MESSAGE FROM THE CHIEF

This manual is published for the information and guidance of the members of the Ardmore Police Department. It is not intended that the information contained herein shall cover every case which may confront the members of this agency in the discharge of police service, as there will be times when the employee will have to rely on their own discretion and judgment. In fact, an individual’s value to this Department will be gauged not only by the way they comply with the instructions contained in this manual, but by the employees ability to demonstrate good judgment, integrity, and loyalty to the Department, the community of Ardmore and the County of Carter.

I strongly believe that professionalism and quality of service are the direct results of a well-trained officer. Well trained and informed officers will be less likely to fall into the trap of acting on emotions or whims because they can instead rely on their knowledge base, past lessons learned, and will possess the ability to make sound decisions at decisive moments.

This policy manual is an integral part of that foundation which will lead to true professionalism. Understanding the contents of this manual, coupled with common sense, an empathetic nature, your overwhelming need to serve mankind, and your friendly good humor, will lead to positive contacts in most situations, and professionalism in all.

This manual is effective immediately. Department personnel are responsible for knowing and adhering to its contents.

Train often, improve yourselves and others as we are all human and imperfect, treat others as you would like your family members and yourselves to be treated, and please Stay Safe!

Sincerely,

Chief Kevin Norris
LAW ENFORCEMENT CODE OF ETHICS
As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

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

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

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

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

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.
MISSION STATEMENT
The Ardmore Police Department is committed to providing professional police services through community cooperation, creating realistic solutions to problems, maintaining respect for individuals’ rights and enhancing the quality of life for the community.
ORGANIZATIONAL VALUES

We are committed to providing the highest quality of professional law enforcement service to the community with the goal of enhancing the quality of life within the city of Ardmore.

We are committed to working in partnership with the community and each other to identify and resolve issues which impact public safety.

We are committed to empowering our members and the community to resolve problems by creating an environment that encourages solutions that address the needs of the community.

We are committed to nurturing the public trust by holding ourselves accountable to the highest standards of professionalism and ethics.

We are committed to respecting individual rights, human dignity and the value of all members of the community and the agency.
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Chapter 1 - Law Enforcement Role and Authority
Law Enforcement Authority

100.1 PURPOSE AND SCOPE
The purpose of this policy is to affirm the authority of the members of the Ardmore Police Department to perform their functions based on established legal authority.

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

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

100.3 PEACE OFFICER POWERS
Certified members of this department, or newly appointed members awaiting certification, are authorized to exercise peace officer powers pursuant to applicable state law.

See Procedure Manual: 100.2.1 Obtaining Arrest Warrants in District Court
See Procedure Manual: 100.2.2 Obtaining Arrest Warrants in Municipal Court
See Procedure Manual: 100.3 Recording Arrests
See Procedure Manual: 100.4 Filing Charges
See Procedure Manual: 100.4.1 Uniformity in Filing Charges

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE ARDMORE POLICE DEPARTMENT
The arrest authority within the jurisdiction of the Ardmore Police Department includes (22 O.S. § 196; 11 O.S. § 34-101):

(a) In compliance with an arrest warrant.

(b) Without a warrant:
   1. For a felony
   2. For a public offense committed or attempted in the officer’s presence
   3. When an officer has probable cause to believe a person was under the influence of alcohol or drugs when driving or in physical control of a vehicle involved in an accident
   4. When the officer, observing a recent injury, has probable cause to believe the person has, within the preceding 72 hours, committed an act of domestic abuse
   5. When the officer is acting on a violation of a court protective order
6. When the officer has probable cause to believe the person has threatened another with serious injury or death

7. When the officer has probable cause to believe that the person has committed retail larceny (22 O.S. § 1342)

8. When a traffic offense for which an arrest is permissible is observed or perceived with electronic equipment by the officer or by another officer who communicates the same to the officer (47 O.S. § 16-114)

100.3.2 INSUFFICIENT GROUNDS FOR ARREST
If after an arrest it becomes apparent that there is no probable cause to hold the arrestee, the arrestee may be released, under the following conditions:

(a) The officer is satisfied that there are insufficient grounds for making a criminal complaint against the person arrested.

(b) The decision shall be made by a supervisor.

(c) If the person is released, police shall ensure that the person is released at a safe location and is not otherwise placed at risk as a result of the incident. If necessary, the police should provide transportation for the released person to a safe location.

(d) A full report shall be completed. Any record of arrest of a person released shall include a record of release that classifies the incident as a “detention” rather than an arrest.

100.3.3 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE ARDMORE POLICE DEPARTMENT
The arrest authority of officers outside the jurisdiction of the Ardmore Police Department includes:

(a) Following the fresh pursuit of a person for an offense committed in their presence within the jurisdiction of the Ardmore Police Department

(b) For a felony (22 O.S. § 202)

(c) When requested to do so by an officer for an offense committed in the jurisdiction of the requesting officer (19 O.S. § 516)

(d) Other arrest authority as may be provided in policies and procedures adopted by the City (21 O.S. § 99a)

100.3.4 OTHER AUTHORITY
With the appropriate approval, resolution or interlocal agreement of the governing body of the City, officers of this department (11 O.S. § 34-103):

(a) Have the same powers and duties as police officers of another municipality upon request by the mayor, chief of police or the authorized designee of the municipality requesting their assistance.
Law Enforcement Authority

(b) Have the same powers and duties as law enforcement officers for a sheriff's office upon request by a county sheriff or the authorized designee requesting their assistance.

(c) Have the same powers and duties as law enforcement officers for the Oklahoma Highway Patrol upon request by a commissioned law enforcement officer of the Oklahoma Highway Patrol for their assistance.

(d) May be deputized by the county sheriff.

(e) May respond to requests from another jurisdiction for assistance in case of emergency.

100.3.5 GRANTING AUTHORITY TO OTHERS
When executing an arrest warrant, officers may summon the aid of other persons to assist (22 O.S. § 188).

100.4 INTERSTATE PEACE OFFICER POWERS
Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding or mutual aid agreements in compliance with the laws of each state.

(b) When an officer enters another state in fresh pursuit:

1. In Colorado and Kansas to arrest the person for a crime committed in Oklahoma (CRS § 16-3-104; K.S.A. § 22-2404).

2. In New Mexico and Texas to arrest the person for a felony committed in Oklahoma (NMSA § 31-2-1; Tex. Code of Crim. Pro. art. 14.051).

3. In Missouri to arrest a person for a felony or for driving while intoxicated in Oklahoma (§ 544.155, RSMo).

4. In Arkansas to arrest a person for a felony committed in Oklahoma or for the offense of driving or operating a vehicle while intoxicated, impaired or under the influence (A.C.A. § 16-81-404).

When an arrest is made in another state, the officer shall take appropriate action so that the person arrested is taken without unnecessary delay before the proper judicial official in the county where the arrest was made (A.C.A. § 16-81-405; CRS § 16-3-104; K.S.A. § 22-2404; § 544.155, RSMo; NMSA § 31-2-2; Tex. Code of Crim. Pro. art. 14.06).

100.5 CONSTITUTIONAL REQUIREMENTS
All members shall observe and comply with every person’s clearly established rights under the United States and Oklahoma Constitutions.
Chief Executive Officer

101.1 PURPOSE AND SCOPE
All law enforcement Chief Executive Officers employed within the State of Oklahoma are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Ardmore Police Department, who is required to exercise the powers and duties of the office as prescribed by state law (11 O.S. § 34-102; 11 O.S. § 12-111; 19 O.S. § 513.2; 19 O.S. § 514; 19 O.S. § 516).

101.2 POLICY
It is the policy of the Ardmore Police Department that the Chief of Police meets the minimum standards for exercising his/her authority granted by law.

101.3 CHIEF OF POLICE REQUIREMENTS
The Chief of Police of this department appointed after Nov. 1, 2006, as a condition of employment, shall (11 O.S. § 34-102):

(a) Be at least 21 years of age.
(b) Be a citizen of the United States.
(c) Possess at least a high school diploma or General Education Diploma (GED).
(d) Be certified as a peace officer in this state by the Council on Law Enforcement Education and Training (CLEET) or meet all requirements necessary for CLEET certification and obtain such certification within six months of assuming the position of Chief of Police or as otherwise allowed by 70 O.S. § 3311.
(e) Successfully complete the approved course of training developed by the Oklahoma Association of Chiefs of Police (OACP) and approved by CLEET within 12 months of assuming the position of Chief of Police.

Failure to meet CLEET or OACP training may result in disqualification of, or revocation of, certification and removal from office.
Oath of Office

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

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

102.3 OATH OF OFFICE
All department members, when appropriate, shall take and subscribe to the following oath or affirmation applicable to his/her position (51 O.S. § 36.1; 51 O.S. § 36.2A).

“I, ________________________________, do solemnly swear that I will support, obey and defend the Constitution of the United States of America, the State of Oklahoma, that I will discharge my duties as a law enforcement officer with fidelity; that I will obey the policy and procedures and rules and regulations of the Ardmore Police Department to the Best of my ability, so help me God.

See attachment: Oath of Office

102.4 MAINTENANCE OF RECORDS
The oath of office shall be filed as prescribed by law (51 O.S. § 36.3). All other oaths should be similarly filed and retained.
Policy Manual

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

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

Members of the FOP Collective Bargaining Unit shall refer to Article 4 Section 4.6 of the employment agreement regarding to supercedence of policy.

See attachment: FOP Lodge 108 CBA FY 2019-2021

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

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

103.3 AUTHORITY
The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Departmental Directives, which shall modify those provisions of the manual to which they pertain. Departmental Directives shall remain in effect until such time as they may be permanently incorporated into the manual.
103.4 DEFINITIONS
The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

ACHS - Oklahoma Automated Criminal History System.
Adult - Any person 18 years of age or older (30 O.S. § 3-302).
City - The City of Ardmore.
Civilian - Employees and volunteers who are not certified peace officers.
CLEET - Council on Law Enforcement Education and Training.
Department/APD - The Ardmore Police Department.
DHS - Oklahoma Department of Human Services.
DPS - Oklahoma Department of Public Safety.
Employee - Any person employed by the Department.
Employment agreement - Includes any collective bargaining agreement, memorandum of understanding, memorandum of agreement or any other employment contract or conditions of employment.
May - Indicates a permissive, discretionary or conditional action.
Member - Any person employed or appointed by the Ardmore Police Department, including:
  • Full- and part-time employees
  • Certified officers
  • Civilian employees
  • Volunteers
  • Reserve, auxiliary officers
MVD - Oklahoma Tax Commission, Motor Vehicle Division.
OAC - Oklahoma Administrative Code.
Officer - Those employees, regardless of rank, who are certified peace officer employees of the Ardmore Police Department (21 O.S. § 99; 70 O.S. § 3311).
ODOT - Oklahoma Department of Transportation.
OHP - Oklahoma Highway Patrol.
OLETS - Oklahoma Law Enforcement Telecommunications System.
On-duty - A member’s status during the period when he/she is actually engaged in the performance of his/her assigned duties.
Order - A written or verbal instruction issued by a superior.

O.S. - Oklahoma Statutes Annotated.

OSBI - Oklahoma State Bureau of Investigation.

Peace officer - Any sheriff, police officer, federal law enforcement officer, tribal law enforcement officer or any other law enforcement officer whose duty it is to enforce and preserve the public peace. Peace officer also includes every United States Marshal, Marshals Service deputy or other federal law enforcement officer employed full-time as a law enforcement officer or acting under the authority of a Federal Bureau of Indian Affairs Commission who has been certified by the Council on Law Enforcement Education and Training (CLEET) and is authorized by federal law to conduct investigations and make arrests for a violation of federal law (21 O.S. § 99).

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

Shall or will - Indicates a mandatory action.

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

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other department members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

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

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

103.5 ISSUING THE POLICY MANUAL

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

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.
103.6 PERIODIC REVIEW OF THE POLICY MANUAL
The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES
All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

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

Each Division Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Commanders, who will consider the recommendations and forward them to the command staff as appropriate.
Chapter 2 - Organization and Administration
Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE
This policy establishes the organizational structure of the Department and defines general responsibilities of department members.

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

200.3 DIVISIONS
The Chief of Police is responsible for administering and managing the Ardmore Police Department. There are four divisions in the Department:

-Administration Division
-Patrol Division
-Investigation Division
-Support Services Division

200.3.1 ADMINISTRATION DIVISION
The Administration Division is commanded by the Deputy Chief whose primary responsibility is to provide general management, direction and control for the Administration Division. The Administration Division consists of emergency dispatch, records, and technical and administrative services.

200.3.2 PATROL DIVISION
The Patrol Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Patrol Division. The Patrol Division consists of uniformed patrol, general traffic enforcement, accident investigations, canine services and Community Service Officers.

200.3.3 INVESTIGATION DIVISION
The Investigation Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Investigation Division. The Investigation Division consists of followup investigation of most criminal offenses, general investigations, narcotics investigations, crime analysis and forensic services.

200.3.4 SUPPORT SERVICES DIVISION
The Support Services Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Support Services
Division. The Support Services Division consists of School Resource Officer Program, Animal Control, Property and Evidence, Special Events and the GREAT Program.

200.3.5 OFFICE OF THE CHIEF OF POLICE
Positions and/or functions reporting directly to the Chief of Police or the Deputy Chief are the Administrative Assistant and the Public Information Officer/Training Coordinator. The appointed Internal Affairs Investigator reports directly to the Chief of Police.

(a) The Administrative Assistant is responsible for the administrative support of the Chief of Police and Deputy Chief.

(b) The Public Information Officer/Training Coordinator is responsible for media relations and community involvement activities and Department training (sworn and civilian). Additionally, this position is responsible for the Reserve Officer Program and serves as a liaison to the state law enforcement academy (CLEET).

(c) The Internal Affairs Investigator is appointed by the Chief of Police on an as-needed basis to investigate internal and external complaints against police personnel.

200.4 COMMAND PROTOCOL
200.4.1 SUCCESSION OF COMMAND
The Chief of Police exercises command over all members of the Ardmore Police Department. During planned absences, the Chief of Police will designate the Deputy Chief to serve as the acting Chief of Police. The Chief of Police shall appoint an acting Chief of Police during periods of absences when the Deputy Chief is unavailable.

Sworn command protocol is as follows:

(a) Chief of Police
(b) Deputy Chief
(c) Captain
(d) Lieutenant
(e) Sergeant
(f) Corporal
(g) Patrol Officer
(h) Field Training Officers have command authority over the trainee assigned to them.

Civilian command protocol is as follows:

(a) Chief of Police
(b) Deputy Chief
(c) Captain
(d) Lieutenant
(e) Sergeant
Organizational Structure and Responsibility

(f) Leas position
(g) Employee

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

200.4.3 SINGLE OPERATION COMMAND PROTOCOL
Command protocol in a single operation involving personnel of different organizational components normally will be determined by the highest ranking supervisor of the component actively involved in the event until such time as that component’s participation has been completed or turned over to a specialty unit (i.e. Investigations, Accident Reconstruction Team, etc). The Chief of Police shall have final authority to designate command authority.

(a) In all instances where a supervisor or specialty unit relieves an officer at the scene, the supervisor or specialty unit will then assume command responsibility.

200.5 AUTHORITY AND RESPONSIBILITIES
Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

200.6 INTERNAL INSPECTIONS
Division Commanders are responsible for ensuring that line and staff inspections are conducted for reviewing and evaluating the operations of programs under their command. The focus of the inspections should include adherence to the department’s goals and mission statement, policies and procedures, and performance targets, as well as adequacy of resources and staffing or other subject matter as directed by the Chief of Police or the authorized designee.

(a) Line inspections should be conducted informally on a daily basis and formally documented on a semi-annual basis by personnel who supervise the program being inspected and include:

(a) Announced or unannounced inspections of facilities, equipment, uniforms, procedures and performance capabilities.

(b) An assessment of compliance with the program’s goals, mission, policies and procedures, and target performance levels.

(c) A written report noting any serious or recurring deficiencies.

(d) A written plan to correct any identified deficiencies.
Organizational Structure and Responsibility

(b) Staff inspections should be conducted at least every three years at the direction of the Chief of Police by personnel who do not directly supervise the program being inspected and include:

1. Announced formal inspections of facilities, equipment, uniforms, procedures and performance capabilities.
2. An assessment of compliance with the program’s goals, mission, policies and procedures, and target performance levels.
3. A written report of the program’s performance level, including notation of any serious or recurring deficiencies.
4. A written plan to correct any identified deficiencies.

Summary reports of staff and line inspections shall be forwarded through the chain of command to the Chief of Police or the authorized designee.

See Procedure Manual: 200.2.1 Line Inspections
See Procedure Manual: 200.2.2 Staff Inspections

200.7 RESEARCH, PLANNING AND STRATEGIC PLANNING

200.7.1 RESEARCH AND PLANNING
Research and planning needs are important to the Department and recommendations made by any member of the department or any citizen should be considered. Members should detail in writing to the Department the issue or problem and any information or recommendations they have. The Chief of Police or the authorized designee should consider the recommendation and take appropriate action.

200.7.2 STRATEGIC PLANNING
The Department should prepare a strategic plan that is reviewed and updated annually. The plan should include:

- Department goals and division objectives
- Personnel needs
- Training needs
- Equipment needs
- Facility needs
- Maintenance needs
- Operation expenditure needs
Departmental Directives

201.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for issuing Departmental Directives.

201.2 POLICY
Departmental Directives will be used to modify policies of the Ardmore Police Department when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Department. Applicable employment agreements and other alternatives should be considered before a Departmental Directive is issued.

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

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

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF
Command staff shall periodically review Departmental Directives to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Chief of Police.

201.4.2 CHIEF OF POLICE
Only the Chief of Police or the authorized designee may approve and issue Departmental Directives.

201.5 ACCEPTANCE OF DIRECTIVES
All members shall be provided access to the Departmental Directives. Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Departmental Directives. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.
Emergency Operations Plan

202.1 PURPOSE AND SCOPE
This policy clarifies the role of the Ardmore Police Department and responsibilities of its members pertaining to large-scale emergencies and the State of Oklahoma Emergency Operations Plan.

202.2 POLICY
The Ardmore Police Department will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies.

The City Emergency Operations Plan complies with the Oklahoma Emergency Management Act (63 O.S. § 683.1 et seq.). This plan provides guidance for City emergency operations personnel to perform local emergency management functions.

202.3 DEPARTMENT RESPONSIBILITIES
The Chief of Police or the authorized designee shall notify the local Emergency Management Director of all significant events occurring in the jurisdiction (63 O.S. § 683.11).

Upon request by the governor and/or a state emergency management organization, all department personnel shall cooperate and extend services and facilities to the maximum extent practicable (63 O.S. § 683.18).

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN
The Emergency Operations Plan can be activated in a number of ways. For the Ardmore Police Department, the Chief of Police or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the Emergency Operations Plan:

(a) All personnel should operate under the National Incident Management System (NIMS).

(b) The Chief of Police or the authorized designee should contact the Oklahoma Department of Emergency Management to assist with mutual aid response from local, state and federal law enforcement agencies.

See Procedure Manual: 202.2 All Hazards Plan (Revised 12/19/11)
See Procedure Manual: 202.3 Incident Command System
See Procedure Manual: 202.4 Inspections of Operational Readiness (Revised 12/11/14)
See Procedure Manual: 202.5 Severe Weather/Tornado Watch
See Procedure Manual: 202.6 Floods
See Procedure Manual: 202.7 Search and Rescue (Adopted 12/19/11)
202.4.1 RECALL OF PERSONNEL
In the event that the Emergency Operations Plan is activated, all employees of the Ardmore Police Department are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

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

202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN
Copies of the Emergency Operations Plan are available on the shared drive of the Department's internal network. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented. The Deputy Chief should ensure that department members are familiar with the roles they will play when the plan is implemented.

202.6 EMERGENCY OPERATIONS PLAN REVIEW
The Chief of Police or the authorized designee shall review the Emergency Operations Plan at least annually and ensure that the plan conforms to any revisions made by NIMS. The Chief of Police or the authorized designee should appropriately address any needed revisions.

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

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

203.2 POLICY

The Department shall administer a training program that will meet the standards of federal, state, local and the Council on Law Enforcement Education and Training (CLEET) training requirements. It is a priority of this department to provide continuing education and training for the professional growth and development of its members.

203.3 TRAINING COORDINATOR
The Training Coordinator will be under the supervision and control of the Chief of Police or designee and will report directly to the Chief of Police. The Training Coordinator may request assistance from other divisions or bureaus as required.

See Procedure Manual: 203.2 Training Coordinator

203.4 OBJECTIVES
The objectives of the training program are to:
(a) Enhance the level of law enforcement service to the public.
(b) Increase the technical expertise and overall effectiveness of department members.
(c) Provide for continued professional development of department members.
(d) Ensure compliance with CLEET rules and regulations concerning law enforcement training.

203.5 TRAINING PLAN
It is the responsibility of the Chief of Police or authorized designee to develop, review, update and maintain a training plan and to ensure that mandated CLEET basic and continuing education training and department-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training. The plan should include a systematic and detailed method for recording and logging of all training within the budget.

Updates and revisions may be made to any portion of the training plan at any time it is deemed necessary.
The plan will address federal, state and department-required, minimum-mandated training of officers and other members.

203.5.1 GOVERNMENT-MANDATED TRAINING
The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:
   1. National Incident Management System (NIMS) training

(b) State-mandated training:
   1. Officers must successfully complete certified basic law enforcement training or the equivalent (70 O.S. § 3311; 70 O.S. § 3311.5; OAC 390:15-1-1; OAC 390:15-1-3).
   2. Officers of the Department shall annually complete no less than 25 hours of continuing law enforcement training accredited or approved by CLEET, including two hours on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).
   3. Reserve officers of the Department shall annually complete no less than eight hours of continuing law enforcement training accredited or approved by CLEET, including one hour on mental health issues (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).
   4. Officers of the Department who worked during a calendar year only as reserve officers are required to meet only the annual training requirements for reserve certification (70 O.S. § 3311.4; OAC 390:25-1-1 et seq.).

(c) Locally mandated training (including City)

203.5.2 ANNUAL RETRAINING PROGRAM
Officers are required, per CLEET standards, to receive 27 hours of CLEET certified training every 12 months which includes CLEET mandated courses. (Revised 12/12/13)

All officers who attend continuing education courses outside of the Police Department may be required to share, instruct or otherwise pass on the information, knowledge or skills developed from the class they have attended. Any instructional materials available from the class should be placed on the Department’s shared drive so that all personnel have access to the information.

See Procedure Manual: 203.3.1 Annual Retraining

203.5.3 SHIFT BRIEFING TRAINING
Shift Sergeants shall conduct shift briefing training. Its goal should be to keep officers up-to-date between formal retraining sessions. Shift Sergeants shall ensure the training is well structured and reflects the needs of the Department while being flexible enough to fit into a shift briefing setting.

See Procedure Manual: 203.3.2 Planning For Shift Briefing Training
Training

203.5.4 SPECIALIZED TRAINING
Certain positions within the Department require specialized training and retraining/recertification in order to develop and/or enhance the skills, knowledge, and abilities specific to those positions. (Revised 07/16/11)

Retraining / Recertifications include, but are not limited to, Drug Recognition Expert, SWAT, Canine team recertification and Animal Control Recertification.

See Procedure Manual: 203.3.3 Positions Requiring Specialized Training
See Procedure Manual: 203.3.4 Specialized Training Content

203.5.5 CIVILIAN TRAINING
It is the policy of this Department to provide appropriate and necessary training to civilian personnel in order for them to better perform their respective tasks.

See Procedure Manual: 203.3.5 Civilian Training

203.5.6 NEWLY PROMOTED PERSONNEL TRAINING
All newly promoted personnel shall receive training commensurate with their new duties and shall take place either prior to their promotion or within the first year following their promotion.

203.5.7 CAREER DEVELOPMENT PROGRAM
It is the policy of the Ardmore Police Department to describe the agency’s career development program in order to assist employees:

(a) Improve their skills, knowledge, and abilities;
(b) Utilize formal schooling opportunities and law enforcement related training courses; and
(c) Plan their career paths.

See Procedure Manual: 203.3.6 Career Development Program

203.5.8 ADVANCED TRAINING
Advanced training is generally aimed at improving the professional competence of officers who have demonstrated leadership ability; this training will enhance the officer’s considerations for future assignment within the Department.

See Procedure Manual: 203.3.7 Advanced Training

203.5.9 REMEDIAL TRAINING
Occasionally the need for a member to receive remedial training will surface. Whether an isolated incident or ongoing conduct or behavior, remedial training may be deemed appropriate whenever a supervisor believes that remedial training is indicated.

See Procedure Manual: 203.3.8 Remedial Training
203.5.10 RECRUIT ACADEMY TRAINING
It is the policy of this Department to ensure that a professional standard of recruit training is provided to new officers. This will be accomplished by ensuring that all recruits meet CLEET standards for licensing as peace officers and the utilization of a comprehensive field-training program.

The State of Oklahoma, through CLEET, has stringent rules that govern the licensing of entry-level police officers. These rules include but are not limited to successful completion of a basic peace officers course (and passing the State licensing examination) prior to appointment.

Upon graduation from a licensed training academy, recruits shall be deemed as probationary police officers. Prior to this point in time, no recruit shall be assigned to any duty or detail requiring the carrying of weapons except in accordance with the Field Training Program.

See Procedure Manual: 203.3.9 Recruit Training

203.6 LESSON PLANS
Training administered by this Department shall have a lesson plan accomplished and turned into the Training Coordinator. This applies to resident staff as well as nonresident instructors.

See Procedure Manual: 203.4 Lesson Plans

203.7 EVALUATING TRAINING PROGRAMS
Training shall be reviewed on an annual basis to ensure that all facets of the program are updated, revised, or deleted as required. The Training Coordinator will be responsible for ensuring that the following categories are addressed:

(a) Personnel and operational needs;
(b) Legal requirements - new laws - court decisions;
(c) Department policies and directives;
(d) Facilities/materials;
(e) Consultation as required with police administration; and
(f) Review of previous years training.

203.8 TRAINING COMMITTEE
The Chief of Police or authorized designee may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members of various ranks within the department. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Chief of Police or authorized designee may remove or replace members of the committee at his/her discretion.
The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.
(b) Incidents involving a high risk of death, serious injury or civil liability.
(c) Incidents identified by the Department to determine possible training needs.

The Training Committee should convene as needed or as determined by the Chief of Police or designee, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Chief of Police. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

The Chief of Police will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Department and the available resources. Training recommendations as determined by the Training Committee shall be submitted to the command staff for review.

203.9 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:
   1. Court appearances.
   2. Previously approved vacation or time off.
   3. Illness or medical leave.
   4. Physical limitations preventing the member’s participation.
   5. Emergency situations or department necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor, the Training Coordinator or the Chief of Police or authorized designee as soon as practicable but no later than one hour prior to the start of training and shall:
   1. Document his/her absence in a memorandum to his/her supervisor.
   2. Make arrangements through his/her supervisor or the Division Commander to attend the required training on an alternate date.

(c) Attendance rosters shall be maintained which permanently record attendance of police department personnel at authorized agency training programs.

(d) Excused absence may require make-up/alternate training to be determined by the Chief of Police or designee or the Training Coordinator.

(e) All training certificates or diplomas shall be submitted to the Training Coordinator for placement in the employee’s training file.
(f) Personnel who show a history of habitual absence from scheduled training classes shall be brought to the immediate attention of the Chief of Police or designee.

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

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

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

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

203.11 TRAINING RECORDS
The Training Coordinator is responsible for the creation, filing and storage of all training records. Training records shall describe the dates of the training, type training received, certificates/diplomas received, attendance and test scores, if applicable. Training records shall be retained in accordance with the established records retention schedule and state law (OAC 390:25-1-7).

See Procedure Manual: 203.5 Maintaining Training Records

203.12 REIMBURSEMENT FOR TRAINING
Reimbursement for expenses will be provided per City of Ardmore policy to employees who attend training programs outside the Department’s service area.

See Procedure Manual: 203.6 Reimbursement For Training

203.13 RELATIONSHIP WITH OUTSIDE ACADEMIES
(a) The basic police-training course is the essential foundation for individual officers to build upon and in-service and specialized training require this foundation. To be a peace officer in the state of Oklahoma a person must meet all requirements for licensing set forth by CLEET. Officers may attend CLEET for advanced training in
the following courses: LEDT, Defensive Tactics, Custody and Control and Firearms.  
(Revised 03/21/12)

(b) The Training Coordinator will act as the liaison between training institutions and this Department.

(c) The Training Coordinator will coordinate all material, official forms, enrollment of employees and any input from this Department to the above training institutions as required.

(d) Training instructors should be provided to training institutions requesting assistance in the form of instructors provided that a CLEET certified instructor is available with the expertise requested.

(e) Facilities, staff, and other miscellaneous resources for satellite training whether sponsored by this agency or a licensed training academy, should be provided if such resources are available.

(f) This Department has no financial obligation to any licensed training academy or any other police training entity with the exception of course fees, contracts entered into and other fiscal responsibility associated with training.

(g) This Department assumes no legal liability to any licensed police training academy or other police training facility utilized by this Department.

(h) Newly hired recruits will be provided an orientation document from the academy they will be attending that will provide them with information concerning:

1. The organization of the academy;
2. The academy’s rules and regulations; the academy’s rating, testing, and evaluation system; and,
3. Physical fitness and proficiency skill requirements.

(i) The Department bears the responsibility for training personnel in the agency policies, procedures, rules, and regulations that are specific to this department. This training may take place prior to, during, or following academy training as schedules may dictate.

203.14 TRAINING INSTRUCTORS
Although this agency does not have a fulltime training instructor, it is the policy of this Department to encourage employees to become training instructors when these employees have demonstrated a desire and capability in certain subject areas of proven need.

See Procedure Manual: 203.7 Instructor Training Required
Electronic Mail

204.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Department.

204.2 POLICY
Ardmore Police Department members shall use email in a professional manner in accordance with this policy and current law (e.g., Oklahoma Open Records Act).

204.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL
Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Department.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Email messages addressed to the entire Department are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member’s name or email address or to use the password of another to log into the system. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member’s email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT
Email may, depending upon the individual content, be a public record under the Oklahoma Open Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.
Electronic Mail

204.6 MEMBER RESPONSIBILITIES
Members of the Ardmore Police Department shall check their department email accounts at least once during each on-duty work period. Any emails received by members on their department email accounts requiring replies shall be answered by the members via return emails to the senders on the same day as received, or on the first day of their return to on-duty status if the emails were received while they were off-duty.
Administrative Communications

205.1 PURPOSE AND SCOPE
This policy sets forth the manner in which the Department communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Department.

205.2 POLICY
The Ardmore Police Department will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 PERSONNEL ORDER
Personnel Orders may be issued periodically by the Chief of Police or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE
To ensure that the letterhead and name of the Department are not misused, all official external correspondence shall be on department letterhead. All department letterhead shall bear the signature element of the Chief of Police. Official correspondence and use of letterhead requires approval of a supervisor. Department letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate department electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender’s department-approved signature and electronic communications disclaimer language.

205.5 SURVEYS
All surveys made in the name of the Department shall be authorized by the Chief of Police or the authorized designee.

205.6 OTHER COMMUNICATIONS
Departmental Directives and other communications necessary to ensure the effective operation of the Department shall be issued by the Chief of Police or the authorized designee (see the Departmental Directives Policy).
Supervision Staffing Levels

206.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Department and members throughout all Divisions.

206.2 POLICY
The Ardmore Police Department will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Department. The needs of its members should be balanced with the needs of the Department for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Department.

206.3 MINIMUM SUPERVISION STAFFING LEVELS
Minimum staffing levels should be established by the Chief of Police for each Division based upon information provided by Captains, Lieutenants and Sergeants. The supervision staffing levels should support proper supervision, span of control, compliance with any employment agreement and activity levels to meet the needs of members and the goals of the Department.

206.3.1 TEMPORARY SUPERVISORS
In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor.

Members of the FOP Collective Bargaining Unit shall refer to Article 25 Section 25.6 of the employment contract regarding acting supervisor pay.

See attachment: FOP Agreement 2019-2021 Article 25
Retiree Concealed Firearms

207.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of Ardmore Police Department identification cards/Commission Cards to qualified former or retired law enforcement officers under the Law Enforcement Officers’ Safety Act (LEOSA) (18 USC § 926C).

207.2 POLICY
It is the policy of the Ardmore Police Department to provide identification cards/Commission Cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals.

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

(a) Separated from service in good standing from this department as an officer.

(b) Before such separation, had regular employment as a peace officer for an aggregate of 10 years or more or, if employed as a peace officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this department.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this department where the officer acknowledges that he/she is not qualified to receive a firearms qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA CARD FORMAT
The LEOSA identification card/Commission Card should contain a photograph of the former officer and identify him/her as having been employed as an officer.

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

207.3.2 AUTHORIZATION
Any qualified former peace officer, including a former officer of this department, may carry a concealed firearm under 18 USC § 926C when he/she is:
Retiree Concealed Firearms

(a) In possession of photographic identification that identifies him/her as having been employed as a peace officer, and one of the following:

1. An indication from the person’s former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty peace officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Oklahoma law or by a private person or entity on his/her property if such prohibition is permitted by Oklahoma law.

207.4 FORMER OFFICER RESPONSIBILITIES
A former officer with a card issued under this policy shall immediately notify the Shift Supervisor of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.4.1 RESPONSIBILITIES UNDER LEOSA
In order to obtain or retain a LEOSA identification card/Commission Card, the former officer shall:

(a) Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.4 DENIAL, SUSPENSION OR REVOCATION
A LEOSA identification card/Commission Card may be denied or revoked upon a showing of good cause as determined by the Department. In the event that an identification card/Commission Card is denied, suspended or revoked, the former officer may request a review by the Chief of Police. The decision of the Chief of Police is final.
207.5 FIREARM QUALIFICATIONS
The Firearms Instructor may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Firearms Instructor will maintain a record of the qualifications and weapons used.
Administrative Reporting Program

208.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance in the frequency and completion of time sensitive administrative reports.

208.2 POLICY
It is the policy of this agency to maintain a management information system that provides reliable information to be used in management decision making and to ensure accountability for agency forms.

208.3 ADMINISTRATIVE REPORTING PROGRAM
The agency’s administrative reporting system includes the following:

(a) The Administrative Reporting Program includes per incident, weekly, monthly, quarterly, semi-annual, annual, biennial and triennial reports. These reports provide management with information on the activities of the agency, which are important in predicting workload, determining manpower and other resource needs, preparing for the budget and ensuring communication up the chain of command.

1. Per occurrence reports are a collection of activity-specific data and may include, but not limited to, use of force, pursuits, the use of stop sticks and TVI and SWAT after action reports.

2. Weekly reports are a collection of activity specific data to include, but not limited to, offenses sorted by offense type, arrest summary sorted by name and field interview summary sorted by name.

3. Monthly reports are a collection of activity specific data to include, but not limited to, UCR summaries, summons statistics, accident analysis, collision statistics, DUI analysis, offense reports and target crimes.

4. Quarterly reports are a collection of activity specific data to include, but not limited to, performance evaluations, cash fund accounting, line inspections and reports of operational readiness.

5. Semi-annual reports include, at a minimum, an inspection of the property control procedures.

6. Annual reports are a collection of activity specific data to include, but not limited to, statistics, reviews, audits, inspections, evaluations and reports.

7. Biennial training includes at a minimum ethics and use of less lethal weapons review.

8. Triennial reports are a collection of activity specific data to include, but not limited to, victim/witness assistance needs review, staff inspections, workload assessment and citizen survey.

See Procedure Manual: 208.2 Index of Time Sensitive Reports
Chapter 3 - General Operations
Use of Force

300.1 PURPOSE AND SCOPE
This policy provides guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this department is expected to use these guidelines to make such decisions in a professional, impartial, and reasonable manner.

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

This policy meets statutory requirements requiring the adoption of a use of force policy pursuant to 11 O.S. § 34-107 and 22 O.S. § 34.1.

300.1.1 DEFINITIONS
Definitions related to this policy include:

Deadly force - Force reasonably anticipated and intended to create a substantial likelihood of causing death or very serious injury.

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

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

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

Totality of the circumstances - All facts and circumstances known to the officer at the time, taken as a whole, including the conduct of the officer and the subject leading up to the use of force.

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

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

The Ardmore Police Department recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting officers with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERCEDE AND REPORT
Any officer present and observing another law enforcement officer or a member using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intercede to prevent the use of unreasonable force.

Any officer who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances should report these observations to a supervisor as soon as feasible.

300.2.2 ADDITIONAL REPORTING REQUIREMENTS
Any officer who has completed his/her probationary period and who witnesses another peace officer use physical force that exceeds the degree permitted by law or this policy shall make a written report of such use to his/her immediate supervisor within 10 days (22 O.S. § 34.2). At a minimum, the written report shall include:

(a) The date, time, and place of the occurrence.
(b) The identity, if known, and description of the participants.
(c) A description of the events and the force used.

An officer may use a copy of an arrest report or similar report provided it contains the mandatory minimum information.

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

300.3 USE OF FORCE
Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

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

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

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

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

300.3.1 USE OF FORCE TO EFFECT AN ARREST
An officer may use reasonable force when a person being lawfully arrested resists arrest or attempts to escape (21 O.S. § 643).

300.3.2 FACTORS USED TO DETERMINE THE REASONABleness OF FORCE
When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to officers or others.
(b) The conduct of the individual being confronted, as reasonably perceived by the officer at the time.
(c) Officer/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of officers available vs. subjects).
(d) The effects of suspected drug or alcohol use.
(e) The individual’s mental state or capacity.
(f) The individual’s ability to understand and comply with officer commands.
(g) Proximity of weapons or dangerous improvised devices.
(h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.
(i) The availability of other reasonable and feasible options and their possible effectiveness.
(j) Seriousness of the suspected offense or reason for contact with the individual.
(k) Training and experience of the officer.
(l) Potential for injury to officers, suspects, and others.
(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the officer.
(n) The risk and reasonably foreseeable consequences of escape.
Use of Force

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the officer or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

300.3.3 PAIN COMPLIANCE TECHNIQUES

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

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the officer.

(c) Whether the individual has been given sufficient opportunity to comply.

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

300.3.4 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

(a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.

(b) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.

(c) The officer shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.

(d) Any officer attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(e) The use or attempted use of the carotid control hold shall be thoroughly documented by the officer in any related reports.
Use of Force

300.3.5 RESPIRATORY RESTRAINTS
The use of a respiratory restraint, also known as a chokehold, is limited to circumstances where deadly force is authorized and if applied, is subject to the same guidelines and requirements as a carotid control hold.

300.3.6 USE OF FORCE TO SEIZE EVIDENCE
In general, officers may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, officers are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, officers should not intentionally use any technique that restricts blood flow to the head, restricts respiration or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Officers are encouraged to use techniques and methods taught by the Ardmore Police Department for this specific purpose.

300.3.7 ALTERNATIVE TACTICS - DE-ESCALATION
When circumstances reasonably permit, officers should use non-violent strategies and techniques to decrease the intensity of a situation, improve decision-making, improve communication, reduce the need for force, and increase voluntary compliance (e.g., summoning additional resources, formulating a plan, attempting verbal persuasion).

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

Use of deadly force is justified in the following circumstances involving imminent threat or imminent risk:

(a) An officer may use deadly force to protect him/herself or others from what he/she reasonably believes is an imminent threat of death or serious bodily injury.

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

Imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if an officer reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the officer or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the officer believes the individual intends to do so.
Use of Force

300.4.1 MOVING VEHICLES
Shots fired at or from a moving vehicle involve additional considerations and risks, and are rarely effective.

When feasible, officers should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

An officer should only discharge a firearm at a moving vehicle or its occupants when the officer reasonably believes there are no other reasonable means available to avert the imminent threat of the vehicle, or if deadly force other than the vehicle is directed at the officer or others.

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

300.5 REPORTING THE USE OF FORCE
Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report, depending on the nature of the incident. The officer should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances. To collect data for purposes of training, resource allocation, analysis and related purposes, the Department may require the completion of additional report forms, as specified in department policy, procedure or law. See the Report Preparation Policy for additional circumstances that may require documentation.

See Procedure Manual: 300.2 Reporting Use of Force
See Procedure Manual: 300.2.1 Use of Force Response Option Form
See Procedure Manual: 300.2.2 Completing The Use of Force Response Option Form
See Procedure Manual: 300.2.3 Administrative Review

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

(a) The application caused a visible injury.
(b) The application would lead a reasonable officer to conclude that the individual may have experienced more than momentary discomfort.
(c) The individual subjected to the force complained of injury or continuing pain.
(d) The individual indicates intent to pursue litigation.
(e) Any application of the TASER (TM) or control device.
(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.
(g) The individual subjected to the force was rendered unconscious.
(h) An individual was struck or kicked.
(i) An individual alleges unreasonable force was used or that any of the above has occurred.
300.6 MEDICAL CONSIDERATIONS
Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until he/she can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

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

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

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

See the Medical Aid and Response Policy for additional guidelines.

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

(a) Obtain the basic facts from the involved officers. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her Miranda rights, the following shall apply:
Use of Force

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a supplement.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

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

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY
The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING
Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, officers should receive periodic training on:

(a) Guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

(b) De-escalation tactics, including alternatives to force.
300.9 USE OF FORCE ANALYSIS
At least annually, the Patrol Division Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Chief of Police. The report should not contain the names of officers, suspects, or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.
Use of Force Review Board

301.1 PURPOSE AND SCOPE
This policy establishes a process for the Ardmore Police Department to review the use of force by its members.

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

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

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT
Generally, whenever a member’s actions or use of force in an official capacity, or while using department equipment, results in death or very serious injury to another, that member will be placed in a temporary administrative assignment pending an administrative review. The Chief of Police may exercise discretion and choose not to place a member in an administrative assignment.

301.4 DEADLY FORCE REVIEW BOARD (DFRB)
The DFRB is an advisory Board created by the Chief of Police to assist in making decisions regarding an employee’s use of force. The Chief of Police is not bound by the recommendations submitted by the DFRB; however, the Chief of Police shall utilize these recommendations as an informational tool in determining the course of action.

301.4.1 COMPOSITION OF THE DEADLY FORCE REVIEW BOARD
The Chief of Police will convene a Deadly Force Review Board (DFRB) in all instances where an employee’s use of force results in serious injury or death of another. The DFRB shall consist of the following employees as appointed.

(a) A chairperson, selected by the Chief of Police. The chairperson may be a Captain, Lieutenant or Sergeant.

(b) Depending upon the type of force used, the Chief of Police shall appoint the Senior Range Master or another Firearms Instructor; or the Senior Defensive Tactics Instructor, or another Defensive Tactics Instructor.

(c) An FOP representative as selected by the FOP President as a silent position.

(d) An agency employee selected by the Chief of Police.

(e) The Chief of Police may also appoint a Subject Matter Expert (SME) sworn officer from another law enforcement agency.
301.4.2   PURPOSE OF THE DEADLY FORCE REVIEW BOARD
The purpose of the DFRB shall be to review the fact and circumstances surrounding an employee’s use of deadly force and to provide to the Chief of Police an additional independent administrative review of the incident. The DFRB shall make recommendations to the Chief of Police in the following areas:

(a) Whether or not the employee acted within the policy guidelines.
(b) Identification of any training needs.
(c) Need for policy clarification and/or change.
(d) Need for additional investigation.
(e) To provide any additional information the Board believes needs further review and/or consideration by the Chief of Police.

See Procedure Manual: 301.2 Deadly Force Review Board (DFRB) Procedure

301.5   LESS-LETHAL FORCE REVIEW BOARD
The Department shall establish a Less-Lethal Force Review Board. The Board shall be comprised of a total of five (5) members.

The Board shall be advisory to the Chief of Police and/or other management and supervisory staff of the Police Department regarding the use of less-lethal force.

301.5.1   COMPOSITION OF THE LESS-LETHAL FORCE REVIEW BOARD
The Board shall meet when deemed necessary by the Board Chairman to review all less-lethal force incidents as reported on the Use of Force Response Option Forms. The members of the Less-Lethal Force Review Board shall be assigned by the Chief of Police:

(a) Chairperson - as appointed by the Chief of Police or designee.
(b) Two (2) members - as appointed by the Chief of Police or designee
(c) FOP Representative – as appointed by the FOP.
(d) Member of the Defensive Tactics Team or another CLEET Less Lethal Instructor.

301.5.2   PURPOSE OF THE LESS-LETHAL FORCE REVIEW BOARD
The purpose of the Board is to do the following:

(a) Analyze less-lethal force applications based upon the criteria outlined in current Departmental policies and City Administrative Regulations or other matters as requested by the Chief of Police.
(b) Review any officer safety issues or injuries sustained by officers, suspects or witnesses during less-lethal use of force incidents.
(c) Advise the Chief of Police as related to the usage or application of less-lethal force options.
(d) Maintain records for all Departmental personnel relating to the application of less-lethal options.
1. Records shall be maintained by the Administrative Assistant on behalf of the Less-Lethal Force Review Board.
2. Records shall be maintained as required by City standards, and for a period of not less than three (3) years as indicated by this policy.

(e) Review and make recommendations regarding trends, applications, improvements, related policies, procedures and equipment when requested by the Chief of Police.

(f) Analyze the implementation of new less-lethal applications being considered by the defensive tactics team.

See Procedure Manual: 301.3 Less-Lethal Force Review Board Procedure

301.6 ADDITIONAL INVESTIGATION
At the prerogative of the Chief of Police, any use of force review may be forwarded to the Internal Affairs investigator appointed by the Chief of Police for additional investigation. The appointed Internal Affairs investigator will be responsible for the investigation of all officer-involved shootings, in conjunction with the Carter County District Attorney's Office.

301.7 ANNUAL REVIEW
An annual documented analysis of use of force incidents and a review of use of force policies and practices will be accomplished by the Defensive Tactics Instructor or designee and forwarded to the Chief of Police to be retained on file. This analysis will be used to reflect patterns or trends that could indicate training needs, equipment upgrades, and/or policy modifications.
Handcuffing and Restraints

302.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of handcuffs and other restraints during detentions, arrests and transports.

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

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

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

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

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

302.3.2 RESTRAINT OF PREGNANT PERSONS
Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the officer has a reasonable suspicion that the person may resist, attempt escape, injure self or others, or damage property.
Handcuffing and Restraints

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, officers, or others.

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should not be restrained unless he/she is suspected of a dangerous felony or when the officer has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the officer or damage property.

302.3.4 NOTIFICATIONS
Whenever an officer transports a person with the use of restraints other than handcuffs, the officer shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the officer reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS
Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person’s hands to ensure officer safety.

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

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

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

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

302.5 APPLICATION OF SPIT HOODS
Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

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

Officers utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Officers should provide
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assistance during the movement of a restrained person due to the potential for impairing or distorting that person’s vision. Officers should avoid comingling those wearing spit hoods with other detainees.

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

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

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

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

302.7 APPLICATION OF LEG RESTRAINT DEVICES

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

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

(a) Whether the officer or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting officer while handcuffed, kicking at objects or officers).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

(a) If practicable, officers should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.
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(b) Once applied, absent a medical or other emergency, restraints should remain in place until the officer arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person’s ability to breathe.

(d) The restrained person should be continually monitored by an officer while in the leg restraint. The officer should ensure that the person does not roll onto and remain on his/her stomach.

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

(f) When transported by emergency medical services, the restrained person should be accompanied by an officer when requested by medical personnel. The transporting officer should describe to medical personnel any unusual behaviors or other circumstances the officer reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

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

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

Officers should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person’s behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

302.9 TRAINING
Subject to available resources, the Division Commander should ensure that officers receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Department.
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(b) Response to complaints of pain by restrained persons.
(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.
(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.
Control Devices

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

303.2 POLICY
In order to control individuals who are violent or who demonstrate the intent to be violent, the Ardmore Police Department authorizes officers to use control devices in accordance with the guidelines in this policy and the Use of Force Policy. The Chief of Police may also authorize other positions or individual department members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES
Control devices described in this policy may be carried and used by members of this department only if the device has been issued by the Department or approved by the Chief of Police or the authorized designee.

Only those members who have successfully completed department-approved training in the use of any control device are authorized to carry and use the device.

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

303.3.1 AUTHORIZED CONTROL DEVICES
The following less-lethal weapons are authorized:

(a) Expandable Police Baton
(b) Other Impact Weapons (Flashlight, etc)
(c) 12 Gauge Kinetic Energy Projectiles
(d) Oleoresin Capsicum (OC)
(e) 40 mm Rifled Launching System
(f) Police Canine (See Canine Policy)
(g) Taser (See Conducted Energy Device Policy)

Officers shall refrain from using any other item as a weapon for defense except when no other adequate protection is available.

303.4 RESPONSIBILITIES
303.4.1 SHIFT SUPERVISOR RESPONSIBILITIES
The Shift Supervisor may authorize the use of a control device by selected department members who may not currently be issued or carrying the control device or those in specialized assignments who have successfully completed the required training.

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

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

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

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the Quartermaster for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 BATON GUIDELINES
The need to immediately control a suspect must be weighed against the risk of causing serious injury. The head, neck, throat, spine, heart, kidneys and groin should not be intentionally targeted except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to him/herself or others.

When carrying a baton, uniformed personnel shall carry the baton in its authorized holder on the equipment belt. Plainclothes and non-field personnel may carry the baton as authorized and in accordance with the needs of their assignments or at the direction of their supervisors.

See Procedure Manual: 303.2.1 Use of the Expandable Police Baton
See Procedure Manual: 303.2.2 Post-Use Baton and Other Impact Weapon Treatment

303.6 OTHER IMPACT WEAPONS
Flashlights and other items are not designed as an impact weapon; however, a flashlight may be used in a baton-like manner if empty-hand control techniques have failed or are not possible under the circumstances.

See Procedure Manual: 303.3 Use of Other Impact Weapons

303.7 CHEMICAL IRRITANTS GUIDELINES
Chemical irritants may be used for crowd control, crowd dispersal or against barricaded suspects, based on the circumstances. Only the Shift Supervisor, Incident Commander or Special Weapons
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and Tactics Team Commander may authorize the delivery and use of chemical irritants, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

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

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

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

See Procedure Manual: 303.4.1 Use of Oleoresin Capsicum (OC)

303.8.2 PEPPER PROJECTILE SYSTEMS
Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

Officers encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where an individual has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward an individual, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

303.8.3 TREATMENT FOR OC EXPOSURE
Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.
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See Procedure Manual: 303.4.2 Post-Use of OC Spray Treatment

303.9 POST-APPLICATION NOTICE
Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner’s expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.10 KINETIC ENERGY PROJECTILE GUIDELINES
This department is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.10.1 DEPLOYMENT AND USE
Only department-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

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

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

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

See Procedure Manual: 303.5.1 Use of 12 Gauge Kinetic Energy Projectiles
See Procedure Manual: 303.5.2 Post-Use 12 Gauge Kinetic Energy Projectiles (Bean Bag) Treatment

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

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

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

Officers should keep in mind the manufacturer’s recommendations and their training regarding effective distances and target areas. However, officers are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the officer reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the officer or others.

303.10.3 SAFETY PROCEDURES
Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

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

When they are not deployed, shotguns will be unloaded and properly and securely stored in police department vehicles. When deploying a kinetic energy projectile shotgun, officers shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

303.11 TRAINING FOR CONTROL DEVICES
The Division Commander shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary.

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

See Procedure Manual: 303.6 Remedial Training

303.12 REPORTING USE OF CONTROL DEVICES
Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy.
Conducted Energy Device

304.1 PURPOSE AND SCOPE
This policy provides guidelines for the issuance and use of the TASER (TM).

304.2 POLICY
The TASER device is used to control a violent or potentially violent individual. The appropriate use of such a device should result in fewer serious injuries to officers and suspects.

304.3 ISSUANCE AND CARRYING TASER DEVICES
Only members who have successfully completed department-approved training may be issued and may carry the TASER device.

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

Officers shall only use the TASER device and cartridges that have been issued by the Department. Uniformed officers who have been issued the TASER device shall wear the device in an approved holster. Non-uniformed officers may secure the TASER device in the driver’s compartment of their vehicles.

Members carrying the TASER device should perform a spark test prior to every shift.

When in uniform, officers shall carry the TASER device in a weak-side holster on the side opposite the duty weapon.

(a) All TASER devices shall be clearly and distinctly marked to differentiate them from the duty weapon and any other device.

(b) At their discretion, officers may carry two or more cartridges on their person when carrying the TASER device.

(c) Officers shall be responsible for ensuring that the issued TASER device is properly maintained and in good working order.

(d) Officers should not hold a firearm and the TASER device at the same time.

304.4 VERBAL AND VISUAL WARNINGS
A verbal warning of the intended use of the TASER device should precede its application, unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other officers and individuals with a warning that the TASER device may be deployed.
Conducted Energy Device

If, after a verbal warning, an individual fails to voluntarily comply with an officer’s lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required, to display the electrical arc (provided that a cartridge has not been loaded into the device) or the laser in a further attempt to gain compliance prior to the application of the TASER device. The aiming laser should not be intentionally directed into anyone’s eyes.

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

304.5 USE OF THE TASER DEVICE
The TASER device has limitations and restrictions requiring consideration before its use. The TASER device should only be used when its operator can safely approach the subject within the operational range of the device. Although the TASER device is effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options.

304.5.1 APPLICATION OF THE TASER DEVICE
The TASER device may be used in any of the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

(a) The subject is violent or is physically resisting.

(b) The subject has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others.

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

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

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS
The use of the TASER device on certain individuals should be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the officer, the subject or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.
Conducted Energy Device

(e) Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles).

Because the application of the TASER device in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between officers and the subject, thereby giving officers time and distance to consider other force options or actions.

304.5.3 TARGETING CONSIDERATIONS
The preferred targeting areas include the individual’s back or front lower-center mass. The head, neck, chest and groin should be avoided when reasonably practicable. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the TASER device probes to a precise target area, officers should monitor the condition of the subject if one or more probes strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE TASER DEVICE
Officers should apply the TASER device for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Officers should not intentionally apply more than one TASER device at a time against a single individual.

If the first application of the TASER device appears to be ineffective in gaining control of an individual, the officer should evaluate the situation and consider certain factors before additional applications of the TASER device, including:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS
Officers should take appropriate actions to control and restrain the individual to minimize the need for longer or multiple exposures to the TASER device. As soon as practicable, officers shall notify a supervisor any time the TASER device has been discharged.
304.5.6 DANGEROUS ANIMALS
The TASER device may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.5.7 OFF-DUTY CONSIDERATIONS
Officers are authorized to carry department TASER devices while working off-duty employment.

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

304.6 DOCUMENTATION
Officers shall document all TASER device discharges in the related arrest/crime reports and the Use of Force report forms. Notification shall also be made to a supervisor in compliance with the Use of Force Policy. Unintentional discharges, pointing the device at a person, laser activation and arcing the device, other than for testing purposes, will also be documented on the report form.

304.6.1 REPORTS
The officer should include the following in the arrest/crime report and the Use of Force Response Option form:

(a) Identification of all personnel firing TASER devices
(b) Identification of all witnesses
(c) Medical care provided to the subject
(d) Observations of the subject’s physical and physiological actions
(e) Any known or suspected drug use, intoxication or other medical problems
(f) Photos of the affected area once the probes are removed

304.7 MEDICAL TREATMENT
Consistent with local medical personnel protocols and absent extenuating circumstances, trained officers may remove TASER device probes from a person’s body. Used TASER device probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

The Southern Oklahoma Ambulance Service (SOAS) will respond to any Taser deployments to make an initial medical evaluation and run an EKG strip, with the strip being placed into evidence.

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

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.
Conducted Energy Device

(b) The person may be pregnant.
(c) The person reasonably appears to be in need of medical attention.
(d) The TASER device probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).
(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another officer and/or medical personnel and shall be fully documented in related reports. If an audio recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

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

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

A supervisor should review each incident where a person has been exposed to an activation of the TASER device. The device's onboard memory should be downloaded through the data port by a supervisor or Firearms Instructor and saved with the related arrest/crime report. Photographs of probe sites should be taken and witnesses interviewed.

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

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

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

Officers who do not carry TASER devices should receive training that is sufficient to familiarize them with the device and with working with officers who use the device.
Conducted Energy Device

The Division Commander is responsible for ensuring that all members who carry TASER devices have received initial and annual proficiency training. Periodic audits should be used for verification. Application of TASER devices during training could result in injuries and should not be mandatory for certification.

The Division Commander should ensure that all training includes:

(a) A review of this policy.
(b) A review of the Use of Force Policy.
(c) Performing weak-hand draws or cross-draws to reduce the possibility of unintentionally drawing and firing a firearm.
(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest and groin.
(e) Handcuffing a subject during the application of the TASER device and transitioning to other force options.
(f) De-escalation techniques.
(g) Restraint techniques that do not impair respiration following the application of the TASER device.
Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE
The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of an officer.

In other incidents not covered by this policy, the Chief of Police may decide that the investigation will follow the process provided in this policy.

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

305.3 TYPES OF INVESTIGATIONS
Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

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

305.4 CONTROL OF INVESTIGATIONS
Investigators from the Oklahoma State Bureau of Investigation (OSBI) shall be assigned to work on the criminal investigation of officer-involved shootings and deaths.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS
The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, the Ardmore Police Department would control the investigation if the suspect’s crime occurred in Ardmore.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Chief of Police and with concurrence from the other agency.
305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS
The control of the criminal investigation into the involved officer’s conduct during the incident will be determined by the employing agency’s protocol. When an officer from this department is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this department to investigate a shooting or death involving an outside agency’s officer shall be referred to the Chief of Police or the authorized designee for approval.

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

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

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

(a) Secure the scene and identify and eliminate hazards for all those involved.
(b) Take reasonable steps to obtain emergency medical attention for injured individuals.
(c) Request additional resources from the Department or other agencies.
(d) Coordinate a perimeter or pursuit of suspects.
(e) Check for injured persons and evacuate as needed.
(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES
Upon arrival at the scene, the first uninvolved APD supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.
   1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.
(b) If necessary, the supervisor may administratively order any APD officer to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.
   (a) Public safety information shall be limited to such things as outstanding suspect information, number (if known) and direction of any shots fired, perimeter of the
incident scene, identity of known or potential witnesses and any other pertinent information.

(b) The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Shift Supervisor and Dispatch. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional APD members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

   1. Each involved APD officer should be given an administrative order not to discuss the incident with other involved officers or APD members pending further direction from a supervisor.

   2. When an involved officer’s weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other officers.

(f) At all times, when at the scene of the incident, the supervisor should handle the officer and all involved personnel in a manner that acknowledges the stress caused by the incident.

(g) All personnel involved in a shooting incident should be advised that they are not permitted to speak with the media about the incident.

   (a) Officers and communications specialists shall refer inquiries from the media to a designated agency spokesperson, unless otherwise authorized to release a statement pertaining to the incident.

305.5.3 SHIFT SUPERVISOR RESPONSIBILITIES
Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Chief of Police or a Division Commander.

All outside inquiries about the incident shall be directed to the Shift Supervisor.

305.5.4 NOTIFICATIONS
The following persons shall be notified as soon as practicable:

- Chief of Police
- Deputy Chief
- Investigation Division Commander
- Patrol Captain
- Outside agency investigators (if appropriate)
- Safety and Risk Manager
Officer-Involved Shootings and Deaths

- Psychological/peer support personnel
- Chaplain
- Medical Examiner (if necessary)
- Involved officer’s agency representative (if requested)
- Public Information Officer

305.5.5 INVOLVED OFFICERS

The following shall be considered for the involved officer:

(a) Any request for legal or union representation will be accommodated.
   1. Involved APD officers shall not be permitted to meet collectively or in a group
      with an attorney or any representative prior to providing a formal interview or
      report.
      (a) Involved officers are permitted to meet individually with legal counsel or
          FOP representation prior to providing a formal interview or report.
   2. Requests from involved non-APD officers should be referred to their employing
      agency.
   (b) Discussions with licensed attorneys will be considered privileged as attorney-client
       communications.
   (c) Discussions with bargaining agent representatives will be privileged only as to the
       discussion of non-criminal information.
   (d) A licensed psychotherapist shall be provided by the Department to each involved
       APD officer. A licensed psychotherapist may also be provided to any other affected
       APD members, upon request.
      1. Interviews with a licensed psychotherapist will be considered privileged.
      2. An interview or session with a licensed psychotherapist may take place prior
         to the member providing a formal interview or report. However, the involved
         members shall not be permitted to consult or meet collectively or in a group with
         a licensed psychotherapist prior to providing a formal interview or report.
      3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty
         Policy).
   (e) Any communication made by a participant or counselor in a peer support counseling
       session conducted by any Ardmore Police Department-approved provider and any oral
       or written information conveyed in the peer support counseling session is confidential
       and may not be disclosed by any person participating in the peer support counseling
       session except as authorized by law (12 O.S. § 2506.2).
   (f) Involved officers should notify their families about the incident as soon as possible.
      Where an officer is unable to do so, an agency official shall personally notify his family,
      and arrange for their transportation to the hospital.
(g) Officers directly involved in the shooting incident shall be required to re-qualify as soon as practical.

(h) The agency should brief other agency members concerning the incident so that rumors are kept to a minimum. Agency members are encouraged to show the involved officers their concern.

(i) In order to protect against crank or abusive calls, officers should be advised to have phone calls answered by another person for several days if their names are released to the public.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

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

305.5.6 REMOVAL FROM DUTY ASSIGNMENT
Any employee whose actions or use of force in an official capacity causes death, or serious bodily injury, shall be placed on administrative leave upon completion of the necessary reporting requirements and until it is determined by a mental health professional that the employee is ready to return to duty.

(a) An administrative leave of absence with pay may be authorized for any employee involved in any other traumatic or overly stressful experience.

(b) At the option of the Chief of Police, a temporary reassignment may be authorized in lieu of an administrative leave of absence. Such leave of absence shall be for a time period to be determined on an individual basis.

(c) During the time an incident is being investigated and for as long as necessary, the employee and the employee’s family will have access to the Employee Assistance Program provided by the city of Ardmore.

305.6 CRIMINAL INVESTIGATION
The Oklahoma State Bureau of Investigation (OSBI) is responsible for the criminal investigation into the circumstances of any officer-involved shooting involving injury or death.

Investigative personnel from this department shall not be assigned to partner with investigators from OSBI.

Once public safety issues have been addressed, OSBI investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) APD supervisors and investigators shall not participate directly in any voluntary interview of APD officers. This will not prohibit such personnel from monitoring interviews or providing the criminal investigators with topics for inquiry.
(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of his/her choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer’s statement, he/she shall not consult or meet with a representative or an attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation including administrative investigations. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED APD OFFICERS
In the event that suspects remain outstanding or subject to prosecution for related offenses, this department shall retain the authority to require involved APD officers to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved APD officer may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved APD officer of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Department.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect’s known family and associates to obtain any available and untainted background information about the suspect’s activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL
Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigation Division supervisor to assign appropriate investigative personnel to handle the investigation of related crimes. Department investigators shall be assigned to work to separately handle the investigation of any related crimes not being investigated by the OSBI.

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

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

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

(a) Any officer involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the officer, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

(b) If any officer has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved officer.
1. If a further interview of the officer is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved officer shall be provided with a copy of his/her prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved officer has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the officer’s physical and psychological needs have been addressed before commencing the interview.

2. If requested, the officer shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual officer’s statement, involved officers shall not consult or meet with a representative collectively or in groups prior to being interviewed.

3. Administrative interviews should be recorded by the investigator. The officer may also record the interview.

4. The officer shall be informed of the nature of the investigation. If an officer refuses to answer questions, he/she should be given his/her Garrity rights and ordered to provide full and truthful answers to all questions. The officer shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

5. The Investigations Division shall compile all relevant information and reports necessary for the Department to determine compliance with applicable policies.

6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy.

7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE
A member of this department may be assigned to work exclusively under the direction of the legal counsel for the Department to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.
All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 AUDIO AND VIDEO RECORDINGS
Any officer involved in a shooting or death may be permitted to review available Mobile Audio/Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or City Attorney’s Office, as appropriate.

305.10 DEBRIEFING
Following an officer-involved shooting or death, the Ardmore Police Department should conduct both a critical incident stress debriefing and a tactical debriefing.

305.10.1 CRITICAL INCIDENT STRESS DEBRIEFING
A critical incident stress debriefing should occur as soon as practicable. The Chief of Police or authorized designee is responsible for organizing the debriefing. Notes and recorded statements should not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a traumatic event.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law or a valid court order.

Attendance at the debriefing shall only include those members of the Department directly involved in the incident, which can include support personnel (e.g., dispatchers, civilian personnel). Family or other support personnel may attend with the concurrence of those involved in the incident. The debriefing shall be closed to the public and should be closed to all other members of the Department, including supervisory and Investigations Division personnel.

305.10.2 TACTICAL DEBRIEFING
A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Chief of Police should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators.
305.11 POST TRAUMATIC STRESS DISORDER (PTSD)
It is the responsibility of the Ardmore Police Department to provide personnel with information on stress disorders and to guide and assist in their deterrence. Therefore, it shall be the policy of the Ardmore Police Department to take immediate action after any officer involved shooting incident that has resulted in death or serious bodily injury to safeguard the continued good mental health of all involved personnel.

(a) All officers directly involved in a shooting incident shall be required to contact a mental health professional to determine if the employee is ready to return to duty.

(b) Involved support personnel should also be encouraged to contact such specialists after a shooting incident.

(c) After the counseling sessions, the specialist shall advise the agency:

1. Whether it would be in the officers’ best interest to be placed on administrative leave or light duty, and for how long;

2. Where the officers were relieved of their duty weapons after an incident, at what point they should be returned;

3. What will be the best continued course of counseling.

(d) The agency strongly encourages the families of the involved officers to take advantage of available counseling services.

305.11.1 DAILY STRESS RECOGNITION
As post-traumatic stress disorders may not arise immediately, or the employees may attempt to hide the problem, each supervisor is responsible for monitoring the behavior of unit members for symptoms of the disorder. A supervisor may order an employee to seek assistance or counseling from a mental health specialist upon a reasonable belief that stress may be disrupting the employee’s job performance.

305.11.2 PTSD TRAINING
Supervisors of commissioned personnel and communications specialists will receive training pertaining to post-traumatic stress disorders and the uniform procedures contained in this policy on an annual basis. Supervisors are responsible for making available to their employees information about the City’s Employee Assistance Program and mental health services.

305.12 MEDIA RELATIONS
Any media release shall be prepared with input and concurrence from the supervisor and the department representative responsible for each phase of the investigation. Releases will be available to the Shift Supervisor, Investigation Division Commander and Public Information Officer in the event of inquiries from the media.

No involved APD officer shall make any comment to the media unless he/she is authorized by the Chief of Police or a Division Commander.
Officer-Involved Shootings and Deaths

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

305.13 REPORTING
If the death of an individual occurs in the Ardmore Police Department jurisdiction and qualifies to be reported to the Oklahoma Office of the Chief Medical Examiner, the Patrol Division Commander will ensure that the Records Supervisor is provided with enough information to meet the reporting requirements (63 O.S. § 940).
Firearms

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

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

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

This policy meets statutory requirements requiring the adoption of a firearms policy pursuant to 11 O.S. § 34-107.

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

306.3 AUTHORIZED FIREARMS, AMMUNITION AND OTHER WEAPONS
Members shall only use firearms that are issued or approved by the Department and have been thoroughly inspected by a CLEET firearms instructor or armorer. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized department range.

All firearms carried on duty must strictly adhere to all Local, State and Federal Laws, Rules and Regulations. Any and all firearms definitions will defer back to the definitions as set by the ATF.

All other weapons not provided by the Department, including, but not limited to, edged weapons, chemical or electronic weapons, impact weapons or any weapon prohibited or restricted by law or that is not covered elsewhere by department policy, may not be carried by members in the performance of their official duties without the express written authorization of the member's Division Commander. This exclusion does not apply to the carrying of a knife that is not otherwise prohibited by law.

On-duty non-uniformed officers are permitted to carry an approved firearm exposed provided the officer's official badge is in plain sight and the officer's commission card and CLEET certification card are in his/her possession.

306.3.1 HANDGUNS
The authorized department-issued handgun is the Glock Model 17 9mm. The following additional handguns are approved for on-duty use:

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<th>MAKE</th>
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<th>CALIBER</th>
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306.3.2 SHOTGUNS

The authorized department-issued shotgun is the 12 gauge approved by the Chief of Police.

All shotguns will be carried in the shotgun racks within each patrol vehicle or in an appropriate transportation cases. Shotguns will be secured at all times with the chamber void of any ammunition.

Shotguns will be unloaded immediately when removed from vehicles for cleaning and inspection. Shotguns will be unloaded prior to storage, with the safety in the "on" position and the action (slide) open after each use.

Shotguns are to be used only when appropriate to include, but not limited to, the following situations:

(a) Armed robbery in progress.
(b) Burglary in progress.
(c) To back-up officers in riot or potentially riotous situations.
(d) As a launcher for tear gas or other chemical weapons.
(e) Serving high risk search or arrest warrants.
(f) High risk or felony traffic stops.
(g) Active searches for dangerous suspects.
(h) Active shooting incidents.
(i) With supervisory direction or approval.

306.3.3 PATROL RIFLES

The authorized department-issued patrol rifle is the DPMS AR-15 .223/5.56. The following additional patrol rifles are approved for on-duty use:

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<td>DPMS</td>
<td>M-4</td>
<td>.223/5.56</td>
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Certain AR-15 "pistol" variant firearms are permitted as well as any short-barreled rifles as defined by the ATF as long as all Local, State and Federal Laws, Rules and Regulations are strictly adhered to.

Members may deploy the patrol rifle in circumstances where the member can articulate a reasonable expectation that the rifle may be needed. The deployment of the patrol rifle is an escalation of force intended to match or exceed that of an aggressive threat during critical or high-risk incidents. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:
(a) Situations where the member reasonably anticipates an armed encounter.
(b) When a member is faced with a situation that may require accurate and effective fire at long range.
(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.
(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.
(e) When a member reasonably believes that a suspect may be wearing body armor.
(f) When authorized or requested by a supervisor.
(g) When an officer can clearly justify a need beyond the scope and capabilities of the service pistol or shotgun.

While off duty, the patrol rifle shall be properly secured in a locking weapons rack or in the trunk or rear compartment of the patrol vehicle. While on duty, the patrol rifle may either be properly secured in a locking weapons rack, or in the trunk or rear compartment of the patrol vehicle, or transported in the front passenger seat of the patrol vehicle as long as it is secured in a soft/hard case. When transported in the patrol vehicle the patrol rifle shall have the chamber free and clear of any ammunition, the bolt in the forward position with the safety selector lever in the safe position, a loaded magazine inserted into the magazine well and the dust cover closed (Car Ready Mode).

All patrol rifle equipment shall be issued and/or approved by the Chief of Police or authorized designee. Patrol rifle operators shall:

(a) Be CLEET certified and have completed the FTO Program.
(b) Satisfactorily complete the Patrol Rifle Operator’s Course as approved by the Chief of Police.
   1. Any officer carrying an AR-15 "pistol" variant must still qualify on the CLEET designated patrol rifle course.
(c) Non-probationary members of the SWAT team shall be automatically approved as patrol rifle operators upon completion of a Patrol Rifle Operators School.

The Department armorer or firearms instructor will be responsible to conduct at least annual inspections and function checks of all patrol rifles.

306.3.4 PERSONALLY OWNED DUTY FIREARMS
Members desiring to carry an authorized but personally owned duty firearm must have four or more years experience as an Ardmore Police Department officer and receive written approval from the Chief of Police or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions (21 O.S. § 1289.23(A)):

(a) The firearm shall be in good working order and on the department list of approved firearms.
Firearms

(b) The firearm shall be inspected by the firearms instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to a CLEET firearms instructor, who will maintain a list of the information.

(e) Officers carrying an approved personal duty firearm may be required to turn-in their Department standard issue duty firearm.

(f) Officers who decide to no longer carry the approved personal duty firearm will notify the Chief of Police via memorandum through the chain of command.

(g) Officers may mount a red dot sight on their personally-owned duty firearm, but will be required to meet the following guidelines:

1. The firearm and red dot sight shall be inspected and approved by the firearms staff prior to being carried and thereafter shall be subject to inspections whenever it is deemed necessary.

2. The firearm shall be equipped with suppressor height back up iron sights.

3. The member shall re-zero the red dot sight after each battery change prior to returning to duty, provided the battery change required the red dot sight be removed from the slide.

4. Prior to carrying the firearm, members shall attend training which is specific to red dot mounted pistols. The training shall be up to sixteen (16) hours and can be in-house or state certified.

5. The members shall qualify with both iron sights and red dot sight under range supervision and thereafter shall qualify in accordance with the department qualification schedule.

306.3.5 AUTHORIZED SECONDARY HANDGUN

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

(a) The handgun shall be in good working order and on the department list of approved firearms.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the Department and must meet the specifications of the Department.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.
(e) The handgun shall be inspected by the firearms instructor prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as department issue. If the caliber of the handgun is other than department issue, the Chief of Police or the authorized designee shall approve the ammunition.

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the department qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Firearms Instructor, who will maintain a list of the information.

(i) Officers must submit a memorandum to the Chief of Police via the chain of command stating the proposed back-up firearm make, model, caliber and serial number. The Chief of Police will determine whether the firearm is practical or suitable as a duty firearm.

306.3.6 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is governed by both the Oklahoma Self-Defense Act and as authorized by the Chief of Police.

The Chief of Police may rescind his/her authorization should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their position as officers, will be required to meet the following guidelines (21 O.S. § 1289.23):

(a) While not wearing a department uniform, the member shall carry his/her official department badge, identification card/Commission Card and Council on Law Enforcement Education and Training (CLEET) Certification Card at all times.

(b) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

   1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(c) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(d) It will be the responsibility of the member to submit the firearm to the firearms instructor for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the firearms instructor.

(e) Prior to carrying any off-duty firearm, the member shall demonstrate to the firearms instructor that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(f) The member will successfully qualify with the firearm prior to it being carried.

(g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.
(h) Members shall only carry department-authorized ammunition.

(i) When armed, officers shall carry their badges and Ardmore Police Department identification card/Commission Card under circumstances requiring possession of such identification.

Officers may carry their authorized duty weapon as their off-duty weapon. If an officer desires to carry a firearm other than his/her duty firearm, the following must be completed:

(a) The firearm must meet the authorized firearm types and specifications.

(b) A memorandum must be submitted to the Chief of Police via the chain of command to include the firearm make, model, caliber and serial number.

(c) The Chief of Police will determine whether the firearm is practical or suitable as an off-duty firearm.

(d) If the officer decides to not carry the approved firearm, the Chief of Police will be notified via memorandum through the chain of command.

306.3.7 AMMUNITION

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

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

All ammunition must be American manufactured and within expiration. The projectile of the ammunition must be designed to expand upon impact. Hand loaded, reloads and projectiles designed to fragment upon impact are prohibited.

Shotguns shall be standard loaded with "00" buckshot rounds in the magazine tube.

(a) Officers shall be issued rifled slugs for those instances when they are needed because of distance or the need to shoot through a barricade.

(b) It is recommended that "00" buckshot not be utilized at a distance further than 15 yards because of the shot spread.

   1. It is recommended that rifled slugs be used when the distance exceeds 15 yards.

(c) No live rounds shall be routinely carried in the chamber of the shotgun, nor will buckshot and rifled slug rounds be mixed.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.
306.4.1 REPAIRS OR MODIFICATIONS
Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a firearms instructor or the armorer.

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

Any repairs or modifications to the member’s personally owned firearm shall be done at his/her expense and must be approved by the firearms instructor.

306.4.2 HOLSTERS
Only department-approved holsters shall be used and worn by members. Cross-draw, clamshell or flap enclosed holsters will not be worn on duty. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun. Officers will be required to provide the appropriate holster and accessories to allow proper carry of a personal duty firearm. These accessories must be in place and utilized during qualification.

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

306.4.4 OPTICS OR LASER SIGHTS
Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Firearms Instructor. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on a rifle, the member shall qualify with the rifle to ensure proper functionality and sighting of the firearm prior to carrying it. There is no re-qualification required with the installation of a tactical light on a handgun.

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

306.5 SAFE HANDLING, INSPECTION AND STORAGE
Members shall maintain the highest level of safety when handling firearms and shall consider the following:

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

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the firearms instructor. Members shall not dry fire or practice quick draws except under firearms instructor supervision.
(c) Members shall not clean, repair, load or unload a firearm anywhere in the Department facility unless authorized to do so by a supervisor. Loading and unloading of firearms will be accomplished through the use of a clearing device and firearms will be inspected for clearance of ammunition.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be pointed in a safe direction and loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on department premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Department to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Department or a firearms instructor approved by the Department for inspection and repair. Any firearm deemed in need of repair or service by the firearms instructor will be immediately removed from service. If the firearm is the member’s primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

(h) All weapons will be considered loaded by each officer handling the firearm.

(i) Officers will immediately inspect and unload all firearms that come into their possession unless a particular circumstance or investigative procedure prevents them from doing so. Officers not familiar with a particular weapon will immediately contact an on-duty supervisor, a firearms instructor or a Department armorer for assistance.

306.5.1 INSPECTION AND STORAGE
Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Department-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME
Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit
department-issued firearms to be handled by anyone not authorized by the Department to do so. Members should be aware that negligent storage of a firearm could result in civil liability and recklessly permitting his/her own child to possess a firearm is prohibited (21 O.S. § 1273(B)).

306.5.3 ALCOHOL AND DRUGS
Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or has taken any combination thereof that would tend to adversely affect the member’s senses or judgment (21 O.S. § 1272.1).

306.6 FIREARMS TRAINING AND QUALIFICATIONS
Department members assigned to perform peace officer responsibilities shall demonstrate proficiency in the use of firearms prior to assignment to law enforcement responsibilities.

All members who carry a firearm while on-duty are required to successfully complete training biannually with their duty firearms. In addition to biannual training, all members will qualify at least annually with their duty firearms. Members will qualify with off-duty and secondary firearms at least twice a year. Training and qualifications must be on an approved range course and meet CLEET guidelines (OAC 390:27-1-1 et seq.; 70 O.S. § 3311(B)(14)).

All members who carry a firearm while on-duty are required to successfully requalify annually on the required range course. This requalification may substitute for one biannual training. Requalification must be successfully completed in the presence of a CLEET-certified firearms instructor or a certified firearms instructor approved by the Department (OAC 390:27-1-2). An officer who has taken an extended leave or suffered an illness or injury that could affect his/her use of firearms will be required to re-qualify before returning to enforcement duties.

Proof of successful firearms requalification shall be reported to CLEET pursuant to OAC 390:27-1-5.

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

See Procedure Manual: 306.2.1 Simunition Weapons
See Procedure Manual: 306.2.2 Training Weapons
See Procedure Manual: 306.2.3 Air Soft Weapons

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION
If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status or scheduling conflict, that member shall submit a memorandum to his/her immediate supervisor prior to the end of the required training or qualification period.

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

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for:
   1. Unauthorized range make-up.
   2. Failure to meet minimum standards or qualify after remedial training.

Members who fail to meet the annual requalification requirements will be removed from field assignment and shall be subject to disciplinary action in accordance with Chapter 2 of Title 390 of the Oklahoma Administrative Code (OAC 390:27-1-6).

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

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

(a) If on-duty at the time of the incident, the member shall file a written report with his/her Division Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall file a written report or provide a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

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

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, department members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, TASER (TM), oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed or becomes impractical.
306.7.2 INJURED ANIMALS
With the approval of a supervisor, a member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical.

306.7.3 WARNING AND OTHER SHOTS
Warning shots or shots fired for the purpose of summoning aid are not permitted.

306.8 RANGE DUTIES
The range will be under the exclusive control of the Carter County Sheriff's Office Firearms Instructor. All members attending will follow the directions of the Firearms Instructor. The Ardmore Police Department firearms instructor in charge of the range session will maintain a roster of all members attending the range and will submit the roster to the Deputy Chief or CLEET after each range date. Failure of any member to sign in and out with the firearms instructor may result in non-participation or non-qualification.

The range shall remain operational and accessible to department members during hours established by the Carter County Sheriff's Office.

The firearms instructor has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this department to verify proper operation. The firearms instructor has the authority to deem any department-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to his/her personally owned firearm; it will not be returned to service until it has been inspected and approved by the firearms instructor or armorer.

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

The firearms instructor shall complete and submit to the Deputy Chief documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Department, a list of each member who completes the training. The firearms instructor should keep accurate records of all training shoots, qualifications, repairs, maintenance or other records as directed by the Deputy Chief.

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

   (a) Officers wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Department based on the law and published TSA rules.
Firearms

(b) Officers must carry their Ardmore Police Department identification card/Commission Card, bearing the officer’s name, a full-face photograph, identification number, the officer’s signature and the signature of the Chief of Police or the official seal of the Department and must present this identification to airline officials when requested. The officer should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver license, passport).

(c) The Ardmore Police Department must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the officer’s travel. If approved, TSA will send the Ardmore Police Department an NLETS message containing a unique alphanumeric identifier. The officer must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Chief of Police authorizing armed travel may also accompany the officer. The letter should outline the officer’s need to fly armed, detail his/her itinerary, and include that the officer has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Officers must have completed the mandated TSA security training covering officers flying while armed. The training shall be given by the department-appointed instructor.

(f) It is the officer’s responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier’s check-in counter.

(g) Any officer flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The officer must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Officers should try to resolve any problems through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Officers shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

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

(a) The officer shall carry his/her Ardmore Police Department identification card/Commission Card whenever carrying such firearm.

(b) The officer may not be the subject of any current disciplinary action.

(c) The officer may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.
(d) The officer will remain subject to this and all other department policies (including qualifying and training).

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

Active peace officers from other states are subject to all requirements set forth in 18 USC § 926B.
Vehicle Pursuits

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

This policy meets statutory requirements requiring the adoption of a pursuit driving policy pursuant to 11 O.S. § 34-107.

307.1.1 DEFINITIONS
Definitions related to this policy include:

**Blocking or vehicle intercept** - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary road block.

**Boxing-in** - A tactic designed to stop a suspect’s vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

**Ramming** - The deliberate act of contacting a suspect’s vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect’s vehicle to stop.

**Roadblocks** - A tactic designed to stop a suspect’s vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect’s vehicle.

**Tactical Vehicle Intervention (TVI)/Pursuit Intervention Technique (PIT)** - A low-speed maneuver designed to cause the suspect vehicle to spin out, stall and come to a stop.

**Terminate** - To discontinue a pursuit or stop chasing fleeing vehicles.

**Tire deflation device** - A device designed to puncture the tires of the pursued vehicle.

**Trail** - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

**Vehicle pursuit** - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid arrest while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly or driving in a legal manner but willfully failing to yield to an officer’s emergency signal to stop.

307.2 POLICY
It is the policy of this department to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits. The decision to pursue a motor vehicle can present a danger to the lives of the public, officers, and suspects involved in the pursuit.
Vehicle Pursuits

307.3 OFFICER RESPONSIBILITIES
Vehicle pursuits shall only be conducted using authorized police department emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law.

Officers shall drive with due regard for the safety of all persons and property. However, officers may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (47 O.S. § 11-106):

(a) Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

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

(d) Park or stand irrespective of the provisions of the Oklahoma Highway Safety Code.

307.3.1 WHEN TO INITIATE A PURSUIT
Officers are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle.

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include, but are not limited to:

(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to officers, innocent motorists and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones) and the speed of the pursuit relative to these factors.

(d) The pursuing officers’ familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and dispatcher/supervisor, and the driving capabilities of the pursuing officers under the conditions of the pursuit.

