.

        - If telephone communication is not possible, the notification may be handled via the Communications Center.

4. The Chief of Field Operations, Precinct Commander, CDO, or Incident Commander shall arrange for additional unit deployment as needed.
5. Depending upon the circumstances present, the following notifications should be made:

    a. Sheriff.
    b. TAC-30 Unit.
    c. HNT.

        - See G.O. 11.00.045 for call-out procedure.

    d. Media Relations Officer.
    e. Chief of CID or Major Crimes supervisor.
    f. Fire Department/Aid.

        - Notification for information and alert only and no actual response unless specifically requested.

17.00.020
## HOSTAGE SITUATION PROCEDURE: 10/92

Deputies handling a hostage incident shall:

1. Establish and maintain complete operative control, within the scope of the department's jurisdiction or cooperative agreement, using available personnel, resources, and prescribed tactical and operational procedures.
2. Avoid the use of firearms by perimeter personnel.

    a. The potential for harm to the hostage(s) or bystanders is great when fire is indiscriminately returned.
    b. When a deputy moves from a point of observation into a position to return fire, he/she becomes a better target.
    c. Personnel should not expose themselves unnecessarily to hostile fire.

3. Obtain and relay to appropriate decision makers all available information and circumstances regarding hostage(s), suspect(s), etc..
4. Continuously attempt to achieve every possible tactical advantage over the suspect(s).

5. Allow movement of the suspect(s) **only after** a decision by command personnel who have evaluated the situation for:

   a. Ability to maintain control of the situation;
   b. Movement allowing police to gain a tactical advantage.

6. Request that the HNT is notified when there is an attempt to negotiate a surrender of the suspect(s) and release of the hostage(s).

   a. Refer to G.O. 17.01.000 (Hostage Negotiation Team) for further information.
   b. Failure to obtain a negotiated surrender of the suspect(s) or release of the hostage(s) does not mean that the suspect's demands must be met.

      - This determination shall be made by command personnel at the scene after considering all of the circumstances.

17.00.025
## NEGOTIATION POLICY: 10/92

1. If the suspect initiates offensive action causing injury or death to a hostage, bystander, or deputy, continued negotiations may be fruitless.

   a. The Incident Commander should give careful consideration to a tactical solution, if feasible.
   b. **Nothing in this policy precludes deputies from using necessary force to protect themselves or others from death or injury.**

2. The HNT shall evaluate available information about the suspect(s) and the situation and advise the Incident and Tactical Commanders as soon as possible about the potential for successful negotiation.

   - Refer to section 040 isolating or limiting telephone communications in hostage situations.

3. Refer to G.O. 17.01.000 for additional information.

17.00.030
## HOSTAGE INCIDENT COMMAND POSTS: 10/92

In a confirmed hostage incident, the Field Command Post under G.O. 11.01.015 shall be modified as follows:

1. The Field Command Post shall be designated as the Operational Command Post and shall be the source of all command authority and decisions.

   a. The Precinct Commander of the precinct of occurrence or CDO shall assume operational command.

      - If Precinct Commander or CDO, the highest ranking officer shall assume command until relieved by a command level officer.

   b. Should circumstances warrant, the Chief of Field Operations, Precinct Commander or Command Duty Officer may assume operational command.
   c. The Incident Commander shall provide a liaison to the press and media.

2. A Tactical Command Post shall be established to exercise direct control over inner perimeter containment operations and personnel.

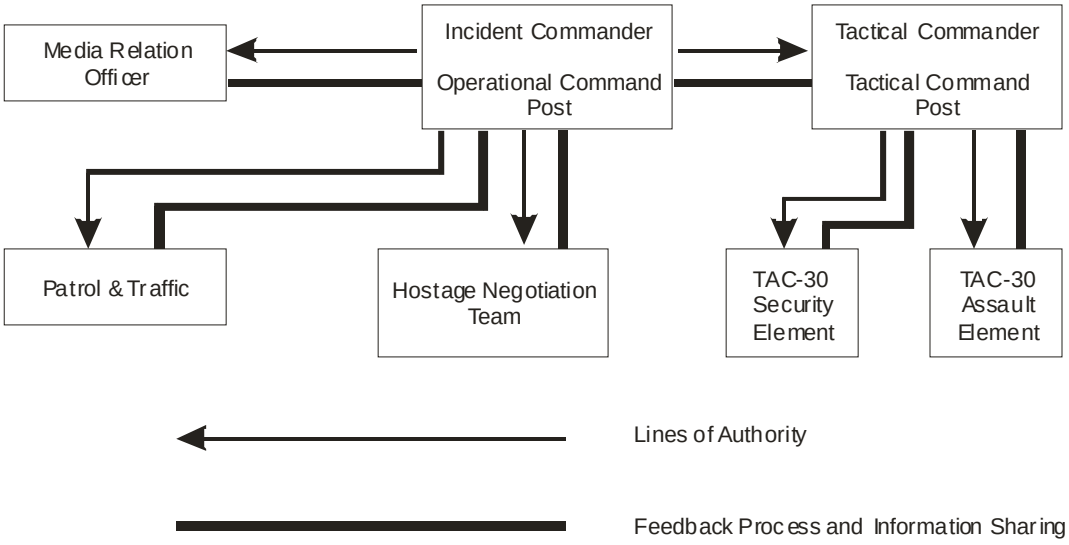
   a. The TAC-30 Unit Commander shall be designated as Tactical Commander in any incident involving deployment of the TAC-30 Unit.
   b. The Tactical Commander shall supervise all personnel and activities at the inner perimeter and shall report directly to the Incident Commander.
   c. The Tactical Commander shall maintain contact with the Incident Commander and the hostage negotiation team leader.

3. A hostage negotiation center shall be established to facilitate the HNT operations. The HNT leader shall:

   a. Direct and coordinate activities of the team.
   b. Report directly to the Incident Commander.
   c. Maintain contact with the Incident and Tactical Commanders.

4. Constant communication shall be maintained between the Operational Command Post, Tactical Command Post, and the HNT, but at separate locations.

   a. The Operational Command Post shall be located within the outer perimeter, but not in the immediate proximity to the inner perimeter or Tactical Command Post.
   b. The Tactical Command Post shall be established in the immediate proximity to the inner perimeter and located in a cover position that insures safe movement of police personnel.
   c. The HNT shall be established within the outer perimeter at a location that provides necessary communications and effective liaison services with both Operational and Tactical Command Posts.



17.00.035
## MEDIA RELATIONS DURING HOSTAGE SITUATIONS: 10/92

1. The Media Relations Officer (MRO) shall report to the Operational Command Post.
2. At the scene of any confirmed hostage incident, representatives of the press and media shall be requested to cooperate with the department and comply with following:

    a. Do not contact the hostage-taker(s), either by telephone or live interview.

        - Any such activity represents a critical obstruction to police negotiators in establishing contact with the individual(s) and maintaining the personal relationship that is vital to the negotiating process.

    b. If contacted by the hostage-takers, refer them to the Command Post.

        - Any promises, agreements, or extended conversations with the individual(s) should be avoided.

    c. Confer with the Command Post personnel regarding the use of lights or other equipment.

        - **The basic rule is to do nothing that could conceivably make the situation worse.**

    d. The suspect may have access to a media broadcast, therefore extreme caution should be used when releasing information for broadcast by the media.

3. The Incident Commander or his designee at the Command Post shall provide information at regular intervals.
4. Refer to G.O. 17.01.030 (Negotiable Items) for additional information.

17.00.040
## LIMITING PHONE COMMUNICATIONS IN BARRICADED/HOSTAGE SITUATIONS: 10/92

1. R.C.W. 70.85.100 and 70.85.110 allows for telephone company assistance and provides a means of isolating telephones in barricaded and hostage situations so that the barricaded subject or hostage-taker may be limited to telephone communications with or through law enforcement officials.

    - The department can contact appropriate parties to help implement telephone cutting, rerouting, or diversion as authorized by law.

2. This procedure should only be used with the authorization of a Division, Precinct Commander, or CDO.

    a. If this procedure is used, a written report shall be submitted to the Field Operations Chief via the chain of command as soon as possible after the incident, describing the request and the results.
    b. Any problems should be documented so that they can be addressed.

3. The telephone numbers listed below are confidential and only used for the purposes described in this policy.

a. **General Telephone Company of the Northwest, Inc.:**

- During normal business hours call (206) 261-555.
- After hours, weekends, or holidays, call (206) 356-4210 and ask for the Security Department Duty Agent.

b. **U.S. WEST:**

- During normal business hours call (206) 345-2204 and ask for the Security Duty Agent.
- After hours, weekends, or holidays, call (206) 345-2211 and ask for the Security Duty Agent.

c. **P.T.I. Communications:**

- This company has provided the following names and telephone numbers for P.T.I.

**For South King County & Vashon Island:**

| | |
|---|---|
| Business hours | (206) 851-7677 |
| After hours | (206) 851-2000 |

**For Snoqualmie Valley:**

| | |
|---|---|
| Business hours | (206) 888-0006 |
| After hours | (206) 851-2000 |

**For Service Repair:**

| | |
|---|---|
| Ask for on-duty supervisor | (206) 851-2000 |
| | 1-800-533-4171 |

# 17.01.000 HOSTAGE NEGOTIATIONS

17.01.005
## ORGANIZATION: 10/92

The Hostage Negotiation Team (HNT) is comprised of one (1) sergeant (Team Leader) and a group of deputies (Assistant Team Leaders and other members) selected by the Field Operations' Chief.

17.01.010
## CHAIN OF COMMAND: 10/92

1. Administrative.

    a. Commander Special Operations Section.
    b. Tactical Operations Captain.
    c. Team Leader.
    d. Assistant Team Leaders.

2. Operational.

    a On Scene Incident Commander.
    b. Team Leader.
    c. Assistant Team Leaders.

17.01.015
## PURPOSE: 10/92

The Hostage Negotiation Team provides trained personnel who can respond to incidents involving hostages, barricaded persons, and other similar situations in which negotiation with an offender or mentally ill subject is necessary for the release of hostages or for the resolution of an incident. The primary goal in any incident shall be the unharmed release of all hostages. When there are no hostages involved and no other citizens are in jeopardy, the primary goal shall be to obtain the submission of the offender(s) or mentally ill individual to law enforcement personnel.

17.01.020
## TEAM MEMBER FUNCTIONS: 10/92

Four (4) Hostage Negotiation Team members shall respond to each incident. Their specific functions shall be as follows:

1. **Team Leader:**

    a. Establish liaison with the Command Post and provide intelligence information to the Incident and Tactical Commander(s).
    b. Coordinate HNT activities.
    c. Assign specific roles to Hostage Negotiators as they arrive on scene.
    d. Isolate HNT member(s) from outside distractions.
    e. Assist all other team members as necessary.

2. **Primary Negotiator:**

   a. Handle all verbal contact with suspect or hostages.
   b. Gather necessary intelligence information.

3. **Secondary Negotiator:**

   a. Continually assist and monitor the conversation between the primary negotiator and the suspect.
   b. Observe and monitor emotional status of primary negotiator.
   d. Relay any relevant information to the Team Leader to and from the primary negotiator.
   e. Maintain a negotiation log.

4. **Intelligence officer:**

   a. Establish and maintain monitoring equipment, phone lines, recorders, etc..
   b. Conduct interviews of witnesses, released hostages, and any other persons known to have knowledge of the incident.
   c. Once the identity of either the suspect(s) or hostage(s) is known, attempt to gather as much intelligence as possible and advise the Team Leader of the findings.

Normally, the roles assigned shall be decided by the order of arrival at the scene. However, depending on special skills of members or the emotional and physical status of team members, this may be modified at the discretion of the team leader (sergeant). It is vital that each member stay within the boundaries of his/her role. The ease with which an operation runs depends directly on proper team function. While individual ideas and suggestions are always in order, individual action without team consultation is rarely in order. Each team member is expected to function effectively with every member of the team.

17.01.025
**NON-NEGOTIABLE ITEMS:** 10/92

Redacted

17.01.030
**NEGOTIABLE ITEMS:** 10/92

Redacted

17.01.035
## WHO NEGOTIATES: 01/98

On occasion, the Hostage Negotiation Team will arrive at an incident and find that negotiations have already begun. Sometimes the negotiator may be the first officer on the scene, another officer, a relative of the suspect, or someone else.

1. If a deputy happens to be negotiating, the team shall quickly assess the progress that has been made as well as the apparent abilities of the negotiating officer and make a decision whether to allow the deputy to continue or to replace the deputy with a team member.
2. If it is determined that a team member should take over, it shall be done tactfully and within a timely manner.

    - This may be a very delicate juncture and must be handled with skill and good judgment.

3. If it is determined by the team that the original negotiating officer appears capable of making further progress or is nearing resolution of the incident, then the team shall provide full support to that officer and assist as necessary.
4. Responsibility for negotiating with any hostage-taker(s) or barricaded person(s) shall be quickly and, if possible, tactfully taken from individuals listed below, unless an exceptional circumstance dictates otherwise:

    a. Spouses or relatives
    b. Priest, Rabbi, etc.
    c. Member of the news media
    d. Psychiatrist/Psychologist
    e. Sheriff, County Executive, Police Commanders, etc.

# 17.02.000 VEHICLE THEFT INVESTIGATION

17.02.005
## SPOTTING POSSIBLE STOLEN VEHICLES: 10/92

When looking for possible stolen vehicles, deputies should look for:

1. Broken windows.
2. Windows rolled down in inclement weather.
3. Punched or damaged door locks.
4. Age of driver.
5. Does the driver fit the vehicle?

17.02.010
## HOW VEHICLES ARE STARTED: 10/92

Vehicles are started four (4) different ways:

1. **ALTERED KEY:** (Toyota's and Datsun's are most commonly stolen using this method).

    a. This is accomplished by filing a key to various degrees depending on the year and model.

        - The key then starts the car and appears normal when in the ignition.

    b. Deputies should look closely at the key, and if it's altered, place it into evidence.

        - If the unaltered key belongs to the victim, it may be released with the vehicle.

2. **PUNCHED IGNITION:**

    a. A punched ignition usually requires the aid of a slide hammer or other tool.
    b. The ignition is yanked out of the steering column to gain access to the ignition wires that are twisted together to start the car.
    c. Sometimes only the key cylinder is removed and an object is inserted in the ignition to turn the switch.
    d. Either process causes significant damage to the column and/or ignition and is normally obvious.
    e. There is another variation of this method that creates an illusion that the ignition appears normal.

        - After removing the ignition from the column the suspect then removes the key cylinder and knocks out all of the tumblers. The cylinder and ignition is placed back into the column and then any object can be inserted into the ignition to start the vehicle. Deputies should be able to see some damage if they look closely. The ignition should slide out freely by pulling on it.

3. **FORCED IGNITION:**

    a. This method involves an object (i.e., screwdriver) being driven into the key hole and turned with such force that the tumblers are snapped and the vehicle is started.
    b. The damage is obvious and the object is usually sticking out of the ignition.

4. **DASH WIRES:**

- This method involves the ignition wires being pulled out from underneath the dash and splicing the proper wires together.

17.02.015
## VEHICLE TAKEN BY UNKNOWN PERSON(S): 10/92

Deputies shall complete a Motor Vehicle Report.

- The agent or owner is anyone who was in legal possession or control of vehicle at time of theft.

17.02.020
## VEHICLE TAKEN BY KNOWN PERSON(S): 10/92

Deputies shall take a Motor Vehicle Report and Victim and/or Witness statements when necessary.

1. Deputies shall obtain background information on the relationship between the victim and the person who took the vehicle to ensure the case is not a civil problem.

   a. Did the person have permission to take the vehicle?
   b. Has the person used the vehicle in the past in any way that would suggest "implied permission"?
   c. Does the person have any legal interest in the vehicle?

**EXAMPLE:** The victim gives the person permission to use his car to drive to a local grocery store and the person is supposedly to return within a few minutes. Four hours later the person has not returned and now the victim wants to report the vehicle stolen.

**ACTION:** A case should not be taken based on these facts alone.

**REASON:** The courts have ruled that going beyond the scope of permission in and of itself is not a crime (State vs. Clark 1984).

**NOTE:** A case may be taken when the victim has attempted to locate person with negative results and at least seventy-two (72) hours has elapsed. A longer time delay may be necessary depending on the relationship and history between victim and the person who took the vehicle.

**The report must show criminal intent to deprive the victim of his property.**

**EXAMPLE:** Victim loans vehicle to a person for a specified period of time. The person does not return vehicle on time and cannot be found. Victim learns that the person has cleaned out his apartment and is leaving town.

**ACTION:** If the officer feels the information is credible an Incident Report should be taken.

17.02.025
## JUVENILE TAKES FAMILY CAR: 10/92

Deputies shall screen the case for civil.

1. When a juvenile does not have consent or implied permission to use the family car he/she should be charged with "Taking Motor Vehicle without Permission" (R.C.W. 9A.56.070).

    - A signed Incident Report and Victim/Witness statements should be completed.

**EXAMPLE:** A juvenile uses the family car to drive to and from school and has his own set of keys. On a Saturday morning, the juvenile decides to drive across town to visit a friend. The parents did not give specific permission and want to file a theft.

**ACTION:** No case should be taken.

**REASON:** Based on the frequent use of the car the juvenile has implied permission. Having his/her own set of keys makes the implied permission argument even stronger.

**NOTE:** If the parents can establish that the normal procedure for the juvenile to use the car is to receive specific permission along with the keys for each and every use of the vehicle, this may be an **exception.**

17.02.030
## THEFT BY COHABITANTS: 10/92

Deputies shall screen for civil.

**EXAMPLE:** The victim wants to report that an ex-boyfriend has taken a vehicle that is registered to her. She states the ex-boyfriend is refusing to return the vehicle at her request. Through questioning, the deputy determines the ex-boyfriend has made several of the car payments.

**ACTION:** This is a civil problem and no case should be taken.

**REASON:** The ex-boyfriend in this case has a legal interest in the vehicle by making some of the car payments. The number of payments or the amount is not important. Any monetary investment would support a legal interest in the vehicle. (Refer to RCW 9A.56.020 for details.)

17.02.035
## INSIDE STOLEN RECOVERY: 10/92

When recovering an **inside** stolen, deputies shall:

1. Complete a Motor Vehicle Report **using the original theft case number** and clearing it with the appropriate FCR, disposition, and hazard factor.
2. Collect any obvious items of evidence.
3. Check the following areas for fingerprints:

    a. Rear view mirror.
    b. Inside door handle.

c. Inside glass.
d. Any printable item left by suspect (i.e., beer cans etc.).
e. Attempt to get prints from the outside of the car if time and weather allows.

4. Document all efforts taken in the search for evidence.
5. Indicate how the vehicle was started and the condition of vehicle (i.e., stripped or damaged).
6. State the value of the vehicle.

- If there are no suspects and the vehicle is to be impounded, the recovery may be completed on a Vehicle Impound Report. **The above information shall be listed on the report and the value shall be listed on bottom line of narrative on the right side.**

17.02.040
## OUTSIDE STOLEN RECOVERY: 06/97

Deputies shall investigate the incident the same as described in section 17.02.035, except a new case number shall be drawn and the FCR is 311 (Outside Stolen) with the appropriate disposition and hazard factor.

17.02.045
## VEHICLE THEFT, SUSPECT ARRESTED: 10/92

Deputies shall complete all necessary paper work associated with an in-custody felony arrest (i.e., Incident Report, Victim/Witness Statements, Officer Witness Statement, Suspect Rights Form, Superform, Master Evidence Record and/or Motor Vehicle Report, etc.).

1. The recovery should be handled as a possession of stolen property case.
2. The title of the case should be a Vehicle Recovery.
3. The deputy should prove that the defendant(s) had knowledge the vehicle was stolen.
4. Deputies shall attempt to get a confession from the suspect.

a. If the suspect claims he borrowed the car from a friend, get as much information as possible (i.e., complete name, address, description, and the time known, etc.).
b. Attempt to prove or discredit any of the suspect's claims if he does not confess.
c. Document all the suspect's statements.

17.02.050
## DOCUMENTING THE CONDITION OF A RECOVERED STOLEN VEHICLE: 10/92

1. Deputies shall document:

a. Any damage found on the vehicle.
b. How the vehicle was started.
c. Items in the vehicle that can be tied to the suspect(s).

- Sometimes the items will indicate how long the defendant was in possession of the vehicle.

17.02.055
## STOLEN PLATES: 10/92

When stolen license plates (other than those belonging to that vehicle) are found on a recovered stolen vehicle, deputies shall:

1. Remove the plates from the vehicle and process them for prints whenever possible.
2. Complete a separate recovered stolen plate report and cross reference it to the vehicle case.
3. Place the plate(s) into evidence.

17.02.060
## STOLEN BOATS AND TRAILERS: 10/92

Registered boats and/or licensed boat trailers that are stolen shall be reported the same as motor vehicles.

1. A Motor Vehicle Report shall be completed and signed by the reporting person.

    - The report shall be titled, Theft, Other Vehicle.

2. When a boat and trailer are stolen together only one incident report shall be written.

17.02.065
## GATHERING EVIDENCE: 10/92

Deputies shall photograph and fingerprint recovered stolen vehicles whenever possible.

- Photographs of a broken window, broken ignition, or spliced wiring can be very helpful.

# 17.03.000 BURGLARY

17.03.005
## INTRODUCTION: 10/92

Burglary is one of the significant property crimes in King County. Deputies can drastically decrease the burglary rate through a combination of aggressive efforts in both patrol and investigative techniques. Furthermore, burglars are opportunists. Therefore, a reduction of opportunity will result in a reduction of burglary. This policy is intended to inform deputies of techniques to deter and investigate burglaries.

17.03.010
## DEPUTY RESPONSIBILITY: 10/92

Burglars are not easily identified by appearance, but they are identifiable by their behavior. Through constant awareness, observation, professional curiosity, and a knowledge of community norms will the patrol deputy recognize a burglar.

1. Once a burglar or suspected burglar has been identified, it is the investigating deputy's responsibility to inform other units and deputies. A Field Interrogation Report (FIR) is designed for this purpose. The FIR:

    a. Informs the burglar our knowledge of his identity and presence.
    b. Informs other deputies his identity and activities.
    c. Hampers a burglar from practicing his trade within the community.

2. Deputies can reduce opportunity by:

    a. Patrolling in fully marked patrol cars and giving the impression of police omnipresence.

        - Residential areas should be patrolled especially during the week during daylight hours.

    b. Commercial areas should be patrolled when the proprietor is away. This means during the hours of darkness, weekends, and holidays.
    c. Being aware of high burglary areas and adjusting patrol patterns to protect them.
    d. Engaging the communities cooperation through education and public rapport.

17.03.015
## COMMERCIAL BURGLARIES: 10/92

The following elements must be considered when attempting to identify a commercial burglary risk:

1. **Ease of Entry:**

    - This includes type of construction, additional physical barriers, and the presence of an alarm system.

2. **Isolation of Target:**

- This is selecting an establishment with the lowest potential for detection (i.e., the single service station located miles from a center of commerce or a business located near many others, etc.).

3. **Familiarity:**

- Commercial establishments will frequently be "cased" or inspected in advance by potential burglars to select weak spots in the perimeter, presence or type of alarm system, and to determine the location and presence of items of value.

4. **Potential for Gain:**

- The greater the possibility of stealing negotiable items, the higher the probability the establishment will be burglarized.

5. **Times of Little or No Supervision:**

- Commercial establishments are subject to burglary during the hours when the proprietors are away (i.e., Nights, weekends, and holidays).

17.03.020

## RESIDENTIAL BURGLARIES: 10/92

The same elements relevant to the commercial burglary are also found in residential burglary.

1. **Ease of Entry:**

- Open doors and windows as well as certain styles of doors and windows are an open invitation and are of little or no deterrent value, locked or unlocked.

2. **Isolation of Target:**

- Although homes in congested residential neighborhoods are subject to burglary, residences located in secluded private settings are subject to an individually higher burglary rate than those surrounded by vigilant neighbors.

3. **Familiarity:**

- Although residential burglaries are "cased" on occasion, burglars are confronted with a situation that is familiar to them (i.e., lives in the neighborhood).

4. **Potential for Gain:**

- Burglars target the homes of the poor and middle class just as frequently as the affluent.

5. **Times of Little or No Supervision:**

- Residences are frequently subject to burglary when no one is home (i.e., During the day, the early evening hours, vacation time, and other periods of prolonged absence.)

17.03.025
## FEDERAL INSTITUTION BURGLARIES: 10/92

Federal institutions are normally identified by the use of federal or national in their name (i.e., Bank of America, Citizens Federal Savings and Loan, etc.).

1. Deputies shall respond and attempt to arrest the person(s) inside, and:

    a. Conduct the primary investigation for all burglaries;

        - Precinct detectives may be called out (Refer to G.O. 11.00.090).

    b. Take an incident report;
    c. May process the crime scene for evidence.

        - Deputies shall coordinate with the FBI to determine who is responsible for securing and processing the evidence.

2. There are three (3) situations when the Sheriff's Office should do the **entire** investigation, unless the FBI wants to handle the investigation.

    a. The burglary is committed by a juvenile.
    b. Anyone is injured during or immediately after the burglary.
    c. The burglar is arrested inside the building or in the immediate area.

17.03.030
## THE INVESTIGATION: 10/92

Burglary investigation should never become routine. To the residential burglary victim, for instance, this is one of the most serious things that has happened and to have this event treated casually by the police is even more distressing. Often, it is not the loss that disturbs the victim nearly as much as having the sanctity of their home violated by an intruder.

Conversely, a commercial burglary may not have the psychological impact of a residential burglary, but often results in a significantly greater monetary loss. Therefore, in all burglaries, deputies must be professional, concerned, and take a thorough approach in the investigation. Several factors may help an investigation that has very little physical evidence available.

1. **Time of Day:**

    - The time block when grouped with other burglary occurrences takes on greater significance from a crime analysis viewpoint.

2. **Point of Entry:**

    - It should be noted whether entry occurred in the front, side, rear, or roof.

        - Compass directions may be used (i.e., east side bedroom window, northeast rear master bedroom window, etc.).

3. **Type of Entrance:**

    - Detail the entrance point the suspect used to get in (i.e., Hollow-core wood with glass or panel inserts, louvered window, sliding glass patio door, etc.).

4. **Force Used:**

   a. **Kicked-in** - This normally indicates a foot or shoulder applying force to a door. It is helpful to note which portion of the door broke (i.e., frame, door, lock, etc.).
   b. **Pried** - Marks will usually be left by a prying tool adjacent to a latch or lock. The width and depth of the gouge should be noted.
   c. **Breaking glass** - If glass was broken to gain entry, it should be noted where and how much glass was broken and whether it allowed the suspect to crawl through the opening or simply to reach through and unlock the latch.
   d. **Removed window** - Some panes of glass can be removed by taking out the putty. Others allow the entire frame to be lifted out of the track.
   e. **Non-forced** - If entry appears non-forced, attempt to identify the point of entry (i.e., key used, unlocked door, open garage door, etc.).

5. **Fingerprints:**

   - Since King County has the AFIS system, lifting latent prints is essential. Therefore deputies should look for fingerprints in areas the suspect has likely touched such as, point of entry or other areas of attempted entry, smooth items known to have been touched by the suspect, or stolen items later recovered near the scene. Wet items can be air dried by the victim or taken and air dried at the precinct for later processing. Prints that cannot be lifted by deputies should be submitted for processing by the lab.

6. **Photography:**

   - "A picture is worth a thousand words" is absolutely true in police work. Deputies should photograph the scene whenever there is extensive vandalism or it is likely that the suspect will be arrested or charged. Footprints, tire marks, tool impressions, or any other evidence that can be better described with a photograph should be photographed.

7. **Loss:**

   - Stolen items can tell a great deal about the thief, such as, his age, motivation, and skill. When describing the loss include the make, model, serial number, color, value, distinguishing marks and other remarks that might help to identify and locate the item. If a drivers license number or social security number has been engraved on the item, include that in the case report just as it is engraved on the property.

8. **Tracing the Suspect's Activities:**

   - An observant deputy can usually determine where the suspect went, what he was looking for, and approximately how much time the suspect spent at the scene. Therefore, deputies should question the complainant for **any** possible suspect information (i.e., one of their children, an ex-lover, a neighbor, etc.). If the complainant suggests a possible suspect, deputies should ask if the suspect has a prior arrest record. Deputies should contact neighbors for possible suspect information if possible. If neighbors are contacted, their name, address, and phone number should be included in the report so detectives don't duplicate this effort. Deputies should also take a quick look around in the victim’s yard or nearby yards for some of the stolen property, especially if a purse or large items were stolen.

17.03.035
## VICTIM RESPONSIBILITY: 10/92

Victims should be encouraged to make every effort to obtain the serial numbers of missing items. Victims can often go back to the place they purchased the item or contact the manufacturer if a warranty card was submitted. If the victim had ever pawned the item in the past, the pawn shop should have the serial number. The victim can be directed to assist the investigation by conducting a more thorough search of the area or by asking the immediate neighbors for information on suspicious vehicles or persons in the area before the incident. Victims should be instructed to make a detailed list of all the foregoing information on the "Victim Follow-up" if the information was unavailable when the report was taken. They should also be instructed to return the form in a timely manner and to keep a copy for their records.

17.03.040
## CRIME PREVENTION: 10/92

Deputies should answer any questions the victim may have concerning crime prevention. Advice on locks, latches, alarms, and Neighborhood Watch can also be discussed at this time. The victim may be more receptive to this advice immediately following the crime than at a later date. Deputies should provide the victim with a brief explanation of the services provided by the Community Crime Prevention Unit (CCPU) along with the unit's phone number.

# 17.04.000 INVESTIGATION OF BANK ROBBERY

17.04.005
## INTRODUCTION: 05/95

Bank robbery is both a federal and state violation in most cases. Federal institutions are normally identified by the use of federal or national in their name (i.e., Bank of America, Citizens Federal Savings and Loan, etc.). If you are unsure of the type of institution, ask the bank manager. The Sheriff's Office has established guidelines with the FBI regarding bank robbery investigations. This policy is designed to assist deputies when investigating bank robberies.

17.04.010
## RESPONDING: 05/95

1. Deputies responding to a bank robbery shall select the appropriate code response (G.O. 9.00.050) and shall modify their response depending on the circumstances (e.g., false alarm, injured persons, etc.).
2. If the robbery alarm is reported to be false, deputies shall:

    a. Receive the description of a representative of the bank who will meet them **outside** the bank where the deputy will briefly interview them.
    b. After at least one additional unit arrives and is in position to view events, escort the representative back into the bank to ensure the alarm is false; and
    c. Notify the dispatcher by phone that the alarm is false.
    d. Do not secure additional units until the officer exits the bank.

3. If a bank was robbed refer to section .015

17.04.015
## FEDERAL INSTITUTION ROBBERIES: 05/09

1. Deputies shall attempt to arrest the suspect(s) and:

    a. Conduct the primary investigation.
    b. Take a case report, including statements, suspect information sheets, etc.
    c. Ensure Major Crimes and the FBI is notified.
    d. May process the crime scene for evidence.