(e) Whether weather, traffic and road conditions unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect’s escape.

(f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

(g) The approximate age of the suspect, if known.

(h) The observed driving ability of the suspect (e.g., signal 88, weaving).
Vehicle Pursuits

(i) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.

(j) Emergency lighting and siren limitations on unmarked police department vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment and concealed or obstructed siren positioning.

(k) Vehicle speeds.

(l) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders and hostages).

(m) The availability of other resources, such as air support assistance.

(n) Whether the pursuing vehicle is carrying passengers other than on-duty police officers. Pursuits shall not be undertaken with an arrestee or civilian observer in the pursuit vehicle.

307.3.2 EVALUATING THE CIRCUMSTANCES
The decision to initiate pursuit must be based on the pursuing officer’s conclusion that the immediate danger to the officer and the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large.

307.3.3 WHEN TO TERMINATE A PURSUIT
Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the officer or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect’s escape.

When the initiating officer, who is the pursuing vehicle, directs the pursuit to be terminated, officers will immediately terminate the pursuit.

When a supervisor directs the pursuit to be terminated, officers will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Officers and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.

(b) The pursued vehicle’s location is no longer definitely known.
Vehicle Pursuits

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

(d) The pursuing vehicle’s emergency lighting equipment or siren becomes partially or completely inoperable.

(e) Hazards posed to uninvolved bystanders or motorists.

(f) The danger that the continued pursuit poses to the public, the officers or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) The identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(h) Extended pursuits of violators for misdemeanors not involving violence or weapons (independent of the pursuit) are generally discouraged.

307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked police department emergency vehicles should be replaced by marked emergency vehicles whenever practicable.

Vehicle pursuits should be limited to three police department emergency vehicles (two pursuit vehicles and the supervisor vehicle). However, the number of vehicles involved will vary with the circumstances.

An officer or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of officers involved would be insufficient to safely arrest the number of suspects. All other officers shall stay out of the pursuit but should remain alert to its progress and location. Any officer who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

307.4.1 MOTORCYCLES

When involved in a pursuit, police department motorcycles should be replaced by marked emergency vehicles as soon as practicable.

307.4.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Officers operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit. Officers in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those officers should discontinue such support immediately upon arrival of a sufficient number of authorized emergency police department vehicles or any air support.

307.4.3 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing officer will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless he/she is unable to remain reasonably close to the suspect’s vehicle. The primary responsibility of the officer initiating the pursuit is the apprehension of the suspect without unreasonable danger to him/herself or others.
Vehicle Pursuits

The primary pursuing officer should notify the dispatcher, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including, but not limited to:

(a) The location, direction of travel and estimated speed of the suspect's vehicle.

(b) The description of the suspect's vehicle including the license plate number, if known.

(c) The reason for the pursuit.

(d) The use of firearms, threat of force, violence, injuries, hostages or other unusual hazards.

(e) The number of occupants and identity or description.

(f) The weather, road and traffic conditions.

(g) The need for any additional resources or equipment.

(h) The identity of other law enforcement agencies involved in the pursuit.

Until relieved by a supervisor or a secondary pursuing officer, the officer in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing officer should, as soon as practicable, relinquish the responsibility of broadcasting the progress of the pursuit to an officer in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing officer to concentrate foremost on safe pursuit tactics.

307.4.4 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second officer in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

(a) Immediately notifying the dispatcher of his/her entry into the pursuit.

(b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.

(c) Broadcasting information that the primary pursuing officer is unable to provide.

(d) Broadcasting the progress of the pursuit, updating known or critical information and providing changes in the pursuit, unless the situation indicates otherwise.

(e) Identifying the need for additional resources or equipment as appropriate.

(f) Serving as backup to the primary pursuing officer once the suspect has been stopped.

307.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the officer considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for officers who are involved in the pursuit:
Vehicle Pursuits

(a) Officers, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available officers not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.

2. Pursuing officers should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.

(c) Officers shall not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:

1. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.

2. Request other officers to observe exits available to the suspect.

(d) Notify the Oklahoma Highway Patrol (OHP) or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Officers involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing officer and with a clear understanding of the maneuver process between the involved officers.

307.5.1 PURSUIT TRAILING

In the event that initial pursuing officers relinquish control of the pursuit to another agency, the initial officers may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

307.5.2 OFFICERS NOT INVOLVED IN THE PURSUIT

Officers who are not involved in the pursuit should remain in their assigned areas, should not parallel the pursuit route and should not become involved with the pursuit unless directed otherwise by a supervisor. Uninvolved officers are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those officers should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the police department vehicle.

Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

Officers not directly involved may proceed in an emergency manner (code 3), with supervisor approval, to deploy stop-sticks.
Vehicle Pursuits

The primary pursuit vehicle, secondary pursuit vehicle and supervisor vehicle should be the only vehicles operating under emergency conditions (emergency lights and siren) unless other officers are assigned to the pursuit.

307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES
Available supervisory and management control will be exercised over all vehicle pursuits involving officers from this department.

The field supervisor of the officer initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying involved officers and the dispatcher of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established department guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring that the Shift Supervisor is notified of the pursuit, as soon as practicable.

(i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this department.

(j) Controlling and managing Ardmore Police Department officers when a pursuit enters another jurisdiction.

(k) Preparing a post-pursuit review and documentation of the pursuit as required.

307.6.1 SHIFT SUPERVISOR RESPONSIBILITIES
Upon becoming aware that a pursuit has been initiated, the Shift Supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Shift Supervisor shall review all pertinent reports for content and forward them to the Division Commander.
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307.7 DISPATCH
If the pursuit is confined within the City limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or dispatcher. If the pursuit leaves the jurisdiction of this department or such is imminent, involved officers should, whenever available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

307.7.1 RESPONSIBILITIES
Upon notification or becoming aware that a pursuit has been initiated, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.
(b) Coordinating pursuit communications of the involved officers.
(c) Broadcasting pursuit updates as well as other pertinent information as necessary.
(d) Ensuring that a field supervisor is notified of the pursuit.
(e) Notifying and coordinating with other involved or affected agencies as practicable.
(f) Notifying the Shift Supervisor as soon as practicable.
(g) Assigning an incident number and logging all pursuit activities.

307.8 LOSS OF PURSUED VEHICLE
When the pursued vehicle is lost, the involved officers should broadcast pertinent information to assist other officers in locating the vehicle. The primary pursuing officer or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.9 INTERJURISDICTIONAL CONSIDERATIONS
When a pursuit enters another agency’s jurisdiction, the primary pursuing officer or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing officer or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

307.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY
Officers will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Ardmore Police Department is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved officers may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation.
Vehicle Pursuits

The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of officers at the termination point of a pursuit initiated by this department shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local law enforcement agencies, a request for another agency’s assistance will mean that its personnel will assume responsibility for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this department, the other agency should relinquish control.

307.9.2 PURSUITS EXTENDING INTO THIS JURISDICTION
The agency that initiates a pursuit shall be responsible for conducting the pursuit. Officers from this department should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, an officer from this department may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this department to assist or take over a pursuit that has entered the jurisdiction of the Ardmore Police Department, the supervisor should consider:

(a) The public’s safety within this jurisdiction.
(b) The safety of the pursuing officers.
(c) Whether the circumstances are serious enough to continue the pursuit.
(d) Whether there is adequate staffing to continue the pursuit.
(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Shift Supervisor should review a request for assistance from another agency. The Shift Supervisor or supervisor, after considering the above factors, may decline to assist in or assume the other agency’s pursuit.

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

In the event that the termination point of a pursuit from another agency is within this jurisdiction, officers shall provide appropriate assistance including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.
307.10 PURSUIT INTERVENTION

Pursuit intervention is an attempt to stop the suspect’s ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the TVI, ramming or roadblock procedures.

307.10.1 WHEN USE IS AUTHORIZED
Whenever practicable, an officer shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, officers/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the officers and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the officer at the time of the decision.

307.10.2 USE OF FIREARMS
The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Officers should not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any officer from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.10.3 INTERVENTION STANDARDS
Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the officers, the public or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Officers shall consider these facts and requirements prior to deciding how, when, where and if an intervention tactic should be employed.

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public’s safety, and when officers reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Because of the potential risks involved, this intervention tactic should only be employed by properly trained officers and after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, officers or others.

2. All other reasonable intervention tactics have failed or reasonably appear ineffective.

3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.

4. The suspect vehicle is stopped or traveling at a low speed.
Vehicle Pursuits

5. Only law enforcement vehicles should be used in this tactic.

(b) The TVI/PIT is limited to use by properly trained officers with the approval of a supervisor and upon assessment of the circumstances and conditions presented at the time, including the potential for risk of injury to officers, the public and occupants of the pursued vehicle.

(c) Ramming a fleeing vehicle should be done with supervisor approval and only after other reasonable tactical means at the officer's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.

(d) Boxing-in a suspect vehicle should only be attempted upon approval by a supervisor. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to officers, the public and occupants of the pursued vehicle. Officers and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(e) Tire deflation devices should be deployed only after notification of pursuing officers and the supervisor of the intent and location of the intended deployment, and in a manner that:

1. Should reasonably only affect the pursued vehicle.
2. Provides the deploying officer adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.
3. Takes into account the limitations of such devices as well as the potential risk to officers, the public and occupants of the pursued vehicle.
4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials or a school bus transporting children.

(f) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, officers or the public. An avenue of escape will be provided.
307.11 CAPTURE OF SUSPECTS
Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Officers shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the officer at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing officer should coordinate efforts to apprehend the suspect following the pursuit. Officers should consider the safety of the public and the involved officers when formulating plans for setting up perimeters or for containing and capturing the suspect.

307.12 PURSUIT REVIEW BOARD (PRB)
The Pursuit Review Board (PRB) will review all pursuits initiated by the Ardmore Police Department. The PRB will also review all pursuits resulting from an outside agency that requested and received assistance.

307.12.1 BOARD COMPOSITION
The Chairman of the PRB will convene the board on an as needed basis. Members of the PRB will be appointed by the Chief of Police or authorized designee and will be made up of the following personnel:

- Captain - Chairman
- Lieutenant
- Two Sergeants
- One Field Training Officer

307.12.2 BOARD RESPONSIBILITIES
The duties of the PRB will be to:

(a) Thoroughly review Ardmore Police Department Pursuit Report (APD Form 2010-0087) and any additional reports pertaining to a pursuit, including, if necessary, audio and video recordings.

(b) Hear direct testimony, when necessary, from officers and witnesses.

(c) Develop findings and make recommendations to the Chief of Police in the following areas:
   1. Whether the pursuit complied with policy.
   2. Tactical considerations.
   3. Training considerations.
   4. The quality of supervision.
   5. The process and quality of the post-incident investigation.
Vehicle Pursuits

(d) The Chairman (or designee) of the PRB will prepare a written report with recommendations that address policy violations, tactical considerations, training considerations, and the quality of supervision and forward it to the Chief of Police.

(e) If the Chief of Police determines that additional investigation is required, he will assign the possible violation for investigation.

(f) The Police Business Services Coordinator will maintain the PRB written reports listing the information and recommendations.

307.13 REPORTING REQUIREMENTS
All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

(a) The primary pursuing officer shall complete appropriate crime/arrest reports.

(b) The primary pursuing officer or supervisor shall complete the appropriate pursuit report.

(c) After receiving copies of reports, logs and other pertinent information, the Chief of Police or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.

(d) Annually, the Chief of Police should direct a documented review and analysis of department vehicle pursuits to minimally include policy suitability, policy compliance and training needs.

307.14 REGULAR AND PERIODIC PURSUIT TRAINING
In addition to initial and supplementary training on pursuits, all officers will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to officers and others.
Foot Pursuits

308.1 PURPOSE AND SCOPE
This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY
It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

308.3 DECISION TO PURSUE
The safety of department members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and department members.

Officers may be justified in initiating a foot pursuit of any individual that the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual’s involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place department members and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.
(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.
(c) A canine search.
(d) Thermal imaging or other sensing technology.
Foot Pursuits

(e) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

308.4 GENERAL GUIDELINES
When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The officer is acting alone.

(c) Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The officer is unsure of his/her location and direction of travel.

(e) The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspects should a confrontation occur.

(f) The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.

(g) The officer loses radio contact with the dispatcher or with assisting or backup officers.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.

(j) The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.

(k) The officer loses possession of his/her firearm or other essential equipment.

(l) The officer or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

(m) The suspect's location is no longer known.
Foot Pursuits

(n) The identity of the suspect is established or other information exists that will allow for the suspect’s apprehension at a later time, and it reasonably appears that there is no immediate threat to department members or the public if the suspect is not immediately apprehended.

(o) The officer’s ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

308.5 RESPONSIBILITIES IN FOOT PURSUIT

308.5.1 INITIATING OFFICER RESPONSIBILITIES
Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel
(b) Call sign identifier
(c) Reason for the foot pursuit, such as the crime classification
(d) Number of suspects and description, to include name if known
(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Officers should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify the dispatcher of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.
Foot Pursuits

308.5.2 ASSISTING OFFICER RESPONSIBILITIES
Whenever any officer announces that he/she is engaged in a foot pursuit, all other officers should minimize nonessential radio traffic to permit the involved officers maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES
Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

308.5.4 DISPATCH RESPONSIBILITIES
Upon notification or becoming aware that a foot pursuit is in progress, the dispatcher is responsible for:

(a) Clearing the radio channel of non-emergency traffic.
(b) Coordinating pursuit communications of the involved officers.
(c) Broadcasting pursuit updates as well as other pertinent information as necessary.
(d) Ensuring that a field supervisor is notified of the foot pursuit.
(e) Notifying and coordinating with other involved or affected agencies as practicable.
(f) Notifying the Shift Supervisor as soon as practicable.
(g) Assigning an incident number and logging all pursuit activities.

308.6 REPORTING REQUIREMENTS
The initiating officer shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.
(b) Initial reason and circumstances surrounding the foot pursuit.
(c) Course and approximate distance of the foot pursuit.
(d) Alleged offenses.
(e) Involved vehicles and officers.
(f) Whether a suspect was apprehended as well as the means and methods used.
Foot Pursuits

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

(k) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating officer need not complete a formal report.
Officer Response to Calls

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

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

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

See Procedure Manual: 309.2.1 Response Codes
See Procedure Manual: 309.2.2 Response Code Changes

309.3.1 EMERGENCY CALLS
Officers responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (47 O.S. § 1-103; 47 O.S. § 11-106; 47 O.S. § 12-218; 47 O.S. § 12-401).

Officers should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to:

(a) When in pursuit or apprehending a violator or suspected violator.
(b) When responding to a reported emergency involving possible personal injury, death or significant property damage.
   1. A Code 3 response to any vehicular accident, regardless of injury, is not permitted.
(c) When immediate assistance is requested by an officer or other law enforcement agency.

If an officer believes an emergency response to any call is appropriate, the officer shall immediately notify the dispatcher.

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

When requesting emergency assistance, the involved department member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

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

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

309.5 SAFETY CONSIDERATIONS

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However, the officer may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (47 O.S. § 11-106):

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

309.5.1 NUMBER OF OFFICERS ASSIGNED

The number of officers assigned to respond to an emergency call or request for assistance should be limited to that which is reasonably necessary.

During an emergency response involving more than one police vehicle, the Dispatch dispatcher shall notify the Shift Supervisor or field supervisor, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.5.2 MOTORCYCLES

An officer operating a police motorcycle should not be assigned to an emergency response. However, an officer operating a police motorcycle in an emergency response should be replaced
by an authorized emergency vehicle equipped with emergency lights and siren as soon as practicable.

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

If the emergency equipment on the vehicle should fail to operate, the officer must terminate the emergency response and continue accordingly. The officer shall notify the Shift Supervisor, field supervisor or the dispatcher of the equipment failure so that another officer may be assigned to the emergency response.

See Procedure Manual: 309.2.3 Use of Authorized Emergency Equipment

309.6.1 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT
Officers operating an authorized emergency vehicle without using audible and visual signals may exceed the maximum speed limits and disregard regulations governing turning in specified directions, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the suspect to:
   1. Destroy or lose evidence of a suspected felony.
   2. End a suspected continuing felony before the officer has obtained sufficient evidence to establish grounds for an arrest.
   3. Evade apprehension or identification of the suspect or the vehicle of the suspect.

(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

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

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, an officer shall immediately give the location from which he/she is responding.

The first officer arriving at the emergency call should determine whether to increase or reduce the level of the response of additional officers and shall notify the dispatcher of his/her determination.
Any subsequent change in the appropriate response level should be communicated to the dispatcher by the officer in charge of the scene unless a supervisor assumes this responsibility.

309.8 DISPATCH
When information reasonably indicates that the public is threatened with serious injury or death, or an officer requests emergency assistance and immediate law enforcement response is needed, the officer shall determine if an emergency response is justified.

309.8.1 RESPONSIBILITIES
Upon notification of an emergency response, the dispatcher is responsible for:

(a) Confirming the location from which the officer is responding or requesting assistance.
(b) Attempting to assign the closest available assisting officers to the location of the emergency call.
(c) Continuing to obtain and broadcast information as necessary concerning the response and monitoring the situation until it is stabilized or terminated.
(d) Notifying and coordinating allied emergency services (e.g., fire, emergency medical services).
(e) Notifying the Shift Supervisor as soon as practicable.
(f) Controlling all radio communications during the emergency and coordinating assistance under the direction of the Shift Supervisor or field supervisor.

309.9 SUPERVISOR RESPONSIBILITIES
Upon being notified that an emergency response has been initiated or requested, the Shift Supervisor or the field supervisor shall verify that:

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

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

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

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

- The type of call or crime involved.
Officer Response to Calls

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

309.9.1 SUPERVISOR RESPONSE
Supervisors should respond on scene to any incident that, in the supervisor's judgment, is appropriate due to the circumstances; when requested by an officer; and to events as detailed in specific policies, including but not limited to:

- Use of Force Policy
- Officer-Involved Shootings and Deaths Policy
- Vehicle Pursuits Policy
- Foot Pursuits Policy
- Missing Persons Policy
- Hazardous Material Response Policy
- Hostage and Barricade Incidents Policy
- Response to Bomb Calls Policy
- Crisis Intervention Incidents Policy
- First Amendment Assemblies Policy
Canines

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

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

310.3 ASSIGNMENT
Canine teams should be assigned to assist and supplement the Patrol Division to function primarily in assist or cover assignments. However, they may be assigned by the Shift Supervisor to other functions, such as routine calls for service, based on the current operational needs.

Canine teams should generally not be assigned to handle routine matters that will take them out of service for extended periods of time. If such assignment is necessary, it should only be made with the approval of the Shift Supervisor.

310.4 CANINE COORDINATOR
The canine coordinator shall be appointed by the Chief of Police and shall report to the Deputy Chief of Police.

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

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.
310.5 REQUESTS FOR CANINE TEAMS
Patrol Division members are encouraged to request the use of a canine. Requests for a canine team from department units outside of the Patrol Division shall be reviewed by the Shift Supervisor.

310.5.1 OUTSIDE AGENCY REQUEST
All requests for canine assistance from outside agencies must be approved by the Shift Supervisor and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

310.5.2 PUBLIC DEMONSTRATION
All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.5.3 REQUESTS FOR SCHOOL SEARCHES
A school search is the action of the police canine sniffing for controlled substances.

(a) It is understood that this action is not a search as defined under the 4th Amendment.

(b) Requests by local school districts for a school search shall only be authorized after the following criteria are met:

1. The request is made by the Superintendent of Schools and approved by the on-duty shift supervisor and Chief of Police.

2. The search is directed toward maintaining a safe and secure school environment.


4. School officials will take either criminal or administrative action against those determined to be in possession of controlled substances.

(c) No individual or body searches will be performed.

(d) Administrative action

1. The canine handler will mark lockers of areas where the police canine gives indications. The canine handler will not open or pry into these areas or make

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arrests. School personnel will conduct the searches in the areas that the canine gives indications that there are controlled substances present. If the school personnel discover any controlled substances during the search, the canine handler will impound the controlled substances and process in accordance with Department policy.

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

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

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

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

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

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

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

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

(a) The nature and seriousness of the suspected offense.
(b) Whether violence or weapons were used or are anticipated.
Canines

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.
(d) The suspect’s known or perceived age.
(e) The potential for injury to officers or the public caused by the suspect if the canine is not utilized.
(f) Any potential danger to the public and/or other officers at the scene if the canine is released.
(g) The potential for the suspect to escape or flee if the canine is not utilized.

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

It is the canine handler’s responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

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

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

310.6.2 WARNINGS AND ANNOUNCEMENTS

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

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

310.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

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

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.
If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual’s injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current department evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

Department canines that bite a person are exempt from a 10-day quarantine upon presentation of a record of immunization against rabies. When required by the Oklahoma State Department of Health, the canine coordinator shall ensure that a certification of animal health is obtained after examination by a licensed veterinarian at the end of 10 days (OAC 310:599-3-1).

See Procedure Manual: 310.2 Unusual Canine Incidents

**310.7 NON-APPREHENSION GUIDELINES**

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

(a) Absent a change in circumstances that presents an imminent threat to officers, the canine, or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

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

(c) Throughout the deployment, the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make himself/herself known.

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

**310.7.1 ARTICLE DETECTION**

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

**310.7.2 NARCOTICS DETECTION**

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

(a) The search of vehicles, buildings, bags and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.
A narcotics-detection trained canine will not be used to search a person for narcotics.

310.7.3 BOMB/EXPLOSIVE DETECTION
Because of the high risk of danger to the public and officers when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle, or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings, and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

310.8 HANDLER SELECTION
The minimum qualifications for the assignment of canine handler include:

(a) An officer who is currently off probation.

(b) Residing in an adequately fenced, single-family residence (minimum 5-foot high fence with locking gates).

(c) Living within a three mile radius of the Ardmore City limits.

(d) Agreeing to be assigned to the position for a minimum of three years.

310.8.1 HANDLER SELECTION PROCESS
The selection process for a canine handler consists of:

(a) Interview by a selection board.

(b) Review of officer’s productivity.

(c) Canine handlers will be approved by the Chief of Police.

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

The canine handler will be responsible for the following:
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(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.

(c) When not in service, the handler shall maintain the canine vehicle in a locked garage, away from public view, if available.

(d) When a handler is off-duty for an extended number of days, the assigned canine vehicle should be stored at the Ardmore Police Department facility.

(e) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles, to verify that conditions and equipment conform to this policy.

(f) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.

(g) When off-duty, the canine shall be in a kennel provided by the City at the home of the handler. When a canine is kenneled at the handler’s home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(h) The canine should be permitted to socialize in the home with the handler’s family for short periods of time and under the direct supervision of the handler.

(i) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Shift Supervisor.

(j) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Supervisor.

(k) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

See Procedure Manual: 310.6 Handler Reporting Responsibilities

See Procedure Manual: 310.3 Canine Treatment, Care and Control

See Procedure Manual: 310.4 Care of the Canine Quarters

See Procedure Manual: 310.5 Expenses

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

(a) A canine shall not be left unattended in any area to which the public may have access.
Canines

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.9.2 USE OF E-COLLAR DEVICE
All canine handlers must understand the use and benefits of the E-Collar as a communication tool with the canine, and not as a punishment device.

The E-Collar is designed to be a communication and behavior shaping device to enhance the off-leash working relationship between the handler and the canine. The E-Collar accomplishes this through a low-level stimulus that is intended to clear the canine’s head in order to better receive and respond to commands from the handler.

The E-Collar is not designed and not meant to be used as a punishment device for disobedience. If a handler is faced with a situation where the canine is being disobedient or is non-responsive to stimulus from the E-Collar, the E-Collar shall be turned off and the handler should resort to manual and/or verbal correction.

See Procedure Manual: 310.7.1 Standard of Training Before Use
See Procedure Manual: 310.7.2 Authorized Trainer
See Procedure Manual: 310.7.3 Proper Placement of The E-Collar
See Procedure Manual: 310.7.4 When To Wear the E-Collar

310.10 HANDLER COMPENSATION
The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA), and according to the terms of the employment agreement (29 USC § 207).

310.11 UNIFORMS AND EQUIPMENT
Canine handlers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The canine handler shall be allowed to wear the approved load-bearing vest.

(a) The optional load-bearing vest shall be standardized and uniform in order to present a professional appearance at all times.
(b) The load-bearing vest shall be worn over the approved Class C uniform.
(c) The load-bearing vest shall not be worn to Municipal and District Courts.
(d) Neither the duty weapon or the Taser shall be worn on the load-bearing vest.
The Class C uniform duty belt for canine handlers may be nylon with flat black hard shell plastic pouches, cases, and holsters for the duty weapon or Taser.

See Procedure Manual: 310.8.1 Load-Bearing Vests

310.12 CANINE SELECTION REQUIREMENTS
A canine will not be accepted or purchased unless it meets the minimum Department requirements which are as follows.

(a) A prospective canine must be examined by a licensed veterinarian, to include, but not limited to:
   1. X-ray for hip dysphasia,
   2. Fecal examination
   3. DHL vaccination
   4. Rabies boosters
   5. General physical examination.

(b) Exhibit a non-aggressive appearance and disposition.

(c) The prospective canine will be either a male or female of a good working breed.

310.13 CANINE INJURY AND MEDICAL CARE
In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Supervisor as soon as practicable and appropriately documented.

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

310.14 DISPOSITION OF CANINE REMOVED FROM SERVICE
When a canine is removed from active service and ownership is transferred to another, the Department will no longer be responsible or liable for the canine’s actions or expenses.

(a) If the canine handler requests ownership, it will be considered and should have priority over other requests.

(b) If not requested by the canine handler, any Department member may submit a request in writing to the Chief of Police through the chain of command.
   1. Offer of ownership will be made in order of date and time that the written request is received.

310.15 TRAINING
Before assignment in the field, each canine team shall be trained and certified to meet current Council on Law Enforcement Education and Training (CLEET) or other state-recognized and
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approved certification standards. Canine teams trained exclusively for the detection of narcotics or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

A canine shall not be certified as both a drug dog and a bomb dog; once a dog is certified as either a drug dog or a bomb dog, that dog may not be certified in the other category (OAC 390:30-1-3; OAC 390:31-1-3; 70 O.S. § 3311(B)(9)).

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

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

310.15.1 CONTINUED TRAINING
Each canine team shall thereafter be recertified to CLEET or other state-approved certification standards on an annual basis (70 O.S. § 3311(K); 70 O.S. § 3311(L)).

Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Ardmore Police Department canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.

(c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Department.

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

310.15.3 TRAINING RECORDS
All canine training records shall be maintained in the canine handler’s and the canine’s training file.

310.15.4 TRAINING AIDS
Training aids are required to effectively train and maintain the skills of canines. Officers possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Ardmore Police Department may work with outside trainers with the applicable licenses or permits.
310.15.5 CONTROLLED SUBSTANCE TRAINING AIDS
Officers acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws and in compliance with applicable state requirements (21 USC § 823(f); OAC 475:10-1-4; 63 O.S. § 2-302).

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

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

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

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

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this department.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed, and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight, and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler’s assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Property and Evidence Section or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.
310.15.7 EXPLOSIVE TRAINING AIDS
Officers may possess, transport, store or use explosives or destructive devices in compliance with state and federal laws (18 USC § 842; 27 CFR 555.41; 63 O.S. § 123.8).

Explosive training aids designed specifically for canine teams should be used whenever feasible. Due to the safety concerns in the handling and transportation of explosives, inert or non-hazardous training aids should be employed whenever feasible. The use of explosives or destructive devices for training aids by canine teams is subject to the following:

(a) All explosive training aids, when not in use, shall be properly stored in a secure facility appropriate for the type of materials.

(b) An inventory ledger shall be maintained to document the type and quantity of explosive training aids that are stored.

(c) The canine coordinator shall be responsible for verifying the explosive training aids on hand against the inventory ledger once each quarter.

(d) Only members of the canine team shall have access to the explosive training aids storage facility.

(e) A primary and secondary custodian will be designated to minimize the possibility of loss of explosive training aids during and after the training. Generally, the handler will be designated as the primary custodian while the trainer or authorized second person on-scene will be designated as the secondary custodian.

(f) Any lost or damaged explosive training aids shall be promptly reported to the canine coordinator, who will determine if any further action will be necessary. Any loss of explosives will be reported to the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF).
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311.1 PURPOSE AND SCOPE
The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic abuse through vigorous enforcement and to address domestic abuse as a serious crime against society. The policy specifically addresses the commitment of the Ardmore Police Department to take enforcement action when appropriate, to provide assistance to victims and to guide officers in the investigation of domestic abuse.

This policy meets statutory requirements requiring the adoption of a domestic abuse policy pursuant to 11 O.S. § 34-107.

311.1.1 DEFINITIONS
Definitions related to this policy include (22 O.S. § 60.1):

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

Dating relationship – An intimate association, primarily characterized by affectionate or sexual involvement. This does not include a casual acquaintance or ordinary fraternization between persons in a business or social context.

Domestic abuse - Any act of physical harm or the threat of imminent physical harm that is committed by an adult, emancipated minor, or minor child 13 years of age or older against another adult, emancipated minor, or minor child who is currently or was previously an intimate partner or a family or household member. Domestic violence includes any form of domestic abuse.

Family or household members - Includes:
- Parents, including grandparents, stepparents, adoptive parents, and foster parents
- Children, including grandchildren, stepchildren, adopted children, and foster children
- Persons otherwise related by blood or marriage living in the same household
- Persons otherwise related by blood or marriage

Intimate partner – Includes:
- Current or former spouses
- Persons who are or were in a dating relationship
- Persons who are biological parents of the same child, regardless of their marital status or whether they have lived together at any time
- Persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement
311.2 POLICY
The Ardmore Police Department’s response to incidents of domestic abuse and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic abuse is criminal behavior. It is also the policy of this department to facilitate victims’ and offenders’ access to appropriate civil remedies and community resources whenever feasible.

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

311.4 INVESTIGATIONS
The following guideline shall be followed by officers when investigating domestic abuse cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic abuse and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, officers should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

(c) Officers should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim’s personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Division in the event that the injuries later become visible.

(f) Officers should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, officers should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence.

1. Investigating officers shall seize any weapon or instrument when there is probable cause to believe the weapon or instrument has been used to commit
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an act of domestic abuse when an arrest is made and the weapon or instrument can be lawfully seized as evidence (22 O.S. § 60.8).

(i) When completing an incident or arrest report for violation of a court order, officers should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting officer should attach a copy of the order to the incident or arrest report.

(j) Officers should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the abuse.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the abuse occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.
11. The social status, community status, or professional position of the victim or suspect.

311.4.1 IF A SUSPECT IS ARRESTED
If a suspect is arrested, officers should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim’s contact information to the jail staff to enable notification of the victim upon the suspect’s release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

311.4.2 IF NO ARREST IS MADE
If no arrest is made, the officer should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.
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2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).

(b) Document the resolution in a report.

311.5 VICTIM ASSISTANCE
Because victims may be traumatized or confused, officers should be aware that a victim’s behavior and actions may be affected.

- Victims shall be provided with the department domestic abuse information handout, even if the incident may not rise to the level of a crime (21 O.S. § 142A-3).
- Victims should also be alerted to any available victim advocates, shelters and community resources.
- When an involved person requests law enforcement assistance while removing essential items of personal property, officers should stand by for a reasonable amount of time.
- If the victim has sustained injury or complains of pain, officers should seek medical assistance for the victim as soon as practicable.
- Officers should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter if the victim expresses a concern for his/her safety or if the officer determines that a need exists.
- Officers should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.
- If appropriate, officers shall seek or assist the victim in obtaining an emergency order.
  - The investigating officer shall ensure the victim handout contains a petition for an emergency temporary order of protection and, if necessary, assist the victim in completing the petition form (Domestic Violence Lethality Assessment) as directed in the Victim and Witness Assistance Policy (22 O.S. § 40.3; 22 O.S. § 60.16).
  - See attachment: Petition for Emergency Temporary Protective Order.pdf
- Victims of domestic abuse shall not be discouraged from pressing charges (22 O.S. § 60.16).

311.6 DISPATCH ASSISTANCE
All calls of domestic abuse, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Dispatchers are not required to verify the validity of a court order before responding to a request for assistance. Officers should request that dispatchers check whether any of the involved persons are subject to the terms of a court order.
311.7 FOREIGN COURT ORDERS
Various types of orders may be issued in domestic abuse cases. Any foreign court order properly
issued by a court of another state, Indian tribe or territory shall be enforced by officers as if it
were the order of a court in this state. An order should be considered properly issued when it
reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice
and opportunity to respond was given to the party against whom the order was issued (18 USC
§ 2265). An otherwise valid out-of-state court order shall be enforced, regardless of whether the
order has been properly registered with this state.

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

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

(b) Check available records or databases that may show the status or conditions of the
order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued
to verify information.

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

A copy of a court order is generally acceptable as proof that a court order is valid in this state
(22 O.S. § 60.9).

311.9 STANDARDS FOR ARRESTS
Officers investigating a domestic abuse report should consider the following:

(a) Officers investigating an assault that qualifies as domestic abuse may make an arrest
even if the assault was not committed in his/her presence if, based upon probable
cause, an offense occurred within the last 72 hours and it caused the victim an
observable injury or impairment (22 O.S. § 60.16).

1. Investigating officers shall consider the circumstances surrounding the incident,
past history of abuse between the parties, statements of any children present
in the residence, which party is the dominant aggressor and any other relevant
factors in making these arrests (22 O.S. § 60.16).
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(b) Investigating officers shall make an arrest when they have probable cause to believe a person with notice has violated an enforceable court order, whether or not the order was issued in Oklahoma. Persons arrested for a violation of a court order shall not be released but brought before a judge within 24 hours of arrest (22 O.S. § 60.9).

311.10 POLICE OFFICER INVOLVED DOMESTIC VIOLENCE

311.10.1 DEPARTMENT STANCE
The Ardmore Police Department has a zero tolerance policy on domestic violence. An officer found guilty of domestic violence, through criminal court, shall have his/her police powers revoked. This policy applies to past convictions, existing and future police officer domestic violence crimes.

311.10.2 DEPARTMENT RESPONSIBILITIES
The Department shall either in response to observed warning signs or at the request of an officer provide non-punitive avenues of assistance to officers, their partners and other family members before an act of domestic violence occurs.

(a) The Department shall identify a procedure for making confidential referrals to confidential counseling services either internally or in collaboration with existing community services that have specific expertise in domestic violence.

(b) Officers who disclose to any member of the Department that they have personally engaged in domestic violence are not entitled to confidentiality. The report of such criminal conduct must be treated as an admission of a crime and shall be investigated both criminally and administratively.

311.10.3 SUPERVISOR RESPONSIBILITIES
Demonstration of inappropriate aggressive behaviors while conducting police business shall be documented for consideration by supervisors. These behaviors include the following: stalking and inappropriate surveillance activities, unusually high incidences of physical altercations, injuries, or verbal disputes.

(a) Supervisors shall maintain close supervision of officers whose behavior is inconsistent with acceptable standards for on duty problem resolution.

(b) Supervisors shall monitor frequent tardiness and absences.

(c) Supervisors shall proactively inquire about all on or off duty officer injuries.

Supervisors shall be cognizant of and document all behavior, on or off duty, where officers may be exhibiting signs of possible domestic violence-related problems; including increased use of force during arrests, alcohol and/or drug abuse, increase in controlling behaviors, stalking activity, citizen and fellow officer complaints of unwarranted aggression and verbal abuse, and inappropriate aggression toward animals.

(a) Supervisors shall immediately make their ranking supervisor aware of any and all such behaviors.
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(b) The Chief of Police shall be informed of such circumstances or concerns in a timely manner through the department's chain of command.

(c) Supervisors shall prepare and submit written requests for evaluating an officer's mental and physical well-being by suitable professionals when behaviors or circumstances deem appropriate.

311.10.4 OFFICER RESPONSIBILITIES

(a) Officers are encouraged and entitled to seek confidential assistance through the Employee Assistance Program to prevent a problem from escalating to the level of criminal conduct against an intimate partner.

(b) Officers with definitive knowledge of abuse and/or violence involving fellow officers must report such information in a timely manner to their supervisor. Failure to do so will subject the officer to investigation, disciplinary action, and possible sanction and/or criminal charges.

(c) All officers shall be aware of possible witness or victim intimidation/coercion. Whenever an officer suspects this is occurring, he/she shall prepare a written report and immediately deliver it to the investigator in charge of the case through the proper chain of command.

(d) Officers who engage in threatening, harassing, stalking, surveillance or other such behavior designed to interfere with cases against fellow officers or intimidate witnesses will be subject to investigation, disciplinary action, and possible sanction and/or criminal charges.

(e) Officers who fail to cooperate with the investigation of a police officer domestic violence case will be subject to investigation, and possible sanction and/or criminal charges.

(f) An officer who falsely reports that a victim of police officer domestic violence has committed a crime (such as child abuse or neglect) will be subject to investigation, and possible sanction and/or criminal charges.

(g) An officer who is the subject of a criminal investigation, protective or restraining order related to domestic violence, regardless of jurisdiction, is required to report him/herself to his/her supervisor and provide notice of the court dates, times, appearances, and proceedings in a timely manner.

311.10.5 INCIDENT RESPONSE PROTOCOL

Department-wide Response

(a) The Department shall accept, document, and preserve all calls or reports, including those made anonymously, involving possible police officer domestic violence as "on the record" information.

(b) All reports of possible criminal activity implicating police officers in domestic violence shall be documented in accordance with the policies governing the handling of all reports of domestic violence by citizens. A criminal incident report shall be completed including details on date, time, location, circumstances, names (if known), officials notified, and actions taken; a case file number shall be assigned and the report filed.
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(c) A copy of the report detailing the possible criminal activity implicating an officer in domestic violence shall be directed to that officer's immediate supervisor.

(d) All such incident reports shall be made available by the Department to the involved victim without cost.

Emergency Dispatch Center Response

(a) Communication Specialists shall be instructed to assign top priority to all domestic violence calls, including those that involve or appear to involve a police officer of any Department.

(b) Communication Specialists shall document all domestic violence calls received that involve, or appear to involve, a police officer and immediately notify the supervisor, regardless of the involved officer's jurisdiction.

(c) Communication Specialists shall prepare and preserve documentation of the facts and circumstances of the call, including the 911 recording, for use in potential criminal or administrative investigations.

(d) Communication Specialists shall have available current lists of local domestic violence victim advocacy organizations for on-scene supervisors to provide to victims.

Patrol Response

(a) Upon arrival on the scene of a domestic violence call/incident involving a police officer, the primary patrol unit shall immediately notify dispatch and request a supervisor be sent to the scene, regardless of the involved officer's jurisdiction.

(b) If the alleged offender has left the scene and probable cause exists, the responding officers shall:
   1. Search the area as appropriate.
   2. Obtain information from victim, family, and witnesses as to where the offender may have gone.
   3. Seek an arrest warrant.

On-Scene Supervisor Response

(a) A supervisor shall report to the scene of all police officer domestic violence situations, regardless of the involved officer's jurisdiction.

(b) The on-scene supervisor shall assume command; ensure that the crime scene is secure and that all evidence is collected, including color photographs. Video documentation of the victim and scene shall be recorded where such resources are available.

(c) In cases where probable cause exists, the on-scene supervisor shall ensure an arrest is made.

(d) If the offender has left the scene, the supervisor shall ensure a search is conducted and an arrest warrant is obtained.
Domestic Abuse

(e) Arrest of both parties involved in a domestic violence incident should be avoided. The supervisor shall ensure that a thorough investigation is conducted and an arrest of the primary aggressor is made in accordance with state law.

(f) Whenever an officer is arrested, the supervisor shall relieve the accused officer of his/her service weapon regardless of whether the officer is a member of the responding Department. Where allowable under federal, state, or local ordinances, all other firearms owned or at the disposal of the accused officer shall be removed to ensure the victim's safety.

(g) Whenever a police officer domestic violence call does not result in an arrest, the on-scene supervisor shall submit a written report explaining any and all reasons why an arrest was not made or a warrant was not sought.

(h) The on-scene supervisor shall ensure the victim is informed of the following:
   1. The availability of an on-scene advocate
   2. Confidential transportation to a safe house, shelter, or any other location that ensures victim safety.
   3. Procedures for obtaining restraining and/or protective orders and victim rights.
   4. The standard of probable cause for arrest including the signature to appear on the complaint.
   5. Judicial process, victim rights, and compensation following an arrest.
   6. Written information on community resources and local domestic violence victim advocacy organizations.

Additional Considerations

When responding to a domestic violence complaint involving a police officer from another jurisdiction, all responding officers, investigators, and supervisors shall follow the same procedures that are to be followed in responding to a domestic violence complaint involving an officer from their own Department. The responding supervisor shall notify the Chief of Police, or his/her designee, in the accused officer's jurisdiction verbally as soon as possible and in writing within 24 hours.

(a) In the event that the reported incident involves the Chief of Police, the supervisor shall immediately notify the individual in government who has direct oversight for the Chief, for example, the City Manager.

(b) In responding to domestic violence situations where the victim is a police officer, standard domestic violence response and investigation procedures should be followed.

(c) In responding to domestic violence incidents where the parties involved are both police officers, standard domestic violence response and investigation procedures should be followed. After probable cause and the dominant aggressor are determined, an arrest should be made and all service weapons of the accused officer confiscated.
Domestic Abuse

311.10.6 DEPARTMENT FOLLOW-UP
The supervisor shall in a timely manner debrief all officers who respond to a police officer domestic violence call. During the debriefing, the supervisor shall.

(a) Review department confidentiality guidelines.
(b) Reaffirm that officers share information only on a need-to-know basis.
(c) Establish a clear delineation of assignments in order to assist victims in a coordinated and consistent manner.

Arrest warrants charging police officers with domestic assault and civil protective orders issued at a later time shall be served by no fewer than two officers with at least one being of senior rank to the officer being served.

On-scene and follow-up investigators shall proactively seek out information on existing restraining and/or protective orders and, if found, shall enforce them.

311.10.7 VICTIM SAFETY AND PROTECTION

(a) Working with community resources and advocacy agencies, the Department shall make available all necessary and appropriate services to each victim.
(b) All officers shall keep all information concerning victims confidential, including their whereabouts, safety plan, and any communications.
(c) The command staff officer shall inquire whether the victim wants any weapons removed from his/her home for safekeeping by the Department.
(d) All officers shall be aware of the increased danger to victims when the victim leaves an abusive partner, and the designated command officer shall caution the victim to be alert to stalking activities on the part of the abuser and assist in safety planning.
(e) The command staff designated as principal contact for the victim shall inform the victim of confidentiality policies and their limitations, and ensure that confidentiality is maintained throughout the case.
(f) All officers shall be aware of possible witness or victim intimidation/coercion. Whenever an officer suspects this is occurring, he/she shall prepare a written report and immediately deliver it to the investigator in charge of the case through the proper chain of command.

1. In order to ensure coercion is not being attempted, the investigator in charge shall seek out secondary sources of information.
2. Given the likelihood that a victim will recant, supplemental evidence should be sought out and preserved.

311.10.8 POST-INCIDENT ADMINISTRATIVE AND CRIMINAL DECISIONS
The Ardmore Police Department shall conduct separate parallel administrative and criminal investigations of alleged incidents of police officer domestic violence.

(a) Administrative and criminal investigations shall be conducted in accordance with the Personnel Complaints Policy.
Domestic Abuse

311.10.9 CRIMINAL CONVICTIONS
Federal law prohibits officers convicted of misdemeanor domestic violence assaults from carrying firearms. The Department shall ensure compliance with federal law. Any police officer convicted of a domestic violence crime as defined herein shall have his/her police powers revoked.

311.11 REPORTS AND RECORDS
Requirements for domestic abuse reports and records include:

(a) Investigating officers shall document each reported incident of domestic abuse. Documentation shall include (22 O.S. § 40.6):
   1. The type of crime involved in the domestic abuse.
   2. The date, time, and day of the week the incident occurred.
   3. Other information required by the Department.

(b) A lethality assessment form shall be completed and included in the report submitted by the investigating member, and if the results indicate a referral is suggested, the assessing officer shall (21 O.S. § 142A-3):
   1. Advise the victim of the assessment results.
   2. Advise the victim that the officer will call the domestic violence hotline to allow the victim to speak with an advocate.
   3. Document the refusal if the victim does not want to speak to an advocate.
   4. Provide referral information for shelters, domestic violence programs, and other social services regardless of the results of the assessment.

(c) The Records Supervisor shall complete a monthly report of domestic abuse incidents on forms provided by the Oklahoma State Bureau of Investigation (OSBI) and submit the report to the OSBI in accordance with 74 O.S. § 150.12B (22 O.S. § 40.6).

See attachment: Domestic Violence Lethality-Screen Form

311.12 SERVICE OF COURT ORDERS
Officers shall assist specific victims, including domestic abuse victims, with petitions and service of court orders and lethality assessment forms (see the Victim and Witness Assistance Policy).
Search and Seizure

312.1 PURPOSE AND SCOPE
Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Ardmore Police Department personnel to consider when dealing with search and seizure issues.

This policy meets statutory requirements requiring the adoption of a search and seizure policy pursuant to 11 O.S. § 34-107.

312.2 POLICY
It is the policy of the Ardmore Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES
The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to:

- Valid consent.
- Incident to a lawful arrest.
- Legitimate community caretaking interests.
- Vehicle searches under certain circumstances.
- Exigent circumstances.

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by case law.
Search and Seizure

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

See Procedure Manual: 345.2.3 Search Warrant Procedures

312.4 SEARCH PROTOCOL

Although conditions will vary, and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this department will strive to conduct searches with dignity and courtesy.

(b) Officers should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

(f) When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, the following guidelines should be followed:

1. Another officer or a supervisor should witness the search.

2. The officer should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION

Officers should document any search and ensure that any required reports or CAD entries are sufficient including, at minimum, documentation of:

- Reason for the search.
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys).
- What, if any, injuries or damage occurred.
- All steps taken to secure property.
- The results of the search including a description of any property or contraband seized.
Search and Seizure

- If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer. Supervisors shall review reports and entries to ensure accuracy, that actions are properly documented and that current legal requirements and department policy have been met.
Child Abuse

313.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Ardmore Police Department members are required to notify the Department of Human Services (DHS) of suspected child abuse.

313.1.1 DEFINITIONS
Definitions related to this policy include:

**Child** - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

**Child abuse** - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child’s care or any other act that would mandate notification to DHS.

313.2 POLICY
The Ardmore Police Department will investigate all reported incidents of alleged criminal child abuse and ensure DHS is notified as required by law.

313.3 MANDATORY NOTIFICATION
Members of the Ardmore Police Department shall notify DHS when there is reason to believe that a child is the victim of abuse or neglect (10A O.S. § 1-2-101).

For purposes of notification, abuse includes harm or threatened harm to the health, safety, or welfare of a child by a person responsible for the child’s health, safety, or welfare, including but not limited to non-accidental physical or mental injury, sexual abuse, or sexual exploitation. Neglect includes abandonment; the failure or omission to provide adequate nourishment, medical care, or supervision; or the failure or omission to protect the child from illegal drugs, illegal activities, or sexual acts that are not age-appropriate (10A O.S. § 1-1-105). It also includes when a member has reasonable suspicion to believe that a child is a victim of human trafficking as defined by 21 O.S. § 748 (OAC 340:75-3-300).

313.3.1 NOTIFICATION PROCEDURE
Notification shall occur immediately or as soon as practicable by calling DHS’ child abuse and neglect hotline (10A O.S. § 1-2-101).

The following information should be reported:

(a) Name, address and whereabouts of the child, child’s parents or the person responsible for the child’s welfare
(b) Child’s age
(c) Nature and extent of the abuse or neglect
(d) Any other information that might be helpful in establishing the cause of the injuries and the identity of the person responsible for the abuse or neglect

313.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available for child abuse investigations. When feasible, a joint investigation shall be conducted with DHS. These investigators should (10A O.S. § 1-9-102):

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable supporting the district attorney in meeting the requirements of the Oklahoma Commission on Children and Youth (OAC 135:10-25-2).

(g) Obtain copies of medical examinations, including notes, X-rays, photographs or any other medical records related to the alleged abuse or neglect (10A O.S. § 1-2-101; 10A O.S. § 1-2-105).

313.5 INVESTIGATIONS AND REPORTING
In all reported or suspected cases of child abuse, officers shall write a report even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if officers interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This should include photographs of such injuries, if practicable.

(f) Whether the child victim was transported for medical treatment or a medical examination.
Child Abuse

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the officer should make reasonable attempts to contact DHS. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation.

Generally, members of this department should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the officer should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the officer shall ensure that the child is delivered to DHS (10A O.S. § 1-4-201).

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, officers should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian:

(a) Upon an order from a court of proper jurisdiction (10A O.S. § 1-4-201).

(b) Without a court order if the officer has reasonable suspicion that (10A O.S. § 1-4-201):

1. The child is in need of immediate protection due to an imminent safety threat.

2. The circumstances or surroundings of the child are such that continuation in the child’s home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the child.

3. When the child, including a child with a disability, is unable to communicate effectively about abuse, neglect, or another safety threat, or is in a vulnerable position due to the inability to communicate effectively, and the child is in need of immediate protection due to an imminent safety threat.
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(c) Without a court order if the officer has reasonable suspicion that the child may be a victim of human trafficking and is in need of immediate protection (21 O.S. § 748.2; OAC 340:75-3-300).

The officer shall ensure that the parent, legal guardian, or custodian of a child taken into temporary protective custody by the Department is provided with a proper written notice of the protective custody and of an emergency custody hearing as provided in 10A O.S. § 1-4-202.

When a child is taken into protective custody by the officer and an emergency placement is identified, the officer shall conduct a criminal history check, including a check for orders of protection, and outstanding warrants of each person residing in the household prior to placement. A criminal history check and fingerprint verification shall be performed when requested by DHS to assist in determining the suitability of an emergency placement home. The results of each person’s criminal history and whether any orders of protection or outstanding warrants exist shall be reported verbally to DHS (10A O.S. § 1-7-115).

313.6.1 RELINQUISHMENT OF CHILD
A parent may voluntarily relinquish a child 30 days of age or younger to an authorized member on-duty at the Ardmore Police Department under the terms of the Oklahoma Safe Haven law (10A O.S. § 1-2-109).

Upon receiving a child 30 days of age or younger, the member may request, but not demand, any information the parent may be willing to share including the child or parents’ medical history. If the parent wishes to remain anonymous, the request shall be honored. The surrendering parent should be provided written information, if available, related to parental rights, reunification with the child, and sources of counseling.

The member shall protect the physical health and safety of the child, including requesting medical treatment if necessary. Notification to DHS shall be made immediately to assume custody of the child. The member should check to determine whether the child has been reported missing (10A O.S. § 1-2-109).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should record the preliminary interview with suspected child abuse victims. Officers should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

Officers shall follow appropriate protocols and procedures for investigating and interviewing child victims (10A O.S. § 1-9-102).
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313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW
An officer should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:
   1. A reasonable belief that medical issues of the child need to be addressed immediately.
   2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
   3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS
If the child has been the victim of abuse that requires a medical examination for evidence collection, the investigating officer should obtain consent for such examination from the appropriate parent, guardian or agency having legal custody of the child. The officer should also arrange for the child’s transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

313.8.1 EMERGENCY MEDICAL CARE
When a child is taken into protective custody without a court order and requires emergency medical care for treatment related to suspected abuse or neglect and the parent or legal guardian is unavailable or unwilling to consent to the treatment recommended by a physician, the officer may authorize treatment as necessary to safeguard the health or life of the child. Prior to authorizing treatment based on the unavailability of the parent or guardian, the officer shall exercise diligence in locating the parent or guardian, if known (10A O.S. § 1-3-102).

313.9 DRUG-ENDANGERED CHILDREN
A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking or use of narcotics.

313.9.1 SUPERVISOR RESPONSIBILITIES
The Investigation Division supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop
community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigation Division supervisor that the officer has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the child.

313.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigation Division supervisor so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS
Oklahoma requires or permits the following:

313.10.1 PROCESSING REPORTS AND RECORDS
The Department shall provide DHS with a copy of the report of any investigation resulting from a referral from DHS (10A O.S. § 1-2-102).

313.10.2 RELEASE OF REPORTS
Information related to incidents of child abuse or suspected child abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (10A O.S. § 1-6-102; 10A O.S. § 1-2-101).

313.11 TRAINING
The Department should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.
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(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

(h) Following protocols and procedures established by the Child Abuse Training and Coordination Council (OAC 310:529-3-5).
Adult Abuse

314.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Ardmore Police Department members as required by law.

314.1.1 DEFINITIONS
Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult’s care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY
The Ardmore Police Department will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION
Members of the Ardmore Police Department shall notify the Department of Human Services Adult Protective Services Unit when there is reasonable cause to believe that a vulnerable adult is suffering from abuse, neglect, or exploitation (43A O.S. § 10-104).

For purposes of notification, abuse is (43A O.S. § 10-103):

- Causing or permitting the infliction of physical pain, injury, sexual abuse, sexual exploitation, unreasonable restraint or confinement, mental anguish, or personal degradation.

- The deprivation of nutrition, clothing, shelter, health care, or other care or services without which serious physical or mental injury is likely to occur by either a caretaker or other person providing services to a vulnerable adult.

A vulnerable adult is an incapacitated person 18 years of age or older who, because of a physical or mental disability, incapacity, or other disability, is any of the following (43A O.S. § 10-103):

(a) Substantially impaired in the ability to provide adequate care or custody of himself/herself

(b) Unable to manage his/her property and financial affairs effectively

(c) Unable to meet the essential requirements for mental or physical health or safety

(d) Unable to protect him/herself from abuse, verbal abuse, neglect, or exploitation without assistance from others

314.3.1 NOTIFICATION PROCEDURE
Notification shall occur as soon as possible by contacting the local county DHS (43A O.S. § 10-104). Notification shall include (43A O.S. § 10-104):
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(a) The name and address of the vulnerable adult.
(b) The name and address of the caretaker, guardian or person having power of attorney over the vulnerable adult’s resources, if any.
(c) A description of the current location.
(d) A description of the current condition of the vulnerable adult.
(e) A description of the abuse, neglect or exploitation of the vulnerable adult.

A written report shall be prepared when initial notification is made directly to the Ardmore Police Department and DHS shall be notified as soon as possible of the department’s investigation.

314.4 QUALIFIED INVESTIGATORS
Qualified investigators should be available to investigate cases of adult abuse. When feasible, a joint investigation shall be conducted with DHS (43A O.S. § 10-105). These investigators should:

(a) Conduct interviews in appropriate interview facilities.
(b) Be familiar with forensic interview techniques specific to adult abuse investigations.
(c) Present all cases of alleged adult abuse to the prosecutor for review as follows (43A O.S. § 10-104):
   1. If it is clear from the investigation that no abuse occurred, the investigator should note in the case file that the suspected adult abuse may be unfounded.
   2. In cases of self-neglect, the investigator should only forward cases when it reasonably appears that there has been a similar investigation within the preceding six months.
(d) Coordinate with other enforcement agencies, social service agencies, and facility administrators as needed.
(e) Provide referrals to therapy services, victim advocates, guardians, and support for the victim and family as appropriate.
(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING
All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating officer in all circumstances where a suspected adult abuse victim is contacted.
(b) Any relevant statements the victim may have made and to whom he/she made the statements.
(c) If a person is taken into protective custody, the reasons, the name, and title of the person making the decision, and why other alternatives were not appropriate.
Adult Abuse

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

(j) Any other investigative information necessary for a joint investigation with DHS (43A O.S. § 10-105).

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

314.6 EMERGENCY CUSTODY

When facts indicate the adult may not be able to care for him/herself, the officer shall contact DHS. Removal of an adult abuse victim from his/her family, guardian or other responsible adult should be left to the welfare authorities when they are present or have become involved in an investigation (43A O.S. § 10-108).

Members of this department will take all reasonable actions immediately necessary to protect the victim. In the event that DHS is not reasonably available, the officer should petition the court for emergency custody in the same manner as DHS under 43A O.S. § 10-108.

If a court grants emergency custody, the officer should take reasonable steps to deliver the adult to another qualified legal guardian, unless it reasonably appears that the release would endanger the victim or result in abduction. If this is not a reasonable option, the officer shall ensure that the adult is delivered to DHS.

Whenever practicable, the officer should inform a supervisor of the circumstances prior to taking an adult abuse victim into emergency custody. If prior notification is not practicable, officers should contact a supervisor promptly after the court grants emergency custody.

When adult abuse victims are under state control, have a state-appointed guardian or there are other legal holdings for guardianship, it may be necessary or reasonable to seek a court order on behalf of the adult victim to either remove the adult from a dangerous environment (emergency custody) or restrain a person from contact with the adult.
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314.6.1 INVOLUNTARY PROTECTIVE SERVICES
An officer shall transport a vulnerable adult when presented with a court order by DHS authorizing involuntary protective services and directing law enforcement to transport the vulnerable adult for necessary care, treatment or residential placement (43A O.S. § 10-108).

An officer may forcibly enter the premises when authorized by the court order to gain access to the vulnerable person for transport to another location for the provision of involuntary protective services (43A O.S. § 10-108).

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS
Absent extenuating circumstances or impracticality, officers should audio record the preliminary interview with a suspected adult abuse victim. Officers should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating officers should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS
An officer should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Existent circumstances exist, such as:
   1. A reasonable belief that medical issues of the adult need to be addressed immediately.
   2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
   3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

314.7.3 ASSISTING DEPARTMENT OF HUMAN SERVICES INTERVIEWS
If DHS has obtained a court order permitting access to a person believed to be a vulnerable adult and forced entry is required, the DHS representative may force entry into the vulnerable adult’s home or other place of residence. The assigned officer shall accompany the DHS representative but should not force the entry unless authorized by the court order (43A O.S. § 10-108).

314.8 MEDICAL EXAMINATIONS
When an adult abuse investigation requires a medical examination, the investigating officer should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The officer should also arrange for the adult’s transportation to the appropriate medical facility.
Adult Abuse

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, officers should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for officers to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

314.9 DRUG-ENDANGERED VICTIMS
A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 SUPERVISOR RESPONSIBILITIES
The Investigation Division supervisor should:

(a) Work with professionals from the appropriate agencies, including DHS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when an officer notifies the Investigation Division supervisor that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

(c) Develop a report format or checklist for use when officers respond to drug labs or other narcotics crime scenes. The checklist will help officers document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 OFFICER RESPONSIBILITIES
Officers responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigation Division supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS
Oklahoma requires or permits the following:

314.10.1 RECORDS SECTION RESPONSIBILITIES
The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to the DHS as required by law.

(b) Retaining the original adult abuse report with the initial case file.
Adult Abuse

314.10.2 RELEASE OF REPORTS
Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (43A O.S. § 10-110).

314.11 TRAINING
The Department should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include:

(a) Participating in multidisciplinary investigations, as appropriate.
(b) Conducting interviews.
(c) Availability of therapy services for adults and families.
(d) Availability of specialized forensic medical exams.
(e) Cultural competence (including interpretive services) related to adult abuse investigations.
(f) Availability of victim advocates or other support.
Discriminatory Harassment

315.1 PURPOSE AND SCOPE
The purpose of this policy is to prevent department members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY
The Ardmore Police Department is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Department will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits, and other privileges of employment. The Department will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Department may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 DEFINITIONS
Definitions related to this policy include:

315.3.1 DISCRIMINATION
The Department prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual’s protected class. It has the effect of interfering with an individual’s work performance, or creating a hostile, or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material, or department equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to department policy and to a work environment that is free of discrimination.
315.3.2 RETALIATION
Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination, participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

315.3.3 SEXUAL HARASSMENT
The Department prohibits all forms of discrimination and discriminatory harassment including sexual harassment. It is unlawful to harass an applicant or a member because of that person’s sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:


(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with city or department rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 RESPONSIBILITIES
This policy applies to all department members, who shall follow the intent of these guidelines in a manner that reflects department policy, professional standards, and the best interest of the Department and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct, or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Chief of Police, the Director of Human Resources, or the City Manager.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or
Discriminatory Harassment

retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

315.4.1 QUESTIONS OR CLARIFICATION
Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Chief of Police, the Director of Human Resources, or the City Manager for further information, direction, or clarification.

315.4.2 SUPERVISOR RESPONSIBILITIES
The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment, or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Chief of Police or the Director of Human Resources in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.4.3 SUPERVISOR’S ROLE
Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Department and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline, in a manner that is consistent with established procedures.

315.5 INVESTIGATION OF COMPLAINTS
Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate
any continuing abusive or hostile work environment. It is the policy of the Department that all complaints of discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

315.5.1 SUPERVISOR RESOLUTION
Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 FORMAL INVESTIGATION
If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Chief of Police, the Director of Human Resources, or the City Manager.

315.5.3 ALTERNATIVE COMPLAINT PROCESS
No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Department. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 DOCUMENTATION OF COMPLAINTS
All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Chief of Police. The outcome of all reports shall be:

(a) Approved by the Chief of Police, the City Manager, or the Director of Human Resources, depending on the ranks of the involved parties.
Discriminatory Harassment

(b) Maintained in accordance with the established records retention schedule.

315.6.1 NOTIFICATION OF DISPOSITION
The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

315.7 TRAINING
All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Department.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.
Missing Persons

316.1 PURPOSE AND SCOPE
This policy provides guidance for handling missing person investigations.

This policy meets statutory requirements requiring the adoption of a response to missing persons policy pursuant to 11 O.S. § 34-107.

316.1.1 DEFINITIONS
Definitions related to this policy include:

At risk - Includes persons who:

(a) Are 13 years of age or younger.

(b) Regardless of age, are believed or determined to be experiencing one or more of the following circumstances:
   1. Out of the zone of safety for his/her chronological age and developmental stage.
   2. Mentally or behaviorally disabled.
   3. Drug dependent, including prescribed medication and/or illegal substances, and the dependency is potentially life-threatening.
   4. Absent from home for more than 24 hours before being reported to law enforcement as missing.
   5. In a life-threatening situation.
   6. In the company of others who could endanger his/her welfare.
   7. Absent in a way that is inconsistent with established patterns of behavior and cannot be readily explained. Most children have an established and reasonably predictable routine.
   8. Involved in a situation that would cause a reasonable person to conclude the person should be considered at risk.

(c) Qualify for a state AMBER Alert™.

Missing person - Any person who is reported to law enforcement as missing and unaccounted for from expected and normal activities (74 O.S. § 151.3).

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC) and the Oklahoma Law Enforcement Telecommunications System (OLETS).

Unidentified person - Any person, living or deceased, who is unidentified after all available methods have been exhausted (74 O.S. § 151.3).
Missing Persons

316.2 POLICY
The Ardmore Police Department does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 ACCEPTANCE OF REPORTS
Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report.

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

316.4 INITIAL INVESTIGATION
Officers or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable.
(b) If the missing person is under 17 years of age, initiate an investigation immediately (10 O.S. § 1628).
(c) Interview the reporting party and any witnesses to determine whether the person qualifies as a missing person and, if so, whether the person may be at risk.
(d) Notify a supervisor immediately if there is evidence that a missing person is either at risk or may qualify for a public alert, or both (see the Public Alerts Policy).
(e) Broadcast an alert if the person is under 17 years of age or there is evidence that the missing person is at risk. The alert should be broadcast as soon as practicable but in no event more than one hour after determining the missing person is under 17 years of age or may be at risk.
(f) Ensure that entries are made into the appropriate missing person networks:
   1. Immediately, when the missing person is at risk.
   2. In all other cases, as soon as practicable, but not later than two hours from the time of the initial report (34 USC § 41308).
(g) Complete the appropriate report forms accurately and completely and initiate a search as applicable under the facts.
(h) Collect and/or review:
   1. A photograph and fingerprint card of the missing person, if available.
Missing Persons

2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(i) When circumstances permit and if appropriate, attempt to determine the missing person’s location through his/her telecommunications carrier.

(j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to an at-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

(k) Notify the Oklahoma State Bureau of Investigation (OSBI) if there is reason to believe that a missing person, under 18 years of age and who was born in Oklahoma, may be the victim of a family abduction (74 O.S. § 150.12A).

316.5 REPORT PROCEDURES AND ROUTING
Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

316.5.1 SUPERVISOR RESPONSIBILITIES
The responsibilities of the supervisor shall include, but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.
   1. The reports should be promptly sent to the Records Section.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing person networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.
   1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

316.5.2 RECORDS SECTION RESPONSIBILITIES
The responsibilities of the Records Section receiving member shall include, but are not limited to:
Missing Persons

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person’s residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person’s intended or possible destination, if known.

(d) Forwarding a copy of the report to the Investigation Division.

(e) Forwarding a copy of the report as soon as possible to the OSBI (74 O.S. § 150.12A).

(f) Coordinating with the NCIC Terminal Contractor for Oklahoma to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.6 INVESTIGATION DIVISION FOLLOW-UP
In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person’s school is notified within 10 days if the missing person is a juvenile.

   1. The notice shall be in writing and should also include a photograph.
   2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child’s student file, along with the investigator’s contact information, if the school receives a call requesting the transfer of the missing child’s files to another school.

(b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update OLETS, NCIC, and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Medical Examiner.

(h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable.
Missing Persons

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to the OSBI and enter the photograph into applicable missing person networks (34 USC § 41308).

(j) Shall make appropriate entries and searches in the National Missing and Unidentified Persons System (NamUs) (74 O.S. § 151.3).

(k) In the case of an at-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

(l) Shall ensure all of the tasks listed in 74 O.S. § 151.3 have been initiated within 30 days.

316.7 WHEN A MISSING PERSON IS FOUND
When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies, and refer the case for additional investigation if warranted.

The Records Supervisor shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) Notification is made to the OSBI (74 O.S. § 150.12A).

(b) The missing child’s school is notified.

(c) Entries are made in the applicable missing person networks within 72 hours of location or discovery of the missing person (74 O.S. § 150.12A).

(d) When a person is at risk, the fact that the person has been found shall be reported within 24 hours to the OSBI.

(e) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

(f) Notification shall be made to NamUs within 24 hours (74 O.S. § 151.3).

316.7.1 UNIDENTIFIED PERSONS
Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying him/herself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person’s description into the NCIC Unidentified Person File.

(c) Use available resources, such as those related to missing persons, to identify the person.

316.8 CASE CLOSURE
The Investigation Division supervisor may authorize the closure of a missing person case after considering the following:

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Missing Persons

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of Ardmore or this department is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this department is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.9 TRAINING
Subject to available resources, the police administration should ensure that members of this department whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:
   1. Assessments and interviews
   2. Use of current resources, such as Mobile Audio/Video (MAV)
   3. Confirming missing status and custody status of minors
   4. Evaluating the need for a heightened response
   5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of department members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.
(m) Internet and technology issues (e.g., internet use, cell phone use).
(n) Media relations.
Public Alerts

317.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY
Public alerts may be employed using the appropriate alert system (e.g., Emergency Alert System (EAS)), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES
Members of the Ardmore Police Department should notify their supervisors, Shift Supervisor or Investigation Division supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES
A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Chief of Police, the appropriate Division Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for:

(a) Updating alerts.
(b) Canceling alerts.
(c) Ensuring all appropriate reports are completed.
(d) Preparing an after-action evaluation of the investigation to be forwarded to the Division Commander.

317.4 AMBER ALERTS™
AMBER Alerts™ are used to provide a statewide system for the rapid dissemination of information regarding abducted children.

317.4.1 CRITERIA
The following criteria are required to activate an AMBER Alert:
(a) The individual believed to be abducted is a child 17 years of age or younger or an individual with a proven mental or physical disability.

(b) There is reason to believe the victim is in imminent danger of serious bodily injury or death.

(c) There is information available to disseminate to law enforcement agencies and the general public that could assist in the safe recovery of the victim and/or the apprehension of a suspect.

317.4.2 PROCEDURE
The following is the procedure for initiating an AMBER Alert:

(a) After receiving a report of a possible child abduction, the Department shall investigate to determine if the reported child abduction meets the requirements for an AMBER Alert.

(b) If a determination is made that an abduction meeting the qualifications for an AMBER Alert has occurred, the designated reporting officer shall notify the Department of Public Safety (DPS) by completing the AMBER activation form on the Oklahoma Law Enforcement Telecommunications System (OLETS).

(c) The designated reporting officer is responsible for ensuring that updates and cancellations concerning the AMBER Alert are disseminated to all law enforcement agencies through OLETS.

317.5 SILVER ALERTS
Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing senior citizen 60 years of age or older who is believed to be suffering from dementia or other cognitive impairment (63 O.S. § 1-1990.2).

317.5.1 CRITERIA
The following criteria are required to activate a Silver Alert (63 O.S. § 1-1990.4; 63 O.S. § 1-1990.5):

(a) Verification that at the time the senior citizen is reported missing:
   1. The person is 60 years of age or older.
   2. The location of the senior citizen is unknown.
   3. The senior citizen has dementia or other cognitive impairment.

(b) Determination that the person’s disappearance poses a credible risk to his/her health and safety.

(c) Determination that, although the missing person does not meet the age requirements of a Silver Alert, his/her safety would be best protected by the issuance of a Silver Alert.

317.5.2 PROCEDURE
The following is the procedure for initiating a Silver Alert (63 O.S. § 1-1990.5; 63 O.S. § 1-1990.6):
Public Alerts

(a) Require the family or legal guardian of the missing senior citizen to provide documentation of the impaired mental condition of the senior citizen.

(b) Determine identifying information about the missing senior citizen and any other information that might be useful to the general public in the safe recovery of the missing senior citizen.

(c) Immediately report the issuance of a Silver Alert through the National Crime Information Center (NCIC).

(d) Include the following in the Silver Alert:

1. All appropriate information that may lead to the safe recovery of the missing senior citizen
2. A statement instructing any person with information related to the missing senior citizen to contact a local law enforcement agency

The Department shall terminate a Silver Alert not later than the earlier of the date on which (63 O.S. § 1-1990.7):

• The missing senior citizen is located or the situation is otherwise resolved.
• The DPS notification period ends.

Any department member who locates a missing senior citizen who is the subject of a Silver Alert shall immediately notify the DPS.

317.6 BLUE ALERTS
The statewide blue alert system is intended to rapidly disseminate information that may be useful for the apprehension of a suspect who has killed or seriously injured a law enforcement officer (47 O.S. § 2-316).

317.6.1 CRITERIA
The criteria for the issuance of a Blue Alert includes (47 O.S. § 2-316):

• A law enforcement officer has been killed or seriously injured.
• There is information identifying an individual as a suspect connected to the incident that includes suspect’s name, a detailed suspect description or a reasonably detailed suspect vehicle description.
• The suspect poses a serious risk or threat to the public and other law enforcement members.

317.6.2 PROCEDURE
Blue alerts may be initiated through the protocols of the Oklahoma Department of Public Safety upon the recommendation of the Ardmore Police Department (47 O.S. § 2-316).
Victim and Witness Assistance

318.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.1.1 DEFINITIONS
Victim - A person who has had a crime committed against their person or property.

Victim of a Violent Crime - Someone who; a) has suffered bodily injury or death or who has been the victim of a crime involving sexual assault, kidnapping or aggravated robbery; b) is a close relative (spouse, parent, brother/sister, or adult child) of a deceased victim; or c) is the guardian of a victim who has suffered bodily injury or death or who has been the victim of a crime involving sexual assault, kidnapping or aggravated robbery.

Witness - A person who has information relevant to an investigation of a crime. When the witness is a juvenile, this includes an appropriate family member.

318.2 POLICY
The Ardmore Police Department is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Ardmore Police Department will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy.

318.3 CRIME VICTIM LIAISON
The Chief of Police may appoint a member of the Department to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Ardmore Police Department regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.4 CRIME VICTIMS
Officers should provide all victims with the applicable victim information handouts (21 O.S. § 142A-2; 21 O.S. § 142A-3).

Officers should never guarantee a victim’s safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Officers should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written department material or available victim resources (21 O.S. § 142A-2; 21 O.S. § 142A-3).

See Procedure Manual: 318.2 Agency's Role in Victim/Witness Assistance

See Procedure Manual: 318.3 Initial Assistance
See Procedure Manual: 318.4 Assistance During Preliminary Investigations

See Procedure Manual: 318.5 Assistance With Threats

318.4.1 SPECIFIC REQUIREMENTS REGARDING VICTIMS
Family members who receive a death notification in the case of a homicide are entitled to receive notification of their rights as a crime victim (21 O.S. § 142A-3).

If the preliminary investigation involves a case of domestic abuse, the investigating member shall assess the potential danger to the victim by asking questions provided on a lethality assessment form (21 O.S. § 142A-3).

See attachment: Domestic Violence Lethality-Screen Form

318.4.2 ORDER OF PROTECTION FOR SPECIFIC VICTIMS
Investigating officers shall provide the victim of domestic abuse, stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping, or assault and battery with a deadly weapon, or an immediate family member of a first-degree murder victim with the appropriate handout containing a petition for an emergency temporary order of protection and, if necessary, assist the victim or family member in completing the petition form (22 O.S. § 40.3; 22 O.S. § 60.16).

If the court is closed and a petition is desired and completed, the investigating officer shall as soon as practicable notify a judge by phone and describe the circumstances. The officer shall then tell the victim whether the judge has approved or disapproved the order. If approved, the officer shall (22 O.S. § 40.3; 22 O.S. § 60.16):

(a) Provide the victim or a responsible adult if the victim is a minor child or an incompetent person, or an immediate family member of a first-degree murder victim, with a copy of the petition and a written statement signed by the officer attesting that the judge has approved the order.

(b) Notify the person subject to an approved order of the issuance and conditions of the order, if known, and provide him/her a copy of the petition and the statement of the officer attesting to the order of the judge.

(c) File the petition and supporting statements with the court when it is first open for business.

See Procedure Manual: 318.6 Victim Protection Orders

See attachment: Petition For Protective Order

318.5 VICTIM INFORMATION
The Chief of Police or authorized designee shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic abuse and sexual assault victims.
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(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(d) A clear explanation of relevant court orders and how they can be obtained.
   1. A petition for an emergency temporary order of protection shall be included in the handout (22 O.S. § 40.3; 22 O.S. § 60.16).

(e) Information regarding available compensation for qualifying victims of crime.

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender’s custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) A place for the officer’s name, badge number, and any applicable case or incident number.

(j) Explanation of the address confidentiality program and how it can be initiated (22 O.S. § 60.14).

(k) The 24-hour Oklahoma Safeline telephone number for victims of sexual assault or domestic abuse (21 O.S. § 142A-3).

(l) The human trafficking emergency hotline and rights specific to victims of human trafficking (21 O.S. § 748.2).

(m) Rights specific to victims of domestic abuse and rights specific to victims of sexual assault set forth in 21 O.S. § 142A-3 and 21 O.S. § 142C et seq.

(n) The constitutional and statutory rights of victims (21 O.S. § 142A-2).

318.6 WITNESSES
Officers should never guarantee a witness’ safety from future harm or that his/her identity will always remain confidential. Officers may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Officers should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

318.7 POST-INVESTIGATION VICTIM AND WITNESS ASSISTANCE
Department personnel assigned to follow-up investigations or other secondary contact with crime victims, in conjunction with the District Attorney’s Victim Witness Coordinators, will ensure victim
and witness assistance services are provided during any follow-up investigation, including, but not limited to:

(a) Complying with the provisions of state crime victims’ compensation statutes.

(b) Complying with all statutory provisions with respect to victims of sex offenses.

(c) Explaining to a victim and/or witness the procedures involved in their case and their role in those procedures unless detrimental to the prosecution of the case.

(d) Conducting follow-up investigative steps such as scheduling lineups, interviews and other required appearances.

(e) Returning victim and witness property when permitted by law or rules of evidence in accordance with the Property and Evidence Section Policy.

(f) Recontacting the victims or witnesses periodically to determine if their needs are being met, if in the opinion of the agency, the impact of a crime on a victim/witness has been unusually severe and has triggered above average need for victim/witness assistance.

(g) Referring a victim advocate, if available, to the victim or witness during follow-up investigation.

(h) Maintaining confidentiality of records and files, not deemed public information under the Freedom of Information Act, of victims or witnesses and their role in case development. Appropriate information may be provided to any private or public agency for the purpose of referral for professional service.
Hate Crimes

319.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members of this department with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS
Definitions related to this policy include:

Hate crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim.

319.2 POLICY
The Ardmore Police Department recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION
While it is recognized that not all crime can be prevented, this department is committed to taking a proactive approach to preventing and preparing for likely hate crimes by:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of hate crimes, and forming networks that address prevention and response.

(b) Providing victim assistance and community follow-up or identifying available resources to do so.

(c) Educating community and civic groups about hate crime laws.

319.4 INVESTIGATIONS
Whenever any member of this department receives a report of a suspected hate crime or other activity that reasonably appears to involve a potential hate crime, the following should occur:

(a) Assigned officers should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned officers should take reasonable steps to preserve evidence that establishes a possible hate crime.

(d) Based upon available information, officers should take appropriate action to mitigate further injury or damage to potential victims or the community.
(e) Depending on the situation, the assigned officers or supervisor may request assistance from investigators or other resources.

(f) The assigned officers should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a hate crime.

(g) The assigned officers should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned officers should include all available evidence indicating the likelihood of a hate crime in the relevant reports. All related reports should be clearly marked in the narrative content that the incident is a suspected "Hate Crime."

(i) The assigned officers and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (emergency temporary order of protection) through the courts.

319.4.1 INVESTIGATION DIVISION RESPONSIBILITIES
If a hate crime case is assigned to the Investigation Division, the assigned investigator will be responsible for:

(a) Coordinating further investigation with the District Attorney and other appropriate law enforcement agencies.

(b) Maintaining contact with the victim and other involved individuals, as needed.

(c) Maintaining statistical data and tracking of suspected hate crimes, as indicated or required by state law.

319.4.2 REPORTING HATE CRIMES
The Records Supervisor shall maintain a standard system for the collection and reporting of hate crime data and ensure that all reports of hate crimes are reported pursuant to 21 O. S. § 850.

319.5 TRAINING
All members of this department should receive training on hate crime recognition and investigation.
Standards of Conduct

320.1 PURPOSE AND SCOPE
This policy establishes standards of conduct that are consistent with the values and mission of the Ardmore Police Department and are expected of all department members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this department or a member’s supervisors.

This policy meets statutory requirements requiring the adoption of a professional conduct of officers policy pursuant to 11 O.S. § 34-107.

320.2 POLICY
The continued employment or appointment of every member of this department shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS
Members shall comply with lawful directives and orders from any department supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS
Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or department policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, department policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the
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opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

320.3.2 SUPERVISOR RESPONSIBILITIES
Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS
Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Oklahoma constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.4.1 DISCIPLINARY PROCESS
When initiated, discipline should incorporate training and counseling as corrective actions and follow adopted standards for progressive discipline.

320.5 CAUSES FOR DISCIPLINE
The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient department service.
Standards of Conduct

320.5.1 LAWS, RULES AND ORDERS
(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions contained in department or City manuals.
(b) Insubordination or disobedience of any legal directive or order issued by any department member of a higher rank.
(c) Violation of federal, state, local or administrative laws, rules or regulations.

320.5.2 ETHICS
(a) Using or disclosing one’s status as a member of the Ardmore Police Department in any way that could reasonably be perceived as an attempt to gain influence or authority for non-department business or activity.
(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.
(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member’s duties (lawful subpoena fees and authorized work permits excepted).
(d) Acceptance of fees, gifts or money contrary to the rules of this department and/or laws of the state.
(e) Offer or acceptance of a bribe or gratuity.
(f) Misappropriation or misuse of public funds, property, personnel or services.
(g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM
Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS
(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one’s official capacity.
(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.
(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.
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(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this department.

(e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of, such criminal activities, except as specifically directed and authorized by this department.

320.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

Members of the FOP Collective Bargaining Unit shall refer to Article 6 of the employment agreement regarding prohibition of strikes.

See attachment: FOP Lodge 108 CBA FY 2019-2021

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this department.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this department for personal or financial gain or without the express authorization of the Chief of Police or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any department property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(e) Using department resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

320.5.7 EFFICIENCY

Neglect of duty.

(a) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work
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assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(b) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(c) Unauthorized sleeping during on-duty time or assignments.

(d) Failure to notify the Department within 24 hours of any change in residence address or contact numbers.

(e) Failure to reside within no more than twenty minutes average driving time from the agency.

1. Employees residing outside the corporate city limits of Ardmore who desire to live farther than twenty (20) minutes average driving time from the agency shall submit a written request to the Chief of Police or designee stating specific reasons for the policy waiver.

2. Employees who are granted a waiver shall remain responsible for:

(a) Reporting to duty on time;

(b) When called out shall not decline calls due to distance from work;

(c) Being available for emergency duty on a 24-hour basis.

(f) Failure to notify the Human Resources Department of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

320.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any work-related investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any department record, public record, book, paper or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any department-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this department or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this department or subverts the good order, efficiency and discipline of this department or that would tend to discredit any of its members.
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(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on department premises.
2. At any work site, while on-duty or while in uniform or while using any department equipment or system.
3. Gambling activity undertaken as part of an officer's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while on-duty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while on-duty or on department property except as expressly authorized by City policy, the employment agreement or contract or the Chief of Police.

(h) Engaging in political activities during assigned working hours except as expressly authorized by City policy, the employment agreement or contract or the Chief of Police.

(i) Any act on- or off-duty that brings discredit to this department.

320.5.9 CONDUCT

(a) Failure of any member to promptly and fully report activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this department or the City.

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest or disgraceful conduct, whether on- or off-duty, that adversely affects the member's relationship with this department.

(i) Unauthorized possession of, loss of, or damage to department property or the property of others, or endangering it through carelessness or maliciousness.
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(j) Attempted or actual theft of department property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of department property or the property of another person.

(k) Activity that is incompatible with a member’s conditions of employment or appointment as established by law or that violates a provision of any employment agreement or contract, including fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Chief of Police of such action.

(m) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this department, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this department or its members.

(n) Misfeasance, or conduct that is lawful but inappropriate.

320.5.10 SAFETY

(a) Failure to observe or violating department safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling including loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member’s appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic collision.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member’s ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of, or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.
Information Technology Use

321.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the proper use of department information technology resources, including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS
Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Ardmore Police Department that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Department or department funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

321.2 POLICY
It is the policy of the Ardmore Police Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department computer system.

The Department reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department email system, computer network and/or any information placed into storage on any department system or device. This includes records of all key strokes or Web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers, electronic devices or networks.
Information Technology Use

However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

321.4 RESTRICTED USE
Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to their supervisors or Shift Supervisors.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures.

321.4.1 SOFTWARE
Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any department computer. Members shall not install personal copies of any software on any department computer.

When related to criminal investigations, software program files may be downloaded only with the approval of the information systems technology (IT) staff and with the authorization of the Chief of Police or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Department while on department premises, computer systems or electronic devices. Such unauthorized use of software exposes the Department and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of department- or City-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

321.4.2 HARDWARE
Access to technology resources provided by or through the Department shall be strictly limited to department-related activities. Data stored on or available through department computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or department-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.
Information Technology Use

321.4.3 INTERNET USE
Internet access provided by or through the Department shall be strictly limited to department-related activities. Internet sites containing information that is not appropriate or applicable to department use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography, gambling, chat rooms, and similar or related Internet sites. Certain exceptions may be permitted with the express approval of a supervisor as a function of a member’s assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files.

321.4.4 OFF-DUTY USE
Members shall only use technology resources provided by the Department while on-duty or in conjunction with specific on-call assignments unless specifically authorized by a supervisor. This includes the use of telephones, cell phones, texting, email or any other off-the-clock work-related activities. This also applies to personally owned computers that are used to access department resources.