        - Deputies shall coordinate with the FBI to determine who is responsible for securing and processing the evidence.

17.04.020
## INVESTIGATION RESPONSIBILITIES, FEDERAL: 05/95

1. The responsible agency for the investigation and prosecution of federal bank robberies is with the FBI.
2. The FBI may defer the investigation to the department in the following situations:

    a. The suspect is a juvenile.
    b. Anyone is injured during or immediately after the robbery.
    c. The suspect is arrested on probable cause.

17.04.025
## INVESTIGATION RESPONSIBILITIES, STATE: 05/95

Robberies involving state-chartered banks, savings and loan, credit unions, and lending institutions shall be investigated by this department.

# 17.05.000 MALICIOUS HARASSMENT

17.05.005
## INTRODUCTION: 09/99

The victimization of people because of skin color, religion, heritage, or sexual orientation causes great harm in a community. Victims can do nothing to alter their situation, nor is there any reason they should be expected to change. The department considers bias crimes to be very serious and it is the department's policy to vigorously investigate all reports of Malicious Harassment as defined by RCW 9A.36.080. Deputies must be mindful that not only is the individual who is personally affected by these offenses victimized, but the entire class of individuals residing in the community is also affected. Deputies must be sensitive and respond in a way that the trauma of the victim and the community is not exacerbated. Victims of bias crimes may suffer serious and long-lasting traumatic stress.

17.05.010
## DEFINITIONS: 09/99

1. Malicious Harassment means an act done maliciously and with intent to intimidate and harass persons because of, or in a way that is reasonably related to, associated with, or directed toward that individual's:

    a. Race.
    b. Color.
    c. Religion.
    d. Ancestry.
    e. National Origin.
    f. Mental, Physical, or Sensory Handicap.
    g. Sexual Orientation.

2. To be classified as a "Malicious Harassment" one or more of the following acts must occur:

    a. Cause physical injury to another person.
    b. Cause physical damage to, or destruction of, the property of another person; or
    c. By words or conduct, place another person in reasonable fear of harm to his/her person or property, or to the person or property of a third person.

3. Speech or acts that are only critical, insulting, degrading, or do not constitute a threat of harm to the person or property of another are not criminal.

17.05.015
## GENERAL INVESTIGATIVE PROCEDURES: 09/99

Deputies responding to the criminal offense need to determine whether a criminal act falls within the mandatory bias crime report requirements. Consider the following information when making such determinations:

1. The motivation of the suspect, as expressed in statements made to the victim or to the deputy (i.e., slurs, epithets, etc.).
2. The victim believed that the intent of the act was based on bias or prejudice.

    - The nature of the symbols used to deface property may indicate bias or prejudice.

3. The date and time of the occurrence may correspond to a holiday of significance.
4. Observations made by the deputy and a common sense review of the circumstances may also indicate bias or prejudice such as:

    a. The group or groups involved.
    b. The manner and means of the crime.
    c. Recurring patterns of similar incidents in the same area or against the same victim.

5. Investigating deputies shall:

    a. Ensure that victims are handled with sensitivity and concern.
    b. Notify a supervisor if the criminal offense is believed to be a bias crime.
    c. Include in the narrative section of the incident report how the crime appears to have been motivated by bias or prejudice.
    d. Title the incident "Malicious Harassment" on the incident report.
    e. Use the hazard factor 5 in the FCR.

6. The Supervisor shall:

    a. Respond to the scene.
    b. Ensure a complete and detailed preliminary investigation is conducted.
    c. Make the final decision whether to label the incident as a "Malicious Harassment."
    d. Determine the need to call out the appropriate detective units.
    e. Ensure that all available evidence is collected and/or processed.
    f. Forward the Incident Report to the appropriate Detective Unit for assignment according to the crime classification, (i.e., robbery, burglary, assault, etc.).
    g. Notify the Precinct Commander and/or CDO in accordance to G.O. section 1.05.035.
    h. Ensure that a copy of the case is forwarded to the Bias Crime Coordinator (Criminal Intelligence Unit Sergeant).

7. The CID Unit Detective shall:

    a. Work closely with the appropriate prosecutor to coordinate prosecution.
    b. Send a complete copy of the follow-up report to the Bias Crime Coordinator at the conclusion of the investigation.

8. The Bias Crimes Coordinator shall:

    a. Maintain a liaison with community groups and City/County departments regarding bias crimes.
    b. Maintain a complete file on bias crimes reported to the department.

9. The Criminal Intelligence Unit shall maintain files on bias crime related groups and/or suspects.

# 17.06.000 DEATH INVESTIGATIONS BY DEPUTIES

17.06.005
## INTRODUCTION: 05/09

Deputies are expected to investigate apparent natural, accidental, and suicidal deaths. There are times when an apparent natural death is actually a homicide. Deputies should investigate all death scenes as if they may be an actual crime scene. Anytime KCSO is notified of a death in our jurisdiction, regardless of the circumstances, patrol will respond and do a full investigation. This includes deaths in hospice care, nursing or adult care homes and possible death with dignity cases.

17.06.010
## DEPUTY'S RESPONSIBILITY: 06/08

1. Determine if the person is actually deceased.

    - Medical personnel should be called to the scene to confirm the death, except in advanced stages of putrefaction, skeletonization, decapitation, or death scenes so remote or inaccessible that medical personnel could not respond.

2. Investigate the death as a possible homicide.

    a. Immediately notify the patrol supervisor and Major Crimes of any suspicious circumstances.

        - Patrol sergeants shall respond to all deaths not believed to be natural, such as suicides, drug overdoses, etc.

    b. Notify a Major Crimes sergeant when a death investigation involves the death of a person under the age of eighteen (18) years.

        - The CID sergeant will screen for and coordinate the appropriate response.
        - At a minimum, a detective will respond to the scene to assess, consult and assist patrol in the investigation.

    c. See G.O. 17.07.000 for SIDS deaths.

3. Properly investigate and document the death scene.

    a. Deputies shall examine the scene.
    b. Deputies shall do a full examination of the body.
    c. Deputies shall photograph the body and the scene prior to disturbance.

        - Deputies are to submit the film to the Photo Lab for processing and storage.
        - Deputies should not request photo unless they need them for themselves (i.e. Do not request photos for detectives or other units).

4. Notify the Medical Examiner (ME) of all death investigations and obtain the ME case number or No Jurisdiction Assumed (NJA) number if the ME declines to respond.

    - If Major Crimes has been called out the assigned investigator(s) shall be responsible for ME notification and all subsequent follow-up.

5. Write a complete and thorough incident report for all death investigations.

   a. The narrative of the incident report shall clearly detail the injuries, trauma, condition and position of the body, observations about the scene, evidence, circumstances surrounding the death, either the ME's case number or NJA number, and any other facts that should be documented.
   b. Deputies shall use the Death Investigation Checklist (KCSO Form #C-183) when investigating a death scene and writing an incident report.

      - Relevant information from the checklist should be specifically mentioned in the narrative of the incident report.
      - Deputies should look at all aspects of the investigation, even if it does not appear on the checklist.
      - The checklist shall be submitted with the incident report.

   c. On **apparent natural death** investigations when nothing suspicious is discovered, the narrative of the report should state, "A thorough investigation of the scene and circumstances revealed nothing inconsistent with a natural death."

17.06.015
## HOMICIDE SCENES: 11/03

When a homicide is suspected, deputies shall:

1. Carefully enter the crime scene to check for any live victims or potential suspects.

   - Deputies should note any plain view evidence, especially evidence that might be lost (i.e., melting ice, burning cigarettes, evaporating fluids, etc.).

2. Exit the scene using the same route.
3. Secure and control the crime scene until Major Crimes arrives.

   a. To prevent contamination, only necessary personnel should be allowed into a crime scene.
   b. The primary responding deputies should not leave the scene prior to briefing the Major Crimes detectives.

4. Not initiate a consent to search for a premise.
5. Not re-enter the crime scene without a Major Crimes detective's approval.
6. Write the incident report with the basic facts only.

   a. Specific details and actions should be documented on separate officer reports or follow up reports.
   b. This will allow the department to adhere to the public disclosure laws without compromising the criminal investigation.
   c. An example of a patrol deputy's narrative for a suspected homicide death investigation would be similar to the following:

   "On (date) I responded to (location) to investigate a call for shots fired and a man down. I arrived at (time) and found the man lying face down in the front yard of the home. Deputies secured the scene to ensure there were no additional victims or suspects. Major Crimes was notified and the scene was turned over to detectives upon their arrival. At the time of this report, the victim's identity had not yet been confirmed."

17.06.020
## FOUND BONES: 03/07

1. In the event found skeletal remains can be reasonably assumed to be human (i.e., a human skull or nearly full skeleton found) leave the bones where they are found, and notify the Major Crimes sergeant or on-call weekend CID duty sergeant.
2. All other found bones of unknown origin will be transported to the Medical Examiner's Office by patrol prior to securing from duty.

    - Bones will not be put into evidence.

3. Deputies shall complete a Suspicious Circumstance incident report when taking bones to the ME's Office.

    - Include the ME's case number in the incident report.

4. The reviewing supervisor will insure the incident report is routed to Major Crimes for review and follow-up.
5. Found bones should never be taken to fire fighters, aid personnel, veterinarians, etc. in an attempt to find out if they are human or not.
6. This policy pertains to found guts and offal of unknown origin as well.

17.06.025
## DEATH WITH DIGNITY AND HOSPICE DEATHS: 05/09

1. Deaths that occur in compliance with the Death with Dignity (DWD) initiative (RCW 70.245) and Hospice deaths are considered natural deaths if the physician prescribing the medication confirms that he or she will sign the death certificate.
2. Evidence that indicates the death was a DWD death may include:

    a. A prescription bottle.
    b. Copies of Department of Health forms such as a Request for Medication to End My Life in a Humane and Dignified Manner.
    c. Information from family members or people at the scene.
    d. Information from the doctor and pharmacist listed on the prescription or other available documents.

3. If there is evidence to suggest that the death was a DWD, deputies shall attempt to contact the prescribing physician listed on the prescription bottle to confirm they will sign the death certificate.
4. Deputies will contact the ME's office and provide the information they have obtained during the investigation. The ME may or may not assign a NJA number to DWD or Hospice death.

    - The ME's decision will be included in the incident report.

# 17.07.000 SUDDEN INFANT DEATH SYNDROME (SIDS)

17.07.005
## INTRODUCTION: 11/03

Sudden infant death syndrome, often called "crib death", is the unexpected death of apparently healthy infants. It is the leading cause of death of infants between the ages of one week and one year. Deputies must be aware of the shock and helplessness parents feel when a child becomes a victim to SIDS.

17.07.010
## SIGNS OF A SIDS DEATH: 03/93

1. The infant is usually between one week and one year old.

    - 90% of SIDS deaths occur before six (6) months of age.

2. The infant was healthy or had a minor illness.
3. Death almost always occurs during sleep.

    - 50% occur between midnight and 8 a.m.

4. There is no sign of a struggle and no outcry is heard.
5. There may be a frothy white, occasionally blood-tinged fluid coming from the infant's nose or mouth.

    - This fluid may also be on the bedding.

17.07.015
## PARENT/CARE PROVIDER REACTIONS: 03/93

The sudden and unexpected death of an infant may create a severe crises for the family, leaving the family in profound emotional distress. Parents/care providers will usually show one or more of the following emotional reactions.

1. **Shock** - Sense of unreality, confusion, difficulty in decision making, difficulty concentrating, and may ask repetitive questions.
2. **Disbelief and denial** - "I can't believe this is happening...", requests that something be done even when the infant is obviously dead.
3. **Guilt and self-reproach** - There is a need to blame and an overwhelming need to understand why. Parents may claim responsibility for the infants death or make "If only..." statements.
4. **Anger and rage** - Parents have a profound sense of helplessness which can lead to anger and rage that may be expressed at self, other parent or caretaker, or at police and emergency responders.
5. **Fear and anxiety** - Unnecessary concerns for surviving siblings.
6. **Sadness and crying.**

17.07.020
## INVESTIGATION BY DEPUTIES: 11/03

Deputies investigating the death of an infant should be sensitive to parental reactions.

1. Deputies shall investigate the death of the infant.

    - See G.O. 17.06.000 (Death Investigations)

2. Facts to include in the investigation:

    a. When was infant last seen alive and by whom?

        - Describe the infant's appearance and behavior.

    b. Who was last caregiver?
    c. Location of death.
    d. Position of body when found.
    e. Signs of Post-Mortem.

        - Lividity
        - Rigor mortis
        - Changes consistent with body positions

    f. Secretions of the mouth and nose.
    g. Assessment of room/area where infant was found.

        - Condition of crib, bed area.
        - Presence of harmful objects, plastic bags, etc.
        - Degree of cleanliness is the area consistent with rest of house.

    h. Does anyone relate different circumstances than those by the reporting person?
    i. Check for bruises or any other signs of abuse or neglect.
    j. Other children living in the house.

        - Do they appear abused or physically neglected?

    k. Is there evidence of drug or heavy alcohol use?

2. Contact Major Crimes to respond to the scene.
3. Deputies should assume a **calm** authoritative manner during their investigation.

    a. Learn the infant's name and use it when talking with parents.
    b. When questioning parents/care providers, use simple terms and be prepared to repeat the questions until they are understood.

        - Phrase questions in a non-threatening, non-accusatory manner.
        - Avoid "did you...?" questions. Instead of asking "What time did you check on the baby?", ask "What time was (infant's name) last seen alive?"

17.07.025
## DEALING WITH PARENTS/CARE PROVIDERS: 03/93

1. Deputies need to be realistic about their role and to the extent of what help they can provide the parents/care providers.
2. If the death appears to be SIDS, the parents may be allowed to hold the infant until the infant is removed by the medical examiner.
3. Deputies should explain to parents/care providers the following facts about SIDS.

    a. Death occurs painlessly.

        - The infant does not cry out or struggle.

    b. Death is not a result of suffocation, aspiration, or regurgitation.
    c. SIDS is not contagious nor hereditary.
    d. SIDS is not preventable nor predictable.
    e. No one is to blame for a SIDS death.

4. Deputies should explain to parents/care providers that an autopsy is completed on all unexplained deaths in King County.

    - An autopsy is the most essential source to determine the cause of death.

5. Deputies may offer the services of the Department's Chaplain Program (G.O. 2.10.000).
6. Deputies should inform the parents/care providers that a Public Health Nurse will contact them for information and assistance on SIDS.
7. Deputies should inform parents/care providers that more information and support can be provided by contacting:

    - **SIDS FOUNDATION OF WASHINGTON. 526 - 2110** or **1-800-533 -0376.**
    - **SIDS NORTHWEST REGIONAL CENTER (206) 368 - 4473.**

17.07.030
## AFTER THE DETAIL: 03/93

Deputies should be aware that handling a traumatic detail, such as a SIDS death, may have an effect on them as well.

1. Some common feelings experienced by those who investigate SIDS deaths may be:

    a. Feelings of anxiety about own family.

        - Will it happen to my infant?

    b. Could I have given more assistance to the family?
    c. Feelings of anger and blame if resuscitation was started and failed to revive the infant.

2. Deputies affected by a SIDS investigation may seek assistance through the department.

        - See G.O. 2.08.000 (Personnel Assistance)

# 17.08.000 INVESTIGATING NARCOTICS VIOLATIONS

17.08.005
## INTRODUCTION: 01/02

This policy is intended to assist deputies when handling misdemeanor and felony narcotic violations and when persons who claim and have documentation for the medical use of marijuana.

17.08.010
## MARIJUANA MISDEMEANOR DRUG VIOLATIONS: 03/09

Possessing forty (40) grams or less of marijuana is a misdemeanor per RCW 69.50.401(e). Forty (40) grams of marijuana is about 1-1/2 ounces, which is approximately two (2) inches in the bottom of a sandwich bag.

1. Deputies shall complete the following steps when a suspect is arrested for a marijuana misdemeanor:

    a. Complete an incident report.
    b. Complete a Narcotics Evidence Envelope (KCSO Form #B-146) following the procedures outlined in G.O. 8.02.015.
    c. Complete a Master Evidence Report.
    d. Complete a Request for Laboratory Analysis and attach it to the Narcotics Evidence Envelope/Sheet.
    e. Place the evidence into a precinct evidence locker.

17.08.015
## FELONY DRUG VIOLATIONS: 10/92

All suspects arrested for a felony drug violation should be booked for "Investigation VUCSA" unless there are circumstances that prevent booking.

1. Deputies shall complete the following steps:

    a. Complete an incident report.
    b. Complete a Narcotics Evidence Envelope/Sheet following the procedures outlined in G.O. 8.02.015.
    c. Complete a Master Evidence Report.
    d. Complete an Officer's Witness Statement.

        - If the primary deputy is involved in the entire incident and completes and incident report in the first person, an officer's report is not necessary if all details are included in the narrative.

    e. Complete and sign a Superform.
    f. Place the evidence into a precinct evidence locker.
    g. Deputies should not complete a Washington State Patrol Crime Lab analysis request on cases referred for follow-up.

2. Do not charge any misdemeanors, including criminal traffic, on a felony drug case and do not generate a new case for VUCSA if it is discovered in conjunction with another crime.

    - This does not include warrant arrests.

17.08.020
## "RUSH" CASES DEFINED: 10/92

A "Rush" case means any case that is going to be heard by a judge within seventy two (72) hours. "Rush" VUCSA cases include:

1. Significant seizure of drugs and money.
2. Suspect is known to be a high-level dealer of a serious threat to the public.

17.08.025
## PROCEDURES FOR "RUSH" CASES: 01/02

1. The Special Emphasis Team (SET) shall be immediately notified on "Rush" VUCSA cases.

    - This notification shall be made no later than 0800hrs on the next working day.

2. Deputies shall:

    a. Attach a note to the in-custody packet telling the day shift supervisor to make the call.
    b. When possible, inform the relieving supervisor of the "Rush" case.

17.08.030
## DEPUTY'S RESPONSIBILITY AT TRIAL: 10/92

Deputies shall use the following procedures for trial:

1. For **misdemeanor** trials, the arresting deputy is responsible for bringing the following items to court:

    a. Original Laboratory Analysis Report.
    b. Evidence.

2. After the trial is completed, the arresting deputy shall place the evidence into a precinct evidence locker (unless retained by the court).

    a. The arresting deputy shall note on the envelope, in the space provided, the result of the trial.
    b. Original documents should be submitted to records.

3. For felony trials, the follow-up investigator is responsible for the evidence.

17.08.035
## MEDICAL USE OF MARIJUANA: 01/02

1. RCW 69.51A.040 creates the defense of medical use of marijuana for:

   a. Qualifying patients with terminal or debilitating illnesses who in the judgment of their physicians, would benefit from the medical use of marijuana.
   b. Persons who act as primary caregivers to such patients.
   c. This defense does not apply if the medical use is used in a moving vehicle.
   d. This defense does not apply to amounts of marijuana in excess of a sixty (60) day supply.

2. Statutory Definitions.

   a. **"Medical use of marijuana"** means the production, possession, or administration of marijuana for the exclusive benefit of a qualifying patient in the treatment of his or her terminal or debilitating illness.
   b. **"Primary caregiver"** is a person eighteen (18) or over who is responsible for the housing, health, or care of the patient; and has been designated in writing by a patient to perform the duties of primary caregiver.
   c. **"Qualifying patient"** is a resident in this state while a patient of a licensed Washington physician and has been diagnosed by that physician as having a terminal or debilitating medical condition.
   d. **"Valid documentation"** is a statement signed by a qualifying patient's physician, or a copy of the qualifying patient's pertinent medical records, which states that, in the physician's professional opinion, the potential benefits of the medical use of marijuana would likely outweigh the health risks for a particular qualifying patient and proof of valid Washington identification.
   e. **"Terminal or debilitating medical condition"** means cancer; HIV; multiple sclerosis; epilepsy or other seizure or spastic disorders; intractable pain of the type unrelieved by standard medical treatments; glaucoma; or any other medical condition authorized by the Washington state medical quality assurance board.

3. Definition of Sixty Day Supply.

   a. The following are the guidelines to be used by the King County Sheriff's Office for determining a sixty (60) day supply:

      - Processed Marijuana (meaning the bud of marijuana, not leaves or shake).

        - 9 (nine) ounces is a sixty (60) day supply.

      - Marijuana Plants.

        - Any number of mature plants that would yield no more than (nine) 9 ounces currently; or
        - Any number of plants in various stages that would produce no more than 9 (nine) ounces during the next sixty (60) days.

   b. If your investigation involves marijuana plants, please call a SET Sergeant who will send a marijuana cultivation expert to the scene to make an assessment about the capabilities of the marijuana plants.

4. If a person asserts this defense as a qualifying patient or primary caregiver:

   a. Advise the person of their Miranda rights. Ensure they understand their rights and the reason for your advisement.

      - Possession of marijuana remains a federal crime and non-medical use remains a state crime.

   b. Require proof of identity.

      - A Washington State Driver's License or Identification Card.

   c. Review Qualifying Patient's documentation. The person should have:

      - Documentation of the daily personal medical use supply amount for the patient and verification the person suffers from a terminal or debilitating illness as defined above.
      - The documentation should be that as defined in section 2(d) above.

   d. Review Primary Caregiver documentation. This person should have:

      - Proof of being eighteen (18) years of age or older.
      - A written document signed by the patient designating that person as primary caregiver.

5. Enforcement:

   a. If the person, whether patient or caregiver, fails to provide the requested documents or possesses more than a sixty day supply as defined in section 3 above, screen the case with a SET Sergeant before taking any enforcement action.
   b. If the person, whether a patient or caregiver, provides the required documentation and has the appropriate amount of marijuana, document the case as follows in an incident report and immediately forward to the SET:

      - Document the identity of the person and the claimed status as patient or primary caregiver.
      - Return the originals to the owner. Retain for evidence if stolen or obviously forged.
      - Photograph the entire quantity of marijuana to illustrate the amount, size of plants, paraphernalia, and other details related to the evidence of a grow or possession of marijuana.
      - Take and field test a small sample of the suspected marijuana.
      - Weigh the marijuana if possible.
      - If the marijuana is in plant form, photograph the plants and include in the picture a measuring device to illustrate approximate size.
      - List the equipment used for growing, harvesting, packaging, or supplying the marijuana.

   c. Unlawful Display RCW 69.51A.060. It is a misdemeanor to use or display medical marijuana in a manner or place which is open to the view of the general public.

      - Unless the violation is flagrant, intentional, or repeat, subjects should only be warned of this.

   d. Fraudulent Production. It is a Class C felony to fraudulently produce any record purporting to be, or tamper with the content of any record for the purpose of having it accepted as valid Medical Use of Marijuana documentation.

# 17.09.000 CONDUCTING DRUG INVESTIGATIONS (GENERAL)

17.09.005
## INTRODUCTION: 04/10

This policy is designed to assist deputies/detectives when dealing with informants, investigative funds, flash drugs, seizures, and K-9 when conducting drug investigations.

17.09.010
## INFORMANTS: 12/09

See GOM 17.16.000 for the policy on Informants.

17.09.015
## USING INFORMANTS FOR CONTROLLED BUYS: 10/92

**Redacted**

17.09.020
## INVESTIGATIVE FUNDS: 04/10

1. Investigative Funds are intended for use by department members to aid in criminal investigations. Proper use and accountability of these funds is of utmost importance and misuse of funds may lead to disciplinary action.
2. Investigative funds will be maintained in the locked safe located in the Complex Investigations Services Unit (CISU) Safe Room. Access to these funds will be limited to the Special Investigations Section (SIS) Captain and the Unit Sergeant.
3. A portion of these funds are assigned to each precinct and certain investigative units with day to day needs for such funds.
4. Each unit assigned such funds is required to follow these guidelines to account for funds.
5. **Flash Funds.**

    a. The purpose of the flash fund is to make available, on short notice, cash to be utilized as "flash" money during high-level drug investigations.

        - EXPENDITURES FROM THIS FUND ARE PROHIBITED.

b. Procedures for the use of this fund are as follows:

- When a need for a "flash roll" is developed by a CISU or precinct Special Emphasis Team (SET) detective, the CISU Sergeant shall be briefed on the amount required and the circumstances under which the money will be used.
- The section commander and/or the division chief will be briefed by the CISU Sergeant.
- When the money is drawn or returned the following shall be recorded in the flash log book:
  - Incident number.
  - Reason for flash.
  - Date obtained and returned.
  - Supervisor and deputy printed names and signatures.
- The CISU Sergeant and a witness shall count the Flash Fund after each use, note the fact in the logbook, and initial it.
- The SIS Captain shall count it quarterly and sign the logbook.

6. **Buy Fund Procedures.**

a. A buy fund, in cash, will be maintained by the CISU Sergeant to finance expenses associated with the investigation of drug cases and other investigations.

- The Precinct SET fund will be reimbursed through CISU.

b. The buy fund shall not be used for petty cash purchases, equipment purchases, or personal expenses.

c. Procedures for the use of this fund by any units are as follows:

- An account book shall be used to record all expenditures, deposits, and withdrawals.
- Each unit detective will be assigned a section in this book in which all of his/her transactions will be recorded.
- When drawing cash to replenish an individual buy fund, an entry shall be made in the “cash in safe” portion of the account book and a like entry shall be made in the individual detective's section.
- The same procedure will be used when returning excess money.

d. All appropriate expenditures shall be recorded on an "Expenditure Receipt" (KCSO Form #B-184) showing the amount, incident number, and other identifying notations.

- Detectives should keep a copy of the “Expenditure Receipts” for their own records.

e. The form shall be turned in to a unit sergeant on the date of expenditure.

f. In the event buy funds are missing, an officer’s report, explaining the reason for the missing funds shall be submitted in the month in which the loss occurred.

g. The officer’s report shall be reviewed by the Section Commander.

- Any discrepancies shall be reviewed by IIU.

h. Detectives in an undercover capacity shall not expend funds for drugs unless they can reasonably expect to later identify the seller.

i. It shall be the responsibility of the Unit Sergeant to maintain accurate records of their expenditures, monies issued to other units, deposits to the fund, and other transactions. They will be entered in the book in a timely manner.

- A running balance for the buy fund, as well as each individual detective, will be kept.

j. The buy fund shall be counted and the total compared to the amount shown in the account book by a Sergeant on a monthly basis, or more frequently as needed.

k. The Section Commander shall count the buy fund quarterly and sign the account book, acknowledging that the account is balanced.

l. At the end of each month, the appropriate Unit Sergeant will review all detectives' individual expenditures and balances in their account book.

- This information shall be shared with the detective who will then balance his/her personal figures against the sergeant's.
- Any discrepancies must be immediately discussed with the sergeant, resolved at that time and reported to the Section Captain.

m. In the absence of acceptable contrary documentation by the detective, the sergeant's figures shall be considered accurate.

n. Individual detectives shall use a check register, notebook or ledger book to keep a running daily record of all expenditures, transactions, or draws from the investigative fund.

o. All expenditures by a detective or a sergeant must be recorded on an "Expenditure Receipt".

- Detectives must also record CI payments on "Cooperating Individual Case/Payment History" form which is contained in the CI file.

p. No detective should possess more than $500.00 in department investigative funds at any one time.

- If more than $500.00 is needed, the appropriate Unit Sergeant shall be contacted, briefed on the investigation, and, based on that briefing, decide if the investigation is worth an expenditure above this amount.
- The CISU Sergeant may authorize up to $1,500.
- Amounts above $1,500 require a Section Commander's approval.

q. Detectives shall not run a negative balance in their individual investigative account. Detectives shall not co-mingle their personal funds with department investigative funds, and are subject to spot checks for outstanding funds.

- This spot check will be documented by the Sergeant in the safe ledger.

r. Reliability buys should not exceed $150.00.

s. Buy/walks should not exceed $150.00 unless supervisor approval has been obtained prior to the transaction.

t. Supervisor approval is required prior to any buy/walk on any suspect. The following information will be provided to the supervisor prior to approval:

- Name, address (actual living location), and vehicle information.
- Full criminal history check, including WSIN.
- A third walk must further the investigation beyond a third delivery charge.

u. Money paid to an informant must be documented and signed for by the informant on an "Expenditure Receipt". This type of expenditure should be witnessed and the witness's name recorded on the receipt.

- Expenditures shall be consistent with the market value of the service or narcotics to be purchased.

v. All expenditures, with the exception of those by CIU, must be consolidated, signed by the appropriate person(s) within the chain of command and forwarded to CISU by the end of the month.

- CISU will consolidate and submit all forms in one packet to the Chief of Criminal Investigations via the chain of command.
- Precinct SET Sergeants shall have their expense reports submitted to the CISU Sergeant no later than the 5th of the following month.
- No monies will be reimbursed until the original paperwork is received by the CISU Sergeant.

17.09.025
## "FLASH" DRUGS: 04/10

CISU currently has an amount of flash drugs to be used on short notice. These operations may only be done with approval of a Captain or above and generally require significant planning. Flash drugs may also be obtained directly from Evidence and Supply provided all procedures as it pertains to evidence release and return to the main evidence room are followed.

1. The use of flash drugs in sting operations will be tightly controlled and used only under the direction of a supervisor.
2. In no circumstance may drugs be utilized from a case which has not reached judicial resolution including appeal processes.
3. Unless circumstances prevent it, all reverse sting operations shall be covertly wired/recorded for evidentiary purposes.
4. When flash drugs are removed from the safe the following procedure will be followed:

   a. The amount needed will be tested when removed and returned and the difference in weight noted if changed do to the presumptive test.
   b. These activities will be recorded in the drug log book which shows the:

      - Incident number.
      - Detective taking possession.
      - Approving supervisor.
      - Amount kept for evidence, lost or destroyed if full amount is not able to be returned.

5. Any report associated with the operation will reflect the above information as well.
6. In the event that any loss of drugs takes place a report will be forwarded to IIU for review

17.09.030
## SEIZURES: 04/10

Mere possession for personal use is not a basis for a seizure of any real or personal property. Seizures must be based on felony crimes only.

1. Per RCW 69.50.505, the following are subject to seizure and forfeiture:

    a. Controlled substances, hazardous chemicals.
    b. Raw materials, products and equipment of any kind used in manufacturing/delivering controlled substances.
    c. Conveyances, vehicles, boats, and aircraft used to facilitate the sale, delivery or receipt of controlled substances.
    d. All used drug paraphernalia.
    e. Money, negotiable instruments or other tangible property furnished in exchange for controlled substances.
    f. Money or tangible property acquired from drug sales;
    g. Real property used with knowledge of the owner for manufacturing/delivering controlled substances or acquired in whole or in part with proceeds from drug trafficking.

2. Seizure of personal property may be done:

    a. Upon process issued by Superior Court (an order directing seizure).
    b. Incident to an arrest or a search warrant.
    c. Upon probable cause to believe that the property was used or intended to be used in violation of RCW 69.50.505.

3. The following procedures shall be followed when seizing a vehicle:

    a. Vehicles shall be seized within ten (10) days of the driver's arrest or search warrant service.
    b. The vehicle should have fifty-thousand 50,000 miles or less or less that three (3) years old.