Refer to the Personal Communication Devices Policy for guidelines regarding off-duty use of personally owned technology.

321.5 PROTECTION OF SYSTEMS AND FILES
All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Computer hardware (CPU, monitor, printer, etc.) is not to be moved or removed from its designated location without prior authorization from the City IT Department.

Members shall ensure department computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

321.5.1 DISCLOSURE OF BREACH OF SECURITY OF COMPUTERIZED PERSONAL INFORMATION
Any breach of computerized data owned or maintained by the Department shall be disclosed to any resident of Oklahoma whose unencrypted personal information is reasonably believed to have been acquired by an unauthorized person (74 O.S. § 3113.1).
Information Technology Use

The disclosure shall be made in the most expedient time possible and without unreasonable delay unless this department or another law enforcement agency determines that the notification would impede a criminal investigation.

321.6 INSPECTION AND REVIEW
A supervisor or the authorized designee has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Department involving one of its members or a member's duties, an alleged or suspected violation of any department policy, a request for disclosure of data, or a need to perform or provide a service.

The IT staff may extract, download or otherwise obtain any and all temporary or permanent files residing or located in or on the department computer system when requested by a supervisor or during the course of regular duties that require such information.
Department Use of Social Media

322.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that any use of social media on behalf of the Department is consistent with the department mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by department members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this department (see the Investigation and Prosecution Policy).

322.1.1 DEFINITIONS
Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the department website or social networking services.

322.2 POLICY
The Ardmore Police Department will use social media as a method of effectively informing the public about department services, issues, investigations, recruitment and other relevant events.

Department members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all people.

322.3 AUTHORIZED USERS
Only members authorized by the Chief of Police or the authorized designee may utilize social media on behalf of the Department. Authorized members shall use only department-approved equipment during the normal course of duties to post and monitor department-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Chief of Police may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over department social media by members who are not authorized to post should be made through the member’s chain of command.

322.4 AUTHORIZED CONTENT
Only content that is appropriate for public release, that supports the department mission and that conforms to all department policies regarding the release of information may be posted.
Department Use of Social Media

Examples of appropriate content include:

(a) Announcements.
(b) Tips and information related to crime prevention.
(c) Investigative requests for information.
(d) Requests that ask the community to engage in projects that are relevant to the department mission.
(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.
(f) Traffic information.
(g) Media releases.
(h) Recruitment of personnel.

322.4.1 INCIDENT-SPECIFIC USE
In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

322.5 PROHIBITED CONTENT
Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.
(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.
(c) Any information that could compromise an ongoing investigation.
(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Ardmore Police Department or its members.
(e) Any information that could compromise the safety and security of department operations, members of the Department, victims, suspects or the public.
(f) Any content posted for personal use.
(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this department's social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

322.5.1 PUBLIC POSTING PROHIBITED
Department social media sites shall be designed and maintained to prevent posting of content by the public.
The Department may provide a method for members of the public to contact department members directly.

322.6 MONITORING CONTENT
The Chief of Police will appoint a supervisor to review, at least annually, the use of department social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

322.7 RETENTION OF RECORDS
The Chief of Police or authorized designee should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

322.8 TRAINING
Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on department sites.
Report Preparation

323.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to those members of the Department who complete investigations and reports as a part of their duties.

323.2 POLICY
It is the policy of the Ardmore Police Department that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member’s memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING
Incomplete reports, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION
Reports should be sufficiently detailed for their purpose and free from errors prior to submission to a supervisor for approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor. Generally, reports requiring prompt follow-up action on active leads or arrest reports where the suspect remains in custody should not be held.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member’s opinions should not be included in reports unless specifically identified as such.

See Procedure Manual: 323.2 Field Reporting System
See Procedure Manual: 323.3 Comprehensive Reporting System
See Procedure Manual: 323.4 Incident and Case Numbering System
See Procedure Manual: 323.5 Distribution of Reports and Records
See Procedure Manual: 323.6 Crime and Incident Report Information in Lieu of On-Scene Response

323.4.1 HANDWRITTEN OR TYPED REPORTS
County, state and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for department consistency.
Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

**323.5 REQUIRED REPORTING**

In all of the following situations, members shall complete reports using the appropriate department-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

**323.5.1 CRIMINAL ACTIVITY**

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests.

(b) All felony crimes, excluding the burglary of a motor vehicle where the victim declines to prosecute.

(c) Non-felony criminal incidents involving threats or stalking behavior.

(d) Situations covered by separate policy. These include:
   
   1. Use of Force Policy
   2. Domestic Abuse Policy
   3. Child Abuse Policy
   4. Adult Abuse Policy
   5. Hate Crimes Policy
   6. Suspicious Activity Reporting Policy

(e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the department-approved alternative reporting method (e.g., a dispatch log).

**323.5.2 NON-CRIMINAL ACTIVITY**

Non-criminal activity to be documented includes:

(a) Any found property or found evidence.

(b) All protective custody and welfare detentions.
(c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).

(d) Suspicious incidents that may indicate a potential for crimes against children or that a child’s safety is in jeopardy.

(e) Suspicious incidents that may place the public or others at risk.

(f) Any use of force by members of this department against any person (see the Use of Force Policy).

(g) Any firearm discharge (see the Firearms Policy).

(h) Any traffic collisions above the minimum reporting level (see the Traffic Collisions Policy).

(i) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 MISCELLANEOUS INJURIES
Any injury that is reported to this department shall require a report when:

(a) The injury is a result of drug overdose.

(b) There is an attempted suicide.

(c) The injury is major or serious, and potentially fatal.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

323.5.4 DEATHS
Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period preceding death)

(b) Sudden, accidental or suspicious deaths

(c) Suicides

(d) Homicide or suspected homicide

(e) Found dead bodies or body parts

323.5.5 CITY PERSONNEL OR PROPERTY
Incidents involving City personnel or property shall require a report when:

(a) An injury occurs as the result of an act of a City employee or on City property.

(b) There is damage to City property or equipment.
If a City employee is arrested by the Ardmore Police Department, the arresting officer will attach a note to the arrest report indicating that the person arrested is a City employee. A copy of the arrest report will be forwarded to the Chief of Police via the Records Section.

(a) Any police employee who has knowledge that another city employee has been arrested or is under investigation for any reason, by any police agency, will forward that information to the Chief of Police as soon as practical.

323.6 ALTERNATIVE REPORTING FOR VICTIMS
Reports that may be submitted by the public via online or other self-completed reporting processes include:

(a) Lost property.
(b) Misdemeanor thefts of property, other than firearms or materials threatening to public safety, when there is no suspect information or serial number or ability to trace the item.
   1. Misdemeanor thefts of cellular telephones may be reported even though they have a serial number.
(c) Misdemeanor vandalism with no suspect information and no hate crime implications.
(d) Vehicle burglaries with no suspect information or evidence.
(e) Stolen vehicle attempts with no suspect information or evidence.
(f) Annoying telephone calls with no suspect information.
(g) Identity theft without an identifiable suspect.
(h) Online or email fraud solicitations without an identifiable suspect and if the financial loss classifies the crime as a misdemeanor.
(i) Hit-and-run vehicle collisions with no suspect or suspect vehicle.
(j) Supplemental property lists.

Members at the scene of one of the above incidents should not refer the reporting party to any alternative means of reporting without authorization from a supervisor. Members may refer victims to online victim assistance programs (e.g., the Federal Communications Commission (FCC) website for identity theft; the Internet Crime Complaint Center (IC3) website for computer crimes).

323.7 REVIEW AND CORRECTIONS
Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should contact the reporting member for correction.
323.7.1 CHANGES AND ALTERATIONS
Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

323.8 FORMS CONTROL
The Administrative Assistant shall be responsible for the control, development and numbering of all forms. The goal of the Department is to maintain the minimum number of forms that will allow members to accomplish their duties.

See Procedure Manual: 323.7.1 Master Forms Manual
See Procedure Manual: 323.7.2 Electronic and Printed Forms Supply and Storage
See Procedure Manual: 323.7.3 Forms - Development, Modification, Review and Approval
See Procedure Manual: 323.7.4 Assignment of Forms Control Number and Distribution
See Procedure Manual: 323.7.5 Pre-Numbered Forms
324.1 PURPOSE AND SCOPE
This policy provides guidelines for the release of official department information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 POLICY
It is the policy of the Ardmore Police Department to protect the privacy rights of individuals, while releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

324.3 RESPONSIBILITIES
The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. In situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, Division Commanders, Shift Supervisors and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality. When members of the media request information after normal business hours and on the weekend, they are to be directed to the on-duty shift commander or designee.

324.4 PROVIDING ADVANCE INFORMATION
To protect the safety and rights of department members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

324.5 MEDIA REQUESTS
Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this department make any comment or release any official information to the media without prior approval from a supervisor or the PIO.

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized
Representative of each involved agency prior to the release of any information by this department.

(c) Under no circumstance should any member of this department make any comment to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police. Under these circumstances the member should direct the media to the agency handling the incident.

324.6 ACCESS
Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

(a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.

(c) Media interviews with individuals who are in custody should not be permitted without the approval of the Chief of Police and the express written consent of the person in custody.

(d) No member of this department who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

324.6.1 CRITICAL OPERATIONS
A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

324.6.2 TEMPORARY FLIGHT RESTRICTIONS
Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Supervisor. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower.
If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

324.7 CONFIDENTIAL OR RESTRICTED INFORMATION
It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

Restricted information includes, but is not limited to:

(a) Identifying information pertaining to a juvenile arrestee, victim or witness without prior approval of a competent court or as otherwise allowed by law.

(b) Information concerning incidents involving persons whose identities are classified as private or confidential under state law (i.e., sex crime victims).

(c) Identifying information concerning deceased individuals.
   1. Information may be released upon verification of the decedent's identity when notification has been made to the decedent's family, and the release is approved by a supervisor.

(d) Information contained in the personnel record of any member, unless otherwise specifically allowed by law.

(e) Criminal history information.

(f) Information that would tend to endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation.

(g) Information pertaining to pending litigation involving this department.

(h) Information obtained in confidence.

(i) Any information that is otherwise privileged or restricted under state or federal law.

324.7.1 EMPLOYEE INFORMATION
The identities of officers involved in shootings or other critical incidents may only be released to the media upon the consent of the involved officer or upon a formal request filed.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of officers involved in shootings or other critical incidents, shall be referred to the PIO.

All such requests must be processed in accordance with the Records Maintenance and Release Policy. Requests should be reviewed and fulfilled by the Custodian of Records, or if unavailable, the Shift Supervisor or the authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and public records laws (e.g., Oklahoma Open Records Act) (51 O.S. § 24A.1 et seq.).
324.8 RELEASE OF INFORMATION
The Department may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the department website or other electronic data sources.

324.8.1 PRESS REPORTS
The Department disseminate press reports of significant law enforcement activities to the media electronically. Press reports shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, more detailed information shall be made available to media representatives through the Records Clerk.

The press reports will generally include:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this department, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation or the information is confidential (e.g., juveniles).

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.
Reserve Officers

325.1 PURPOSE AND SCOPE
This policy establishes the guidelines for Ardmore Police Department reserve officers to supplement and assist regular full-time police officers in their duties. These officers provide volunteer professional and special functions that augment regular staffing levels.

This policy meets statutory requirements requiring the adoption of a supervision of part-time officers policy pursuant to 11 O.S. § 34-107.

325.1.1 DEFINITION
Definitions related to this policy include (OAC 390:20-1-2):

**Reserve officer** - A part-time peace officer, regardless of compensation, who is appointed to work not more than 140 hours per month with the same powers, duties and functions as regular full-time peace officers.

325.2 POLICY
The Ardmore Police Department shall ensure that reserve officers are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

325.3 RECRUITMENT AND SELECTION
The Ardmore Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

All applicants shall be required to meet and pass the same pre-employment procedures as regular police officers before appointment (OAC 390:20-1-2).

325.3.1 APPOINTMENT
Applicants who are selected for appointment as reserve officers shall, on the recommendation of the Chief of Police, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Reserve officers are considered at-will employees and may be dismissed at the discretion of the Chief of Police, with or without cause. Reserve officers shall have no property interest in continued appointment. However, if a reserve officer is removed for alleged misconduct, the reserve officer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

Former officers of this agency who have left in good standing who desire to become reserve officers for this agency are not required to resubmit to the selection process.
Reserve Officers

325.4 IDENTIFICATION AND UNIFORMS
Reserve officers will be issued Ardmore Police Department uniforms, badges and identification cards/Commission Cards. The uniforms shall be the same as those worn by regular full-time police officers. The identification cards/Commission Cards will be the standard Ardmore Police Department identification cards/Commission Cards, with the exception that "Reserve" will be indicated on the cards. The badges will be the standard Ardmore Police Department badge with the exception that "Reserve" will be indicated on the badge.

325.5 AUTHORITY
Reserve officers shall perform peace officer duties within the scope of their approved training (11 O.S. § 34-101; 19 O.S. § 547).

Reserve officers:
(a) Perform law enforcement functions and have the authority to arrest on behalf of this department.
(b) Shall not exercise peace officer duties when off-duty.

325.6 COMPENSATION
Compensation for reserve officers is provided as follows:
(a) Reserve officers shall work not work more than 140 hours per month unless authorized by 11 O.S. § 34-101 or 19 O.S. § 547.
(b) Reserve officers are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to reserve officers shall be returned to this department upon termination or resignation.
(c) Reserve officers are volunteers and receive no additional compensation (OAC 390:20-1-2).

325.7 PERSONNEL WORKING AS RESERVE OFFICERS
Qualified regular department personnel, when authorized, may also serve as reserve officers. However, this department shall not utilize the services of reserve officers in such a way that it would violate employment laws or labor agreements (e.g., a detention officer working as a reserve officer for reduced or no pay). Therefore, the reserve coordinator should consult with the Human Resources Department prior to allowing regular department personnel to serve in a reserve officer capacity (29 CFR 553.30).

325.8 COMPLIANCE
Reserve officers shall be required to adhere to all department policies and procedures. A copy of the policies and procedures will be made available to each reserve officer upon appointment. The reserve officer shall become thoroughly familiar with these policies.
Reserve Officers

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time police officer, it shall also apply to a reserve officer, unless by its nature it is inapplicable.

Reserve officers are required by this department to meet department-approved training requirements.

All reserve officers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the reserve coordinator.

325.9 FIREARMS
Reserve officers shall successfully complete department-authorized training in the use of firearms. Their appointments must be approved by the City prior to being issued firearms by this department or otherwise acting as reserve officers on behalf of the Ardmore Police Department.

Reserve officers will be issued duty firearms as specified in the Firearms Policy. Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Reserve officers are required to maintain proficiency with firearms used in the course of their assignments. Reserve officers shall comply with all training and qualification requirements set forth in the Firearms Policy.

325.9.1 CONCEALED FIREARMS
A reserve officer shall not carry a concealed firearm while in an off-duty capacity, other than to and from work, unless he/she possesses a valid license to carry a handgun or as authorized by the Chief of Police pursuant to 21 O.S. § 1289.23.

The Department shall maintain and provide to the Council on Law Enforcement Education and Training (CLEET) a current list of any reserve officers authorized to carry a certified weapon while off-duty. Any change to the list shall be made in writing and mailed to CLEET within five days.

While carrying a concealed firearm and not wearing a department uniform, the reserve officer shall carry his/her official Ardmore Police Department badge, identification card/Commission Card and Council on Law Enforcement Education and Training (CLEET) Certification Card at all times (21 O.S. § 1289.23).

An instance may arise where a reserve officer is assigned to a plainclothes detail for his/her assigned tour of duty. Under these circumstances, the reserve officer may be permitted to carry a weapon more suited to the assignment, but only with the knowledge and approval of the supervisor in charge of the detail.

Any reserve officer who is permitted to carry a firearm other than the assigned duty weapon may do so only after verifying that the weapon conforms to department standards. The weapon shall comply with all the requirements set forth in the Firearms Policy.

Before being allowed to carry any optional firearm during an assigned tour of duty, the reserve officer shall demonstrate his/her proficiency with the weapon.
325.10 RESERVE COORDINATOR
The Chief of Police shall delegate certain responsibilities to a reserve coordinator. The reserve coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The reserve coordinator may appoint a senior reserve officer or other designee to assist in the coordination of reserve officers and their activities.

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

(a) Assigning reserve officers.
(b) Conducting reserve officer meetings.
(c) Establishing and maintaining a reserve officer callout roster.
(d) Maintaining and ensuring performance evaluations are completed.
(e) Monitoring the field training progress of reserve officers.
(f) Monitoring individual reserve officer performance.
(g) Monitoring overall reserve officer activities.
(h) Maintaining a liaison with other agency reserve coordinators.

325.11 TRAINING
All reserve officers shall complete the same department-specified field training as regular full-time police officers as described in the Field Training Policy. The Department requires reserve police officers to meet the annual training statutorily required by the Council on Law Enforcement Education and Training for reserve police officers.

325.12 SUPERVISION
Reserve officers may perform the same duties as regular full-time officers of this department provided they are under the direct or indirect supervision of a supervisor or officer in charge unless authorized by the Chief of Police or the authorized designee. Reserve officers shall never supervise a regular full-time officer.

325.12.1 EVALUATIONS
While in training, reserve officers should be continuously evaluated using standardized daily and weekly observation reports. The reserve officer will be considered a trainee until he/she has satisfactorily completed training. Reserve officers who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve officer.
325.12.2 INVESTIGATIONS AND COMPLAINTS
If a reserve officer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

325.13 SPECIAL ASSIGNMENTS OR PROGRAMS
Reserve officers are not full-time officers and therefore are not subject to participate in special officer-related programs such as the SWAT, Detective Team (including narcotic investigation), or Crime Scene Investigation (CSI), or other specialty tasking without the express written permission/approval of the Chief of Police. Reserve officers, who are licensed ministers, may also perform chaplain duties as outlined the Chaplains Policy.
Outside Agency Assistance

326.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

326.2 POLICY
It is the policy of the Ardmore Police Department to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this department.

326.3 ASSisting OUTside AGENCIES
Generally, requests for any type of assistance from another agency should be routed to the Shift Supervisor’s office for approval. In some instances, a memorandum of understanding, specialized agreement or other established protocol may exist that eliminates the need for approval of individual requests (11 O.S. § 34-103; 19 O.S. § 547; 63 O.S. § 695.2 et seq.).

When another law enforcement agency requests assistance from this department, the Shift Supervisor may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this department.

Officers may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this department until arrangements for transportation are made by the outside agency. Probation violators who are temporarily detained by this department will not ordinarily be booked at this department. Only in exceptional circumstances, and subject to supervisor approval, will this department provide transportation of arrestees to other facilities on behalf of another agency.

When transportation assistance is rendered, a report shall be prepared and submitted by the handling member unless otherwise directed by a supervisor.

326.3.1 POWERS AND DUTIES
Peace officers serving in response to an emergency request shall have the same powers and duties as peace officers employed by the requesting law enforcement agency (11 O.S. § 34-103; 19 O.S. § 547).

326.3.2 INITIATED ACTIVITY
Any on-duty officer who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Ardmore Police Department shall notify his/her supervisor or the Shift Supervisor, Dispatch and the agency of jurisdiction as soon
as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

326.4 REQUESTING OUTSIDE ASSISTANCE
If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive. If this Department requests another agency to render assistance, this Department shall take such action as is necessary to provide and make available the necessary resources. It is understood that the City rendering assistance may withhold resources to the extent necessary to provide reasonable protection for such city.

Emergency management forces will continue under the command of their regular supervisors but the organizational units will come under the operational control of the emergency management authority of the City of Ardmore. The commanding officer of the city rendering aid shall have the right to withdraw personnel and equipment from an unsafe situation or incident as that commanding officer deems necessary.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

326.5 REPORTING REQUIREMENTS
Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in CAD or as directed by the Shift Supervisor.

326.6 MANDATORY SHARING
Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Deputy Chief or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.
(b) The training requirements for:
   1. The use of the equipment and supplies.
   2. The members trained in the use of the equipment and supplies.
(c) Any other requirements for use of the equipment and supplies.

The Deputy Chief should maintain documentation that the appropriate members have received the required training.
326.7 REQUESTING FEDERAL LAW ENFORCEMENT AND/OR NATIONAL GUARD ASSISTANCE

The on-duty supervisor in charge of the situation shall determine that all available resources have been exhausted and that the situation poses a continuing and ongoing threat or danger which would justify the use of federal law enforcement and/or National Guard troops.

(a) The on-duty supervisor shall contact the Chief of Police or designee and advise him of the situation.

(b) The Chief of Police or designee, upon determination that federal law enforcement and/or National Guard troops are justified, shall contact the City Manager and request authorization for their assistance.

(c) With authorization of the City Manager, a request for assistance from the Oklahoma National Guard or federal troops shall be made to the governor of the State of Oklahoma.

The following federal law enforcement agencies can be contacted on a 24-hour basis:

(a) Federal Bureau of Investigation.
(b) Drug Enforcement Administration.
(c) U.S. Secret Service.
(d) Department of Homeland Security
(e) U.S. Postal Inspection Service.
(f) U.S. Military Police
(g) Department of Defense.
(h) Department of Justice Organized Crime.
(i) Bureau of Alcohol, Tobacco & Firearms.
(j) Internal Revenue Service.
(k) The above provisions do not apply on routine investigative matters.

In the event of an alleged terrorist event, it shall be the responsibility of the on-duty supervisor to ensure that the Joint Terrorism Task Force and the FBI are notified immediately. The on-duty supervisor shall also notify the Chief of Police immediately and directly.

326.8 TRIBAL POLICE CROSS DEPUTATION

The City of Ardmore has Indian Territory within its city limits, which creates jurisdictional concerns for both the Ardmore Police Department and the Chickasaw Lighthorse Tribal Police Department. Cross Deputation agreements have been executed between tribal governments, the Bureau of Indian Affairs and local city/county governments throughout the nation.

See Procedure Manual: 326.2.1 Cross Deputation Agreement
See Procedure Manual: 326.2.2 Procedure
Outside Agency Assistance

See Procedure Manual: 326.2.3 Regulations

326.9 CONCURRENT JURISDICTION
Various federal, state, county, and tribal law enforcement agencies have police powers within the corporate limits of the City. The origin of their office, federal, state, or local, will define the scope of their authority. Examples of concurrent jurisdictional authority are:

(a) Federal Law Enforcement:
   1. Federal law establishes the powers and duties of federal law enforcement agencies.

(b) Department of Public Safety.
   1. State law establishes the powers and duties of the Department of Public Safety that includes preventing, suppressing, or solving crime in cooperation with city, county, state, and federal law enforcement agencies.

(c) County Law Enforcement.
   1. It is the policy of the county law enforcement agencies to assist and cooperate with law enforcement agencies of the incorporated areas of the county, whenever practical and possible. Nothing, however, prohibits members of the county law enforcement agencies from taking police action in situations that occur in their presence.

(d) Tribal Law Enforcement.
   1. It is the policy of tribal law enforcement agencies to assist and cooperate with city law enforcement agencies within the city of Ardmore whenever practical and possible. This is accomplished through a cross deputation agreement. Refer to the Tribal Police Cross Deputation section of this policy for details regarding this agreement.

326.9.1 RESPONSIBILITIES
Employees of this Department will offer complete cooperation when situations arise where agencies must exercise their authority in the city.

(a) In any situation where a question arises concerning jurisdiction with another agency, the responding officer will make every effort to resolve the matter. If this is not possible, the matter will be turned over to the officer’s supervisor.

(b) Supervisors unable to resolve the matter should seek legal guidance from the District Attorney’s Office.

(c) Each jurisdiction is responsible for coordination of all emergencies occurring within its limits.
Registered Offender Information

327.1 PURPOSE AND SCOPE
This policy establishes guidelines by which the Ardmore Police Department will address issues associated with certain offenders who are residing in the jurisdiction, and how the Department will disseminate information and respond to public inquiries for information about registered sex offenders and violent offenders.

327.2 POLICY
It is the policy of the Ardmore Police Department to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

327.3 REGISTRATION
The Investigation Division supervisor shall establish a process to reasonably accommodate registration of offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

Upon conclusion of the registration process, the investigator shall ensure that the registration information is provided to the Oklahoma Department of Corrections (DOC) within three days in accordance with 57 O.S. § 584 and 57 O.S. § 595.

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

327.3.1 CONTENTS OF REGISTRATION
Members shall use forms approved by the DOC during the offender registration process and ensure that the required notices are provided and appropriately explained. Offenders shall be required to read and sign a form stating that their duty to register has been explained (57 O.S. § 583; 57 O.S. § 595).

A sex offense registrant shall be photographed if an existing DOC sex offender registry photograph is more than one year old or if it cannot be determined when the registry photograph was taken (57 O.S. § 584). A violent crime registrant should be photographed annually (57 O.S. § 595).

327.4 MONITORING OF REGISTERED OFFENDERS
The Investigation Division supervisor should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:
Registered Offender Information

(a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.

(b) Review of information on the Oklahoma Sex Offender Registry and Violent Crime Offender Registry websites.

(c) Contact with a registrant’s parole or probation officer.

Any discrepancies should be reported to the DOC.

The Investigation Division supervisor should also establish a procedure to routinely disseminate information regarding registered offenders to Ardmore Police Department members, including timely updates regarding new or relocated registrants.

327.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant’s presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Chief of Police if warranted. A determination will be made by the Chief of Police, with the assistance of legal counsel as necessary, whether such a public alert should be made (57 O.S. § 584; 57 O.S. § 596).

Members of the public requesting information on registrants should be directed to the Oklahoma Sex Offender Registry website, Violent Crime Offender Registry website or the Ardmore Police Department website (57 O.S. § 599.1).

The Records Supervisor shall release local registered offender information to residents in accordance with 57 O.S. § 584 and 57 O.S. § 595, and in compliance with an Oklahoma’s Open Records Act request.

327.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.
327.5.2 DISSEMINATION
The Chief of Police may initiate public notification by any method deemed appropriate after a habitual or aggravated sex offender or a habitual violent crime offender has registered with the Ardmore Police Department (57 O.S. § 584; 57 O.S. § 595).
Major Incident Notification

328.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members of the Ardmore Police Department in determining when, how and to whom notification of major incidents should be made.

328.2 POLICY
The Ardmore Police Department recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this department to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

328.4 NOTIFICATION CRITERIA AND RESPONSIBILITIES
The shift commander or shift supervisor will have the responsibility to assure notifications are made.

(a) Notifications will be made via the Emergency Dispatch Center Communications Specialists.

(b) Notifications will be made utilizing Outlook email or Connect CTY as authorized or directed.

328.4.1 AUTHORIZED GENERAL NOTIFICATION PERSONNEL
Authorized general notification personnel are:

(a)Chief of Police
(b)Deputy Chief
(c)Captains
(d)Lieutenants
(e)Sergeants
(f)Criminal Investigations Division
(g)Public Information Officer
(h)Emergency Dispatch Supervisor
(i)Fire Chief
(j)Deputy Fire Chief
(k)City Manager

328.4.2 TYPES OF GENERAL NOTIFICATION
Types of general notification incidents include, but are not limited to, the following:

(a)Homicide
(b)Suicide
Major Incident Notification

(c) Drowning
(d) Fatality accident
(e) Suspicious death
(f) Armed robbery
(g) Barricaded person(s)
(h) Bombing
(i) Kidnapping/abduction
(j) Accident involving a City Police vehicle
(k) Incident involving City owned property valued over $500
(l) Shooting
(m) Stabbing
(n) Arrest of City employee
(o) Pursuit
(p) Child molestations
(q) Natural or manmade disasters
(r) Major drug-related arrests (i.e. Trafficking, Distribution, Labs, etc.)
(s) Rape
(t) Personal injury to any City of Ardmore employee while on-duty

328.4.3 NOTIFICATION OF THE EMERGENCY OPERATIONS CENTER MANAGER
Circumstances for notification include:
   (a) Fires;
   (b) Bombing;
   (c) Inclement weather conditions
   (d) Hazmat incidents
   (e) Natural or manmade disasters; or
   (f) Any other incident as determined by the on-duty supervisor.

The on-duty supervisor will ensure the notification is made by the Emergency Dispatch Center via Outlook email or Connect CTY as authorized or directed.

328.4.4 NOTIFICATION OF THE SAFETY AND RISK MANAGER
Circumstances for notification include:
   (a) Accident/incident involving any City of Ardmore owned vehicle;
   (b) Personal injury to any City of Ardmore employee while on duty;
   (c) Damage to any City of Ardmore owned property;
Major Incident Notification

(d) Damage to citizen owned property that could result in a Tort claim against the City; or
(e) Any other incident as determined by the on-duty supervisor.

The on-duty supervisor will ensure the notification is made by the Emergency Dispatch Center via Outlook email or Connect CTY as authorized or directed.

328.4.5 NOTIFICATION OF THE DISTRICT ATTORNEY’S VICTIM/WITNESS COORDINATOR
Circumstances for notification include:
(a) Rape; or
(b) Any other incident as determined by the on-duty supervisor.

The assigned investigator will ensure notification is made.

328.4.6 NOTIFICATION OF THE MEDICAL EXAMINER
Circumstances for notification include:
(a) Any death within the medical examiner’s jurisdiction.

The on-duty supervisor will ensure the notification is made by the Emergency Dispatch Center.

328.4.7 NOTIFICATION OF THE DISTRICT ATTORNEY’S OFFICE
Circumstances for notification include:
(a) Incidents involving suspicion of homicide;
(b) Any other incident as determined by the on-duty supervisor.

1. The on-duty supervisor will determine if the District Attorney’s Office will be notified in incidents involving suicide, drowning or an unattended death.

At the direction of the investigator, the Emergency Dispatch Center will contact the District Attorney’s Office during regular business hours or contact the on-call District Attorney according to the on-call schedule (for law enforcement use only) provided by the District Attorney’s Office.

328.4.8 NOTIFICATION OF ARREST OF CITY EMPLOYEE
If a city employee is arrested by the Ardmore Police Department, the arresting officer will attach a note to the arrest report indicating that the person arrested is a city employee.

(a) A copy of the arrest report will be forwarded to the Chief of Police via the Records Section.

Any police employee who has knowledge that another city employee has been arrested or is under investigation for any reason, by any police agency, will forward that information to the Chief of Police as soon as practical.
328.4.9 OTHER NOTIFICATIONS
Requests for assistance should not be limited to the above list. If, in the officer’s opinion, other agencies or departments can assist, they will be requested to respond via the Emergency Dispatch Center.
Death Investigation

329.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for situations where officers initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence gathering techniques is critical.

329.2 POLICY
It is the policy of the Ardmore Police Department to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, conducted and properly documented.

329.3 INVESTIGATION CONSIDERATIONS
Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, stages of decomposition).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Investigation Division Commander as necessary. The Shift Supervisor will make notification to command staff in accordance with the Major Incident Notification Policy.

329.3.1 REPORTING
All incidents involving a death shall be documented on the appropriate form.

329.3.2 MEDICAL EXAMINER REQUEST
Officers are not authorized to pronounce death unless they are also Medical Examiners, Deputy Medical Examiners or appointed Medical Examiner investigators. The Medical Examiner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Medical Examiner be notified in any of the following cases (63 O.S. § 938):

(a) Violent deaths, whether apparently homicidal, suicidal or accidental
(b) Deaths under suspicious, unusual or unnatural circumstances
(c) Deaths related to disease that might constitute a threat to public health
(d) Deaths unattended by a licensed physician for a fatal or potentially fatal illness
(e) Deaths that are medically unexpected and that occur in the course of a therapeutic procedure
(f) Deaths of any persons detained or occurring in custody of penal incarceration
(g) Deaths of persons whose bodies are to be cremated, transported out of the state, donated to educational entities, to include limited portions of the body, or otherwise made ultimately unavailable for pathological study

329.3.3 SEARCHING DEAD BODIES

(a) The Medical Examiner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.

(b) An officer may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Medical Examiner or his/her assistant shall be promptly notified.

(c) The Medical Examiner, with the permission of the Department, may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

(d) Should exigent circumstances indicate to an officer that any other search of a known dead body is warranted prior to the arrival of the Medical Examiner or his/her assistant, the investigating officer should first obtain verbal consent from the Medical Examiner or his/her assistant when practicable.

(e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the officer pending the arrival of the Medical Examiner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

(f) Whenever personal effects are removed from the body of the deceased by the Medical Examiner or his/her assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

329.3.4 SUSPECTED HOMICIDE

If the initially assigned officer suspects that the death involves a homicide or other suspicious circumstances, the officer shall take steps to protect the scene. The Investigation Division shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Shift Supervisor or Investigation Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Medical Examiner to conduct physical examinations and tests, and to provide a report.
Death Investigation

329.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES
Any member of this department who responds to and determines that a death, serious illness or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information.

329.4 UNIDENTIFIED DEAD BODY
If the identity of a dead body cannot be established, the handling officer will request from the Medical Examiner a case number for the body. The number shall be included in any report.

329.4.1 IDENTIFYING MISSING OR PREVIOUSLY UNIDENTIFIED DEAD BODY
When a dead body previously reported missing has been found or when a previously reported unidentified dead body has been identified, the Department shall report to the National Missing and Unidentified Persons System (NamUs) within 24 hours that the person has been found and that the case can be archived within NamUs (74 O.S. § 151.3).

329.5 DEATH NOTIFICATION
Notification to the next-of-kin of the deceased person shall be made, in person, by the officer assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this department shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.
Identity Theft

330.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the investigation of identity theft.

330.2 POLICY
It is the policy of the Ardmore Police Department to effectively investigate cases of identity theft.

330.3 ACCEPTANCE OF REPORTS
A report shall be taken any time a person living within the jurisdiction of the Ardmore Police Department reports that he/she has been a victim of identity theft. This includes (21 O.S. § 1533.3):

(a) Taking a report even if the location of the crime is outside the jurisdiction of this department or has not been determined.

(b) Providing the victim with department information, as set forth in the Victim and Witness Assistance Policy. Encourage the individual to review the material, and assist with any questions.

(c) When requested, provide the victim with a copy of the report.

A report should also be taken if a person living outside the department jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Ardmore to facilitate the crime).

330.4 FOLLOW-UP INVESTIGATION
A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this department should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for department use.
Private Person’s Arrest

331.1 PURPOSE AND SCOPE
This policy provides guidance for the handling and acceptance of a private person’s arrest.

331.2 POLICY
It is the policy of the Ardmore Police Department to accept a private person’s arrest only when legal and appropriate.

331.3 ARRESTS BY PRIVATE PERSON
A private person may arrest another under the following circumstances:

(a) Breach of the peace (22 O.S. § 200)
(b) A public offense committed or attempted in the presence of the private person (22 O.S. § 202)
(c) When the person arrested has committed a felony although not in the presence of the private person (22 O.S. § 202)
(d) When a felony has been committed, and the private person has reasonable cause to believe the person arrested committed the felony (22 O.S. § 202)
(e) Without a warrant, upon reasonable information that the person stands charged in the courts of a state with a crime punishable by death or imprisonment for a term exceeding one year (22 O.S. § 1141.14)
(f) When directed by a magistrate by a verbal or written order (22 O.S. § 201)

331.4 OFFICER RESPONSIBILITIES
An officer confronted with a person claiming to have made a private person’s arrest should determine whether such an arrest is lawful.

If the officer determines that the private person’s arrest is unlawful, the officer should:

(a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.
(b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.
(c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever an officer determines that a private person’s arrest is justified, the officer may take the individual into custody and proceed in the same manner as with any other arrest.
Private Person’s Arrest

331.5 PRIVATE PERSON’S ARREST FORM
The arresting person should be asked to complete and sign a private person’s arrest form. If the person fails or refuses to do so, the arrested individual should be released, unless the officer has a lawful reason, independent of the private person’s arrest, to take the individual into custody and determines an arrest is appropriate.
Limited English Proficiency Services

332.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

332.1.1 DEFINITIONS
Definitions related to this policy include:

**Authorized interpreter** - A person who has been screened and authorized by the Department to act as an interpreter and/or translator for others.

**Interpret or interpretation** - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

**Limited English proficiency (LEP) individual** - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

**Qualified bilingual member** - A member of the Ardmore Police Department, designated by the Department, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

**Translate or translation** - The replacement of written text from one language (source language) into an equivalent written text (target language).

332.2 POLICY
It is the policy of the Ardmore Police Department to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

332.3 LEP COORDINATOR
The Chief of Police shall delegate certain responsibilities to an LEP coordinator. The coordinator shall be appointed by, and directly responsible to, the Patrol Division Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:
Limited English Proficiency Services

(a) Coordinating and implementing all aspects of the Ardmore Police Department’s LEP services to LEP individuals.

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Shift Supervisor and Communications Supervisor. The list should include information regarding:
   1. Languages spoken.
   2. Contact information.
   3. Availability.

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by this department to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of this department in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding department LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

332.4 FOUR-FACTOR ANALYSIS
Because there are many different languages that members could encounter, the Department will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:
Limited English Proficiency Services

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by department members, or who may benefit from programs or services within the jurisdiction of this department or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with department members, programs or services.

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

332.5 TYPES OF LEP ASSISTANCE AVAILABLE
Ardmore Police Department members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Department will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Department will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept department-provided LEP services at no cost or they may choose to provide their own.

Department-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

332.6 WRITTEN FORMS AND GUIDELINES
Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

332.7 AUDIO RECORDINGS
The Department may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

332.8 QUALIFIED BILINGUAL MEMBERS
Bilingual members may be qualified to provide LEP services when they have demonstrated through established department procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.
When a qualified bilingual member from this department is not available, personnel from other City departments who have been identified by the Department as having the requisite skills and competence may be requested.

332.9 AUTHORIZED INTERPRETERS

Any person designated by the Department to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the department case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this department and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

332.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Department may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this department or personnel from other City departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this department, and with whom the Department has a resource-sharing or other arrangement that they will interpret according to department guidelines.
332.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Department to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

332.10 CONTACT AND REPORTING

Although all law enforcement contacts, services and individual rights are important, this department will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this department is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Department or some other identified source.

332.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Ardmore Police Department will take reasonable steps and will work with the Human Resources Department to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

332.11.1 EMERGENCY CALLS TO 9-1-1

Department members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in Dispatch, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller’s language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.
Limited English Proficiency Services

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

Although 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

332.12 FIELD ENFORCEMENT
Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary. Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the officer is unable to effectively communicate with an LEP individual.

If available, officers should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

332.13 INVESTIGATIVE FIELD INTERVIEWS
In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, officers should consider calling for an authorized interpreter in the following order:

- An authorized department member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual’s bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.
332.14 CUSTODIAL INTERROGATIONS
Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. Miranda warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

To ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

332.15 BOOKINGS
When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee’s health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

332.16 COMPLAINTS
The Department shall ensure that LEP individuals who wish to file a complaint regarding members of this department are able to do so. The Department may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be members of this department.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

332.17 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

332.18 TRAINING
To ensure that all members who may have contact with LEP individuals are properly trained, the Department will provide periodic training on this policy and related procedures, including
how to access department-authorized telephonic and in-person interpreters and other available resources.

The Division Commander shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Division Commander shall maintain records of all LEP training provided, and will retain a copy in each member’s training file in accordance with the established records retention schedule.

332.18.1 TRAINING FOR AUTHORIZED INTERPRETERS
All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Division Commander shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.
Communications with Persons with Disabilities

333.1 PURPOSE AND SCOPE
This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

333.1.1 DEFINITIONS
Definitions related to this policy include:

**Auxiliary aids** - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; a notepad and pen or pencil to exchange written notes; a computer or typewriter; an assistive listening system or device to amplify sound; a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or a qualified interpreter.

**Disability or impairment** - A physical or mental impairment that substantially limits a major life activity, including hearing or seeing, regardless of whether the disabled person uses assistive or adaptive devices or auxiliary aids. Individuals who wear ordinary eyeglasses or contact lenses are not considered to have a disability (42 USC § 12102).

**Qualified interpreter** - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified interpreters should have a valid certification of competency pursuant to 63 O.S. § 2408.

333.2 POLICY
It is the policy of the Ardmore Police Department to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees, have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Department will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

333.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR
The Chief of Police shall delegate certain responsibilities to an ADA coordinator (28 CFR 35.107). The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

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

(a) Working with the City ADA coordinator regarding the Ardmore Police Department’s efforts to ensure equal access to services, programs and activities.

(b) Developing reports or new procedures or recommending modifications to this policy.
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(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to department services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Shift Supervisor and Communications Supervisor. The list should include information regarding:
   1. Contact information.
   2. Availability.

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas indicating that auxiliary aids are available free of charge to individuals with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to department services, programs and activities.

333.4 FACTORS TO CONSIDER
Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this department should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.
333.5 INITIAL AND IMMEDIATE CONSIDERATIONS
Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual’s preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.
(b) The nature, length and complexity of the communication involved.
(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual’s preference and give primary consideration to that preference.

If an individual who is deaf, is hard of hearing or has impaired speech must be handcuffed while in the custody of the Ardmore Police Department, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

333.6 TYPES OF ASSISTANCE AVAILABLE
Ardmore Police Department members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Department will not charge anyone to receive auxiliary aids, nor shall it require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Department will make every reasonable effort to provide equal access and timely assistance to disabled individuals through a variety of services.

Disabled individuals may choose to accept department-provided auxiliary aids or services or they may choose to provide their own.
Communications with Persons with Disabilities

Department-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

333.7 AUDIO RECORDINGS AND ENLARGED PRINT
The Department may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form (e.g., a personnel complaint form) or provide forms with enlarged print.

333.8 QUALIFIED INTERPRETERS
A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee) if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use department-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

333.9 TTY AND RELAY SERVICES
In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, are hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Department will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).
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Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

333.10 COMMUNITY VOLUNTEERS
Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Department to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, department members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

333.11 FAMILY AND FRIENDS
While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

333.12 REPORTING
Whenever any member of this department is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Department or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.
333.13 FIELD ENFORCEMENT
Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

The Department recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this department. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual’s preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the officer is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, officers should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

333.13.1 FIELD RESOURCES
Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

- (a) Hand gestures or visual aids with an individual who is deaf, is hard of hearing or has impaired speech.
- (b) Exchange of written notes or communications.
- (c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.
- (d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.
- (e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

333.14 CUSTODIAL INTERROGATIONS
In an effort to ensure that the rights of individuals who are deaf, are hard of hearing or have speech impairment are protected during a custodial interrogation, this department will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the
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An individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. Miranda warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written Miranda warning card.

To ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

333.15 ARRESTS AND BOOKINGS
If an individual with speech or hearing disabilities is arrested, the arresting officer shall use department-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable. The individual with speech or hearing disabilities shall have the right to determine which type of qualified legal interpreter best fits his/her needs (63 O.S. § 2410).

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing, have impaired speech or vision, are blind or have other disabilities. In the interest of the arrestee’s health and welfare, to protect the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

333.16 COMPLAINTS
The Department shall ensure that individuals with disabilities who wish to file a complaint regarding members of this department are able to do so. The Department may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this department.

333.17 COMMUNITY OUTREACH
Community outreach programs and other such services offered by this department are important to the ultimate success of more traditional law enforcement duties. This department will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.
Communications with Persons with Disabilities

333.18 TRAINING
To ensure that all members who may have contact with disabled individuals are properly trained, the Department will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.
(b) Procedures for accessing qualified interpreters and other available resources.
(c) Working with in-person and telephone interpreters and related equipment.

The Division Commander shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including those who are deaf, are hard of hearing, have impaired speech or vision or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Division Commander shall maintain records of all training provided and will retain a copy in each member’s training file in accordance with the established records retention schedule.

333.18.1 CALL-TAKER TRAINING
Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, are hard of hearing or have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.
(b) ASL syntax and accepted abbreviations.
(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls and using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.
(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all Dispatch members who may have contact with individuals from the public who are deaf, are hard of hearing or have impaired speech. Refresher training should occur every six months.
Chaplains

334.1 PURPOSE AND SCOPE
This policy establishes the guidelines for Ardmore Police Department chaplains to provide counseling or emotional support to members of the Department, their families and members of the public.

334.2 POLICY
The Ardmore Police Department shall ensure that department chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

334.3 ELIGIBILITY
Requirements for participation as a chaplain for the Department may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.
(b) Managing his/her household, family and personal affairs well.
(c) Having a good reputation in the community.
(d) Successful completion of an appropriate-level background investigation.
(e) Possession of a valid driver license.

The Chief of Police may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

334.4 RECRUITMENT, SELECTION AND APPOINTMENT
The Ardmore Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

334.4.1 RECRUITMENT
Chaplains should be recruited on an as-needed basis consistent with department policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Department in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with department members before and during the selection process.

334.4.2 SELECTION AND APPOINTMENT
Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application if deemed necessary by the Chief of Police.
(b) Include a recommendation from employers or volunteer programs.
(c) Interview with the Chief of Police and the Deputy Chief.
Chaplains

(d) Successfully complete an appropriate-level background investigation.
(e) Complete an appropriate probationary period as designated by the Chief of Police.

Chaplains are volunteers and serve at the discretion of the Chief of Police. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

334.5 IDENTIFICATION AND UNIFORMS
As representatives of the Department, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Windbreakers with "Chaplain" lettering will be provided for each chaplain.

Chaplains will be issued Ardmore Police Department identification/passkey cards, which must be carried at all times while on-duty. The identification/passkey cards will be the standard Ardmore Police Department identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued department property at the termination of service.

Chaplains shall conform to all appearance standards of this department.

334.6 CHAPLAIN COORDINATOR
The Chief of Police shall delegate certain coordinating responsibilities to the Deputy Chief.

The Deputy Chief shall serve as the liaison between the chaplains and the Chief of Police. The function of the Deputy Chief is to provide a central coordinating point for effective chaplain management within the Department, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Chief of Police or the authorized designee, chaplains shall report to the Deputy Chief and/or Shift Supervisor.

The responsibilities of the Deputy Chief or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified chaplains.
(b) Conducting chaplain meetings.
(c) Establishing and maintaining a chaplain callout roster.
(d) Maintaining records for each chaplain.
(e) Tracking and evaluating the contribution of chaplains.
(f) Completing and disseminating, as appropriate, all necessary paperwork and information.
(g) Planning periodic recognition events.
Chaplains

An evaluation of the overall use of chaplains will be conducted on an annual basis by the Deputy Chief.

334.7 DUTIES AND RESPONSIBILITIES
Chaplains assist the Department, its members and the community as needed.

All chaplains will be assigned to duties by the Deputy Chief or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Department or the public into a religious affiliation while representing themselves as chaplains with this department. If there is any question as to the receiving person’s intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Ardmore Police Department.

334.7.1 COMPLIANCE
Chaplains are volunteer members of this department, and except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

334.7.2 OPERATIONAL GUIDELINES

(a) Chaplains shall be permitted to ride with officers during any shift and observe Ardmore Police Department operations, provided the Shift Supervisor has been notified and has approved the activity.

(b) Chaplains shall not be evaluators of members of the Department.

(c) In responding to incidents, a chaplain shall never function as an officer.

(d) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(e) Chaplains shall serve only within the jurisdiction of the Ardmore Police Department unless otherwise authorized by the Chief of Police or the authorized designee.

(f) Each chaplain shall have access to current department member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

334.7.3 ASSISTING DEPARTMENT MEMBERS
The responsibilities of a chaplain related to department members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.
Chaplains

(d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.

334.7.4 ASSISTING THE DEPARTMENT
The responsibilities of a chaplain related to this department include, but are not limited to:

(a) Assisting members in defusing a conflict or incident, when requested.

(b) Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Shift Supervisor or supervisor believes the chaplain could assist in accomplishing the mission of the Department.

(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Attending department and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(e) Participating in in-service training classes.

(f) Training others to enhance the effectiveness of the Department.

334.7.5 ASSISTING THE COMMUNITY
The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Department.

(c) Providing a liaison with various civic, business and religious organizations.

(d) Assisting the community when they request representatives or leaders of various denominations.

(e) Assisting the community in any other function, as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

334.7.6 CHAPLAIN MEETINGS
All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the Deputy Chief.

334.8 PRIVILEGED COMMUNICATIONS
No person who provides chaplain services to members of the Department may work or volunteer for the Ardmore Police Department in any capacity other than that of chaplain.
Chaplains

Department chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-department counseling resource.

No chaplain shall provide counsel to or receive confidential communications from any Ardmore Police Department member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

334.9 TRAINING
The Department may establish standards for department chaplains. The training, as approved by the Division Commander, may include:

• Stress management
• Death notifications
• Symptoms of post-traumatic stress
• Burnout for members of law enforcement and chaplains
• Legal liability and confidentiality
• Ethics
• Responding to crisis situations
• The law enforcement family
• Substance abuse
• Officer injury or death
• Sensitivity and diversity
Child and Dependent Adult Safety

335.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this department.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

335.2 POLICY
It is the policy of this department to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Ardmore Police Department will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

335.3 PROCEDURES DURING AN ARREST
When encountering an arrest or prolonged detention situation, officers should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, officers should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Officers should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, officers should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, officers should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the officer at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

335.3.1 AFTER AN ARREST
Whenever an arrest is made, the officer should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.
Child and Dependent Adult Safety

Officers should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.
   1. Officers should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence that it would not be in the dependent person's best interest (e.g., signs of abuse, drug use, unsafe environment), officers should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.
   1. Except when a court order exists limiting contact, the officer should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Department of Human Services, if appropriate.

(e) Notify the field supervisor or Shift Supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting officer should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependent. The result of such actions should be documented in the associated report.

335.3.2 DURING THE BOOKING PROCESS
During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process, or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.
335.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives)

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether the person reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

335.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling officers, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

335.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling officer should contact the appropriate welfare service or other department-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the police facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.
335.5 TRAINING
The Deputy Chief or the authorized designee is responsible for ensuring that all members of this department who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.
Service Animals

336.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act (ADA).

336.1.1 DEFINITIONS

Definitions related to this policy include:

**Service animal** - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler’s control, the facility can accommodate the horse’s type, size and weight, and the horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

336.2 POLICY

It is the policy of the Ardmore Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

336.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
Service Animals

- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

336.4 MEMBER RESPONSIBILITIES
Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Ardmore Police Department affords to all members of the public (28 CFR 35.136).

336.4.1 INQUIRY
If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal’s status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

336.4.2 CONTACT
Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

336.4.3 REMOVAL
If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.
Service Animals

336.4.4 COMPLAINTS
When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).
Native American Graves Protection and Repatriation

337.1 PURPOSE AND SCOPE
This policy is intended ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001).

337.1.1 DEFINITIONS
Definitions related to this policy include (43 CFR 10.2):

Native American human remains - The physical remains of the body of a person of Native American ancestry.

Funerary objects and associated funerary objects - Objects that, as part of the death rite or ceremony of a culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains, or that were made exclusively for burial purposes, or to contain human remains.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

Objects of cultural patrimony - Objects having ongoing historical, traditional or cultural importance that is central to the Native American group or culture itself and therefore cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

337.2 POLICY
It is the policy of the Ardmore Police Department that the protection of Native American human remains, funerary objects, sacred objects or objects of cultural patrimony on federal lands is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption or complicated custody transfer processes.

337.3 COMPLIANCE WITH NAGPRA
Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, sacred objects or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.4 et seq.).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.4(d)):
Native American Graves Protection and Repatriation

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Appropriate Medical Examiner and the State Archaeologist and the State Historic Preservation Officer within 15 days when appropriate (21 O.S. § 1168.4). Before releasing control of the scene, officers shall confirm who will be making this notification.
- Tribal land - Responsible Indian tribal official
- Private land - The landowner and the Chief Medical Examiner (21 O.S. § 1168.4)

337.4 EVIDENCE AND PROPERTY
If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.6).
Off-Duty Law Enforcement Actions

338.1 PURPOSE AND SCOPE
This policy is intended to provide guidelines for officers of the Ardmore Police Department with respect to taking law enforcement action while off-duty.

338.2 POLICY
It is the policy of the Ardmore Police Department that officers generally should not initiate law enforcement action while off-duty. Officers are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any officer who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

338.3 DECISION TO INTERVENE
There is no legal requirement for off-duty officers to take law enforcement action unless they are in uniform at a public function. Officers should consider waiting for on-duty uniformed peace officers to arrive instead of immediately intervening and, while waiting, gather as much accurate intelligence as possible. However, if an officer decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other peace officers.
(b) The potential to be misidentified by members of the public, who may be armed or who may take action.
(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.
(d) Limited off-duty firearms capabilities and ammunition.
(e) The inability to communicate with responding peace officers.
(f) The lack of equipment, such as body armor, handcuffs or control devices.
(g) Unfamiliarity with the surroundings, including escape routes.
(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

An off-duty officer in official uniform in attendance at a public function, event or assemblage of people has the same powers and obligations as when he/she is on-duty (22 O.S. § 37.1).

338.3.1 AUTHORIZED OFF-DUTY ARRESTS
When off duty and within the jurisdiction of the Ardmore Police Department, an officer may make an arrest only when all of the following occur:

(a) There is an immediate need to prevent a crime or apprehend a suspect;
(b) The crime would require a full custodial arrest; and
(c) The arresting officer possesses appropriate police equipment and police identification.

338.3.2 INTERVENTION PROCEDURE
If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should obtain a description of the off-duty officer from the caller and broadcast that information to responding officers.

Off-duty officers in plain clothes shall follow all orders issued by uniformed officers without question or hesitation during enforcement encounters. Whenever practicable, the officer should loudly and repeatedly identify him/herself as an officer with the Ardmore Police Department until acknowledged. Official identification shall also be displayed as prescribed by departmental training.

338.4 CONSIDERATIONS
When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she is working in an undercover capacity.

338.4.1 CIVILIAN RESPONSIBILITIES
Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

338.4.2 INCIDENTS OF PERSONAL INTEREST
Department members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

338.4.3 OFF-DUTY EMPLOYMENT
Officers should not attempt to make arrests or engage in other enforcement actions when the member is engaged in off-duty employment of a non-police nature.

338.4.4 IMPAIRMENT
Officers should not attempt to make arrests or engage in other enforcement actions when the officer’s ability or judgment to use a firearm or take a person into custody has been impaired by the use of alcohol, prescription drugs, other medication, by a physical ailment, or injury.

338.4.5 AVAILABILITY OF ON-DUTY OFFICER
Officers should not attempt to make arrests or engage in other enforcement actions when a uniformed police officer is readily available to deal with the incident.

338.5 TRAFFIC VIOLATIONS
338.5.1 WHILE OPERATING MARKED POLICE VEHICLE
Unless operating a marked police vehicle, off-duty officers shall not arrest or issue citations or warnings to traffic violators on sight, except when the violation is of such a dangerous nature that officers would reasonably be expected to take appropriate action. Off-duty officers, while driving marked police vehicles, may stop and cite motorists for traffic violations providing the observed violation is hazardous in nature.

Officers should keep in mind that the public expects an officer in a marked police vehicle to take enforcement action when a flagrant and hazardous violation is committed in the officer’s presence.

338.5.2 WHILE OPERATING PERSONAL VEHICLE
Off-duty officers while driving privately owned vehicles shall not attempt to stop other motor vehicles for enforcement action unless there is imminent danger of loss of life should they fail to act. Employees wishing to act upon observed hazardous traffic violations may contact the Emergency Dispatch Center and request a marked police vehicle to respond.

338.6 REPORTING
If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the officer shall notify the agency as soon as reasonably practicable. Officers shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Officers shall notify the Shift Supervisor regarding any law enforcement action taken while off-duty. The Shift Supervisor may send a supervisor to the location. The supervisor may request assistance from the Investigations Division, if deemed appropriate.

The Shift Supervisor shall determine whether a crime report or an administrative report should be completed by the involved officer.
Community Relations

339.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for community relationship-building.

Additional guidance on community relations and outreach is provided in other policies, including the:

- Hate Crimes Policy.
- Limited English Proficiency Services Policy.
- Communications with Persons with Disabilities Policy.
- Chaplains Policy.
- Patrol Policy.
- Suspicious Activity Reporting Policy.

339.2 POLICY
It is the policy of the Ardmore Police Department to promote positive relationships between department members and the community by treating community members with dignity and respect and engaging them in public safety strategy development and relationship-building activities, and by making relevant policy and operations information available to the community in a transparent manner.

339.3 MEMBER RESPONSIBILITIES
Officers should, as time and circumstances reasonably permit:

(a) Make casual and consensual contacts with community members to promote positive community relationships (see the Contacts and Temporary Detentions Policy).

(b) Become reasonably familiar with the schools, businesses and community groups in their assigned jurisdictional areas.

(c) Work with community members and the Chief of Police or authorized designee to identify issues and solve problems related to community relations and public safety.

(d) Conduct periodic foot patrols of their assigned areas to facilitate interaction with community members. Officers carrying out foot patrols should notify an appropriate supervisor and Dispatch of their status (i.e., on foot patrol) and location before beginning and upon completion of the foot patrol. They should also periodically inform Dispatch of their location and status during the foot patrol.

339.4 SURVEYS
The Chief of Police or authorized designee should arrange for a survey of community members and department members to be conducted at least annually to assess the condition of
relationship between the Department and the community. Survey questions should be designed to evaluate perceptions of the following:

(a) Overall performance of the Department
(b) Overall competence of department members
(c) Attitude and behavior of department members
(d) Level of community trust in the Department
(e) Safety, security or other concerns

A written summary of the compiled results of the survey should be provided to the Chief of Police.

339.5 COMMUNITY AND YOUTH ACTIVITIES AND PROGRAMS

The Chief of Police or authorized designee should organize or assist with programs and activities that create opportunities for department members and community members, especially youth, to interact in a positive setting. Examples of such programs and events include:

(a) Department-sponsored athletic programs (e.g., baseball, basketball, soccer, bowling).
(b) Police-community get-togethers (e.g., cookouts, meals, charity events).
(c) Youth leadership and life skills mentoring.
(d) Neighborhood Watch and crime prevention programs.

339.5.1 SCHOOL RESOURCE OFFICER PROGRAM

The School Resource Officer Program provides a forum through which students, parents, faculty and law enforcement officers can become acquainted and, as a result, earn mutual respect. Apart from the obvious benefits accruing to students, the School Resource Officer Program demonstrates to parents and faculty that the agency has a genuine interest in the community’s young people.

The Department has School Resource Officers whose primary function is to perform security and law enforcement duties upon school properties and on public streets and alleys adjacent to school property. Contractual agreements are in effect for the Ardmore School District and the Southern Oklahoma Technology Center.

School Resource Officers shall function in accordance with their individual contractual agreements. For a comprehensive list of duties and responsibilities of the School Resource Officer, refer to the Contractual Agreement for the Provision of School Resource Officer for the Ardmore School District and the Contractual Agreement for the Provision of School Resource Officer for the Southern Oklahoma Technology Center.

339.6 INFORMATION SHARING

The Chief of Police or authorized designee should work with the Public Information Officer to develop methods and procedures for the convenient sharing of information (e.g., major incident notifications, significant changes in department operations, comments, feedback, positive events)
Community Relations

between the Department and community members. Examples of information-sharing methods include:

(a) Community meetings.
(b) Social media (see the Department Use of Social Media Policy).
(c) Department website postings.

Information should be regularly refreshed, to inform and engage community members continuously.

339.7 LAW ENFORCEMENT OPERATIONS EDUCATION
The Chief of Police or authorized designee should develop methods to educate community members on general law enforcement operations so they may understand the work that officers do to keep the community safe. Examples of educational methods include:

(a) Development and distribution of informational cards/flyers.
(b) Department website postings.
(c) Presentations to driver education classes.
(d) Instruction in schools.
(e) Department ride-alongs (see the Ride-Alongs Policy).
(f) Scenario/Simulation exercises with community member participation.
(g) Youth internships at the Department.
(h) Citizen academies.

Instructional information should include direction on how community members should interact with the police during enforcement or investigative contacts and how community members can make a complaint to the Department regarding alleged misconduct or inappropriate job performance by department members.

339.8 SAFETY AND OTHER CONSIDERATIONS
Department members responsible for community relations activities should consider the safety of the community participants and, as much as reasonably practicable, should not allow them to be present in any location or situation that would jeopardize their safety.

Department members in charge of community relations events should ensure that participating community members have completed waiver forms before participation, if appropriate. A parent or guardian must complete the waiver form if the participating community member has not reached 18 years of age.

Community members are subject to a criminal history check before approval for participation in certain activities, such as citizen academies.
Community Relations

339.9 TRANSPARENCY
The Department should periodically publish statistical data and analysis regarding the department’s operations. The reports should not contain the names of officers, suspects or case numbers. The Chief of Police or authorized designee should work with the community advisory committee to identify information that may increase transparency regarding department operations.

339.10 TRAINING
Subject to available resources, members should receive training related to this policy, including training on topics such as:

(a) Effective social interaction and communication skills.
(b) Cultural, racial and ethnic diversity and relations.
(c) Building community partnerships.
(d) Community policing and problem-solving principles.
(e) Enforcement actions and their effects on community relations.

Where practicable and appropriate, community members, especially those with relevant expertise, should be involved in the training to provide input from a community perspective.
Court Security

340.1 PURPOSE AND SCOPE
The City of Ardmore maintains and operates a Municipal Court within the Municipal Building of Ardmore. Security of the facility and the safety of court personnel, officers and citizens in attendance is a primary concern to the Ardmore Police Department.

340.2 POLICY
The Ardmore Police Department is charged with and accepts the role, authority and responsibility for courtroom security.

340.3 COURT SECURITY FUNCTION

340.3.1 AGENCY’S ROLE AND AUTHORITY
The Court Security’s role and authority is to perform the following minimum duties:

(a) Protect the Judge;
(b) Protect the persons inside the court while in session;
(c) Monitor the facility for security; and
(d) Maintain peace and security.

340.3.2 MUNICIPAL COURT RESPONSIBILITIES
Members of the City of Ardmore court staff have specific duties relative to processing misdemeanor cases and other such jurisdictional matters as provided by law, originating in the City of Ardmore. These duties include, at a minimum:

(a) Proper and routine scheduling;
(b) Trials and adjudication;
(c) Determining penalties for those found guilty of law violations; and
(d) Protection of Constitutional rights of persons brought before and attending the court.

340.3.3 COURT SECURITY RESPONSIBILITIES
An on-duty shift supervisor or designee will perform court security and control for the City of Ardmore Municipal Court.

See Procedure Manual: 340.2.1 Court Security Responsibilities

340.4 COLLABORATIVE COURT SECURITY FUNCTION

340.4.1 CITY MANAGER RESPONSIBILITIES
Staff in the Office of the City Manager will provide support services to the Municipal Courtroom and its security function.
Court Security

340.4.2 FIRE DEPARTMENT AND SAFETY/RISK MANAGEMENT RESPONSIBILITIES
The Fire Department and Safety/Risk Manager conduct a documented yearly inspection of the City of Ardmore Municipal Building to include the multi-use room.

340.4.3 POLICE DEPARTMENT RESPONSIBILITIES
Prior to each court session, Court Security will perform a visual inspection and/or test of the items listed in 344.3.3 of this policy. A documented monthly inspection will be conducted using the Courtroom Security Checklist (APD Form 2010-0113).

340.4.4 OKLAHOMA DEPARTMENT OF LABOR RESPONSIBILITIES
The State of Oklahoma Department of Labor inspects and issues a Certificate for Use of Elevator/Other Conveyance every two years.

340.5 EQUIPMENT FOR THE COURT SECURITY FUNCTION
Court Security is equipped with a handgun, handcuffs, baton and portable radio, and each may choose to carry a taser or OC spray, to be used if the need arises. Additionally, other communications and alarm capabilities are provided.

See Procedure Manual: 340.3.1 Weapons in Courtroom
See Procedure Manual: 340.3.2 Handcuffs
See Procedure Manual: 340.3.3 Specialized Equipment
See Procedure Manual: 340.3.4 Inspections
See Procedure Manual: 340.3.5 External Communications
See Procedure Manual: 340.3.6 Duress Alarm

340.6 USE OF RESTRAINTS
In the event a defendant becomes disruptive, Court Security will take appropriate measures as prescribed by law and Department policy. In the event an arrest is necessary or ordered, Court Security will either maintain custody of the defendant while court is in session or call the Emergency Dispatch Center to have an officer dispatched to take custody of the defendant. An officer will remain in the courtroom at all times.
Legal Process

341.1 PURPOSE AND SCOPE
Officers are charged with the duty to ensure that the authority of criminal process served is valid on its face to restrict service of such process to that of courts with proper jurisdiction.

341.1.1 DEFINITIONS

Civil Process - Those writs, summonses, mandates, or other process issuing from a court of law or equity pertaining to a cause of action of a civil nature. The term includes original, intermediate, and final process to be served by the agency in any action involving civil litigants.

Criminal Process - Those writs, summonses, mandates, warrants, or other process issuing from a court of law compelling a person to answer for a crime. The term also includes process issued to aid in crime detection or suppression, such as search warrants.

Legal Process - Any item of civil or criminal process, whether original, intermediate, or final that is valid on its face and is to be served or executed by the law enforcement agency.

341.2 POLICY
It is the policy of this agency to provide responsible and professional service of criminal process consistent with the lawful authority granted to officers of this agency.

341.3 CRIMINAL PROCESS

341.3.1 EXECUTION OF CRIMINAL PROCESSES
Types of criminal process to be executed include, but are not limited to:

(a) Ardmore Municipal Court misdemeanor warrants; and
(b) Agency obtained search warrants.

341.3.2 RECORDING OF CRIMINAL PROCESS
Ardmore Municipal Court misdemeanor warrants are entered into the ITI Warrant File by Emergency Dispatch or the Court Clerk and are accessible 24 hours a day. The execution of agency obtained search warrants will be recorded in a case report.

(a) The following information is recorded on criminal process, if applicable:

1. Date and time received;
2. Type of criminal process;
3. Nature of document;
4. Source of document;
5. Name of defendant/respondent.
6. Officer assigned for service;
7. Date of assignment;
8. Court docket number; and
9. Date service due.

(b) Information to be recorded on the execution or attempted service of criminal process will include the following:
   (a) Date and time service was executed/attempted;
   (b) Name of officer(s) executing/attempting service;
   (c) Name of person on whom criminal process was served/executed;
   (d) Method of service/reason for non-service, and
   (e) Address of service/attempt.

See Procedure Manual: 341.2.1 Recording of Criminal Process
See Procedure Manual: 341.2.2 Execution or Attempted Service of Criminal Process

341.3.3 ARREST WARRANTS
Arrest warrants will be executed by sworn law enforcement officers only.

341.3.4 SEARCH WARRANTS
In order to obtain a search warrant an officer must be able to show probable cause to believe specific evidence, contraband or fruits of a crime may be found at a particular location.

See Procedure Manual: 341.2.3 Search Warrant Procedures

341.4 CIVIL PROCESS
This agency does not serve civil process. This function is performed by the Carter County Sheriff’s Office.
VIP Security Plan

342.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members in organizing, executing and coordinating plans for the protection of dignitaries or VIP's.

342.2 POLICY
It is the policy of this agency to provide security and assistance to visitors and VIPs when requested. In affording this security, this agency will cooperate and coordinate with surrounding agencies in an effort to promote and protect the exercise of lawful free speech and assembly while assuring the safety and security of all citizens of and visitors to the City of Ardmore.

342.3 REQUESTS FOR DIGNITARY PROTECTION
Upon receipt of a request for VIP/Dignitary protection, the Chief of Police or his designee will be assigned to act as a single point of contact for representatives of the visiting dignitary and other agencies that may be involved in the overall security of the event. The Chief of Police or authorized designee should make inquiries to these representatives regarding:

(a) Date and time of visit;
(b) Locations and where security is needed; and
(c) Specific travel routes of any processions through the city.

342.4 EVENT COORDINATION
The assigned Shift Commander is responsible for contacting other agencies involved and coordinating security operations within the Department.

See Procedure Manual: 342.2 Event Coordination

342.5 COOPERATION/COORDINATION WITH U.S. SECRET SERVICE
If a visitor to the City of Ardmore involves the U.S. Secret Service, specific arrangements regarding planning and coordination of VIP/Dignitary security should be made. Contact with the U.S. Secret Service should be made by the assigned Commander as soon as practicable to ensure adequate time to prepare for the VIP visit.
Special Events

343.1 PURPOSE AND SCOPE
The purpose of this policy is to offer guidance to members in planning for special events occurring within the City of Ardmore.

343.1.1 DEFINITIONS
Parade - Any parade, march, ceremony, show, exhibition, pageant or procession of any kind, or any similar display, in or upon any street, park or other public place in the city.

343.2 APPLICATIONS
Parade/Special Event Applications (APD Form 2010-0075) are available from the Office of the Chief of Police, online via the Department’s website or by contacting the Special Events Coordinator.

See Procedure Manual: 343.2.1 Application Filing Period
See Procedure Manual: 343.2.2 Late Applications
See Procedure Manual: 343.2.3 Standards of Issuance
See Procedure Manual: 343.2.4 Notice of Action
See Procedure Manual: 343.2.5 Appeal Procedure
See Procedure Manual: 343.2.6 Alternative Permit

343.3 SPECIAL EVENTS PLAN
Upon receipt and approval of a Special Events application, a Special Events Plan (APD Form 2011-0150) is formulated to outline procedures and planning for special events that may include but not be limited to parades, visitation of dignitaries, celebrities, or notorious persons, demonstrations, large entertainment events, sporting events, community celebrations or any other event in which large crowds, traffic or crime problems are anticipated. (Revised 11/15/11)

343.3.1 SPECIAL EVENTS COORDINATOR RESPONSIBILITIES
The Special Events Coordinator is responsible for the supervision and coordination of special events planning and coverage, which include but are not, limited to:

(a) Preparation of special events plans.

(b) Preparing estimates of traffic, crowd control and crime problems anticipated as a result of a special event.

(c) Preparation of contingency plans for traffic direction and control.

(d) Scheduling personnel to cover an event.

(e) Addressing any special logistical equipment or special unit needs such as the availability of communications equipment, transportation, availability of restraints for mass arrests and use of bicycle patrol or other unit.
Special Events

(f) Coordination with agencies such as other law enforcement agencies, City of Ardmore Administration, fire and/or emergency medical services that may be involved.

(g) Preparation of a post event report if necessary.

343.3.2 CONTINGENCY PLAN
The Special Events Coordinator shall prepare a contingency plan for traffic control and direction at the specified event. This contingency plan should address all issues relating to traffic control which should include but not be limited to:

(a) The identification of primary and alternate routes of ingress and egress for vehicular traffic at a special event.

(b) The location and amount of available parking spaces and parking prohibitions.

(c) Identification of access routes for emergency vehicle traffic.

(d) Types of temporary traffic control signs, devices or barricades needed and where they should be located.

(e) Identification of locations where pedestrian traffic will be a concern.

(f) Allocation of resources and specific traffic direction and control assignments.

(g) In cases of long events relief personnel will be coordinated.

343.3.3 SPECIAL UNITS AND EQUIPMENT
When planning for special events, the need for special units and equipment should be addressed. Special units and equipment that may be needed for special events may include but are not limited to the following:

(a) Investigative Services Division personnel or other plainclothes personnel;

(b) Reserve Officers;

(c) SWAT personnel; and

(d) Volunteers in Policing (VIPs).

343.3.4 AFTER ACTION REPORT
The Special Events Coordinator will prepare a Special Events After Action Report (APD Form 2011-0152). The report may include but not be limited to the following (Revised 11/15/11):

(a) Assignment sheets and summaries of significant events during the operation and other important documentation;

(b) Information on citizen complaints, a copy of incident reports and any reports prepared as a result of a use of force during the operation;

(c) Property damage reports for private or public property;

(d) Copies of arrests or incident reports related to the event.
343.4 BRIEFINGS AND DEBRIEFINGS
Prior to the event, the Special Events Coordinator should conduct a briefing. Decision-making representatives should attend the briefing from all entities involved in the operation. The briefing should include duty assignments for each person or entity involved in the event.

If unusual circumstances occur as a result of the event, a debriefing shall be conducted to evaluate and make recommendations regarding those circumstances. Preferably, the debriefing will include personnel from each entity who attended the event briefing.
Honor Guard

344.1 PURPOSE AND SCOPE
The purpose of this policy is to offer guidance for the duties and responsibilities of the Ardmore Police Department Honor Guard.

344.2 POLICY
It is the policy of this agency to provide, where appropriate, an Honor Guard for ceremonies, parades, funerals and other functions as approved by the Chief of Police or designee.

344.3 COORDINATOR
The Honor Guard Coordinator is appointed by the Chief of Police or designee and reports to the same. The Coordinator will be the rank of Sergeant or above.

344.3.1 COORDINATOR RESPONSIBILITIES
The Honor Guard Coordinator will be responsible for the unit and will:

(a) Act as the liaison between the unit and the Command Staff.
(b) Be in charge of Honor Guard assignments, unit personnel and scheduled training.
(c) Provide the appropriate number of Honor Guard members at requested events,
(d) Oversee all members and activities within the Honor Guard.
(e) Initiate the request for Honor Guard details.

344.4 MEMBERS
Membership in the Honor Guard is voluntary. Each member is to work closely with their supervisors to keep them informed as to the assignments. It is the responsibility of the member to inform his/her immediate supervisor of assignments prior to the date of the event. In addition, it is imperative that the patrol duty shift not be depleted for Honor Guard functions. Officers will earn compensatory time for any functions in which they participate while off-duty.

344.4.1 ELIGIBILITY
Any sworn member of the agency is eligible for assignment to the Honor Guard. The officer must be off probation at the time of appointment.

344.4.2 SELECTION
An officer interested in joining the team will submit a letter of interest addressed to the Honor Guard Coordinator requesting membership in the unit along with a letter from the officer’s supervisor recommending involvement.

Upon an opening in the unit, a board will be established which will include the Honor Guard Coordinator and two Honor Guard members. The board will forward its recommendation to the Chief of Police or designee who will make appointments to the unit. A final decision will be based
Honor Guard

on job performance, willingness to have a flexible schedule and whether or not the officer will present a favorable image in the Honor Guard uniform.

Only the Chief of Police or designee may dismiss members from the unit.

344.5 UNIFORM
The Honor Guard uniform will be provided to each member of the unit. It is the responsibility of the officer to maintain their uniform and gear in pristine condition. The team represents the agency and the City of Ardmore in many public events. The uniforms are requested to be immaculate as they are top-of-the-line uniforms. Any uniform issues that arise need to be immediately brought to the attention of the Honor Guard Coordinator so the issue may be addressed.

There will be no rank insignia on the uniforms.

344.6 FUNERAL PROTOCOLS

344.6.1 WITHIN AGENCY
If the event of the death of an Ardmore police officer, whether on-duty or off-duty, the Honor Guard Coordinator will be responsible for coordinating the function of Honor Guard members.

344.6.2 OUTSIDE OF AGENCY
If the agency receives a request for Honor Guard services by another agency for a funeral or special memorial service, the Chief of Police or designee will be notified immediately and will make final approval. Once approved, the Honor Guard Coordinator will make arrangements for the team while coordinating with the requesting agency.

(a) When manpower permits, members of the Honor Guard may attend funerals for local law enforcement officers who are killed in the line of duty. No minimum number of members is required to attend on behalf of the agency. Non-local events or funerals require approval from the Chief of Police or designee.

344.7 TRAINING
Training will generally be conducted prior to the start of an event. Special training time may be requested at the discretion of the Honor Guard Coordinator and will be coordinated through the members’ immediate supervisors.

The Honor Guard Coordinator will conduct training in accordance with known standards of military drill and ceremony or like standards of police honor guard practices. The Honor Guard Coordinator will keep abreast of common Honor Guard practices either through formal training or assistance from other agencies, formal schools or training from military representatives.

Any request that requires formal folding of the American Flag will be conducted in accordance with U.S. Military standards and requires extensive pre-event training.
Pandemic Flu Planning and Response

345.1 PURPOSE AND SCOPE
Health care professionals predict that a pandemic influenza outbreak is highly likely, if not inevitable, based on current conditions and historical data. Should the current bird flu influenza virus (H5N1) or a mutation thereof spread efficiently between humans, a worldwide pandemic could take place. The inevitable shortages of employees and resources make it essential that this agency establish plans and take measures in advance to ensure that crucial law enforcement services are not unreasonably disrupted and that employees are provided with the means to prevent or mitigate the spread of infection.

345.1.1 DEFINITIONS

**Avian Influenza** - Also known as the bird flu, a strain of influenza that naturally occurs among wild birds. It is deadly to domestic poultry. Highly pathogenic avian influenza such as H5N1 has crossed the species barrier to infect humans, but person-to-person spread has thus far been rare, if it has occurred at all, according to some authorities. The potential for it to mutate into a form that is efficiently transmitted between humans who have no immunity has caused it to be closely monitored. There is no human immunity and no vaccine is yet available for public consumption.

**Essential Positions and Assignments** - Employees who possess special knowledge, skills, or abilities and whose extended absence would create serious disruptions to a critical departmental function.

**High-Pathogenicity Avian Influenza (HPAI)** - Any form of avian influenza—H5N1 being only one potential form—that demonstrates high efficiency in human-to-human transmission.

**Incubation Period** - Interval between infection and onset of symptoms. Influenza: Referred to as the flu, an acute infectious viral disease marked by inflammation of the respiratory tract, fever, muscular pain, and bowel irritation.

**Isolation** - Separation of infected persons from those who are not infected.

**Pandemic Influenza** - Occurs when a new influenza virus emerges for illness, and then spreads easily from person to person worldwide.

**Quarantine** - Legally enforceable order that restricts movement into or out of the area of quarantine of one person, a large group of people, or community; designed to reduce the likelihood of transmission of contagious disease among persons in and to persons outside the affected area. When applied to all inhabitants of an area (typically a community or neighborhood), the intervention is referred to as a cordon sanitaire (sanitary barrier).

**Seasonal (or Common) Flu** - A respiratory illness that can be transmitted from person to person. Most people have some immunity, and a vaccine is available.

**Social Distancing** - Measures taken to reduce contacts between individuals in order to lower the chance of spreading the disease.
Strategic National Stockpile - A national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration equipment, airway maintenance supplies, and medical and surgical items designed to supplement and re-supply state and local public health agencies in the event of a national emergency.

Voluntary Quarantine - Requests that persons remain at home, ban visitors, wear a mask when in the same room as other members of the household, and sleep in a separate room. These protocols were developed to decrease the risk of transmitting the SARS corona virus during its outbreak in Toronto and would likely be the primary means of social distancing during an influenza pandemic.

Volunteer - Someone who performs a service for the department without promise, expectation, or receipt of compensation for services rendered. Volunteers may include unpaid chaplains, unpaid reserve officers, unpaid interns, unpaid persons providing administrative support, and unpaid youths involved in a Law Enforcement Explorer post, among others.

345.2 POLICY
The Ardmore Police Department shall formulate plans to ensure that crucial law enforcement services are not unreasonably disrupted during a Pandemic Influenza outbreak, and that employees are provided with the means to prevent or mitigate the spread of infection.

345.3 PANDEMIC INFLUENZA COORDINATION COMMITTEE
The Chief of Police will appoint an individual or individuals, as appropriate, to lead and coordinate the department’s preparation for and response to the pandemic flu by means of a pandemic influenza coordination committee (hereafter the committee).

The committee shall:

(a) Monitor updates from public health authorities on changes in the nature or spread of influenza and relay important developments to committee members and the Chief of Police.

(b) Develop a detailed pandemic influenza preparation and response plan that includes, but need not be limited to, issues identified herein. Considering that there will be many unexpected developments during a pandemic, the plan should emphasize flexibility and the need to improvise as appropriate.

345.3.1 COMMITTEE MEMBERS
The committee shall include departmental and interdepartmental personnel who bear directly on plan development and who can make preliminary decisions in the following issue areas:

(a) Personnel (including volunteers)
(b) Training
(c) Equipment and supplies
(d) Human resources
(e) Legal
Pandemic Flu Planning and Response

1. City Attorney
2. District Attorney
3. Representative of the judiciary

(f) Public information
   1. Media relations
   2. Community relations

(g) Communications
   1. Emergency Dispatch Center
   2. Intra-office communications

(h) Finance

(i) Management

345.3.2 COMMUNITY PARTNERS
The committee shall also identify public and private entities that will have bearing on overall community pandemic response planning and that will interact closely with this Department during a pandemic. The committee shall integrate key agencies in the planning process in a manner that will explore problem scenarios and solutions, mutual expectations, and support opportunities. Plans should be drawn up and coordinated in conjunction with the necessary response partners to avoid confusion, misunderstanding of roles and expectations. At a minimum, these response partners include the following:

(a) State and local public health services
(b) State Occupational Safety and Health Administration (OSHA)
(c) State and local emergency management agencies
(d) Medical Examiner or Coroner
(e) Emergency medical responders
(f) Hospitals and urgent care facilities
(g) Fire Department
(h) Volunteer organizations and disaster response teams
(i) Vendors and service providers for the police department
(j) City and county governing body
(k) State and regional law enforcement agencies
(l) State department of agriculture
(m) Animal control
(n) City finance office
(o) Private business sector leaders
### 345.4 SERVICE DEMANDS

The onset of pandemic influenza will inevitably result in new types of requests for police service, even as the department experiences reduced staffing levels and continues to provide routine law enforcement services. In anticipation of these challenges, the committee shall coordinate with other critical agencies and stakeholders to identify needs, expectations, potential levels of service demands, reasonable alternatives to the use of sworn police personnel, and reciprocal means of assistance between public and private sectors, among other factors. Additional police responsibilities during a pandemic may include the following:

- **(a)** Guarding vaccine distribution chains and distribution sites from the strategic national stockpile to maintain order, establish traffic patterns, and prevent theft.
- **(b)** Providing protective services to hospital emergency rooms, temporary treatment shelters, and triage centers during patient surges.
- **(c)** Providing additional preventive patrol or other measures to targets of opportunity resulting from the emergency (such as pharmacies and supermarkets).
- **(d)** Providing added security to critical infrastructure components (such as utilities and telecommunication facilities).
- **(e)** Providing emergency assistance to special population groups (such as the elderly, the hearing or visually impaired, and non-ambulatory).
- **(f)** Enforcing closure orders, curfews, travel limitations, and restrictions on gatherings.
- **(g)** Enforcing quarantine orders, mandatory isolation orders, and other involuntary restrictions or requirements (such as mandatory vaccination or hospitalization of the ill).
- **(h)** Arranging for secure disposition of dead bodies during surges in deaths in cooperation with the State Medical Examiner, funeral homes, and crematoriums.
- **(i)** Policing civil disturbances and disorders related to forced mandatory vaccinations, shortage of therapeutics or medical care, and similar problems.
- **(j)** Arranging for additional incarceration facilities should mass arrest be necessary or infected persons need isolation during incarceration.
- **(k)** Assisting health care providers and other agencies with security for delivery of essential food and medicine to quarantined areas.
- **(l)** Developing alternative protocols for investigation of unattended deaths.

See Procedure Manual: 345.2 Pandemic Flu Planning and Response

### 345.4.1 RESPONSE MODIFICATION

Under reduced staffing emergencies during a pandemic, the department will consider implementation of alternatives to traditional responses to calls for service. These include but are not limited to the following:
(a) Prioritization of calls for service
    1. The department may consider modifications to its call prioritization system that would allow for significantly deferred response, or the use of alternative responses to certain types of calls for service (such as suspension of all responses to nuisance offenses, minor thefts, or burglaries).

(b) Differential response to calls for service
    1. The department may consider expansion of its telephone reporting unit (TRU) and the types of calls taken by this unit. It may consider the use of sworn and non-sworn employees and trained civilian volunteers as TRU operators. Other differential response modes may also be considered, to include expanded duties of the community service desk and community service officers and Internet reporting of minor property crimes and other misdemeanors or nonviolent crimes.