        - Exceptions can be made with a supervisor's approval.

    c. Write the mileage of the seized vehicle on the seizure form.
    d. Fill out a separate Notice of Seizure and Intended Forfeiture for each of the following:

        - The person from whom the vehicle was taken.
        - The registered owner, if different.
        - The legal owner, if different.
        - Any other persons who could conceivably claim an interest in the vehicle.

    e. Sign your name on the Officer's Signature line and personally serve the person from whom the vehicle was taken with the pink copy of the original of the above notice.
    f. Remove all unattached personal property not necessary for the vehicle's operation. (This includes papers, tapes, coins, tools, baubles on the key ring, etc.)

        - The property shall be released at the scene if possible.
        - All items not released shall be placed into evidence for safekeeping (refer to G.O. 8.00.0205).
        - A search warrant should be considered for any locked containers.

g. Drive the vehicle to a Precinct parking lot.

- Deliver the keys, original seizure notice, and a complete copy of the incident report to the Asset Forfeiture/Meth Precursor Unit.
- If after hours, send the keys, original seizure notice and copy of the incident report to the Asset Forfeiture/Meth Precursor Unit through the department mail the next day.

h. The vehicle's keys shall be tagged with the incident number, vehicle description the seizing Unit and seizer's name.

i. The investigator shall send the Lab Analysis, Suspect's Criminal History, and any Follow-up Reports to the Asset Forfeiture/Meth Precursor Unit prosecutor as soon as possible.

j. Vehicle seizures shall be reviewed by the Asset Forfeiture/Meth Precursor Unit prosecutor as soon as practical.

- If the seizure is judged inappropriate, the Asset Forfeiture/Meth Precursor Unit prosecutor shall prepare the necessary documents and arrange for the return to the owner.

k. After receiving a signed copy of the Order of Forfeiture on a seized vehicle, the Asset Forfeiture/Meth Precursor Unit Supervisor shall determine the final disposition and take the appropriate steps to accomplish it.

4. The following procedures shall be followed when seizing money or other tangible property:

a. Money seized should total at least two hundred fifty (250) dollars unless used in a transaction.

b. Complete a separate Notice of Seizure and Intended Forfeiture for each person who could conceivably claim an interest in the property.

c. Property shall be entered on the Notice of Seizure by the item number corresponding to the entry on the Master Evidence Record.

d. Write "seized" next to each seized item on the Master Evidence Record along with the money envelope number.

e. Cash shall be packaged per G.O. 8.02.000 and secured in evidence until it can be transferred to PMU.

- If the amount exceeds five thousand (5,000) dollars, it should be placed in a Precinct safe for immediate transport to PMU during business hours.

g. The following documents shall be delivered to the Asset Forfeiture/Meth Precursor Unit within three working days:

- Seizure notice(s);
- Incident Report.

h. The investigator shall send the Lab Analysis, Suspect's Criminal History, and any Follow-up Reports to the Asset Forfeiture/Meth Precursor Unit prosecutor as soon as possible.

5. **Real Property seizures:** The "seizure" of Real Estate is a legal process, and no actual physical custody of the property occurs at time of seizure. In brief, the Prosecutor's Office files a lawsuit against the property in Superior Court. There are depositions, and pre-trial negotiations involved. All interested parties, including the mortgagor and mortgagee have a right to present their case. After the Civil proceedings, a judge may issue an order authorizing physical possession of the property. The following guidelines shall be followed:

a. The Asset Forfeiture/Meth Precursor Unit supervisor and Asset Forfeiture/Meth Precursor Unit prosecutor shall be contacted anytime a deputy anticipates the possibility of a Real Estate seizure.

b. The Asset Forfeiture/Meth Precursor Unit supervisor shall determine whether an asset investigator will assist in the investigation.

c. If assigned, the asset investigator assumes responsibility for evaluating the circumstances and advising the Asset Forfeiture/Meth Precursor Unit supervisor on the practicality of proceeding.

d. If a decision is made to proceed, the Asset Forfeiture/Meth Precursor Unit supervisor and the Prosecutor's Office shall review all aspects of the case. This shall include:

- The available equity in the property.
- Management considerations.
- Public relations.
- Liability problems.
- Case law impact.
- Any other pertinent factors.

e. The assigned asset investigator shall then begin:

- An in depth investigation of other assets which could be subject to seizure in the future.
- Case preparation for the Prosecutor's Office.
- To coordinate efforts between the criminal investigator and him/herself, and other aspects including final disposition of the asset.

f. Prior to final disposition of assets on large real property seizures, the case shall be reviewed with the Chief of CID.

6. **Personal property:** Any item of value may be seized and successfully forfeited when it can be proven that it was obtained or purchased, **in whole or in part,** with the proceeds gained from dealing in drugs. If the detective intends to develop a proceeds case, he/she must be prepared to conduct whatever follow-up is necessary to prove the allegation.

7. **Seizure hearings** are scheduled by the Asset Forfeiture/Meth Precursor Unit prosecutor.

a. The claim shall be made within the forty-five (45) day period.

b. The hearing date will be set ninety (90) days after receipt of a claim.

c. The involved Investigator shall contact the Asset Forfeiture/Meth Precursor Unit prosecutor to discuss the hearing prior to the scheduled date.

- Any agreements made between the investigator and the defendant shall be discussed with the Asset Forfeiture/Meth Precursor Unit prosecutor prior to finalization.

8. Forfeited conveyances, cash or other valuables shall be disposed of per department regulations and state law with copies of the seizure notice, the quarterly forfeited property form and the hearing documents sent to the Property Management Unit and Budget and Accounting.

9. The Asset Forfeiture/Meth Precursor Unit supervisor shall maintain a file for each seizure case.

a. The file shall contain copies of the seizure notice(s), requests for hearings, and any other pertinent information.

b. Upon final disposition of the seized items, the Asset Forfeiture/Meth Precursor Unit supervisor shall coordinate with the
legal advisor and the Property Management supervisor

17.09.35
## DRUGS DETECTION K-9 TEAM: 01/02

1. The Drugs Detection K-9 Team is a specially trained support unit. The K-9 Team may be used for:

   - Vehicle searches for drugs.
   - Building searches for drugs.
   - Area searches for drugs.
   - Searches of closed packages for drugs.
   - Community related activities.

2. The K-9 handler shall:

   - Decide whether or not to use the K-9.
   - Immediately notify his/her supervisor when he/she responds to a call-out.
   - Check the area for hazardous conditions before using the K-9.

# 17.10.000 ABATEMENT PROGRAM

17.10.005
## INTRODUCTION: 01/02

The Drug Abatement Program was developed by the Sheriffs Office to assist in securing safe and habitable neighborhoods for the citizens of King County. The civil abatement law allows law enforcement, working in unison with the Prosecutor's Office, to obtain court orders to close locations where illegal drugs are either sold or used.

17.10.010
## ABATEMENT RESPONSIBILITIES: 01/02

Special Emphasis Teams, working closely with both the Crime Analysis Unit and Re-Active Patrol, will be responsible for initiating abatement investigations within their precinct/city areas.

17.10.015
## ABATEMENT GUIDELINES: 02/00

1. ESTABLISH A NUISANCE

   a. Establish a probable abatement target and establish a nuisance.
   b. A nuisance is established by evidence demonstrating that controlled substances are manufactured, delivered, sold, stored or given away on the premises in contravention of RCW 7.48.052 (7).

      - Supporting evidence can be established with proper documentation at the patrol level. This can be but is not limited to:

        - Incident Reports.
        - Field Interview Reports.
        - VUCSA related arrests.

      - Controlled buys should be used to obtain search warrants which produces evidence which can be testified to by the executing officer(s).

2. FREQUENCY OF POLICE RESPONSE

   a. It is necessary to describe in detail the adverse impact the illegal activity has on the surrounding community.
   b. Adverse impact includes, but is not limited to, the following:

      - Any search warrants served on the property where controlled substances were seized;
      - Investigative purchases of controlled substances on or near the property by law enforcement or their agents;
      - Arrests of persons who frequent the property for violation of controlled substance laws;
      - Increased volume of traffic associated with the property;
      - The number of complaints made to law enforcement of illegal activity associated with the property.

3. DECLARATIONS

a. Declarations should be obtained from surrounding neighbors/businesses who are adversely impacted by the nuisance.
b. The support of the surrounding neighbors/businesses is crucial to a successful Drug Abatement case. Neighbors/business are encouraged to assist the police by reporting any suspicious activity associated with the target location.
c. They are also encouraged to document the activity on the Suspected Drug House Activity Log. (See attachment A)
d. These same neighbors/businesses will be asked to testify during the Abatement proceedings to the adverse impact on them, created by the suspected drug house.

4. PRINTOUTS

a. Upon request, the Communications Center will provide a computerized printout concerning the targeted nuisance.

- This printout will contain the dispatched details as well as on-view activity within 1/4 square mile of the targeted location.

b. The requesting detective/deputy will take the pertinent incident numbers and obtain copies of the incident reports via the Records Unit to assist in compiling the necessary documentation to substantiate a nuisance complaint.

5. WRITTEN NOTICE TO OWNER CONCERNING ESTABLISHED NUISANCE

a. Prior to sending written notice to the landlord, the Prosecutors assigned to the Asset Forfeiture/Meth Precursor Unit will review the case.
b. This letter will be delivered by hand or by certified mail to the property owner by the investigating detective/deputy. (See attachment B) **NOTE: THE WORDING IN THIS LETTER SHOULD NOT BE CHANGED.**

- If the letter is hand delivered, a Statement of Service will be completed. (See attachment C)

c. The letter should be written on King County Sheriff letterhead and signed by the Division Chief, Precinct Major, or City Chief of Police.
d. For rental property, a letter will be sent to the property owner as well as to the tenant (s) of the property in question.

- A copy of the letter and date of service will be maintained.

6. ABATEMENT

a. Upon receipt of documented evidence concerning continued nuisance/drug activity, all related paperwork in affidavit form will be forwarded to the Civil Unit of the King County Prosecutor's Office.

- The Prosecutor's Office will make a determination and, if sufficient evidence exists, will begin the abatement process.

b. To be effective the Abatement case should be filed in a timely manner. Ideally, the Abatement should be filed the day immediately following the service of a narcotic's search
warrant.
c. In an owner/occupied residence, the Drug Abatement can be used incident to seizure of that property.

ATTACHMENT A

| **SUSPECTED DRUG HOUSE ACTIVITY LOG** | | | | |
|---|---|---|---|---|
| HOUSE LOCATION: | | | | |
| Entry Date | Arrival Time | Departure Time | Vehicle Description/License Number | Suspect Actvity/Observation |
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ATTACHMENT B

DATE:

RE: NOTICE TO PROPERTY OWNER OF SUSPECTED ILLEGAL DRUG ACTIVITY

Dear_____

This notice is to advise you of the apparent illegal drug activity occurring at _____.
Details regarding this suspected illegal drug activity can be found by reference to King County Sheriff's Office Case# _____. Investigation conducted thus far suggests that this property currently is being used for the purpose of either manufacturing, delivery, selling, storing, or giving away controlled substances in contravention of Washington State law.

It is our understanding that you own or manage the property referenced above. As the person/persons responsible for this property, it is your duty to ensure that illegal drug activities are not conducted on the premises. Your failure to halt or prevent the recurrence of illegal drug related activity at your property may lead to the initiation of judicial proceedings to terminate the activity as provided by Washington State law.

The King County Sheriff's Office is willing to work cooperatively with you in this regard. Please call Detective _____ at _____ within the next ten days to discuss this matter.

Sincerely,

SUSAN L RAHR, SHERIFF

Chief:

ATTACHMENT C

## I. STATEMENT OF SERVICE

The undersigned officer states:

I am _____.

I served _____ with the following documents

( ) Notice to Property Owner of Suspected Illegal Drug Activity

( )

( )

Time and place of service:

Date _____ Time _____

Address _____.

Service was made as indicated below

( ) By delivery to the person named, by a peace officer.

( ) By certified mail to the person named at the address of service.

## II. CERTIFICATION OF STATEMENT

I certify under penalty of perjury under the laws of the State of Washington that the foregoing statement is true and correct.

_____, WASHINGTON.
Date and Place

_____
Signature

# 17.11.000 CRIMINAL STREET GANG ENFORCEMENT

17.11.005
## INTRODUCTION: 05/08

There is a serious problem with criminal street gangs in King County that must be addressed strategically and effectively. Criminal street gangs are comprised of individuals from every ethnic and socioeconomic group. The ethnic make-up of a gang often reflects the ethnic make-up of the community in which the gang resides. Gangs which historically have been comprised of a particular ethnic group will now often have a diverse membership if there is ethnic diversity in their community. All-female gangs have also been documented, and female gang members play in integral role in many criminal street gangs. This policy is intended to assist deputies when handling gang member contacts and incidents.

17.11.010
## DEFINITIONS: 05/08

RCW 9.94A.030 provides the following definitions:

**"Criminal Street Gang"** means any ongoing organization, association, or group of three or more persons, whether formal or informal, having a common name or common identifying sign or symbol, having as one of its primary activities the commission of criminal acts, and whose members or associates individually or collectively engage in or have engaged in a pattern of criminal street gang activity.

**"Criminal Street Gang Member or Associate"** means any person who actively participates in any criminal street gang activity and who intentionally promotes, furthers, or assists in any criminal act by the criminal street gang.

**"Criminal Street Gang-Related Offense"** means any felony or misdemeanor offense, whether in this state or elsewhere, that is committed for the benefit of, at the direction of, or in association with any criminal street gang, or is committed with the intent to promote, further, or assist in any criminal conduct by the gang, or is committed for one or more of the following reasons:

1. To gain admission, prestige, or promotion within the gang.
2. To increase or maintain the gang's size, membership, prestige, dominance, or control in any geographical area.
3. To exact revenge or retribution for the gang or any member of the gang.
4. To obstruct justice, or intimidate or eliminate any witness against the gang or any member of the gang.
5. To directly or indirectly cause any benefit, aggrandizement, gain, profit, or other advantage for the gang, its reputation, influence, or membership; or
6. To provide the gang with any advantage in, or any control or dominance over any criminal market sector, including, but not limited to:

    a. Manufacturing, delivering, or selling any controlled substance (chapter 69.50 RCW).
    b. Arson (chapter 9A.48 RCW); trafficking in stolen property (chapter 9A.82 RCW).
    c. Promoting prostitution (chapter 9A.88 RCW); human trafficking (RCW 9A.40.100); or
    d. Promoting pornography (chapter 9.68 RCW).

17.11.015

## CHARACTERISTICS OF GANG MEMBERS AND ASSOCIATES: 05/08

While the majority of criminal street gangs do not change the colors, signs, or symbols with which they associate, their styles of clothing and dress vary considerably depending on the gang or even the specific set or clique of the gang. The most common items of gang paraphernalia and clothing are canvas web belts with the end hanging below the waist, bandannas, hats, and certain combinations of sports team names and numbers. Look for gang writings such as initials, numbers, or names inside belts, hats, or on the side of shoes. Deputies should be looking for individuals who frequent known areas of gang activity and who display characteristic clothing and behavior of gang members.

1. The following is a partial list of criminal street gangs in and around King County and their identifying colors, symbols, and characteristics. This list is by no means all-inclusive.

    a. Sureño gangs: The number 13 (written as 13, X3, XIII, or 3CE), the color blue, Los Angeles Dodgers sports clothing, and clothing from the SouthPole, Dirty South, Los Angeles, or Dickies clothing lines.
    b. Norteño gangs: The number 14 (written as 14, X4, or XIV), the color red, University of Nebraska and San Francisco 49ers sports clothing, and clothing from the Dickies, Ben Davis, and Eckō clothing lines.
    c. Crip gangs: The color blue, and British Knights clothing.