345.5 ALTERNATIVE STAFFING
Department supervisors shall consider a number of alternative staffing strategies to help prevent the spread of influenza among employees and to better meet service demands with reduced staff. The following should be considered for systematic and progressive implementation coincident with the progressive seriousness of a pandemic and loss of staff:

(a) Telecommuting
    1. Some employees may be able to perform essential work duties from remote locations, particularly their homes, using telephones and computers linked to the department and the Internet.

(b) Swing Shifts
    1. Some employees presently working only day shifts may be able to perform essential duties during off hours, such as from 4:00 p.m. until midnight, thereby reducing the number of persons on duty at the same time.

(c) Flex Time
    1. Employees may be given greater latitude in when to report to work or when split shifts may be possible.

(d) Overtime
    1. Overtime may be authorized in cases where essential employees are unavailable to work due to illness and other employees may effectively fill in to perform their duties with overtime. Personnel who have recovered from illness and are considered immune may also be used for extended work hours.

(e) Less Than Full Time
    1. Select employees may be allowed or directed to work reduced hours.

(f) Reassignment
1. Certain civilian or sworn employees may be reassigned to alternate duties (such as telephone report taking or answering questions at a community service walk-in desk).

(g) Leave

1. The department may cancel vacation leave and other forms of leave.

(h) Cross-training of Personnel

1. Personnel in the same unit or in similar jobs may be cross-trained to perform the duties of other employees.

345.5.1 REPLACING SICK EMPLOYEES
Several alternatives exist that may be used to supplement departmental employees while they are on sick leave during a pandemic.

(a) Volunteers

1. Community volunteers may be used to staff select non-sworn positions to include clerical and telephone answering duties. Some of these duties may be conducted from a volunteer’s place of residence.

2. Volunteers shall be recruited and trained when possible well in advance of their assignment.

3. Plans are also required in advance for the anticipated use of spontaneous volunteers or registered or affiliated disaster service volunteers.

(b) Reserve Officers

1. Reserve officers will provide an important resource of manpower to assist in full-time officer shortages.

(c) Auxiliary Personnel

1. With advance orientation and training, auxiliary personnel may be used to backfill certain non-sworn full-time civilian positions.

(d) Retired Officers

1. Officers who have retired in good standing with the department may be recruited in the early planning and preparation stages to fill sworn and non-sworn positions.

2. Departmental supervisors and command staff who anticipate the need for such individuals shall determine legally required reentry requirements for reassignment.

3. Retired officers may also be used for investigative assignments involving minor crimes and traffic accidents.

4. The department shall compile a list of eligible retired officers and ascertain the willingness of those eligible retired officers to volunteer.

(e) Sworn Officers from Mutual Aid
1. The department will consider the use of sworn officers from departments under the regional mutual aid agreement where those officers can be spared for full-time or part-time duty.

(f) Neighborhood Watch and Citizen Patrols
1. To help supplement routine police patrol, the department may establish, reinforce, or reconstitute neighborhood watch programs and may consider providing enhanced communication capabilities between watch groups and the department.

(g) Private Enterprise
1. The private sector may be engaged in contracts to perform some specialized functions that cannot be readily addressed by existing department employees. These may include such duties as equipment maintenance and logistical support, maintenance or expansion of computer capabilities to meet added demands, or related services needed by the department and available through private contractors.

345.6 DIVISION PLANNING
Based on the foregoing staffing alternatives and methods of influenza mitigation, division commanders in cooperation with unit supervisors shall develop individual response plans in anticipation of pandemic influenza. The committee will integrate each division plan into the overall departmental response plan and the local or regional plan.

345.6.1 ESSENTIAL ASSIGNMENTS AND POSITIONS
Each department shall identify essential personnel and assignments. For purposes of this policy, essential personnel are those who meet one or more of the following characteristics.

(a) Employees who possess specialized knowledge, skills or abilities, such as employees who have unique institutional knowledge; specialized technical skills and training; or unique command or supervisory skills, abilities, and responsibilities.

(b) Employees who are the only ones, or only one of a few, who have the knowledge, skills, or abilities to perform the duties assigned to a critical position or assignment.

(c) Employees who could not be readily replaced by transfer of another employee to the position or assignment.

(d) Employees whose knowledge, skills, or abilities would be difficult to impart to another employee through cross-training.

345.6.2 ESSENTIAL EMPLOYEES
Plans shall identify essential employees by name and position or assignment and shall do the following:

(a) Provide details of the position and the functions or duties deemed essential.

(b) Identify potential negative impacts on the department should the individual be absent from duty for an extended time.
345.6.3 STAFFING STRATEGIES
Plans shall identify specific strategies to overcome overall losses of employees.

(a) Strategies shall be recommended in an incremental fashion, ranging from the easiest to the most difficult, recognizing the likely progression of absenteeism during a pandemic.

(b) Strategies may be adopted from those alternatives identified in this policy order or by other means deemed appropriate by supervisors and command staff.
   1. modification or reduction of service delivery
   2. use of staff augmentations
   3. implementation of alternative staffing patterns

345.6.4 IMPLEMENTATION
Strategies shall be accompanied by pre-pandemic implementation requirements, estimations of time required for implementation, potential obstacles and negative consequences to the department or the community if implemented, and associated costs of implementation.

345.6.5 MITIGATION
Plans shall identify those influenza mitigation measures that should be implemented during the progression of a pandemic. Division plans shall identify all materials, facilities, and personnel resources under their command that may be used to enhance departmental disease mitigation efforts.

345.6.6 CHAIN OF COMMAND
Plans shall identify the proposed chain of command to be used during the absence of specific supervisors or commanders.

345.7 COMPREHENSIVE PLANNING
The committee shall organize division plans into a comprehensive departmental preparedness and response plan. The committee’s plan shall also examine the following issues as they affect the overall department.

345.7.1 LEGAL ISSUES - OFFICER DUTIES AND RESPONSIBILITIES
There are a number of legal issues that will come into play during a pandemic influenza. These issues may be addressed through the department’s legal service or through the jurisdiction’s legal advisor or contract attorneys.

(a) The legal authority to impose, and the responsibility and authority of law enforcement to enforce, orders during public health emergencies involving containment, isolation,
or quarantine of civilians; closure of schools and public facilities; declaration of curfews; prohibitions on travel; and other similar emergency actions.

(b) Limitations on law enforcement uses of force in conjunction with these orders as well as legal authority for other actions, such as restricting the movement of contagious persons; and responsibility for documenting, securing and disposition of bodies of the deceased in unattended deaths.

345.7.2 LEGAL ISSUES - EMPLOYEE HEALTH AND WELFARE

Federal and state laws and employee contractual agreements may have bearing on the department with respect to protection of employee health and welfare and conditions of work.

(a) Union contracts

1. Collective bargaining agreements and contracts shall be reviewed to establish those issues that may come into play in attempts to address influenza control and reductions in staffing during a pandemic.

(b) Federal and state laws

1. Departmental policy and practice and potential emergency modifications to these protocols shall be examined to determine if, and to what degree, they conflict with federal or state laws.

   (a) Americans with Disabilities Act (ADA)

   1. Provisions for medical clearances prior to returning to work and related matters shall be examined with respect to provisions of the ADA.

   (b) Occupational Safety and Health Act

   1. Proposed department emergency protocols shall be examined to ensure that the department is taking reasonable precautions to protect employees from contracting influenza in the workplace, protect their medical privacy, and comply with related requirements under the law.

   (c) Family and Medical Leave Act (FMLA)

   1. The department shall determine how best to permit leave for employees to care for family members who are ill, in conformance with FMLA requirements and in light of departmental personnel requirements in an emergency.

   (d) Health Insurance Portability and Accountability Act (HIPAA)

   1. Issues concerning medical certification for return to work and medical disclosures to local health authorities shall be examined under HIPAA requirements.

   (e) Wage and hour laws
1. The department shall ensure that it is consistent with state and federal wage and hour and anti discrimination requirements in any plans that restrict leave with or without pay.

(f) Workers’ compensation regulations
1. The department shall determine whether and under what circumstances employees may be eligible for workers’ compensation claims if incapacitated by the influenza.

(g) Health care and life insurance contracts
1. The department and others in the jurisdiction, as necessary, shall examine provisions of the department’s health care and life insurance to ensure appropriate coverage of employees specific to a national or local health emergency.

345.7.3 EQUIPMENT AND SUPPLIES
The committee shall ensure that an inventory is performed to itemize available departmental equipment and supplies that will be needed in a pandemic.

(a) Rubber gloves, eye protection, ventilated N95 masks, disposable outer boots, general antiseptic cleaners, soap and individual antiseptic wipes

(b) Food, fuel, water, bedding, toiletries, and related personal items to allow for an extended period of self-sufficiency

345.7.4 INFORMATION DISSEMINATION
The committee will review and make recommendations concerning the adequacy of information dissemination capabilities both within the department and to the community.

(a) Internal communication
1. In order to keep employees informed of developments and to provide factual information both before and during a pandemic emergency, the committee shall recommend modifications to current internal information sharing capabilities, as necessary. These may include establishment or refinement of a dedicated employee page on the department’s Web site, development of a dedicated department intranet site, use of hotlines, calling trees, and mass e-mails, or related capabilities.

(b) External communications
1. The department will be responsible for providing the community with various types of information and news advisories. This information shall be closely coordinated with local and state authorities, to ensure that the public receives consistent factual information and that the source of that information remains constant. To this end, the committee shall recommend improvements that can be made to the department’s current public information capabilities and changes that might be required during an emergency.
345.8 PRIORITIZATION OF TASKS AND ESTABLISHMENT OF TIMELINES
Given high-pathogenicity avian influenza’s capacity to spread rapidly and the likelihood that there may be as little as three weeks between the onset and development of a pandemic, the committee shall develop a prioritized implementation plan to address immediate, near-term, and long-term tasks. For example, the following matters are among those that shall be addressed as soon as reasonably possible:

(a) Training of staff and volunteers in prevention and control measures should cover such topics as risk factors and behaviors of exposure, flu symptoms, personal hygiene, social isolation and distancing, family preparedness, and essential components of the department’s pandemic plan.

(b) Cross-training of staff to fill critical positions.

(c) Identification of community contractual services that may be used to maintain the department’s infrastructure.

(d) Development or refinement of mutual aid contracts.

(e) Identification of costs associated with immediate, near-term, and long-term requirements so that budgetary needs can be addressed.

(f) Development of modified policies and procedures that can be readily implemented as needed.

(g) Identification of retired officers and other volunteers willing to assist in an emergency and establishment of protocols for their use.

See Procedure Manual: 345.3 Development Plan

345.9 TRAINING
The department’s training function shall develop and deliver to affected personnel, in cooperation with public or private health care agencies, information essential to employee understanding of pandemic influenza.

See Procedure Manual: 345.4 Training
Chapter 4 - Patrol Operations
Patrol

400.1 PURPOSE AND SCOPE
The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY
The Ardmore Police Department provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and department members.

400.3 FUNCTION
Patrol will generally be conducted by uniformed officers in clearly marked law enforcement vehicles in assigned jurisdictional areas of Ardmore. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.
(b) Apprehending criminal offenders.
(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.
(d) Preventing criminal acts, traffic violations and collisions, maintaining public order and discovering hazardous situations or conditions.
(e) Responding to reports of both criminal and non-criminal acts.
(f) Responding to routine calls for service, such as public assistance or public safety.
(g) Directing and controlling traffic.
(h) Carrying out crime prevention activities, such as residential inspections, business inspections and community presentations.
(i) Carrying out community-oriented policing and problem-solving activities, including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.
(j) Providing courthouse/courtroom security, including the operation of physical security equipment, searches of individuals and the facility, and development of high-risk trial plans and emergency evacuation plans.
400.4 PATROL ASSIGNMENTS
Members assigned to the Patrol Services Division will be assigned to a patrol shift according to the patrol shift schedule determined by the Shift Bid process as directed by the Chief of Police. Members of the FOP Collective Bargaining Unit shall refer to Article 9 of the labor agreement regarding Seniority.

See attachment: FOP Lodge 108 CBA FY 2019-2021
See Procedure Manual: 400.2.1 Shift Assignment
See Procedure Manual: 400.2.2 Shift Bid Process
See Procedure Manual: 400.2.3 Assignment to Service Areas
See Procedure Manual: 400.2.4 Days Off
See Procedure Manual: 400.2.5 Shift Supervision

400.5 STATIC PATROL
Unmanned, fully marked patrol units may be placed at various business and residential areas which may have been targeted for theft and vandalism or placed in such a manner as to create a deterrent to those would be criminals and provide the ongoing police presence required for that particular time and location.

See Procedure Manual: 400.3.1 Requests
See Procedure Manual: 400.3.2 Deployment

400.6 INFORMATION SHARING
To the extent feasible, all information relevant to the mission of the Department should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily briefings and to attend briefings of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with department policies and applicable laws. Members are encouraged to share information with other units and divisions.

400.7 CROWDS, EVENTS AND GATHERINGS
Officers may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Officers should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.
Officers responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, officers should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Officers are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

400.8 STAFFING
The Patrol Division Commander will establish minimum staffing levels based on average calls for service, geographic areas to be covered, response time considerations and available staff for assignment.

The Shift Supervisor will assign staff to fill the positions established by the minimum staffing levels, following agency practice for position assignment.

The shift supervisor will assign staff to fill vacancies any time the vacancies result in the failure to meet established minimum staffing levels.

400.9 COMMUNITY-ORIENTED POLICING SERVICES
The Patrol Division Commander should ensure that a community-oriented policing program is established and a program manual developed that should include at a minimum:

(a) The mission, organizational values and management principles that support community partnerships.

(b) A definition of community partnerships as a commitment to a philosophy rather than a program.

(c) A list of partnerships and collaborative efforts involving the Ardmore Police Department and persons, groups and businesses within the community.

(d) Training for members and community leaders in the theory and concept, as well as function and operation, of community partnerships.

(e) Recommended training for members in problem-solving models.

(f) Materials that assist members in developing support from City officials for the concept of community-oriented policing, with the goal of City-wide adoption of the community partnership philosophy.
Bias-Based Policing

401.1 PURPOSE AND SCOPE
This policy provides guidance to department members that affirms the Ardmore Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department’s relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

This policy meets statutory requirements requiring the adoption of an impartial policing/racial profiling policy (11 O.S. § 34-107; 22 O.S. § 34.3).

401.1.1 DEFINITIONS
Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (22 O.S. § 34.3).

401.2 POLICY
The Ardmore Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

This policy shall be available for public inspection during normal business hours (22 O.S. § 34.3).

401.3 BIAS-BASED POLICING PROHIBITED
Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES
Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.
401.4.1 REASON FOR CONTACT
Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., in-house records management system (RMS), arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

401.5 SUPERVISOR RESPONSIBILITIES
Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy (22 O.S. § 34.3).

(a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
   1. Supervisors should document these discussions, in the prescribed manner.

(b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, portable audio/video recordings, Mobile Data Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with this policy.
   1. Supervisors should document these periodic reviews.
   2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

(e) Supervisors shall initiate an investigation whenever a complaint is received by the Attorney General’s Office of Civil Rights Enforcement (22 O.S. § 34.4).

401.6 ADMINISTRATION
The Patrol Division Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police. The annual report should not contain any identifying information about any specific complaint, member of the public or officer. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.
401.7 TRAINING
Officers will receive annual in-service or shift briefing training on bias based profiling and remedial training when deemed necessary. This training will include field contacts, traffic stops, search issues, asset seizure and forfeiture, legal aspects, interview techniques, cultural diversity, discrimination and community support.
Briefing

402.1 PURPOSE AND SCOPE
This policy discusses the activity of briefing and includes the tasks that should be accomplished during this short period.

402.2 POLICY
Briefing is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 BRIEFING
All divisions and specialized units will conduct regular briefing to discuss, disseminate and exchange information among department members, work groups and other organizations. A supervisor generally will conduct briefing. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Briefing should include, but is not limited to:

(a) Providing members with information regarding daily activities, with particular attention given to changes in the status of:
   (a) Changes in the status of wanted persons.
   (b) Crime patterns.
   (c) Suspect descriptions.
   (d) Intelligence reports and photographs.
   (e) Community issues affecting law enforcement.
   (f) Major investigations.
   (g) Unusual situations.
   (h) Potential and actual police hazards.
   (i) Stolen Vehicles.
   (j) Major investigations.

(b) Notifying members of changes in schedules and assignments.

(c) Reviewing new or revised policies, procedures or directives.

(d) Reviewing recent incidents for situational awareness and training purposes.

(e) Providing training on a variety of subjects.

(f) Conducting periodic line and staff inspections.

(g) Evaluating officer readiness to assume patrol.

(h) Assignment to patrol districts.
Briefing

Supervisors should also ensure that all members are informed about Departmental Directives and any recent policy changes.

See Procedure Manual: 402.2 Shift Briefings

402.3.1 RETENTION OF BRIEFING TRAINING RECORDS
Briefing training materials and a curriculum or summary shall be forwarded to the Division Commander for inclusion in training records, as appropriate.

402.4 PREPARATION OF MATERIALS
The member conducting briefing is responsible for preparation of the materials necessary for a constructive briefing.

402.5 TRAINING
Briefing training should incorporate short segments on a variety of subjects or topics and may include:

(a) Review and discussion of new or updated policies.
(b) Presentation and discussion of the proper application of existing policy to routine daily activities.
(c) Presentation and discussion of the proper application of existing policy to unusual activities.
(d) Review of recent incidents for training purposes.
Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY
It is the policy of the Ardmore Police Department to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY
The first officer at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Officers shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once an officer has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the officer is properly relieved by a supervisor or other designated person.

403.4 FIRST RESPONDER CONSIDERATIONS
The following list generally describes the first responder’s function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.
(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.
(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.
(d) Provide first aid to injured parties if it can be done safely.
(e) Evacuate the location safely as required or appropriate.
(f) Secure the inner perimeter by roping off area with crime scene tape.
(g) Protect items of apparent evidentiary value.
(h) Secure an outer perimeter by roping off area with crime scene tape.
(i) Identify potential witnesses.
(j) Start a chronological log noting critical times and personnel allowed access.
Crime and Disaster Scene Integrity

403.5 SEARCHES
Officers arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once officers are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Officers should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT
When possible, officers should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.
SWAT and Hostage Negotiation Teams

404.1 PURPOSE AND SCOPE
This policy provides guidelines for the specialized support of the Special Weapons and Tactics Team (SWAT) and Hostage Negotiation Team (HNT) in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field officers.

404.1.1 DEFINITIONS
Definitions related to this policy include:

**Hostage Negotiation team** - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or who are suicidal.

**SWAT team** - Designated officers, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of department policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

404.2 POLICY
It shall be the policy of the Ardmore Police Department to maintain a SWAT and a HNT, either internally or through participation in a regional team, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SWAT and HNT should develop sufficient resources to perform three basic operational functions:

(a) Command and control
(b) Containment
(c) Entry/apprehension/rescue

404.3 SWAT CAPABILITIES
This department acknowledges that training needs may vary based on the experience level of team members, team administrators and potential incident commanders. Therefore, with the preservation of innocent human life being paramount, nothing in this policy shall prohibit individual teams from responding to a situation that exceeds their training level due to the exigency of the circumstances.
404.4 SWAT MANAGEMENT AND SUPERVISION
Under the direction of the Chief of Police, SWAT shall be managed by the appointed SWAT Commander. The SWAT Commander shall be selected by the Chief of Police.

404.4.1 SWAT TEAM SUPERVISORS
The SWAT team will be under the direction of designated team leaders, who shall be selected by the Chief of Police upon specific recommendation by command staff and the SWAT Commander.

The primary responsibility of the team leaders is to oversee the operation of their teams, which includes deployment, training, first-line supervisor participation and other duties as directed by the SWAT Commander.

404.5 SWAT READINESS
An operational readiness assessment should be conducted to determine the type and extent of SWAT missions and operations appropriate to this department. The assessment should consider the capabilities, training and limitations of the SWAT and should be reviewed annually by the SWAT Commander or the authorized designee.

404.5.1 SWAT EQUIPMENT INSPECTIONS
The SWAT Commander shall appoint a team leader to perform operational readiness inspections of all SWAT equipment bi-annually. The result of the inspection will be forwarded to the SWAT Commander in writing. The inspections will include personal equipment issued to members of the SWAT, operational equipment maintained in the SWAT storage room and equipment maintained or used in SWAT vehicles.

404.5.2 SWAT MULTIJURISDICTIONAL OPERATIONS
The SWAT, including any relevant specialized teams and supporting resources, should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multijurisdictional or regional responses.

(a) If it is anticipated that multijurisdictional SWAT operations will regularly be conducted, multi-agency and multidisciplinary joint training exercises should occur.

(b) Members of the Ardmore Police Department SWAT shall operate under the policies, procedures and command of the Ardmore Police Department when working in a multi-agency situation.

404.6 SWAT PROCEDURES
Situations that necessitate the need for a SWAT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

404.6.1 SWAT ORGANIZATIONAL PROCEDURES
The Department shall develop a separate written set of organizational procedures that should address, at a minimum:

(a) Specific missions the SWAT is capable of performing.
(b) SWAT organization and function.

(c) Member selection, retention and termination criteria.

(d) Training and required competencies including record production and retention.

(e) Procedures for notification, activation, deactivation and deployment.

(f) Command and control issues, including a clearly defined command structure and dedicated lines of communication.

(g) Multi-agency response.

(h) Out-of-jurisdiction response.

(i) Specialized functions and supporting resources.

See Procedure Manual: 404.2.1 SWAT Unit Mission and Control

See Procedure Manual: 404.2.2 SWAT Unity of Command

See Procedure Manual: 404.2.3 SWAT Team Call-Out and Deployment

See Procedure Manual: 404.2.4 Coordination and Cooperation Between SWAT and Other Operational Components

See Procedure Manual: 404.2.5 SWAT Eligibility and Selection

See Procedure Manual: 404.2.6 SWAT Standards

See Procedure Manual: 404.2.7 SWAT Composition

404.6.2 SWAT OPERATIONAL PROCEDURES

The Department shall develop a separate written set of operational procedures in accordance with the determination of the SWAT’s level of capability, using sound risk-reduction practices. The operational procedures should be patterned after the National Tactical Officers Association’s (NTOA) SWAT Standard for Law Enforcement Agencies. Because such procedures are specific to SWAT members and outline negotiation, tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

(a) Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during SWAT operations (time permitting).

1. All SWAT members should have an understanding of operational planning.

2. SWAT training should include planning for both spontaneous and planned events.

3. SWAT planning should incorporate medical emergency contingency plans as part of the SWAT operational plan.

(b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.
SWAT and Hostage Negotiation Teams

1. When possible, briefings should include the specialized teams, certified tactical dispatchers and other supporting personnel.

(c) Protocols for a sustained operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the SWAT.

(e) Roles for the negotiations team and negotiators.

(f) A standard method of determining whether a warrant should be regarded as high risk.

(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Protocols for post-incident scene management, including:

1. Documentation of the incident.

2. Transition to investigations and/or other divisions.

3. Debriefing after every deployment of the SWAT.

(a) After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.

(b) Such debriefing should not be conducted until involved members have had the opportunity to individually complete necessary reports or provide formal statements.

(c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.

(d) When appropriate, debriefing should include specialized teams and supporting or assisting personnel.

(i) A sound risk management analysis.

(j) Standardization of equipment deployed.

See Procedure Manual: 404.3.1 SWAT Briefings and Debriefings

See Procedure Manual: 404.3.2 SWAT Use of Force

See Procedure Manual: 404.3.3 SWAT Critical Incident Report/Checklist

See attachment: SWAT Critical Incident Report Checklist

404.7 SWAT OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the SWAT. Generally, the SWAT team and the negotiation team will be activated together. It is recognized, however, that the teams
can be activated independently as circumstances dictate. The SWAT team may be used in a situation not requiring the physical presence of the negotiation team, such as warrant service operations. The negotiation team may be used in a situation not requiring the physical presence of the SWAT team, such as handling a suicidal person. Operational deployment of the specialized teams shall be at the discretion of the SWAT Commander.

404.7.1 APPROPRIATE USE
Incidents that may result in the activation of the SWAT include:

(a) Barricaded suspects who refuse an order to surrender.
(b) Incidents where hostages are taken.
(c) Individuals who are threatening suicide and have refused to surrender.
(d) Arrests of potentially armed or dangerous persons.
(e) Any situation that could threaten or undermine the ability of the Department to preserve life, maintain social order and ensure the protection of persons or property.
(f) High risk and/or no-knock search warrants.

Requests by field personnel for assistance from crisis response units from another agency must be approved by the Shift Supervisor. Deployment of the Ardmore Police Department SWAT in response to requests by other agencies must be authorized by a Division Commander.

404.7.2 ON-SCENE DETERMINATION AND NOTIFICATION
The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander and will assess whether the presence and/or deployment of SWAT is best suited to deal with a particular incident. With input from the Incident Commander, final determination will be made by the Shift Supervisor, who shall then notify the SWAT Commander. If the SWAT Commander is unavailable, then a specialized team leader shall be notified.

The Shift Supervisor should brief the SWAT Commander about the incident. Such information should include:

(a) The type of crime involved.
(b) The number of suspects, identity and criminal history.
(c) The known weapons and resources available to the suspect.
(d) If the suspect is in control of hostages and/or barricaded.
(e) Whether contact has been made with the suspect and whether there have been demands.
(f) If potential victims are still within the inner perimeter.
(g) If the suspect has threatened or attempted suicide.
(h) The location of the command post and a safe approach to it.
(i) The extent of any inner or outer perimeter and the number of personnel involved.
(j) Any other assets or resources at the scene including other involved agencies.
(k) Any notifications that should be made to ensure public awareness and safety.
(l) Any other important facts critical to the immediate situation.

The SWAT Commander or team leader shall then follow current callout procedures. A current mobilization list shall be maintained in the Dispatch by the SWAT Commander.

The Shift Supervisor will notify the Patrol Division Commander as soon as practicable.

404.7.3 FIELD PERSONNEL RESPONSIBILITIES

The first responding officer on scene shall assume incident command until properly relieved by a ranking officer. The first ranking officer on scene or designee shall, upon being briefed, assume incident command and be responsible for the scene until such a time that the situation is over or they are properly relieved.

While waiting for the SWAT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

(a) Establish an arrest/response team in case the suspect takes action. The response team’s tasks may include:
   1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.
   2. Securing any subject or suspect who may surrender or attempt to escape.
(b) Evacuate any injured persons in the zone of danger.
(c) Evacuate or provide safety instructions to other people in the zone of danger.
(d) Establish an inner and outer perimeter.
(e) Establish a command post outside of the inner perimeter.
(f) Attempt to establish preliminary communication with the suspect. Once the SWAT has arrived, all negotiations should generally be halted to allow the negotiation and tactical teams time to organize, position and assume the appropriate roles and responsibilities.
(g) Plan for, and stage, anticipated resources.

404.7.4 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SWAT at the scene, the Incident Commander shall brief the SWAT Commander and team supervisors. Upon review, it will be the SWAT Commander’s decision, with input from the Incident Commander, whether to deploy the SWAT. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SWAT. The Incident Commander and SWAT Commander or the authorized designee shall maintain direct communication at all times.
SWAT and Hostage Negotiation Teams

404.7.5 COMMUNICATIONS WITH SWAT MEMBERS
All persons who are non-SWAT members should refrain from any non-emergency contact or interference with any SWAT member during active negotiations. SWAT operations require the utmost in concentration by involved members and, as a result, no one should interrupt or communicate with SWAT members directly. All non-emergency communications shall be channeled through the negotiation team or tactical team supervisor or the authorized designee.

404.8 SWAT TEAM ORGANIZATIONAL GUIDELINES
The SWAT team was established to provide a skilled and trained team for deployment to events that require specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, and in prolonged or predictable situations where persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the SWAT team.

404.8.1 SELECTION OF SWAT MEMBERS
The Chief of Police will, by directive or policy, have complete authority to make decisions as to eligibility and composition of SWAT. The Chief of Police reserves the right to appoint members to SWAT, remove members from SWAT, alter SWAT mission or guidelines, establish membership parameters and numbers of personnel assigned to SWAT without reservation or restriction.

404.8.2 SWAT TEAM TRAINING
Training shall be coordinated by the SWAT Commander and/or team leaders. The SWAT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training. Training shall consist of the following:

(a) Each tactical team member shall perform a physical fitness test at least once each year. A minimum qualifying score must be attained by each team member.

(b) Any tactical team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest. Within 30 days of the previous physical fitness test date, the member required to qualify shall report to a team supervisor and complete the entire physical fitness test. Failure to qualify after a second attempt may result in suspension from the team. Within 30 days of the second test, the member is required to complete the entire physical fitness test. Failure to qualify after the third attempt may result in dismissal from the team.

(c) Those who are on vacation, are ill or are on light-duty status with a medical professional’s note of approval on the test date shall be responsible for reporting to a team supervisor and taking the test within two weeks of their return to regular duty. Any member who fails to arrange for and perform the physical fitness test within the two-week period shall be considered as having failed to attain a qualifying score for that test period.
(d) Each tactical team member shall complete the tactical team handgun qualification course bi-annually. The qualification course shall consist of the SWAT basic drill for the handgun. Failure to qualify will require the team member to seek remedial training from a Firearms Instructor who has been approved by the SWAT Commander. Team members who fail to qualify will not be used in SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days, with or without remedial training, may result in dismissal from the team.

(e) Each tactical team member shall complete the tactical qualification course at least once a year for any specialty weapon issued to, or used by, the team member during tactical team operations. Failure to qualify will require the team member to seek remedial training from a Firearms Instructor who has been approved by the SWAT Commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on SWAT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify with specialty weapons within 30 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

404.8.3 SWAT TEAM EVALUATION
Continual evaluation of a team member’s performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. The performance and efficiency level, as established by the team supervisor, will be met and maintained by all SWAT team members. Any member of the SWAT team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.9 HOSTAGE NEGOTIATION TEAM ORGANIZATIONAL GUIDELINES
The Hostage Negotiation Team has been established to provide skilled verbal communicators who will attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages or barricaded themselves or have suicidal tendencies. The Department's philosophy for hostage negotiation contains the following beliefs:

(a) The saving of human life is always the primary goal sought in peacefully resolving special-threat situations.

(b) Practically all demands are negotiable, except for those situations in which the suspect would be provided with equal or greater firepower or deadly force capabilities.

The following procedures serve as directives for the administrative operation of the negotiation team.

See Procedure Manual: 404.4.1 HNT Call-Out and Deployment

See Procedure Manual: 404.4.2 Coordination and Cooperation Between the HNT and Other Operational Components

404.9.1 HOSTAGE NEGOTIATION TEAM COORDINATOR
A Hostage Negotiation Team Coordinator will be designated. The coordinator will be responsible for the following administrative tasks:
SWAT and Hostage Negotiation Teams

(a) Recommending new Hostage Negotiation Team members;
(b) Planning and scheduling of training programs for newly selected and experienced negotiators;
(c) Maintenance of an on-call system and team roster (which is provided to the Emergency Dispatch Center and to the SWAT Team Commander);
(d) Evaluation of the Hostage Negotiation Team's members, needs and goals in order to maintain proficiency;
(e) Design and development of innovative techniques and equipment for Hostage Negotiation Team operations;
(f) Screen and determine which persons will be utilized as third party intermediates;
(g) Evaluate and recommend the implementation of various negotiating strategies to negotiators;
(h) Act as a staff advisor to the Chief of Police or designee regarding the capabilities and resources of the Hostage Negotiation Team;
(i) Assume responsibility for all Hostage Negotiation Team operations; and
(j) Work cooperatively with the SWAT Team Commander.

404.9.2 SELECTION OF HOSTAGE NEGOTIATION TEAM MEMBERS
Members of the Hostage Negotiation Team shall be chosen by the Chief of Police from a pool of candidates provided by the Hostage Negotiation Team Coordinator and other team members and falls under supervision of the Chief of Police or designee. The Chief of Police, by directive or policy, has complete authority to determine eligibility and quantity of members on the Hostage Negotiation Team. The Chief of Police has the right to add members, remove members and alter Hostage Negotiation Team guidelines.

See Procedure Manual: 404.4.3 HNT Eligibility and Selection

404.9.3 HOSTAGE NEGOTIATION TEAM TRAINING
Training shall be coordinated by the HNT Coordinator. The HNT Coordinator may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team supervisor.

404.9.4 HOSTAGE NEGOTIATION TEAM EVALUATION
Continual evaluation of a team member’s performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. Performance and efficiency levels, established by the team supervisor, will be met and maintained by all team members. Any member of the negotiation team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.
404.10 UNIFORMS AND EQUIPMENT
SWAT specialized teams from this department should wear uniforms that clearly identify them as law enforcement members. It is recognized that certain tactical conditions may require covert movement. Attire may be selected that is appropriate to the specific mission.

See attachment: SWAT Equipment and Uniform Issue Form
See attachment: SWAT Line and Weapons-Equipment Inspection Form

404.10.1 EQUIPMENT
SWAT specialized teams from this department should be adequately equipped to meet the specific missions identified by the Department.

See Procedure Manual: 404.5.1 Required SWAT Equipment Provided by the Ardmore Police Department
See Procedure Manual: 404.5.2 SWAT Equipment provided by the Ardmore Police Department Dependent Upon Availability
See Procedure Manual: 404.5.3 Required SWAT Equipment Provided by SWAT Members
See Procedure Manual: 404.5.4 Personally Owned Equipment
See Procedure Manual: 404.5.5 Administration of Equipment Issued

404.10.2 FIREARMS
Weapons and equipment used by the SWAT specialized teams and any supporting resources should be department-issued or approved, including any modifications, additions or attachments.

See Procedure Manual: 404.6.1 SWAT Firearms
See Procedure Manual: 404.6.2 Maintenance and Storage of SWAT Team Weapons

404.12 TRAINING
The SWAT Commander shall conduct an annual SWAT training needs assessment to ensure that training correlates to the team’s capabilities and department policy.

404.12.1 TRAINING SAFETY
Use of a designated safety officer should be considered for all tactical training.

404.12.2 INITIAL TRAINING
Tactical and negotiation team members and team supervisors should not be deployed until successful completion of a basic SWAT course or its equivalent that has been approved by this department.

(a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the Department.

(b) Untrained members may be used in a support or training capacity.
404.12.3 UPDATE/REFRESHER TRAINING
Tactical and negotiation team members, team supervisors and certified tactical dispatchers should complete update or refresher training every 24 months.

404.12.4 MANAGEMENT TRAINING
Command and executive personnel are encouraged to attend training for managing the SWAT functions at the organizational level. This is to ensure that those who provide active oversight at the scene understand the purpose and capabilities of these specialized teams.

Command personnel who may assume incident command responsibilities should attend a tactical commander or critical incident commander course or its equivalent that has been approved by this department.

404.12.5 SCENARIO-BASED TRAINING
SWAT specialized teams should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

404.12.6 TRAINING DOCUMENTATION
Individual and team training shall be documented and records maintained by the SWAT Commander. A separate department SWAT training file shall be maintained with documentation and records of all team training.
Ride-Alongs

405.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for a ride-along with members of the Ardmore Police Department. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.2 POLICY
Ride-along opportunities will be provided to the members of the public, City employees and members of this department to observe and experience, first-hand, various functions of the Ardmore Police Department. The term “ride-along” includes riding as a passenger with an officer on patrol or observing the work day of members engaged in other functions within the Department, such as Dispatch.

405.3 ELIGIBILITY
A ride-along is available to Ardmore residents and business owners, students currently attending class in Ardmore and those employed within the City of Ardmore. Efforts will be made to accommodate all interested persons. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to:

- Being under 15 years of age.
- Prior criminal history.
- Pending criminal action.
- Pending lawsuit against this department or the City
- Denial by any supervisor.

405.4 REQUESTS TO PARTICIPATE
Generally, ride-along and job observation requests will be maintained and scheduled by the Shift Supervisor. The applicant will complete and sign a ride-along or job observation waiver form. If the applicant is under 18 years of age, a parent or guardian must be present to complete the waiver form. Information requested will include a valid state-issued identification card or driver license number, birthdate, address and telephone number.

The Shift Supervisor will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate division as soon as possible for scheduling considerations.

If the request is denied, a representative of this department will advise the applicant of the denial.

See attachment: Rider Request Form
405.5  PROCEDURES
Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Volunteers
- Chaplains
- Reserves
- Ardmore Police Department applicants
- Any others with approval of the Shift Supervisor

An effort will be made to ensure that no more than one member of the public will participate in a ride-along or job observation during any given time period. Normally, no more than one ride-along participant will be allowed in department vehicles at a given time.

405.5.1  OFF-DUTY PARTICIPATION
Off-duty members of this department or any other law enforcement agency, and employees of the City, will not be permitted to participate in a ride-along with on-duty members of this department without the express consent of the Shift Supervisor.

In the event that such participation is permitted, the off-duty department member, other law enforcement agency personnel or City employee shall not:

(a) Be considered on-duty.
(b) Represent him/herself as a member of this department or any other law enforcement agency.
(c) Participate in any law enforcement activity except as emergency circumstances may require.

405.5.2  CRIMINAL HISTORY CHECK
All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Oklahoma State Bureau of Investigation criminal history check prior to approval of the ride-along.

405.5.3  SUITABLE ATTIRE
Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Supervisor. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.5.4  PROBATIONARY STATUS
Citizen Observers and family members will not be assigned to ride with an officer who is on initial hire probation without the specific approval of the Chief of Police or designee.
405.6 MEMBER RESPONSIBILITIES
The assigned department member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the department member.

(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any police department equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member’s duties.
   1. If the ride-along is in progress, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant’s safety or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Members will not participate in pursuits as pursuit, back-up, or support vehicles when their vehicles are occupied by prisoners, suspects, complainants, witnesses, or citizen observers.

(g) Participants who are not law enforcement officers shall not be permitted to accompany the department member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the dispatcher that a ride-along participant is present in the vehicle before going into service. An officer with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, and, if feasible, let the participant out of the vehicle in a well-lit public place. The dispatcher will be advised of the situation and as soon as practicable have another department member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Supervisor. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Upon completion of the ride-along, the member shall return the waiver form to the Shift Supervisor.
Hazardous Material Response

406.1 PURPOSE AND SCOPE
Exposure to hazardous materials presents potential harm to department members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

406.1.1 DEFINITIONS
Definitions related to this policy include:

**Hazardous material** - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 POLICY
It is the policy of the Ardmore Police Department to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.3 CRITICAL INCIDENT PLANNING RESPONSIBILITY
The Deputy Chief and a captain designated by the Chief of Police are responsible for the coordination and planning for this agency’s response to natural and man made disasters occurring within the City and to ensure this agency is prepared to respond to the unusual occurrences as described in this policy.

406.4 HAZARDOUS MATERIAL RESPONSE
Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic collision, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

*See Procedure Manual: 202.2 All Hazards Plan (Revised 12/19/11)*
*See Procedure Manual: 202.3 Incident Command System*
*See Procedure Manual: 406.2 Responding to Suspicious Mail - Biological Threats*
406.5 FIRST RESPONDER RESPONSIBILITIES
The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potentially hazardous material from a safe distance.
(b) Notify Dispatch, appropriate supervisors, the appropriate fire department and hazardous response units.
   1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.
   2. When appropriate, request the lead official designated by the City to respond to the incident (27A O.S. § 4-1-102; 27A O.S. § 4-1-103).
   3. The Dispatch will immediately notify the Ardmore Fire Haz Mat unit, EMS, EOC and any other appropriate personnel or agency.
      (a) As soon as sufficient information is obtained regarding the specific element, the Emergency Dispatch Center shall notify the EOC if requested to do so.
      (b) Upon notification of the EOC, this agency will follow the procedures outlined in the City of Ardmore Emergency Operations Plan (EOP), Annex Q, Hazardous Materials, as the response guidelines to hazardous materials and chemical incidents. (See Emergency Operations Plan Policy)
      (c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.
      (d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.
      (e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:
         1. Placards or use of an emergency response guidebook.
         2. Driver’s statements or shipping documents from the person transporting the material.
         3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
            (a) The type of material.
            (b) How to secure and contain the material.
            (c) Any other information to protect the safety of those present, the community and the environment.
      (f) Provide first aid to injured parties if it can be done safely and without contamination.
      (g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.
Hazardous Material Response

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material. The area of the evacuation may be expanded or contracted when qualified personnel make positive material identification.

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) If the incident is believed to be a threat to the public health, safety or the environment, notify the Oklahoma Department of Environmental Quality as soon as reasonably possible (27A O.S. § 4-1-103).

406.6 REPORTING EXPOSURE
Department members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Shift Supervisor as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

406.6.1 SUPERVISOR RESPONSIBILITIES
When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this department may be available through the appropriate fire department or emergency response team.

406.7 HAZMATIC AWARENESS LEVEL TRAINING
First responders of this agency are provided annual training in the recognition of a hazmat situation and basic precautions to take until the Ardmore Fire Department Hazmat Unit arrives to assess the situation. Additionally, first responders are provided a basic knowledge of self-protection measures for themselves and others while being able to protect the scene and control the area to prevent unauthorized or unknowing persons from entering into a possible contamination zone.
Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for situations where officers have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the officers by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that officers encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS
Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY
It is the policy of the Ardmore Police Department to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION
When circumstances permit, initial responding officers should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Officers should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect’s surrender.

When available, department-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.
Hostage and Barricade Incidents

407.3.1 EMERGENCY COMMUNICATIONS
A telephone company may be directed to cut, reroute or divert telephone lines in an emergency in which a hostage is being held or a suspect is barricaded to prevent telephone communications with any person other than a peace officer or a person authorized by the peace officer (21 O.S. § 747).

407.4 FIRST RESPONDER CONSIDERATIONS
First responding officers should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

The first responding officer should immediately request a supervisor’s response as soon as it is determined that a hostage or barricade situation exists. The first responding officer shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The officer shall continually evaluate the situation, including the level of risk to officers, to the persons involved and to bystanders, and the resources currently available.

The handling officer should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION
Unless circumstances require otherwise, officers handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

(a) Officers will consider the type of structure and the concealment and cover this structure provides the suspect as well as available cover and concealment options for police personnel.

1. Responding officers will determine the safest avenue of approach that provides for a rapid police response while ensuring the safety of non-involved persons, emergency personnel, and the suspect.

(b) Evaluate the presence and type of weapons involved.

1. When a barricaded suspect is armed or believed to be armed, perimeter units must consider the type and effective range of the weapon.

2. If the barricaded suspect is considered armed, officers shall take cover and use concealment when available to reduce the risk of being targeted by the suspect.

(c) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(d) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.
Hostage and Barricade Incidents

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location. The on-duty patrol supervisor shall determine the need for, and best staging location, for fire and EMS personnel.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(h) Attempt to obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(i) Establish an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.
   1. The perimeter size shall be determined by the incident commander and sized so as to balance the need for containment with the need for safety.

(j) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(k) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer.

(l) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

(m) Establish a command post.

407.4.2 HOSTAGE SITUATION
Officers presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that officers react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Officers will consider the type of structure and the concealment and cover this structure provides the suspect as well as available cover and concealment options for police personnel.
   1. Responding officers will determine the safest avenue of approach that provides for a rapid police response while ensuring the priority of safety of the hostages, non involved persons, emergency personnel, and the suspect in that order.

(b) Number and condition of hostages and non-involved personnel.

(c) Evaluate the presence, type and range of weapons involved.
   1. When a hostage suspect is armed or believed to be armed; perimeter units must consider the type and effective range of the weapon.
2. If the hostage suspect is considered armed officers shall take cover and use concealment when available to reduce the risk of being targeted by the suspect.

(d) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(e) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving. Officers shall take appropriate measures to include, but are not limited to:
   1. Scanning the area for suspicious persons and behavior while approaching the location.
   2. Communicate any known suspect information to all responding units.
   3. If a suspect is trying to escape and is leaving the hostages behind, the officers shall delay attempts at apprehension until the suspect is a safe distance from the hostages.

(f) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(g) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.

(h) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(i) Provide responding emergency personnel with a safe arrival route to the location. The on-duty patrol supervisor shall determine the need for, and best staging location, for fire and EMS personnel.

(j) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(k) Coordinate pursuit or surveillance vehicles and control of travel routes.

(l) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(m) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.
   1. The perimeter size shall be determined by the incident commander and sized so as to balance the need for containment with the need for safety.

(n) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(o) Determine the need for and notify the appropriate persons within and outside the Department, such as command officers and the Public Information Officer (PIO).
Hostage and Barricade Incidents

(p) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

407.5 SUPERVISOR RESPONSIBILITIES
Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. Once patrol units have established a perimeter the on duty supervisor will make notifications to the shift commander, SWAT Commander and HNT Commander to discuss the need for specialized response. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.
(b) Ensure the completion of necessary first responder responsibilities or assignments.
(c) Request crisis negotiators, specialized assignment members, additional department members, resources or equipment as appropriate.
(d) Establish a command post location as resources and circumstances permit.
(e) Designate assistants who can help with intelligence information and documentation of the incident.
(f) If it is practicable to do so, arrange for video documentation of the operation.
(g) Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).
(h) Ensure adequate law enforcement coverage for the remainder of the City during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or Dispatch.
(i) Identify a media staging area outside the outer perimeter and have the department PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.
(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.
(k) Debrief personnel and review documentation as appropriate.

407.6 SWAT RESPONSIBILITIES
The SWAT Commander, HNT Commander and/or Chief of Police will make the final determination whether or not there is a need for a specialized response. Specialized response shall be in accordance with the SWAT and Hostage Negotiation Teams policy. Once the SWAT Commander authorizes deployment, the SWAT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SWAT. The Incident Commander and the SWAT Commander or the authorized designees shall maintain direct communications at all times.
Hostage and Barricade Incidents

407.7 REPORTING
Unless otherwise relieved by a supervisor or Incident Commander, the handling officer at the scene is responsible for completion and/or coordination of incident reports.
Response to Bomb Calls

408.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to assist members of the Ardmore Police Department in their initial response to incidents involving explosives, explosion/bombing incidents, or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.1.1 DEFINITIONS

Bomb Threat - A bomb threat condition exists when an explosive device has been reported or is suspected to be at a given location.

Bomb Emergency - A bomb emergency exists when a suspected or actual explosive device has been located or has been detonated.

408.2 POLICY
It is the policy of the Ardmore Police Department to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT
Department members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement, and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established department evidence procedures.

The member receiving the bomb threat should ensure that the Shift Supervisor is immediately advised and informed of the details. This will enable the Shift Supervisor to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

See Procedure Manual: 408.2.1 Emergency Dispatch Center Responsibilities
See Procedure Manual: 408.2.2 OIC Responsibilities

408.4 RESPONDING OFFICER RESPONSIBILITIES
(a) Responding patrol units shall use only handheld radios for communication within 300 feet of the location in question. (Some explosive devices may be detonated by stronger radio signals.)

(b) If applicable, contact the individual who received the threat to obtain additional information, which may include:
Response to Bomb Calls

1. whether previous threats have been received;
2. possible motives and/or suspects;
3. vulnerabilities of equipment and personnel; and
4. exploration of any basic information provided to communications.

(c) Notify and provide all relevant information obtained to supervisory officer and maintain information exchange until his or her arrival at the scene.

(d) In bomb emergencies, establish and secure a suitable perimeter.

408.5 GOVERNMENT FACILITY OR PROPERTY
A bomb threat targeting a government facility may require a different response based on the government agency.

408.5.1 ARDMORE POLICE DEPARTMENT FACILITY
If the bomb threat is against the Ardmore Police Department facility, the Shift Supervisor will direct and assign officers as required for coordinating a general building search or evacuation of the entire building, as he/she deems appropriate.

408.5.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY
If the bomb threat is against a county or municipal facility within the jurisdiction of the Ardmore Police Department that is not the property of this department, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Supervisor deems appropriate.

408.5.3 FEDERAL BUILDING OR PROPERTY
If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility’s security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.6 PRIVATE FACILITY OR PROPERTY
When a member of this department receives notification of a bomb threat at a location in the City of Ardmore, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.
(b) The nature of the threat.
Response to Bomb Calls

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting police assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:
   1. No evacuation of personnel and no search for a device.
   2. Search for a device without evacuation of personnel.
   3. Evacuation of personnel without a search for a device.
   4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.7 ASSISTANCE

The Shift Supervisor should be notified when police assistance is requested. The Shift Supervisor will make the decision whether the Department will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including police control over the facility.

Should the Shift Supervisor determine that the Department will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

(d) Whether to involve facility staff in the search or evacuation of the building.
   1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
   2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:
   1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request police assistance to clear the interior of a building, based upon the circumstances and known threat, officers may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

See Procedure Manual: 408.3.1 Searching For Explosive Devices
Response to Bomb Calls

See Procedure Manual: 408.3.2 Assistance of Premise Employees

See Procedure Manual: 408.3.3 Searches Without Bomb Disposal Personnel

408.8 FOUND DEVICE
When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes:
   1. Two-way radios.
   2. Cell phones.
   3. Other personal communication devices.

(d) The Oklahoma Highway Patrol bomb squad or military explosive ordnance disposal team should be summoned for assistance.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone, but not less than 300 feet from the device.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Shift Supervisor including:
   1. The time of discovery.
   2. The exact location of the device.
   3. A full description of the device (e.g., size, shape, markings, construction).
   4. The anticipated danger zone and perimeter.
   5. The areas to be evacuated or cleared.

(j) The OIC is responsible for command of the scene and briefing of investigators and ordinance specialists as appropriate.

The bomb disposal commander shall have functional authority at any bomb emergency to direct agency personnel in a manner necessary to accomplish its mission in a safe and efficient manner.
Response to Bomb Calls

408.9 EXPLOSION/BOMBING INCIDENTS
When an explosion has occurred, there are multitudes of considerations which may confront the responding officers. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds, or any additional damage from fires or unstable structures.

408.9.1 CONSIDERATIONS
Officers responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.
(b) Request additional personnel and resources, as appropriate.
(c) Assist with first aid.
(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.
(e) Assist with the safe evacuation of victims, if possible.
(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.
(g) Preserve evidence.
(h) Establish an outer perimeter and evacuate if necessary.
(i) Identify witnesses.
(j) Consider the possibility of secondary explosive devices.

408.9.2 NOTIFICATIONS
When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional department personnel, such as investigators and forensic services
- Field supervisor
- Shift Supervisor
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

408.9.3 POST-EXPLOSION INVESTIGATION
The Federal Bureau of Investigation (FBI) shall have primary responsibility for investigating bombing incidents, to include:

(a) checking the site for unconsumed explosives or secondary devices;
(b) supervising evidence recovery in accordance with agency guidelines;
(c) requesting the assistance of other agencies to determine the nature and construction of explosives and the identification of perpetrators;
(d) coordination with intelligence operations of this agency, and those of state and federal sources; and
(e) assisting in the evaluation of evacuation procedures, area and perimeter security, the availability of emergency services and coordination with the incident commander.

408.10 CROWD CONTROL
Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.10.1 PRESERVATION OF EVIDENCE
As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Supervisor should assign officers to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.
Crisis Intervention Incidents

409.1 PURPOSE AND SCOPE
This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires an officer to make difficult judgments about a person’s mental state and intent in order to effectively and legally interact with the individual.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

409.1.1 DEFINITIONS
Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person’s internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; noncompliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

409.2 POLICY
The Ardmore Police Department is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Department will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members’ interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

409.3 SIGNS
Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness
(b) Threats of or attempted suicide
(c) Loss of memory
(d) Incoherence, disorientation or slow response
(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas
(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt
(g) Social withdrawal
(h) Manic or impulsive behavior, extreme agitation or lack of control
(i) Lack of fear
Crisis Intervention Incidents

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Chief of Police should designate an appropriate Division Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide department interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to officers; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit an officer’s authority to use reasonable force when interacting with a person in crisis.

Officers are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

An officer responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup officers and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person’s mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the officer.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person’s actions or stated intentions.
(k) If circumstances reasonably permit, consider and employ alternatives to force.

409.6 DE-ESCALATION
Officers should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person’s name.
- Be patient, polite, calm and courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person’s verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding officers generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

409.7 INCIDENT ORIENTATION
When responding to an incident that may involve mental illness or a mental health crisis, the officer should request that the dispatcher provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.
(b) Whether there have been prior incidents or suicide threats/attempt, and whether there has been previous police response.
(c) Contact information for a treating physician or mental health professional.

Additional resources and a supervisor should be requested as warranted.
409.8 SUPERVISOR RESPONSIBILITIES
A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.
(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).
(c) Consider strategic disengagement. Absent an imminent threat to the public and, as circumstances dictate, this may include removing or reducing law enforcement resources or engaging in passive monitoring.
(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.
(e) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

409.9 INCIDENT REPORTING
Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to department reporting procedures or other official mental health or medical proceedings.

409.9.1 DIVERSION
Individuals who are not being arrested should be processed in accordance with the Emergency Detentions Policy.

409.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS
Civilian or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.
(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.
(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

If a person’s behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, an officer should be promptly summoned to provide assistance.
Crisis Intervention Incidents

409.11 EVALUATION
The Division Commander designated to coordinate the crisis intervention strategy for this department should ensure that a thorough review and analysis of the department response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, officers or incidents and will be submitted to the Chief of Police through the chain of command.

409.12 TRAINING
In coordination with the mental health community and appropriate stakeholders, the Department will develop and provide comprehensive education and training to all department members to enable them to effectively interact with persons in crisis.

All active full-time officers shall annually complete two hours of continuing training on mental health issues that is accredited or provided by the Council on Law Enforcement Education and Training (CLEET) (70 O.S. § 3311.4).
Emergency Detentions

410.1 PURPOSE AND SCOPE
This policy provides guidelines for when officers may place a person under an emergency detention.

This policy meets statutory requirements requiring the adoption of a mental health policy pursuant to 11 O.S. § 34-107.

410.1.1 DEFINITIONS
Definitions related to this policy include:

Person requiring treatment - A person who because of his/her mental illness or drug or alcohol dependency (43A O.S. § 1-103):

(a) Poses a substantial risk of immediate physical harm to him/herself as manifested by evidence or serious threats of, or attempts at, suicide or other significant self-inflicted bodily harm.

(b) Poses a substantial risk of immediate physical harm to another as manifested by evidence of violent behavior toward another.

(c) Has placed another person in reasonable fear of violent behavior directed toward such person or serious physical harm to them as manifested by serious and immediate threats.

(d) Is in a condition of severe deterioration such that, without immediate intervention, there exists a substantial risk that severe impairment or injury will result to the person.

(e) Poses a substantial risk of immediate serious physical injury to self or death as manifested by evidence that the person is unable to provide for, and is not providing for, his/her basic physical needs.

(f) A person requiring treatment shall not include persons whose mental processes have simply weakened or become impaired by reason of advanced years or those with organic disorders such as senility, Alzheimer’s disease, or mental retardation unless the person also exhibits the criteria described above.

410.2 POLICY
It is the policy of the Ardmore Police Department to protect the public and individuals through legal and appropriate use of an emergency detention process.

410.3 AUTHORITY
An officer may take a person into protective custody for an emergency detention when the officer reasonably believes the person is a person requiring treatment. A reasonable effort shall be made to take the person into custody in the least conspicuous manner (43A O.S. § 1-110; 43A O.S. § 5-207).
Emergency Detentions

(a) If the person is medically stable, the officer shall transport the person to the nearest authorized facility for an initial assessment, provided the facility is within a 30-mile radius of the officer’s operational headquarters (43A O.S. § 5-207). The officer may use telemedicine services as authorized by the Department of Mental Health and Substance Abuse Services, if available (43A O.S. § 1-110). If, subsequent to the initial assessment, it is determined that:

1. An emergency detention is warranted and the person (43A O.S. § 5-207):
   (a) Continues to be medically stable, the officer shall transport the person to the nearest appropriate facility with bed space available, provided it is within a 30-mile radius of the officer’s operational headquarters.
   (b) Is no longer medically stable, the officer shall transport the person to the nearest hospital or other appropriate treatment facility.

2. The person does not require treatment and an emergency detention is not warranted, the officer shall immediately transport the person to the point where the person was taken into protective custody and released, or transported to the person’s home or alternative facility (43A O.S. § 5-208).

(b) If the person is not medically stable, the officer shall transport the person to an appropriate medical facility for medical treatment.

See Procedure Manual: 410.2 Peace Officer’s Affidavit For Emergency Detention
See Procedure Manual: 410.3 Medical Third Party Affidavit For Emergency Detention
See Procedure Manual: 410.4 Private Third Party Affidavit Emergency Detention
See Procedure Manual: 410.5 Ill or Injured Individual

410.3.1 VOLUNTARY EVALUATION
If an officer encounters an individual who may qualify for an emergency detention, they may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the officer should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.
(b) Document the circumstances surrounding the individual’s desire to pursue voluntary evaluation and/or admission.

If at any point the person changes his/her mind regarding voluntary evaluation, the officers should proceed with the emergency detention, if appropriate.

410.4 CONSIDERATIONS AND RESPONSIBILITIES
Any officer handling a call involving a person who may qualify for detention for the purpose of an emergency detention should consider, as time and circumstances reasonably permit:
Emergency Detentions

(a) Available information that might assist in determining the possible cause and nature of the person’s action or stated intentions.
(b) Community or neighborhood mediation services.
(c) Conflict resolution and de-escalation techniques
(d) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade officers from taking reasonable action to ensure the safety of the officers and others.

Emergency detentions should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

410.5 TRANSPORTATION
Officers may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of an officer during the transport, Shift Supervisor approval is required before transport commences.

410.6 TRANSFER TO APPROPRIATE FACILITY
Upon arrival at the facility, the officer will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the officer should provide the staff member with the written statement for an emergency detention and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting officer should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the officer may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, officers will not apply facility-ordered restraints.

410.7 DOCUMENTATION
When a person is taken into protective custody upon the officer’s personal observations, the officer shall prepare a written affidavit indicating the basis for the belief that the person is a person requiring treatment and the circumstances under which the officer took the person into protective custody. Upon request, a copy of the affidavit shall be provided to the person or the person’s attorney (43A O.S. § 5-207).

If the determination to take the person into protective custody is not based on the officer’s personal observation, the officer is not required to prepare an affidavit. However, if the officer takes a person into protective custody based on third-party information that a person is mentally ill, alcohol-dependent or drug dependent, the officer shall have the third party sign a third-party statement
Emergency Detentions

indicating the basis for such belief that the person is a person requiring treatment. A person should
not be taken into protective custody if the third party does not sign the statement (43A O.S. §
5-207).

The officer should also provide the written statement and a verbal summary to any evaluating staff
member regarding the circumstances leading to the involuntary detention.

410.7.1 NOTIFICATION
A person who in protective custody for an emergency detention shall be asked to designate any
person they would like informed of the detention. If the person is incapable of making such a
designation, the officer shall, within 24 hours, notify any of the following of the detention:

- A person other than the person initiating the request for protective custody which may
  include the person’s:
  - Attorney
  - Parent
  - Spouse
  - Guardian
  - Sibling
  - Child (18 years or older)

Failure to locate the requested person to be notified shall be reported to the administrator of the
facility where the person is being detained (43A O.S. § 5-209).

410.8 CRIMINAL OFFENSES
Officers investigating an individual who is suspected of committing a minor criminal offense and
who is being taken into custody through an emergency detention should resolve the criminal matter
by issuing a warning or a citation, as appropriate.

When an individual who may qualify for an emergency detention has committed a serious criminal
offense that would normally result in an arrest and transfer to a jail facility, the officer should:

(a) Arrest the individual when there is probable cause to do so.
(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that
   would support the detention.
(c) Facilitate the individual’s transfer to jail.
(d) Thoroughly document in the related reports the circumstances that indicate the
   individual may qualify for an emergency detention.

In the supervisor’s judgment, the individual may be arrested and booked into jail or transported
to the appropriate mental health facility. The supervisor should consider the seriousness of the
offense, the treatment options available, the ability of this department to regain custody of the
individual, department resources (e.g., posting a guard) and other relevant factors in making this
decision.
Emergency Detentions

See Procedure Manual: 410.6 Seeking Criminal Charges

410.9 FIREARMS AND OTHER WEAPONS
Whenever a person is taken into custody for an emergency detention, the handling officers should seek to determine if the person owns or has access to any firearm or other deadly weapon. Officers should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent).

Officers are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling officer should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody.

410.10 TRAINING
This department will endeavor to provide department-approved training on interaction with mentally disabled persons, emergency detentions and crisis intervention pursuant to 70 O.S. § 3311.4.
Citation Releases

411.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members of the Ardmore Police Department with guidance on a citation to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic abuse, as outlined in the Domestic Abuse Policy.

This policy meets statutory requirements requiring the adoption of an arrest and alternatives to arrest policy pursuant to 11 O.S. § 34-107.

411.2 POLICY
The Ardmore Police Department will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a citation or promise to appear in court when authorized to do so.

411.3 PROHIBITIONS
The release of a suspected offender on a citation or promise to appear in court is not permitted when (22 O.S. § 190.1):

(a) An arrest warrant was issued on the charge and the court does not authorize release (22 O.S. § 190.1).

(b) The arrest was not subject to a warrant but the arrestee cannot post a required bail, or is not eligible for bail or pretrial release on the arrest charge. Examples of when a court may not allow bail or pretrial release include but are not limited to (22 O.S. § 1105.3):
1. Capital offenses.
2. Violent offenses, such as domestic abuse, robbery by force or fear, arson, or kidnapping.
3. Felony driving under the influence of an intoxicating substance.
4. Bail jumping or committing a new offense while on pre-trial release.
5. Felony sex offenses.
7. Possession of a firearm or other offensive weapon during the commission of a felony.
8. Stalking or violation of a victim protection order.
9. Controlled dangerous substances offenses where the maximum sentence may be at least 10 years' imprisonment.

Any questions as to whether a person is authorized for release on a citation or promise to appear should be referred to a supervisor.
See the Domestic Abuse Policy for release restrictions related to those investigations.

### 411.3 RELEASE

A suspected offender may be released on issuance of a citation or promise to appear in court as follows:

(a) An officer who has arrested a person on a misdemeanor charge or violation of a city ordinance may issue the person a citation to appear in court unless release is prohibited by law or policy (22 O.S. § 209).

(b) An officer who has arrested a person solely for a misdemeanor violation of an Oklahoma traffic law or municipal traffic ordinance shall release the person on a signed promise to appear (including electronic signatures) when (22 O.S. § 1115.1; 22 O.S. § 1115.1A):

   (a) The person has a valid driver's license (not required if the person was a passenger).

   (b) The person's identity is not in question.

   (c) The person is not unconscious or too injured to complete the process.

   (d) The violation does not constitute:

      (a) A felony.

      (b) Negligent homicide.

      (c) Driving while impaired.

      (d) Eluding or attempting to elude.

      (e) An offense for which a warrant was issued.

See Procedure Manual: 411.2.1 Citation in Lieu of Arrest
See Procedure Manual: 411.2.2 Referrals and Informal Resolutions
See Procedure Manual: 411.2.3 Warnings
See Procedure Manual: 411.3.1 Non-Traffic Misdemeanor Municipal Offense
See Procedure Manual: 411.4 Release After Arrest

### 411.4 CONSIDERATIONS

In determining whether to cite and release a person when discretion is permitted, officers should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.
(d) Whether there is any record of the individual failing to appear in previous cases or other articulable indications that the individual may not appear in court for this offense.

(e) The individual’s ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the individual will continue.
Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE
This policy provides guidelines to ensure that members of the Ardmore Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY
The Ardmore Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY
If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person’s status.

(c) Request the person’s identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol or, in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) As soon as practicable, contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed (47 O.S. § 6-202.1).

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating “US” as the state.
412.4 ENFORCEMENT ACTION
If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.
(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.
   1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving, may proceed but they shall not be compelled.
(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
   1. Diplomatic-level staff of missions to international organizations and recognized family members
   2. Diplomatic agents and recognized family members
   3. Members of administrative and technical staff of a diplomatic mission and recognized family members
   4. Career consular officers, unless the person is the subject of a felony warrant
(e) The following persons may generally be detained and arrested:
   1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
   2. Support staff of missions to international organizations
   3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
   4. Honorary consular officers

412.4.1 STATE-REQUIRED REPORTING
When an officer contacts a vehicle operator and has probable cause to believe the person has committed a violation, and is presented a driver license issued by the DOS or the person otherwise claims immunities, the officer shall (47 O.S. § 6-202.1):
   (a) Record all relevant information from any driver license or identification card.
Foreign Diplomatic and Consular Representatives

(b) Within five working days, forward the following to the Oklahoma Department of Public Safety:

1. A vehicle collision report if the driver was involved in a vehicle collision
2. A copy of any citation issued to the driver
3. If a citation was not issued to the driver, a written report of the incident

412.5 DOCUMENTATION
All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

412.6 DIPLOMATIC IMMUNITY
Reference table on diplomatic immunity:

<table>
<thead>
<tr>
<th>Category</th>
<th>Arrested or Detained</th>
<th>Enter Residence Subject to Ordinary Procedures</th>
<th>Issued Traffic Citation</th>
<th>Subpoenaed as Witness</th>
<th>Prosecuted</th>
<th>Recognized Family Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diplomatic Agent</td>
<td>No (note (b))</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity &amp; inviolability)</td>
</tr>
<tr>
<td>Member of Admin and Tech Staff</td>
<td>No (note (b))</td>
<td>No</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity &amp; inviolability)</td>
</tr>
<tr>
<td>Service Staff</td>
<td>Yes (note (a))</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts Yes otherwise (note (a))</td>
<td>No immunity or inviolability (note (a))</td>
</tr>
<tr>
<td>Career Consul Officer</td>
<td>Yes if for a felony and pursuant to a warrant (note (a))</td>
<td>Yes (note (d))</td>
<td>Yes</td>
<td>No for official acts Yes otherwise (note (a))</td>
<td>No for official acts Yes otherwise (note (a))</td>
<td>No immunity or inviolability</td>
</tr>
<tr>
<td>Honorable Consul Officer</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts Yes otherwise</td>
<td>No for official acts Yes otherwise</td>
<td>No immunity or inviolability</td>
</tr>
</tbody>
</table>
**Foreign Diplomatic and Consular Representatives**

<table>
<thead>
<tr>
<th>Role</th>
<th>Yes (note (a))</th>
<th>Yes</th>
<th>Yes</th>
<th>No for official acts</th>
<th>Yes otherwise</th>
<th>No for official acts</th>
<th>Yes otherwise (note (a))</th>
<th>No immunity or inviolability (note (a))</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Consulate Employees</strong></td>
<td>Yes (note (a))</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts</td>
<td>Yes otherwise</td>
<td>No for official acts</td>
<td>Yes otherwise (note (a))</td>
<td>No immunity or inviolability (note (a))</td>
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<tr>
<td><strong>Int’l Org Staff (note (b))</strong></td>
<td>Yes (note (c))</td>
<td>Yes (note (c))</td>
<td>Yes</td>
<td>Yes (note (c))</td>
<td>No for official acts</td>
<td>Yes otherwise (note (a))</td>
<td>No immunity or inviolability</td>
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</tr>
<tr>
<td><strong>Diplomatic-Level Staff of Missions to Int’l Org (note (b))</strong></td>
<td>No (note (b))</td>
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<td>Yes</td>
<td>No</td>
<td>No</td>
<td>Same as sponsor (full immunity and inviolability)</td>
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<tr>
<td><strong>Support Staff of Missions to Int’l Orgs (note (c))</strong></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No for official acts</td>
<td>Yes otherwise</td>
<td>No immunity or inviolability</td>
<td></td>
</tr>
</tbody>
</table>

Notes for diplomatic immunity table:

(a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.
Rapid Response and Deployment

413.1 PURPOSE AND SCOPE
Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist officers in situations that call for rapid response and deployment.

413.1.1 DEFINITIONS
Ambush - Any preplanned or unplanned unsuspected attack or use of violence against a citizen or officer generally characterized by the suspect being secreted or hidden in a location prior to initiating an attack.

Sniper incidents - Any situation where a suspect(s) has assumed a position of tactical advantage or concealment and has or demonstrates an ability to use firearms to attack others.

Active Shooter - An active shooter is an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.

Immediate Action Rapid Deployment - The swift and immediate deployment of law enforcement personnel and resources to ongoing, life threatening situation where delayed deployment of personnel could otherwise result in death or great bodily injury to innocent persons. Immediate Action Rapid Deployment tactics are not a substitute for conventional response tactics to a barricaded gunman.

413.2 POLICY
The Ardmore Police Department will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those who are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Department in protecting themselves or others from death or serious injury.

413.3 CONSIDERATIONS
When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect’s actions and danger to others, a negotiated surrender of the suspect and release of the hostages.
413.4 FIRST RESPONSE
If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding officers should consider reasonable options to reduce, prevent or eliminate the threat. Officers must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, officers should take immediate action, if reasonably possible, while requesting additional assistance.

Officers should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to incidents at other locations.

When deciding on a course of action officers should consider:

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual officer from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the officers have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

(h) Whether to request Dispatch to initiate a public alert (see the Public Alerts Policy) to prevent additional potential victims from entering the area.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, officers should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

413.4.1 AMBUSH INCIDENTS
Officers must consider that a second or continued attack is likely.
(a) When responding to an ambush incident or suspected ambush incident, officers must consider the following priorities of life and safety.

1. Number and location of injured person
2. Most likely location of suspect
3. Presence and number of suspects in the area
4. Weapon(s) used

(b) Officers will first take steps to reasonably secure the area and ensure the safety of the scene or if not possible, set up barricades, perimeters or other means to, as best possible, isolate and contain the situation.

(c) Officers will coordinate with EMS and Fire personnel the evacuation of injured parties or if the scene is considered safe provide support and escort to EMS and Fire personnel in attending to injured persons.

(d) After injured persons are removed from the scene and there is little or no likelihood of continued attack so that it is reasonable to believe there is no need for continued critical response; the situation will be deescalated and treated as a crime scene in accordance with crime scene policy.

(e) Anytime an ambush situation continues or exceeds the capacity of patrol units available, the SWAT commander and/or Chief of Police shall be notified. The SWAT commander and/or Chief of Police shall make a determination as to whether or not to activate the SWAT unit.

413.4.2 SNIPER INCIDENTS
Sniper incidents are characterized by a suspect using or seizing a tactical advantage either by firepower, concealment, cover or positioning. Because of this officers must use extreme caution when approaching a potential sniper scene. This response must be characterized by slow methodical planning and anticipation of the suspects’ ability to harm other non-involved persons, emergency responders or the police.

(a) Perimeter units must consider the type and effective range of the weapon.

(b) Officers shall take cover and use concealment when available to reduce the risk of being targeted by the suspect.

(c) Any non-involved persons in or near the perimeter shall be informed of the situation and given a strong recommendation to evacuate the area.

(d) Evacuation of casualties shall be performed only when it is deemed safe or a safe method is constructed. An example is if the location of the sniper suspect is known a large truck or other vehicle may be positioned as to give cover to officers when rescuing a casualty.

1. There is no priority to remove deceased persons from a sniper incident scene until the scene is declared safe by the on scene commander.

(e) Containment/Call for SWAT/HNT
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1. Once patrol units have established a perimeter the on duty supervisor will make notifications to the shift commander, SWAT Commander and HNT Commander to discuss the need for specialized response.

2. The SWAT Commander, HNT Commander and/or Chief of Police will make the final determination for the need for a specialized response.

413.4.3 ACTIVE SHOOTER
This agency allows initial responding officers the authority and responsibility to take immediate action to contain and if necessary, neutralize active shooter incidents. The objective of police intervention in an active shooter incident is to neutralize the threat(s) by preventing access to potential victims, rescuing injured persons and potential victims, or a movement to neutralize the shooter(s). This can be achieved by various means, up to and including, the use of deadly physical force.

(a) Characteristics of an Active Shooter - The following is a list of characteristics commonly associated with active shooter suspects. The list is compiled from descriptions of past active shooters and is not meant to be a comprehensive list describing all active shooters. Each active shooter situation is unique.

   1. Active shooters usually focus on assaulting persons with whom they come into contact. Their intention is usually an expression of hatred or rage rather than the commission of a crime.

   2. An active shooter is likely to engage more than one target. Active shooters may be intent on killing a number of people as quickly as possible.

   3. Generally, the first indication of the presence of an active shooter is when he or she begins to assault victims.

   4. Active shooters often go to locations where potential victims are close at hand, such as schools, theaters, concerts or shopping malls. Active shooters may act in the manner of a sniper, assaulting victims from a distance. Active shooters may also engage multiple targets while remaining constantly mobile.

   5. Tactics such as containment and negotiation, normally associated with standoff incidents may not be adequate in active shooter events. Active shooters typically continue their attack despite the arrival of emergency responders.

   6. Active shooters are often better armed than the police, sometimes making use of explosives, booby traps and body armor. Active shooters are not limited to the use of firearms in accomplishing their attacks on victims. They may use bladed weapons, vehicles, or any tool that, in the circumstance in which it is used, constitutes deadly physical force.

   7. Active shooters may have a planned attack and be prepared for a sustained confrontation with the police. Historically, active shooters have not attempted to hide their identity or conceal the commission, of their attacks. Escape from the police is usually not a priority of the active shooter.

   8. Active shooters may employ some type of diversion.
9. Active shooters may be indiscriminate in their violence or they may seek specific victims.

10. Active shooters may be suicidal, deciding to die in the course of their actions either at the hand of others or by self-inflicted wound.

11. Active shooters usually have some degree of familiarity with the building or location they choose to occupy.

12. Active shooter events are dynamic and may go in and out of an "active" status; a static incident may turn into an active shooter event or an active shooter may go "inactive" by going to a barricaded status without access to victims.

(b) Response Guidelines - The following seven (7) tenets set general response guidelines for active shooter incidents. Again, these incidents are sufficiently unique such that their effective handling cannot be totally reduced to procedures. These procedures are not meant to limit conventional police tactics, which are appropriate to a crisis situation. The significant factors regarding these tactics are that they represent a means of intervention available to the officers and there is the potential of elevated risk to bystanders and officers. The risk is acceptable in light of the potential these tactics have for saving lives. Another significant aspect of the active shooter tactical doctrine is that officers arriving at the scene of an active shooter incident are authorized to intervene prior to the arrival of command personnel and special units.

1. Goal - The overall purpose of these tactics is to save lives and prevent serious injuries. The goal for police response at an active shooter event is neutralization by denying access to additional victims, rescuing injured victims and/or rescuing potential victims.

2. Assume Tactical Responsibility - One initial officer must take charge of the active shooter incident. Assumption of tactical responsibility may be based on rank, expertise or seniority. However, it must be made immediately clear to both the Emergency Dispatch Center and other officers, who are in charge. An officer of superior rank who is on scene and fully briefed may ultimately assume incident command. Any change in incident command will be made known to the Emergency Dispatch Center and other officers.

(c) Situational Analysis - The officer taking charge must, based on all information available, make a situation analysis. The analysis will be continuous taking into account new information from Dispatch and observations from officers and citizens. The analysis must lead to a decision as to whether the situation is an active shooter event, whether an opportunity exists for immediate intervention leading to accomplishment of one of the goals listed above, and how responding resources should be employed at the scene.

(d) Incident Command - No action will be taken that is unplanned or without controls. The first officer arriving on scene will initiate incident command. He/she will initiate the situation analysis and determine initial deployment of responding resources. At least one person possessing all available information on tactical plans will remain at the command post to brief arriving personnel. Command personnel en route to the incident will monitor the radio to gain information, but shall not obstruct ongoing intervention.
Command personnel must be on scene and fully briefed before assuming incident command.

(e) First Responder Tactical Intervention - When responding to active shooter incidents, the Ardmore Police Department endorses the concept of first responder tactical intervention. It is critical that all officers, supervisors and command personnel are familiar with the definition of an active shooter as well as the tactics deemed appropriate for active shooter response. The traditional responses of contain, isolate, evacuate, and wait for tactical units and crisis negotiators may not be adequate in an active shooter incident. The first officer on scene will need to consider the following:

1. Rescue/Contact Team - First responder intervention will be based on opportunity. Rescue teams will be in the form of officers with an identified element leader. Team movement will be in a controlled and disciplined tactical action under the control and direction of the element leader.

2. Containment - Dedicated security elements should always be a component of intervention teams. Individual action is discouraged, as it is usually counterproductive to a coordinated, focused response to an active shooter event. Site containment will be left to the discretion of the first officer on scene that assumes incident responsibility and initiates the situation assessment. Containment of an active shooter incident may take the form of officers serving in an "observe and report" capacity.

(f) Active Shooter Site Security - No location associated with an active shooter will be considered secure until the Incident commander declares it is so. Officers assigned to security functions will maintain positions until properly relieved.

(g) Tactical Team - When tactical units are prepared to deploy, the initial responding officers may be relieved or redeployed by the Incident Commander.

(h) Development of Intervention Tactics - The Ardmore Police Department will develop tactics to deal with the active shooter incidents and will provide appropriate training to personnel of all ranks. These tactics will be developed under the following guidelines:

1. Personnel will be trained to conduct immediate assessment.
2. Tactics will conform to and capitalize upon existing skills.
3. Tactics and training will be basic and flexible.
4. All sworn personnel will attend the rapid response to active shooter training.

413.5 PLANNING
The Patrol Division Commander or authorized designee should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.
Rapid Response and Deployment

(d) Training opportunities in critical incident target sites, including joint training with site occupants.
(e) Evacuation routes in critical incident target sites.
(f) Patrol first-response training.
(g) Response coordination and resources of emergency medical and fire services.
(h) Equipment needs.
(i) Mutual aid agreements with other agencies.
(j) Coordination with private security providers in critical incident target sites.

413.6 TRAINING
The Deputy Chief or authorized designee should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.
(b) Communications interoperability with other law enforcement and emergency service agencies.
(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.
(d) First aid, including gunshot trauma.
(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).
Immigration Violations

414.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines to members of the Ardmore Police Department relating to immigration and interacting with federal immigration officials.

414.2 POLICY
It is the policy of the Ardmore Police Department that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this department in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES
To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Oklahoma constitutions.

414.4 DETENTIONS
An officer should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

An officer who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the officer may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual’s status are unresolved.

If the officer has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

An officer is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.
An officer should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 SUPERVISOR RESPONSIBILITIES
When notified that an officer has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.
(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT
Generally, an officer should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification (22 O.S. § 171.2).

414.6 FEDERAL REQUESTS FOR ASSISTANCE
Requests by federal immigration officials for assistance from this department should be directed to a supervisor. The Department may provide available support services, such as traffic control or peacekeeping efforts.

414.7 INFORMATION SHARING
No member of this department will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; 74 O.S § 20j):

(a) Sending information to, or requesting or receiving such information from federal immigration officials
(b) Maintaining such information in department records
(c) Exchanging such information with any other federal, state, or local government entity

414.7.1 IMMIGRATION DETAINERS
No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

414.7.2 COMPLYING WITH IMMIGRATION DETAINERS
The Ardmore Police Department will comply with lawful immigration detainer requests related to a person already in custody unless there is reason to believe the person is a citizen of the United
States or has lawful immigration status in the United States based on proof such as an Oklahoma driver’s license or similar government-issued identification.

An individual who is being held in custody and who is the subject of a federal immigration detainer shall be informed the individual is being held pursuant to an immigration detainer request issued by federal immigration officials (22 O.S. § 171.3; 57 O.S. § 16a).

414.8 U Visa and T Visa Nonimmigrant Status
Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Division supervisor assigned to oversee the handling of any related case. The Investigation Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

414.9 Training
The Division Commander should ensure officers receive training on this policy.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.
Aircraft Accidents

415.1 PURPOSE AND SCOPE
The purpose of this policy is to provide department members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

415.1.1 DEFINITIONS
Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

415.2 POLICY
It is the policy of the Ardmore Police Department to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

415.3 ARRIVAL AT SCENE
Officers or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.
(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.
(c) Preserve ground scars and marks made by the aircraft.
(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.
(e) Maintain a record of persons who enter the accident site.
(f) Consider implementation of an Incident Command System (ICS).

415.4 INJURIES AND CASUALTIES
Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.
415.5 NOTIFICATIONS

When an aircraft accident is reported to this department, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA) and, when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department
(b) Appropriate airport tower
(c) Emergency medical services (EMS)
(d) Oklahoma Highway Patrol (OHP) (if available for response)

415.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.
(b) Fire department, EMS or other assisting law enforcement agencies.
(c) Medical Examiner.
(d) Air Carrier/Operators investigative teams with NTSB approval.
(e) Appropriate branch of the military, when applicable.
(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this department will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene department supervisor should ensure the accident is still appropriately investigated and documented.

415.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:
Aircraft Accidents

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.
- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

415.8 DOCUMENTATION
All aircraft accidents occurring within the City of Ardmore shall be documented. At a minimum the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of APD members deployed to assist; other City resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented on the appropriate crime report.

415.8.1 WRECKAGE
When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.
(b) Attempt to ascertain the number of casualties.
(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.
   1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).
(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.
(e) Acquire copies of any recordings from security cameras that may have captured the incident.

415.8.2 WITNESSES
Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.
(b) A detailed description of what was observed or heard.
(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.
(d) The names of all persons reporting the accident, even if not yet interviewed.
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(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

415.9 MEDIA RELATIONS
The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims’ names. The PIO should coordinate with other involved entities before the release of information.
Field Training

416.1 PURPOSE AND SCOPE
This policy provides guidelines for field training that ensure standardized training and evaluation; facilitate the transition from the academic setting to the actual performance of general law enforcement duties; and introduce the policies, procedures and operations of the Ardmore Police Department. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

416.2 POLICY
It is the policy of the Ardmore Police Department that all newly hired or appointed officer trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

416.3 FIELD TRAINING
The Department shall establish minimum standards for field training, which should be of sufficient duration to prepare officer trainees for law enforcement duties. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this department.

To the extent practicable, field training should include procedures for:

(a) Issuance of training materials to each trainee at the beginning of his/her field training.
(b) Daily, weekly and monthly evaluation and documentation of the trainee’s performance.
(c) A multiphase structure that includes:
   1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the Division Commander and FTO coordinator.
   2. Assignment of the trainee to a variety of shifts and geographical areas.
   3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee’s performance.
(d) The trainee’s confidential evaluation of his/her assigned FTOs and the field training process.
(e) Retention of all field training documentation in the officer trainee’s training file including:
   1. All performance evaluations.
   2. A certificate of completion certifying that the trainee has successfully completed the required number of field training hours.

See Procedure Manual: 416.2 Field Training Program
416.4 FTO COORDINATOR
The Chief of Police shall delegate certain responsibilities to an FTO coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The FTO coordinator may appoint a senior FTO or other designee to assist in the coordination of FTOs and their activities.

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

(a) Assignment of trainees to FTOs.
(b) Conducting FTO meetings.
(c) Maintaining and ensuring FTO and trainee performance evaluations are completed.
(d) Maintaining, updating and issuing department training materials to each FTO and trainee.
(e) Developing ongoing training for FTOs.
(f) Mentoring and supervising individual FTO performance.
(g) Monitoring the overall performance of field training.
(h) Keeping the Shift Supervisor informed through monthly evaluation reports about the trainees’ progress.
(i) Maintaining a liaison with FTO coordinators from other law enforcement agencies.
(j) Maintaining a liaison with police academy staff on recruit officer performance during academy attendance.
(k) Performing other activities as may be directed by the Patrol Division Commander.

The FTO coordinator will be required to successfully complete a training course approved by this department that is applicable to supervision of field training within one year of appointment to this position.

See Procedure Manual: 416.3 Field Training Program Supervision

416.5 FTO SELECTION, TRAINING AND RESPONSIBILITIES

416.5.1 SELECTION PROCESS
The selection of an FTO will be at the discretion of the Chief of Police or the authorized designee. Selection will be based on the officer’s:

(a) Desire to be an FTO.
(b) Experience, which shall include a minimum of two years of experience in the Patrol Services Division with the department assigned to a field position.
   1. Six months of this service must be in a field position of the Patrol Services division prior to application.
(c) Demonstrated ability as a positive role model.
Field Training

(d) Submission of a letter of interest.
(e) Successful completion of an internal oral interview process.
(f) Evaluation by supervisors and current FTOs.
(g) Possession of, or ability to obtain, department-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

Ardmore Police Department Procedure Manual: 416.5 Selection of Field Training Officers

416.5.2 TRAINING
An officer selected as an FTO shall successfully complete the department-approved FTO course prior to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this department every three years while assigned to the position of FTO.

See Procedure Manual: 416.4 FTO/FTS Training

416.5.3 TRAINING MATERIALS
The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

416.5.4 RESPONSIBILITIES
The responsibilities of the FTO include, but are not limited to:

(a) Issuing his/her assigned trainee field training materials in accordance with the Training Policy.

1. The FTO shall ensure that the trainee has the opportunity to become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

2. The FTO shall sign off on all completed topics contained in the training materials, noting the methods of learning and evaluating the performance of his/her assigned trainee.

(b) Completing and reviewing daily performance evaluations with the trainee.

(c) Completing and submitting a written evaluation on the performance of his/her assigned trainee to the FTO coordinator on a daily basis.

(d) Completing a detailed weekly performance evaluation of his/her assigned trainee at the end of each week.

(e) Completing a monthly evaluation report of his/her assigned trainee at the end of each month.

(f) Providing the shift supervisor with a verbal synopsis of the trainee’s activities at the end of each day or during any unusual occurrence needing guidance or clarification.
Field Training

See Procedure Manual: 416.7 FTO Responsibilities

See Procedure Manual: 416.6 Guidelines for the Evaluations of Trainees
Contacts and Temporary Detentions

417.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

417.1.1 DEFINITIONS
Definitions related to this policy include:

**Consensual encounter** - When an officer contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the officer is voluntary.

**Field interview (FI)** - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the officer's suspicions.

**Field photographs** - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

**Pat-down search** - A type of search used by officers in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the officer, the detainee, or others.

**Reasonable suspicion** - When, under the totality of the circumstances, an officer has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

**Temporary detention** - When an officer intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when an officer actually restrains a person’s freedom of movement.

417.2 POLICY
The Ardmore Police Department respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the officer, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the officer based on the totality of the circumstances, officer safety considerations and constitutional safeguards.
417.3 FIELD INTERVIEWS
Based on observance of suspicious circumstances or upon information from investigation, an officer may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the officer’s suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Ardmore Police Department to strengthen community involvement, community awareness and problem identification.

417.3.1 INITIATING A FIELD INTERVIEW
When initiating the stop, the officer should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual’s:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.
(b) Actions suggesting that he/she is engaged in a criminal activity.
(c) Presence in an area at an inappropriate hour of the day or night.
(d) Presence in a particular area is suspicious.
(e) Carrying of suspicious objects or items.
(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.
(g) Location in proximate time and place to an alleged crime.
(h) Physical description or clothing worn that matches a suspect in a recent crime.
(i) Prior criminal record or involvement in criminal activity as known by the officer.

417.3.2 PROCESSING OF COMPLETED FIELD INTERVIEWS
Officers shall submit the completed field interviews to their supervisor at the conclusion of their tour of duty. The supervisor shall review the field interviews for legitimacy and forward them to the Records Section for computer entry and for use in crime analysis.

See Procedure Manual: 417.2 Retrieval of Field Interviews

417.4 PAT-DOWN SEARCHES
Once a valid stop has been made, and consistent with the officer’s training and experience, an officer may pat a suspect’s outer clothing for weapons if the officer has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the officer to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:
Contacts and Temporary Detentions

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.
(b) Where more than one suspect must be handled by a single officer.
(c) The hour of the day and the location or area where the stop takes place.
(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.
(e) The actions and demeanor of the suspect.
(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

417.5 FIELD PHOTOGRAPHS
All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the officer shall carefully consider, among other things, the factors listed below.

417.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT
Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent.

417.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT
Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The officer must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the officer's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

417.5.3 DISPOSITION OF PHOTOGRAPHS
All detainee photographs must be adequately labeled and submitted to the Shift Supervisor with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case.

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup if similar to the other photographs used. Thereafter, the individual
photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

417.5.4 SUPERVISOR RESPONSIBILITIES
While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

417.6 WITNESS IDENTIFICATION AND INTERVIEWS
Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, officers should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.
   1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
   2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, officers should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by department members.
   1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.
Shift Supervisors

418.1 PURPOSE AND SCOPE
This policy provides guidelines for the designation of a Shift Supervisor and, as needed, an acting Shift Supervisor for each shift.

418.2 POLICY
Each shift will be directed by a Shift Supervisor capable of making decisions and managing in a manner consistent with the mission of the Ardmore Police Department. To accomplish this, a Lieutenant shall be designated as the Shift Supervisor for each shift.

418.3 DESIGNATION AS ACTING SHIFT SUPERVISOR
With prior authorization from the Patrol Division Commander, generally when a Lieutenant or Sergeant is unavailable for duty as Shift Supervisor, a qualified lower-ranking member shall be designated as acting Shift Supervisor in accordance with the terms of applicable employment agreements and the Temporary Supervisors subsection of the Supervision Staffing Levels Policy. Members of the FOP Collective Bargaining Unit shall refer to Article 25 of the employment contract regarding temporary assignments.

See attachment: FOP Agreement 2019-2021 Article 25

418.4 SHIFT SUPERVISOR RESPONSIBILITIES
The Shift Supervisor shall have overall responsibility and accountability for the operation of this department on an assigned shift. Duties may include, but are not limited to:

(a) Ensuring at least one uniformed patrol supervisor is deployed during each shift, in addition to the Shift Supervisor.
(b) Ensuring sufficient members are on-duty to accomplish the mission of the Ardmore Police Department.
(c) Providing command-level oversight of major crime scenes, tactical situations or disasters.
(d) Establishing service-level priorities.
(e) Providing job-related training and guidance to subordinates.
(f) Acquiring outside resources or providing assistance to other agencies, when applicable.
(g) Handling service inquiries or complaints from the public.
(h) Acting as the Public Information Officer when appropriate.
(i) Managing risk exposure.
(j) Ensuring the security of all department facilities.
Shift Supervisors

(k) Ensuring the proper equipment and vehicles are available for member use.
(l) Representing the Department at community functions.
(m) Serving as a temporary Division Commander when so designated.
Mobile Audio/Video

419.1 PURPOSE AND SCOPE
The Ardmore Police Department has equipped marked law enforcement vehicles with Mobile Audio/Video (MAV) recording systems to provide records of events and to assist officers in the performance of their duties. This policy provides guidance on the use of these systems.

419.1.1 DEFINITIONS
Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and MAV system - Synonymous terms that refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at a minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods and storage and retrieval methods and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio/video signals recorded or digitally stored on a storage device or portable media.

419.2 POLICY
It is the policy of the Ardmore Police Department to use mobile audio/video technology to more effectively fulfill the mission of the Department and to ensure these systems are used securely and efficiently.

419.3 OFFICER RESPONSIBILITIES
Prior to going into service, each officer will properly equip him/herself to record audio and video in the field. At the end of the shift, each officer will follow the established procedures for providing to the Department any recordings or used media and any other related equipment. Each officer should have adequate recording media for the entire duty assignment. In the event an officer works at a remote location and reports in only periodically, additional recording media may be issued. Only Ardmore Police Department identified and labeled media with tracking numbers is to be used.

At the start of each shift, officers should test the MAV system's operation in accordance with manufacturer specifications and department operating procedures and training. MAV equipment installed in vehicles is the responsibility of the officer(s) assigned to the vehicle and will be maintained according to manufacturer’s recommendations.

System documentation is accomplished by the officer's insertion of his/her assigned flash drive into the system at the start and removal at the end of each shift. If the system is malfunctioning, the officer shall notify a supervisor.
Mobile Audio/Video

See Procedure Manual: 419.2 Operational Procedure

419.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the vehicle’s emergency lights are activated. The system remains on until it is turned off manually. When audio is being recorded, the video will also record.

419.4.1 REQUIRED ACTIVATION OF THE MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. An officer may activate the system any time the officer believes it would be appropriate or valuable to document an incident.

The MAV system shall be used if a prisoner is actively resisting and seatbelts/occupant restraints are unable to be applied.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct within video or audio range:
   1. Traffic stops (including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
   2. Priority responses
   3. Vehicle pursuits
   4. Suspicious vehicles
   5. Arrests
   6. Vehicle searches
   7. Physical or verbal confrontations or use of force
   8. Pedestrian checks
   9. Driving under the influence (DUI) investigations, including field sobriety tests
   10. Consensual encounters
   11. Crimes in progress
   12. Responding to an in-progress call

(b) All self-initiated activity in which an officer would normally notify Dispatch

(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect, including:
   1. Domestic abuse
   2. Disturbance of the peace
3. Offenses involving violence or weapons
   (d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording
   (e) Any other circumstance where the officer believes that a recording of an incident would be appropriate

Activation of the MAV system is not required when exchanging information with other officers, during breaks or lunch periods, or when not in service or not actively on patrol.

419.4.2 CESSATION OF RECORDING
Once activated, the MAV system should remain on until the incident has concluded. For the purpose of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if an officer is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

419.4.3 SURREPTITIOUS RECORDING
No member of this department may surreptitiously record a conversation of any other member of this department unless authorized by the Chief of Police or the authorized designee for the purpose of conducting a criminal or administrative investigation.

419.4.4 SUPERVISOR RESPONSIBILITIES
Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of Dispatch.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, department-involved traffic collisions), the officer must drive to the station to download. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

419.5 REVIEW OF MAV RECORDINGS
All recording media, recorded images and audio recordings are the property of the Department. Dissemination outside of the Department is strictly prohibited, except to the extent permitted or required by law.

Recordings may be reviewed in any of the following situations:
   (a) By officers for use when preparing reports or statements
   (b) By a supervisor investigating a specific act of officer conduct
   (c) By a supervisor to assess officer performance
   (d) To assess proper functioning of MAV systems
Mobile Audio/Video

(e) By department investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation

(f) By department personnel who request to review recordings

(g) By an officer who is captured on or referenced in the video or audio data, and reviews and uses such data for any purpose relating to his/her employment

(h) By court personnel through proper process or with the permission of the Chief of Police or the authorized designee

(i) By the media through proper process

(j) To assess possible training value

(k) For training purposes. If an involved officer objects to showing a recording, his/her objection will be submitted to the command staff to determine if the training value outweighs the officer’s objection

(l) As may be directed by the Chief of Police or the authorized designee

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

See Procedure Manual: 419.3 Data Security and Access

419.6 DOCUMENTING MAV USE
If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the officer’s report.

419.7 RECORDING MEDIA STORAGE AND INTEGRITY
Once submitted for storage, all recording media will be labeled and stored on a server. All recording media that is not booked as evidence will be retained and disposed of in accordance with the established records retention schedule.

See Procedure Manual: 419.4 Data Storage and Retention Schedule

419.7.1 COPIES OF ORIGINAL RECORDING MEDIA
Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Chief of Police or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned.

419.7.2 MAV RECORDINGS AS EVIDENCE
Officers who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense or to a potential claim against the officer or against the Ardmore Police Department
Mobile Audio/Video

should indicate this in an appropriate report. Officers should ensure relevant recordings are preserved.

419.8  TRAINING
All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.
Mobile Data Terminal Use

420.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between department members and Dispatch.

420.2 POLICY
Ardmore Police Department members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

420.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

420.4 RESTRICTED ACCESS AND USE
MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Shift Supervisors.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks or communications that are directly related to the business, administration or practices of the Department. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor. Members shall confirm all NCIC hits through the Emergency Dispatch Center.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

See Procedure Manual: 420.2.1 Use of OLETS on the MDC
420.4.1 USE WHILE DRIVING
Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

420.5 DOCUMENTATION OF ACTIVITY
Except as otherwise directed by the Shift Supervisor or other department-established protocol, all calls for service assigned by a dispatcher should be communicated by voice over the police radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a dispatcher.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

420.5.1 STATUS CHANGES
All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the police radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT.

420.5.2 EMERGENCY ACTIVATION
If there is an emergency activation and the member does not respond to a request for confirmation of the need for emergency assistance or confirms the need, available resources will be sent to assist in locating the member. If the location is known, the nearest available officer should respond in accordance with the Officer Response to Calls Policy.

Members should ensure a field supervisor and the Shift Supervisor are notified of the incident without delay.

Officers not responding to the emergency shall refrain from transmitting on the police radio until a no-further-assistance broadcast is made or if they are handling a different emergency.

420.6 EQUIPMENT CONSIDERATIONS
Mobile Data Terminal Use

420.6.1 MALFUNCTIONING MDT
Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify Dispatch. It shall be the responsibility of the dispatcher to document all information that will then be transmitted verbally over the police radio.

420.6.2 BOMB CALLS
When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

420.6.3 REPAIRS OR MODIFICATIONS
Members shall not attempt to make any repairs to the MDC or introduce unauthorized software programs or other files. Only authorized personnel from the IT Department may make necessary repairs.
Portable Audio/Video Recorders

421.1 PURPOSE AND SCOPE
This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Ardmore Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

421.2 POLICY
The Ardmore Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

421.3 MEMBER PRIVACY EXPECTATION
All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

421.5 ACTIVATION OF THE AUDIO/VIDEO RECORDER
This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members may activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The recorder shall be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview situations
(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
(c) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Unless the interaction with a citizen is in an undercover assignment, whenever possible officers should inform individuals that they are being recorded. Officers have no obligation to stop recording in response to a citizen’s request if the recording is pursuant to an investigation, arrest, lawful search, or the circumstances clearly dictate that continued recording is necessary. However,
Portable Audio/Video Recorders

Officers may evaluate the situation and when appropriate, honor the citizen’s request. The request to turn the camera off should be recorded, as well as the officer’s response.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

Officers shall not be required to activate body-worn cameras when engaged in conversations with individuals with whom the officer is in a privileged relationship (e.g., spouse, attorney, police peer counselor, labor representative, minister, etc.).

421.5.1 CESSATION OF RECORDING
Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

421.5.2 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER
Oklahoma law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (13 O.S. § 176.4).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

421.5.3 EXPLOSIVE DEVICE
Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

421.5 MEMBER RESPONSIBILITIES
Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a
Portable Audio/Video Recorders

conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever reasonably practicable.

When using a recorder, the assigned member shall record his/her badge number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user’s unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

421.6 PROHIBITED USE OF PORTABLE RECORDERS
Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

421.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS
To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
(b) A complainant, victim or witness has requested non-disclosure.
(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
(d) Disclosure may be an unreasonable violation of someone’s privacy.
(e) Medical or mental health information is contained.
Portable Audio/Video Recorders

(f) Disclosure may compromise an undercover officer or confidential informant.

(g) The recording or portions of the recording may be protected under the Oklahoma Open Records Act (51 O.S. § 24A.8).

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

See Procedure Manual: 421.2.1 Priority Codes

421.7.1 UPLOADING
Each officer is responsible for preservation of recorded content on his or her assigned body-worn camera until uploaded. The officer will upload his or her body-worn camera recording(s) no later than the end of their shift, unless authorized by a supervisor. The officer will upload recordings when the camera is nearing capacity.

421.8 REVIEW OF RECORDED MEDIA FILES
When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

If the officer is giving a formal statement about the use of force or if the officer is the subject of a disciplinary investigation, the officer shall:

(a) have the option of reviewing the recordings in the presence of the officer’s attorney or labor representative; and

(b) have the right to review recordings from other body-worn cameras capturing the officer’s image or voice during the underlying incident.

Supervisors and management may review recordings at any time. Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct. It is not the intent of the Department to review recordings for the purpose of general performance review, for routine preparation of performance reports or evaluation, or to discover policy violations.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Chief of Police or the authorized designee.

(d) By supervisors to ensure that equipment is functioning properly.
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(e) In compliance with a public records request, provided that all recordings shall be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). The Custodian of Records may consult with the City Attorney regarding possible redaction or non-release of records. Recorded files released in compliance with a public records request (51 O.S. § 24A.8):

1. Shall only be released after redaction or obscuring of specific portions of the recording that:
   (a) Depict the death of a person or a dead body.
   (b) Depict any person who is nude.
   (c) Identify minors under 16 years of age.

2. May have redaction or obscuring of specific portions of audio and video that reveal the identity of officers who become subject to internal investigation by the Department until the investigation has been concluded. After conclusion of the investigation and any disciplinary process, the unedited audio and video recordings shall be available for public inspection and copying. The unedited audio and video recordings shall be available for public inspection and copying before the conclusion of the investigation and disciplinary process if the investigation and disciplinary process lasts for an unreasonable amount of time.

421.8.1 REVIEW FOR TRAINING PURPOSES
Recordings from body-worn cameras may be shown for training purposes upon completion of a criminal case. All such use shall be pursuant to the written authority of the Chief of Police. Officers shall be provided with at least thirty days’ notice if recordings intended for use for training purposes were either made by them or captured their image or voice.

421.9 RETENTION OF RECORDINGS
Data storage and retention is managed by the vendor. All recordings shall be retained for a period consistent with the requirements of the established records retention schedule.

See Procedure Manual: 421.3.1 Data Storage and Retention Schedule

421.9.1 RELEASE OF AUDIO/VIDEO RECORDINGS
Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy. All stored recordings are subject to release in accordance with the state public records retention laws. If a public request is made to review recordings from the body-worn cameras, officers shall be provided with at least twenty-four (24) hours notice prior to the review.
Public Recording of Law Enforcement Activity

422.1 PURPOSE AND SCOPE
This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this department. In addition, this policy provides guidelines for situations where the recordings may be evidence.

422.2 POLICY
The Ardmore Police Department recognizes the right of persons to lawfully record members of this department who are performing their official duties. Members of this department will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Officers should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

422.3 RECORDING LAW ENFORCEMENT ACTIVITY
Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the officers.
4. Being so close to the activity as to interfere with an officer’s effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the officer, him/herself or others.

422.4 OFFICER RESPONSE
Officers should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, officers should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, officers or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an
individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, an officer could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, officers shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

### 422.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the officer and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior. When practical, the encounter should be recorded.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of department members, such as how and where to file a complaint.

### 422.6 SEIZING RECORDINGS AS EVIDENCE

Officers should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

(a) To ensure that the consent is voluntary, the request should be in writing, and should not be made in a threatening or coercive manner.

(b) If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the
Public Recording of Law Enforcement Activity

Evidence is to transmit a copy of the recording from a device to a department-owned device.

Recording devices and media that are seized will be submitted within the guidelines of the Property and Evidence Section Policy.
Bicycle Patrol

423.1 PURPOSE AND SCOPE
This policy establishes guidelines for the Ardmore Police Department to safely and effectively use bicycle patrol for the purpose of enhancing field patrol efforts in the community.

423.2 POLICY
It is the policy of the Ardmore Police Department that patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize officer mobility and department visibility in the community.

423.3 OPERATIONS
Bicycle patrol has been shown to be an effective way to increase officer visibility in congested areas, and the quiet operation of the patrol bicycle can facilitate a tactical approach to crimes in progress. Patrol bicycles may be deployed to any area, at any hour of the day or night, according to department needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol officers shall be coordinated through the bicycle patrol coordinator or the Shift Supervisor.

423.4 SELECTION
Interested officers who are off probation shall submit a letter of interest to their appropriate Division Commanders. A copy will be forwarded to the bicycle patrol coordinator. Qualified applicants will then be invited to an oral interview. The oral interview will be conducted by the coordinator and a second person to be selected by the coordinator.

Interested officers shall be evaluated by the following criteria:
   (a) Recognized competence and ability as evidenced by performance
   (b) Special skills or training as it pertains to the assignment
   (c) Good physical condition
   (d) Willingness to perform duties using the bicycle as a mode of transportation

Recommendations for the position shall be submitted by the coordinator to the Chief of Police, who shall make the final selection.

423.4.1 OFFICER RESPONSIBILITIES
Officers should operate the bicycle in compliance with the Oklahoma Highway Safety Code under normal operation, unless their duties require otherwise (47 O.S. § 11-1202).

Officers may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Officers must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.
Bicycle Patrol

Officers are exempt from the rules of the road while using an audible siren or warning lights under the following conditions (47 O.S. § 11-106):

(a) In response to an emergency call

(b) While engaged in rescue operations

(c) In the immediate pursuit of an actual or suspected violator of the law

423.4.2 EXCEPTION TO THE USE OF EMERGENCY EQUIPMENT

Officers operating a bicycle may exceed maximum speed limits and disregard regulations governing turning in specified directions without using audible and visual signals, provided that the actions do not endanger life or property, when the officer is following a suspected violator of the law and has probable cause to believe that (47 O.S. § 11-106):

(a) Knowledge of the presence of the officer will cause the suspect to:
   1. Destroy or lose evidence of a suspected felony.
   2. End a suspected continuing felony before the officer has obtained sufficient evidence to establish grounds for an arrest.
   3. Evade apprehension or identification of the suspect or the vehicle of the suspect.

(b) Because of traffic conditions, there is a potential increased risk of a collision involving vehicles moving in response to the emergency lights and siren.

423.5 BICYCLE PATROL COORDINATOR

The Chief of Police shall delegate certain responsibilities to a bicycle patrol coordinator. The coordinator shall be appointed by and directly responsible to the Patrol Division Commander or the authorized designee.

The coordinator may appoint a senior bicycle patrol officer or other designee to assist in the coordination of bicycle patrol officers and their activities.

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

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.

(c) Inspecting, no less than every three months, bicycles that are not in active service and documenting that they are in serviceable condition.

(d) Scheduling maintenance and repairs.

(e) Evaluating the performance of bicycle patrol officers.

(f) Coordinating activities with the Patrol Division.

(g) Other activities as required to maintain the efficient operation of bicycle patrol.
Bicycle Patrol

423.6 PATROL BICYCLE
Bicycle patrol officers will be assigned a specially marked and equipped patrol bicycle, attached gear bag, two batteries and a charger.

Patrol bicycles shall be primarily black or white in color with a “Police” decal affixed to each side of the crossbar or the bicycle’s gear bag. Every patrol bicycle shall be equipped with:

(a) Front and rear reflectors.
(b) A siren and horn.
(c) A steady or flashing blue and red warning light that is visible from the front, sides and rear of the bicycle.
(d) A rear rack and/or gear bag sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage and citations.
(e) A gear bag that shall include a first-aid kit, tire pump, repair tool, tire tube, security lock, high-visibility vest and equipment information and use manuals. These items are to remain with/on the patrol bicycle at all times.

Patrol bicycles shall be properly secured when not in the officer’s immediate presence.

423.6.1 TRANSPORTING THE PATROL BICYCLE
The patrol bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a law enforcement vehicle push-bumper is discouraged.

423.6.2 MAINTENANCE

(a) Bicycle patrol officers shall conduct an inspection of the patrol bicycle and equipment prior to use to ensure proper working order of the equipment.

(b) Officers are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

1. Each patrol bicycle will have scheduled maintenance twice yearly to be performed by a repair shop or technician approved by the Department.

(c) Officers shall not modify the patrol bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the bicycle patrol coordinator, or in the event of an emergency.

(d) If a needed repair is beyond the ability of the bicycle patrol officer, a repair work order will be completed and forwarded to the coordinator for repair by a technician approved by the Department.

(e) Patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty.
1. During prolonged periods of nonuse, each bicycle patrol officer assigned a patrol bicycle shall periodically rotate the batteries on the respective chargers to increase battery life.

   (f) At the end of a patrol bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

423.7 UNIFORMS AND EQUIPMENT
Officers shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other department-approved shirt, with Ardmore Police Department badge and patches, and department-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather and turtleneck shirts or sweaters when worn under the uniform shirt.

Bicycle patrol officers are approved to wear nylon duty belts and gear, and shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment should include, but is not limited to, department-approved helmet, a radio headset and microphone, riding gloves, protective eyewear and approved footwear.

Officers will be responsible for obtaining the necessary forms, citation books and other department equipment needed while on bicycle patrol.

423.8 TRAINING
Officers must complete an initial department-approved bicycle-training course prior to assignment to bicycle patrol. Thereafter, bicycle patrol officers should receive twice yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include:

   (a) Bicycle patrol strategies.
   (b) Bicycle safety and accident prevention.
   (c) Operational tactics and techniques using bicycles.

Bicycle patrol officers will be required to train and qualify with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.
Automated License Plate Readers (ALPRs)

424.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

424.2 POLICY
The policy of the Ardmore Police Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public. All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

424.3 ADMINISTRATION
The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Ardmore Police Department to convert data associated with vehicle license plates for official law enforcement purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Patrol Division Commander. The Patrol Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

424.4 OPERATIONS
Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.
Automated License Plate Readers (ALPRs)

(e) No ALPR operator may access confidential department, state or federal data unless authorized to do so.

(f) If practicable, the officer should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

(g) ALPR may be used in conjunction with the Uninsured Vehicle Enforcement Program upon approval of the Chief of Police and in accordance with 47 O.S. § 7-606.1.

424.5 DATA COLLECTION AND RETENTION
The Patrol Division Commander is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

424.6 ACCOUNTABILITY
All data will be closely safeguarded and protected by both procedural and technological means. The Ardmore Police Department will observe the following safeguards regarding access to and use of stored data:

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

424.7 RELEASING ALPR DATA
The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

(a) The agency makes a written request for the ALPR data that includes:
   1. The name of the agency.
   2. The name of the person requesting.
Automated License Plate Readers (ALPRs)

3. The intended purpose of obtaining the information.
   (b) The request is reviewed by the Patrol Division Commander or the authorized designee and approved before the request is fulfilled.
   (c) The approved request is retained on file.

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

424.7.1 UNINSURED VEHICLE ENFORCEMENT PROGRAM DATA
Information required for prosecutions may be released through sworn affidavits in conjunction with the Uninsured Vehicle Enforcement Program (47 O.S. § 7–606.1).

Data related solely to the Uninsured Vehicle Enforcement Program shall be retained as evidence of a violation of the Compulsory Insurance Law, but should be purged when no longer needed as evidence of the offense. Data related solely to the Uninsured Vehicle Enforcement Program shall not be sold or shared in manner that is not authorized by 47 O.S. § 7–606.1.
Homeless Persons

425.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that department members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy details the need for special protection and services for homeless persons.

425.2 POLICY
It is the policy of the Ardmore Police Department to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Ardmore Police Department will address the needs of homeless persons in balance with the overall mission of this department.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

425.3 FIELD CONTACTS
Officers are encouraged to contact a homeless person to render aid, offer assistance or to check on the person’s welfare. Officers also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges. The officer may escort, direct or provide a ride to the homeless person to a supervised public or privately operated shelter. These shelters are designed to provide temporary living accommodations or provide regular overnight sleeping accommodations. Prior to transporting a homeless person, the officer shall conduct a search for weapons and/or contraband.

Officers should provide homeless persons with resources and assistance information whenever it is reasonably apparent that such services may be appropriate.

See Procedure Manual: 425.2 Governmental and Community Resources

425.3.1 CONSIDERATIONS
A homeless person will receive the same level and quality of service provided to other members of the community. When an officer makes casual contact with a homeless person, the officer shall consider the person to be a resident of Ardmore and shall take the necessary steps to ensure that the person is aware of available shelters, services or assistance. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation.
and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, officers should consider:

(a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Documenting locations the person may frequent.

(c) Providing victim/witness resources, when appropriate.

(d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.

(e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.

(f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.

(g) Whether the person may be an adult abuse victim and, if so, proceed in accordance with the Adult Abuse Policy.

425.4 MENTAL HEALTH ISSUES
When mental health issues are evident, officers should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, officers may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Officers should consider detaining the person under an emergency detention when facts and circumstances reasonably indicate such a detention is warranted (see the Emergency Detentions Policy).

425.5 PERSONAL PROPERTY
The personal property of homeless persons must not be treated differently than the property of other members of the community. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor’s responsibility to coordinate its removal and safekeeping.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the Patrol Division Captain. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the Patrol Division Captain.
Homeless Persons

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the Patrol Division Captain to address the matter in a timely fashion.

425.6 ECOLOGICAL ISSUES
Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or City departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.
Medical Aid and Response

426.1 PURPOSE AND SCOPE
This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

426.2 POLICY
It is the policy of the Ardmore Police Department that all officers and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

426.3 FIRST RESPONDING MEMBER RESPONSIBILITIES
Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED)) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact Dispatch and request response by Emergency Medical Services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide Dispatch with information for relay to EMS personnel in order to enable an appropriate response, including:

(a) The location where EMS is needed.
(b) The nature of the incident.
(c) Any known scene hazards.
(d) Information on the person in need of EMS, such as:
   1. Signs and symptoms as observed by the member.
   2. Changes in apparent condition.
   3. Number of patients, sex, and age, if known.
   4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
   5. Whether the person is showing signs or symptoms of excited delirium or other agitated chaotic behavior.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment and should defer medical decisions to the appropriate medical personnel.
Medical Aid and Response

426.4 TRANSPORTING ILL AND INJURED PERSONS
Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Officers should search any person who is in custody before releasing that person to EMS for transport.

An officer should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

426.5 PERSONS REFUSING EMS CARE
If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, an officer shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the officer should consider proceeding with an emergency detention in accordance with the Emergency Detentions Policy.

If an officer believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The officer may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the officer will require the person to be transported to the nearest medical facility. In such cases, the officer should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms or forms accepting financial responsibility for treatment.

426.6 SICK OR INJURED ARRESTEE
If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the officer has reason to believe the arrestee is feigning injury or illness, the officer should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the officer should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.
Arrestees who appear to have a serious medical issue should be transported by ambulance. Officers shall not transport an arrestee to a hospital without a supervisor’s approval.

Nothing in this section should delay an officer from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the officer’s training.

426.7 MEDICAL ATTENTION RELATED TO USE OF FORCE
Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

426.8 AIR AMBULANCE
Generally, when on-scene, EMS personnel will be responsible for determining whether an air ambulance response should be requested. An air ambulance may be appropriate when there are victims with life-threatening injuries or who require specialized treatment (e.g., gunshot wounds, burns, obstetrical cases), and distance or other known delays will affect the EMS response.

Headlights, spotlights and flashlights should not be aimed upward at the air ambulance. Members should direct vehicle and pedestrian traffic away from the landing zone.

Members shall follow these cautions when near an air ambulance:

- Never approach the aircraft until signaled by the flight crew.
- Always approach the aircraft from the front.
- Avoid the aircraft’s tail rotor area.
- Wear eye protection during the landing and take-off.
- Do not carry or hold items, such as IV bags, above the head.
- Ensure that no one smokes near the aircraft.

426.9 AUTOMATED EXTERNAL DEFIBRILLATOR (AED)
It is the policy of the Ardmore Police Department that whenever practicable, officers should take appropriate steps to provide initial medical aid (e.g., first aid, CPR and use of an automated external defibrillator (AED) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the officer can safely do so.

426.9.1 FIRST RESPONDING OFFICER RESPONSIBILITY

(a) Prior to initiating medical aid, the officer should contact Communications and request response by emergency medical services (EMS) as the officer deems appropriate.
Medical Aid and Response

(b) Officers should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids.

(c) When requesting EMS, the officers should provide Communications with information for relay to EMS personnel in order to enable an appropriate emergency medical response.

(d) Officers should stabilize the scene whenever practicable while awaiting the arrival of EMS.

(e) Officers should not direct EMS personnel whether to transport the person for treatment.

426.9.2 AED USER RESPONSIBILITY

(a) Officers who are issued AEDs for use in department vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning.

1. Any AED that is not functioning properly will be taken out of service and given to the Training Manager who is responsible for ensuring appropriate maintenance.

(b) Follow all AED manufacturer recommendations for safe, effective and accurate rhythm analysis and defibrillation.

(c) Following the use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads will be replaced as recommended by the AED manufacturer.

426.9.3 AED REPORTING

Any officer using an AED will complete an incident report detailing its use.

426.9.4 AED TRAINING AND MAINTENANCE

The Training Manager should ensure appropriate training is provided to officers authorized to use an AED once every two years. The Training Manager is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance.

426.9.5 EMERGENCY USE OF AUTOMATED EXTERNAL DEFIBRILLATOR - IMMUNITY FROM CIVIL LIABILITY

In accordance with Oklahoma State Statutes Title 76 § 5A, E, the Training Manager shall communicate in writing to the proper first responders (SOAS and Ardmore Fire), the locations and placements of AEDs in possession of the Ardmore Police Department.

426.10 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

Members who have been trained may administer opioid overdose medication (63 O.S. § 1-2506.1).

426.10.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure
they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Division Commander.

426.10.2 OPIOID OVERDOSE MEDICATION REPORTING
Any member administering opioid overdose medication should detail its use in an appropriate report.

See attachment: Overdose Prevention Program Report Back Form

426.10.3 OPIOID OVERDOSE MEDICATION TRAINING
The Division Commander should ensure training is provided to members authorized to administer opioid overdose medication.

426.11 FIRST AID TRAINING
Subject to available resources, the Division Commander should ensure officers receive periodic first aid training appropriate for their position.
First Amendment Assemblies

427.1 PURPOSE AND SCOPE
This policy provides guidance for responding to public assemblies or demonstrations.

427.2 POLICY
The Ardmore Police Department respects the rights of people to peaceably assemble. It is the policy of this department not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

427.3 GENERAL CONSIDERATIONS
Individuals or groups present on the public way, such as public facilities, streets, or walkways, generally have the right to assemble, rally, demonstrate, protest, or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter. These rights may be limited by laws or ordinances regulating such matters as the obstruction of individual or vehicle access or egress, trespass, noise, picketing, distribution of handbills, leafletting, and loitering. However, officers shall not take action or fail to take action based on the opinions being expressed.

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors officers may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life, and to prevent the destruction of property.

Officers should not:

(a) Engage in assembly or demonstration-related discussion with participants.
(b) Harass, confront or intimidate participants.
(c) Seize the cameras, cell phones, or materials of participants or observers unless an officer is placing a person under lawful arrest.

Supervisors should continually observe department members under their commands to ensure that members’ interaction with participants and their response to crowd dynamics is appropriate.
427.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION
Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions, assistance in evaluating department performance, serving as training material, recording the use of dispersal orders and facilitating a response to allegations of improper law enforcement conduct.

Photographs, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

427.4 UNPLANNED EVENTS
When responding to an unplanned or spontaneous public gathering, the first responding officer should conduct an assessment of conditions, including, but not limited to:

- Location.
- Number of participants.
- Apparent purpose of the event.
- Leadership (whether it is apparent and/or whether it is effective).
- Any initial indicators of unlawful or disruptive activity.
- Indicators that lawful use of public facilities, streets or walkways will be impacted.
- Ability and/or need to continue monitoring the incident.

Initial assessment information should be promptly communicated to Dispatch, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

See Procedure Manual: 427.4 Campus Disorders
See Procedure Manual: 427.5 Campus Riot

427.5 PLANNED EVENT PREPARATION
For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

See Procedure Manual: 427.2 Special Events

427.5.1 INFORMATION GATHERING AND ASSESSMENT
In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:
First Amendment Assemblies

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

427.5.2 OPERATIONAL PLANS
An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.
(b) Staffing and resource allocation.
(c) Management of criminal investigations.
(d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.).
(e) Deployment of specialized resources.
(f) Event communications and interoperability in a multijurisdictional event.
(g) An established liaison with demonstration leaders and external agencies.
(h) An established liaison with City government and legal staff.
(i) Media relations.
(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.
(k) Traffic management plans.
(l) First aid and emergency medical service provider availability.
(m) Prisoner transport and detention.
(n) Review of policies regarding public assemblies and use of force in crowd control.
(o) Parameters for declaring an unlawful assembly.
(p) Arrest protocol, including management of mass arrests.
(q) Protocol for recording information flow and decisions.
First Amendment Assemblies

- Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.
- Protocol for handling complaints during the event.
- Parameters for the use of body-worn cameras and other portable recording devices.

427.5.3 MUTUAL AID AND EXTERNAL RESOURCES
The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

427.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS
If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

427.7 USE OF FORCE
Use of force is governed by current department policy and applicable law (see the Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and TASER (TM)s should be considered only when the participants’ conduct reasonably appears to present the potential to
First Amendment Assemblies

harm officers, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsicum (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this department shall be documented promptly, completely and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

427.8 ARRESTS
The Ardmore Police Department should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of officers and arrestees.
(b) Dedicated arrest, booking and report writing teams.
(c) Timely access to medical care.
(d) Timely access to legal resources.
(e) Timely processing of arrestees.
(f) Full accountability for arrestees and evidence.
(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Citation Releases Policy).

See Procedure Manual: 427.3 Mass Arrests

427.9 MEDIA RELATIONS
The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).
427.10 DEMOBILIZATION
When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

427.11 POST EVENT
The Incident Commander should designate a member to assemble full documentation of the event, to include:

(a) Operational plan.
(b) Any incident logs.
(c) Any assignment logs.
(d) Vehicle, fuel, equipment and supply records.
(e) Incident, arrest, use of force, injury and property damage reports.
(f) Photographs, audio/video recordings, Dispatch records/tapes.
(g) Media accounts (print and broadcast media).

427.11.1 AFTER-ACTION REPORTING
The Incident Commander should work with City legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used, to include:

(a) Date, time and description of the event.
(b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs).
(c) Problems identified.
(d) Significant events.
(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

427.12 TRAINING
Department members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Department should, when practicable, train with its external and mutual aid partners.
Civil Disputes

428.1 PURPOSE AND SCOPE
This policy provides members of the Ardmore Police Department with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic Abuse Policy will address specific legal mandates related to domestic abuse court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Oklahoma law.

428.2 POLICY
The Ardmore Police Department recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this department may assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

428.3 GENERAL CONSIDERATIONS
When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While the following is not intended to be an exhaustive list, members should give consideration to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice; however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts longer than 30 minutes are warranted.
Civil Disputes

428.4 COURT ORDERS
Disputes involving court orders can be complex. Where no mandate exists for an officer to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating officer should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating officer should document:

(a) The person’s knowledge of the court order or whether proof of service exists.
(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. Officers should make all parties aware that they can obtain a copy of the report from the Records Division.

428.4.1 STANDBY REQUESTS
Officers responding to a call for standby assistance to retrieve property should, subject to availability, meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property. If not available to assist, officers shall advise the person to contact the Carter County Sheriff's Office for assistance.

Members should, if available, accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Officers should not order the other party to allow entry or the removal of any items. If there is a restraining or similar order against the person requesting standby assistance, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

428.5 VEHICLES AND PERSONAL PROPERTY
Officers may be faced with disputes regarding possession or ownership of vehicles or other personal property. Officers may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, officers should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.
Civil Disputes

428.6 REAL PROPERTY
Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.
Suspicious Activity Reporting

429.1 PURPOSE AND SCOPE
This policy provides guidelines for reporting and investigating suspicious and criminal activity.

429.1.1 DEFINITIONS
Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., “dry run,” creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

429.2 POLICY
The Ardmore Police Department recognizes the need to protect the public from criminal conduct and acts of terrorism and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

429.3 RESPONSIBILITIES
The Investigation Division Commander and the authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for department participation in criminal intelligence systems as outlined in the Criminal Organizations Policy.

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

(a) Remaining familiar with those databases available to the department that would facilitate the purpose of this policy.
Suspicious Activity Reporting

(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Department.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Department conducts outreach that is designed to encourage community members to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

429.4 REPORTING AND INVESTIGATION

Any department member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to an officer in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about the involved parties and the circumstances of the incident. If, during any investigation an officer becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

429.5 HANDLING INFORMATION

The Investigations Division Captain will forward copies of SARs, in a timely manner, to appropriate internal divisions, sections, units or personnel and to necessary external law enforcement agencies.
Medical Marijuana

430.1 PURPOSE AND SCOPE
The purpose of this policy is to provide members of this department with guidelines for investigating the acquisition, possession, transportation, delivery, production, or use of marijuana under Oklahoma’s medical marijuana laws (63 O.S. § 420 et seq.; OAC 310:681-1-4 et seq.).

430.1.1 DEFINITIONS
Definitions related to this policy include:

Allowable amount - A licensee is able to have possession of the following (63 O.S. § 420; OAC 310:681-2-8):

(a) Up to 3 ounces or 84.9 grams of marijuana on the licensee’s person
(b) 6 mature marijuana plants and the marijuana harvested from those plants
(c) 6 seedling plants
(d) 1 ounce or 28.3 grams of concentrated marijuana
(e) 72 ounces or 2,037.6 grams of edible marijuana
(f) Up to 8 ounces or 226.4 grams of marijuana in the licensee’s residence
(g) 72 ounces of topical marijuana

Caregiver - A family member or assistant who regularly looks after a licensed patient whom a physician certifies is homebound or needs assistance (OAC 310:681-1-4).

Licensee – A person who has been properly issued a medical marijuana license by the Oklahoma State Department of Health (OSDH) (OAC 310:681-1-4).

Medical marijuana – Marijuana that is grown, processed, dispensed, tested, possessed, or used for a medical purpose (OAC 310:681-1-4).

Medical marijuana concentrate – A substance obtained by separating cannabinoids from any part of the marijuana plant by physical or chemical means and that delivers a product with a cannabinoid concentration greater than the raw plant material from which it is derived (OAC 310:681-1-4).

Usable medical marijuana - The dried leaves, flowers, oils, vapors, waxes, and other portions of the marijuana plant and any mixture or preparation thereof, excluding seed, roots, stems, stalks, and fan leaves (OAC 310:681-1-4).

430.2 POLICY
It is the policy of the Ardmore Police Department to prioritize resources to avoid making arrests related to marijuana that the arresting officers reasonably believes would not be prosecuted by state or federal authorities.
Medical Marijuana

Oklahoma medical marijuana laws are intended to provide protection from prosecution to those who possess medical marijuana to mitigate the symptoms of a medical condition for which the medical marijuana provides therapeutic or palliative benefits. However, Oklahoma medical marijuana laws do not affect federal laws, and there is no medical exception under federal law for the possession or distribution of marijuana. The Ardmore Police Department will exercise discretion to ensure laws are appropriately enforced without unreasonably burdening both those individuals protected under Oklahoma law and the resources of the Department.

430.3 INVESTIGATION

Investigations involving the possession, delivery, production, or use of marijuana generally fall into one of several categories:

(a) Investigations when no person makes a medicinal claim.
(b) Investigations when a medicinal claim is made by a licensee.
(c) Investigations when a medicinal claim is made by a non-licensee.
(d) Investigations related to the unlawful sale or transfer of medical marijuana.

430.3.1 INVESTIGATIONS WITH NO MEDICINAL CLAIM

In any investigation involving the possession, delivery, production, or use of marijuana or drug paraphernalia where no person claims that the marijuana is used for medicinal purposes, the officer should proceed with a criminal investigation. A medicinal claim may be raised at any time, so officers should document any statements and observations that may be relevant to whether the marijuana was possessed or produced for medicinal purposes.

430.3.2 INVESTIGATIONS INVOLVING MEDICINAL CLAIM BY LICENSEE

Officers should not take enforcement action against a person for possession of marijuana when the person presents a license issued by the OSDH Oklahoma Medical Marijuana Authority Division and is in possession of the allowable amount of medical marijuana. Officers may utilize the system established by the Oklahoma Medical Marijuana Authority to confirm the authenticity and validity of the person’s license (OAC 310:681-2-7).

When a person makes a medicinal claim and has an allowable amount of medical marijuana but does not have a license in his/her possession, if the officer can otherwise determine the person is a valid license holder, no enforcement action should be taken.

430.3.3 ADDITIONAL CONSIDERATIONS

Officers should consider the following when investigating an incident involving marijuana possession, delivery, production, or use:

(a) Because enforcement of medical marijuana laws can be complex, time-consuming, and can call for resources unavailable at the time of initial investigation, officers may consider submitting a report to the prosecutor for review, in lieu of making an arrest. This can be particularly appropriate when:

1. The suspect has been identified and can be easily located at another time.
2. The case would benefit from review by a person with expertise in medical marijuana investigations.

3. Sufficient evidence, such as photographs or samples, has been lawfully obtained.

4. Any other relevant factors exist, such as limited available department resources and time constraints.

5. The case involves the sale or transfer of medicinal marijuana or medical marijuana products or otherwise involves a violation of OAC 310:681-2-9.

(b) Whenever the initial investigation reveals an amount of marijuana greater than that specified by law, officers should consider and document, in anticipation of an affirmative defense:

1. The amount of marijuana recommended by a medical professional to be ingested.

2. The quality of the marijuana.

3. The method of ingestion (e.g., smoking, eating, nebulizer).

4. The timing of the possession in relation to a harvest (patient may be storing marijuana).

5. Whether the marijuana is being cultivated indoors or outdoors, the climate.

(c) Before proceeding with enforcement related to dispensaries, commercial growers, or processors, officers should consider conferring with appropriate legal counsel.

(d) Possession of up to 1.5 ounces or 42.45 grams of marijuana by persons who can state a medical condition, but who are not in possession of a state-issued medical marijuana patient license, is a misdemeanor offense with a fine prescribed by 63 O.S. § 420(B).

(e) Under these circumstances, an arrest shall not be made and a citation shall be issued unless there has been a violation of another provision of law (63 O.S. § 420(B)).

430.4 FEDERAL LAW ENFORCEMENT
Officers should provide information regarding a marijuana investigation to federal law enforcement authorities when it is requested by federal law enforcement authorities or whenever the officer believes those authorities would have a particular interest in the information.

430.5 EVIDENCE

430.5.1 MEMBER RESPONSIBILITIES
The investigating member should notify the receiving Property and Evidence Section member in writing when marijuana may be the subject of a medical claim.

430.5.2 PROPERTY AND EVIDENCE SECTION SUPERVISOR RESPONSIBILITIES
The Property and Evidence Section supervisor or authorized designee should ensure that marijuana, drug paraphernalia, or other related property seized from a person engaged or assisting
Medical Marijuana

in the use of medical marijuana is not destroyed. The Property and Evidence Section supervisor or authorized designee is not responsible for caring for live marijuana plants.

Upon the prosecutor’s decision to forgo prosecution, or the dismissal of charges or an acquittal, the Property and Evidence Section supervisor should as soon as practicable return to the person from whom it was seized any usable marijuana, plants, drug paraphernalia, or other related property.

The Property and Evidence Section supervisor or authorized designee may release marijuana to federal law enforcement authorities upon presentation of a valid court order or by a written order of the Investigation Division supervisor.
Railroad Disasters

431.1 PURPOSE AND SCOPE
The purpose of this policy is to provide department members with guidelines for handling railroad disasters. This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Management Plan and Hazardous Material Response policies.

431.2 POLICY
It is the policy of the Ardmore Police Department to provide an appropriate emergency response to railroad disasters. This includes emergency medical care and scene management.

431.3 RESPONSIBILITIES

431.3.1 CALL-TAKER
If this agency is notified of a railroad disaster, the following information should be obtained from the reporting party:

(a) The exact location of event;
(b) Whether passenger train or cargo train;
(c) The number of and extent of any injuries;
(d) Any hazardous cargo involved;
(e) Fire hazard information, and;
(f) Any other pertinent information.

431.3.2 COMMUNICATIONS SPECIALIST
The Communications Specialist will assign police patrol, EMS, EOC, and fire units to respond to the scene of the event. Upon arrival, the officer shall attempt to determine the extent of the event and relate the information to the communications officer.

431.3.3 FIRST OFFICERS ON SCENE
The responsibility of the police officers shall be the following:

(a) Attempt to determine the extent of the event and any other immediate hazards still remaining;
(b) Render aid to victims if it is safe to do so;
(c) Provide any further assistance deemed safe;
(d) Securing the area and maintaining watch until the situation has been normalized.
Suspicious Packages - Biological Threat

432.1 PURPOSE AND SCOPE
The threat of attacks on individuals involving Weapons of Mass Destruction (WMD), especially chemical or biological agents, continues to be of significant concern. The safety of all persons involved is the first priority in such incidences.

432.1.1 DEFINITIONS

Biological Weapons - Any microorganism, such as a bacteria or virus, used intentionally to inflict harm upon others. Biological weapons are most effective when dispersed as fine airborne particles (aerosols) to be inhaled by intended victims. However, biological agents can also be effective if ingested or injected.

Bioterrorism - The concept of threatening or intimidating, either through overt action or mere implication, an injury or attack through the use of biological weapons as described above. It includes hoaxes calculated to instill fear.

Package - Any container that may hold a biological weapon or hoax substance, including a letter, box, jar, suitcase or other packaging material.

First Responder - An emergency worker who responds to an incident within a set amount of time. The term is usually specific to Fire, Law Enforcement and EMS immediately arriving assets. Those arriving on scene at later intervals may be called a responder, an emergency responder, a secondary responder, a subject matter expert or a special law enforcement assignment.

Weapons of Mass Destruction (WMD) - WMD may be any nuclear, biological, incendiary, chemical, explosive or radiological weapon that may be used for death or destruction of an adversary. For the purpose of this document, we will be referring to only biological agents.

432.2 POLICY
The Ardmore Police Department will respond to all reports of suspicious letters or packages. It is the responsibility of the responding officer(s) to assess the situation and make a determination whether to evacuate the area and summon Hazardous Materials (HAZ MAT) personnel.

432.3 NOTIFICATION
When a report of a suspicious package is received, the Communications Specialist should determine the following from the caller:

(a) Whether anyone is in need of medical assistance,
(b) The caller’s name, location, and callback number,
(c) The precise location of the suspicious package in question,
(d) Why the package is considered suspicious,
(e) Whether the package has been opened, and
(f) If so, was anything suspicious found inside.
Once this information has been obtained, the Communications Specialist should:

(a) Advise the caller to leave the package where it is until the police arrive (if the package is still sealed), and to move themselves and all others away from the package;

(b) Advise the caller not to move, drop, or shake the package;

(c) Advise the caller to take the following additional steps if the package was opened and a residue was found:
   1. Close all windows and turn off ventilation;
   2. Leave the affected room or area, wash hands and exposed skin with soap and water;
   3. Avoid walking about the home or office and do not leave until police arrive; and
   4. Ask all persons who have had contact with the package to follow the aforementioned precautions.

(d) Notify the caller to remain near a phone in a safe area and that emergency response personnel will be dispatched; and

(e) Notify the shift commander of the call and circumstances.

432.4 ASSESSMENT
The initial response will vary, depending on the size and scope of the threat.

(a) The responding officer should not
   1. Move, touch or open the letter or package;
   2. Attempt to smell or taste the contents; or
   3. Allow anyone to clean up the substance, if spilled.

(b) Perform a scene survey that includes a risk assessment of the threat for an Improvised Explosive Device (IED) prior to approaching any suspicious package. If an explosive threat exists, or an explosion has occurred, evaluate the scene for a secondary IED. If an explosive threat exists, it will take precedence over any biological threat until rendered safe. Officers must remain alert to the possibility of an Improvised Explosive Device (IED) or secondary devices of any sort.

(c) Interview the caller regarding the suspicious package to determine:
   1. Who has physically contacted the package;
   2. Why the caller believes the package is suspicious;
   3. If there is a return address on the package;
   4. If the package has been opened;
   5. If there are foreign substances inside;
   6. If there has been any correspondence that is either threatening or suspicious; and
   7. If there have been any threatening notes or phone calls.
(d) Observe the package from a safe distance or by using binoculars to assess, to the extent possible, the following characteristics that may be indicative of bioterrorism:

- Mail has a powdery substance on the outside;
- Mail is from an unexpected or unfamiliar source;
- Mail is addressed to someone no longer working or residing at the address;
- Mail has no return address, or one that cannot be verified as legitimate;
- Mail has obvious misspellings of common words;
- Mail or package is of unusual shape, size, or weight;
- Mail has an unusual amount of tape or string;
- Mail is marked with restrictive endorsements such as "personal" or "confidential";
- Mail has a strange odor or stain;
- Mail shows city and state postmark that does not match the return address;
- Mail has excessive postage;
- Mail is addressed in block print or written or typed poorly;
- Mail has protruding wires or aluminum foil; and/or
- Mail has a sound coming from the inside.

(e) If it cannot be determined whether the package is a threat, notify a supervisor. The supervisor will evaluate the suspicions and determine whether the package is a possible threat and merits further examination/evaluation by specialized Haz Mat or Emergency Ordnance Disposal (EOD) teams.

1. See Procedure Manual: 432.2 Assessment - Emergency Notifications

432.5 CONTAINMENT AND INVESTIGATION

432.5.1 RESPONDING OFFICER RESPONSIBILITIES
Should the incident scene/area be contaminated from the suspicious package, the officer(s) shall perform the following to the extent that it does not unnecessarily risk their lives or safety and subsequently render them unable to provide further assistance:

(a) Establish a perimeter to deny entry and to contain potentially exposed persons;
(b) Direct persons in leaving the area of immediate hazard to a safe location where they can be sheltered-in-place (do not evacuate the building unless an immediate threat is evident);
(c) To the extent possible, render first aid; and
(d) Inform the Emergency Dispatch Center of the nature of visible injuries and number of injured or exposed persons.
432.5.2 SUPERVISOR RESPONSIBILITIES
The supervisor in charge, or in his or her absence, the ranking officer will:

(a) Institute Incident Command System (ICS) protocols and designate an Incident Commander (IC) and, depending on the nature of the incident, a Unified Command Structure;

(b) Coordinate establishing a sufficient perimeter to prevent further contamination or the destruction of evidence;

(c) Attempt to have all potentially exposed persons isolated and obtain information to permit follow-up contact by health authorities;

(d) Coordinate appropriate traffic control measures;

(e) Evaluate whether notification to the appropriate state or federal agencies is warranted;

(f) Determine whether a threat assessment conference call is necessary with the outside agencies:

1. See Procedure Manual: 432.3.1 Emergency Conferencing

(g) Notify the Postal Inspector if the package involved travel through the U.S. Mail;

1. See Procedure Manual: 432.3.2 U.S. Postal Inspector Notification

(h) Ensure that personnel are equipped with and utilizing proper personal protective equipment (PPE), that conforms to NIOSH and OSHA regulations, before entering the threat area to avoid possible contamination.

432.5.3 INCIDENT COMMANDER RESPONSIBILITIES
Once the area has been isolated, the IC shall:

(a) Notify the local fire department of the situation;

(b) Ensure that the local/nearest Haz Mat and/or EOD team has been notified;

(c) Instruct all personnel who were near or in direct contact with the suspect mail to thoroughly wash their face, hands and any exposed skin with soap and water and seek medical examination/treatment when deemed necessary (Decontamination procedures for exposed persons should be in accordance with the Center for Disease Control's (CDC) protocols. Follow up with internal risk management procedures for workplace exposures/ injuries); and

(d) Consult with the appropriate Haz mat, EOD, and/or health authorities to determine the safest means of mitigation and the processing of evidentiary materials, giving special consideration to the safe handling and storage of suspected biological materials.

432.5.4 HAZMAT RESPONSIBILITIES
Haz Mat personnel will provide additional guidance once the package and/or substance is assessed. The assessment process may involve physical examination, field substance analysis, or collection for laboratory analysis. Decontamination, collection and further mitigation should be based on the assessment provided by Haz Mat personnel.
432.6 EVIDENCE COLLECTION
For packages/substances deemed to be of no threat, routine evidence collection procedures may be utilized. Likewise, hoax items should be collected using standard collection procedures to ensure future prosecution.

Packages/substances that cannot be verified as safe on-site must be safely collected and packaged. At a minimum, items should be double bagged in non-porous bags and completely sealed. Special consideration must be given to the safe transport and storage of suspect packages/substances. These items shall be placed in a container that can be tightly sealed, such as an evidence “paint can”, prior to being transported to the evidence storage room/facility.

432.7 DEBRIEFING
The supervisor shall conduct a debriefing of all key personnel following the completion of operations and issue a report to the Chief of Police.
Community Service Officer

433.1 PURPOSE AND SCOPE
The Community Service Officer is intended to provide assistance to the community and to other Police Department personnel as assigned.

433.2 POLICY
It is the policy of the Ardmore Police Department to provide the citizens of Ardmore with courteous, professional and effective community services. The Community Service Officer position is a non-sworn, non-CLEET certified but uniformed position within the Police Department.

433.3 COMMUNITY SERVICE OFFICER
The Chief of Police shall appoint personnel to the position of Community Service Officer, and shall provide the Community Service Officers with the necessary materials and safety equipment as required for the performance of their duties.

Community Service Officers shall report directly to a Patrol Services Supervisor and shall assist him/her in budget preparations by submitting a request for all such permanent and expendable materials as they shall require.

See Procedure Manual: 436.2.1 Responsibilities
See Procedure Manual: 436.2.2 Miscellaneous Community Service Officer Guidelines

433.4 TRAINING
Community Service Officers will receive training appropriate to their assignment and capabilities consistent with Department policies and procedures. Classroom and field training programs will be provided according to anticipated work assignments.

(a) Community Service Officers are eligible to attend CLEET certified training courses which are appropriate to their assignments when recommended by their supervisor and approved by the Chief of Police.

(b) Community Service Officers will receive initial training in self-defense and prisoner handling, processing and booking procedures.

(c) Community Service Officers may be issued OC spray and/or a Taser for defensive purposes once they have completed OC and/or Taser certification training.
Alarm Responses

434.1 PURPOSE AND SCOPE
The purpose of this policy is to offer guidance for members of the Ardmore Police Department when responding to a robbery, burglary or other types of alarms.

434.2 POLICY
It is the policy of the Ardmore Police Department that officers responding to alarms follow the guidelines as set forth in this policy to ensure the safety of all persons involved and to enhance the possibility of arrest when warranted.

434.3 FINANCIAL INSTITUTION ALARMS

434.3.1 COMMUNICATIONS SPECIALIST RESPONSIBILITIES
Upon receiving a financial institution alarm, when available, a minimum of two (2) patrol units shall be dispatched.

(a) If the notification is received by telephone, a complete description of the perpetrators shall be obtained from the caller along with other applicable information such as; is the perpetrator still at the scene, and if not, the direction and mode of travel, vehicle description, etc.

(b) If the notification is made by alarm and the responding officers have arrived and are in position at the establishment, the officers at the scene will advise if and when the Communications Specialist will attempt to contact a responsible party within the financial institution using the Department’s prearranged procedures.

(c) If the Communications Specialist is notified the alarm is false, he or she shall:
   1. Advise the person that police units are responding;
   2. Obtain the identity of and maintain contact with the person;
   3. Obtain a physical description of the supervisor or manager who will meet the officers outside the establishment.

434.3.2 OFFICER RESPONSIBILITIES
Responding officers shall use appropriate vehicular warning devices when responding to the scene, but will not use a siren within hearing range of the financial institution. They shall be observant of any suspicious persons or activities near the scene, and while en route, should notify each other of their location and their intended route and approach to the scene.

Ardmore Police Department Procedure Manual: 434.2.1 At Scene Protocol

434.4 INTRUSION ALARMS
Officers shall respond to intrusion alarms immediately, but shall observe all traffic laws. (Code 1). If it is determined that a burglary is in progress, the responding officers shall use appropriate vehicular warning devices. (Code 2 or 3 as appropriate).
Alarm Responses

Responding officers shall be observant of any suspicious persons or activities near the scene.

434.5 FIRE ALARMS
A police unit will be dispatched to the scene of a fire alarm when requested by the Ardmore Fire Department. Their primary duties will be as follows:

(a) To the extent reasonable, officers shall warn occupants of the building and buildings adjoining, and assist them where and whenever possible.

(b) Police officers shall establish fire lines at a reasonable distance to give firefighters free access between fire apparatus and the fire.
   1. They shall exclude all unauthorized persons and vehicles from within the fire lines.
   2. No person or vehicle should be allowed or permitted to enter within the established fire lines except by consent or orders of the fire officer in charge.
   3. Spectators shall be kept outside of the established fire lines, and kept off and away from all fire apparatus.
   4. Officers shall keep spectators’ vehicles at least one block away from the fire, in all directions; street crossings must be kept clear of traffic; all streets leading into the fire area must be kept open for additional fire equipment if necessary.

(c) Officers shall take reasonable precautions to protect all fire apparatus and equipment from theft or damage; they shall not allow vehicles to drive over the fire hose.

All responding City officials, Public Utility, Water Department, United States Postal employees, and news media personnel shall be allowed within the fire lines. Any other person having orders or permission of the fire officials in charge shall be allowed to enter within the fire lines.

To the extent reasonable, officers shall not allow unauthorized persons to enter the building(s). Following the extinguishing of the fire, officers may be assigned to protect the scene, property, and bystanders.
Chapter 5 - Traffic Operations
Traffic

500.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY
It is the policy of the Ardmore Police Department to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Department will be driven by such factors as the location and/or number of traffic collisions, citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT
Enforcement efforts may include such techniques as geographic/temporal assignment of department members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for department members. State and local data on traffic collisions are a valuable resource. Factors for analysis include, but are not limited to:

- Location.
- Time.
- Day.
- Violation factors.
- Requests from the public.
- Construction zones.
- School zones.
- Special events.

Department members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic collisions, and also will consider the hours and locations where traffic collisions tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic collisions frequently occur.
500.4 ENFORCEMENT
Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This department does not establish ticket quotas. The number of arrests or citations issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic collisions (22 O.S. § 1115.1; 22 O.S. § 1115.1A).

500.4.1 WARNINGS
Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a non-hazardous, non-moving or minor violation was inadvertent.

500.4.2 CITATIONS
Generally, citations should be issued when a member believes it is appropriate. A citation shall be issued to release a person who is arrested solely for a misdemeanor violation of a state traffic law or a municipal traffic ordinance, if (11 O.S. § 27-117; 11 O.S. § 27-117.1; 11 O.S. § 28-114.1; 22 O.S. § 1115.1; 22 O.S. § 1115.1A):

(a) The arrested person has been issued a valid license to operate a motor vehicle by Oklahoma or another state that is a participant in the Nonresident Violator Compact or any party jurisdiction of the Nonresident Violator Compact.

(b) The officer is satisfied as to the identity of the arrested person.

(c) The arrested person signs a written promise to appear, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.

(d) The violation does not constitute an offense for which a physical arrest should be made.

When issuing a citation for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, the arresting officer shall include on the citation:

- An explanation of the violation or charge.
- The court appearance procedure, including the optional or mandatory appearance by the motorist.
- A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.
- Notice that failure to timely appear for arraignment will result in the suspension of his/her driving privilege and driver license in Oklahoma or, for nonresidents, pursuant to the Nonresident Violator Compact (47 O.S. § 790).

500.4.3 PHYSICAL ARREST
Physical arrest can be made on a number of criminal traffic offenses. These cases usually deal with, but are not limited to (22 O.S. § 1115.1; 22 O.S. § 1115.1A):
Traffic

(a) A felony.
(b) Negligent homicide.
(c) Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.
(d) Eluding or attempting to elude a law enforcement officer.
(e) Operating a motor vehicle without having been issued a valid driver license, or while the driving privilege and driver license is under suspension, revocation, denial or cancellation.
(f) An arrest based upon an outstanding warrant.
(g) Whenever the operator refuses to sign the promise to appear on the traffic citation, upon approval of a supervisor.

500.4.4 PUBLIC CARRIERS AND COMMERCIAL VEHICLES
Public carriers, commercial vehicles and other vehicles for which a commercial driver license is required should be handled in accordance with state law, which may include issuance of citations, warnings or other appropriate actions.

500.4.5 ANNOTATED OR MULTIPLE CITATIONS
All violations should be annotated unless the member believes a single citation is sufficient. Multiple or stacked violations/citations should only be utilized when the violations are flagrant or the offender has repeatedly disregarded previous notifications of violations.

500.4.6 GRACE PERIOD
A grace period of no more than 30 days should be observed when a new law is implemented or when a traffic control device is installed, unless the violation is flagrant or dangerous.

500.4.7 PEDESTRIANS, BICYCLES OR NON-REGISTERED CONVEYANCES
Violations of traffic laws involving pedestrians, bicycles or other non-registered conveyances should be cited based upon local ordinances. The age and ability of the pedestrian, bicycle rider or other user should be considered in issuing citations.

500.5 SUSPENDED OR REVOKED LICENSES
If an officer contacts a traffic violator who is also driving on a suspended or revoked license, the officer should issue a traffic citation or make an arrest as appropriate.

500.6 HIGH-VISIBILITY VESTS
The Department has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of department members who may be exposed to hazards presented by passing traffic or by maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601).
**Traffic**

500.6.1 **REQUIRED USE**
Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests should be worn when increased visibility would improve the safety of the department member or when the member will be exposed to the hazards of passing traffic or will be maneuvering or operating vehicles, machinery and equipment.

Examples of when high-visibility vests should be worn include traffic control duties, traffic collision investigations, lane closures and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members should retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

500.6.2 **CARE AND STORAGE**
High-visibility vests should be maintained in the trunk of each patrol and investigation vehicle, in the side box of each police motorcycle and in the gear bag of each patrol bicycle. Each vest should be stored inside a resealable plastic bag to protect and maintain the vest in a serviceable condition. Before going into service, each member shall ensure that a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The city Safety and Risk Manager should be promptly notified whenever the supply of vests needs replenishing.

500.7 **HAZARDOUS CONDITIONS**
Officers encountering hazardous road conditions should assess the severity of the hazard and take appropriate action, including but not limited to:

(a) Notifying the department responsible for maintaining that section of the road.
(b) Removing the hazard from the roadway if possible to do so in a safe manner.
(c) Placing a warning device around the hazard to warn oncoming traffic.
(d) When practicable, and safe to do so, positioning a patrol car to warn oncoming traffic and direct the traffic around the hazard.

500.8 **VEHICLE CHECKPOINTS**
The Patrol Captain may establish guidelines for roadside vehicle checkpoints based upon reasonable criteria (e.g., holidays, traffic injuries or fatalities, community requests). Operational decisions should be made by supervising officers. Guidelines for checkpoints should include, but are not limited to:

(a) Reasonable location and duration.
(b) Neutral criteria for stopping motorists.
(c) Clear indicators of the official nature of the checkpoint.
Traffic

500.9 TRAFFIC STOPS
Officers shall perform traffic stops only when there is an articulable reason to do so. The safety of the officer, the driver of the vehicle and the public shall be considered prior to the conducting a traffic stop.

Traffic stops should be performed by a uniformed on-duty officer.

Officers initiating a traffic stop shall follow department-approved safety procedures, including but not limited to:

(a) Contacting dispatch regarding the location, vehicle description and registration and occupants prior to the stop.
(b) Activating the emergency lights and, when necessary, the siren.
(c) Escorting the vehicle to a tactically safe location to conduct the stop.
(d) Positioning the department vehicle to maximize officer safety.
(e) Approaching the vehicle and interacting with occupants in accordance with department-approved procedures.
(f) Calling for backup when warranted.

500.10 TRAFFIC CONTROL
Members of the Ardmore Police Department may control traffic using department-approved temporary traffic control devices and uniform hand signals and gestures for manual traffic direction:

(a) At public events.
(b) At the scene of traffic collisions.
(c) At the scene of fires or other emergencies.
(d) During periods of adverse road and/or weather conditions.
(e) When circumstances warrant the manual operation of traffic control devices.
(f) As required by other road or traffic conditions.

500.11 ESCORT SERVICES
All requests for escort services provided by the Ardmore Police Department shall be approved by the Chief of Police, Shift Supervisor, or the authorized designee. Legitimate requests for scheduled police escort services include, but are not limited to:

(a) Motorcades;
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(b) Other traffic of public officials and dignitaries;
(c) Oversize vehicles; and
(d) Vehicles with hazardous or unusual cargo.

It will not be common practice for the escort of funeral processions unless requested by the City Manager or the Chief of Police.

A special event escort must have an approved Parade Special Events Application that was submitted prior to the event to the Support Services Captain or the Chief of Police.

If a request is granted, the Patrol Captain or, if involving a special event escort, the Support Captain, shall be responsible in advance for:

(a) Identification of required department resources.
(b) Coordination with outside agencies.
(c) Identification of safety and security risks.
(d) Identification of the trip route.
(e) Reasonable precautions to ensure public safety.
(f) Establishment of the maximum speed to be maintained along each segment of the route.

Tactical control of the escort will be assigned to the on-duty Shift Supervisor.

Only vehicles equipped with emergency lights and sirens shall be used to provide escort services. The use of police vehicle emergency equipment will be left to the discretion of the officer performing the escort function. Point traffic control will be established, as appropriate, at locations along the scheduled route, sufficient to ensure safe passage.

500.12 NON-EMERGENCY ROADBLOCKS

Roadblocks for parades, public ceremonies, or other non-emergency situations require prior approval from the Chief of Police or designee.

(a) Supervisors will submit a plan detailing the time, location, equipment, blocking technique, purpose, and manpower required for establishing the roadblock.
(b) Non-emergency roadblocks will be implemented and supervised by a supervisor.
(c) Supervisors will submit to the Chief of Police the results, and detail any incidents that occurred during roadblock operations other than parades or public ceremonies.
(d) The non-emergency roadblock will be conducted in conjunction with the authority granted by statute and case law, and the enforcement of state and local laws will be exercised in good faith.
500.13 DRIVER RE-EXAMINATION
When an officer encounters a person in the course of his/her regular duties whom he or she believes to be unfit to safely operate a motor vehicle due to some physical or mental limitations, the officer shall complete a Request for Driver Review (DPS form).

(a) The officer shall provide detailed information in support of why the person should not operate a motor vehicle or obtain an Oklahoma driver's license. The officer shall also include any evidence available such as arrest information, accident report, etc.

(b) The completed form shall be forwarded to the shift supervisor for approval.

(c) All requests approved by the shift supervisor will be forwarded to the Oklahoma Department of Public Safety. A copy will be forwarded to the shift commander.

(d) A request for re-examination that is denied by the shift supervisor will be brought to the attention of the officer completing the form along with the reason for denial.
Traffic Collisions

501.1 PURPOSE AND SCOPE
This policy provides guidelines for responding to and investigating traffic collisions.

501.2 POLICY
It is the policy of the Ardmore Police Department to respond to traffic collisions and render or summon aid to injured victims as needed. The Department will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of collisions by attempting to identify the cause of the collision and through enforcing applicable laws. Unless restricted by law, traffic collision reports will be made available to the public upon request.

501.3 RESPONSE
Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

(a) Is within the jurisdiction of this department and there is:
   2. A fatality.
   3. A City vehicle involved.
   4. A City official or employee involved.
   5. Involvement of an on- or off-duty member of this department.

(b) Is within another jurisdiction and there is:
   1. A City of Ardmore vehicle involved.
   2. A City of Ardmore official involved.
   3. Involvement of an on-duty member of this department.

501.3.1 MEMBER RESPONSIBILITIES
Upon arriving at the scene, the responding member should consider and appropriately address:

(a) Traffic direction and control.

(b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.

(c) First aid for any injured parties if it can be done safely.
Traffic Collisions

(d) The potential for involvement of hazardous materials.
(e) The need for additional support as necessary (e.g., traffic control, emergency medical services, fire department, hazardous materials response, tow vehicles).
(f) Clearance and cleanup of the roadway.
(g) Control of property belonging to collision victims. If the vehicle is towed at the direction of the member, property will be handled in accordance with the Vehicle Towing and Property and Evidence Section policies.

501.3.2 RESPONSE LEVEL
When dispatched to a collision, officers shall respond promptly and proceed as quickly as traffic conditions will permit.

(a) Response to collisions involving death or injury may be by code 2 response, unless the police unit is the only emergency vehicle responding, then code 3 response is appropriate. All applicable state laws will govern the operation of the emergency vehicle.
(b) All other response to collision scenes will be conducted without utilizing emergency equipment, unless unusual circumstances are present such as:
   1. Disturbance;
   2. Possibility of fire, etc.; or
   3. As directed by a supervisor.

501.3.3 INCLEMENT WEATHER
The on-duty Shift Supervisor may temporarily suspend investigation of non-injury collisions during times of inclement weather or other emergency situations when staffing or other safety issues dictate such action. The Emergency Dispatch Center will notify the Public Information Officer during times of suspension and when investigations are resumed.

501.4 NOTIFICATION
If a traffic collision involves a life-threatening injury or fatality, the responding officer shall notify a supervisor or, if unavailable, the Shift Supervisor. The Shift Supervisor or any supervisor may assign a traffic investigator or other appropriate personnel to investigate the incident.

501.4.1 NOTIFICATION OF FAMILY
In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim’s immediate family or coordinate such notification with the Medical Examiner, department chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic collision should not be released until notification is made to the victim’s immediate family.
Traffic Collisions

501.5 MINIMUM REPORTING REQUIREMENTS
A written collision report shall be taken when:

(a) A fatality, any injury (including complaint of pain) or total property damage of $500 or more is involved (47 O.S. § 40-102).
(b) Driving under the influence or hit-and-run is involved.
(c) An on-duty member of the City of Ardmore is involved.
(d) The collision results in any damage to any City-owned or leased vehicle.
(e) The collision involves any other public agency driver or vehicle.
(f) There is damage to public property.
(g) There is damage to any vehicle to the extent that towing is required.
(h) Prosecution or follow-up investigation is contemplated.
(i) Hazardous materials are involved.
(j) The persons in the collision are involved in a disturbance.
(k) The collision results in major traffic congestion.
(l) Directed by a supervisor.

501.5.1 PRIVATE PROPERTY
Generally, reports should not be taken when a traffic collision occurs on private property unless it involves an injury or fatality, a hit-and-run violation or other traffic law violation. Members may provide assistance to motorists as a public service, such as exchanging information and arranging for the removal of the vehicles.

501.5.2 CITY VEHICLE INVOLVED
A traffic collision report shall be taken when a City vehicle is involved in a traffic collision that results in property damage or injury.

A general information report may be taken in lieu of a traffic collision report at the direction of a supervisor when the incident occurs entirely on private property or does not involve another vehicle.

Whenever there is damage to a City vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Division Commander. The traffic investigator or supervisor at the scene should determine what photographs should be taken of the scene and the vehicle damage.

501.5.3 INJURED ANIMALS
Department members should refer to the Animal Control Policy when a traffic collision involves the disposition of an injured animal.
Traffic Collisions

501.6 INVESTIGATION
When a traffic collision meets minimum reporting requirements the investigation should include, at a minimum:

(a) Identification and interview of all involved parties.
(b) Identification and interview of any witnesses.
(c) A determination of whether a violation of law has occurred and the appropriate enforcement action.
(d) Identification and protection of items of apparent evidentiary value.
(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence, reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY
The Patrol Captain or on-duty Shift Supervisor should request that the Oklahoma Department of Public Safety (DPS) or other outside law enforcement agency investigate and complete a traffic collision investigation when a life-threatening injury or fatal traffic collision occurs within the jurisdiction of the Ardmore Police Department and involves:

(a) An on- or off-duty member of the Department.
   1. The involved member shall complete the department traffic collision form. If the member is unable to complete the form, the supervisor shall complete it.

(b) An on- or off-duty official or employee of the City of Ardmore.

Department members shall promptly notify a supervisor when any department vehicle is involved in a traffic collision. The collision investigation and report shall be completed by the agency having jurisdiction.

501.7 ACCIDENT RECONSTRUCTION TEAM
The Accident Reconstruction Team will be notified when collisions involve one of the following circumstances:

(a) Death or serious injury where death appears imminent;
(b) City owned vehicles, except those which result in no injury and/or minimal damage, unless otherwise directed;
(c) City equipment involving serious injuries or significant property loss;
(d) Collisions involving trains; and
(e) Collisions as directed by the shift supervisor at the time of the collision.

501.7.1 RESPONSIBILITIES OF ACCIDENT RECONSTRUCTION TEAM
In addition to standard collision investigation, the duties of the Accident Reconstruction Team will include the following:
Traffic Collisions

(a) If clear signs of death are present, the body will not be removed from the scene without prior authorization from the medical examiner. Team members should make every effort not to disturb the scene.

(b) Team members should summon sufficient assistance to handle traffic and crowd control problems, as necessary.

(c) Team members should note the exact location and condition of the body(ies) so details may be included in the investigative report.

(d) Notification of the next-of-kin.

501.8 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the collision, authorized members should issue a citation or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.9 REPORTS

Department members shall utilize forms approved by the DPS as required for the reporting of traffic collisions. All traffic collision reports will be turned into the supervisor by the end of shift. An extension may be granted upon approval of the supervisor. The supervisor will ensure the report is complete and accurate prior to approving it.

The Records Section will submit collision reports recorded on the Oklahoma Traffic Collision Report form on a monthly basis to the Department of Public Safety via the United States Postal Service.

501.9.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

501.9.2 PATROL CAPTAIN RESPONSIBILITIES

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

(a) Ensuring that reports of traffic collisions are forwarded to the DPS pursuant to 47 O.S. § 40-102.

(b) Ensuring the monthly and quarterly reports on traffic collision information and statistics are forwarded to the Patrol Division Commander or other persons as required.
Vehicle Towing

502.1 PURPOSE AND SCOPE
This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this department to tow a vehicle.

502.2 POLICY
The Ardmore Police Department will tow vehicles when appropriate and in accordance with the law.

502.3 REMOVAL OF VEHICLES DUE TO HAZARD
When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Department members may assist by communicating requests through Dispatch to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the department member (47 O.S. § 955).

Vehicles that are not the property of the City should not be driven by department members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

502.4 ARREST SCENES
Whenever the owner or operator of a vehicle is arrested, the arresting officer should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard, the vehicle would be in jeopardy of theft or damage if left at the scene.

Officers are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, officers should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.
Vehicle Towing

- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Department will not be responsible for theft or damages.

502.5 CIRCUMSTANCES FOR TOWING VEHICLES
Officers are authorized to order towing of vehicles when (47 O.S. § 955):

(a) A report has been made that the vehicle has been stolen or taken without the consent of its owner or the officer has reason to believe the vehicle has been stolen pursuant to 47 O.S. § 4-105.

(b) There is reason to believe the vehicle has been abandoned as defined in 47 O.S. § 901 and 47 O.S. § 902.

(c) The person driving or in control of the vehicle is arrested for an alleged offense for which the officer is required by law to take the person arrested or summoned before a proper magistrate without unnecessary delay.

(d) At the scene of a collision, the owner or driver is not in a position to take charge of the vehicle and direct or request its proper removal.

(e) The officer has probable cause that the person operating the vehicle has not been granted driving privileges or that the person’s driving privileges have been suspended, revoked, canceled, denied, or disqualified.

(f) The officer has probable cause that the vehicle has been used in the commission of a felony offense and the officer has obtained a search warrant authorizing the search and seizure of the vehicle.

(g) The officer has probable cause that the vehicle is not insured as required by the Compulsory Insurance Law of Oklahoma.

(h) The vehicle is involved in a fatal motor vehicle collision and is needed for evidentiary purposes.

(i) The vehicle is left unattended on any street, sidewalk, alley, or thoroughfare, and constitutes a hazard or obstruction to the normal movement of public transit along a rail fixed guideway.

502.6 RECORDS
Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

502.6.1 VEHICLE STORAGE REPORT
Department members towing a vehicle shall complete a Vehicle Impound and Inventory form. The form should be submitted to the Records Section as soon as practicable after the vehicle is towed.

See attachment: Vehicle Impound and Inventory
Vehicle Towing

502.6.2 NOTICE OF TOW
As soon as practicable, and in any event within 72 hours of a vehicle being towed, a dispatcher shall send a Motor Vehicle Impound (MVI) report through OLETS to the Department of Public Safety. The notice shall include (47 O.S. § 903):

(a) The date and location where the vehicle is stored.
(b) A description of the vehicle, including:
   1. Make and model.
   2. License plate number, registration number and vehicle identification number (VIN).

502.7 TOWING SERVICES
Members shall not show preference among towing services that have been authorized for use by the Department. A rotation or other system established by the Department for tow services should be followed.

502.7.1 ROTATION LOGS
The Department shall keep rotation logs on all requested tows unless there are an insufficient number of licensed wrecker or towing services available to rotate after a competitive bid process. Rotation logs shall be made available for public inspection upon request (47 O.S. § 952).

Calls made from cell phones or two-way radios by department members to any wrecker service shall be listed on the rotation or call logs and made available for public inspection.

A wrecker service shall not be removed from rotation without notification to the wrecker operator stating the reason for removal from the rotation log. A notification for removal from a rotation log shall be mailed to the wrecker service owner at least 10 days before removal and shall state the procedure and requirements for reinstatement.

502.8 VEHICLE INVENTORY
The contents of all vehicles towed at the request of department members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.
Vehicle Towing

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed containers located either within the vehicle or any of the vehicle’s compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money, small valuables or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping.

Any cash, jewelry or other small valuables located during the inventory process will be held for safekeeping, in accordance with the Property and Evidence Section Policy. A copy of the property receipt should be given to the person in control of the vehicle or, if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of department members and protecting the Department against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

502.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the department member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions) that are not considered evidence or contraband.
Members who become aware that a vehicle may have been towed by the Department in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

502.10 IMPOUND HOLDS
In the event an officer determines a need exists to preserve the secured status of an impounded or stored vehicle, the officer may direct the operator of the towing service or storage facility to place a hold on the vehicle.
Driving Under the Influence

503.1 PURPOSE AND SCOPE
This policy provides guidance to those department members who play a role in the detection and investigation of driving under the influence (DUI).

503.2 POLICY
The Ardmore Police Department is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Oklahoma's impaired driving laws.

503.3 INVESTIGATIONS
Officers should not enforce DUI laws to the exclusion of their other duties unless specifically assigned to DUI enforcement. All officers are expected to enforce these laws with due diligence.

Any DUI investigation will be documented using the standard Records Management System report. Information that should be documented includes, at a minimum:

(a) The standard field sobriety tests (SFSTs) administered and the results.
(b) The officer’s observations that indicate impairment on the part of the individual, and the officer’s health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).
(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.
(d) Information about any audio and/or video recording of the individual’s driving or subsequent actions.
(e) The location and time frame of the individual’s vehicle operation and how this was determined.
(f) Any prior related convictions in Oklahoma or another jurisdiction.

503.4 FIELD TESTS
The Patrol Captain should identify SFSTs for officers to use when investigating violations of DUI laws.

503.4.1 SCREENING DEVICES
Screening devices may be used to detect the presence of alcohol or drugs in a person suspected of DUI. Members shall use approved devices in accordance with the rules prescribed by the Board of Tests for Alcohol and Drug Influence and have proper training, if required (OAC 40:55-1-1 et seq.; OAC 40:55-2-1 et seq.; OAC 40:10-5-1).

The Patrol Captain shall establish procedures to properly maintain screening devices in accordance with the manufacturer’s instructions (OAC 40:55-1-3; OAC 40:55-2-3).
503.5 CHEMICAL TESTS
A person is deemed to have consented to a chemical test or tests, and to providing the associated chemical sample, when the person has been arrested by an officer who has probable cause to believe that the person was operating or in actual physical control of a motor vehicle while DUI (47 O.S. § 751).

Any person who is unconscious or otherwise incapable of refusing to submit to a test of such person’s blood or breath to determine the alcohol concentration thereof, or to a test of such person’s blood, saliva or urine to determine the presence or concentration of any other intoxicating substance therein, shall be deemed not to have withdrawn the consent provided by subsection A of this section, and such test may be administered as provided herein.