        - Some Crip sets will associate with different colors in addition to blue; for example:

            - Hoover Crips: The color orange, and the Houston Astros sports team.
            - Grape Street Crips: The color purple
            - Neighborhood Crips: The color light blue, and the North Carolina Tar Heels sports team.
            - Santanna Blocc Crips: The color “African-American” (a dark-brown/black)

    d. Blood/Piru gangs: The color red, Calvin Klein clothing, and the Boston Red Sox sports or the Philadelphia Phillies sports team (for Pirus).
    e. Black Gangster Disciples/Gangster Disciples gangs: The color black, the number six, the six pointed star (✯), and an upwards facing pitchfork (Ψ).
    f. Latin Kings/Almighty Latin King and Queen Nation: The colors black and gold, the number 5, the five pointed star (★), and an upwards facing cane (ɳ).

2. When assessing a suspect's potential gang membership or involvement in criminal gang activity, deputies need to determine if the suspect:

    a. Admits gang membership or affiliation.
    b. Has gang related tattoos.
    c. Writes or possesses gang paraphernalia, (i.e., documents, graffiti).
    d. Wears gang related clothing or jewelry, (specific colors, numbers and initials on clothing, gang graffiti or moniker written on clothing, gang members in a group dressing, or possessing items clearly marked with gang colors or markings).
    e. Uses a gang related moniker.
    f. Has been identified as an individual affiliated with criminal street gang based upon reliable information, such as information from:

        - A reliable informant.
        - A Law Enforcement Agency, including out of state or Federal Agencies.

    g. Photographs and/or group pictures with other gang members.
    h. Uses hand signs and verbiage in a context that indicates gang affiliation (i.e., "cuzz", "folk", "crab killer", "slob", "homie", "blood", “scrapa”, “chapete”, etc.).

i. Associates with other known criminal street gang members.
j. Is involved in criminal street gang related crimes or activities.
k. Is identified as a gang member by another gang member.
l. Name appears on a gang document or in gang graffiti.
m. Targets victims or property from a rival gang or crosses out rival gang graffiti.

3. The above thirteen criteria are what will be used to determine an individual's gang membership.
4. It is vital that all factors that may apply in a given incident are thoroughly documented in the incident report or FIR. (see section .050)

17.11.020
## GANG ENFORCEMENT PHILOSOPHY: 05/08

"Firm but Fair" shall be the department philosophy when dealing with criminal street gang members. It is not a crime to be a gang member, nor do individuals compromise their constitutional rights by virtue of their membership with a criminal street gang. However, because criminal street gangs threaten the safety of the community, deputies should act within their legal authority to discourage criminal street gang membership and activity, including:

1. Effectively enforcing the law.
2. Making referrals of suspected and potential gang members to programs designed to discourage gang involvement.
3. Promoting education and awareness programs.
4. Developing intelligence information to track criminal street gangs and target members who promote criminal gang activity.

17.11.025
## CONTACTING GANG MEMBERS: 05/08

1. Deputies are encouraged to make contact with persons who are suspected of associating with a criminal street gang that engages in criminal activity. Deputies should:

   a. Try to determine if the individual presents an immediate danger to the community.
   b. Try to gather as much intelligence information as possible. (Refer to G.O. 5.05.000, Handling Immigration Contacts.)
   c. Document the contact in an incident report or FIR and forward to the KCSO Gang Unit.
   d. Determine the extent of the subject's involvement with gang activity and assess whether the subject may be responsive to the services of an intervention specialist.

2. The **level of contact** will depend on the behavior of the suspect and the deputy's background knowledge of the suspect. (see section .035)

   - To most effectively make that assessment, it is necessary for deputies to have a clear understanding of what a gang member is and what techniques will best ensure both the safety of the deputy and the cooperation of the person being questioned.

3. Experience has shown that deputies gain far more cooperation and information from gang members and associates when the deputy uses a professional and congenial approach. An overly aggressive approach or the use of humiliation and intimidation usually guarantees that the suspect will not cooperate. Respect is the central theme guiding most gang behavior. Respect and reputation are vital for gang members and the gang. Without respect, the gang and the gang member's influence in the community diminishes.

The gang is then not able to grow, so it becomes less powerful and is no longer seen as a threat to citizens or to the gang's rivals. Gang members will protect their reputation and respect so fanatically that they will kill and die for it. Any sign or showing of disrespect, whether perceived or real, must result in immediate retaliation by the disrespected gang member and/or gang in order to maintain respect and reputation. If a deputy humiliates or disrespects a gang member, especially in the presence of other gang members, that gang member may feel compelled to retaliate against that deputy or the next deputy that they come into contact with, possibly with physical force. Gang members who feel they have been treated fairly not only become more cooperative but will often give valuable information, especially about rival gang members.

17.11.030
## DEPUTY SAFETY AND GANG CONTACTS: 05/08

Because our goal is to discourage gang activity through enforcement and intelligence gathering, deputies must use an approach that is most conducive to cooperation. Overly aggressive tactics will not be encouraged or condoned. This should not be construed to mean that deputies should be timid or tentative in their approach or overlook the hazards that are commonly associated with gang members. Deputies must exercise a high degree of caution when dealing with suspected gang members and associates. Reasonable measures should be taken to ensure that the deputy has a tactical advantage and can safely complete the contact. However, this must be done in a way that does not violate the civil rights of the suspect. **There is not a different set of tactics to be used on gang members as opposed to non-gang suspects.**

17.11.035
## LEVEL OF CONTACT: 05/08

1. The level of contact with gang members will usually fall into one of the following three (3) categories:

   a. Common Law Inquiry (social contact).
   b. Terry Stop (stop and frisk).
   c. Arrest.

2. The degree of intrusiveness of a search and the length of detention will depend on which of the preceding categories apply.

   a. **COMMON LAW INQUIRY (Social Contact):**

   - The basis for a Common Law Inquiry is that **a deputy can stop and talk to anyone who is willing to stay.** The most common criticism leveled at the police for this type of contact arises if the public perceives that the police are targeting a particular group based only on their ethnicity (racial harassment). Therefore, deputies need to be sensitive to these concerns and be able to articulate what factors led to a particular person being the subject of a police inquiry.
   - Because a deputy's authority does not extend to a pat down search or detention when making a Common Law Inquiry, non-intrusive methods of control are the only options available to the deputy, unless the circumstances change and elevate the contact to a Terry Stop or arrest. Deputies approaching a situation like this must use extremely good judgment when deciding how to approach the person.
   - Following are some guidelines for deputies to follow when conducting a Common Law Inquiry.

     - Whenever possible, this type of contact should be made when a second deputy is present. This may require that the first deputy to wait for a second deputy before making the contact.

- When approaching a suspected gang member, the deputy should not attempt to intimidate the person into compliance. Using a firm but polite approach, and engaging in some friendly dialogue, will most often result in the cooperation of the individual. A simple request for the person to prove that they are not armed can be effective. Some examples are:
    - "Would you mind opening up your coat so that I can see if you are carrying a weapon?"
    - "Would you mind keeping your hands out of your pockets while we're talking?"

- If the person refuses to cooperate and the deputy feels that the risk of continuing the inquiry under these circumstances is too great, the contact should be stopped.
- Deputies should ask about the person's affiliation with a gang and ask to see any tattoos or gang related apparel. With enough patience and finesse, most deputies can get a great deal of information. Keep in mind that gang members are willing to give information about rival gang members.
- Unless it is necessary, no more than two (2) deputies should participate in this type of contact. When more deputies join in, it may escalate the situation and thereby reduces the likelihood of the suspect cooperating and providing information. Further, the on-looking community is likely to overreact to the situation and perceive the simple inquiry as harassment.

b. **TERRY STOP (Stop and frisk):**

- A Terry Stop is referred to in terms of "stop and frisk" because the law allows deputies to briefly detain and frisk the suspect for weapons, even though the person is not under arrest. Keep in mind, however, that to legally frisk the person the deputy must be able to **articulate why he** believes the person is armed. A search incident to arrest does not have to be justified by objective facts that the suspect is armed. This is an important distinction between a Terry Stop and an arrest that is sometimes misunderstood.
- The basis for a Terry Stop is a deputy's **reasonable suspicion**, based on specific and objective facts and circumstances, that criminal activity is suspected and this suspect is involved. Such facts and circumstances are wide ranging and may include observations made by the deputy, information broadcast over the police radio, or intelligence information that has been disseminated to the deputy. A deputy's knowledge that a person is a gang member does not, in itself, justify a Terry Stop. It **may** justify the search, but **there must be an independent basis for the stop.**
- As the deputy is making the assessment of whether the person is possibly armed, gang association should be considered. If the deputy believes that the suspect is a gang member or associate (based on the suspect's behavior, mannerisms and appearance), it is reasonable for the deputy to conclude, that the suspect is likely to be armed. This conclusion, taken together with other factors (bulky clothing, etc.) may form the basis for frisking a person during a Terry Stop.
- As stated above, if the deputy has a legal basis for detention and a pat down, the deputy should employ the appropriate tactics based on whether he believes the person is armed.
- The methods used for armed gang members are the same as those for any armed suspects.
- The length of time the person is detained must be reasonable under the circumstances.

c. **ARREST:**

- As in any other enforcement situation, the arrest of a gang member must be based on **probable cause** and the gang member and their vehicle should be thoroughly searched incident to the arrest. The tactics used when taking the suspect into custody must be selected in response to the behavior of that specific person, the deputy's knowledge about that specific person, and the circumstances under which the arrest is taking place.
- Deputies should remember that gang admissions are incriminating evidence, and can be used against a gang member in court proceedings. If a gang member is under arrest and subject to interrogation, then Miranda must be read prior to any questioning regarding gang membership or affiliation.
- If the person's behavior, mannerisms, and appearance lead the deputy to believe that they are associated with a criminal street gang, it is reasonable for the deputy to take precautions as though the suspect is armed and to take the same precautions that would be employed when dealing with **any** person that is suspected of having a weapon.
- If a felony stop is necessary without the clear expectation of a felony arrest, deputies shall modify their level of contact accordingly as soon as the deputy safety issues have been satisfactorily met.

- For example, if a stop is made for mere suspicion, it is unacceptable to put a group of people on their knees and to keep them in that position for any more time than necessary to pat them down for weapons.

17.11.040
## PHOTOGRAPHING GANG MEMBERS: 05/08

1. Photographs should be taken anytime a suspected gang member is arrested.
2. Deputies may take non-booking photographs with the permission of their supervisor.
3. Deputies shall not coerce or use physical force to obtain non-booking photographs.
4. Deputies should conduct the photographing process at the same time that they are completing the F.I.R.

- The photographs may not extend the time necessary to complete the interview process.

17.11.045
## CONFISCATING GANG RELATED ITEMS: 05/08

1. Deputies shall not confiscate gang clothing or paraphernalia unless it is evidence in a crime.
2. All items confiscated as evidence shall be documented and packaged according to department policy.

17.11.050
## INVESTIGATIVE PAPERWORK: 05/08

1. Deputies shall investigate all gang related cases and gather evidence like any other criminal investigation.

    a. The incident report or FIR should clearly indicate the gang related characteristics to classify it as such (see section .015).
    b. Use the FCR Hazard Code "2" for all gang related cases.

        - An incident can be determined to be gang related if the activity can be reasonably believed to be committed for the benefit of, at the direction of, or in association with any criminal street gang, or is committed with the intent to promote, further, or assist in any criminal conduct by the gang. Applying this law, any F.I.R. of a suspected or known gang member and most incident reports for a crime involving gang members as either suspect or victims can be cleared with a "2".
        - Incidents such as a traffic accident cannot usually be considered gang related, unless it is an intentional act or occurs during the commission of another gang related crime.

    c. Forward a copy of all gang related incident reports and FIRs to the KCSO Gang Unit.

2. Deputies should document gang member contacts with an incident report or FIR containing the information listed in section .015, and forward to the KCSO Gang Unit.

    a. Locations of tattoos should be noted. Be specific on description and location, and take photos if possible.
    b. Photographs of Graffiti should also be sent to the KCSO Gang Unit.

3. Deputies should contact the KCSO Gang Unit if they need assistance.
4. Both the Criminal Intelligence Unit and the KCSO Gang Unit have a database of contacts with gang members and associates, from agencies throughout the State.

17.11.055
## VALIDATION OF CRIMINAL STREET GANGS AND GANG MEMBERS: 05/08

1. It shall be the responsibility of the KCSO Gang Unit to:

    a. Validate threat groups as criminal street gangs, in accordance with the definitions of "Criminal Street Gang" (RCW 9.94A.030(15)) and "Pattern of Criminal Street Gang Activity" (RCW 9.94A.030(36)).
    b. Validate individuals as members or associates of a criminal street gang, in accordance with the definitions of "Criminal Street Gang" (RCW 9.94A.030(15)) and "Criminal Street Gang Associate or Member" (RCW 9.94A.030(16)).

2. These validations will be necessary in future court cases in order to prove that a group or an individual have been validated as a criminal street gang or criminal street gang member/associate, and may prove relevant in sentencing proceedings, expert witness testimony, or in the event that gang enhancements are passed into law in the near future.
3. The KCSO Gang Unit will maintain a current list of the predicate acts used to validate threat groups as criminal street gangs.

# 17.12.000 SOAP VIOLATIONS

17.12.005
## INTRODUCTION: 09/92

This policy is designed to assist deputies who are enforcing "SOAP" (Stay Out of Areas of Prostitution) Orders.

17.12.010
## ENFORCING COURT ORDERS: 09/92

1. There are two (2) types of SOAP Orders:

   a. **Additional Condition of Probation.**

      - KCC 12.150.020, Violation of Court Ordered Probation, applies to probationers who have been convicted of prostitution activities in King County Courts.
      - KCC 12.150.020 only addresses the Additional Condition of Probation order.

   b. **Additional Condition of Release.**

      - Deputies must have a judge issue a warrant for violations of an Additional Condition of Release.

2. Contract cities may vary on how they handle Additional Condition of Release and Additional Conditions of Probation order violations.

   - Deputies shall comply with the contract city provisions when dealing with SOAP violations.

17.12.015
## SOAP PROCEDURE: 06/97

1. Deputies shall confirm through Data Control Unit anytime they stop an individual suspected of a SOAP violation.

   - The Data Control Unit maintains the original SOAP Orders on file until they expire.

2. If Data confirms the individual is in violation of an Additional Condition of Probation Order, the deputy has probable cause to make the arrest under KCC 12.150.020.

   a. Booking the suspect is strongly encouraged when an arrest is made.
   b. If a booking cannot be made, deputies shall write an incident report under the applicable procedures listed in #3 below for Vice Unit follow-up.

3. When booking the suspect, deputies shall write an incident report titled "Vice all Other."

   a. The report shall detail the reason for contact, the fact the order was confirmed by the Data Control Unit, and include:

      - The issue and expiration date of the order.
      - The issuing Court.
      - The citation or court number the order was issued under.

b. **Do not write a citation.**
c. The FCR shall be a 213-G with the appropriate hazard factor.
d. Upon arrival to the jail, deputies shall have Data fax a copy of the order to the jail.

- Leave a copy of the incident report and the fax copy of the order with the jail.

4. Complete a booking form.

- The arresting deputy shall draw a new case number and refer to the original citation number the order was issued under (found on the court order) on the booking form.