503.5.1 STATUTORY NOTIFICATIONS
Officers arresting a person for DUI should read the implied consent test request prior to administering a chemical test. If a blood sample will be requested, the officer shall inform the person that the withdrawal will be performed by authorized medical personnel (47 O.S. § 751).

503.5.2 BREATH SAMPLES
The Patrol Captain should ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Officers obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Patrol Captain.

503.5.3 BLOOD SAMPLES
Only persons authorized by law to draw blood shall collect blood samples (47 O.S. § 752). The blood draw should be witnessed by the assigned officer. No officer, even if properly certified, should perform this task.

All blood samples shall be collected, packaged, and transferred as required by OAC 40:20-1-3.

In addition to the blood sample collected for analysis (referred to as the state’s blood specimen), an additional and separate blood specimen of sufficient quantity to enable the person to have it tested at his/her own expense shall be collected at the same time, without any additional punctures, whenever possible, and by the same qualified person. This will be the retained blood specimen, and it should be retained by the laboratory for a minimum of 60 days from the date of the collection (47 O.S. § 752; OAC 40:20-1-3).

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.
503.5.4 URINE SAMPLES
If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The officer shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by an officer or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

503.5.5 ADDITIONAL TESTS
In addition to any test administered at the direction of an officer, a person arrested for DUI has the right to request an additional test be administered. The cost of the test shall be at the expense of the arrested person, and a sufficient quantity of the additional specimen taken shall be available to the Ardmore Police Department (47 O.S. § 751).

503.6 REFUSALS
When an arrestee refuses to provide a chemical sample, officers shall:

(a) Advise the arrestee of the requirement to provide a sample.
(b) Audio- and/or video-record the admonishment and the response when it is practicable.
(c) Document the refusal in the appropriate report.

503.6.1 BLOOD SAMPLE WITHOUT CONSENT
A blood sample may be obtained from a person who refuses to submit to a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.
(b) The officer can articulate that exigent circumstances exist and has probable cause to believe that the person arrested for DUI caused the death or serious physical injury of another person (47 O.S. § 753). Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol in the person’s bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from a collision investigation or medical treatment of the person.

503.6.2 FORCED BLOOD SAMPLE
If an arrestee indicates by word or action that he/she will physically resist a blood draw, the officer should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.
(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another officer), and attempt to persuade the individual to submit to providing such a sample without physical resistance.
   1. This dialogue should be recorded on audio and/or video when practicable.

(d) Ensure that the blood sample is taken in a medically approved manner.

(e) Ensure that the forced blood draw is recorded on audio and/or video when practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances:
   1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.
   2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.
   3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, officers are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

503.7 RECORDS SECTION RESPONSIBILITIES
The Records Supervisor will ensure that:

(a) All case-related records are transmitted according to current records procedures and as required by the prosecuting attorney’s office.

(b) A copy of the report is forwarded to the Department of Public Safety (DPS) within 72 hours (47 O.S. § 754).

(c) All DUI arrests are entered into the Oklahoma impaired driver database (11 O.S. § 34-108; 47 O.S. § 11-902d).

503.8 ADMINISTRATIVE HEARINGS
The Records Supervisor will ensure that all appropriate reports and documents related to administrative license suspensions are reviewed and forwarded to the DPS.

Any officer who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.
Driving Under the Influence

An officer called to testify at an administrative hearing should document the hearing date and the DPS file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

503.9 MEDICAL CARE
Officers should take a person arrested for DUI to be medically evaluated if the person is:

(a) Vomiting.
(b) Talking incoherently.
(c) Unconscious.
(d) Unable to stand.
(e) Showing a blood alcohol level of .24 or higher.
Traffic and Parking Citations

504.1 PURPOSE AND SCOPE
This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic and parking citations.

504.2 POLICY
It is the policy of the Ardmore Police Department to enforce traffic laws fairly and equally. Authorized members may issue a traffic citation, parking citation, or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

504.3 RESPONSIBILITIES
The Dispatch Section shall be responsible for the supply and accounting of all traffic and parking citations issued to members of this department. Citations will be kept in a secure location and issued to members by the Dispatch staff. Members will sign for the citation books when issued or upon return of unused citations.

See Procedure Manual: 504.2 Procedures For Maintaining Records of Traffic Citations

Members of the Ardmore Police Department shall only use department-approved traffic and parking citation forms.

504.3.1 WRITTEN OR VERBAL WARNINGS
Written or verbal warnings may be issued when the department member believes it is appropriate. The Records Section should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this department in accordance with the established records retention schedule.

504.4 TRAFFIC CITATIONS

504.4.1 CORRECTION
When a traffic citation is issued but is in need of correction, the member issuing the citation shall contact the City Court Clerk requesting a specific correction.

504.4.2 VOIDING
Voiding a traffic citation may occur when the citation has not been completed or when it is completed but not issued. The citation and copies shall then be forwarded to the City Court Clerk.

504.4.3 DISMISSAL
Members of this department do not have the authority to dismiss a traffic citation once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a citation shall be referred to the Patrol Captain. If approved, the citation will be forwarded to the appropriate court.
Traffic and Parking Citations

with a request for dismissal. All recipients of traffic citations whose request for dismissal has been
denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic citation to the
municipal judge. The request must be in writing and should include the reason for dismissal (i.e.,
in the interest of justice, prosecution is deemed inappropriate).

Should a member determine during a court proceeding that a traffic citation should be dismissed
in the interest of justice or where prosecution is deemed inappropriate, the member may request
the court to dismiss the citation.

504.4.4 DISPOSITION
The court and file copies of all traffic citations issued by members of this department shall be
forwarded to the City Court Clerk by the end of each shift. The citation copies shall then be filed
with the Records Section.

Upon separation from appointment or employment with this department, all members who were
issued traffic citation books shall return any unused citations to the City Court Clerk.

504.4.5 JUVENILE CITATIONS
Completion of traffic citation forms for juveniles may vary slightly from the procedure for adults.
The juvenile’s age, place of residency and the type of offense should be considered before issuing
a juvenile a citation. A copy of the citation should be mailed to the juvenile’s parents or legal
guardian.

504.5 PARKING CITATION APPEALS
Parking citations may be appealed in accordance with local and state law.
Disabled Vehicles

505.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for department members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the Ardmore Police Department.

505.2 POLICY
It is the policy of the Ardmore Police Department to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

505.3 RESPONSIBILITIES
When an on-duty member of this department sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the dispatcher should be advised of the location of the disabled vehicle and the need for assistance. The dispatcher should then assign another department member to respond as soon as practicable.

505.4 ASSISTANCE
In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by department members will be contingent on the time of day, the location, the availability of department resources and the vulnerability of the disabled motorist.

505.4.1 MECHANICAL REPAIRS
Department members shall not make mechanical repairs to a disabled vehicle. The use of push bumpers, with consent of the owner, to relocate vehicles to a position of safety is not considered a mechanical repair.

505.4.2 RELOCATION OF DISABLED VEHICLES
The relocation of disabled vehicles by members of this department by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

505.4.3 RELOCATION OF MOTORIST
The relocation of a motorist with a disabled vehicle should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The department member may stay with the motorist or transport him/her to a safe area to await pickup.
505.4.4 OTHER ASSISTANCE
Members who come into contact with motorists in need of medical assistance should provide assistance in accordance with the Medical Aid and Response Policy.
Motorcycle Traffic Unit

506.1 PURPOSE AND SCOPE
Motor officers are implemented by cities nationwide for public relations. Citizens find motor officers to be more approachable than an officer in a patrol car. The purpose of this policy is to provide guidance for the duties, responsibilities and operation of the Ardmore Police Department Motorcycle Traffic Unit.

506.2 POLICY
The Ardmore Police Department shall supplement the services of the Patrol Division through the deployment of a Motorcycle Traffic Unit.

506.3 OBJECTIVES
The responsibilities of the Motorcycle Traffic Unit shall be:

(a) Traffic enforcement with a focus on high accident areas.
(b) Response to areas of citizen concerns.
(c) Monitoring school zones and construction zones.
(d) Providing interstate enforcement.
(e) Crash response.
(f) Accident reconstruction.
(g) Education and engineering.

506.4 CONTROL OR COMMAND
The Deputy Chief shall have overall command of the Traffic Unit. The Traffic Unit Sergeant will supervise the day-to-day operations.

506.5 SELECTION
The Chief of Police or designee will post when a position is open. Interested officers should review the minimum qualifications for the motorcycle duty before seeking consideration for the position.

See Procedure Manual: 506.2.1 Minimum Qualifications
See Procedure Manual: 506.2.2 Selection Process

506.6 OPERATOR CERTIFICATION
Only motor officers who have successfully completed the approved certification course may operate the Department’s motorcycles. Motor officers awaiting certification training may operate the Department motorcycle in a non-enforcement capacity during familiarization training upon approval from the Chief of Police or designee.
Motorcycle Traffic Unit

No other personnel (with the exception of the dealer representatives for purposes of maintenance) may operate the units.

See Procedure Manual: 506.3.1 Basic Police Motorcycle Operator's Course
See Procedure Manual: 506.3.2 Re-Certification

506.7 MOTORCYCLE OPERATION
Motorcycle Traffic Unit motor officers will operate agency-issued motorcycles. Motor officers will ride with due regard for their safety and the safety of others at all times. Nothing in this policy relieves the motor officer from adhering to state law or Department policies in regard to call or code accessible response and safety.

506.7.1 DAYLIGHT OPERATION
Motorcycle operation works best when it is highly visible. Without the specific prior approval of the Chief of Police or designee, motor officers will be assigned during the hours of daylight. This does not exclude the motorcycle from operating during the hours of darkness prior to the beginning of a duty shift or after completion of in order to commute to or from an assignment.

506.7.2 ARRESTS
Motor officers who make an arrest requiring prisoner transport will request a patrol unit to the scene for transport.

506.7.3 PURSUITs
While operating a motorcycle, the motor officer will be authorized to engage in a pursuit only when a violent felony has been committed within the view of the pursuing officers or there exists credible information the suspect committed a violent felony. A motor unit will immediately fall back to the secondary unit when a patrol vehicle arrives and will immediately disengage upon the arrival of a second patrol vehicle.

506.7.4 USE FOR OFF-DUTY EMPLOYMENT
The motorcycle can be ridden to and from off-duty employment if that off-duty employment is in full police uniform and the motor unit is being utilized (traffic control, parade escorts, etc.). The use of the motorcycle for transportation to and from off-duty employment not requiring the use of the motorcycle itself is not authorized.

506.7.5 USE FOR TRAINING ATTENDANCE
The motorcycle can be ridden to and from training sessions authorized by the Department. If not in full uniform, officers will be dressed according to policy and weather conditions. The outer layer of clothing must display the Department patch or otherwise clearly indicate the person operating the unit is a police officer.

506.7.6 USE FOR OFF-DUTY TRANSPORTATION
Use of the motorcycle for other off-duty transportation is prohibited.
506.7.7 HEAD, EYE AND HAND PROTECTION
The helmet, sunglasses and gloves must be worn anytime the motorcycle is in use.

506.8 INCLEMENT WEATHER
Department motorcycles shall not be operated in an enforcement capacity during periods of inclement weather. Inclement weather may include but is not limited to snow, ice, sleet, heavy rain or high wind. Should the motor officer be confronted with deteriorating weather, the officer shall as soon as possible utilize the issued rain suit and seek shelter to await the passage of the weather. If, after a reasonable amount of time (up to 30 minutes), it is apparent to the officer that the unfavorable weather conditions will not abate, the officer shall return the motorcycle to the place of storage and resume patrol in an assigned patrol unit.

See Procedure Manual: 506.4.1 Extreme Heat
See Procedure Manual: 506.4.2 Motor Unit Uniform During Inclement Weather

506.9 MOTORCYCLE MAINTENANCE

506.9.1 CLEANING
Motor officers will be responsible for keeping the motorcycles clean and presentable.

506.9.2 SERVICING
Motor officers will be responsible for keeping the motorcycle regularly serviced and maintained. All work will be performed at an authorized Harley Davidson facility. New motorcycles will be required to be ridden a break-in period of 400 miles.

506.9.3 INSPECTIONS
Motor officers will perform a visual inspection of the motorcycle prior to riding it at any time. This will include but not limited to tire wear, brake rotor wear, inspection of any control cables accessible to the officer.

506.10 MOTORCYCLE UNIFORM

506.10.1 SUMMER UNIFORM
The summer uniform consists of:

(a) Helmet
(b) Short-sleeve Ardmore Police Department shirt
(c) Undershirt (black, navy blue or white crew neck)
(d) Issued motorcycle breeches
(e) Issued motorcycle boots
(f) Eyewear (sunglasses, non-reflective). Clear lenses must always be available.
(g) Issued leather gloves
Motorcycle Traffic Unit

(h) Bulletproof vest

506.10.2 WINTER UNIFORM
The winter uniform consists of:

(a) Helmet
(b) Long-sleeve Ardmore Police Department shirt
(c) Undershirt (black, navy blue or white crew neck)
(d) Issued motorcycle breeches
(e) Issued motorcycle boots
(f) Eyewear (sunglasses, non-reflective). Clear lenses must always be available.
(g) Issued leather gloves
(h) Bulletproof vest
(i) Leather coat

506.10.3 WEATHER APPAREL
Weather gear consists of:

(a) Rain suit

506.10.4 INSIGNIA
Motor officers may purchase the motorcycle operator pin. Any officer who has successfully completed an approved Basic Motorcycle Operator’s Course is authorized to wear the pin.

506.11 TRAINING
Motor officers are allowed to use up to 8 hours of duty time per month for in-service style training on riding skills. This training must be relevant to riding skills development. The 8 hour limit does not apply to other types of in-service training such as firearms, use of force updates, SFST updates, etc.

See Procedure Manual: 506.5.1 Motor Rodeos, Competitions or Conferences

See Procedure Manual: 506.5.2 Accident Reconstruction
Accident Review Board

507.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for the establishment of an Accident Review Board to review collisions involving police employees driving city-owned vehicles.

507.1.1 DEFINITIONS
Negligence - For the purpose of this policy, negligence shall be defined as the omission of an act which a driver could normally have been expected to perform (i.e. failure to make proper observation when approaching an intersection, failure to make sure that equipment is in good mechanical condition, failure to make proper observation both in front and rear of the police vehicle being operated etc). Likewise, negligence is defined as the committing of an act which a driver would not normally be expected to commit (i.e. excessive speed, following too closely, making an improper turn, improper or unsafe lane change, failure to devote full time and attention to driving etc).

507.2 POLICY
It is the policy of the Ardmore Police Department that all incidents of damage to city-owned vehicles be investigated in their entirety. These investigations will be conducted with objectivity and with due diligence for upholding the integrity of the police profession. It will also be necessary that an appointed board of trained and experienced police employees review collisions in order to determine the need for policy corrections, training issues, and/or recommend that further investigation is necessary.

507.3 ACCIDENT REVIEW BOARD
After an employee has been involved in a traffic collision while operating a city-owned vehicle, and all reports have been received and reviewed, the Chief of Police or designee shall convene an Accident Review Board within 60 days of the accident's occurrence for a review of the incident. The Chief of Police or designee will determine the date and time for the board to convene and will notify all board members and other involved personnel of the date and time of the said meeting.

507.3.1 PURPOSE OF BOARD
The purpose of the Accident Review Board is as follows:

- To determine if actions or a failure to act on the part of the employee contributed to the traffic collision and to what level or classification that exists.
- To classify the traffic collision by approved criteria and classification.
- To determine if a possible violation of policy, rule, or regulation exists.
- To make a recommendation on whether or not an internal investigation is necessary.
- To make recommendations on training issues.
507.3.2 BOARD COMPOSITION
Members of the Accident Review Board will be appointed by the Chief of Police and will be made up of the following personnel:

- Captain– Chairman.
- Shift Supervisor of the officer or officers involved.
- Two certified accident reconstructionists chosen by the Chairman.

507.4 RESPONSIBILITIES OF BOARD
The Accident Review Board will:

(a) Review all reports pertaining to the accident.
(b) Interview the investigating officer(s). (optional, as needed)
(c) Interview the officer(s) involved in the accident. (optional, as needed)
(d) Determine if the passenger restraint system was in use by the officer(s) at the time of the accident.
(e) Upon completion of the review of each case, the committee will make a recommendation for a finding to the Chief of Police. To make a recommendation, the Committee will determine from the record if the employee did everything reasonable to avoid the collision or incident.
(f) Determine if the officer was negligent and classify the accident according to the criteria established in Ardmore Police Department Policy Finding 507.4.1.

507.4.1 FINDING
The Committee will make the following recommendation:

(a) **Preventable** - The driver failed to recognize a hazardous condition or circumstance and failed to take appropriate action to maintain control of the vehicle, avoid a collision or to drive with due care and caution.

(b) **Non-Preventable** - Even though the driver did recognize a hazardous condition or circumstance and took appropriate action, the collision still occurred, without fault or blame on the Department driver, or, there is no action the department driver could have taken to avoid the collision.

(c) **Not an Accident (Intentional)** - The collision was the result of a deliberate act by the driver that resulted in damage or injury. This type of incident may be investigated as a Use of Deadly Force matter under the appropriate policy.

(d) **Further Investigation Requested** - The information and reports provided do not provide adequate information for the Committee to make a recommended finding. The investigation should be reassigned for additional investigation.
507.4.2 ACCIDENT REVIEW BOARD REPORTING
Upon conclusion of the Accident Review Board review process, all reports, related documents and other materials and information considered will be forwarded along with the Accident Review Boards recommendation to the Chief of Police for review and appropriate action and/or closure.

The Accident Review Board is expected to make expeditious review and reporting of the incidents assigned. The Accident Review Board shall submit a report to the Chief of Police with recommendations and supporting justification not later than seven (7) calendar days following the meeting where an incident is reviewed.

(a) The Chief of Police will approve, modify or reject the recommendations of the Accident Review Board, and may make substitute findings.

(b) The Chief of Police may refer and/or delegate any and/or all such material to the appropriate supervisory level within the Department for a recommendation and/or appropriate action.
Chapter 6 - Investigation Operations
Investigation and Prosecution

600.1 PURPOSE AND SCOPE
The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY
It is the policy of the Ardmore Police Department to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 PRELIMINARY INVESTIGATION
An incident number/case number will be made on all dispatched assignments.

600.3.1 PATROL OFFICER RESPONSIBILITIES
Patrol officers will be responsible for conducting preliminary investigation of all crime discovered by them in the course of their official duties, reported by civilians, assigned by the Communications Specialist, or assigned by a supervisor. The officer shall complete as many of the investigative steps as may be necessary. The circumstances of each incident will determine which activities are required. All preliminary investigations will include, but are not limited to, the following:

(a) After providing aid to any injured individuals, make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.
3. Documentation of any pertinent information including:
   (a) The weather and environmental conditions.
   (b) Events associated with the incident.
   (c) The officer’s factual observations.

(b) If information indicates a crime has occurred, the officer shall:

1. Determine the nature of the offense.
2. Determine if the offense occurred within the jurisdiction of the Ardmore Police Department.
3. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
   (a) The patrol officer or investigator assigned the investigation shall be responsible for assuring delivery of evidence to the Property Clerk.
4. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
5. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Supervisor.

6. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.

7. Collect any evidence.

8. Take any photographs, sketches or use other methods necessary to record the crime scene.

9. Take any appropriate law enforcement action, including but not limited to apprehending suspects.

10. Complete and submit the appropriate reports and documentation.

11. Fully inform the detective conducting the follow-up investigation of all known facts of the case.

12. Assist in the prosecution of the case.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

Preliminary investigations will also be conducted by any officer designated at the direction of the Chief of Police or designee. In certain cases, the Investigative Services Division supervisor may request, through the patrol supervisor, that a detective conduct the preliminary investigation.

600.3.2 SUPERVISOR RESPONSIBILITIES
It shall be the responsibility of the patrol supervisor to ensure that an adequate and complete preliminary investigation has been made; and to review all initial and supplemental reports for accuracy.

Patrol Services Division supervisors shall render assistance to officers under their supervision through instructional guidance and direction. They shall also arrange for additional assistance that may be required from other Departmental components due to case circumstances.

600.3.3 DETECTIVE RESPONSIBILITIES
Special criminal complaints may necessitate that a detective from the Investigative Services Division conduct the preliminary investigation. This will be done at the discretion of the Chief of Police or designee or Investigative Services Division supervisor.

After the preliminary investigation has begun, the detective on call, or the assigned detective, may be requested for assistance on the investigation. The type of offense and assistance required will dictate how rapidly or how soon the assistance is required. The patrol officer requesting assistance in this manner shall do so with the approval of their supervisor.

600.3.4 SPECIALIZED ASSISTANCE
In cases where the patrol officer determines that specialized assistance is required in the preliminary investigation, the officer will notify their supervisor and request permission to call out
a detective and/or CSI to assist in the preliminary investigation. Specialized help may be called upon for, but is not limited to, the following:

(a) Processing crime scene for latent prints;
(b) Photographing the crime scene;
(c) Taking of formal written statements from witnesses;
(d) Taking of formal confessions from defendants; and,
(e) In-depth searches of crime scenes or other sophisticated tests.

See Procedure Manual: 600.2.1 Call-Out Assignments

600.3.5 CIVILIAN MEMBER RESPONSIBILITIES
A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of an officer shall be requested.

600.4 COLLECTION AND PRESERVATION OF EVIDENCE
It is the policy of the Ardmore Police Department to ensure that evidence be obtained through the application of scientific knowledge and methods and that all physical evidence be properly identified, collected, preserved, and when necessary promptly transmitted to a laboratory for effective analysis.

See Procedure Manual: 600.3.1 24-Hour Crime Scene Processing
See Procedure Manual: 600.3.2 General Evidence Procedures
See Procedure Manual: 600.3.3 Photographing and Videotaping at Major Scenes
See Procedure Manual: 600.3.4 Procedures for Processing, Developing, Lifting, and Labeling Fingerprints
See Procedure Manual: 600.3.5 Equipment Used For Processing Scene
See Procedure Manual: 600.3.6 Crime Scene Processing Report
See Procedure Manual: 600.3.7 Comparison Samples

600.5 FOLLOW-UP INVESTIGATION
The follow-up investigation is conducted by Investigative Services Division.

See Procedure Manual: 600.4.1 Case Screening Procedure
See Procedure Manual: 600.4.2 Case File Management

600.5.1 FOLLOW-UP INVESTIGATION BY PATROL OFFICERS
Although the follow-up investigation is conducted by Investigative Services Division, it may be conducted by the patrol officer if:
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(a) Delaying the follow-up investigation on a serious crime will allow the offender to escape or destroy evidence; and,
(b) The follow-up is not of a serious nature, but the offender can be identified and the case disposed of immediately.

600.6 NCIC/OLETs QUERIES
The preliminary investigating officer or detective, where appropriate, shall be responsible for initiating local or NCIC/OLETs data queries relative to the case under investigation. Data entries and deletions shall be in compliance with the NCIC/OLETs operating procedures and other applicable Departmental policies.

600.7 CUSTODIAL INTERROGATION REQUIREMENTS
Suspects who are in custody and subjected to an interrogation shall be given the Miranda warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.7.1 AUDIO/VIDEO RECORDINGS
Any custodial interrogation of an individual who is suspected of having committed any violent felony offense should be recorded (audio or video with audio as available) in its entirety. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete, and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.7.2 STATUTORY AUDIO/VIDEO RECORDING REQUIREMENTS
Any custodial interrogation conducted at a law enforcement facility of any person suspected of having committed a homicide or a felony sex offense shall follow the direction in this policy for the recording of any violent offense. Additionally, in these cases (22 O.S. § 22):

(a) Officers are required to make an audio/video recording when feasible rather than just an audio recording.
(b) Officers are required to record the making of any signed or written statement obtained.
(c) Obtaining a recording is mandatory, except when:
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1. There was an equipment malfunction and replacement equipment was not immediately available.
2. There was a good faith, inadvertent failure to operate recording equipment properly.
3. The recording equipment malfunctioned or stopped recording without the officer’s knowledge.
4. The suspect affirmatively asserted the desire to speak without being recorded.
5. Multiple interrogations took place simultaneously that exceeded the available recording capacity.
6. A statement was made spontaneously and not in response to interrogation.
7. A statement was made during questioning that was routinely asked during booking.
8. The statement was made at a time the officer was unaware of the suspect’s involvement in a homicide or a felony sex offense.
10. At the time of the interrogation, the officer, in good faith, was unaware of the type of offense involved.
11. The recording was damaged or destroyed without bad faith.
12. Other unusual circumstances occurred that may reasonably have prevented a recording from being obtained.

The Investigation Division supervisor should verify these recordings are being addressed appropriately in the department’s retention schedule and property storage procedures (22 O.S. § 22).

*See Policy Manual: 421.7 IDENTIFICATION AND PRESERVATION OF RECORDINGS*

*See Policy Manual: 421.9 RETENTION OF RECORDINGS*

**600.8 DISCONTINUATION OF INVESTIGATIONS**

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.
2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.
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(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted or requested; and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

(g) The victim no longer wishes the case to be investigated or the suspect prosecuted.

The Domestic Abuse, Child Abuse, Sexual Assault Investigations and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.9 COMPUTERS AND DIGITAL EVIDENCE
The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, officers should take reasonable steps to prepare for such seizure and use the resources that are available.

See Procedure Manual: 600.5.1 Seizure of Computer Equipment or Other Device Capable of Storing Electronic Data

600.10 BIOLOGICAL EVIDENCE
It is the policy of the Ardmore Police Department to properly document, collect, and preserve biological (DNA) evidence discovered while conducting crime scene investigations.

See Procedure Manual: 600.6.1 Biological Evidence Collection
See Procedure Manual: 600.6.2 Biological Evidence Collection Training
See Procedure Manual: 600.6.3 Biological Evidence Submission to an Accredited Laboratory

600.10.1 FIRST RESPONDER RESPONSIBILITIES AND PRECAUTIONS
The first officer on the scene of a crime which may require retrieval of DNA evidence or other forensic evidence shall establish security of the scene until such time that the Crime Scene Analyst responsible for evidence collection arrives. No one should be allowed into the crime scene unless pertinent to the investigation. All reasonable means should be taken in order to not disturb evidence of any kind.

The on-duty patrol supervisor or an Investigations supervisor has the discretion of calling out the Crime Scene Analyst. In the event the crime scene is of great detail or a major crime scene with several origins of evidence, the officer(s) on scene should secure the scene and contact their supervisor. The supervisor will make the determination for the need of additionally
trained personnel, such as a Crime Scene Analyst, to respond for evidence retrieval and scene processing.

600.10.2 CRIME SCENE ANALYST RESPONSIBILITIES
Crime Scene Analysts or any officer collecting evidence on a crime scene, are responsible for ensuring all items of biological evidence are collected and preserved in such a manner as to prevent degradation of the evidence.

Crime Scene Analysts or any officer collecting evidence on a crime scene are responsible for ensuring that evidence collected is properly stored in accordance with standard procedures.

600.11 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES
Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this department. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using department equipment.

Information obtained via the Internet should not be archived or stored in any manner other than department-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.11.1 ACCESS RESTRICTIONS
Information that can be accessed from any department computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party’s account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.
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Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.11.2 INTERCEPTING ELECTRONIC COMMUNICATION
Intercepting social media communications in real time may be subject to federal and state wiretap laws. Officers should seek legal counsel before any such interception.

600.12 MODIFICATION OF CHARGES FILED
Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Division Commander or the Chief of Police. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.
Sexual Assault Investigations

601.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notifications requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS
Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, including, but not limited to, offenses defined in Title 21, Chapter 45 of the Oklahoma Statutes Annotated.

Sexual Assault Nurse Examiner (SANE) - A Sexual Assault Nurse Examiner is a qualification for forensic nurses who have received special training to conduct sexual assault evidentiary exams for rape victims. SANE nurses are specially trained in the medical, psychological, and forensic examination of a sexual assault victim.

601.2 POLICY
It is the policy of the Ardmore Police Department that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS
Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

601.4 REPORTING
In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.
Sexual Assault Investigations

601.5 RELEASING INFORMATION TO THE PUBLIC
In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.6 TRAINING
Subject to available resources, periodic training should be provided to:

(a) Members who are first responders. Training should include:
   1. Initial response to sexual assaults.
   2. Legal issues.
   3. Victim advocacy.
   4. Victim’s response to trauma.

(b) Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
   1. Interviewing sexual assault victims.
   2. Medical and legal aspects of sexual assault investigations.
   3. Serial crimes investigations.
   4. Use of community and other federal and state investigative resources.
   5. Techniques for communicating with victims to minimize trauma.

601.7 VICTIM INTERVIEWS
The primary considerations in sexual assault investigations, which begin with the initial call to Dispatch, should be the health and safety of the victim, the preservation of evidence, and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews (21 O.S. § 142C-3).

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

Victims should not be asked or required to take a polygraph examination (34 USC § 10451).
Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.7.1 JUVENILE INTERVIEWS
An interview of a juvenile shall only be conducted by a trained Child Advocacy Interviewer. At no time should an officer conduct an interview or obtain a written statement from a juvenile victim regarding a sexual assault.

If a juvenile victim has disclosed to a third party, then a statement shall be taken from that third party and attached to the case report.

601.8 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE
A SANE nurse shall be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of physical evidence pertaining to a sexual assault evidence kit is warranted, it should be collected regardless of how much time has elapsed since the reported assault and the facts of the case warrant that evidence could be obtained.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately.

601.8.1 DNA TEST RESULTS
Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

An Investigation Division supervisor should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assaults cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.8.2 COLLECTION AND TESTING REQUIREMENTS
Members investigating sexual assaults or handling related evidence are required to do the following:

(a) A sexual assault evidence kit, or other DNA evidence if a kit is not collected, should be submitted to the appropriate laboratory for forensic testing within 20 days after receipt
Sexual Assault Investigations

unless the victim requests that the sexual assault evidence kit not be tested (74 O.S. § 150.28b).

(b) Use trackable sexual assault evidence collection kits that comply with the requirements of the statewide electronic tracking system (74 O.S. § 150.28a).

(c) Additional guidance regarding evidence retention and destruction is found in the Property and Evidence Section Policy.

601.9 DISPOSITION OF CASES
If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigation Division supervisor.

Classification of a sexual assault case as unfounded requires the Investigation Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.
Asset Forfeiture

602.1 PURPOSE AND SCOPE
This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS
Definitions related to this policy include:

Fiscal agent - The person designated by the Chief of Police to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Ardmore Police Department seizes property for forfeiture or when the Ardmore Police Department is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The department member assigned by the Chief of Police who is responsible for reviewing all forfeiture cases and acting as the liaison between the Department and the forfeiture counsel.

Property subject to forfeiture - May include the following:

(a) Proceeds from misdemeanors or felonies under Oklahoma law or equivalent out of state offenses (21 O.S. § 2001; 21 O.S. § 2002).

(b) Property forfeitable for violations of the Oklahoma Uniform Controlled Dangerous Substances Act including (63 O.S. § 2-503):
   1. Containers used or intended to hold a controlled substance.
   2. Conveyances used to transport, conceal or cultivate controlled substances for distribution.
   3. Things of value furnished or intended to be furnished in exchange for a controlled dangerous substance.
   4. Real property used to commit a controlled substance offense that is punishable by more than one year imprisonment.
   5. Weapons used to facilitate controlled substance violations.

Seizure - The act of law enforcement officials taking property, cash or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY
The Ardmore Police Department recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or any person’s due process rights.
Asset Forfeiture

It is the policy of the Ardmore Police Department that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

602.3 ASSET SEIZURE
Property may be seized for forfeiture as provided in this policy.

602.3.1 PROPERTY SUBJECT TO SEIZURE
The following property may be seized upon review and approval of a supervisor and in coordination with the forfeiture reviewer:

(a) Property seized under the authority of a valid court order.

(b) Property subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act may be seized without a court order when (63 O.S. § 2-504):
   (a) The seizure is incident to arrest or other lawful evidence collection.
   (b) Probable cause exists to believe the property is dangerous to the health or safety of the public.
   (c) Probable cause exists to believe the property is subject to forfeiture under the Oklahoma Uniform Controlled Dangerous Substances Act and that a nexus between the property and the Act's violation can be articulated.

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

See Procedure Manual: 602.2.1 Oklahoma Uniformed Controlled Dangerous Substances Act (UCDSA)

See Procedure Manual: 602.2.2 Seizure Related to Commission of Certain Crimes

See Procedure Manual: 602.2.3 Seizure of Weapons Used to Commit an Act of Domestic Abuse

See Procedure Manual: 602.2.4 Other Items Subject to Seizure

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE
The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds. Generally, items with a total value of less than $500 should be handled in a manner other than formal seizure.

(b) Property where there is reason to suspect the owner was not consenting or aware of the relation of the property and the offense (21 O.S. § 2002; 63 O.S. § 2-503)
602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS
When property or cash subject to this policy is seized, the officer making the seizure should ensure compliance with the following:

(a) Complete the applicable Petition and Notice of Seizure and Forfeiture and present the appropriate copies to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the officer must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original Petition and Notice of Seizure and Forfeiture within 24 hours of the seizure, if practicable.

(c) Forward the original Petition and Notice of Seizure and Forfeiture and related reports to the forfeiture reviewer within two days of seizure.

The officer will book seized property as evidence with the notation in the comment section of the property form, “Seized Subject to Forfeiture.” Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Officers who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere; the whereabouts of the property is unknown; it is real estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

See Procedure Manual: 602.3.1 General Considerations
See Procedure Manual: 602.3.2 Seizure of Conveyances

602.5 MAINTAINING SEIZED PROPERTY
The Property and Evidence Section supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine whether the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.
(e) Forfeitable property is retained until such time as its use as evidence is no longer required.

602.6 FORFEITURE REVIEWER
The Chief of Police will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Department on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly the provisions of the Oklahoma Uniform Controlled Dangerous Substances Act pursuant to 63 O.S. § 2-503 et seq., the forfeiture of unlawful proceeds under 21 O.S. § 2002 and the forfeiture policies of the forfeiture counsel.

(b) Serving as the liaison between the Department and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for department use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to officers. The forms should be available in languages appropriate for the region and should contain spaces for:

1. Names and contact information for all relevant persons and law enforcement officers involved.

2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).

3. A space for the signature of the person from whom cash or property is being seized.

4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized (63 O.S. § 2-507).

(g) Ensuring that officers who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be
developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Departmental Directives. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
4. Property is promptly released to those entitled to its return.
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to officers.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Chief of Police to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information for other law enforcement personnel and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to Department inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Ardmore Police Department unless the Chief of Police authorizes in writing the retention of the property for official use.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures (63 O.S. § 2-506).

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and City financial directives.
Asset Forfeiture

602.7 DISPOSITION OF FORFEITED PROPERTY
No member of this department may use property that has been seized for forfeiture until the forfeiture action has been completed and the Chief of Police has given written authorization to retain the property for official use. No department member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

See Procedure Manual: 602.4.1 Seized and Forfeited Items Converted to City Property
Informants

603.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the use of informants.

603.1.1 DEFINITIONS
Definitions related to this policy include:

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the Ardmore Police Department for law enforcement purposes. This also includes a person agreeing to supply information to the Ardmore Police Department for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY
The Ardmore Police Department recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this department that all funds related to informant payments will be routinely audited and that payments to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL
Before using an individual as an informant, an officer must receive approval from his/her supervisor. The officer shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this department should not guarantee absolute safety or confidentiality to an informant.

See attachment: Confidential Informant Personal History and Establishment

603.3.2 JUVENILE INFORMANTS
In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians
(b) The juvenile’s attorney, if any
(c) The court in which the juvenile’s case is being handled, if applicable
(d) The Chief of Police or the authorized designee

During an operation in which a juvenile is being used, an officer should maintain visual or auditory observation of the juvenile informant. An officer shall be assigned to the juvenile and shall remain
Informants

in close enough proximity to the juvenile to intervene for his/her protection, based upon the type of operation involved.

603.3.3 INFORMANT AGREEMENTS
All informants are required to sign and abide by the provisions of the designated department informant agreement. The officer using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

See attachment: Cooperating Individual-Confidential Informant Release and Waiver
See attachment: Informant Agreement

603.4 INFORMANT INTEGRITY
To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Chief of Police, Investigations Division Commander, Special Investigations Unit supervisor or their authorized designees.
   1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Reasonable steps shall be taken to ensure the security and safety of informants, including, but not limited to:
   1. Meetings and transactions with the informant should include precautions that minimize the probability of revealing the informant's identity to subjects of the investigation.
   2. If the informant's identity is revealed or suspected to have been revealed and there is a threat of violence or harm against the informant, the Ardmore Police Department will take appropriate and reasonable action to mitigate the threat.

(c) Criminal activity by informants shall not be condoned.

(d) Informants shall be told they are not acting as police officers, employees or agents of the Ardmore Police Department, and that they shall not represent themselves as such.

(e) The relationship between department members and informants shall always be ethical and professional.
   (a) Members shall not become intimately involved with an informant.
   (b) Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Special Investigations Unit supervisor.
   (c) Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.
Informants

(f) Officers shall not meet with informants in a private place unless accompanied by at least one additional officer or with prior approval of the Special Investigations Unit supervisor.

1. Officers may meet informants alone in an occupied public place, such as a restaurant.

(g) When contacting informants for the purpose of making payments, officers shall arrange for the presence of another officer.

(h) In all instances when department funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

(i) Since the decision rests with the appropriate prosecutor, officers shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS
The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Department and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of an officer.

(c) The informant reveals to suspects the identity of an officer or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this department to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of officers or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.
603.5 INFORMANT FILES
Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of department members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Special Investigations Unit. The Special Investigations Unit supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Chief of Police, Division Commander, Special Investigations Unit supervisor or their authorized designees.

The Investigation Division Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Special Investigations Unit supervisor is replaced, the files will be audited before the new supervisor takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE
A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases
(b) Date of birth
(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features
(d) Photograph
(e) Current home address and telephone numbers
(f) Current employers, positions, addresses and telephone numbers
(g) Vehicles owned and registration information
(h) Places frequented
(i) Briefs of information provided by the informant and his/her subsequent reliability
   1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.
(j) Name of the officer initiating use of the informant
(k) Signed informant agreement
(l) Update on active or inactive status of informant
Informants

(m) Criminal history

603.6 INFORMANT PAYMENTS
No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant's previous criminal activity
- The level of risk taken by the informant

The Special Investigations Unit supervisor will discuss the above factors with the Investigation Division Commander and recommend the type and level of payment, subject to approval by the Chief of Police.

603.6.1 PAYMENT PROCESS
Approved payments to an informant should be in cash using the following process:

(a) Payments of $250 and under may be paid in cash from the Special Investigations Unit buy/expense fund.
   1. The Special Investigations Unit supervisor shall sign the voucher for cash payouts from the buy/expense fund.

(b) A written statement of the informant's involvement in the case shall be placed in the informant's file.
   1. The statement shall be signed by the informant verifying the statement as a true summary of his/her actions in the case.

(c) To complete the payment process for any amount, the officer delivering the payment shall complete a cash transfer form.
   1. The cash transfer form shall include:
      (a) Date.
      (b) Payment amount.
      (c) Ardmore Police Department case number.
      (d) A statement that the informant is receiving funds in payment for information voluntarily rendered.
   2. The cash transfer form shall be signed by the informant.
   3. The cash transfer form will be kept in the informant’s file.

See attachment: Confidential Informant Controlled Purchase Payment
Informants

See attachment: Confidential Informant Purchase Transaction

603.6.2 REPORTING OF PAYMENTS
Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of officers or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

603.6.3 AUDIT OF PAYMENTS
The Narcotics Unit supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once every six months, the Chief of Police or the authorized designee should conduct an audit of all informant funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., buy/expense fund records, cash transfer forms, invoices, receipts and logs) will assist with the audit process.
Eyewitness Identification

604.1 PURPOSE AND SCOPE
This policy sets forth guidelines to be used when members of this department employ eyewitness identification techniques.

604.1.1 DEFINITIONS
Definitions related to this policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY
The Ardmore Police Department will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES
Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM
The Investigation Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide (22 O.S. § 21):

(a) The date, time, and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.
Eyewitness Identification

(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders, or using a computer program to order the persons in the lineup (22 O.S. § 21).

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably stand
Eyewitness Identification

out (22 O.S. § 21). In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup. The Lineup Viewing Form instructions shall be read to, and signed by, the witness. See attachment: Lineup Viewing Form

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.
(b) Assess whether a witness should be included in a field identification process by considering:
   1. The length of time the witness observed the suspect.
   2. The distance between the witness and the suspect.
   3. Whether the witness could view the suspect’s face.
   4. The quality of the lighting when the suspect was observed by the witness.
   5. Whether there were distracting noises or activity during the observation.
   6. Any other circumstances affecting the witness’s opportunity to observe the suspect.
   7. The length of time that has elapsed since the witness observed the suspect.
(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.
(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.
(e) The person who is the subject of the show-up should not be shown to the same witness more than once.
(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.
Eyewitness Identification

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect, or to perform other actions mimicking those of the suspect.

(h) If a witness positively identifies a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow-up, if necessary.

(i) If a show-up cannot be conducted within a reasonably short time frame following the offense, a photographic or live lineup should be considered (22 O.S. § 21).

604.8 DOCUMENTATION
A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report (22 O.S. § 21).

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.
Brady Information

605.1 PURPOSE AND SCOPE
This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called “Brady information”) to a prosecuting attorney.

605.1.1 DEFINITIONS
Definitions related to this policy include:

**Brady information** - Information known or possessed by the Ardmore Police Department that is both favorable and material to the current prosecution or defense of a criminal defendant or would enable the defense to more effectively impeach the credibility of government witnesses.

605.2 POLICY
The Ardmore Police Department will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Ardmore Police Department will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Department will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION
Officers must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If an officer learns of potentially incriminating or exculpatory information any time after submission of a case, the officer or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the officer should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If an officer is unsure, the officer should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the department case file.
605.4 BRADY PROCESS
The Chief of Police shall select a member of the Department to coordinate requests for Brady information. This person shall be directly responsible to the Deputy Chief or the authorized designee.

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

(a) Working with the appropriate prosecutors’ offices to establish systems and processes to determine what constitutes Brady information and the method for notification and disclosure.

(b) Maintaining a current list of members who have Brady information in their files or backgrounds.

1. Updating this list whenever potential Brady information concerning any department member becomes known to the Department or is placed into a personnel or internal affairs file.

605.5 DISCLOSURE OF REQUESTED INFORMATION
If Brady information is located, the following procedure shall apply:

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and department member whose file is related to the motion shall be notified of the potential presence of Brady information.

(b) The prosecuting attorney or City Attorney should be requested to file a motion in order to initiate an in-camera review by the court.

1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(d) If the court determines that there is relevant Brady information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant Brady information is contained in a member’s file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

605.6 INVESTIGATING BRADY ISSUES
If the Department receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct,
the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 SUBPOENA PROCESSING
The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member’s name against the current list of those who are known to have Brady information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING
Department personnel should receive periodic training on the requirements of this policy.
Warrant Service

606.1 PURPOSE AND SCOPE
This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this department. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol officers.

606.2 POLICY
It is the policy of the Ardmore Police Department to balance the safety needs of the public, the safety of department members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

606.3 OPERATIONS DIRECTOR
The operations director (see the Operations Planning and Deconfliction Policy) shall review all risk assessment forms with the involved supervisor to determine the risk level of the warrant service.

The operations director will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

606.4 EXECUTION OF CRIMINAL PROCESS
Types of criminal process to be executed include, but are not limited to:

(a) Ardmore Municipal Court misdemeanor warrants; and
(b) Agency obtained search warrants.

606.5 SEARCH WARRANTS
Officers should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the officer will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

See attachment: APD Threat Assessment for Planned Operations
606.6 ARREST WARRANTS
If an officer reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the officer should complete the risk assessment form and submit it to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

See attachment: APD Threat Assessment for Planned Operations

If the warrant is classified as high risk, service will be coordinated by the operations director. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

Arrest warrants will be executed by sworn law enforcement officers only.

Ardmore Police Department Procedure Manual: 606.2.1 Arrest With A Warrant

606.6.1 MILITARY AWOL ARRESTS
It is the policy of the Ardmore Police Department that military AWOL or desertion personnel be handled in the same manner as those persons arrested on a warrant. Furthermore, the Ardmore Police Department will handle AWOL or desertion personnel with dignity and respect keeping in mind that we are public servants to all persons and to assist all branches of the armed services in the enforcement of AWOL/desertion personnel.

See Procedure Manual: 606.2.3 Military AWOL Arrests

606.7 WARRANT PREPARATION
An officer who prepares a warrant should ensure the documentation in support of the warrant contains, as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant’s training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.
Warrant Service

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the Brady Information Policy).

606.8 HIGH-RISK WARRANT SERVICE
The operations director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of officers deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

606.9 DETENTIONS DURING WARRANT SERVICE
Officers must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, officers must be mindful that only reasonable force may be used and weapons should be displayed no longer than the officer reasonably believes is necessary (see the Use of Force Policy).
Warrant Service

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Officers should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

606.10 ACTIONS AFTER WARRANT SERVICE
The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant or in accordance with 22 O.S. § 1231.

606.11 OUTSIDE AGENCIES AND CROSS-JURISDICTIONAL WARRANTS
The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

• Identity of team members
• Roles and responsibilities
• Familiarity with equipment
• Rules of engagement
• Asset forfeiture procedures

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Ardmore Police Department are utilized appropriately. Any concerns regarding the requested use of Ardmore Police Department members should be brought to the attention of the Chief of Police or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Shift Supervisor should assume this role.

If officers intend to serve a warrant outside Ardmore Police Department jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Officers will remain subject to the policies of the Ardmore Police Department when assisting outside agencies or serving a warrant outside Ardmore Police Department jurisdiction.
**Warrant Service**

**606.12 MEDIA ACCESS**
No advance information regarding warrant service operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

**606.13 TRAINING**
The Division Commander should ensure officers receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.
Operations Planning and Deconfliction

607.1 PURPOSE AND SCOPE
This policy provides guidelines for planning, deconfliction and execution of high-risk operations. Additional guidance on planning and serving high-risk warrants is provided in the Warrant Service Policy.

607.1.1 DEFINITIONS
Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by officers on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

607.2 POLICY
It is the policy of the Ardmore Police Department to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

607.3 OPERATIONS DIRECTOR
The Chief of Police will designate a member of this department to be the operations director.

The operations director will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The operations director will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

607.4 RISK ASSESSMENT

607.4.1 RISK ASSESSMENT FORM PREPARATION
Officers assigned as operational leads for any operation that may qualify as a high-risk operation shall complete a risk assessment form.

When preparing the form, the officer should query all relevant and reasonably available intelligence resources for information about the subject of investigation, others who may be present and the involved location. These sources may include regional intelligence and criminal justice databases, target deconfliction systems, firearm records, commercial databases and property records. Where appropriate, the officer should also submit information to these resources.

The officer should gather available information that includes, but is not limited to:
Operations Planning and Deconfliction

(a) Photographs, including aerial photographs, if available, of the involved location, neighboring yards and obstacles.

(b) Maps of the location.

(c) Diagrams of any property and the interior of any buildings that are involved.

(d) Historical information about the subject of investigation (e.g., history of weapon possession or use, known mental illness, known drug use, threats against police, gang affiliation, criminal history).

(e) Historical information about others who may be present at the location (e.g., other criminals, innocent third parties, dependent adults, children, animals).

(f) Obstacles associated with the location (e.g., fortification, booby traps, reinforced doors/windows, surveillance measures, number and type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations).

(g) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service).

(h) Other available options that may minimize the risk to officers and others (e.g., making an off-site arrest or detention of the subject of investigation).

See attachment: APD Threat Assessment for Planned Operations

607.4.2 RISK ASSESSMENT REVIEW

Officers will present the risk assessment form and other relevant documents (such as copies of search warrants and affidavits and arrest warrants) to their supervisor and the operations director.

The supervisor and operations director shall confer and determine the level of risk. Supervisors should take reasonable actions if there is a change in circumstances that elevates the risks associated with the operation.

607.4.3 HIGH-RISK OPERATIONS

If the operations director, after consultation with the involved supervisor, determines that the operation is high risk, the operations director should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:

1. Special Weapons and Tactics Team (SWAT)
2. Additional personnel
3. Outside agency assistance
4. Special equipment
5. Medical personnel
6. Persons trained in negotiation
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7. Additional surveillance
8. Canines
9. Property and Evidence Section or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate department members or other agencies as warranted to begin preparation.
(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.
(d) Coordinate the actual operation.

See Procedure Manual: 607.2 Surveillance Operations
See Procedure Manual: 607.3 Undercover Transactions
See Procedure Manual: 607.4 Decoy Operations
See Procedure Manual: 607.5 Raid Operations
See Procedure Manual: 607.6 Reverse Sting Narcotics Operations
See Procedure Manual: 607.7 Clandestine Laboratory Investigations
See Procedure Manual: 607.8 Marijuana Fields

607.5 DECONFILCTION
Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The officer who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable, but no later than two hours prior to the commencement of the operation. The officer should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

607.6 OPERATIONS PLAN
The operations director should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.
The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

1. The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)

2. The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

3. Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

4. Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed officers should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan.
Operations Planning and Deconfliction

607.6.1 OPERATIONS PLAN RETENTION
Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

607.7 OPERATIONS BRIEFING
A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The operations director shall ensure that all participants are visually identifiable as law enforcement officers.
   1. Exceptions may be made by the operations director for officers who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.
   1. It is the responsibility of the operations director to ensure that Dispatch is notified of the time and location of the operation, and to provide a copy of the operation plan prior to officers arriving at the location.
   2. If the radio channel needs to be monitored by Dispatch, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.
   3. The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

607.8 SWAT PARTICIPATION
If the operations director determines that SWAT participation is appropriate, the director and the SWAT supervisor shall work together to develop a written plan. The SWAT supervisor shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SWAT supervisor shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the officers present.
607.9 MEDIA ACCESS
No advance information regarding planned operations shall be released without the approval of the Chief of Police. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.10 OPERATIONS DEBRIEFING
High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SWAT debriefing.

607.11 TRAINING
The Division Commander should ensure officers and SWAT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

607.11.1 SPECIAL INVESTIGATIONS UNIT INVESTIGATOR TRAINING
Due to the nature of the mission of the Special Investigations Unit investigator, it is necessary that officers assigned to work in the unit receive basic instruction in certain specific areas as soon as possible.

(a) A newly assigned officer will be scheduled to attend the annual two (2) week Basic Narcotic Investigator course offered at no charge by the Oklahoma Bureau of Narcotics and Dangerous Drug Control and/or Drug Enforcement Administration.

(b) The Special Investigations Unit supervisor will ensure that all enforcement officers assigned to the unit receive regular in service training on search and seizures and any other statutory case law directly affecting the mission or procedures of the division.
Surveillance and Undercover Equipment

608.1 PURPOSE AND SCOPE
The purpose of this policy is to offer guidance in the proper and legal use of equipment used in undercover or surveillance operations.

608.2 POLICY
Equipment used for purposes of gathering intelligence, evidence or officer safety shall be utilized lawfully and according to manufacturer guidelines.

608.3 AUTHORIZATION
The Drug Enforcement supervisor or designee will be responsible for the release of any specialized equipment for the purpose of surveillance or criminal intelligence gathering.

(a) Personnel requesting the use of surveillance gathering equipment must demonstrate his/her ability to operate the equipment prior to release.

(b) Personnel requesting the use of the equipment have the sole responsibility for its upkeep and safe return.

608.4 DISTRIBUTION
Personnel, prior to checking out any equipment, must sign the designated equipment checkout log which requests various information depending upon the equipment requested.

(a) Personnel checking out surveillance equipment are responsible to report all damaged or inoperative equipment, in writing, to the Drug Enforcement Supervisor or designee.

(b) All equipment must be returned and checked in by the Drug Enforcement Supervisor or designee.

608.5 USE OF EQUIPMENT
Personnel will under no circumstances use said equipment in any manner violating any federal, state or local laws.

(a) Communications concerning the operation should be guarded on open radio channels due to the availability of police scanners.

(b) Personnel may not operate said equipment for private usage.

(c) In no case may equipment be loaned out to non-law enforcement personnel.

See Procedure Manual: 608.2 Surveillance Equipment Available For Use
Arson Investigation

609.1 PURPOSE AND SCOPE
The purpose of this policy is to offer guidance when arson is suspected as the cause of any fire.

609.2 POLICY
If an Ardmore Fire Inspector suspects arson as the cause of any fire, he/she will contact the Ardmore Police Department and request a report be completed.

609.3 CRIME SCENE RESPONSIBILITIES
Upon request of the Fire Inspector, the Ardmore Police Department shall assign an investigator to the case.

(a) The inspector and/or investigator shall collect crime scene evidence, unless they request an identification and crime scene specialist be assigned.

(b) Evidence shall be processed as in any other Ardmore Police investigation.

(c) The Ardmore Fire Department shall be in charge of the crime scene unless a criminal act other than arson is suspected.

1. If an officer has reasonable suspicion to believe that a criminal act has been committed, he/she shall immediately contact the Fire Incident Commander and make him/her aware of the situation.

2. Following the notification of the Fire Incident Commander, the officer shall notify his/her supervisor who will determine whether to make further notifications.

609.4 MEDIA RELEASES
The agency in charge of the crime scene shall be responsible for release of information to the public.
Small Unmanned Aerial System

610.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of a small unmanned aerial system (SUAS) and for the storage, retrieval and dissemination of images and data captured by the SUAS.

610.1.1 DEFINITIONS
Definitions related to this policy include:

**Small Unmanned aerial system (SUAS)** - A small unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as a small unmanned aerial vehicle (SUAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

**Certificate of Authorization (COA)** – A certificate issued by the FAA authorizing the department’s SUAS operations in the National Airspace System.

**Civil Twilight** – 30 minutes before sunrise and 30 minutes after sunset.

**Class G Airspace** – Airspace that is uncontrolled and does not require FAA authorization for operations during daylight hours.

**National Airspace (NAS)** – Airspace owned and operated by the Federal Government, specifically the FAA.

**Pilot** – The operator of the SUAS.

**Remote Pilot In-Command (RPIC)** – The individual responsible for the overall flight operations of a specific mission. RPIC must be certified by the FAA as a SUAS pilot.

**SUAS Program Coordinator** – The individual selected by the Chief of Police to oversee the operation of the SUAS program.

**Visual Line of Sight** (VLOS) – The unmanned aircraft must remain within VLOS of the pilot in command and the person manipulating the flight controls of the SUAS or VO.

**Visual Observer (VO)** – The individual trained to maintain visual line-of-sight (VLOS) and 360 degree hazard awareness around the SUAS at all times and assist the RPIC in carrying out all duties required for the safe operation of the SUAS.

610.2 POLICY
A SUAS may be utilized to enhance the department’s mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a SUAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

All SUAS operations must be consistent with the U.S. Constitution and specifically used only to support official law enforcement and public safety missions. The Fourth Amendment protects
Small Unmanned Aerial System

individuals from unreasonable searches and seizures and generally requires law enforcement to seek a warrant in circumstances in which a person has a reasonable expectation of privacy. SUAS may only be used in connection with properly authorized investigations and activities.

610.3 PRIVACY
The use of the SUAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during SUAS operations.

610.4 SUAS PROGRAM COORDINATOR
The Chief of Police will appoint a SUAS Program Coordinator who will be responsible for the management of the SUAS program. The SUAS Program Coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.
- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the SUAS.
- Developing uniform protocol for submission and evaluation of requests to deploy a SUAS, including urgent requests made during ongoing or emerging incidents. Deployment of a SUAS shall require written authorization of the Chief of Police or the authorized designee, depending on the type of mission.
- Developing protocol for conducting criminal investigations involving a SUAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of SUAS deployment.
- Developing an operational protocol governing the deployment and operation of a SUAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a SUAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a SUAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails,
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including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

• Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
• Facilitating law enforcement access to images and data captured by the SUAS.
• Recommending program enhancements, particularly regarding safety and information security.
• Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

610.5 REMOTE AIRCRAFT PROGRAM FOR TACTICAL OPERATIONS AND RESCUE (RAPTOR) UNIT
Members of the Remote Aircraft Program for Tactical Operations and Rescue (RAPTOR) Unit will be certified to legally operate any equipment used by the unit. Authorized operators shall complete the required training before being permitted to operate the SUAS.

610.5.1 MEMBER ELIGIBILITY REQUIREMENTS
Full time commissioned police officers are eligible for voluntary assignment to the RAPTOR Unit, given they have/are:

(a) Two (2) years of service as a full-time commissioned Ardmore Police Department police officer.
(b) No serious adverse actions/discipline in the previous two years of service with the Ardmore Police Department to be determined by the Chief of Police.
(c) Representative of the positive traditions of the Ardmore Police Department.

610.5.2 MEMBER SELECTION REQUIREMENTS
Unless amended or changed by directive or policy, officers will be required to submit the following for consideration for assignment to the RAPTOR Unit:

(a) Written recommendation of their direct supervisor and shift/division commander.
(b) Recreational Unmanned Aircraft Systems Safety Test (TRUST) certificate of completion.
(c) Part 107 Online FAA training certificate.
(d) Have final written approval of the Chief of Police.
(e) Must obtain a FAA Part 107- RPC Certificate within three (3) months of appointment to the RAPTOR program.

610.6 USE OF SUAS
Only authorized operators who have completed the required training shall be permitted to operate the SUAS. A Remote Pilot in Command (RPIC) may be authorized to operate more than one type
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of SUAS as long as he/she is trained and current in each individual model. However, the RPIC may only operate one SUAS at a time. SUAS operators must read and adhere to all FAA regulations.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

SUAS operations should only be conducted during daylight hours and a SUAS should not be flown over populated areas without FAA approval. The RPIC has final authority to refuse to perform a mission and can refuse an order to perform a mission due to safety, weather, equipment, liability, or legal reasons.

All SUAS operations, other than training flights, shall be deployed and used only to support official law enforcement and public safety missions or as directed by the Chief of Police. Deployments may be made for the following public safety objectives:

- **Situational Awareness**: To assist decision makers (e.g., incident command staff; first responders; city, county, and state officials) in understanding the nature, scale, and scope of an incident—and for planning and coordinating an effective response.

- **Search and Rescue**: To assist missing person investigations, AMBER Alerts, Silver Alerts, and other search and rescue missions.

- **Tactical Deployment**: To support the tactical deployment of officers and equipment in emergency situations (e.g., incidents involving hostages and barricades, support for large scale tactical operations, and other temporary perimeter security situations).

- **Visual Perspective**: To provide an aerial visual perspective to assist officers in providing direction for crowd control, traffic incident management, special circumstances, and temporary perimeter security.

- **Scene Documentation**: To document a crime scene, accident scene, or other major incident scene (e.g., disaster management, incident response, large-scale forensic scene investigation).

See Procedure Manual: 610.2.1 Flight Procedures

See Procedure Manual: 610.2.2 Remote Pilot in Command (RPIC) Certification and Responsibilities

See Procedure Manual: 610.2.3 Aircraft Specifications And Registration

See Procedure Manual: 610.2.4 Evidence Collection

See Procedure Manual: 610.2.5 Pre-Deployment Checklist

See Procedure Manual: 610.2.6 Pre-Flight Checklist

See Procedure Manual: 610.2.7 Post-Flight Checklist
610.7 PROHIBITED USE
The SUAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on individual characteristics, such as but not limited to, race, ethnicity, national origin, religion, disability, gender or sexual orientation.
- To harass, intimidate or discriminate against any individual or group.
- To conduct personal business of any type.

The SUAS shall not be weaponized.

610.8 RETENTION OF SUAS DATA
Data collected by the SUAS shall be retained as provided in the established records retention schedule.

610.9 MAINTENANCE
The SUAS equipment will be properly maintained by the RAPTOR Unit. All members of the RAPTOR Unit are ultimately responsible for maintaining the equipment regardless of whether there is a member assigned to perform maintenance.

Maintenance shall be based on the manufacturer’s recommendations and commonly accepted practices in the industry/community. A log shall be kept of all maintenance performed.

Each piece of equipment should be inspected to ensure it has been properly maintained before being operated.

610.10 TRAINING
Members of the RAPTOR Unit will conduct regular training with the equipment used by the unit. A log of all training conducted with the equipment shall be maintained.

The SUAS Program Coordinator shall review and approve a training curriculum to assess the knowledge, skills and abilities of RPICs and Visual Observers requiring additional training certifications ensuring satisfactory compliance with this policy.

See Procedure Manual: 610.3.1 Remote Pilot In Command (RPIC) Training Requirements
Chapter 7 - Equipment
Department-Owned and Personal Property

700.1 PURPOSE AND SCOPE
This policy addresses the care of department-owned property and the role of the Department when personal property, the property of another person or department-owned property is damaged or lost.

700.2 POLICY
Members of the Ardmore Police Department shall properly care for department property assigned or entrusted to them. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy and/or applicable provisions of any employment agreements.

700.3 DEPARTMENT-ISSUED PROPERTY
All property and equipment issued by the Department shall be documented in the Issue/Return Uniform and Equipment form. Receipt of issued items shall be acknowledged by the receiving member’s signature. Upon separation from the Department, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

See attachment: Issue_Return Uniform and Equipment Form

700.3.1 CARE OF PROPERTY
Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use and replacement of department property that has been assigned or entrusted to them.

Ardmore Police Department employees will not abuse City equipment. Intentional or negligent abuse or misuse of department property may lead to discipline including, but not limited to, the cost of repair or replacement.

(a) Members will immediately report to their supervisors any loss, damage to, or unserviceable condition of any department-issued property or equipment.

1. A supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

2. A review by command staff should determine whether additional action is appropriate.

3. Any employee responsible for loss or damage of City property may be required, at the discretion of the Chief of Police, to repair or replace such equipment if it has been proven that willful negligence has occurred.
(b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or otherwise reasonable by circumstances, department property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

(d) Department property shall not be thrown away, sold, traded, donated, destroyed or otherwise disposed of without proper authority.

(e) A supervisor’s approval is required before any attempt to repair damaged or unserviceable property is made by a member.

Members of the FOP Collective Bargaining Unit shall refer to Article 20 Section 20.5 of the employment agreement regarding uniforms or other items provided by the City or purchased by the officer specifically for duty that are damaged or destroyed in the line of duty.


700.3.2 FILING CLAIMS FOR DAMAGED PROPERTY

Members of the FOP Collective Bargaining Unit shall refer to Article 20 Section 20.5 of the employment agreement regarding the filing of claims for uniforms and other items provided by the City or purchased by the officer specifically for duty that are damaged or destroyed in the line of duty.


700.4 PERSONAL PROPERTY

Members of the FOP Collective Bargaining Unit shall refer to Article 20 Section 20.5 of the employment agreement regarding personal property of the employee that is damaged or destroyed in the line of duty due to circumstances not involving the negligence of the employee.


700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through his/her chain of command.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Division Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

A review of the incident by command staff to determine whether misconduct or negligence was involved should be completed.
Personal Communication Devices

701.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued by the Department or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY
The Ardmore Police Department allows members to utilize department-issued PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Department, will be subject to monitoring and inspection consistent with the standards set forth in this policy. The Department retains the right to limit and/or prohibit the use of PCDs during duty hours and assignments. Actions and activities of police employees while on-duty are relevant to the efficiency and effectiveness of the Department and as such are subject to administrative controls.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member’s PCD records to civil or criminal discovery or disclosure under applicable open records laws.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Department and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance.)

701.4 DEPARTMENT-ISSUED PCD
Depending on a member’s assignment and the needs of the position, the Department may, at its discretion, issue a PCD for official police business. Personal Communication Devices may be used in off-duty capacities only for the conduct of police-related business or during departmentally managed off-duty enforcement assignments. Such devices and the associated telephone number,
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if any, shall remain the sole property of the Department and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

701.5 PERSONALLY OWNED PCD
Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Employees electing to carry personally owned mobile telephone while on duty must obtain approval from their immediate supervisor and provide him/her with the telephone number.

(b) Use of personally owned mobile telephones either in voice or data transmission while on-duty should be restricted to essential communications and should be limited in length. Engagement in multiple or extended conversation unrelated to police business or similar use that interferes with performance of duty is prohibited.

(c) Use of personally owned mobile telephones is governed by the same safety restrictions as provided for Department owned cell phones.

701.6 USE OF PCD
The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct department business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) Department-owned or personal PCDs should not be used if they may be disruptive to others.

(d) A PCD may not be used to conduct personal business while on-duty, except for brief personal communications (e.g., informing family of extended hours) where alternative forms of communication are not suitable or easily available. Members shall endeavor to limit their use of PCDs to authorized break times, unless an emergency exists.

(e) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications. Approved PCD usage includes, but is not limited to, the following types of communications:

1. Conveyance of Sensitive or restricted information;
2. Undercover operations;
3. Lengthy communication with supervisors or headquarters personnel;
4. Communication beyond normal radio range;
5. Incidents in which direct contact with an officer and the public is critical; and
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6. Incidents in which use of a land line telephone would be appropriate but where one is not available.

(f) Members should not use PCDs for car-to-car communication when other means are available and appropriate.

(g) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official department business. Disclosure of any such information to any third party through any means, without the express authorization of the Chief of Police or the authorized designee, may result in discipline.

(h) Members will not access social networking sites for any purpose that is not official department business.

(i) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

(j) Mobile telephone numbers should not normally be released to members of the public. Exceptions may be made when immediate future contact between an officer and a victim, witness or other person may be critical. Personnel may not provide the mobile telephone number of member of this agency to a member of the public without the mobile telephone user’s authorization.

(k) Police reports should not generally be taken using a PCD. The PCD may be used to contact the victim or complainant and arrange a meeting time and place, but not to expedite service.

(l) Any financial charges incurred by PCD use should be limited and clearly linked to the necessity to use the PCD when other alternatives are not available or inappropriate.

1. Random and periodic audits of Department-issued cell phones will be made at the Department's discretion.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.

2. Before conducting any administrative search of a member’s personally owned device, supervisors should consult with the Chief of Police or the authorized designee.
701.8 OFFICIAL USE
Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other department communications network.

701.9 USE WHILE DRIVING
The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Members operating department vehicles should restrict the use of these devices to emergency circumstances and other means of communication are not available or suitable. When practicable, members should stop the vehicle at an appropriate location to use the PCD, unless hands-free operational devices are authorized and available.

Members operating department vehicles shall ensure that use of a PCD does not prevent them from devoting their full time and attention to driving (47 O.S. § 11-901b).

Members shall not use a PCD to compose, send or read electronic text messages while driving unless the communication is between other law enforcement or emergency services personnel and involves an imminent emergency (47 O.S. § 11-901d).
Vehicle Maintenance

702.1 PURPOSE AND SCOPE
The purpose of this policy is to ensure that department vehicles are appropriately maintained.

702.2 POLICY
The Ardmore Police Department will service department vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES
Members are responsible for assisting in maintaining department vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES
When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

See attachment: Vehicle Maintenance Form

702.4.1 DAMAGE OR POOR PERFORMANCE
Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 SEVERE USE
Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS
All firearms, weapons and control devices shall be removed from a vehicle and properly secured in the department armory prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE EQUIPMENT
Certain items shall be maintained in all department vehicles.

702.5.1 PATROL VEHICLES
Officers shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:
Vehicle Maintenance

- Fire Extinguisher
- First Aid Kit
- CPR Mask
- Reflective Traffic Vest
- Nitrile Gloves
- Anti-Bacterial Hand Gel and Wipes
- Anti-Bacterial Cleaning Solution
- Sharps Container
- Protective Eyewear or Face Shield
- Molded Surgical Mask
- Disposable Coveralls or Body Protection
- Disposable Shoe Coverings
- Bio-Hazard Bags
- Trash Bags for Normal Waste
- Absorbent Cleaning Material for Spills
- Shotgun with Ammunition
- Roller Tape
- Crime Scene Barrier Tape
- Flashlight
- Fingerprint Kits
- DOT Hazardous Material Guidebook
- Emergency Equipment (lights, siren, radio)

702.5.2 UNMARKED VEHICLES
Members driving unmarked department vehicles shall ensure that the following equipment, at a minimum, is in the vehicle:

- Fire Extinguisher
- First Aid Kit
- CPR Mask
- Reflective Traffic Vest
- Nitrile Gloves
- Anti-Bacterial Hand Gel and Wipes
Vehicle Maintenance

- Anti-Bacterial Cleaning Solution
- Sharps Container
- Protective Eyewear or Face Shield
- Molded Surgical Mask
- Disposable Coveralls or Body Protection
- Disposable Shoe Coverings
- Bio-Hazard Bags
- Trash Bags for Normal Waste
- Absorbent Cleaning Material for Spills
- Shotgun with Ammunition
- Roller Tape
- Crime Scene Barrier Tape
- Flashlight
- Fingerprint Kits
- DOT Hazardous Material Guidebook
- Emergency Equipment (lights, siren, radio)

702.6 VEHICLE INSPECTIONS
A Semi-Annual Inspection Form (APD Form 2009-0031) will be completed by patrol officers on a semi-annual basis. The check sheet will aid officers and supervisors with ensuring that vehicles are properly stocked.

See attachment: Semi Annual Police Unit Inspection

702.7 VEHICLE REFUELING
Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.
Vehicle Use

703.1 PURPOSE AND SCOPE
The purpose of this policy is to establish a system of accountability to ensure department vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of department vehicles and shall not be construed to create or imply any contractual obligation by the City of Ardmore to provide assigned take-home vehicles.

703.2 POLICY
The Ardmore Police Department provides vehicles for department-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Department, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 ASSIGNED VEHICLES
The Fleet Manager shall ensure a copy of the assignment roster is current and posted on the department internal shared drive indicating member assignments and vehicle numbers. If a member exchanges vehicles during his/her shift, the change shall be documented in the Pool Car Log Book.

703.3.2 OTHER USE OF VEHICLES
Members utilizing a vehicle for any purpose other than their normally assigned duties or normal vehicle assignment (e.g., transportation to training, community event) shall first notify the Shift Supervisor. A notation will be made in the Pool Car Log Book indicating the member’s name and vehicle number.

This subsection does not apply to those who are assigned to transport vehicles to and from the maintenance yard or car wash.

703.3.3 INSPECTIONS
Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this department should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.
Vehicle Use

All department vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.4 SECURITY AND UNATTENDED VEHICLES
Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Officers who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.5 MDT
Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify Dispatch. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

703.3.6 VEHICLE LOCATION SYSTEM
Patrol and other vehicles, at the discretion of the Chief of Police, may be equipped with a system designed to track the vehicle’s location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by other than supervisors will require Division Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.7 KEYS
Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys without supervisor approval. The loss of a key shall be promptly reported in writing through the member’s chain of command.
703.3.8 AUTHORIZED PASSENGERS
Members operating department vehicles shall not permit persons other than City personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy. No unauthorized persons, commissioned or non-commissioned, will accompany officers as passengers when department vehicles are operated on-duty or off-duty except as follows:

(a) Commissioned officers or other City employees who need temporary transportation;
(b) Anyone who has received permission from the Chief of Police or his designee. (Permission is requested each time the person wishes to ride.)
(c) Officers from other law enforcement agencies who are on official business from their department.
   1. Visiting officers wishing to ride with an officer shall be handled in accordance with the Ride-Alongs Policy.

703.3.9 ALCOHOL
Members who have consumed alcohol are prohibited from operating any department vehicle unless it is required by the duty assignment (e.g., task force, undercover work). Regardless of assignment, members may not violate state law regarding vehicle operation while intoxicated.

703.3.10 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the Fleet Manager.

703.3.11 CIVILIAN MEMBER USE
Civilian members using marked emergency vehicles shall ensure that all weapons have been removed before going into service. Civilian members shall not operate the emergency lights or siren of any vehicle unless expressly authorized by a supervisor.

703.3.12 OPERATION OF AGENCY VEHICLES
Only Ardmore Police personnel are permitted to operate agency vehicles. No member of the officer’s family or any other civilian personnel will operate the police vehicle. Only the Chief of Police or his designee may approve exceptions.

703.4 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Department vehicles may be assigned to individual members at the discretion of the Chief of Police. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.
Vehicle Use

703.4.1 ELIGIBILITY AND ASSIGNMENT OF INDIVIDUALLY ASSIGNED VEHICLES
Individually Assigned Vehicles are allocated to the following positions within the Ardmore Police Department:

(a) Deputy Chief
(b) Captains
(c) On-call detective during the period of the on-call status
(d) Canine handlers
(e) Task Force Officers (TFO) whose commissioning agency’s supervisor has requested, in writing, the assignment of IAVs.

703.4.2 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member’s duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other department members at the discretion of the Chief of Police or the authorized designee.

703.4.3 ASSIGNED VEHICLES
Assignment of take-home vehicles shall be based on the location of the member’s residence, which must be within a three-mile radius of the Ardmore City limits; the nature of the member’s duties, job description and essential functions; and the member’s employment or appointment status. Use is restricted to the Ardmore city limits. When on vacation and away from their residences, members who reside outside the City of Ardmore may be required to secure the vehicle at a designated location or at the Department. No off-duty employee shall be allowed to take the Individually Assigned Vehicle out of the city of Ardmore except when authorized by this policy or the Division Commander.

Department members shall sign a take-home vehicle agreement that outlines certain standards, including, but not limited to, how the vehicle shall be used, where it shall be parked when the member is not on-duty, vehicle maintenance responsibilities and member enforcement actions.

Members are cautioned that under federal and local tax rules, personal use of a City vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member’s tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Vehicles shall only be used for work-related purposes and shall not be used for personal errands or transports, unless special circumstances exist and the Chief of Police or a Division Commander gives authorization.

1. No personal use of the vehicle is permitted for carrying heavy or excessive loads or for household moving.
2. No objects will be protruding from trunks or windows unless necessary for expeditious transportation of recovered property, evidence or equipment.
3. Vehicles will not be used for towing of other vehicles or trailers except when authorized by the Chief of Police.

4. Vehicle equipped with push bars will be used for pushing other vehicles in emergencies.

(b) Vehicles will not be used when off-duty except:

1. In circumstances when a member has been placed on call by the Chief of Police or Division Commanders and there is a high probability that the member will be called back to duty.

2. When the member is performing a work-related function during what normally would be an off-duty period, including vehicle maintenance or traveling to or from a work-related activity or function.

3. When the member has received permission from the Chief of Police or Division Commanders.

4. When the vehicle is being used by the Chief of Police, Division Commanders or members who are in on-call administrative positions.

5. When the vehicle is being used by on-call investigators.

(c) While operating the vehicle, authorized members will carry and have accessible their duty firearms and identification card/Commission Card and be prepared to perform any function they would be expected to perform while on-duty.

(d) The two-way communications radio, MDT and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(e) Unattended vehicles are to be locked and secured at all times.

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).

2. All weapons shall be secured while the vehicle is unattended.

3. All department identification, portable radios and equipment should be secured.

(f) Vehicles are to be parked off-street at the member’s residence unless prior arrangements have been made with the Chief of Police or the authorized designee. If the vehicle is not secured inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(g) Vehicles are to be secured at the appropriate department facility, at the discretion of the Department, when a member will be on extended leave, on limited duty, on suspension from duty or on temporary, special assignment.

(h) The member is responsible for the care and maintenance of the vehicle.

(i) As pertains to the use and/or transportation of alcoholic beverages, off-duty officers in Individually Assigned Vehicles will adhere to the following:
Vehicle Use

1. No employee shall operate any Department vehicle after consumption of alcohol or when taking medication that will impair the officer's ability to operate a vehicle safely.

2. Vehicles will not be parked directly in front of liquor stores, bars or locations where alcoholic beverages are primarily consumed or sold unless on an official police call.

3. No alcoholic beverages will be transported in a police vehicle unless it is in conjunction with official police business.

703.4.4 ENFORCEMENT ACTIONS
When driving an Individually Assigned Vehicle while off-duty, an officer must notify the Emergency Dispatch Center when the vehicle is in operation (i.e. responding to a police call or when conducting any business that is police or public service related). The officer will identify himself/herself by their radio number.

Officers are expected to render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Officers driving take-home vehicles shall be armed and appropriately attired and shall carry their department-issued identification card/Commission Card. Officers should also ensure that department radio communication capabilities are maintained to the extent feasible. When an employee exits the vehicle to conduct any official police action, an Ardmore police badge will be readily visible. A police cap or jacket is recommended.

703.4.5 MAINTENANCE
Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Department. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

(a) Members shall make daily inspections of their assigned vehicles for service/maintenance requirements and damage.

(b) No additions and/or alterations of internal or external equipment to vehicles will be made without prior approval of the Division Commander and the City of Ardmore Fleet Maintenance Director. This requirement is to ensure proper installation, minimize defacing and to prevent electrical malfunctions. The Division Commander will record the date and equipment authorized on the reverse side of the agreement which is maintained in his/her office.

(c) Members shall refrain from:
   1. Performing anything but minor adjustments;
   2. Altering the body, general design, appearance or markings of the vehicle;
   3. Using fuel, oil, lubricant or other liquid additives in the vehicle other than that approved by the City of Ardmore Fleet Maintenance Director.
Vehicle Use

(d) It is the member’s responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(e) All scheduled vehicle washes shall be performed as necessary at a facility approved by the department supervisor in charge of vehicle maintenance.

(f) All repairs and maintenance of vehicles will be performed by the City of Ardmore Fleet Maintenance. The only exceptions will be when:

1. City of Ardmore Fleet Maintenance requires the vehicle to be taken to other locations for repairs.

2. When the employee is out of town on official business and the repairs consist of fan belts, hoses, flats, etc and it is impractical for fleet maintenance personnel to respond.

   (a) Such repairs will be made at the officer’s expense subject to the limit of a petty cash reimbursement.

   (b) Officers must obtain approval from the Division Commander prior to authorizing such repairs and expense.

(g) The Department shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(h) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.

(i) All weapons or other sensitive material related to law enforcement shall be removed from any vehicle left for maintenance.

(j) Supervisors shall make, at a minimum, monthly inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

703.4.6 RESPONDING TO CALLS IN INDIVIDUALLY ASSIGNED VEHICLES OFF-DUTY

Employees will monitor the radio and inform the Emergency Dispatch Center of their availability to respond to a call. Officers shall receive clearance from the on-duty supervisor before responding to any call. Officers will adhere to the following rules regarding dispatched calls:

(a) Priority Calls: When operating a police vehicle while off-duty, officers are required to respond to any life-threatening police call in their immediate vicinity. Once on scene, the officer will remain at the scene until properly relieved by an on-duty officer or until the problem is concluded. In calls involving a felony, the officer may be required to handle the call in order to best preserve and handle evidence. An immediate report may be required and submitted, if necessary.

(b) Routine Calls: Officers may voluntarily respond to routine calls while operating the IAV in an off-duty capacity. In minor cases encountered by an off-duty officer, the officer may summon an on-duty unit to handle the call. He/she may stand by and assist until the assigned unit arrives unless immediate action is necessary. The officer then will handle the situation until the arrival of the assigned police unit.
Vehicle Use

(c) Traffic Violations: Officers may stop and cite motorists for traffic violations providing the observed violation is hazardous in nature. Officers should keep in mind the public expects an officer in a marked police vehicle to take enforcement action when a flagrant and hazardous violation is committed in the officer’s presence.

(d) An on-duty supervisor will respond to calls involving off-duty officers when overtime compensation is required and relieve those officers as soon as possible.

(e) Officers responding to calls during off-duty hours will not normally be required to remain on the call as the primary unit. Should the officer’s presence be required for an extended period, any compensation will be provided in accordance with the current Collective Bargaining Agreement (the 2-hour minimum does not apply in this situation). An on-duty supervisor must approve any overtime compensation.

See attachment: FOP Lodge 108 CBA FY 2019-2021

703.5 UNMARKED VEHICLES
Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any member operating an unmarked vehicle shall record vehicle usage on the sign-out log maintained in the division for that purpose. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Shift Supervisor on the shift assignment roster.

703.6 SPECIAL PURPOSE VEHICLES
The Department places certain conditions and limitations on the use of the following special purposes vehicles:

(a) Canine Vehicles See Procedure Manual: 703.2.1 Canine Vehicles

(b) SWAT Transport Vehicle See Procedure Manual: 703.2.2 SWAT Transport Vehicle

(c) Crime Scene Vehicle See Procedure Manual: 703.2.3 Crime Scene Vehicle

(d) Animal Control Vehicles See Procedure Manual: 703.2.4 Animal Control Vehicles

(e) Community Service Officer Vehicles See Procedure Manual: 703.2.5 Community Service Officer Vehicles

(f) Utility Vehicle (Gator) See Procedure Manual: 703.2.6 Utility Vehicle (Gator)

(g) Multi-Purpose Trailer See Procedure Manual: 703.2.7 Multi-Purpose Trailer

703.7 DAMAGE, ABUSE AND MISUSE
When any department vehicle is involved in a traffic collision or otherwise incurs damage, the involved member shall promptly notify a supervisor. Any traffic collision report shall be filed with the agency having jurisdiction (see the Traffic Collisions Policy).

Damage to any department vehicle or equipment that was not caused by a traffic collision shall be immediately reported on an offense report during the shift in which the damage was discovered and additionally documented in memorandum format, which shall be forwarded to the
Vehicle Use

Chief of Police. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse. Damage caused by negligence or abuse will be cause for disciplinary action which may include forfeiture of the Individually Assigned Vehicle and/or other restrictions.

703.8 ATTIRE AND APPEARANCE
When operating any department vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Department. Sleeveless T-shirts and/or cut-off shorts of any type will not be permitted. Hemmed shorts of an appropriate length will be permitted. Discretion will be used when wearing any stenciled type shirt or sweatshirt.
Fiscal Management

704.1 PURPOSE AND SCOPE
This policy does not address cash-handling issues specific to the Property and Evidence Section and Informants policies.

This policy meets statutory requirements requiring the adoption of an inventories and audits policy pursuant to 11 O.S. § 34-107.

704.2 POLICY
It is the policy of the Ardmore Police Department to properly manage and audit fiscal operations, including budget preparation, cash transactions, fund expenditures and disposition of assets, and to maintain accurate records of fiscal transactions, in order to protect the integrity of department operations and ensure the public trust.

704.3 FISCAL MANAGEMENT
The Chief of Police shall designate a person as the fiscal manager responsible for maintaining and managing fiscal accountability. The fiscal manager may appoint others to oversee specific portions of the fiscal operations.

Each member overseeing a fiscal responsibility is required to create and maintain an accurate and current transaction ledger that is approved by the fiscal manager and that documents all transactions relating to the specific fund or fiscal responsibility.

704.3.1 CASH MANAGEMENT
All cash funds shall be properly collected, safeguarded and disbursed by the member assigned to oversee the fund. The assigned member shall:

(a) Maintain a system or record of appropriations among organizational components.
(b) Prepare financial statements.
(c) Conduct internal audits.
(d) Verify members or positions authorized to accept or disburse funds.

704.3.2 CONFIDENTIAL FUNDS MANAGEMENT
The nature of vice, drug and organized crime operations often requires frequent and sometimes large expenditures of money. This can include paying informants, purchasing contraband as evidence and incurring expenses for surveillance activities and equipment.

See Procedure Manual: 704.2 Confidential Fund Sources
See Procedure Manual: 704.3.1 Confidential Funds - Monthly Status Report
See Procedure Manual: 704.3.2 Receipts For Cash Received From The Narcotics Fund
See Procedure Manual: 704.3.3 Authorization For Cash Disbursements From the Narcotics Fund
See Procedure Manual: 704.3.4 Records, Documentation or Invoice Requirements for Cash Expenditures from the Narcotics Fund

See Procedure Manual: 704.3.5 Person(s) Authorized to Disburse or Accept Cash From The Narcotics Fund

See Procedure Manual: 704.3.6 Accounting of Narcotic Fund Activities

See Procedure Manual: 704.4 Confidential Fund - Form For Dispersed Funds

See Procedure Manual: 704.5 Confidential Fund - Restrictions of Operational Funds

704.4 FISCAL TRANSACTIONS
Each member overseeing a fiscal responsibility shall document all transactions on the ledger and any other appropriate forms. Each person participating in the transaction shall sign or otherwise validate the ledger, attesting to the accuracy of the entry. Transactions should include the filing of an appropriate receipt, invoice, cash transfer form or expense report.

704.5 ROUTINE CASH HANDLING
Members who handle cash as part of their regular duties (e.g., property clerks, the Special Investigations Unit supervisor, those who accept payment for department services) will discharge those duties in accordance with the procedures established for those tasks (see the Property and Evidence Section and Informants policies).

704.6 OTHER CASH HANDLING
Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Property and Evidence Section Policy.

Cash in excess of $1,000 requires immediate notification of a supervisor, special handling, verification and accounting by the supervisor. Each member involved in this process shall complete an appropriate report or record entry.

704.7 AUDITS
Each Division Commander shall monitor fiscal activities and the budget related to their area of responsibility using a procedure and forms approved by the fiscal manager. Internal control procedures shall be established and shall include evaluation of staff member’s fiscal management functions. Any discrepancies shall be immediately reported to the fiscal manager and the Chief of Police.

The fiscal manager shall ensure that an annual independent audit is conducted of the accounts and finances of the Department. All department funds shall be open for inspection and audit by
auditors at any time. Members of the Department shall cooperate fully and provide assistance in support of any audit.

A separate audit of each fund or other fiscal area of responsibility should be completed on a random date, approximately once each year, by the Chief of Police or the City.

Audits shall include a review of procedures in place to manage the funds.

704.7.1 PETTY CASH AUDITS
The Ardmore Police Department does not maintain a petty cash fund.

704.8 INVENTORY CONTROL OF PROPERTY, EQUIPMENT AND OTHER ASSETS
Members overseeing a fiscal responsibility for the acquisition, management or distribution of any capital or major items of equipment; the issue of any equipment and supplies; or the assignment of control numbers and proper markings are responsible for compliance with inventory control procedures. Such members are also responsible for ensuring:

(a) Required inventory verification in compliance with a process authorized by the fiscal manager.

(b) Appropriate documentation in compliance with a process authorized by the fiscal manager and inclusion in inventory of items purchased or obtained for use by the Department.

(c) Appropriate documentation and deletion from inventory of items properly authorized for disposal by the fiscal manager or the Chief of Police.

(d) Reporting and disposition of damaged, excess and surplus property in compliance with a process authorized by the fiscal manager.

(e) Maintenance of complete records for all department property, equipment and other assets.

704.9 PURCHASING
All purchasing of department supplies and equipment will be in compliance with the City purchasing manual and in compliance with a process authorized by the fiscal manager.

Small-item or emergency purchases or rental of equipment during periods when normal purchasing procedures cannot be followed will be in compliance with a process authorized by the fiscal manager.

All purchases for the City made by an employee will require submission of a receipt and appropriate documentation necessary for reimbursement and will be in compliance with a process authorized by the fiscal manager.

704.10 PROPERTY DISPOSAL
The fiscal manager is responsible for prompt deposit of revenue from:
Fiscal Management

(a) Property sold under court order with the clerk of the court issuing the order.
(b) The sale of bicycles or other items of lost or found, or unclaimed non-evidentiary items into the appropriate funds.
(c) The sale of City property with the City finance manager.

704.11 CONTRACTUAL AGREEMENTS
Only the Mayor or the City Manager may sign official memorandums of understanding or contracts with outside entities.
Personal Protective Equipment

705.1 PURPOSE AND SCOPE
This policy identifies the different types of personal protective equipment (PPE) provided by the Department as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS
Definitions related to this policy include:

**Personal protective equipment (PPE)** - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

**Respiratory PPE** - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY
The Ardmore Police Department endeavors to protect employees by supplying certain PPE to members as provided in this policy.

705.3 OFFICER RESPONSIBILITIES
Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION
Approved hearing protection shall be used by members during firearms training.

Hearing protection should meet or exceed industry standards for use at firing ranges (29 CFR 1910.95; OAC 380:40-1-2).

705.5 EYE PROTECTION
Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the
prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

The Rangemaster should ensure eye protection meets or exceeds consensus standards set by the American National Standards Institute (29 CFR 1910.133; OAC 380:40-1-2).

705.6 HEAD AND BODY PROTECTION
Members who make arrests or control crowds should be provided ballistic head protection and clear plastic riot shields.

705.7 RESPIRATORY PROTECTION
The Administration Division Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan should include procedures for (29 CFR 1910.134; OAC 380:40-1-2):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.
(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.
(c) Medical evaluations.
(d) PPE inventory control.
(e) PPE issuance and replacement.
(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.
(g) Regularly reviewing the PPE plan.
(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.7.1 RESPIRATORY PROTECTION USE
Designated members may be issued respiratory PPE based on the member’s assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member’s degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the
respirator use area when the scene commander reasonably believes (29 CFR 1910.134; OAC 380:40-1-2):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

705.7.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.


(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per department-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.7.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; OAC 380:40-1-2).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.
(c) The cartridges or filters become wet.
(d) The expiration date on the cartridges or canisters has been reached.

705.7.4 SELF-CONTAINED BREATHING APPARATUS
Scene commanders may direct members to use SCBA when entering an atmosphere that may pose an immediate threat to life, would cause irreversible adverse health effects or would impair an individual’s ability to escape from a dangerous atmosphere. These situations may include, but are not limited to:

(a) Entering the hot zone of a hazardous materials incident.
(b) Entering any area where contaminant levels may become unsafe without warning, or any situation where exposures cannot be identified or reasonably estimated.
(c) Entering a smoke- or chemical-filled area.

The use of SCBA should not cease until approved by a scene commander.

705.7.5 RESPIRATOR FIT TESTING
No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; OAC 380:40-1-2).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; OAC 380:40-1-2):

(a) At least once every 12 months.
(b) Whenever there are changes in the type of SCBA or facepiece used.
(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.7.6 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE
No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; OAC 380:40-1-2):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.
(b) A physician or other licensed health care professional has reviewed the questionnaire.
(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.8 RECORDS
The Division Commander is responsible for maintaining records of all:

(a) PPE training.
(b) Initial fit testing for respiratory protection equipment.
Personal Protective Equipment

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the department records retention schedule, 29 CFR 1910.1020 and OAC 380:40-1-2.

705.9 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; OAC 380:40-1-2).

Office Space

706.1 PURPOSE AND SCOPE
The Department expects all employees to maintain high standards of appearance in their facility. The public similarly expects high standards.

706.2 POLICY
It is policy of this Department to maintain a safe and professional looking working environment that includes standards and procedures for decoration of interior office areas.

706.3 PRIVATE OFFICES, SEMI-PRIVATE OFFICES AND GENERAL OFFICES
(a) Properly framed diplomas, awards, shadow boxes, and certificates may be hung on office walls or displayed on individual desks, file cabinets, credenzas or bookcases.
(b) Framed paintings, art, prints and photographs of good quality and appropriate size and subject matter may be displayed.
(c) Personal photographs may be displayed but not affixed to the wall. Departmental photographs may be hung in various locations throughout the Department after review and approval by the Office of the Chief of Police.
(d) Law enforcement or military memorabilia such as handcuffs, leg irons, night sticks, live ammunition, swords or other items that may be used as a weapon may be displayed in secured display cabinets.
(e) Employees will avoid a cluttered atmosphere with the number, type and arrangement of items in their work spaces. Employees will be given latitude in this area and only those cases of obvious cluttering will be addressed.
(f) Any questions on appropriateness will be handled through the normal chain of command. Issues that cannot be resolved will be decided by the Chief of Police or his designee.

706.4 OPEN AREAS
Selection and placement of art/display items in large open areas free of partitions will be coordinated by the Office of the Chief of Police.

706.5 PLANTS
Properly maintained plants may be kept in office areas. (Revised 08/11/11)
(a) Containers must be completely leak proof.
(b) Maintenance of the plant is the responsibility of the plant owner.

706.6 ATTACHMENTS/INSTALLATION
No items will be hung, attached or affixed to the building structure or walls, doors, windows, or any article of furniture except as approved under this policy.
706.7 BEVERAGES AND FOOD
Hot and cold beverages are permitted at individual work stations; however, each employee assumes responsibility for damage done to Department equipment in the event of spills.

(a) Employees may be required to pay for any and all damages resulting from negligence.

(b) Centralized coffee preparation is permitted only in designated areas. Coffee/other beverage preparation in private offices and individual work stations is prohibited.

(c) Food items must be refrigerated (as necessary and in designated areas) or stored in airtight containers for pest control.

706.8 TYPE AND STYLE
Only furniture, equipment and desk accessories constructed or purchased by the City or of a type and style consistent with such and approved on an individual basis by the Office of the Chief of Police.

706.9 SPACE HEATERS
The use of space heaters is not permitted.

706.10 CANDLES
Candles and other open flame devices are prohibited.
Chapter 8 - Support Services
Crime Analysis

800.1 PURPOSE AND SCOPE
This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Ardmore Police Department. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY
It is the policy of the Ardmore Police Department to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this department.

800.3 DATA SOURCES
Crime analysis data is extracted from many sources including, but not limited to:

- Crime reports.
- Field Interview (FI) cards.
- Parole and probation records.
- Activity records from Dispatch.
- Oklahoma Automated Criminal History System (ACHS).
- Juvenile On-Line Tracking System (JOLTS).
- Department of Public Safety State Computer Files (SCOM).
- Oklahoma Tax Commission Vehicle Registration Files (VREG).

800.4 CRIME ANALYSIS FACTORS
The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information
Crime Analysis

800.5 CRIME ANALYSIS DISSEMINATION
Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of specific line members should be sent directly to them. Information relevant to the development of department strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.
Dispatch

801.1 PURPOSE AND SCOPE
This policy establishes guidelines for the basic functions of Dispatch. It addresses the immediate information needs of the Department in the course of its normal daily activities and during emergencies.

801.2 POLICY
It is the policy of the Ardmore Police Department to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Department provides two-way radio capability for continuous communication between Dispatch and department members in the field.

801.3 SERVICE NEEDS
It is the policy of the Ardmore Police Department to use the Emergency Dispatch Center services to satisfy the immediate information needs of the Ardmore Fire Department, Police Department and Animal Control, Dickson Fire Department and Southern Oklahoma Ambulance Service (SOAS) in the course of normal daily activities and during emergencies.

See Procedure Manual: 801.2 Service Needs

801.4 DISPATCH SECURITY
The communications function is vital and central to all emergency service operations. The safety and security of Dispatch, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for Dispatch.

Access to Dispatch shall be limited to Dispatch members, the Shift Supervisor, command staff and department members with a specific business-related purpose.

See Procedure Manual: 801.3 Security Measures for the Emergency Dispatch Center

801.5 RESPONSIBILITIES
Emergency Dispatch is managed by a designated Patrol Services supervisor who reports directly to the Chief of Police or Deputy Chief.

(a) Emergency Dispatch is a part of the Police Department and reports through the designated Patrol Services supervisor to the Chief of Police or Deputy Chief for administrative support and day-to-day executive direction.

(b) Emergency Dispatch provides services to several agencies and, as part of its responsibilities, it receives policy guidance and direction from a Dispatch Advisory Committee.

(c) Emergency Dispatch is responsible for telephone, radio and teletype communications; dispatching police, fire, and EMS to calls for service; maintaining a comprehensive centralized communications network; and maintaining computerized arrest records and criminal histories.
Dispatch

See Procedure Manual: 801.4.1 Composition of Dispatch Advisory Committee

801.5.1 COMMUNICATIONS SUPERVISOR
The Chief of Police shall appoint and delegate certain responsibilities to a Communications Supervisor. The Communications Supervisor is directly responsible to the Patrol Division Commander or the authorized designee.

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

(a) Overseeing the efficient and effective operation of Dispatch in coordination with other supervisors.
(b) Scheduling and maintaining dispatcher time records.
(c) Supervising, training and evaluating dispatchers.
(d) Ensuring the radio and telephone recording system is operational.
   1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.
(e) Processing requests for copies of Dispatch's information for release.
(f) Maintaining Dispatch database systems.
(g) Maintaining and updating Dispatch procedures manual.
   1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.
   2. Ensuring dispatcher compliance with established policies and procedures.
(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.
(i) Maintaining a current contact list of City personnel to be notified in the event of a utility service emergency.
(j) Maintaining a list of social service organizations that provide youth services within the local area.

801.5.2 DISPATCHERS
Dispatchers report to the Communications Supervisor. The responsibilities of the dispatcher include, but are not limited to:

(a) Receiving and handling all incoming and transmitted communications, including:
   1. Emergency 9-1-1 lines.
   2. Business telephone lines.
3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.

4. Radio communications with department members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).

5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of department members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through Dispatch, department and other law enforcement database systems (Automated Criminal History System (ACHS), Juvenile On-Line Tracking System (JOLTS), Oklahoma Law Enforcement Telecommunications System (OLETS), Department of Public Safety State Computer Files (SCOM), Oklahoma Tax Commission Vehicle Registration Files (VREG), National Crime Information Center (NCIC)).

(d) Monitoring department video surveillance systems.

(e) Maintaining the current status of members in the field, their locations and the nature of calls for service.

(f) Notifying the Shift Supervisor or field supervisor of emergency activity, including, but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

801.6 CALL HANDLING
This department provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the dispatcher will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?
If the dispatcher determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the dispatcher determines that the caller is a limited English proficiency (LEP) individual, the dispatcher should quickly determine whether sufficient information can be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in Dispatch, the dispatcher should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the dispatcher is unable to identify the caller’s language, the dispatcher will contact the contracted telephonic interpretation service and establish a three-party call connecting the dispatcher, the LEP individual and the interpreter.

Dispatchers should be courteous, patient and respectful when dealing with the public.

801.6.1 EMERGENCY CALLS
A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the dispatcher has obtained all necessary information to ensure the safety of the responding department members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Supervisor shall be notified of pending emergency calls for service when department members are unavailable for dispatch.

If a dispatcher determines that the call has been misdirected to the Ardmore Police Department, the dispatcher should forward the call and/or notify the appropriate agency pursuant to Dispatch procedures manual.

See Procedure Manual: 801.5.1 Emergency Call Guidelines
See Procedure Manual: 801.5.2 Emergency Response Required

801.6.2 NON-EMERGENCY CALLS
A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the dispatcher to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the dispatcher returning to the telephone line or when there will be a delay in the response for service.

See Procedure Manual: 801.5.3 Non-Emergency Response Required
See Procedure Manual: 801.5.4 Victim/Witness Requests For Services or Information
See Procedure Manual: 801.5.5 Drug, Vice or Organized Crime Complaints
801.6.3 MISDIRECTED EMERGENCY CALLS
Personnel receiving misdirected emergency calls coming into the Emergency Dispatch Center should obtain the information listed below from the caller and forward the information to the appropriate jurisdictions:

(a) Nature of the call and location;
(b) Name of caller;
(c) Address of caller;
(d) Telephone number of caller;

If medical, fire or police assistance is necessary, the member receiving the call shall keep the caller on the line, transfer it to the appropriate agency, and ensure that the connection is made.

801.6.4 SEPARATION OF EMERGENCY FROM NON-EMERGENCY CALLS
Most emergency calls are received on the 911 emergency phone line; however, some emergency calls are received on the non-emergency phone number (580-223-1212). Any non-emergency calls received on the 911 line are requested to call the appropriate agency on their non-emergency number.

801.6.5 EMERGENCY FIRST-AID INSTRUCTIONS
Communications personnel who have been trained in providing emergency life saving instructions over the telephone will provide emergency medical instructions.

801.7 RADIO COMMUNICATIONS
The police radio system is for official use only, to be used by dispatchers to communicate with department members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include, but are not limited to:

(a) Members acknowledging the dispatcher with their radio identification call signs and current location.
(b) Dispatchers acknowledging and responding promptly to all radio transmissions.
(c) Members keeping the dispatcher advised of their status and location.
   1. Officers who are on-duty should always maintain communications with the Emergency Dispatch Center and keep them informed of their whereabouts.
   2. Non-uniformed officers are responsible for maintaining contact with the Emergency Dispatch Center or their appropriate office at all times during their tour of duty.
(d) Member and dispatcher acknowledgements shall be concise and without further comment unless additional information is needed.
(e) Members shall respond to calls dispatched in accordance with the Department’s Computer Aided Dispatch (CAD) based on priority and sector. Any deviation must be approved by an on-duty supervisor or made justifiable by the officer being dispatched.
The Communications Supervisor shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant’s supervisor and processed through the chain of command.

See Procedure Manual: 801.6.1 Radio Communications To and From Field Officers
See Procedure Manual: 801.6.2 Criteria For Assignment of the Number of Officers
See Procedure Manual: 801.6.3 Calls Requiring Supervisor
See Procedure Manual: 801.6.4 Emergency Request for Assistance
See Procedure Manual: 801.6.5 Department Role in Monitoring and Responding to Private Security Alarms

801.7.1 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE
Ardmore Police Department radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

See Procedure Manual: 801.6.6 FCC Compliance

801.7.2 RADIO IDENTIFICATION
Radio call signs are assigned to department members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Dispatchers shall identify themselves on the radio with the appropriate station name or number, and identify the department member by his/her call sign. Members should use their call signs when initiating communication with the dispatcher. The use of the call sign allows for a brief pause so that the dispatcher can acknowledge the appropriate department member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the department station name or number.

See Procedure Manual: 801.6.7 Radio Identification

801.7.3 RADIO EQUIPMENT
The communications system has multi-channel mobile and portable radio equipment capable of two-way operation on joint public safety frequencies to provide an uninterrupted flow of information among law enforcement agencies and public service agencies, such as fire department, ambulance service, and public utilities.

Portable radios and chargers should be issued to all officers. Officers in field assignments should always keep their portable radios charged, turned on, and in their immediate possession at all times.

801.7.4 USE OF CODES OR SIGNALS
The Ardmore Police Department's radio system will be plain talk system, brief and to the point with the exception of some signals and codes accepted by Ardmore Police Department.
When communicating with the Communication Specialist or other units, the patrol officer will use the Ardmore Police standard phonetic alphabet.

**801.8 DOCUMENTATION**

It shall be the responsibility of Dispatch to document all relevant information on calls for service or self-initiated activity. Dispatchers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum:

- Incident control number.
- Date and time of request.
- Name and address of the reporting person, if possible.
- Type of incident reported.
- Details of request as reported by the calling party.
- Involvement of weapons, drugs and/or alcohol.
- Location of incident reported.
- Identification of members assigned as primary and backup.
- Communication Specialist's name.
- Time of dispatch.
- Time of the responding member’s arrival.
- Time of member’s return to service.
- Disposition or status of reported incident.
- Vehicle mileage and transport time when a member is transporting a juvenile or a person of the opposite sex.

**801.9 EMERGENCY MESSAGES**

Emergency messages shall be delivered when a teletype or telephone request is received from the jurisdiction in which the death or emergency has taken place requesting this agency's assistance. Procedures for notifying next-of-kin of deceased, seriously injured or seriously ill persons will be in accordance with the Death Investigation policy.

**801.10 RECORDING RADIO AND TELEPHONE**

Information recorded is maintained by the Emergency Dispatch Center for a minimum of a thirty (30) day period.

*See Procedure Manual: 801.7 Recording Radio and Telephone*
801.11 RESOURCES
The Emergency Dispatch Center will have immediate access to the following information:

(a) On duty shift supervisor or officer in charge;
(b) Duty roster of all personnel, updated as required;
(c) Residential telephone number of every agency member;
(d) Visual maps, detailing the Department’s service area;
(e) Officer Status Indicators;
   1. The Computer Aided Dispatch System will be maintained by the Communication Specialist indicating status of each field officer to maintain a level of security for the officer and retain records of vehicles and persons stopped by the officer.
(f) Written procedures and telephone numbers for procuring emergency and necessary external services to the Department;
(g) Tactical dispatching plans
(h) On-call rosters for detectives, ACOs, and CSAs.

801.12 ALTERNATE POWER SOURCE
The Ardmore Police Department has a back-up generator available in the event of failure of the Department’s primary source of power.

See Procedure Manual: 801.8 Alternate Power Source

801.13 WARRANT AND WANTED PERSONS FILE
This agency maintains a warrant and wanted person file on Municipal Court misdemeanor warrants only. These warrants are not entered into a regional, state or federal information system due to the fact that the City of Ardmore Municipal Court is not a court of record as defined in O.S. Title 11 Section 28-101.

Misdemeanor or felony warrants filed through the Carter County District Court are entered and maintained in NCIC and OCIC by the Carter County Sheriff’s Department.

See Procedure Manual: 801.9.1 Ardmore Municipal Court Misdemeanor Warrant Entry
See Procedure Manual: 801.9.2 Access to Local, State and Federal Criminal Justice Information Systems

801.14 CONFIDENTIALITY
Information that becomes available through Dispatch may be confidential or sensitive in nature. All members of Dispatch shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Department of Public Safety records, warrants, criminal history information, records of internal police files or medical information, shall only be made available to
authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

801.15 TRAINING AND CERTIFICATION
Dispatchers shall complete any training required by the Department of Public Safety, the state or the Department.
Property and Evidence Section

802.1 PURPOSE AND SCOPE
This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

This policy meets the statutory requirements of adopting an evidence and property management policy pursuant to 11 O.S. § 34-107.

802.1.1 DEFINITIONS
Definitions related to this policy include:

Property - All articles placed in secure storage within the Property and Evidence Section, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including photographs and latent fingerprints.
- Found property - Items found by members of the Department or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Department for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY
It is the policy of the Ardmore Police Department to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 PROPERTY AND EVIDENCE SECTION SECURITY
The Property and Evidence Section shall maintain secure storage and control of all property in the custody of this department. A property clerk shall be appointed by and will be directly responsible to the Support Services Division Commander or the authorized designee. The property clerk is responsible for the security of the Property and Evidence Section.

Security measures include ensuring 24-hour security of the property storage areas through:

(a) Personal presence of a property clerk.
(b) Video surveillance.
(c) Monitored silent and audible alarms.
(d) Other appropriate measures.
802.3.1 REFUSAL OF PROPERTY
The property clerk has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the property clerk refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member’s supervisor of the reason for refusal and the action required for acceptance into the Property and Evidence Section.

802.3.2 KEY CONTROL
Property and Evidence Section keys should be maintained by the property clerk and members assigned to the Property and Evidence Section. An additional set of keys should be kept in a sealed and initialed envelope in the Support Services Division Commander’s office. Property and Evidence Section keys shall not be loaned to anyone and shall be maintained in a secure manner. If any Property and Evidence Section key is lost, all access points shall be re-keyed and new keys issued as necessary. After-hours access to the Property and Evidence Section via the additional set of keys must be documented in a memorandum and submitted to the Support Services Division Commander as soon as practicable.

802.3.3 ACCESS
Only authorized members assigned to the Property and Evidence Section shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Support Services Division Commander and accompanied by the property clerk. Each individual must sign the Property and Evidence Section access log and indicate:

(a) The date and time of entry and exit.
(b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying department member.

802.4 PROPERTY HANDLING
The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the property clerk and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

802.4.1 PROCESSING AND PACKAGING
All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

(a) A property form shall be completed describing each item. List all known information, including:

1. Serial number.
2. Owner’s name.
3. Finder’s name.
4. Other identifying information or marking.

(b) Each item shall be marked with the member’s initials and the date processed using a method that will not damage, deface, degrade or devalue the item. Items too small or too delicate to mark should be individually packaged and labeled and the package marked with the member’s initials and date.

(c) Property shall be packaged in a container suitable for its size.

(d) A property tag shall be completed and attached to the property or container in which the property is stored.

(e) The case number shall be indicated on the property tag and the container.

(f) The property form shall be submitted with the case report.

(g) The property form shall be submitted with the property directly to the property clerk or placed in a temporary property locker. Items too large to fit in a temporary property locker may be placed in a designated storage area that can be secured from unauthorized entry, and the property form placed in a temporary property locker.

802.4.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and marked "Biohazard" to reduce the risk of exposure or contamination.

Cash - Cash shall be counted in the presence of another member. The cash shall be placed in a property envelope and initialed by both members. A supervisor shall be contacted for cash in excess of $1,000. The supervisor shall witness the count, initial and date the envelope, and specify any additional security procedures that may be necessary. Cash shall be stored in a safe or other secure locked container or facility.
Explosives and fireworks - Explosives will not be retained in the police facility. Fireworks that are considered stable and safe, as well as road flares or similar signaling devices, may be stored in proper containers in an area designated for storage of flammable materials.

The property clerk is responsible for transporting to the fire department, on a regular basis, any fireworks or signaling devices that are not retained as evidence.

Firearms and other weapons - Firearms shall be unloaded and packaged separately from ammunition. Knife boxes should be used to package knives.

Government property - License plates that have not been reported stolen or are of no evidentiary value should be placed in the designated container for return to the Oklahoma Tax Commission, Motor Vehicle Division (MVD).

City property that is of no evidentiary value should be released directly to the appropriate City department. No formal property processing is required.

If no responsible City personnel can be located, the property should be held for safekeeping.

Jewelry - Jewelry identified as having significant value shall be stored in a safe or other secure locked container or facility.

Other valuable items - Other valuable items identified as having significant value (e.g., collectibles, rare artifacts) shall be stored in a safe or other secure locked container or facility.

Sharps - Syringe should be photographed for evidence purposes and placed in sharps containers for destruction.

802.4.3 CONTROLLED DANGEROUS SUBSTANCES

(a) Controlled dangerous substances shall not be packaged with other property, but shall be processed separately using a separate property form.

(b) The member processing controlled dangerous substances shall retain such property in his/her possession until it is weighed, packaged, tagged and placed in the designated controlled dangerous substances locker, accompanied by the property form and lab copy of the property form.

(c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled dangerous substances. If conducted, the result of the test shall be included in the crime report.

1. The member shall package controlled dangerous substances as follows:

   (a) Maintain the property in the container in which it was seized and place it in a property envelope of appropriate size.

   (b) Seal and initial the property envelope and cover the initials with cellophane tape.

   (c) Weigh the property envelope to obtain the Gross Package Weight (GPW).
(d) Write the GPW and then initial and date both the outside of the package and the property form.

(d) When the quantity of controlled dangerous substances exceeds the available safe storage capacity as determined by the property clerk, the quantity shall be photographed and weighed.

1. A representative sample of sufficient quantity to allow scientific analysis of the controlled dangerous substances should be taken as allowed by state law and placed in a separate package or container (63 O.S. § 2-508).

2. Excess quantities should be stored or disposed of as required by law or directed by court order.

(e) Marijuana with any perceptible moisture content shall be loosely packaged in a container that allows for drying or shall be dried prior to storage. The property clerk shall monitor stored marijuana for growth of mold.

802.5 RECORDING OF PROPERTY
The property clerk receiving custody of property shall ensure a property form for each item or group of items is created. The property form will be the permanent record of the property in the Property and Evidence Section. The property clerk will record on the property form his/her signature, GPW if the package contains controlled dangerous substances, the date and time the property was received and where the property will be stored.

A unique property number shall be obtained for each item or group of items from the property log. This number shall be recorded on the property form and the property tag. The property log shall document the following:

(a) Property number
(b) Case number
(c) Property tag number
(d) Item description
(e) Item storage location
(f) Receipt, release and disposal dates

Any change in the location of property held by the Ardmore Police Department shall be noted in the property log.

802.6 PROPERTY CONTROL
The property clerk temporarily relinquishing custody of property to another person shall record on the property form his/her signature, the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Any member receiving property shall be responsible for such property until it is returned to the Property and Evidence Section or released to another authorized person or entity.
The return of the property to the Property and Evidence Section should be recorded on the property form, indicating the date, the time, the name and the signature of the person who returned the property and the name and signature of the person to whom the property was returned.

802.6.1 EVIDENCE
Every time evidence is released or received, an appropriate entry on the property form shall be completed to maintain the chain of custody. Only the property clerk or the Support Services Division Commander may release evidence.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property form, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the property clerk at least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the property clerk. This request may be submitted any time after the property has been processed.

802.6.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY
The property clerk releasing items of evidence for laboratory analysis must complete the required information on the property form. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property form. The lab form will be transported with the evidence to the examining laboratory. Upon delivering the item, the member will record the delivery time on the lab form and the property form, and obtain the signature of the person accepting responsibility for the evidence. The original copy of the lab form will remain with the evidence and a copy of the form will be returned to the Records Section for filing with the case.

802.6.3 CONTROLLED DANGEROUS SUBSTANCES
The Support Services Division will be responsible for the storage, control and destruction of all controlled dangerous substances coming into the custody of this department. The GPW will be verified every time controlled dangerous substances are checked in or out of the Property and Evidence Section and any discrepancies noted on the outside of the package. Any change in weight should be immediately reported to the Support Services Division Commander.

802.6.4 UNCLAIMED MONEY
The property clerk shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Chief of Police and the City department responsible for auditing property. The property clerk may deposit such money in compliance with existing laws upon receipt of proper authorization from the Chief of Police.

802.6.5 OBSCENE MATERIAL AND CHILD PORNOGRAPHY
The property clerk shall ensure that obscene material or child pornography held by this department as evidence is destroyed as set forth in 21 O.S. § 1024.4. Evidence includes material stored in a digital format. The destruction should only occur after the Support Services Division Commander obtains written approval from the prosecuting agency.
Property and Evidence Section

802.6.6 SEXUAL ASSAULT COLLECTION KITS
The Property Clerk shall comply with the protocols, rules, and guidelines established by the Oklahoma State Bureau of Investigation for electronic tracking of sexual assault evidence collection kits (74 O.S. § 150.28a).

802.7 RELEASE OF PROPERTY
The Support Services Division Commander shall authorize the release of all property coming into the care and custody of the Department.

Release of property shall be made upon receipt of an authorized property release form, listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing supervisor or investigator, and must conform to the items listed on the property form or must specify the specific items to be released. Release of all property shall be documented on the property form.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item.

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Property and Evidence Section members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented on the property form.

A property clerk shall release such property when the owner presents proper identification and an authorized property release form has been received. The signature of the person receiving the property shall be recorded on the property form.

If any item listed on a property form has not been released, the property form will remain with the Property and Evidence Section. When all property listed on the form has been released, the form shall be forwarded to the Records Section for filing with the case, and the release of all items shall be documented in the property log.

802.7.1 DISCREPANCIES
The Shift Supervisor shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor will interview the person claiming the shortage. The Shift Supervisor shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

802.7.2 DISPUTED CLAIMS TO PROPERTY
Occasionally, more than one party may claim an interest in property being held by this department, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.
All parties should be advised that their claims are civil. In extreme situations, legal counsel for this department should be contacted.

802.7.3 FOUND PROPERTY SAFEKEEPING AND DISPOSITION
The Ardmore Police Department allows for finders of lost or found property to keep the property. If the finder chooses to keep the property, he/she must sign an Ardmore Police Department Found Property Registration form and agree to the terms of the registration. The officer may then leave the property with the finder. Exceptions: Items of great value, guns, and money. These items (excluding guns) can still be claimed by the finder, but the items will be stored with the police department for the 90 days.

See attachment: Lost and Found Disposition Form

802.8 DESTRUCTION OR DISPOSAL OF PROPERTY
The Support Services Division Commander shall approve the destruction or disposal of all property held by this department.

All property not held for evidence in a pending criminal investigation or proceeding may be destroyed or disposed of in compliance with existing laws upon receipt of proper authorization from a supervisor. The disposition of all property shall be entered on the property form and property log.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled dangerous substances declared by law to be illegal to possess without a legal prescription
- Personal property, money or legal tender

802.8.1 BIOLOGICAL EVIDENCE
The property clerk shall ensure that no biological evidence held by this department is destroyed without adequate notification to the following persons, when applicable:

- The defendant
- The defendant’s attorney
- The appropriate prosecutor and Attorney General
- Any sexual assault victim
- The Support Services Division Commander

Biological evidence shall be retained for a minimum period established by law (22 O.S. § 1372; 74 O.S. § 150.28b), the expiration of the applicable statute of limitations, or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice, unless a motion seeking
an order to retain the sample is filed and served on this department within 90 days of the date of the notification. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Support Services Division Commander.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Chief of Police and the head of the applicable prosecutor’s office.

802.8.2 MARIJUANA
At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the property clerk shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The property clerk should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

802.9 INSPECTION OF THE PROPERTY AND EVIDENCE SECTION
The Support Services Division Commander shall ensure that periodic, unannounced inspections of the Property and Evidence Section operations and storage facilities are conducted to ensure adherence to appropriate policies and procedures. The Support Services Division Commander also shall ensure that an audit is conducted annually, or as directed by the Chief of Police. Inspections and audits shall be conducted by a member of this department who is not routinely or directly connected with the Property and Evidence Section operations.

Whenever there is a change of assignment for any member with authorized access to the Property and Evidence Section, an inventory of all property shall be conducted by a person who is not associated with the Property and Evidence Section or its function. This is to ensure that all property is accounted for and the records are correct.
Records Section

803.1 PURPOSE AND SCOPE
This policy establishes the guidelines for the operational functions of the Ardmore Police Department Records Section. The policy addresses department file access and internal requests for case reports.

803.2 POLICY
It is the policy of the Ardmore Police Department to maintain department records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 RECORDS SUPERVISOR
The Chief of Police shall appoint and delegate certain responsibilities to a Records Supervisor. The Records Supervisor shall be directly responsible to the Administration Division Commander or the authorized designee.

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

(a) Overseeing the efficient and effective operation of the Records Section.
(b) Scheduling and maintaining Records Section time records.
(c) Supervising, training and evaluating Records Section staff.
(d) Maintaining and updating a Records Section procedure manual.
(e) Ensuring compliance with established policies and procedures.
(f) Supervising the access, use and release of protected information (see the Protected Information Policy).
(g) Establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:

1. Homicides
2. Cases involving department members or public officials
3. Any case where restricted access is prudent

803.3.2 RECORDS SECTION

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

(a) Maintaining a records management system for case reports.
1. The records management system should include a process for numbering, identifying, tracking and retrieving case reports.

(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

(c) Providing members of the Department with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state and local regulations regarding reporting requirements of crime statistics.

(e) Maintaining compliance with federal, state and local regulations regarding criminal history reports and auditing.

(f) Identifying missing case reports and notifying the responsible member’s supervisor.

(g) Preparing and maintaining periodic (annual, quarterly, monthly and/or weekly) reports of the Department activities and statistical data summaries.

(h) Providing members of the Department with 24-hour access to criminal warrants.

See Procedure Manual: 803.3 Traffic Records System

See Procedure Manual: 803.4 Master Name Index (MNI) Number Assignment

See Procedure Manual: 803.5 Agency Criminal History File

803.4 FILE ACCESS AND SECURITY
The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including, but not limited to, initial, supplemental, follow-up, evidence and any other reports related to a police department case, including field interview (FI) cards, criminal history records and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Shift Supervisor.

The Records Section will also maintain a secure file for case reports deemed by the Chief of Police as sensitive or otherwise requiring extraordinary access restrictions.

See Procedure Manual: 803.2 Privacy and Security Precautions

803.4.1 ORIGINAL CASE REPORTS
Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting department member shall first obtain authorization from the Records Supervisor. All original case reports removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

All original case reports to be removed from the Records Section shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to
the Records Section. The photocopied report shall be shredded upon return of the original report to the file.

803.5 CONFIDENTIALITY
Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.
Records Maintenance and Release

804.1 PURPOSE AND SCOPE
This policy provides guidance on the maintenance and release of department records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY
The Ardmore Police Department is committed to providing public access to records in a manner that is consistent with the Oklahoma Open Records Act (51 O.S. § 24A.3 et seq.).

804.3 CUSTODIAN OF RECORDS
The Chief of Police shall designate a Custodian of Records. The responsibilities of the Custodian of Records include, but are not limited to (51 O.S. § 24A.5):

(a) Managing the records management system for the Department, including the retention, archiving, release and destruction of department public records.

(b) Maintaining and updating the department records retention schedule, including:
   1. Identifying the minimum length of time the Department must keep records.
   2. Identifying the department division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of department public records as reasonably necessary for the protection of such records.

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law. Fee schedules shall be posted for public view at the Department and with the county clerk.

(g) Preparing and making available to the public a description of the basic rights of a person who requests public information, the responsibilities of the Department and the procedures, to include the cost of inspecting or obtaining copies.

Fee schedules shall be posted for public view at the Department and with the county clerk.

804.4 RECORDS RETENTION SCHEDULE
The Department shall maintain records according to the Records Retention Schedule maintained by the Records Custodian.

See Procedure Manual: 804.9 Records Retention Schedule
804.5 MAINTENANCE OF RECORDS
Records are maintained by the Department according to operational components and type of record.

See Procedure Manual: 804.3 Records To Be Maintained In Department Operational Components
See Procedure Manual: 804.4 Juvenile Records
See Procedure Manual: 804.5 Personnel Files
See Procedure Manual: 804.6 Internal Affairs Files
See Procedure Manual: 804.7 Training Files
See Procedure Manual: 804.8 Supervisor Working Files

804.6 PROCESSING REQUESTS FOR PUBLIC RECORDS
Any department member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

804.6.1 REQUESTS FOR RECORDS
The processing of requests for any record is subject to the following (51 O.S. § 24A.5):

(a) A request to inspect or obtain copies of records should be in writing.
(b) Records shall be made available for inspection or copying during regular business hours.
(c) The Department is not required to create records that do not exist.
(d) A response to a request to inspect or obtain copies of records shall be provided promptly.
(e) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released.

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio/video, a copy of the redacted audio/video release should be maintained in the department-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

(f) A denial of a request to inspect or copy records should be in writing and include the reasons and specific statutory exemption supporting the denial.


804.7 RELEASE RESTRICTIONS
Examples of release restrictions include:
Records Maintenance and Release

(a) Any personal identifying information, including an individual’s photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver license record, motor vehicle record, or any department record, including traffic collision reports, are restricted except as authorized by the Department, and only when such use or disclosure is permitted or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; 51 O.S. § 24A.5).

(b) Personnel records relating to personnel investigations, including examination and selection material for employment, hiring, appointment, promotion, demotion, discipline, or resignation, or where disclosure would constitute a clearly unwarranted invasion of personal privacy such as in evaluations (51 O.S. § 24A.7).

(c) Home addresses, telephone numbers, Social Security numbers, private email addresses, and private mobile phone numbers of members or former members as provided in 51 O.S. § 24A.7.

(d) Law enforcement records except for those records identified in 51 O.S. § 24A.8.

(e) Certain victim information by court order (21 O.S. § 142A-9).

(f) Juvenile records (10A O.S. § 2-6-102).

(g) Certain information relating to acts of terrorism, including investigative evidence; assessments of the vulnerability of government facilities; details for deterrence, prevention, protection, response, and remediation; and certain information technology of a public body (51 O.S. § 24A.28).

(h) Confidential reports and information relating to child abuse and vulnerable adult abuse (10A O.S. § 1-2-101; 10A O.S. § 1-6-107; 43A O.S. § 10-110).

(i) Automated License Plate Reader (ALPR) data retained in conjunction with the Uninsured Vehicle Enforcement Program (47 O.S. § 7-606.1).

(j) Any other information that may be appropriately denied by federal or state law.

804.8 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the District Attorney, City Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Department so that a timely response can be prepared.
804.9 EXPUNGEMENT
Expungement orders received by the Department shall be reviewed for appropriate action by the Custodian of Records. The Custodian of Records shall expunge such records as ordered by the court. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction. Once a record is expunged, members shall respond to any inquiry as though the record did not exist.

804.10 SECURITY BREACHES
Members who become aware that any Ardmore Police Department system containing personal information may have been breached should notify the Records Supervisor as soon as practicable.

The Records Supervisor shall ensure the required notice is given to any resident of this state whose unsecured personal information is reasonably believed to have been acquired by an unauthorized person (24 O.S. § 163).

Notice shall be given without unreasonable delay, consistent with the legitimate needs of the Ardmore Police Department or any measures necessary to determine the scope of the breach and to restore the reasonable integrity of the agency data system. Notice may be delayed if notification will impede a criminal or civil investigation or homeland or national security (24 O.S. § 163).

For the purposes of the notice requirement, personal information includes an individual’s first name or first initial and last name in combination with any one or more of the following (24 O.S. § 162):

(a) Social Security number
(b) Driver’s license number or Oklahoma identification card number
(c) Full account number, credit or debit card number, or any required security code, access code or password that would permit access to an individual’s financial account.

If the breach reasonably appears to have been made to protected information covered in the Protected Information Policy, the Records Supervisor should promptly notify the appropriate member designated to oversee the security of protected information (see the Protected Information Policy).

804.11 NATIONAL INCIDENT BASED REPORTING SYSTEM
The Records Section, on a monthly basis, forwards all offenses committed in the City of Ardmore to the Oklahoma State Bureau of Investigations (OSBI). OSBI compiles these statistics which are then forwarded to the National Incident Based Reporting System.
Protected Information

805.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Ardmore Police Department. This policy addresses the protected information that is used in the day-to-day operation of the Department and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS
Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Ardmore Police Department and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY
Members of the Ardmore Police Department will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES
The Chief of Police shall select a member of the Department to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Department of Public Safety (DPS) records and Oklahoma Law Enforcement Telecommunications System (OLETS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.
(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

**805.4 ACCESS TO PROTECTED INFORMATION**

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Ardmore Police Department policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.


See Procedure Manual: 805.3.1 Definitions

See Procedure Manual: 805.3.2 O.L.E.T.S. Procedures

See Procedure Manual: 805.4 Warrants and Wanted Persons File

See Procedure Manual: 805.4.1 Access to and Guidelines For O.L.E.T.S. and N.C.I.C.

**805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION**

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Records Supervisor for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Department may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of officers, other department members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.
See Procedure Manual: 805.2 Agency Criminal History Records
See Procedure Manual: 805.2.1 Agencies Authorized to Receive Criminal History Records

805.6 SECURITY OF PROTECTED INFORMATION
The Chief of Police will select a member of the Department to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the U.S. Department of Justice’s CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

(d) Tracking, documenting and reporting all breach of security incidents to the Chief of Police and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES
Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk, in or on an unattended vehicle, in an unlocked desk drawer or file cabinet, on an unattended computer terminal).

805.7 TRAINING
All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.
Animal Control

806.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 POLICY
It is the policy of the Ardmore Police Department to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy. The humane care and handling of all animals is the foundation for the City of Ardmore’s Animal Control policies and procedures.

806.3 ENFORCEMENT OPTIONS
Animal Control Officers and every patrol officer shall have the authority and discretion to enforce the City ordinances relating to animals or fowls by:

(a) Verbal discussions with the owner or person in possession or control of the animal in an attempt to resolve the dispute through informal means.
(b) Issuance of a letter of notification of the violation of a City ordinance regulating animals or fowls. This notification letter may be delivered either by mail service or served in person by the officer.
(c) Issuance of a summons to the Municipal Court to the owner or person in possession or control of the animal.
(d) Impoundment of the animal at the Animal Shelter.

See Procedure Manual: 806.2.1 Summons

806.4 ANIMAL CONTROL RESPONSIBILITIES
Animal Control Officers shall respond to all calls according to importance/severity. The call will be handled following all safety protocols for the officer, the general public and the animal. Animal control services are generally the primary responsibility of Animal Control and include the following:

(a) Animal-related matters during periods when Animal Control is available. Animal Control Officers shall retain the authority and discretion to resolve animal complaints without requiring the prior approval of a supervisor, and shall do so by employing only approved practices and procedures.
(b) Ongoing or persistent animal nuisance complaints. Such complaints may be scheduled, if reasonable, for handling during periods that Animal Control is available for investigation and resolution.
(c) Follow-up on animal-related calls, such as locating owners of injured animals.
Animal Control

(d) Assisting the Patrol Services Supervisor in budget preparations by submitting a request for all such permanent and expendable materials as they shall require.

(e) To maintain the dignity of the animals during:
   1. The capture of all animals.
   2. The transport of all animals.
   3. The housing of all animals at the Animal Shelter.

See Procedure Manual: 806.3.1 Prioritization of Calls
See Procedure Manual: 806.3.2 Catch Methods
See Procedure Manual: 806.3.3 Setting, Retrieving and Removing Animals From Live Traps
See Procedure Manual: 806.3.4 Telephone Calls
See Procedure Manual: 806.3.5 Impound Records

806.4.1 ANIMAL CONTROL SERVICES ADMINISTRATION
The Chief of Police shall appoint personnel to the positions of Animal Control Officer and shall provide them with the necessary materials and safety equipment as required for the performance of their duties. All Animal Control Officers shall report directly to a Patrol Services Supervisor.

806.4.2 USE OF CONTROLLED DANGEROUS SUBSTANCES FOR ANIMAL CONTROL
Department members who are required to purchase, possess or administer controlled dangerous substances for animal control shall be trained, certified and registered as required by the Oklahoma Bureau of Narcotics and Dangerous Drugs Control (OBNDDC) (63 O.S. § 2-301).

Controlled dangerous substances used for animal control shall be ordered, stored and transported, and records maintained, pursuant to OAC 475:50-1-4 through OAC 475:50-1-7.

806.4.3 AFTER HOURS CALL-OUT
The on-duty shift supervisor has to authorize any after hour call outs for Animal Control Officers. Animal Control Officers shall be called out for emergency animal control needs only. This includes, but is not limited to:

   (a) Injured domestic animals (dogs/cats) that have been hit by a car and are still alive.
   (b) Skunks or high-risk wildlife that is out during daylight and is showing signs of rabies.
   (c) Vicious dogs where the owners cannot be located or are not at home.

An officer should first evaluate the situation before Animal Control is called. All efforts should be made to have the officer stay on scene until Animal Control arrives. All after hours call-outs must be approved by the on-duty shift supervisor before Animal Control will respond.

806.4.4 RESPONSE PROTOCOLS
Animal Control shall respond to all calls according to importance and severity. The call will be handled following all safety protocols for the officer, the general public and the animal.
All animals shall be removed from the Animal Control vehicle immediately upon arrival at the Animal Shelter. At no time shall an animal (deceased or alive) be left in the Animal Control vehicle for an extended period of time.

**806.5 MEMBER RESPONSIBILITIES**

The handling of animal complaints is a function that all officers of the Department must perform from time to time. Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.

2. With the owner’s consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.

3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

**806.6 ANIMAL CRUELTY COMPLAINTS**

Laws relating to the cruelty of animals should be enforced, including, but not limited to, any offense listed in 21 O.S. § 1680 through 21 O.S. § 1700.

(a) An investigation should be conducted on all reports of animal cruelty.

(b) Legal steps should be taken to protect an animal that is in need of immediate care of protection from acts of cruelty.

See Procedure Manual: 806.4 Animal Cruelty

**806.6.1 PROTECTIVE CUSTODY OF ABUSED OR NEGLECTED ANIMALS**

Members may take protective custody of abused or neglected animals as follows (21 O.S. § 1680.4):
Animal Control

(a) Members may specify the terms and conditions by which an owner or keeper may maintain custody of the animal and impound the animal if the terms and conditions are not met.

(b) Members may obtain a court order to take custody of any animal found neglected or cruelly treated by removing the animal from its present location.

Within seven days of seizing an animal and prior to charges being filed, the Department shall petition the district court for a bond hearing to determine the cost and care for the animal including, but not limited to, medical care and boarding of the animal. The Department may petition the court for a subsequent bond hearing at any time.

The Department shall provide an accounting of expenses to the court when the animal is no longer in the custody of the Department or upon request by the court.

When all expenses covered by the bond are exhausted and a subsequent bond has not been posted, the animal shall be forfeited to the Department.

806.7 ANIMAL BITE REPORTS
Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

See Procedure Manual: 806.5 Animal Bites

806.8 STRAY DOGS
If the dog has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the dog should be released to the owner and a citation may be issued, if appropriate. If a dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

See Procedure Manual: 806.6.1 Stray Dogs and Cats

806.8.1 STRAY ANIMALS OTHER THAN DOGS AND CATS
Unless the owner is known, an officer notified of a stray animal other than a dog or cat shall attempt to identify the owner by examining brand records and reports of lost, strayed and stolen livestock (4 O.S. § 85.5).

If the owner is identified, the officer shall notify the owner of the location of the stray animal. If the owner cannot be identified, the officer shall arrange for the housing of the animal at the owner’s expense.

If an owner cannot be identified, the Department shall arrange for publication of a notice of the stray animal, and sale if the owner is never identified (4 O.S. § 85.6).

See Procedure Manual: 806.6.2 Stray Livestock
Animal Control

806.9 DANGEROUS ANIMALS
In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Shift Supervisor will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

See Procedure Manual: 806.7 Dangerous Animals

806.9.1 DANGEROUS DOGS
Members may seize dogs determined to be potentially dangerous or dangerous, as defined in 4 O.S. § 44, as follows:

(a) Members may seize a potentially dangerous dog without a warrant when (4 O.S. § 41):
   1. The dog is running at large at the time of the seizure.
   2. There is probable cause to believe the dog is a threat to the health, safety and welfare of livestock or persons.

(b) Members shall immediately seize a dangerous dog when (4 O.S. § 47):
   1. The dog is not validly registered.
   2. The owner does not have the required liability insurance coverage or surety bond.
   3. The dog is not maintained in a proper enclosure.
   4. The dog is outside of the dwelling of the owner, or outside the proper enclosure, and not under physical restraint of a responsible person.

The seizure of a potentially dangerous or dangerous animal by a member may require the animal to be held pursuant to 4 O.S. § 41.

806.9.2 RABIES
When responding to a suspected rabid animal, all safety equipment will be utilized to prevent exposure to the officer. High risk animals consist of:

(a) Skunks
(b) Raccoons
(c) Bats
(d) Coyotes
(e) Foxes

When a high risk animal is located, it will be captured and euthanized immediately.

See Procedure Manual: 806.7.1 Rabies

806.10 PUBLIC NUISANCE CALLS RELATING TO ANIMALS
Members should diligently address calls related to nuisance animals (e.g., barking dogs), because such calls may involve significant quality-of-life issues.
Animal Control

See Procedure Manual: 806.8.1 Dogs Constituting A Nuisance

806.11 DECEASED ANIMALS
When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Animal Control should be notified of any dead animals that have been hit by a vehicle on any City roadway.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

806.12 INJURED ANIMALS
When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

See Procedure Manual: 806.9 Injured Animals

806.13 DESTRUCTION OF ANIMALS
Members may humanely destroy or cause to be humanely destroyed any animal found abandoned and for which no proper care has been given (21 O.S. § 1686).

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor. Any animals euthanized will be removed from the scene immediately.

806.14 CUSTODY OF ANIMALS FOLLOWING AN ARREST
When a person is arrested while in charge of an animal, members may take custody of the animal or any vehicle containing an animal pursuant to 21 O.S. § 1686.

806.15 TRAINING
Members assigned to animal control responsibilities should complete the Oklahoma Animal Control Association 80-hour Basic Training Academy. Animal Control Officers shall receive training in all currently recognized methods and practices in dealing with animal complaints, including, but not limited to:

(a) Capture;
(b) Control;
(c) Confinement;
(d) Release; and
(e) Euthanasia (only if aggressive or ordered by a Judge) of animals.
Chapter 9 - Custody
Temporary Custody of Adults

900.1 PURPOSE AND SCOPE
This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Ardmore Police Department for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS
Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Department.

Safety checks - Direct, visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The period an adult is in custody at the Ardmore Police Department prior to being released or transported to a housing or other type of facility.

900.2 POLICY
The Ardmore Police Department is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Department. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION
No adult should be in temporary custody for longer than six hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY
Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Ardmore Police Department, but should be transported to a jail facility, a medical facility or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision or medication while in temporary custody.

(c) Any individual who is seriously injured.
Temporary Custody of Adults

(d) Individuals who are a suspected suicide risk (see the Emergency Detentions Policy).
   1. If the officer taking custody of an individual believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or a transfer to an appropriate facility is completed.

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior.

(h) Any individual who has claimed, is known to be afflicted with or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to his/her health or safety.

Officers taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be in temporary custody at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY
An authorized department member capable of supervising shall be present at all times when an individual is held in temporary custody (OAC 310:670-1-4). The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least one female department member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.3.3 ENTRY RESTRICTIONS
Entry into any location where a person is held in custody should be restricted to:

(a) Authorized members entering for official business purposes.

(b) Emergency medical personnel when necessary.

(c) Any other person authorized by the Shift Supervisor.
Temporary Custody of Adults

When practicable, more than one authorized member should be present for entry into a location where a person is held in custody for security purposes and to witness interactions.

900.4 INITIATING TEMPORARY CUSTODY
The officer responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The officer should specifically ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The officer should promptly notify the Shift Supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Supervisor shall determine whether the individual will be transported to jail or another facility.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY DOCUMENTATION
Any time an individual is in temporary custody at the Ardmore Police Department, the custody shall be promptly and properly documented in CAD, including:

(a) Identifying information about the individual, including his/her name.
(b) Date and time of arrival at the Department.
(c) Date and time of release from the Ardmore Police Department.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS
Members monitoring or processing anyone in temporary custody shall ensure:

(a) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.
   1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.
   2. This does not apply to surreptitious and legally obtained recorded interrogations.
(b) There is reasonable access to toilets and wash basins.
(c) There is reasonable access to a drinking fountain or water.
(d) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.
(e) There is privacy during attorney visits.
(f) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
(g) 1.
Temporary Custody of Adults

(h) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.
(i) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE
First-aid equipment and basic medical supplies should be available to department members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by an officer.

Those who require medication while in temporary custody should not be at the Ardmore Police Department. They should be released or transferred to another facility as appropriate.

900.5.4 ORTHOPEDIC OR PROSTHETIC APPLIANCE
Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Supervisor shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.5 TELEPHONE CALLS
Individuals in temporary custody should not be allowed to make telephone calls until they arrive at the county jail.

900.5.6 OTHER SECURITY MEASURES
All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.6 USE OF RESTRAINT DEVICES
Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Ardmore Police Department unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.
Temporary Custody of Adults

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS
Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY
An individual in temporary custody should be permitted to retain his/her personal property while at the Ardmore Police Department.

900.8 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY
The Patrol Division Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Ardmore Police Department. The procedures should include:

(a) Immediate request for emergency medical assistance if appropriate.
(b) Immediate notification of the Shift Supervisor, Chief of Police, Patrol Captain and Investigation Division Commander.
(c) Notification of the spouse, next of kin or other appropriate person.
(d) Notification of the appropriate prosecutor.
(e) Notification of the City Attorney.
(f) Notification of the Medical Examiner.
(g) Evidence preservation.

900.9 RELEASE AND/OR TRANSFER
When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports and forms have been completed prior to release.
(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.
(c) It has been confirmed that the correct individual is being released or transported.
(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.
(e) Warrant copies are faxed to the jail.
(f) The individual is not permitted in any nonpublic areas of the Ardmore Police Department unless escorted by a member of the Department.
(g) Any known threat or danger the individual may pose (e.g., escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.
Temporary Custody of Adults

1. The department member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, officers should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.10 TRAINING
Department members should be trained and familiar with this policy and any supplemental procedures.
Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE
This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Ardmore Police Department (34 USC § 11133).

901.1.1 DEFINITIONS
Definitions related to this policy include:

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense). It also includes an offense under 21 O.S. § 1273 for handgun possession by a minor (28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of an officer or other department member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication, is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct visual observation by a member of this department performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. The Oklahoma Juvenile Authority prohibits securing juveniles to a fixed object.

Examples of secure custody include:

(a) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(b) A juvenile being processed in a secure booking area when a non-secure booking area is available.

(c) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(d) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.
Temporary Custody of Juveniles

**Status offender** - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

**901.2 POLICY**

The Ardmore Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

**901.3 JUVENILES WHO SHOULD NOT BE HELD**

Juveniles who exhibit certain behaviors or conditions should not be held at the Ardmore Police Department. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Emergency Detentions Policy).

1. If the officer taking custody of a juvenile believes that he/she may be a suicide risk, the officer shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Officers taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Department unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

**901.4 CUSTODY OF JUVENILES**

Officers should take custody of a juvenile and temporarily hold the juvenile at the Ardmore Police Department when there is no other lawful and practicable alternative to temporary custody. Refer
Temporary Custody of Juveniles

to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

No juvenile should be held in temporary custody at the Department without authorization of the arresting officer's supervisor or the Shift Supervisor. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult, or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of his/her entry into the Department (34 USC § 11133). Juveniles taken into custody should be transported to the police department without delay unless a medical emergency exists. The detaining officer may request that the parent or guardian respond to the location of the detention to take custody of the juvenile.

See Procedure Manual: 901.2.1 Informal Handling of Juvenile Offenders

See Procedure Manual: 901.2.2 Formal Handling of Juvenile Offenders

901.4.1 PARENTAL/GUARDIAN NOTIFICATION
Officers shall notify parents or guardians of juveniles who are taken into custody as soon as practicable.

901.4.2 CUSTODY OF JUVENILE NON-OFFENDERS
Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Ardmore Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.3 CUSTODY OF JUVENILE STATUS OFFENDERS
Status offenders should generally be released by a promise to appear or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

901.4.4 CUSTODY OF JUVENILE OFFENDERS
Juvenile offenders should be held in non-secure custody while at the Ardmore Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders may be taken into custody without a court order for any criminal offense for which an adult may be arrested without a warrant (10A O.S. § 2-2-101).

When applicable, members taking a juvenile offender into custody should advise a supervisor that the release of the juvenile may be contrary to the child’s welfare and/or the protection of the public.
Temporary Custody of Juveniles

The supervisor may then seek court-approved detention. Examples of when further detention may be appropriate include (10A O.S. § 2-3-101):

(a) The juvenile offender is an escapee from court placement or a fugitive.
(b) The juvenile offender is seriously assaultive, destructive toward others or a danger to him/herself.
(c) The juvenile offender is currently on probation or some form of supervision for a previous offense.
(d) The juvenile offender has a history of failing to appear at court proceedings.
(e) A warrant has been issued for the juvenile.

901.4.5 CUSTODY OF JUVENILES AT SCHOOLS
When serving a warrant or pickup order at a school, the arresting officer shall contact the school principal’s office and determine a course of action for the arrest.

901.5 ADVISEMENTS
No custodial interrogation of a juvenile offender under 16 years of age and who is charged with an offense specified in the Youthful Offender Act (e.g., murder in the first degree, kidnapping, certain robbery offenses) shall begin until the juvenile and his/her parents, guardian, attorney, adult relative, adult caretaker, or legal custodian have been fully advised of the juvenile’s constitutional and legal rights (10A O.S. § 2-5-202; 10A O.S. § 2-2-301).

901.6 JUVENILE CUSTODY DOCUMENTATION
Any time a juvenile is in temporary custody at the Ardmore Police Department, the custody shall be promptly and properly documented in CAD, including:

(a) Identifying information about the juvenile.
(b) Date and time of arrival and release from the Department.
(c) Shift Supervisor notification and approval to temporarily hold the juvenile.
(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
(e) Any changes in status (e.g., emergency situations, unusual incidents).
(f) Any medical and other screening requested and completed.
(g) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

901.7 NO-CONTACT REQUIREMENTS
Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Ardmore Police Department (34 USC § 11133). There should also be sight and sound separation between non-offenders and juvenile and status offenders.
Temporary Custody of Juveniles

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Department shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

901.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Ardmore Police Department shall ensure:

(a) The Shift Supervisor is notified if it is anticipated that a juvenile may need to remain at the Department more than four hours. This will enable the Shift Supervisor to ensure no juvenile is held at the Department more than six hours.

(b) Significant incidents/activities are noted in CAD.

(c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

   1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.

   2. This does not apply to surreptitious and legally obtained recorded interrogations.

(d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(e) There is reasonable access to toilets and wash basins.

(f) There is reasonable access to a drinking fountain or water.

(g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(i) There is privacy during family, guardian and/or attorney visits.

(j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

   1. The supervisor should ensure that there is an adequate supply of clean blankets.

(l) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(m) Adequate furnishings are available, including suitable chairs or benches.

(n) Juveniles in temporary custody should not be allowed to make telephone calls

(o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.
Temporary Custody of Juveniles

901.9 USE OF RESTRAINT DEVICES
Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Ardmore Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.9.1 PREGNANT JUVENILES
Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.10 PERSONAL PROPERTY
The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

901.11 SECURE CUSTODY
Juvenile offenders shall not be placed in security custody at the Ardmore Police Department.

901.12 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY
The Deputy Chief will ensure procedures are in place to address any suicide attempt, death or serious injury of any juvenile held at the Ardmore Police Department. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate
(b) Immediate notification of the Shift Supervisor, Chief of Police and Investigation Division Commander
(c) Notification of the parent, guardian or person standing in loco parentis of the juvenile
(d) Notification of the appropriate prosecutor
(e) Notification of the City Attorney
(f) Notification of the Medical Examiner
(g) Notification of the juvenile court
(h) Evidence preservation
Temporary Custody of Juveniles

901.13 INTERVIEWING OR INTERROGATING
No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation.

See Procedure Manual: 901.3 Custodial Interrogation of Juveniles
See Procedure Manual: 901.3.1 Interviewing Juveniles Regarding Non-Youthful Offender Offenses
See Procedure Manual: 901.3.2 Interviewing Juveniles Charged With Youthful Offender Offenses

901.14 RESTRICTION ON FINGERPRINTING
While juvenile offenders may be fingerprinted under the same circumstances as arrested adults, all related records must be amended to reflect any determination made through investigation or by a court that the juvenile offender did not commit the offense for which the fingerprints were taken (10A O.S. § 2-6-107).

See Procedure Manual: 901.4 Juvenile Fingerprints
See Procedure Manual: 901.5 Juvenile Photographs

901.15 TRAINING
Department members should be trained on and familiar with this policy and any supplemental procedures.
Custodial Searches

902.1 PURPOSE AND SCOPE
This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Ardmore Police Department facility. Such items can pose a serious risk to the safety and security of department members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

This policy meets statutory requirements requiring the adoption of a strip and body cavity search policy pursuant to 11 O.S. § 34-107.

902.1.1 DEFINITIONS
Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY
All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES
An officer should conduct a custody search of an individual immediately after his/her arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any department vehicle.

Whenever practicable, a custody search should be conducted by an officer of the same sex as the person being searched. If an officer of the same sex is not reasonably available, a witnessing officer should be present during the search.
902.4 SEARCHES AT POLICE FACILITIES
Custody searches shall be conducted on all individuals in custody, upon entry to the Ardmore Police Department facilities. Except in exigent circumstances, the search should be conducted by a member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 PROPERTY
Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this department, such as weapons or large items. These items should be retained for safekeeping in accordance with the Property and Evidence Section Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another department member. The inventory should include the case number, date, time, member's Ardmore Police Department identification number and information regarding how and when the property may be released.

902.4.2 VERIFICATION OF MONEY
All money shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The department member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

902.4.3 SPECIFIC PAT-DOWN GUIDANCE
Custody (or pat-down) searches shall be performed by lightly skimming the exterior surface of the inmate’s clothing covering the legs and torso (OAC 310:670-1-2).

902.5 STRIP SEARCHES
No individual in temporary custody at any Ardmore Police Department facility shall be subjected to a strip search. Strip searches shall only be done at the county jail when there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition.
requiring immediate medical attention, or is concealing a weapon or contraband. Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.
   1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on department members, escape attempts).

(d) The individual’s actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual’s genital status. If the individual’s genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

Individuals arrested for traffic violations and other minor offenses of a nonviolent nature shall not be subject to strip searches unless the arresting officer has articulable, reasonable suspicion to believe that the individual is concealing contraband or weapons.

902.5.1 STRIP SEARCH PROCEDURES
Strip searches at the county jail shall be conducted as follows (28 CFR 115.115):

(a) When the arrestee arrives at the point of incarceration, the officer shall articulate his or her reasons for a strip search. The facility administrator/supervisor will determine whether a strip search will be conducted. If a strip search is permitted, it will be conducted in accordance with the facility policy. Any items found during the strip search may be given to the arresting officer.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) In each particular incident, the very least intrusive method shall be used.

(g) The primary member conducting the search shall prepare a written report to include:
Custodial Searches

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The name of the supervisor authorizing the search.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.
6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(h) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES
A strip search may be conducted in the field only with explicit approval of a commissioned supervisor and only in the rarest of circumstances under exigent circumstances where the life of officers or others may be at risk and only in privacy.

902.6 PHYSICAL BODY CAVITY SEARCH
Physical body cavity searches shall be subject to the following:

(a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Supervisor and only upon a search warrant. A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only a physician may conduct a physical body cavity search.

(c) Except for the physician conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary department members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.
(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Shift Supervisor’s approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any department members present.
8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and shall be made available to the individual who was searched or other authorized representative upon request.

902.6.1 BODY CAVITY SEARCH PROCEDURES
Should visual examination of the suspect during a strip search and/or other information lead an officer to believe the suspect is concealing a weapon, evidence or contraband within a body cavity, the following procedures shall be followed:

(a) The suspect shall be kept under constant visual surveillance until a body cavity search is conducted or an alternative course of action taken.

(b) The officer shall consult with a commissioned supervisor to determine whether probable cause exists to seek a search warrant for a body cavity search.

(c) If probable cause exists for a body cavity search, an affidavit for a search warrant shall be prepared and submitted in accordance with the procedures of the District Court.

902.7 TRAINING
The Division Commander shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.
Detainee Transportation

903.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the transportation of detainees in the custody of the Ardmore Police Department.

903.1.1 DEFINITIONS

**Detention** - The temporary suspension of the right of a person to leave performed for investigating suspected criminal activity. The officer who is contacting a person encountered under suspicious circumstances not sufficient to justify an arrest normally uses detention.

**Frisk** - The running of hands rapidly over another’s person for the purpose of locating weapons or other items that may be used as a weapon to inflict bodily injury upon an officer or another person. A “frisk” is distinguished from a “search” which is to examine more closely.

**Search** - An examination of a person or property more particularly and intrusive than a frisk, with a view to discover weapons, contraband, illicit or stolen property, or some evidence of guilt to be used in the prosecution of a criminal action for some crime or offense.

**Custodial Search** - A search conducted after arrest with the purpose of removing and inventorying a detainee’s property and placing it into Departmental care and control generally conducted after arrest.

**Strip Search** - A search of an individual requiring removal or rearrangement of some or all clothing to permit an inspection of the genitals, buttocks, anus, breasts or undergarments of such person, including but not limited to inspections conducted visually or manually. Opening or rearrangement of a person’s clothing to seize a weapon during a legal frisk is not considered a strip search.

**Body Cavity Search** - The inspection of a person’s stomach, anus or genitalia, including but not limited to, conducted visually, manually, or by means of any physical instrument. officers, the public, and the person in custody.

903.2 POLICY
It is the policy of the Ardmore Police Department to take the precautions necessary while transporting detainees to protect the lives and safety of officers, the public, and the person in custody.

903.3 SEARCHES

903.3.1 SEARCHING DETAINERS
Officers will frisk detainees, regardless of sex, at the time of arrest to ensure the safety of officers.

(a) Any search of a detainee’s person should be made by an officer or person of the same sex as the detainee unless officer safety demands otherwise.

1. An officer, regardless of sex, may conduct a search of a detainee’s purse, luggage, wallet, coat and pockets.
Detainee Transportation

(b) Whenever reasonable suspicion exists that any detainee may have secreted upon their person a weapon that could cause injury or death to an officer or any other person, a search will be made of that person in a timely manner.

1. An officer of the same sex as the detainee will make such search unless officer safety demands otherwise.

(c) When circumstances exist that necessitates a search of a detainee, an officer or person of the same sex as the detainee should conduct the search.

1. An officer will witness searches conducted by an employee other than an officer.

(d) Officers accepting detainees from other officers will search the detainee before accepting custody and will be responsible for the detainees. Detainees shall be searched each time they come into the transporting officer’s custody.

(e) Strip and body cavity searches will be conducted in accordance with the Custodial Searches policy.

903.3.2 SEARCH OF TRANSPORT VEHICLES
An inspection of the police vehicle by the operating officer will be conducted at the start of each shift to ensure that the vehicle has not been tampered with since last used, is free of weapons and contraband, is mechanically safe, is free of damage or defect and is properly equipped for use.

Each time a police vehicle is used to transport a detainee the rear seat area shall be searched to ensure that no weapons or contraband are present prior to the transport of any detainee. Exceptions can be made if the officer has been in constant control of the vehicle.

Once a detainee has been removed from the vehicle, a thorough search shall be conducted of the rear seat as soon as practical but before the vehicle is re-used. This procedure is necessary to ensure that the detainee left nothing in the vehicle, but if items are found, they can be linked to the detainee.

903.4 TRANSPORTATION

903.4.1 SEATING OF OFFICERS AND DETAINEES IN THE TRANSPORT VEHICLES
Detainees shall be transported in a manner that allows for constant visual observation.

See Procedure Manual: 903.2.1 Seating of Officers and Detainees in the Transport Vehicles

903.4.2 NOTIFYING THE EMERGENCY DISPATCH CENTER OF TRANSPORTS
The Emergency Dispatch Center will be notified of transports involving the following detainees:

(a) Detainees of the opposite sex of transport officer;

(b) Juveniles detainees; and

(c) Emergency detention detainees.

The transporting officer will notify the Emergency Dispatch Center of the number of detainees, the sex of the detainee(s), the destination and the beginning and ending mileage of the transport vehicle.
Detainee Transportation

903.4.3 DETAINEE COMMUNICATIONS WITH OTHERS
While transporting detainees, the officer shall not allow the detainee to have contact with other persons. The officer, during transport, shall preclude detainee interaction with anyone, until such contact can transpire in a controlled setting. This restriction also applies to contact between media and the detainee.

903.4.4 ACTIONS AT THE DESTINATION OF OFFICERS TRANSPORTING DETAINEE TO A FACILITY
Upon arrival at the destination, the transporting officer will notify the Emergency Dispatch Center and the protocol of the facility.

See Procedure Manual: 903.2.2 Actions at the Destination of Officers Transporting Detainees to a Facility

903.4.5 NOTIFICATION TO A RECEIVING AGENCY OF DETAINEE WHO ARE UNUSUAL SECURITY RISKS
The transporting officer will ensure that the receiving agency is notified when a detainee is considered an unusual security risk (high profile detainee, escape risk, etc) by documenting this risk on the booking form in the special instructions/comments section so that the receiving agency may take additional security steps. (Revised 12/30/11)

903.4.6 ESCAPE OF DETAINEE DURING TRANSPORT
Despite all precautions, a detainee may escape. If this happens the officer will notify the Emergency Dispatch Center of the escape and provide a full description of the detainee and the last known direction of travel. The Emergency Dispatch Center will ensure that the on-duty supervisor is notified and General Notifications are completed. The officer should employ only necessary force to apprehend the detainee, while ensuring the safety of citizens and the pursuing officer. The Emergency Dispatch Center will dispatch additional units to assist in the search. (Revised 05/06/12)

Ardmore Police Department Procedure Manual: 903.2.3 Escape of Detainee During Transport

903.4.7 RESTRAINING DETAINEE DURING TRANSPORT
Standard restraint equipment for detainees would be handcuffs, flex cuffs and restraint belts. Leg irons and/or leg safety belts may be used as required.

Ardmore Police Department Procedure Manual: 903.2.4 Restraining Detainees During Transport

903.4.8 TRANSPORTING SICK, INJURED OR DISABLED DETAINEES
If a detainee becomes ill or injured, it is the arresting officer’s responsibility to seek medical attention for that detainee prior to transporting the detainee. The on duty shift supervisor will be notified of the detainee’s injury or illness and the Communications Specialist will be advised to summon an Emergency Medical Services (EMS) unit to the scene.

Ardmore Police Department Procedure Manual: 903.2.5 Transporting Sick, Injured or Disabled Detainees
Detainee Transportation

903.4.9 TRANSPORT TO A MEDICAL FACILITY
In the event a detainee requires transportation to a medical care facility or hospital for treatment the officer having custody will remain with the detainee at all times during the examination and treatment.

903.4.10 TRANSPORTS TO COURT
In escorting detainees from the Holding Facility to the courtroom, the following procedures will be adhered to under normal circumstances:

(a) The officer should walk to the side and slightly to the rear of the detainee, keeping his/her weapon side away from the detainee.
(b) The officer should never turn their back to a detainee.
(c) The officer should not allow another person to come between themselves and the detainee, or to be so close as to jeopardize the officers’ control of the detainees.
(d) The officer should not allow the detainee out of their sight.
(e) The officer should not allow the detainee to have contacts with other persons.
(f) The transporting officer must be aware that the detainee’s security and safety is the number one priority, and that the victims’ and detainee’s families represent one of the greatest dangers.
(g) Unless ordered by a judge, the handcuffs should not be removed inside the courtroom. This security measure is taken for the safety of the courtroom and to prevent the possibility of escape.
(h) When the court proceedings are completed, the officer will obtain the paperwork showing the disposition of the court prior to returning the detainee to the holding facility.
(i) Upon returning the detainees to the Holding Facility, the officer will hand all appropriate papers to the on duty shift supervisor.

903.5 TRANSPORT VEHICLES

903.5.1 VEHICLE SAFETY BARRIER
Marked patrol vehicles, which is the primary vehicle used to transport detainees, shall have a safety barrier made of wire mesh or heavy gauge plastic separating the driver from the detainee.

(a) The barrier will be constructed to allow communication between the front and back seats and the installation shall be done in a manner that promotes the safety of occupants in the front and rear compartments.
Detainee Transportation

903.5.2 TRANSPORT VEHICLE MODIFICATION
Marked patrol vehicles, which are used to transport detainees, will have, in addition to the safety barriers, rear compartment modifications which will hinder exit from the rear compartment during transport.
Chapter 10 - Personnel
Recruitment and Selection

1000.1 PURPOSE AND SCOPE
This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Ardmore Police Department and that are promulgated and maintained by the Human Resources Department.

1000.2 POLICY
In accordance with applicable federal, state, and local law, the Ardmore Police Department provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Department does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Department will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 RECRUITMENT
The Chief of Police or authorized designee should employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy should include:

(a) Identification of racially and culturally diverse target markets.
(b) Use of marketing strategies to target diverse applicant pools.
(c) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive department website and the use of department-managed social networking sites, if resources permit.
(d) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities and the military.
(e) Employee referral and recruitment incentive programs.
(f) Consideration of shared or collaborative regional testing processes.

The Chief of Police or authorized designee shall avoid advertising, recruiting and screening practices that tend to stereotype, focus on homogeneous applicant pools or screen applicants in a discriminatory manner. Any department personnel actively involved in recruitment activities will be briefed by the Chief of Police or designee or the Human Resources Department so that they are knowledgeable on personnel matters, especially Equal Employment Opportunity/Affirmative Action.
The Department should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of his/her status in the recruiting process.

See Procedure Manual: 1000.2.1 Job Announcements and Recruitment Notices

See Procedure Manual: 1000.2.2 Recruitment Plan

See Procedure Manual: 1000.2.3 Equal Employment Opportunity Plan

See Procedure Manual: 1000.2.4 Cooperative Assistance From Community Organizations

See Procedure Manual: 1000.2.5 Application Rejection

1000.4 SELECTION PROCESS
The Department shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Department should employ a comprehensive screening, background investigation and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Reference checks

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state and federal criminal history record checks

(h) Polygraph or voice stress analyzer (VSA) examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

(k) Completion of drug and alcohol screening (40 O.S. § 554)

(a) An applicant may request a confirmation test of a sample within 24 hours of receiving notice of a positive test. The applicant shall pay all costs of the confirmation test unless the confirmation test reverses the findings of the positive test (40 O.S. § 556).

See Procedure Manual: 1000.3 Selection Process
Recruitment and Selection

See Procedure Manual: 1000.3.2 Polygraph Examinations
See Procedure Manual: 1000.3.3 Psychological Examinations
See Procedure Manual: 1000.3.4 City Minimum Standards for Police Officer Applicants
See Procedure Manual: 1000.3.5 City Minimum Standards For Non-Sworn (Civilian) Applicants
See Procedure Manual: 1000.3.6 Order of Events in Selection of Police Applicants
See Procedure Manual: 1000.3.7 Order of Events in Selection of Non-Sworn Applicants
See Procedure Manual: 1000.3.8 Job Relatedness and Validity of Selection Procedures for Sworn Personnel
See Procedure Manual: 1000.3.9 Selection Process Uniformity
See Procedure Manual: 1000.3.10 Maintaining Applicant Contact
See Procedure Manual: 1000.3.11 Notification of Ineligibility
See Procedure Manual: 1000.3.12 Storage of Selection Materials

1000.5 BACKGROUND INVESTIGATION
Every candidate shall undergo a thorough background investigation pursuant to 70 O.S. § 3311(E) to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate’s unsuitability to perform duties relevant to the operation of the Ardmore Police Department.

See attachment: Police Employment Background Investigation
See Procedure Manual: 1000.4 Background Investigations

1000.5.1 NOTICES
Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.2 REVIEW OF SOCIAL MEDIA SITES
Due to the potential for accessing unsubstantiated, private or protected information, the Chief of Police or authorized designee shall not require candidates to provide passwords, account information or access to password-protected social media accounts (40 O.S. § 173.2).

The Chief of Police or authorized designee should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.
(b) Material and information to be considered are verified, accurate and validated.
(c) The Department fully complies with applicable privacy protections and local, state and federal law.
Regardless of whether a third party is used, the Chief of Police or authorized designee should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

1000.5.3 DOCUMENTING AND REPORTING
The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate’s background investigation file.

1000.5.3 RECORDS RETENTION
The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule. Applicant background investigations will be maintained in the Human Resources Department in a secured area during the length of employment. A record of the results of medical examinations, emotional stability and psychological fitness examinations conducted during the selection process shall be maintained and stored in a secured area of the Human Resources Department, and access will be limited.

1000.5.4 STATE NOTICES
The Department shall report the hiring of an officer to the Council on Law Enforcement Education and Training (CLEET) within 10 days (70 O.S. § 3311(H)).

1000.6 DISQUALIFICATION GUIDELINES
As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate’s qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.
1000.7 EMPLOYMENT STANDARDS
All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Department and the community.

Validated, job-related and nondiscriminatory employment standards and job descriptions shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position’s essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Human Resources Department should maintain validated standards and written job descriptions for all positions.

1000.7.1 STANDARDS FOR OFFICERS
Candidates shall meet the minimum standards established by Oklahoma law and CLEET-approved certification training, including those provided in 70 O.S. § 3311(E):

(a) Be at least 21 years of age prior to certification as a peace officer.
(b) Be a United States citizen or in resident alien status, as defined by U.S. Citizenship and Immigration Services.
(c) Possess a high school diploma or a GED equivalency certificate as recognized by state law.
(d) Not have been convicted in state or federal court for any felony, crime of moral turpitude, or a crime of domestic abuse.
(e) Have fingerprint clearance from the Federal Bureau of Investigation and the Oklahoma State Bureau of Investigation.
(f) Have undergone psychological evaluation by the employing agency using a psychological instrument approved by CLEET.
(g) Not be currently undergoing treatment for a mental illness, condition or disorder.
(h) Not be subject to a CLEET order revoking, suspending or accepting a voluntary surrender of peace officer certification.
(i) Be commissioned or appointed by the Department prior to attending CLEET-approved certification training.
(j) Not have been involuntarily committed to an Oklahoma state mental institution.
(k) Certify that he/she is physically able to fully participate in and complete all phases of the CLEET Basic Peace Officer Certification Academy as mandated in CLEET rules.
(l) Submit all required documentation and enrollment materials.

1000.8 NEW EMPLOYEE ORIENTATION
All new employees of the Ardmore Police Department shall receive information regarding:

(a) The agency’s role, purpose, goals, policies and procedures.
(b) Working conditions and regulations.
(c) Responsibilities and rights of employees and the Ardmore Police Department.
Recruitment and Selection

See attachment: New Employee Sworn Orientation Checklist

1000.9  PROBATIONARY PERIOD
The probationary period for sworn personnel is one year from the date of hire (Revised 7/13/11). Civilian employees are at-will and therefore have no probationary period.

See Procedure Manual: 1000.5.1 Permanent Employment Status

1000.10  JOB DESCRIPTIONS
The Administrative Assistant should ensure that a current job description is maintained for each position in the Human Resources Department.

1000.11  DISPOSITION OF RECORDS
The agency shall comply with all federal, state and local requirements regarding the privacy, security and the Oklahoma Open Records Acts of all records and data of applicants determined to be ineligible for appointment or employment. All records pertaining to applicants not selected for appointment or employment will be forwarded to Human Resources for retention.
Performance Evaluations

1001.1 PURPOSE AND SCOPE
This policy provides guidelines for the Ardmore Police Department performance evaluation system.

1001.1.1 DEFINITIONS
Probationary Employee - An at-will employee who is undergoing indoctrination training.
Employee – All employees of this Department, including reserve officers.
Rater - The immediate supervisor(s) of the rated employee.
Performance Evaluation – The performance evaluation is the measure of an employee's performance of assigned job duties and tasks.
Performance – Acts or omissions with regard to specific tasks and assignments of an employee’s job.
Performance Objectives – Statements of operational behavior required for satisfactory performance of a task, the conditions under which behavior is usually performed and the criteria for evaluation of the behavior.
Rating period - Those intervals between performance evaluations for all Department employees.
Reviewer - The rater's immediate supervisors.
Unsatisfactory Performance - Employee behavior or work competence which fails to meet minimum standards and could lead to disciplinary action including dismissal.
Evaluation Periods – Normally a one year period during which the employee is counseled on a quarterly basis, and then given an annual performance evaluation. A six month period during which newly promoted employees are counseled on a quarterly basis and are observed to be sure the adjustment is successful and that additional or remedial training is not necessary. Other time periods may be assessed for special evaluations or other Department or City purposes.

1001.2 POLICY
The Ardmore Police Department shall use a performance evaluation system to measure, document, and recognize work performance. The performance evaluation will serve as an objective guide for the recognition of good work and the development of a process for improvement.

The Department evaluates employees in a non-discriminatory manner based upon job-related factors specific to the employee’s position, without regard to actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.
1001.3 OBJECTIVES
Related objectives of the performance evaluation program are:
(a) To identify training and development needs.
(b) To promote fair treatment of employees.
(c) To assess the quality and quantity of the Department’s manpower resources.
(d) To identify the need for job reclassification(s).
(e) To provide for increased communication between employees and their supervisors.
(f) Maintain and improve performance.
(g) Facilitate proper decisions regarding newly hired employees.
(h) Provide an objective and fair means for recognition and measurement of individual performance in accordance with prescribed guidelines.
(i) To allow employees to be familiar with the evaluation system they are working under so that before a rating period begins, they will know what their position's jobs are, what level of performance is expected, and what level the evaluation rating criteria are.

1001.4 TYPES OF EVALUATIONS
The Department shall use the following types of evaluations:

Regular - An evaluation completed at regular intervals by the employee's immediate supervisor. Employees who have been promoted should be evaluated as established by the Human Resources Department or, minimally, on the anniversary of the date of the last promotion.

When an employee transfers to a different assignment in the middle of an evaluation period and less than six months has transpired since the transfer, the evaluation should be completed by the current supervisor with input from the previous supervisor.

Special - An evaluation that may be completed at any time the supervisor and Division Commander or the authorized designee determine an evaluation is necessary to address less than standard performance. The evaluation may include a plan for follow-up action (e.g., performance improvement plan (PIP), remedial training, retraining).