# 17.13.000 LABOR/MANAGEMENT DISPUTES

17.13.005
## POLICY STATEMENT: 08/95

It is the policy of the Sheriff's Office that the police role in strikes and labor disputes will be unbiased, reasonable, and impartial while protecting life and property, maintaining law and order, and assuring that the civil rights of all involved parties are protected.

17.13.010
## LABOR RELATIONS RESPONSIBILITIES: 08/95

Precinct Commanders are responsible for police responses to labor/management disputes in their respective area of command. They shall advise the Chief of Field Operations when a significant event or incident occurs or is planned. Precinct Commanders may designate a police representative to:

1. Establish and maintain positive liaison with labor and management representatives.
2. Gather information regarding potential strikes and labor disputes.
3. Disseminate information regarding pending labor/management confrontations to concerned department personnel and representatives of other police agencies, if applicable.
4. Act as department spokesperson at labor and/or management meetings if invited to attend.
5. Explain department policy and procedure regarding labor/management disputes to representatives of both factions.
6. Visit strike locations and establish rapport with picket captains, pickets and private security personnel.
7. Act as department liaison regarding the issuance of permits for labor dispute related parades or processions on public roads and highways to ensure compliance with R.C.W. 46.90.469.
8. If necessary, make arrangements with the Criminal Intelligence Unit for video resources.

17.13.015
## DEPUTIES AT STRIKE LOCATIONS: 08/95

If necessity dictates the presence of deputies at the scene of a labor/management dispute, deputies shall:

1. Notify the Precinct Commander as soon as possible.
2. Maintain an attitude of strict neutrality and impartiality at all times.
3. Avoid discussing issues regardless of whether this subject is introduced by labor, management or a citizen who appears to be an uninterested, innocent bystander.
4. If picketers are present, attempt to identify the picket captain and enlist his/her cooperation in controlling their actions.
5. Identify a management representative of the struck company and solicit his/her cooperation in controlling the actions of working employees and security personnel.
6. The number of uniformed deputies at a strike scene will be kept at an absolute minimum with officer safety as the determining factor in that decision.

17.13.020
## DUTIES OF DEPUTIES: 08/95

1. The primary duties of all deputies at a strike location are to protect life and property and preserve the peace.
2. Whenever possible, deputies will request voluntary compliance from anyone whose behavior is unacceptable before resorting to verbal commands, physical intervention or arrest.

3. Deputies assigned to a strike situation will inform their supervisors regarding:

    a. The estimated size and mood of any gathering of picketers, spectators, and/or working employees.
    b. Observations of intoxication or open use of alcohol and/or drugs by anyone involved in the incident.
    c. The names of Picket Captains, Union Officials and Management Representatives present at the scene.
    d. The number and approximate ages of any children at the scene and the likelihood of injury if they remain.
    e. Observations of any activity indicative of potential "problems" developing at the scene.

4. Each deputy should attempt to establish good relations with the Picket Captain or other Union Representatives and with Management Representatives.

    - Care must be taken to avoid the appearance of fraternization with either side.

5. Deputies should not enter company property except for enforcement and should not park department vehicles on company grounds.
6. Deputies should not use company telephones.
7. Deputies should not fraternize with company guards.

17.13.025
## INJUNCTIONS: 08/95

1. Management may secure an injunction to restrict the activity of pickets. An injunction is a Writ or Order of the Court, restraining a person, or group of persons, from doing a particular act. An Injunction is a CIVIL PROCESS involving labor and management.
2. Injunctions may restrict any of the following:

    a. The number of persons on a picket line.
    b. The distance to be maintained between pickets.
    c. The distance from entrances which must be maintained by striking employees who are not on picket duty.

3. It is not normally the duty of the Sheriff to enforce the injunction.

    - The only exception is if the injunction, or a supplemental Court Order, is directed to the Sheriff, ordering him/her to enforce the Writ or Order.

4. Violations of an injunction are generally treated as Contempt of Court and, if management desires legal action, they should be referred to the courts.

17.13.030
## ARREST PROCEDURES: 08/95

1. Physical arrests at a strike location should be made only when absolutely necessary.
2. Deputies witnessing blatant violations of criminal and/or traffic ordinances will take appropriate enforcement action.

    - Provided such action can be accomplished without unnecessarily subjecting the deputies to an unreasonable risk of physical injury.

3. Physical arrests or citations for violations of trespassing ordinances should be avoided if possible.

    - Deputies should discuss trespassing violations with their supervisors before taking enforcement action.

4. When a deputy anticipates an arrest situation, he/she should call for assistance before making the arrest.
5. Persons arrested should be removed from the area immediately.

    - Any delay in the area of the arrest may lead to an attempted rescue of the prisoner or agitation of the demonstrators.

17.13.035
## SHOPPING CENTERS AND MALLS: 08/95

When a labor/management dispute takes place in an area where several stores occupy a common space and parking facilities, such as shopping centers or malls, pickets are allowed to:

1. Enter the shopping center or mall and picket directly in front of the effected store.
2. Picket in the parking lot including entrances and exits.

17.13.040
## PEDESTRIANS AND PASSENGER VEHICLES CROSSING PICKET LINES: 08/95

1. All persons and vehicles have the right to enter and leave a strike location.
2. In some cases, the picket line will be tightly closed in order to prevent entrance. In this event deputies should:

    a. Tell the picket captain to open the picket line to those wishing to enter and/or leave.
    b. Order the pickets to move away from the entrance if the picket captain fails to comply with the request, or if the pickets refuse to obey their leader.
    c. Should open the picket line without hesitation if the picket captain fails to comply with the request, or if the pickets refuse to obey their leader.

        - Supervisors should be notified if possible.
        - Use the minimum amount of force necessary to accomplish the task.

3. When picket lines are opened by deputies, they should face the pickets rather than the persons or vehicles entering the gate.

17.13.045
## TRUCKS CROSSING PICKET LINES: 08/95

1. Trucks can present a serious problem inasmuch as they are either delivering material to, or removing finished products, from the location.
2. The decision to enter or exit a struck location is entirely up to the truck driver.
3. If a truck stops near a picketed vehicle access, the pickets should be allowed a reasonable period of time to present their case to the driver, provided the truck does not constitute a traffic hazard.
4. Deputies will advise the driver of any vehicle stopped in a location that interferes with normal vehicular and pedestrian traffic to move the truck a reasonable distance to alleviate any problems.

17.13.050

## TRAIN MOVEMENTS AND RAILROAD RIGHT-OF-WAY: 08/95

Railroads are involved in interstate commerce as licensed, common carriers. Federal law and rules of the Interstate Commerce Commission require that goods consigned for interstate shipment be transported without undue delay. Therefore, deliveries originating by rail from out of the state must be made; and deliveries of finished products consigned for interstate shipment must be completed.

1. If pickets attempt to block train movement, deputies will request the assistance of a Railway Special Agent if one is present on the train.
2. The Picket Captain will then be asked to cooperate by advising the pickets to move off the tracks and allow the train to pass.
3. In the event it is necessary to remove pickets, deputies should be certain that they are removed from the tracks only, so the train can be moved in.

    - Pickets should not be removed from the adjoining railroad property.

# 17.14.000 ANIMAL CALLS

17.14.005
## INTRODUCTION: 01/09

Crimes against animals are often associated with other crimes, such as domestic violence. However, all too often deputies will overlook potential animal crimes while investigating other incidents. This policy is intended to educate deputies regarding the existence of animal abuse crimes and to provide direction for the successful recognition, investigation, and prosecution of crimes against animals. It is the intent of the Sheriff's Office to protect animals from abuse and neglect and to hold offenders accountable by thoroughly investigating and rigorously prosecuting crimes against animals.

This policy is intended to assist deputies who are handling cases of Animal Cruelty, Neglect, Hoarding, Dangerous Dogs, or animal calls individually or in assistance to Animal Control. Refer to RCW Title 16, "Animals, Estrays, Brands, and Fences", and RCW title 9.08, "Animals, Crimes Related to," and King County Code Title 11 for further assistance regarding specific laws.

17.14.010
## RESPONDING TO CALLS OF ANIMAL CRUELTY, NEGLECT AND HOARDING: 01/09

Deputies may be dispatched to calls of animal cruelty, neglect and hoarding as the primary responder either with King County Animal Control or in lieu of Animal Control if they are unavailable. If an incident of cruelty, neglect, hoarding or any other suspicious circumstance is discovered an IRIS report will be completed.

1. Deputies are to take the lead as the primary investigator on the scene, seeking information and assistance from Animal Control when necessary.
2. Any evidence at the scene will be collected by the deputy(s).
3. If animals need to be seized, Animal Control will take the animal to their facility.
4. If the animal itself needs to be held for evidence, or held for any other reason, document this in the IRIS report along with the name of the Animal Control Officer that takes custody of the animal.
5. Ensure that the Animal Control Officer acknowledges that the animal is not to be disposed of, or adopted out until further notice from Sheriff's Office.
6. If the animal is being rescued for any reason, or surrendered by the owner any rescue/humane organization may be called to retrieve the animal, or the animal may be transported to the shelter within reason and with supervisor's approval, providing that the animal is not sick or injured.

17.14.015
## INVESTGATION PROCEDURES IN SCENES OF ABUSE, NEGLECT OR CRUELTY: 01/09

1. **IF THE ANIMAL IS INJURED/ILL AND ALIVE:**

    a. Determine if the animal should be seized or released to a responsible party.
    b. Get Veterinary attention if necessary and possible.

        - Animal Control will provide transportation of the injured or ill animal.

    c. Attempt to obtain Veterinary records.
    d. Take photographs of the animal before and after treatment if possible.

2. **IF THE ANIMAL IS DECEASED:**

   a. Take photographs of final position before moving the animal.
   b. Consider a necropsy and forensic investigation of animal to determine actual cause of death.

      - Animal Control may be contacted for assistance.

   c. If the body is kept as evidence it must be stored in a freezer; however, tissue samples are sufficient.
   d. Tissue samples will be considered evidence and must be retrieved from the Veterinarian after examination, and stored, frozen, in KCSO evidence to maintain chain of custody.

3. If an animal was attacked with fireworks or set on fire, the Fire Investigation Unit will be notified by a supervisor and will be given the opportunity to respond or decline.

17.14.020
## ANIMAL FIGHTING: 02/09

Animal fighting is both an animal cruelty crime and a vice problem. Animal fighting is often associated with gang activity. Most cases will require significant undercover work or use of criminal informants to develop a case. If animals are seized or are found dead, refer to the information listed in section 015.

1. Document in an IRIS report.
2. Notify the Precinct Detective Unit if arrests are going to be made immediately or a search warrant is needed.
3. Forward a case to the Precinct Detective Unit if they do not respond or do not need to be notified immediately.

17.14.025
## ANIMAL PROBLEM CALLS: 01/09

Deputies may be dispatched to respond to a vicious or dangerous animal to contain or control a situation and/or assist Animal Control.

1. **RESPONDING TO CALLS OF DANGEROUS DOGS AND VICIOUS ANIMALS:**

   a. Deputies may take safe and reasonable measures to defend themselves and others from the threat of immediate physical harm from a dangerous animal.

      - This may be done in lieu of the requirements in Animal Euthanasia

   b. If the animal is not an immediate threat, deputies should attempt to contain the animal for an Animal Control Officer.
   c. Animal Control is responsible for pick-up of any domestic animal.
   d. If deputies respond to a call of a vicious or dangerous animal an IRIS report will be completed documenting the type of animal involved, if an owner was identified, and the disposition of the animal (i.e., impounded by Animal Control or left with owner.)
   e. If Animal Control responds deputies will obtain their case number if they have one, and document the name of the Animal Control Officer handling the case.
   f. Deputies will defer the lead investigation on this type of case to Animal Control unless Animal Control requests our assistance in further investigation.

17.14.030
## ANIMAL EUTHANASIA: 06/10

Animal euthanasia shall be defined as the killing of sick or critically injured animals by deputies under circumstances in which no practical option exists. The term animal euthanasia does not apply to the killing of vicious or otherwise dangerous animals.

1. Deputies should, if possible, attempt to contact the appropriate owner or agency before killing a sick or injured animal.
2. When killing an animal, deputies shall:

    a. Obtain supervisor approval.
    b. Attempt to get the owners permission to kill the animal.
    c. Consult a veterinarian when appropriate (i.e., the animal has considerable value).
    d. Position all bystanders out of sight when the animal is shot.

        - Be aware of the backstop since the bullet will probably exit the animal.

    e. If possible, shoot all animals in the head at point blank range with the duty sidearm.

        - The shot should be at a downward 90 degree angle into the front of the skull.

    f. Have the Communications Center notify the appropriate agency to pick up and dispose of the carcass per section .040.
    g. Submit a detailed incident report summarizing the circumstances of the incident before securing from duty.

        - A copy of the incident shall be sent to IIU via the chain of command.

3. Deputies assigned to the ARFF Section may euthanize wildlife in accordance with Unit SOPs and with a valid Federal Fish and Wildlife permit when performing wildlife depredation activities at Boeing Field.

17.14.035
## LOST, FOUND, ABANDONED, OR STRAY ANIMALS: 01/03

1. Deputies should attempt to locate the owner of any lost, found, abandoned animal.
2. If the owner cannot be located the animal should be turned over to Animal Control.

17.14.040
## HANDLING DEAD OR INJURED ANIMALS: 09/07

1. King County Department of Transportation (Roads) is responsible for picking up all large dead animals located anywhere in unincorporated King County or their contracted cities.

    - This includes game animals on state right of ways.

2. Deputies shall request Animal Control to respond when domestic animals are dead or injured.
3. Deputies shall comply with section .030, if applicable.

# 17.15.000 FALSE ALARM REDUCTION PROGRAM

17.15.005
## INTRODUCTION: 01/06

Properly installed and maintained alarm systems are effective tools for both deterring and reporting crimes. However, excessive false alarms have become an unacceptable drain on police resources, lessen the deterrent value of alarm systems, and present serious safety concerns for both responding deputies and citizens. This policy establishes specific, standardized guidelines for responding to false alarms and for enforcing the false alarm ordinances of the county and contract cities.

17.15.010
## PATROL RESPONSIBILITIES: 01/06

1. Deputies responding to alarms will investigate the alarm by checking the exterior and, if accessible, the interior of the premises.
2. For unincorporated King County addresses, when the alarm is determined to be false, a KCSO Form C-141, Notice of False Alarm (door hanger), must be completed and given to the owner/representative, if one is present, or affixed on or near the front door.

    a. Investigating deputies will:

        - Fill in the date, time, incident number, deputy information, and deputy comments on side (a).
        - Write in the Department's or Precinct's False Alarm Officer/Clerk's phone number and check the applicable boxes on side (b).

    b. A separate C-141 must be completed and left at the scene for EACH alarm response.

3. For addresses within contract cities, deputies will utilize paperwork and procedures directed by the Contract City Chief/Liaison and the municipal code.
4. When clearing the detail, investigating deputies will give the dispatcher both the proper FCR Code and a verbal description of the observations which support a false alarm determination.

    - Examples: "No indication of crime or entry"; "Cat loose inside house"; or "Operator error."

5. When clearing the detail, investigating deputies will verbalize that the false alarm door hanger was left at the premises or will be mailed or delivered to the premises.
6. Audible alarm responses may be canceled by the dispatched deputy if:

    a. The deputy is able to call into the premises by phone;
    b. Owner/representative confirms the alarm is false;
    c. There are no other circumstances to warrant suspicion of criminal activity.

        - This procedure should normally be used only in cases of multiple alarms on the same day; during periods of extreme weather conditions; or, with the concurrence of the field supervisor, during periods of high calls for service.

17.15.015
## RESEARCH, PLANNING, AND INFORMATION SERVICES RESPONSIBILITIES: 10/02

The Research, Planning, and Information Services Unit will design inquiry menus for CAD Desktop and related information systems to assist Department, Precinct, or Contract City False Alarm Officers/Clerks in the administration of the county or contract city false alarm ordinance.

- The Unit will make improvements or adjustments and provide training, as needed, to reflect new technology and/or changes in county/city ordinances or department policy.

17.15.020
## FALSE ALARM OFFICERS/CLERKS RESPONSIBILITIES: 08/99

1. False Alarm Officers/Clerks will review computer data listing addresses with multiple false alarm responses and take the following action:

    a. False Alarm Infraction Notices (KCSO C-139 or contract city equivalent) will be issued according to the applicable penalty schedule.
    b. False Alarm Warning Letters will be sent to premise's owner(s) and alarm companies for premises with three (3) or more false alarms within a six-month period.
    c. False Alarm No-Response Status Notification Letters will be sent to premise's owner(s), alarm companies, and the Communications Center for premises with four (4) or more false alarms within a six-month period.

        - Effective date for the No-Response Status shall be ten (10) days after the date the Notification Letter was mailed to the premise's owner(s) and alarm company, if any.

    d. Alarm responses canceled before the arrival of dispatched deputies will not be counted as a false alarm for purposes of False Alarm Ordinance penalties or imposing no-response status.

2. False Alarm Officers/Clerks will work with premise's owner(s) and alarm companies to determine causes of false alarms and may assist the owner(s) with maintenance or training recommendations.

    a. The goal of the False Alarm Reduction Program is to eliminate false alarms, not to increase penalty collections.
    b. The False Alarm Officer/Clerk will provide alarm system permit information and registration forms to the premise's owner(s), when required by county or city ordinance.
    c. False Alarm Officers/Clerks are encouraged to initiate contact with premise's owner(s) who are close to being placed on no-response status.

        - False Alarm Officers/Clerks may also enlist the assistance of permanent-district or community police officers, trained in alarm systems, to contact owners of problem locations.

    d. When documents are presented which verify that maintenance repairs have been made or employee training conducted, False Alarm Officers/Clerks may:

        - Reinstate premises that are on non-response status by means of a memo to the Communications Center.
        - Take the corrective action into consideration when determining penalty assessments.

3. False Alarm Officers/Clerks will work with the King County Office of Finance or appropriate contract city personnel to address situations where owners are not paying assessed fines.

    a. King County Office of Finance will provide the False Alarm Officers/Clerks, through the Department False Alarm Reduction Program Coordinator, with computer printouts listing addresses in unincorporated King County which have records of excessive, unpaid fines.
    b. Contract City Chief/Liaisons may set up similar processes to address problem locations within their contract city.
    c. Premises with excessive unpaid balances may be placed on no-response status, in accordance with applicable county or municipal ordinances.

        - The decision to place an address on no-response status based upon unpaid fines shall be made by the False Alarm Officer/Clerk, with concurrence of the Department False Alarm Reduction Program Coordinator or Contract City Chief/Liaison.

4. False Alarm Officers/Clerks will provide alarm history information for the case file for any penalty appealed to a Hearing Officer or to District or Municipal Courts.

    a. Unless specifically subpoenaed by the premises owner, patrol deputies and False Alarm Officers/Clerks will not have to appear at hearings.
    b. The alarm history narrative provided in the cover memo must end with a "Certification of Statement", signed and dated by the False Alarm Officer/Clerk.

17.15.025

## COMMUNICATIONS CENTER RESPONSIBILITIES: 01/06

1. **Manually-activated alarms (robbery, holdup, panic) will always have a deputy dispatched, even if the premises are on no-response status.**

    - Responses to Audible, Residential Panic Alarms may be cancelled upon request of an Alarm Monitoring Company.

2. Specific call receiver and dispatcher actions are stipulated in Communications Center SOPs.

    a. Audible alarms will be assigned dispatch priority "3P" unless there is reason to believe a crime is in progress.
    b. Silent alarms will be assigned dispatch priorities according to current Communications Center policies.
    c. Dispatchers will add the deputy's observations to the CAD entry and whether the false alarm door hanger was left at the premises or mailed or delivered to the owner/manger.
    d. For alarms at premises on no-response status, Call Receivers will inform the alarm company that the department will not respond to automatic alarm activations at these locations without specific information that a crime has occurred or is occurring.
    e. For audible alarms, dispatchers will accept response cancellation requests from patrol deputies who have verified, by telephone prior to arrival at the premises, that no crime is in progress and police presence is not required.
    f. For automatic alarms, audible or silent, call receivers/dispatchers will accept response cancellation requests from alarm monitoring services.

g. Call receivers/dispatchers may also cancel audible alarm dispatches if:

- The call receiver/dispatcher is able to call into the premises by phone;
- Owner/representative confirms the alarm is false;
- There are no other circumstances to warrant suspicion of criminal activity

  - This procedure should normally be used only in cases of multiple alarms at the same premises on the same day; during times of extreme weather conditions; or with the concurrence of the field patrol supervisor.

3. The Communications Center will enter "no-response status" premise warnings into CAD as requested by the False Alarm Officer/Clerk by memo or by copy of the False Alarm No-Response Status Notification Letter.

17.15.030
## CONTRACT CITY CHIEF/LIAISON RESPONSIBILITIES: 10/02

1. Contract City Chiefs of Police and Police Services Liaisons will, in consultation with their City Managers, determine which of the above procedures will be implemented within the boundaries of the city.

   a. Deputies serving both the city and unincorporated areas will be trained in the differences between the procedures to be followed.
   b. False Alarm Officers/Clerks will be trained in the contents of the City False Alarm Ordinances, to include fine schedules and payment instructions.

2. Where possible, contract city procedures should be the same or similar to standard King County Sheriff's Office procedures for unincorporated locations to avoid confusion.
3. The Contract City Chief/Liaison, or designee, will process requests for reinstatement from owners/managers of locations that have been placed on no-response status by the City's False Alarm Officer/Clerk.

17.15.035
## CONTRACTING UNIT RESPONSIBILITIES: 02/96

The Contracting Unit will review proposed contracts for law enforcement services to insure that the issue of false alarms is addressed.

17.15.040
## DEPARTMENT FALSE ALARM REDUCTION PROGRAM COORDINATOR: 10/02

The Department False Alarm Reduction Program Coordinator:

1. Is appointed by the Chief of Field Operations.
2. Acts as liaison to the King County Office of Finance on issues relating to unpaid false alarm penalties.
3. Approves no-response status for premises in arrears on paying false alarm penalties.
4. Makes recommendations on and drafts revisions to the County False Alarm Ordinance.
5. Acts as liaison to the Alarm Industry on false alarm reduction issues, including advertising changes to the department's policies and procedures.
6. Processes requests for reinstatement from owners/managers of locations that have been placed on no-response status by a Department or Precinct False Alarm Officer/Clerk.

## 17.16.000 INFORMANTS

**Redacted**

# 17.17.000 DIGITAL FORENSICS

17.17.005
## INTRODUCTION: 04/10

Computers, wireless phones, hand-held products and other digital devices have become part of everyday life. The use of those items in criminal activity has and will continue to grow. Digital devices can be used to facilitate any criminal act. The likelihood of encountering and having to deal with digital devices should be a consideration when conducting any criminal investigation. Digital forensics is an ever changing field due to continual advances in digital technology.

To assist The Complex Investigations Services Unit (CISU) in recovering digital evidence and later presenting this evidence in court, this policy sets the standards for understanding the necessity for the seizure, gathering evidence, examination, of digital devices.

17.17.010
## ROLES & RESPONSIBILITIES: 04/10

1. When any deputy or detective encounters or anticipates becoming involved in an investigation requiring the examination and recovery of digital data from a computer, cellular phone or other electronic media storage device they are strongly encouraged to immediately contact digital forensics investigators in CISU for assistance.
2. Investigators and supervisors must be aware that the timely contacting of the digital forensics investigator may be very crucial for their case. The digital forensics investigator is available to assist in the seizure and examination of computer systems.
3. Digital forensics investigators conducting these types of investigations will generally work in a support role to the unit or individual requesting an examination.
4. The investigator, in any unit or agency, who is assigned or on-views an incident, will be considered to be the primary or lead investigator for the investigation. For example, during the investigation of a child rape, a Special Assault Unit detective discovers the possibility of child pornography on the suspect's computer.

    a. The SAU detective will be the primary case investigator and CISU will assist with the investigation of computer related evidence.
    b. Upon completion of the forensic computer examination, the digital forensics investigator will report all findings to the primary investigator.

5. Digital forensics investigator support may include:

    a. Planning, preparation and service of search warrants.
    b. Gathering of devices containing digital data evidence either by service of search warrant or consent to search.
    c. On-scene backup of computer data when the entire system can not be seized.
    d. Witness and suspect interviews concerning computer-related evidence.
    e. Examination of digital evidence and reporting the findings to the lead investigator.
    f. On-line support (cold or undercover e-mail, Internet, newsgroup, and user group access).
    g. Assist with threat assessment, when requested.

6. Types of investigations that may need immediate attention include, but are not limited to:

    a. Threats made via email.
    b. In progress investigations in which a computer or other electronic storage device is suspected of containing evidence or was used in the commission of a crime.
    c. Investigations in which there is the possibility the subject of the investigation may attempt to gain access to the stored digital media.

d. Missing persons, such as endangered runaways where the juvenile may be contacting a person they met on the Internet.
e. Investigations in which a search warrant has been served and a computer system or other storage media is discovered, but is not covered in the warrant, i.e., the Major Crimes Unit is searching a suspect residence for evidence and finds a computer system.

17.17.015
## INVESTIGATIONS: 04/10

1. Personnel discovering a computer system at a crime scene or during an investigation should:

   a. Be aware that there are many variables in the types of computer systems that may be encountered, such as: a stand alone PC, network stations, servers, and different operating systems.

      - These variables will affect how the system is processed.

   b. Assess the situation but, **do not attempt to access/retrieve any data from it.**

2. Questions that must be answered before a computer system is examined:

   a. What crime do you believe the computer was used to commit or what evidence may it contain?
   b. Has CISU been contacted?
   c. Power on or off? (If the power is off, you have time. Secure the scene.)
   d. Is this really the computer you want?
   e. Is this a stand-alone system or is it networked?
   f. Is an application running?
   g. What does it look like is going on?
   h. Does it sound like the hard drive is doing a lot of work?
   i. Who owns the computer?

3. Preservation of data on computers by first scene deputy or investigator:

   a. If it appears that something destructive is happening to the system, such as a data wiping program is being run, pull the power plug on the back of the CPU.
   b. If this is done some data may be lost depending on the operating system and active applications. With the most common operating system (Windows) it is likely that a majority of the data will be preserved.

      - On some computers all data may be lost.

   c. No attempt shall be made to conduct a standard system shutdown, unless completed by a digital forensics investigator.
   d. If digital forensics investigators are unable to respond to the scene, the individual assigned to take the computer into evidence should photograph the system and follow the above guidelines.
   e. Special consideration should be given to complex business network systems. Pulling the power plug could severely damage the system, corrupt critical files or disrupt legitimate business. In this situation, a computer expert trained in the collection of data from network systems should be consulted.

4. What the digital forensic investigator will need from the primary case investigator or deputy:

   a. Details of the investigation, including reasons why the digital device is thought to have been used to commit, facilitate, or contain evidence of the crime under investigation.

b. A list of key words or phrases, if any are known, such as suspect/victim/witness names, nicknames of people, passwords, descriptions of what the suspect was doing, list of events, etc.

c. The types of evidence/information to be searched for/recovered (i.e., images, e-mails, documents, call history, Internet history, video, contact list, etc.).

- Include evidence item numbers and description of the device.

d. A copy of the primary detective's search warrant or consent to search authorizing the seizure and search of the electronic storage device or media for evidence.
e. The format you need the findings presented in (printed documents, CD, video, etc.).
f. Who has had access to or used the computer related evidence.
g. That is the computer or device used for in addition to the involvement in the crime being investigated, i.e.: is it a home computer? Used for business? Does it contain proprietary data or intellectual property?
h. The forensics investigator shall be advised if the data may contain documents or communications protected under attorney client privilege.

5. The above information must be included on a Digital Forensics Examination Request Form. The request form will be submitted to the CISU supervisor.

17.17.020
## SEIZURES: 04/10

The following sections contain the basic guidelines for the seizure of computer-related evidence and how this evidence will be examined.

1. The seizure and subsequent search of a computer system should be conducted with the authority of a search warrant or signed consent to search. While there are exceptions to this, such as probable cause, these are the main tools digital forensics investigators use to gain permission to examine a system. Exceptions may be made on a case-by-case basis.
2. Whenever possible/practical CISU digital forensics investigators should be called for advice and to provide direction on the seizure and subsequent examination of computer related evidence.
3. The proper seizure and examination of a computer system is critical to ensure the proper processing of the system, to protect it from inadvertent damage, and to maintain a complete chain of evidence.
4. Standard investigative steps and techniques apply to computer-related investigations and include the following items to consider:

a. Do not allow ***anyone*** (suspect, victim, witness, etc.) to touch the computer-related Evidence. Do not let them "show you" where the evidence is.
b. Do not conduct a field review of items.
c. Interview witnesses and suspects for details about computer related evidence such as passwords, locations of files of interest, operating systems, speed and storage capacity, known problems with the system of software items, and locations of any items of interest that may be concealed.
d. Obtain all items that can be reasonably seized under the color of your authorization. The CPU, disks, CD's, removable media such as flash drives or external storage drives, power supply (for laptop computers), manuals, and documentation will be taken.
e. **DO NOT shut down the computer's operating systems** if the computer is on and something is displayed on the monitor, photograph the screen.

- Simply unplug the power cord from the outlet and note the time. Unplug and remove the battery from laptop computers.

f. Record where the items were located and their connections, including the date and time the computer was unplugged and photograph and make a sketch of the overall scene.
g. Mark cable connections and photograph them.

- The system may need to be set up as it was found at the scene.

h. Preserve items for fingerprints or other bodily fluid evidence.
i. Detectives and/or deputies will not attempt to fingerprint a computer system at the scene.

- Digital forensics investigators will work with the AFIS Section to determine the safest means to examine the system for fingerprints.

j. Package items in clean dry, bags, boxes or envelopes.

- All packages will be marked as to the items they contain, where found, and who took them into evidence.

k. Protect computer-related evidence from extreme temperatures, dirt, dust, and magnetic fields of all types, shock, and mishandling. .

5. Seizure of handheld devices:

a. Handheld devices are portable data storage devices that provide communications, digital photography, navigation systems, entertainment, data storage and personal information.
b. Handheld devices such as mobile phones, smart phones, PDA's, digital multimedia (audio and video) devices, pagers, digital cameras and global positioning system GPS receivers may contain software applications, data and information such as documents, e-mail messages, Internet browsing history, Internet chat logs and buddy lists, photographs, image files, databases, and financial records that are valuable evidence in a prosecution.
c. Deputies should take precautions to prevent the loss of data on devices they seize as evidence.
d. It is important to note that:

- Data or digital evidence may be lost if power is not maintained.
- If the device is "off" do not turn it "on".
- With PDA's (personal data assistants) or cellular phones, if the device is on leave it on.

  - Powering down the device could enable passwords, thus preventing access to evidence.

e. Photograph the device and display screen if possible.
f. Label and collect all cables to include the power supply keeping all cables and power supplies with the device.
g. Keep the device charged if possible.
h. If the device cannot be kept charged notify CISU immediately so that an examination can be made prior to the battery failing or data may be lost.
i. Always seize additional storage media such as memory sticks, compact flash cards, etc.
j. Document all steps involved in the seizure of the device and its components.