1001.4.1 RATINGS
When completing an evaluation, the supervisor will identify the rating category that best describes the employee's performance. The definition of each rating category is as follows:

Exceeds Expectations – Superior performance is the norm rather than the exception. Achievements on a day-to-day basis exceed the expectations for the position and employee readily accepts new duties.

Meets Expectations – Objectives for this position are being met. Performance represents that which is expected from a competent and qualified employee.

Below Expectations - Employee consistently does not achieve minimal requirements.
Performance Evaluations

Supervisor comments may be included in the evaluation to document the employee's strengths, weaknesses and requirements for improvement. Any job dimension rating marked as unsatisfactory or outstanding shall be substantiated with supervisor comments.

1001.4.2 PERFORMANCE IMPROVEMENT PLAN
Employees who receive an unsatisfactory rating may be subject to a PIP. The PIP shall delineate areas that need improvement, any improvement measures and a timetable in which to demonstrate improvement. The issuing supervisor shall meet with the employee to review his/her performance and the status of the PIP at least monthly.

1001.5 EVALUATION PROCESS
Supervisors should meet with the employees they supervise at the beginning of the evaluation period to discuss expectations and establish performance standards. Each supervisor should discuss the tasks of the position, standards of expected performance and the evaluation criteria with each employee.

Performance evaluations cover a specific period and should be based upon documented performance dimensions that are applicable to the duties and authorities granted to the employee during that period. Evaluations should be completed by each supervisor of the employee. The evaluations should be sent to the Lieutenant or designee who will then average the evaluation scores and document any comments made. The final evaluation will be sent to the Division Commander for final approval.

Assessment of an employee’s job performance is an ongoing process. Continued coaching and feedback provides supervisors and employees with opportunities to correct performance issues as they arise and to acknowledge good work. Periodic discussions with the employee during the course of the evaluation period are encouraged. Supervisors should document all discussions in the prescribed manner.

Non-probationary employees demonstrating substandard performance shall be notified in writing as soon as possible in order to have an opportunity to remediate the issues. Such notification should occur at the earliest opportunity, with the goal being a minimum of 90 days written notice prior to the end of the evaluation period.

(a) The employee’s supervisor should be prepared to substantiate ratings at the Below Expectations level, to advise the employee of Below Expectations performance, and to define actions that should be taken to improve the employee’s performance.

(b) If Below Expectations performance continues, this information should be included in the evaluation report at the end of the 90-day period.

All supervisors shall receive training on performance evaluations within one year of a supervisory appointment.

See Procedure Manual: 1001.2.2 Performance Evaluation System
1001.5.1 APPRAISAL FORMS

All employees will be rated on one of the following approved City of Ardmore Performance Appraisal forms.

(a) City of Ardmore Performance Appraisal, Non-supervisory Personnel (COA Form 2)
(b) City of Ardmore Performance Appraisal, Supervisory Personnel (COA Form 1)
(c) Ardmore Police Department Civilian Quarterly Evaluation Option A (APD Form 2009-0021) or Sworn Quarterly Evaluation Option B (APD Form 2009-0022)

See Procedure Manual: 1001.2.1 Appraisal Forms Completion Procedure

1001.5.2 RATER RESPONSIBILITIES

Those persons acting in the capacity of a rater shall examine each part of the evaluation form and score each evaluation question accordingly.

(a) Raters are expected to learn and understand position standards, to be aware of specific remedial and development activities and resources that are available and to serve in a capacity of advising and assisting the employee to any extent reasonable. The rater should review the job description for that employee before starting the evaluation process.

(b) Raters should base their evaluation on the employee’s total performance and contribution for the entire evaluation period.

(c) Raters should take enough time and be thorough with each evaluation. Evaluations require well-planned, accurate and detailed information.

(d) Raters will complete the performance evaluation form accurately and in a timely manner.

1001.5.3 CRITERIA

Employees will be evaluated for performance that is specific to the position occupied by the employee during that rating period. The criteria used will be based on job description.

1001.6 EVALUATION FREQUENCY

Supervisors shall ensure that all fulltime employees they supervise, including reserve officers, are evaluated at least once every year on the anniversary of the employee’s date of appointment, hire or promotion. Additionally, these employees will be evaluated at any time the employee's supervisor recommends performance re-evaluation, termination or demotion; and whenever a special purpose evaluation is deemed necessary.

(a) Special purpose evaluations are whenever a supervisor conducts an interim evaluation and only those areas needing special attention need to be addressed on the interim evaluation form. Supervisors conducting the interim evaluation should include a comment sheet with observations and recommendations included.

Probationary officers will be evaluated 10 months into their one-year probationary period (date of hire) by a review board convened by the Administrative Captain, Training Coordinator or designee (Adopted 07/31/11). Probationary officers and reserve officers will be evaluated in accordance
Performance Evaluations

with the Field Training Manual. Upon completion of the Field Training Program, reserve officers will be evaluated quarterly until their first year of employment is completed. See Procedure Manual: 1001.3.1 Probationary Period Review Board

Non-exempt probationary civilian employees will be evaluated at least quarterly until their first year of employment is completed.

Exempt probationary civilian employees are those in a management position and quarterly evaluations are not required.

1001.6 EVALUATION INTERVIEW
When the supervisor has completed his/her evaluation, a private discussion of the evaluation should be scheduled with the employee. The supervisor should discuss the evaluation ratings and respond to any questions the employee may have. The supervisor should provide relevant counseling regarding advancement, specialty positions and training opportunities. Any performance areas in need of improvement and goals for reaching the expected level of performance should be identified and discussed. If the employee has reasonable objections to any of the ratings, the supervisor may make appropriate adjustments to the evaluation. The reason for such adjustments shall be documented.

Employees may write comments in an identified section of the evaluation. The supervisor and employee will sign and date the evaluation.

1001.6.1 DISCRIMINATORY HARASSMENT FORM
On an annual basis, the supervisor shall provide access to and require the employee to read the City harassment and discrimination policies and the Ardmore Police Department Discriminatory Harassment Policy. The supervisor shall give the employee a form to be completed and returned that acknowledges the following:

   (a) The employee understands the harassment and discrimination policies.
   (b) The employee has had all questions regarding the policies sufficiently addressed.
   (c) The employee knows how to report alleged harassment and discrimination policy violations.
   (d) Whether the employee has been the subject of, or witness to, any unreported conduct that may violate the discrimination or harassment policies.

The completed form should be returned to the supervisor (or other authorized individual if the employee is uncomfortable returning the form to the presenting supervisor) within one week. If the employee has expressed any questions or concerns, the receiving supervisor or other authorized individual shall ensure that appropriate follow-up action is taken.

See attachment: Discriminatory Harassment Policy Acknowledgement
Performance Evaluations

1001.8 APPEAL
An employee who disagrees with his/her evaluation may provide a formal written response that will be attached to the evaluation.

To request an appeal, the employee shall forward a written memorandum within three days to the evaluating supervisor’s Division Commander or the authorized designee. The memorandum shall identify the specific basis for the appeal and include any relevant information for the reviewer to consider.

1001.9 CHAIN OF REVIEW
The signed performance evaluation and any employee attachment should be forwarded to the evaluating supervisor’s Division Commander or the authorized designee. The Division Commander or the authorized designee shall review the evaluation for fairness, impartiality, uniformity and consistency, and shall consider any written response or appeal made by the employee.

The Division Commander or the authorized designee should evaluate the supervisor on the quality of ratings given. (Revised 12/14/11)

(a) All supervisors will be evaluated on the fairness and impartiality of ratings given to their subordinates by their immediate supervisor using the Rater Evaluation form (APD Form 2011-153).

(b) This evaluation will be reviewed with the supervisors and forwarded through the chain of command to the Chief of Police.

(c) The evaluations will be retained in the affected employees’ personnel files.

1001.10 RETENTION AND DISTRIBUTION
The original performance evaluation, documented counseling, and any original correspondence related to an evaluation shall be maintained by the Department in accordance with the Personnel Records Policy.
Special Assignments and Promotions

1002.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for promotions and for making special
assignments within the Ardmore Police Department.

1002.2 POLICY
The Ardmore Police Department determines assignments and promotions in a non-discriminatory
manner based upon job-related factors and candidate skills and qualifications. Assignments and
promotions are made by the Chief of Police.

1002.3 SPECIAL ASSIGNMENT POSITIONS
This Department is committed to providing the most effective and professional services available.
The Department recognizes that certain skills and abilities are necessary to provide that level
of service. Specialized assignments will be utilized to accomplish that goal. Any job assignment
within a particular rank that does not fall within the traditional definition of the rank (i.e., patrol
officer, detective, sergeant, etc.) can be considered “specialized.” This is because it generally
requires skills or levels of expertise beyond those routinely required of others in that rank; it
developed as a result of some problem or condition beyond the scope of routine duties within that
rank; or the focus of the job has been narrowed to address specific needs of the community or
the Department.

The following positions are considered special assignments and not promotions:

(a) Special Weapons and Tactics Team member
(b) Special Investigations Unit (SIU) Investigator
(c) Motorcycle officer
(d) Bicycle Patrol officer
(e) Canine handler
(f) Collision investigator
(g) Field Training Officer
(h) Department Training Officer
(i) Public Information Officer
(j) School Resource and/or Drug Abuse Resistance Education (D.A.R.E.) officer
(k) 

The needs of the Department determine which specialty assignments are required and the number
of officers necessary to fill that assignment. The Chief of Police will have the final determination to
which specialty assignments are necessary, the number of officers assigned and which officers
will be selected.
Special Assignments and Promotions

The employee’s rate of pay will remain at the rate being paid in their present assignment. The Chief of Police may at his/her discretion remove any employee from any specialized assignment. For the purposes of these specialized assignments, no probationary period will be required.

1002.3.1 GENERAL REQUIREMENTS
The following requirements should be considered when selecting a candidate for a special assignment:

(a) Off probation
(b) Possession of or ability to obtain any certification required by CLEET or law
(c) Exceptional skills, experience or abilities related to the special assignment

1002.3.2 EVALUATION CRITERIA
The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance.
(b) Maintains a physical condition that aids in his/her performance.
(c) Expressed an interest in the assignment.
(d) Demonstrates the following traits:
   1. Emotional stability and maturity
   2. Stress tolerance
   3. Sound judgment and decision-making
   4. Personal integrity and ethical conduct
   5. Leadership skills
   6. Initiative
   7. Adaptability and flexibility
   8. Ability to conform to department goals and objectives in a positive manner

1002.3.3 SELECTION PROCESS
The Chief of Police will issue a Directive agency-wide which includes, at a minimum:

(a) Position opening;
(b) Qualifications;
(c) Instructions on how to apply; and
(d) Elements of the selection process. (Revised 07/16/12)
Interested personnel will submit a letter of interest by the date designated in the Directive. The Chief of Police will make the final decision on the individual selected based upon the selection process. (Revised 07/16/12)

1002.3.4 ROTATING ASSIGNMENTS
The Ardmore Police Department recognizes and supports the benefits of rotating assignments. Rotating assignments afford an employee the opportunity for individual growth as well as improved job satisfaction and performance. As employees acquire additional skills, knowledge and abilities, the agency benefits from an expanded pool of employees prepared to assume responsibilities of a number of positions within the Department. Rotating assignments include Detectives and SIU Investigators.

(a) **Detectives** - Detectives will normally be assigned to the investigative function for a period of approximately five (5) years. This is subject to change based upon the needs of the Department and the individual’s on the job performance. Rotation out of Investigations will normally occur on or near the annual shift bid. This does not prohibit an individual from being re-assigned to Investigations at some time in the future as long as they have been out of Investigations for at least two (2) years. An exception to this time frame may occur in the event an officer has been promoted to a supervisory rank and may serve as the Investigations supervisor.

(b) **SIU Investigators** - Investigators will normally be assigned to the SIU function for a period of approximately five (5) years. This is subject to change based upon the needs of the Department and the individual’s on the job performance. Rotation out of SIU will normally occur on or near the annual shift bid. This does not prohibit an individual from being re-assigned to SIU at some time in the future as long as they have been out of SIU for at least two (2) years. An exception to this time frame may occur in the event an officer has been promoted to a supervisory rank and may serve as the SIU supervisor.

Selection for a rotating assignment will be the same as in the Selection Process section of this policy.

1002.4 PROMOTIONAL REQUIREMENTS
Requirements and information regarding any promotional process are available at the Ardmore Human Resources Department. It is this agency’s commitment to abide by the promotional procedures outlined in Article 22 of the current Collective Bargaining Agreement between the City of Ardmore and the Fraternal Order of Police Lodge 108.

See attachment: FOP Lodge 108 CBA FY 2019-2021

1002.4.1 DEPARTMENT ROLE
The Department will play an active role in the development of measurement instruments used in determining skills, knowledge and abilities of employees for supervisory positions. The specific role in the promotional process will include, but is not limited to, the following:

(a) Providing on a continuing basis the best-qualified sworn personnel to effectively and efficiently conduct agency activities.
Special Assignments and Promotions

(b) Communicating to sworn personnel the career opportunities within the agency.
(c) Providing guidelines for the procedures used for promotion.
(d) Providing fair and equitable treatment of sworn personnel based on Departmental needs and demonstrated performance.
(e) Ensuring procedures used for promotion are job-related and non-discriminatory.
(f) Ensuring personnel assigned to contracted law enforcement services are given the opportunity to participate in promotional opportunities.

1002.4.2 AUTHORITY AND RESPONSIBILITY

(a) The Chief of Police shall administer the promotional process in accordance with Article 22 of the current Collective Bargaining Agreement between the City of Ardmore and the Fraternal Order of Police Lodge 108.
(b) The Chief of Police shall follow the promotional procedures outlined in Article 22 of the current Collective Bargaining Agreement. These methods and procedures are intended to provide assistance to the Chief of Police and are not intended to restrict management rights or the authority of the Chief of Police in the operation and management of the Department.
(c) The Chief of Police will ensure if there is a test of specific reading material it will be made available to the candidates.

See Procedure Manual: 1002.2 Elements of the Promotional Process
See Procedure Manual: 1002.3 Development and Use of Eligibility Lists
See Procedure Manual: 1002.4 Promotional Probation

1002.4.3 JOB-RELATED AND NON-DISCRIMINATORY PROCEDURES
All procedures used in the promotional process will be job-related, non-discriminatory and meet the legal, professional and administrative requirements outlined in the Department’s current Collective Bargaining Agreement. Candidates are evaluated through a process that measure skills or characteristics that are a significant part of the job being sought.

1002.4.4 ANNOUNCING PROMOTIONAL OPPORTUNITIES
As promotional positions become available, an announcement will be made concerning promotions via an agency directive distributed to all personnel via email. The announcement will include at a minimum:

(a) Rank;
(b) Eligibility Requirements;
(c) How to Apply;
(d) Elements of the Testing Process;
(e) Date, Time and Location of the Testing Process; and
(f) Any other information as needed.
Grievances

1003.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for the Ardmore Police Department grievance system. The grievance system is intended to facilitate communication and to promptly and equitably address employee grievances in the workplace.

1003.1.1 GRIEVANCE DEFINED
A grievance is a difference of opinion or dispute regarding the meaning, interpretation, or application of any of the following:

- The employee agreement
- This Policy Manual
- Rules and regulations governing personnel practices or working conditions
- Workplace issues that do not amount to misconduct under the Personnel Complaints Policy, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of members

Specifically outside the category of grievances are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any department employee that, if true, would constitute a violation of department policy or federal, state, or local law, as set forth in the Personnel Complaints Policy.

1003.2 POLICY
It is the policy of the Ardmore Police Department to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1003.3 PROCESS
Grievance procedures for sworn personnel are outlined in the current Collective Bargaining Agreement, Article 8, between the City of Ardmore and the Fraternal Order of Police Lodge #108.

See attachment: FOP Agreement 2019-2021 Article 8

Grievance procedures for civilian personnel, not covered by a Collective Bargaining Agreement, are outlined in the City of Ardmore Employee Handbook, Policy on Grievances and Grievance Procedures, which is available on the Department’s shared drive.

(a) The grievance procedures for civilian employees of the City of Ardmore do not establish criteria for employee representation.
Grievances

Human Resources, in cooperation with the Chief of Police, is responsible for the coordination of the grievance procedures.

1003.4 GRIEVANCE RECORDS
At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division for inclusion into a secure file for all written grievances. Human Resources is responsible for the maintenance of grievance records and providing controlled access to these records.

1003.5 POLICY OR TRAINING IMPLICATIONS
If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Chief of Police in the memorandum.

1003.6 GRIEVANCE AUDITS
The Chief of Police or authorized designee should perform an annual audit of all grievances filed the previous calendar year to evaluate whether any change in policy, procedure or training may be appropriate to avoid future grievances. The Division Commander should record these findings in a confidential memorandum to the Chief of Police without including any identifying information about any individual grievance.
Reporting of Arrests, Convictions and Court Orders

1004.1 PURPOSE AND SCOPE
The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Ardmore Police Department. This policy will also describe the notification requirements and procedures that certain retired officers must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1004.2 POLICY
The Ardmore Police Department requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Department.

1004.3 DOMESTIC ABUSE CONVICTIONS AND COURT ORDERS
Federal and Oklahoma law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; 21 O.S. § 1290.10).

All members and retired officers with identification cards/Commission Cards issued by the Department are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1004.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS
Members shall report arrests, prosecutions, diagnoses or detentions that may lead to the revocation of their CLEET certification. This may involve (70 O.S. § 3311(J)(1)):

(a) A felony or domestic abuse offense.
(b) A misdemeanor involving moral turpitude.
(c) An emergency detention or a diagnosis of a mental illness, condition or disorder by a licensed physician, psychologist, or a licensed mental health professional as a substantial disorder of thought, mood, perception, psychological orientation or memory that significantly impairs judgment, behavior, capacity to recognize reality or ability to meet the ordinary demands of life.
(d) Entry of a final order of protection against a member.
While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this department may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1004.5 REPORTING
All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing if they are the subject of any criminal investigation not arising from their official duties or of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired officers with identification cards/Commission Cards issued by the Department shall immediately notify their supervisors (retired officers should immediately notify the Shift Supervisor or the Chief of Police) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired officer from possessing a firearm or requires suspension or revocation of applicable CLEET certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any employee failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired officers may have their identification cards/Commission Cards rescinded or modified, as may be appropriate (see the Retiree Concealed Firearms Policy).

1004.5.1 NOTIFICATION REQUIREMENTS
The Administrative Assistant shall make notifications to CLEET regarding the resignation or termination regarding any current officer in accordance with the Personnel Complaints Policy.

Officers shall immediately notify CLEET if the officer is arrested or if criminal proceedings are initiated against the officer. Notice shall also be required if an emergency or a final victim protective order has been issued against the officer (70 O.S. § 3311(J)(14); OAC 390:10-1-8).
Drug- and Alcohol-Free Workplace

1005.1 PURPOSE AND SCOPE
The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace. This policy meets the statutory requirement setting forth the specifics of a drug- or alcohol-testing program (40 O.S. § 555).

Sworn officers shall refer to the FOP Collective Bargaining Agreement Article 23 regarding Drug Testing and Assistance Program.

See attachment: FOP Lodge 108 CBA FY 2019-2021

1005.2 POLICY
It is the policy of the Ardmore Police Department to provide a drug- and alcohol-free workplace for all members.

1005.4 GENERAL GUIDELINES
Alcohol and drug use in the workplace or on department time can endanger the health and safety of department members and the public. Such use shall not be tolerated (41 USC § 8103).

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Supervisor or appropriate supervisor as soon as the member is aware that he/she will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, he/she shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1005.4.1 USE OF MEDICATIONS
Members should avoid taking any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to his/her immediate supervisor prior to commencing any on-duty status.

(a) Employees taking drugs or medication which may interfere with the performance of his/her job duties shall report the usage of the drug or medication to his/her supervisor via memorandum prior to going on duty.

(b) The employee shall report within the memorandum, any such drugs or medications taken within seventy-two hours prior to reporting for duty.

(c) The employee shall include the name of the medication, the prescribing physician’s name, address, and telephone number.

(d) The memorandum shall be forwarded through the chain of command for inclusion in the employee’s Department Medical Information file and shall be considered confidential.
Drug- and Alcohol-Free Workplace

(e) Employees taking such drugs or medication shall determine the possibility of side effects which may interfere with their job performance based upon the prescribing physician’s advice, and the pharmacist’s advice, and/or the warning on the drug or medication label and notify their supervisor.

(f) Employees shall be granted all protection provided under the Americans with Disabilities Act and the appropriate civil rights laws. In working with employees who are taking medications that may impact their performance of essential job functions, supervisors shall be aware of the confidentiality and non-discrimination provisions of the law.

Possession of medical marijuana or being under the influence of marijuana on- or off-duty is prohibited and may lead to disciplinary action.

1005.4 MEMBER RESPONSIBILITIES
Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on department premises or on department time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition. No alcoholic beverage shall be served or consumed on police premises or in vehicles owned or operated by this department. Members shall not consume any alcoholic beverage, nor have the odor of an alcoholic beverage on their breath, while in any uniform of the Ardmore Police Department or when reporting for duty.

No member shall report for duty while impaired to any degree by the use of alcohol or with a blood alcohol content greater than.00. A member shall not be intoxicated in a public place, whether on or off-duty.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

1005.5 EMPLOYEE ASSISTANCE PROGRAM
It is the policy of this agency, in conjunction with Human Resources, to provide employees and their families with access to confidential behavioral health services. Employees and their families are encouraged to take advantage of this employer-paid benefit to deal with personal and/or professional problems that may be impacting their daily lives. (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Human Resources Department, their insurance providers or the employee.
assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

See Procedure Manual: 1005.2.1 Program Services
See Procedure Manual: 1005.2.2 Obtaining Services
See Procedure Manual: 1005.2.3 Confidential Assessment Services
See Procedure Manual: 1005.2.4 Referral Guidelines
See Procedure Manual: 1005.2.5 Supervisory Employee Assistance Program Training

1005.5.1 DRUG-FREE AWARENESS PROGRAM
The City has established a drug-free awareness program that is available from the Human Resources Department which informs employees about the dangers of drug abuse in the workplace, the City’s policy of maintaining a drug-free workplace, the City’s Employee Assistance Program (EAP), and the penalties imposed for violations of this policy.

1005.6 WORK RESTRICTIONS
If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Department.

1005.7 SCREENING TESTS
The Department may request or require an individual to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) The supervisor reasonably believes that an employee may be under the influence of drugs or alcohol, based on, but not limited to, the following:
   1. Drugs or alcohol on or about the employee’s person or in the employee’s vicinity.
   2. Conduct by the employee suggests impairment or influence of drugs or alcohol.
   3. A report of drug or alcohol use while the employee is at work or on-duty.
   4. Information that an employee has tampered with drug or alcohol testing.
   5. Negative performance patterns.
   6. Excessive or unexplained absenteeism or tardiness.

(b) The employee or another person has sustained a workplace injury or property has been damaged.

(c) For a period of up to two years commencing with an employee’s return to work following a positive test or participation in a drug- or alcohol-dependency treatment program.
(d) An employee transfers or is reassigned to a different position or job.
(e) Following a conditional job offer.

1005.7.1 ADDITIONAL SCREENING TESTS OF SAFETY-RELATED EMPLOYEES
The Department may also request or require employees who are officers, have drug interdiction responsibilities, are authorized to carry firearms or are engaged in activities which directly affect the safety of others to undergo drug or alcohol testing under the following circumstances (40 O.S. § 554):

(a) As part of the employee’s routinely scheduled fitness-for-duty medical examination or other routinely scheduled testing.
(b) In connection with the employee’s return to duty from a leave of absence.
(c) Under a random testing program of employees.

1005.7.2 SUPERVISOR RESPONSIBILITIES
The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.
(b) The result of the test is not admissible in any criminal proceeding against the employee.
(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1005.7.3 DISCIPLINE
An employee may be subject to disciplinary action, up to and including discharge, if he/she (40 O.S. § 562):

(a) Fails or refuses to submit to a screening test.
(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.
(c) Violates any provisions of this policy.

1005.7.4 SAMPLE COLLECTION AND TESTING
The following apply to the department’s drug- and alcohol-testing procedures:

(a) An employee or applicant has the right to refuse a test but the consequences of a refusal may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).
(b) A confirmed positive test may result in discipline, up to and including termination of employment, or a decision not to hire the applicant (40 O.S. § 554; 40 O.S. § 562).
Drug- and Alcohol-Free Workplace

(c) An employee or job applicant will have the opportunity to provide notification of any information he/she considers relevant to the test, including currently or recently used prescription or non-prescription drugs (40 O.S. § 559).

(d) An employee or job applicant will have the opportunity to explain a positive test result and may request and pay for a retest if requested within 24 hours of receiving notice of a positive test result (40 O.S. § 555; 40 O.S. § 556).

(e) All disciplinary procedural safeguards in this Policy Manual apply including the post-discipline appeal procedures (see the Grievances Policy).

(f) Employees and job applicants shall receive required written notice of the drug- and alcohol-testing procedures as set forth in 40 O.S. § 555.

(g) The safeguards of 40 O.S. § 559 and 40 O.S. § 560 will be followed for any testing.

1005.8 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT
No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Department will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1005.8.1 NEW HIRE NOTIFICATION
The City is an employer with federal grants and complies with the Drug-Free Workplace Act (41 U.S.C. 701) by giving employees a separate sheet at the onset of employment with the information contained in the following paragraph. The sheet states that the employee must abide by the terms of the statement, and the employee is obligated to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

"Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on City premises is strictly prohibited. These activities constitute serious violations of City rules, jeopardize the City and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including termination. Additionally, the City reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances."

1005.9 CONFIDENTIALITY
The Department recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests, a member’s explanation of test results and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member’s confidential medical file in accordance with the Personnel Records Policy (40 O.S. § 555).
Drug and alcohol test results and related information shall be made available for inspection and copying upon request by the applicant or employee and may be released to others pursuant to 40 O.S. § 560 and 40 O.S. § 562.
Sick Leave

1006.1 PURPOSE AND SCOPE
This policy provides general guidance regarding the use and processing of sick leave. The accrual and terms of use of sick leave for eligible employees is detailed in City policy or current FOP Collective Bargaining Agreement.

This policy is not intended to cover all types of sick or other leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.).

1006.2 POLICY
It is the policy of the Ardmore Police Department to provide eligible employees with a sick leave benefit.

1006.3 USE OF SICK LEAVE
Sick leave is intended to be used for qualified absences.

Sick leave is not considered vacation. Abuse of sick leave may result in discipline, denial of sick leave benefits, or both.

Employees on sick leave shall not engage in other employment or self-employment, or participate in any sport, hobby, recreational activity or other activity that may impede recovery from the injury or illness (see the Outside Employment and Outside Overtime Policy).

Qualified appointments should be scheduled during a member’s non-working hours when it is reasonable to do so.

1006.3.1 SICK LEAVE USE BY SWORN PERSONNEL
Sick leave for sworn personnel is in accordance with the current FOP Collective Bargaining Agreement Article 12, Sick Leave.

See attachment: FOP Lodge 108 CBA FY 2019-2021

1006.3.2 SICK LEAVE USE BY CIVILIAN PERSONNEL
Employees unable to report to work due to their own illness or an immediate family member’s illness must notify their supervisor directly, each day of their absence, as far in advance as possible, but no later than one hour before their scheduled arrival time.

See Procedure Manual: 1006.2.1 Sick Leave Use By Civilian Personnel Procedure

Sick leave for civilian personnel is outlined in City policy 1.000 Leave Time.

See attachment: City Policy 1.000 Leave Time 12-01-18

1006.4 SUPERVISOR RESPONSIBILITIES
The responsibilities of supervisors include, but are not limited to:
Sick Leave

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of sick leave and absences is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consulting with legal counsel or the Human Resources Department as appropriate.

(c) Addressing absences and sick leave use in the member’s performance evaluation when excessive or unusual use has:
   1. Negatively affected the member’s performance or ability to complete assigned duties.
   2. Negatively affected department operations.

(d) When appropriate, counseling members regarding excessive absences and/or inappropriate use of sick leave.

(e) Referring eligible members to an available employee assistance program when appropriate.

1006.5 LEAVE SHARING
Sworn personnel may share accumulated leave time in accordance with the current FOP Collective Bargaining Agreement Article 12 - Sick Leave. Civilian personnel shall refer to City policy 1.000 Leave Time.

See attachment: FOP Lodge 108 CBA FY 2019-2021

See attachment: City Policy 1.000 Leave Time 12-01-18
Communicable Diseases

1007.1 PURPOSE AND SCOPE
This policy provides general guidelines to assist in minimizing the risk of department members contracting and/or spreading communicable diseases.

1007.1.1 DEFINITIONS
Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include, but are not limited to, hepatitis B virus (HBV), HIV and tuberculosis.

Exposure - When an eye, mouth, mucous membrane or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member’s position at the Ardmore Police Department. (See the exposure control plan for further details to assist in identifying whether an exposure has occurred.)

1007.2 POLICY
The Ardmore Police Department is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1007.3 EXPOSURE CONTROL OFFICER
The City of Ardmore Safety and Risk Manager shall develop an exposure control plan that includes:

(a) Exposure prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that department members will have no-cost access to the appropriate personal protective equipment (PPE) (e.g., gloves, face masks, eye protection, pocket masks) that is appropriate for each member’s position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, including:

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2. Responding to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).


The Safety and Risk Manager should also act as the liaison with the Oklahoma Public Employees Occupational Safety and Health Division and may request voluntary compliance inspections. The Safety and Risk Manager should periodically review and update the exposure control plan and review implementation of the plan.

1007.4 EXPOSURE PREVENTION AND MITIGATION

1007.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes, but is not limited to (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks or other specialized equipment in the work area or department vehicles, as applicable.

(b) Wearing department-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing and portable radio) as soon as possible if the equipment is a potential source of exposure.

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.
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(i) Avoiding eating, drinking, smoking, applying cosmetics or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

1007.4.2 IMMUNIZATIONS
Members who could be exposed to HBV due to their positions will be offered the HBV vaccination within one month of employment and may receive any routine booster at no cost (29 CFR 1910.1030; 40 O.S. § 403; OAC 310:670-5-8; OAC 380:40-1-2).

The vaccination program for members who may act as first responders shall be implemented as appropriate under 63 O.S. § 682.1.

1007.5 POST EXPOSURE

1007.5.1 INITIAL POST-EXPOSURE STEPS
Members who experience an exposure or suspected exposure shall (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practical.

1007.5.2 REPORTING REQUIREMENTS
The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Name of the member exposed

(b) Date and time of incident

(c) Location of incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall complete an Oklahoma Health Department Communicable Disease Risk Exposure Report (Form 207) for each incident and submit to the appropriate Division Commander.
Communicable Diseases

The Division Commander shall ensure the report is submitted in accordance with OAC 310:555-1-4.

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

1007.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT
Department members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The Safety and Risk Manager should request a written opinion/evaluation from the treating medical professional that contains only the following information (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Whether the member has been informed of the results of the evaluation.
(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the Safety and Risk Manager.

1007.5.4 COUNSELING
The Department shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2).

1007.5.5 SOURCE TESTING
Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate. Source testing is the responsibility of the Safety and Risk Manager. If the Safety and Risk Manager is unavailable to seek timely testing of the source, it is the responsibility of the exposed member’s supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual directly or through:
   1. Notification through public health reporting and disclosures (63 O.S. § 1-502.1).
   2. Notice to persons in contact with infected inmates pursuant to 63 O.S. § 1-523.
(b) An order by the local health officer for an examination for tuberculosis pursuant to 63 O.S. § 1-402.
Communicable Diseases

Since there is the potential for overlap between the different manners in which source testing may occur, the Safety and Risk Manager is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The Safety and Risk Manager should seek the consent of the individual for testing and consult the City Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1007.6 CONFIDENTIALITY OF REPORTS
Medical information shall remain in confidential files and shall not be disclosed to anyone without the member’s written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well.

1007.7 TRAINING
All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training (29 CFR 1910.1030; 40 O.S. § 403; OAC 380:40-1-2):

(a) Shall be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Shall be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Should provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.
Smoking and Tobacco Use

1008.1 PURPOSE AND SCOPE
This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Ardmore Police Department facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1008.2 POLICY
The Ardmore Police Department recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Department and its members. Therefore, smoking and tobacco use is prohibited by members and visitors in all department facilities, buildings and vehicles, and as is further outlined in this policy.

1008.3 SMOKING AND TOBACCO USE
Smoking and tobacco use by members is prohibited any time members are in public view representing the Ardmore Police Department. While on-duty, a police employee shall not use a tobacco product unless in a designated area and not while conducting police business.

It shall be the responsibility of each member to ensure that no person under his/her supervision smokes or uses any tobacco product inside City facilities and vehicles.

1008.4 SIGNAGE
Signs shall be conspicuously posted at entrances to, and in prominent locations within, the department facilities where smoking is prohibited, stating that smoking is prohibited and that the indoor environment is free of tobacco smoke or that a smoke-free environment is provided pursuant to 63 O.S. § 1-1525 and OAC 310:355-17-1.
Personnel Complaints

1009.1 PURPOSE AND SCOPE
This policy provides guidelines for the reporting, investigation and disposition of complaints regarding the conduct of members of the Ardmore Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1009.2 POLICY
The Ardmore Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its members.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state and local law and municipal and county rules and the requirements of any employment agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1009.3 PERSONNEL COMPLAINTS
Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or federal, state or local law, policy or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

1009.3.1 COMPLAINT CLASSIFICATIONS
Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Shift Supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Investigations Division, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Investigations Division, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.
1009.3.2 SOURCES OF COMPLAINTS
The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.

(b) Any department member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint (see also the Notification to Council of Law Enforcement Education and Training (CLEET) section in this policy).

1009.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1009.4.1 COMPLAINT FORMS
Personnel complaint forms will be maintained in a clearly visible location in the public area of the police facility and be accessible through the department website.

Personnel complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1009.4.2 ACCEPTANCE
All complaints will be courteously accepted by any department member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit a complaint form as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs or physical evidence may be obtained as necessary.

1009.5 DOCUMENTATION
Supervisors shall ensure that all formal and informal complaints are documented on a complaint form. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Department should audit the log and send an audit report to the Chief of Police or the authorized designee.
Personnel Complaints

1009.6 ADMINISTRATIVE INVESTIGATIONS
Allegations of misconduct will be administratively investigated as follows.

1009.6.1 SUPERVISOR RESPONSIBILITIES
In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member’s immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Chief of Police or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint form is completed.
   1. The original complaint form will be directed to the Shift Supervisor of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
   2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Division Commander or the Chief of Police, who will initiate appropriate action.

(b) Responding to all complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.
   1. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint.
   2. If the matter is resolved and no further action is required, the supervisor will note the resolution on a complaint form and forward the form to the Shift Supervisor.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Division Commander and Chief of Police are notified via the chain of command as soon as practicable.

(e) Promptly contacting the Human Resources Department and the Shift Supervisor for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Shift Supervisor, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator’s name and the complaint number within three days after assignment.

(h) Investigating a complaint as follows:
Personnel Complaints

1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.

2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1009.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES
Whether conducted by a supervisor or a member of the Investigations Division, the following applies to employees:

(a) Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on-duty. If the employee is off-duty, the employee shall be compensated.

(b) Unless waived by the employee, interviews of an accused employee shall be at the Ardmore Police Department or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused employee.

(d) Prior to any interview, an employee should be informed of the nature of the investigation.

1. Prior to any interview or special examination, the employee shall receive a confidential written notification of the complaint. This notification will include a copy of the original complaint or a summary adequately listing the relevant facts and a reference to the employee's rights and responsibilities during the investigation.

(e) All interviews should be for a reasonable period and the employee's personal needs should be accommodated.

(f) No employee should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.

(g) Any employee refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

1. An employee should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a Garrity advisement. Administrative investigators should consider the impact that compelling a statement from the employee may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).
2. No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

(h) The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.

(i) All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual’s statement, involved employees shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(j) All employees shall provide complete and truthful responses to questions posed during interviews.

(k) No employee may be compelled to submit to a polygraph examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

1009.6.3 ADMINISTRATIVE INVESTIGATION FORMAT
Formal investigations of personnel complaints shall be thorough, complete and essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

1009.6.4 DISPOSITIONS
Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department members. Complaints that are determined to be frivolous will fall within the classification of unfounded.
**Personnel Complaints**

**Exonerated** - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

**Not sustained** - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

**Sustained** - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1009.6.5 COMPLETION OF INVESTIGATIONS
Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1009.6.6 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS
The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1009.7 ADMINISTRATIVE SEARCHES
Assigned lockers, storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

1009.8 ADMINISTRATIVE LEAVE
When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any department badge, identification, assigned weapons and any other department equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.
1009.9 CRIMINAL INVESTIGATION
Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Chief of Police shall be notified as soon as practicable when a member is accused of criminal conduct. The Chief of Police may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Ardmore Police Department may release information concerning the arrest or detention of any member, including an officer, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1009.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES
Upon completion of a formal investigation, an investigation report shall be forwarded directly to the Chief of Police. After reviewing the investigation, the Chief of Police may exercise one of the following options:

(a) Determine that further investigation is required,
(b) Assign a disposition and pursue disciplinary actions,
(c) Assign a disposition and close the investigation, or
(d) Convene a Disciplinary Review Board.

Where the Chief of Police finds that an investigation is either sustained, or exceptional, the Chief of Police may request that each level of the subject employee’s command review the report and include their comments in writing regarding the classification of the disposition and (where appropriate) requesting recommendations for disciplinary or corrective action.

Once the Chief of Police determines a final disposition, the subject employee and the complainant will be notified, in writing, of the disposition.

Discipline is addressed in the Disciplinary System Policy.

See Policy Manual: 1032.3.1 Training as a Function of Discipline
See Policy Manual: 1032.3.2 Counseling as a Function of Discipline
See Policy Manual: 1032.3.3 Punitive Actions in the Interest of Discipline

1009.10.1 CHIEF OF POLICE RESPONSIBILITIES
Upon receipt of any written recommendation for disciplinary or corrective action, the Chief of Police shall review the recommendation and all accompanying materials. The Chief of Police may modify any recommendation and/or may return the file to the Division Commander for further review.
Once the is satisfied that no further review is required, the shall determine the amount of discipline, if any, that should be imposed. However, where the Chief of Police determines disciplinary action may result in probation, suspension, demotion or dismissal, he/she shall prepare a Determination of Findings memorandum and follow the guidance of the Disciplinary System Policy.

Determination of Findings is addressed in the Disciplinary System Policy.

See Policy Manual: 1032.5 Determination of Findings

1009.10.6 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Chief of Police or the authorized designee should ensure that the complainant is notified of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1009.11 PRE-DISCIPLINE EMPLOYEE CONFERENCE
The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Chief of Police after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Chief of Police to consider.

(d) In the event that the Chief of Police elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Chief of Police on the limited issues of information raised in any subsequent materials.

Upon completion of the pre-disciplinary process, the Chief of Police may:

(a) Determine that further investigation is required and may order such investigation;

(b) Recommend the Disciplinary Review Board; or

(c) Administer discipline.

The Pre-Disciplinary Conference and Disciplinary Review Board are addressed in the Disciplinary System Policy.

See Policy Manual: 1032.6 Pre-Disciplinary Conference

See Policy Manual: 1032.6.1 Completion of Pre-Disciplinary Process

See Policy Manual: 1032.6.2 Notice of Discipline

See Policy Manual: 1032.7 Disciplinary Review Board
1009.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE
In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1009.13 POST-DISCIPLINE APPEAL RIGHTS
Non-probationary employees have the right to appeal a suspension without pay, punitive transfer, demotion, reduction in pay or step, or termination from employment. The employee has the right to appeal using the procedures established by any employment agreement and/or personnel rules.

Appeal Procedures are addressed in the Disciplinary System Policy.

See Policy Manual: 1032.9 Appeal Procedures

1009.14 PROBATIONARY EMPLOYEES AND OTHER MEMBERS
At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Chief of Police or the authorized designee.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Chief of Police.

1009.15 RETENTION OF PERSONNEL INVESTIGATION FILES
All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1009.16 NOTIFICATION TO COUNCIL OF LAW ENFORCEMENT EDUCATION AND TRAINING (CLEET)
The Chief of Police or the authorized designee shall notify CLEET:

(a) Whenever any officer resigns or is terminated. The notification shall be made within 10 days of the resignation or termination or within 30 days if the officer was under investigation (70 O.S. § 3311(H); 70 O.S. § 3311(J)(8)).

(b) When any civil proceeding or lawsuit is initiated against an officer that relates to matters under the purview of CLEET pursuant to 70 O.S. § 3311. The notice must be sent no later than 10 days after the officer is served with notice of the proceeding (OAC 390:10-1-8).
Seat Belts

1010.1 PURPOSE AND SCOPE
This policy establishes guidelines for the use of seat belts and child restraints. This policy will apply to all members operating or riding in department vehicles.

1010.1.1 DEFINITIONS
Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 (47 O.S. § 12-414).

1010.2 POLICY
It is the policy of the Ardmore Police Department that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision.

1010.3 WEARING OF SAFETY RESTRAINTS
All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this department while on- or off-duty, or in any privately owned vehicle while on-duty in accordance with the Oklahoma State Statutes Title 47 Motor Vehicles, Chapter 12 Oklahoma Mandatory Seat Belt Use Act. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement. Exceptions do not include a nonspecific belief that an unusual event could occur.

1010.4 TRANSPORTING CHILDREN
Child passengers shall be transported using an approved child restraint system in compliance with 47 O.S. § 11-1112.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.
Seat Belts

1010.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES
Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by seat belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1010.6 INOPERABLE SEAT BELTS
Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1010.7 VEHICLES MANUFACTURED WITHOUT SEAT BELTS
Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1010.8 VEHICLE AIRBAGS
In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.
Body Armor

1011.1 PURPOSE AND SCOPE
The purpose of this policy is to provide officers with guidelines for the proper use of body armor.

1011.1.1 DEFINITIONS
Field Activities - Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to act in enforcement rather than administrative or support capacities.

Pre-Planned, High Risk Field Activities - These activities include advanced planning and are of the nature in which police personnel are exposed to potential injury, property damage and loss of life. Examples of high-risk tactical situations include, but are not limited to, planned warrant execution, drug raids, etc.

1011.2 POLICY
It is the policy of the Ardmore Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

1011.3 ISSUANCE
The Chief of Police or authorized designee shall ensure that body armor is issued to all officers and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice.

Body armor shall be issued when an officer begins service at the Ardmore Police Department and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Chief of Police may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

1011.3.1 USE
Generally, the required use of body armor is subject to the following:

   (a) Members shall only wear department-approved body armor.

   1. Members are permitted to have access to personally owned body armor that meets or exceeds the Ardmore Police Department standards while on-duty.

   2. Body armor that has not been issued by the Ardmore Police Department or does not conform with issued uniforms (as described in the Uniforms and Civilian Attire policy) shall not be used for standard duty wear.

   3. The wearing of body armor that has not been issued by the Ardmore Police Department must be reasonably associated with an articulable threat relating to enforcement action or a call for service.
(b) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action.

(c) Members shall wear body armor when working in uniform. Use during department range training is at the discretion of the Firearms Instructor.

(d) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

(e) Officers may be excused from wearing body armor when they are involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1. In those instances when body armor is not worn, officers should have reasonable access to their body armor.

1011.3.2 INSPECTION
Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

Annual inspections of body armor should be conducted by a person trained to perform the inspection for fit, cleanliness and signs of damage, abuse and wear.

1011.3.3 CARE AND MAINTENANCE
The required care and maintenance of body armor is subject to the following:

(a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.

   1. Unserviceable body armor shall be reported to the supervisor.

(b) Members are responsible for the proper storage of their body armor.

   1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer’s care instructions.

   1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.

   2. Failure to follow manufacturer’s care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.
Body Armor

(d) Body armor should be replaced in accordance with the manufacturer’s recommended replacement schedule, or when its effectiveness or functionality has been compromised.

1011.4 REPLACEMENT AND REPAIRS
The Department will establish a vest replacement program following the manufacturer’s recommended life expectancy of the vest.

(a) The Department will replace or repair all vests damaged in the line of duty.

(b) The officer shall be responsible for replacement or repair of the vest under the following circumstances:
   1. Weight gain that makes the vest an improper fit.
   2. Wear caused by faulty maintenance.
   3. Theft or loss due to negligence.

1011.5 FIREARMS INSTRUCTOR RESPONSIBILITIES
The responsibilities of the Firearms Instructor include, but are not limited to:

(a) Monitoring technological advances in the body armor industry for any appropriate changes to department-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating officers about the safety benefits of wearing body armor.
Personnel Records

1012.1 PURPOSE AND SCOPE
This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1012.2 POLICY
It is the policy of this department to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Oklahoma (51 O.S. § 24A.7).

1012.3 PERSONNEL FILE
The Personnel file shall be maintained as a record of a person’s employment/appointment with this department. The Personnel file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

(f) Adverse comments such as supervisor notes or memos may be retained in the Personnel file after the member has had the opportunity to read and initial the comment.

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.

2. Any member response shall be attached to and retained with the original adverse comment.

3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member’s file.

(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.
Personnel Records

1012.4 SUPERVISORY FILE
Supervisory files may be separately maintained internally by a member’s supervisor for the purpose of completing timely performance evaluations/reviews. The Supervisory file may contain supervisor comments, notes, notices to correct and other materials that are intended to serve as a foundation for the completion of timely performance evaluations/reviews.

1012.5 TRAINING FILE
Training files shall be maintained by the Administration Division for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records, other than certain firearms qualifications and in-service training, may be uploaded digitally to CLEET. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Administration Division or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Administration Division shall ensure that copies of such training records are placed in the member’s training file or submitted to CLEET if appropriate.

1012.6 INTERNAL AFFAIRS FILE
Internal affairs files shall be maintained under the exclusive control of the Investigations Division in conjunction with the office of the Chief of Police. Access to these files may only be approved by the Chief of Police or the Investigations Division supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member’s department file but will be maintained in the internal affairs file.

(a) Non sustained

(b) Unfounded

(c) Exonerated

1012.7 MEDICAL FILE
A medical file shall be maintained separately from all other personnel records and shall contain all documents relating to the member’s medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to workers’ compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.
Personnel Records

(d) Medical release forms, doctor’s slips and attendance records that reveal a member’s medical condition.
(e) Any other documents or materials that reveal the member’s medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1012.8 SECURITY
Personnel records should be maintained in a secured location within the Human Resources Division. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the City Manager, City Attorney or other attorneys or representatives of the City in connection with official business.

1012.8.1 REQUESTS FOR DISCLOSURE
Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member’s personnel records shall be logged in the corresponding file.

1012.8.2 RELEASE OF PERSONNEL INFORMATION
The Department may release any factual information concerning a disciplinary investigation if the member who is the subject of the investigation (or the member’s representative) publicly makes a statement that is published in the media and that the member (or representative) knows to be false. The disclosure of such information, if any, shall be limited to facts that refute any such false statement.

1012.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS
Any member may request access to his/her own personnel records (Personnel, Supervisory, Training, Internal Affairs or Medical files) except for those records made confidential by statute, during the normal business hours of those responsible for maintaining such files (51 O.S. § 24A.7).

Any member seeking the removal of any item from his/her personnel records shall file a written request to the Chief of Police through the chain of command. The Department may remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the
contested item will not be removed. If the contested item is not removed from the file, the member’s request and the written response from the Department shall be retained with the contested item in the member’s corresponding personnel record.

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Department for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for Department planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person’s privacy.

(h) Records relevant to any other pending claim between the Department and the member that may be discovered in a judicial proceeding.

1012.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member’s performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Chief of Police.

(c) If, in the opinion of the Chief of Police, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of
such matter may be destroyed in accordance with the established records retention schedule.
Commendations and Awards

1013.1 PURPOSE AND SCOPE
This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Ardmore Police Department and individuals from the community.

1013.2 POLICY
It is the policy of the Ardmore Police Department to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1013.3 COMMENDATIONS
Commendations for members of the Department or for individuals from the community may be initiated by any department member or by any person from the community.

1013.4 CRITERIA
A meritorious or commendable act may include, but is not limited to:

• Superior handling of a difficult situation.
• Conspicuous bravery or outstanding performance.
• Any action or performance that is above and beyond typical duties.

1013.4.1 DEPARTMENT MEMBER DOCUMENTATION
Members of the Department should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:
   1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
   2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1013.4.2 COMMUNITY MEMBER DOCUMENTATION
Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Department members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:
Commendations and Awards

1. For members of the Department - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number
   (b) A brief account of the meritorious or commendable act with report numbers, as appropriate.
   (c) The signature of the person submitting the documentation.

1013.4.3 PROCESSING DOCUMENTATION
Documentation regarding the meritorious or commendable act of a member of the Department should be forwarded to the appropriate Division Commander for his/her review. The Division Commander should sign and forward the documentation to the Chief of Police for his/her review.

The Chief of Police, or the authorized designee will present the commendation to the department member for his/her signature. The documentation will then be returned to the Administration secretary for entry into the member’s personnel file located in the Human Resources Department.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded to the appropriate Division Commander. The documentation will be signed by the Division Commander and forwarded to the Chief of Police for his/her review. An appropriate venue or ceremony to acknowledge the individual’s actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1013.5 AWARDS
Awards may be bestowed upon members of the Department and individuals from the community. These awards include:

- Award of Valor.
- Award of Merit.
- Lifesaving Award.
- Meritorious Conduct.

Criteria for each award and the selection, presentation and display of any award are determined by the Chief of Police.
Fitness for Duty

1014.1  PURPOSE AND SCOPE
Monitoring members’ fitness for duty is essential for the safety and welfare of the members of the Department and the community. The purpose of this policy is to ensure that all members of this department remain fit for duty and able to perform their job functions.

1014.2  POLICY
The Ardmore Police Department strives to provide a safe and productive work environment and ensure that all members of this department can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Department may require a professional evaluation of a member’s physical and/or mental capabilities to determine his/her ability to perform essential functions.

1014.3  MEMBER RESPONSIBILITIES
It is the responsibility of each member of this department to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another department member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

1014.4  SUPERVISOR RESPONSIBILITIES
All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member’s normal behavior.
(b) A pattern of irrational conduct, hostility or oppositional behavior.
(c) Personal expressions of instability.
(d) Inappropriate use of alcohol or other substances, including prescribed medication.
(e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.
(f) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.
Fitness for Duty

1014.4.1 REPORTING
A supervisor observing a member, or receiving a report of a member, who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor’s concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Shift Supervisor or the member’s Division Commander.

1014.4.2 DUTY STATUS
In conjunction with the Shift Supervisor or the member’s Division Commander, the supervisor should make a preliminary determination regarding the member’s duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member’s conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Shift Supervisor or the member’s Division Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Chief of Police shall be promptly notified in the event that any member is relieved of duty.

1014.5 FITNESS-FOR-DUTY EVALUATIONS
A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1014.5.1 PROCESS
The Chief of Police, in cooperation with the Human Resources Department, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Department with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Department will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member’s confidential medical file.
Fitness for Duty

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Human Resources Department.

1014.6 PHYSICAL EXAMINATIONS
Applicants for sworn positions must submit to a pre-employment physical examination with the Oklahoma Police Pension and Retirement System at no cost to the applicant.

Sworn employees of this agency may be required to undergo a health examination in accordance with the current Collective Bargaining Agreement Article 21, Physical Examinations, to determine the employee’s fitness for duty and his/her ability to perform the essential functions of the employee’s job once every two years at the expense of the City.

See attachment: FOP Lodge 108 CBA FY 2019-2021

All applicants, sworn and civilian, must submit to WorkSTEPS testing on a post-offer, pre-employment basis in accordance with the City of Ardmore Employee Handbook, WorkSTEPS Program, Section 1 New Hires.

1014.7 GENERAL HEALTH AND PHYSICAL FITNESS FOR SWORN PERSONNEL
Sworn employees will be required to submit to a health examination as outlined in Section 1016.6 of this policy.

Sworn and civilian employees may be subject to WorkSTEPS in special circumstances as outlined in the City of Ardmore Employee Handbook, WorkSTEPS Program, Section II Current Regular Employees.

To encourage sworn and civilian employee fitness, the City of Ardmore offers a variety of activity/fitness benefits, outlined in the City of Ardmore Employee Handbook, Other Benefits, to include a workout facility, an Employee Activity Card, a membership discount to the YMCA and automatic payroll deductions for club memberships.

1014.8 LIMITATION ON HOURS WORKED
Absent emergency operations, members should not work more than:

• 16 hours in a one-day (24 hours) period
• 30 hours in any two-day (48 hours) period
• 84 hours in any seven-day (168 hours) period

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.
Fitness for Duty

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1014.9 APPEALS
Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.
Lactation Breaks

1015.1 PURPOSE AND SCOPE
The purpose of this policy is to provide reasonable accommodations to members desiring to express breast milk for the member’s infant child.

1015.2 POLICY
It is the policy of the Ardmore Police Department to provide, in compliance with the Fair Labor Standards Act (FLSA), reasonable break time and appropriate facilities to accommodate any member desiring to express breast milk for her infant nursing child for up to one year after the child’s birth (29 USC § 207).

1015.3 LACTATION BREAK TIME
A rest period should be permitted each time the member has the need to express breast milk (29 USC § 207). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member’s regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid (40 O.S. § 435).

Members desiring to take a lactation break shall notify the dispatcher or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt department operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1015.4 PRIVATE LOCATION
The Department will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private (40 O.S. § 435). Such room or place should be in proximity to the member’s work area and shall be other than a bathroom or toilet stall. The location must be shielded from view and free from intrusion from co-workers and the public (29 USC § 207).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.
Lactation Breaks

1015.5 STORAGE OF EXPRESSED MILK
Any member storing expressed milk in any authorized refrigerated area within the Department shall clearly label it as such and shall remove it when the member’s shift ends.
Payroll Records

1016.1 PURPOSE AND SCOPE
This policy provides the guidelines for completing and submitting payroll records of department members who are eligible for the payment of wages.

1016.2 POLICY
The Ardmore Police Department maintains timely and accurate payroll records.

1016.3 TIME REQUIREMENTS
Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to the City of Ardmore Payroll Administrator as established by the City payroll procedures.

1016.4 TIME CLOCK USAGE
The City of Ardmore uses an electronic time tracking system to capture and record all non-exempt employee time records and exempt employee exception records. This electronic time tracking system allows the City to accurately record, track and report employee information in real time and enables the City to efficiently process employee time worked and leave taken for payroll purposes.

The scope of this section includes police employees covered under a collective bargaining agreement, except when there is a conflict with such agreement or department policies, in which case the agreement or policies supersedes this policy.

See Procedure Manual: 1016.2.1 Daily Clock Requirements
See Procedure Manual: 1016.2.2 Falsification or Tampering
See Procedure Manual: 1016.2.3 Overtime
See Procedure Manual: 1016.2.4 Supervisor Responsibility
See Procedure Manual: 1016.2.5 Disputes Over Time Recorded
See Procedure Manual: 1016.2.6 Time Clock Problems
See Procedure Manual: 1016.2.7 Process and Closing For Bi-Weekly Payroll
See Procedure Manual: 1016.2.8 Adding and Removing Employees From Time Clock
See Procedure Manual: 1016.2.9 Time Clock Editing

1016.4.1 TIME CLOCK DATA
In order to ensure consistency of treatment for hourly paid employees, the data recorded in the Time Clock system shall be considered as the "official" record of the workday for the City. Any
disputes over actual hours worked or attendance will be resolved by referring to the Time Clock records.

1016.4.2 SYSTEM TERMINOLOGY
These definitions shall apply unless a Collective Bargaining Agreement contains its own definition.

Non-exempt/Exempt Employee - As determined by the FLSA. Non-exempt is any employee that does not meet the required criteria to be listed as exempt from overtime.

ID Number - Unique number that is assigned to each City employee upon hire. Employees can contact the Human Resources Department to obtain their City ID number.

Overtime - Hours physically worked beyond 40 hours during a work-week.

Flex Time - is an arrangement that allows an employee to alter the start and end times of her/his work day around the normal work schedule. Flextime does not reduce the total number of hours worked in a given work-week.

Edit Slip - refers to Edit/Leave/Punch Correction Form. See attachment: Time Clock Edit Form - Typeable

1016.5 RECORDS
The City of Ardmore Payroll Administrator shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).
Overtime Compensation

1017.1 PURPOSE AND SCOPE
This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1017.2 POLICY
The Ardmore Police Department will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

1017.3 COMPENSATION
Members of the FOP Collective Bargaining Unit shall refer to Article 17 of the current employment agreement regarding overtime compensation.
See attachment: FOP Agreement 2019-2021 Article 17.pdf

Payment of wages to nonexempt, non-bargaining unit employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)).

Short periods of overtime worked at the end of the normal duty day by non-bargaining unit employees (e.g., less than one hour in duration) may be handled informally by an agreement between the supervisor and the employee. In such cases, the supervisor shall document the overtime worked and schedule a subsequent shift adjustment within the same work period that the overtime was worked, rather than submit a request for overtime compensation (29 USC § 207(k)). For members of the FOP Collective Bargaining Unit, temporary adjustments to an employee's work schedule to minimize the payment of overtime shall be in accordance with the terms of Article 17 of the current employment agreement.

Salary exempt employees may be eligible for administrative leave, which may be granted at the discretion of the exempt employee’s immediate supervisor.

1017.4 REQUESTS FOR OVERTIME COMPENSATION

1017.4.1 EMPLOYEE RESPONSIBILITIES
Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

(a) Obtain supervisory approval, verbal or written.
Overtime Compensation

(b) Not work in excess of 16 hours, including regularly scheduled work time, overtime and extra-duty time, in any consecutive 24-hour period without supervisory approval.

(c) Record the actual time worked in an overtime status using the department-approved form or method. Informal notations on reports, logs or other forms not approved for overtime recording are not acceptable.

(d) Submit the typeable edit form to their supervisors by the end of shift or no later than the next calendar day. See attachment: Time Clock Edit Form - Typeable

1017.4.2 SUPERVISOR RESPONSIBILITIES
Supervisors shall:

(a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.
   1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of department resources.

(b) Upon receipt of a typeable edit form for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.
   1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy.

(c) After verifying and approving the overtime amount, promptly forward the request for compensation to the employee’s Division Commander for final approval.
   1. After the Division Commander has authorized compensation, the request shall be submitted to Administration as soon as practicable.

Supervisors may not authorize or approve their own overtime.

1017.5 VARIATION IN TIME REPORTED
When two or more employees are assigned to the same activity, case or court trial, and the amount of time for which overtime compensation is requested varies among the officers, the Shift Supervisor or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

1017.6 REQUESTING USE OF COMPENSATORY TIME
Employees who have accrued compensatory time shall be allowed to use that time for time off within a reasonable period after making a request, if the request does not unduly disrupt department operations. Requests to use compensatory time will be submitted to the employee’s supervisor at least 24 hours in advance of its intended use. Supervisors may make exceptions in unusual or extraordinary circumstances.

Compensatory time may not be used for time off for a date and time when the employee is required to appear in court on department-related matters. Supervisors shall not unreasonably deny employee requests to use compensatory time (29 CFR 553.25).
Off-Duty and Extra-Duty Employment

1018.1 PURPOSE AND SCOPE
This policy provides guidelines for department members who seek to engage in authorized off-duty or extra-duty employment.

1018.1.1 DEFINITIONS
Definitions related to this policy include:

Off-duty employment - Off-duty employment is defined as outside employment in which the use of law enforcement powers is not anticipated (non-law enforcement related). This provision applies to both sworn and non-sworn personnel.

Extra-duty employment - Extra-duty employment is defined as outside secondary employment wherein the actual or potential use of law enforcement powers is anticipated. This provision applies to sworn personnel. Examples of extra-duty employment include, but are not limited to, traffic control and pedestrian safety, crowd control, special events, plain clothes assignments (based on need and justification), security for local businesses and government, profit-making or not-for-profit entity requesting uniformed, visible police services.

1018.2 POLICY
Members of the Ardmore Police Department shall obtain written approval from the Chief of Police or the authorized designee prior to engaging in any off-duty or extra-duty employment. Approval of off-duty or extra-duty employment shall be at the discretion of the Chief of Police in accordance with the provisions of this policy. Failure to obtain prior written approval for off-duty or extra-duty employment, or engaging in off-duty or extra-duty employment that is prohibited by this policy, may lead to disciplinary action.

1018.3 OFF-DUTY/EXTRA-DUTY EMPLOYMENT AUTHORIZATION

1018.3.1 REQUEST AND APPROVAL
Members must submit the designated off-duty employment request form to their immediate supervisors. The request form will then be forwarded through the chain of command to the Chief of Police or authorized designee for consideration with ample time to ensure review and approval prior to beginning the off-duty or extra-duty employment.

If approved, the member will be provided with a copy of the approved request form. In January of each year, a review of on-going off-duty and extra-duty employment requests will be completed by the Chief of Police or designee.

See attachment: Off Duty Employment Approval Form
Off-Duty and Extra-Duty Employment

1018.3.2 DENIAL
Any member whose request for off-duty or extra-duty employment has been denied should be provided with a written notification of the reason at the time of the denial.

1018.3.3 REVOCATION OR SUSPENSION
The Chief of Police or authorized designee may, at any time, revoke or suspend approval for off-duty or extra-duty employment by providing written notification of the reason for revocation or suspension.

Approval for off-duty or extra-duty employment may be revoked or suspended:

(a) When a supervisor requests, through the chain of command, revocation upon showing cause that the member’s performance is failing to meet standards and the off-duty or extra-duty employment may be related to the deficient performance.
   1. Approval for the off-duty or extra-duty employment may be reestablished when the member’s performance has reached a satisfactory level and with his/her supervisor’s authorization.

(b) When a member’s conduct or off-duty or extra-duty employment conflicts with department policy or any law or tends to bring discredit to the Department.

(c) When the off-duty or extra-duty employment creates an actual or apparent conflict of interest with the Department or City.

1018.3.4 APPEAL
If a member’s request for off-duty or extra-duty employment is denied or if previous approval is revoked or suspended, the member may file a written notice of appeal with the Chief of Police within 10 days of receiving notice of the denial, revocation or suspension.

A revocation or suspension will only be implemented after the member has completed the appeal process.

If the member’s appeal is denied, he/she may file a grievance as provided in the Grievances Policy.

1018.3.5 POLICY EXCEPTIONS AND VARIANCES
The Chief of Police or authorized designee may, for good cause, authorize exceptions and variances to this or other clauses of this policy. All exceptions and variances must be approved in writing.

1018.3.6 RESERVE OR PROBATIONARY OFFICERS
Reserve officers may be considered to work extra-duty employment on a case-by-case basis.

Probationary officers must have successfully completed the FTO program and received approval from the Chief of Police or designee prior to working off-duty or extra-duty employment.

1018.4 REQUIREMENTS

1018.4.1 PROHIBITED OUTSIDE EMPLOYMENT
Off-Duty and Extra-Duty Employment

The Department reserves the right to deny any request for outside employment that involves:

(a) The use of department time, facilities, equipment or supplies.
(b) The use of the Ardmore Police Department badge, uniform or influence for private gain or advantage.
(c) The member’s receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment, appointment or as a part of his/her regular duties.
(d) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this department.
(e) Demands upon the member’s time that would render the performance of his/her duties for this department deficient or substandard.
(f) Activities that may conflict with any other policy or rule of the Department.
(g) Employment that would generate a conflict of interest with duties in the police department, or tend to bring discredit to the department including, but not limited to:
   1. Service of civil processes
   2. Employment in any capacity or ownership of a business engaged in the sale of alcoholic beverages
   3. Working for:
      (a) bondsmen
      (b) collection agencies
      (c) wrecker services
      (d) taxi services
      (e) escort services
      (f) adult bookstores
      (g) adult entertainment businesses or any other adult oriented businesses
   4. Employment as a result of a labor dispute, with the exception of an employee who has been employed at least 30 days prior to the labor dispute and continues to perform the same duties during the dispute with no additional duties.

1018.4.2 OUTSIDE EMPLOYMENT AS PRIVATE INVESTIGATOR
No member of this department may engage in any outside employment as a private investigator or other similar position where the purpose of employment is to gather information or appear as a witness in a civil action.
1018.4.3 DEPARTMENT RESOURCES
Members are prohibited from using any department equipment or resources in the course of, or for the benefit of, any outside employment unless prior approval is obtained from the Chief of Police or authorized designee. This shall include the prohibition against any member using his/her position with this department to gain access to official records or databases of this department or other agencies.

1018.4.4 CHANGES IN OFF-DUTY/EXTRA-DUTY EMPLOYMENT STATUS
If a member terminates his/her off-duty or extra-duty employment, the member shall promptly submit written notification of such termination to the Chief of Police through the chain of command. Any subsequent request for renewal or continued off-duty or extra-duty employment must thereafter be processed and approved through the procedures set forth in this policy.

Members shall also promptly submit in writing to the Chief of Police any material changes in off-duty or extra-duty employment, including any change in the number of hours, type of duties or the demands of any approved off-duty or extra-duty employment. Members who are uncertain whether a change in off-duty or extra-duty employment is material are advised to report the change.

1018.4.5 SUSPENSION, LEAVE OR RESTRICTED DUTY STATUS
Members who are on suspension without pay due to disciplinary action shall not work any extra-duty employment.

Members will not work off-duty or extra-duty employment:

(a) While on a limited or modified duty status; or
(b) While on sick leave, injury leave, emergency or FMLA leave.

1. Employees will not work off-duty or extra-duty employment within eighteen (18) hours following the time they would have normally begun work if they have utilized sick leave, injury leave, emergency or FMLA leave.

1018.4.6 EMPLOYEE RESPONSIBILITIES

(a) Employees performing off-duty or extra-duty employment must maintain a professional demeanor and conform to the policies, rules, and regulations of the agency.

(b) Employees will not engage in extra-duty employment without being armed with their approved Department firearm.

(c) Employees will not engage in off-duty or extra-duty employment with persons known to them to be a convicted felon or who openly associates with a known convicted felon.

(d) Employees will not refuse to respond to a citizen request for aid while in uniform and performing extra-duty employment.

(e) Employees will ensure that they have adequate rest and there is no degradation of their ability to perform their primary employment with the City of Ardmore.
(f) Employees assigned as “Shift” or “Division Commanders” or in a compensated “on-call” status will arrange for coverage when performing any off-duty or extra-duty employment.

(g) Sworn personnel may not donate law enforcement related services to a charitable or non-profit organization in accordance with the Fair Labor Standards Act which states “Employers may not “suffer” or “permit” employees to perform for “free” duties comparable to those they are compensated for. However, this does not prohibit an employee from making a comparable financial donation back to the charitable organization following payment.

(h) Employees shall not engage in any off-duty employment or occupation that is considered detrimental to the Department or the City.

1018.4.7 ARREST AND REPORTING PROCEDURE
Any officer making an arrest or taking other official law enforcement action while working in an extra-duty assignment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports shall be considered part of the extra-duty assignment.

1018.4.8 SPECIAL RESTRICTIONS
Except for emergency situations or with prior authorization from the Division Commander, undercover officers or officers assigned to covert operations shall not be eligible to work extra-duty employment in a uniformed or other capacity that could reasonably disclose the officer’s law enforcement status.

1018.4.9 MAXIMUM HOURS
No employee shall exceed twenty-two (22) hours of off-duty or extra-duty employment per calendar week.

(a) Exception: Employees may work additional hours on an hour for hour basis when taking accrued leave time up to 62 hours per week (i.e. taking vacation time, compensatory time, etc.)

1018.5 OUTSIDE BUSINESS INTERESTS
No employee or employee’s spouse will own, or have a financial interest in, any establishment whose business is of such a nature that it would bring discredit on the department or requires an abnormal amount of police regulation; this includes, but is not limited to:

(a) Pool halls
(b) Bars
(c) Nightclubs
(d) Adult book stores and theaters
(e) Massage parlors
(f) Automobile towing, storage, or salvage business
Off-Duty and Extra-Duty Employment

This regulation is not to prohibit employment in or ownership of a commercial enterprise where the primary business includes, but is not limited to, any of the following:

(a) Sales of food
(b) Sales of merchandise
(c) Investments in stocks, bonds, and other securities, (securities must be listed with the United States Securities and Exchange Commission or the Oklahoma Corporation Commission.)

Employees are responsible for receiving approval from the Chief of Police prior to investing in a business that may represent a conflict of interest with the Police Department.
Work-Related Illness and Injury Reporting

1019.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses. Members of the FOP Collective Bargaining Unit shall refer to Article 11 of the employment agreement regarding Injury on Duty.

See attachment: FOP Lodge 108 CBA FY 2019-2021

1019.1.1 DEFINITIONS
Definitions related to this policy include:

Work-related illness or injury - Includes an injury to the body, or damage or harm to prosthetics, eyeglasses, contact lenses, or hearing aids, of which the major cause is an accident, cumulative trauma, or occupational disease arising out of the course and scope of employment. Does not generally include injuries related to violent acts that occur in the workplace but are not related to the employee’s customary duties, injuries from horseplay, or injuries caused by the employee’s misuse of alcohol or drugs (85A O.S. § 2).

See Procedure Manual: 1019.1.1 On-The-Job Injury or Illness Definition

1019.2 POLICY
The Ardmore Police Department will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state workers’ compensation requirements (85A O.S. § 3 et seq.).

1019.3 RESPONSIBILITIES

1019.3.1 MEMBER RESPONSIBILITIES
Any member sustaining any occupational illness or work-related injury shall report such event as soon as practicable.

1019.3.2 SUPERVISOR RESPONSIBILITIES
A supervisor learning of a work-related injury involving a head injury should ensure the member receives medical care as appropriate.

Supervisors shall ensure that required documents regarding workers’ compensation are completed and forwarded promptly. Any related City-wide injury- or illness-reporting protocol shall also be followed.

See Procedure Manual: 1019.2.1 Initial Notification and Reporting
See Procedure Manual: 1019.2.2 Forms
See attachment: Form 103 Injury Illness
See attachment: Form 101 Refusal
Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1019.3.3 CAPTAIN RESPONSIBILITIES
The Captain who receives a report of an occupational illness or work-related injury should review the report for accuracy. The report shall then be forwarded to the Chief of Police and the City’s risk management to ensure any required reporting is made to the Oklahoma Public Employees Occupational Safety and Health Division as required in the illness and injury prevention plan identified in the Illness and Injury Prevention Policy.

1019.3.4 CHIEF OF POLICE RESPONSIBILITIES
The Chief of Police shall review and forward copies of the report to the Human Resources Department.

1019.3.5 SAFETY MANAGER’S RESPONSIBILITIES
The Safety Manager is responsible for coordinating medical appointments for Worker’s Compensation incidents.

(a) When an employee is receiving treatment at a pre-approved medical facility, the employee must also remind the medical office staff that the injury or illness is job related and treatment is not to be filed with the insurance carrier, but under Worker’s Compensation.

(b) When an employee receives prescriptions from a pre-approved pharmacy, the employee must also remind the pharmacy staff that the prescriptions are related to an on-the-job injury or illness and are not to be filed with the prescription insurance carrier, but under Worker’s Compensation.

1019.4 SETTLEMENT OFFERS
When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor and the Risk Manager as soon as possible.

1019.4.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL
No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational illness or work-related injury, the member shall provide the Risk Manager with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Risk Manager. The purpose of such notice is to permit the City to determine whether the offered settlement will affect any claim the City may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the City’s right of subrogation, while ensuring that the member's right to receive compensation is not affected.
Personal Appearance Standards

1020.1 PURPOSE AND SCOPE
This policy provides guidelines for the personal appearance of members of the Ardmore Police Department.

Requirements for department uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1020.2 POLICY
Ardmore Police Department members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this department and for their assignments. Department personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served, while considering matters important to members of the Department.

1020.3 GROOMING
Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Chief of Police has granted an exception.

1020.3.1 PERSONAL HYGIENE
All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Chief of Police.

1020.3.2 HAIR
Hair shall be clean, neatly trimmed or arranged, and of a natural hair color. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male department members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female department members must not extend more than 8 inches below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

Officers assigned to distinctive or specialized investigations or assignments where long hair is preferable may do so with the approval of the Division Commander or Chief of Police.
Personal Appearance Standards

1020.3.3 MUSTACHES
Mustaches shall not extend more than 1/4 inch below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

1020.3.4 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1020.3.5 FACIAL HAIR
Beards, whether full or goatee, are authorized; however, they must be worn with a mustache.
   (a) Beards shall be kept clean, neatly trimmed and present a conservative, professional appearance.
   (b) Facial hair of any kind that presents any sort of faddish appearance is prohibited.
   (c) No portion of the beard may be exceptionally longer that the rest and the beard hair length will not exceed ¼ inch.
   (d) The neck must remain clean shaven.

1020.3.6 FINGERNAILS
Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1020.4 APPEARANCE

1020.4.1 JEWELRY
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related or obscene language is not allowed. See the Uniforms and Civilian Attire Policy for jewelry specifications that apply while wearing the department uniform.
   (a) Necklaces shall not be visible above the shirt collar.
   (b) Earrings shall be small, worn only in or on the earlobe and only by female department members. Earrings shall be limited to no more than two earrings per ear.
   (c) One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
   (d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
   (e) Wristwatches shall be conservative and present a professional image.
Personal Appearance Standards

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1020.4.2 TATTOOS
While on-duty or representing the Ardmore Police Department in any official capacity, every reasonable effort should be made to conceal tattoos or other body art. At no time while on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include, but are not limited to, those that exhibit or advocate discrimination against sex, race, religion, ethnicity, national origin, sexual orientation, age, physical or mental disability, medical condition or marital status; those that exhibit gang, supremacist or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts or other obscene material. Any uniformed member of the agency hired on or before July 1, 2014 will not be required to wear long sleeves or other apparatus to cover visible tattoos, given the tattoos are not deemed offensive or inappropriate by the Chief of Police.

(a) Sworn Officers, Community Service Officers and Animal Control Officers
1. Any future applicant of the agency having tattoos that would be visible to co-workers or the general public in any agency uniform would be required to provide photographs of the visible tattoos during the application process. Providing the applicant passes all phases of the application/hiring process, the Chief of Police will decide if the applicant’s tattoos are offensive or inappropriate prior to the applicant being given a conditional offer of employment.

(a) If the tattoo is deemed offensive or inappropriate by the Chief of Police, the applicant will not be disqualified from the application process, unless other conditions for disqualification exist; however, upon gaining employment, the individual will be required to satisfactorily cover the tattoos while in an agency uniform.

(b) If the tattoo is not deemed offensive or inappropriate by the Chief of Police, the individual will not be required to wear long sleeves or other apparatus to cover visible tattoos.

(c) The Chief of Police will have the final decision on whether or not the individual will be required to cover the tattoos by means of long sleeves or other approved apparatus.

2. Should a uniformed member consider getting a visible tattoo after implementation of this policy, it will be the member’s responsibility to seek prior approval of the tattoo by the Chief of Police or risk being required to satisfactorily cover the tattoo while in agency uniform.

(a) The Chief of Police will have the final decision on whether or not the individual will be required to cover the tattoos by means of long sleeves or other approved apparatus.

(b) Once a decision is reached on the tattoo, the decision will be noted in the individual’s personnel file and not be reconsidered or otherwise changed one way or another by any future administration.
3. Tattoos of the face and neck are prohibited.

(b) Non-Uniformed Civilians and Crime Scene Analysts (Revised 08/11/11)

1. Non-uniformed civilians and Crime Scene Analysts will abide by the City of Ardmore Dress Standards policy which states tattoos and piercings should be covered or discrete.

1020.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earrings or ear studs for Uniformed Officers, Community Service Officers and Animal Control Officers permitted in the Jewelry section of this policy) or alteration to any area of the body that is visible while on-duty or while representing the Ardmore Police Department in any official capacity, that is a deviation from normal anatomical features and that is not medically required, is prohibited with the exception of participating in physical fitness programs. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.
(b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).
(c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).
(d) Branding, scarification or burning to create a design or pattern.

1020.4.4 DENTAL ORNAMENTATION

Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Ardmore Police Department in any official capacity. Such ornamentation includes, but is not limited to:

(a) Objects that are bonded to front teeth.
(b) Gold, platinum or other veneers or caps used for decorative purposes.
(c) Orthodontic appliances that are colored for decorative purposes.

1020.4.5 GLASSES AND CONTACT LENSES

Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Ardmore Police Department in any official capacity.

1020.4.6 COSMETICS AND FRAGRANCES

Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.
1020.4.7 UNDERGARMENTS
Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1020.5 RELIGIOUS ACCOMMODATION
The religious beliefs and needs of department members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Chief of Police should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves, simple head coverings, certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.
Uniforms and Civilian Attire

1021.1 PURPOSE AND SCOPE
This policy provides guidelines for Ardmore Police Department-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of department uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Department.

This policy addresses the wearing and maintenance of department uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Department.

Other related topics are addressed in the Badges, Patches and Identification, Department-Owned and Personal Property, and Personal Appearance Standards policies.

1021.2 POLICY
The Ardmore Police Department will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency agreed upon in the respective employee group’s employment agreement. The Department may provide other department members with uniforms at the direction of the Chief of Police.

All uniforms and equipment issued to department members shall be returned to the Department upon termination or resignation.

1021.3 UNIFORMS
The Chief of Police or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear department-issued uniforms:

(a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) Officers in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Uniforms shall be worn in compliance with any applicable department specifications.

(d) Members shall wear only the uniforms specified for their ranks and assignments.

(e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.

(f) Civilian uniforms shall be clearly distinguishable from those of commissioned officers.
Uniforms and Civilian Attire

(g) Uniforms are only to be worn while on-duty, for court, at official department functions or events, while in transit to or from work, or when authorized by the Chief of Police or the authorized designee.

1. When the uniform is worn while in transit, a non-uniform outer garment may be worn over the uniform shirt to avoid bringing attention to the member while he/she is off-duty.

(h) Members are not to purchase or drink alcoholic beverages while wearing any part of department-issued uniforms, including the uniform pants.

(i) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

See Procedure Manual: 1021.2.1 Issued Uniforms and Equipment (Minimums)
See Procedure Manual: 1021.2.2 Authorized Uniforms and Equipment Provided By The Employee
See Procedure Manual: 1021.2.3 Specifications For Wearing The Uniform
See Procedure Manual: 1021.2.4 Etiquette On Wearing of Ball Caps

1021.3.1 ACCESSORIES
Members shall adhere to the following when wearing department uniforms:

(a) Reflective sunglasses will not be worn.

(b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy.

1021.3.2 INSIGNIA, PATCHES AND BADGE
Only the following elements may be affixed to department uniforms unless an exception is authorized by the Chief of Police:

(a) Shoulder patch - The authorized shoulder patch supplied by the Department shall be machine stitched to the sleeves of all uniform shirts and jackets.

(b) Badge - The department-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.

(c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.

1. When a jacket is worn, the nameplate, or an authorized sewn-on cloth nameplate, shall be affixed to the jacket in the same manner as the uniform.

(d) Rank insignia - The designated insignia indicating the member’s rank must be worn at all times while in uniform.

(e) Service insignia - The designated insignia indicating the member’s length of service may be worn on long-sleeve shirts and jackets. The insignia shall be machine stitched to the left sleeve of the uniform.
Uniforms and Civilian Attire

(f) Assignment insignias - Assignment insignias (e.g., Special Weapons and Tactics Team SWAT, Field Training Officer (FTO)) may be worn as designated by the Chief of Police.

(g) American flag pin - An American flag pin may be worn, centered above the nameplate.

(h) Award/commendation insignia - Insignia representing an award or commendation received under the Commendations and Awards Policy, or other recognition authorized by the Chief of Police, may be worn, centered above the nameplate. If more than one award is worn, or an American flag pin is worn, the insignia shall be equally spaced in one or two horizontal rows centered above the nameplate in a manner that provides a balanced appearance.

See Procedure Manual: 1021.2.5 Regulation Shoulder Patch

See Procedure Manual: 1021.2.6 Badge

See Procedure Manual: 1021.2.7 Name Plate

See Procedure Manual: 1021.2.8 Insignia of Rank

1021.3.3 MOURNING BAND
Uniformed members shall wear a black mourning band across the department badge whenever a law enforcement officer is killed in the line of duty or as directed by the Chief of Police. The following mourning periods will be observed:

(a) Ardmore Police Department officer - From the time of death until midnight on the 14th day after the death.

(b) An officer from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.

(d) National Peace Officers’ Memorial Day (May 15) - From 0001 hours until 2359 hours.

(e) As directed by the Chief of Police.

1021.3.4 SUSPENSION
An employee relieved or suspended from duty shall not be permitted to wear the Department uniform, wear any other piece of Department clothing, use any Department equipment (Training exempted) nor display any Department credentials during the period of suspension.

1021.3.5 UNIFORM ALLOWANCE
Uniformed sworn personnel will be given their annual uniform allowance in accordance with the current Collective Bargaining Agreement. Uniformed civilian personnel will request replacement upon an unacceptable appearance by their supervisor.

See attachment: FOP Agreement 2019-2020 Article 20
1021.3.6 EXTERNAL BODY ARMOR CARRIER
As an option to the standard issue body armor, officers shall be permitted to wear the approved external body armor carrier. The external body armor carrier shall be standardized and uniform in order to present a professional appearance at all times. The optional external body armor carrier is composed of matching uniform material that shall be worn over the approved Class B uniform shirt or Class C polo style shirt. The external body armor carrier will NOT be worn with the Class A uniform. The external body armor carrier authorized for patrol is manufactured by Blauer and is navy blue in color.

(a) The external body armor carrier shall display the approved Ardmore Police Department badge for the Class B uniform and the approved embroidered Ardmore Police Department badge for the Class C polo style shirt.

(b) A name plate must be displayed on the external body carrier for the Class B uniform. An officer’s embroidered name and rank must be displayed on the external body armor carrier for the Class C uniform.

It is the responsibility of all employees to ensure that the overall appearance of their external body armor carrier is properly maintained (cleanliness, fading, stitching, color, etc.). Supervisors should inspect personnel under their command for proper wear and care.

1021.4 UNIFORM CLASSES
The Chief of Police or the authorized designee shall determine the uniform to be worn by each department member or any deviations that may be authorized.

Uniforms are classified as follows:

(a) Class A - Full dress uniform to be worn by designated department members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Chief of Police or the authorized designee.

(b) Class B - Standard issue uniform that may worn daily by designated department members. It may be worn to Municipal and District Court.

(c) Class C - General utility uniform that may be worn by designated Department members. It may be worn to Municipal and District Courts.

(d) Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

1021.4.1 CLASS A UNIFORM
The Class A uniform consists of the following:

(a) Campaign hat

(b) Long-sleeve shirt
   1. The shirt is to be worn with the top button and sleeves buttoned and an authorized necktie.

(c) Tie, tie tack or tie bar

(d) Trousers
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(e) Black belt
   1. Belts shall be equipped as needed for the member’s assignment.

(f) Dark blue or black socks

(g) Black leather or Clarino shoes
   1. Low quarter or ankle cut, plain toe, military type dress shoes or black boots are permitted.
   2. Boots with cowboy heels or radically pointed toes are not permitted.

(h) All accessories to be worn as directed by the Chief of Police.

1021.4.2 CLASS B UNIFORM
The Class B uniform consists of the following:

(a) Long- or short-sleeve shirt with the collar open and no tie
   1. A crew neck t-shirt must be worn under the uniform shirt.
   2. All shirt buttons must remain buttoned except for the top button at the neck.
   3. Long sleeves must be buttoned at the cuff.

(b) Trousers

(c) Black belt
   1. Belts shall be equipped as needed for the member’s assignment.

(d) Dark blue or black socks
   1. Natural colored hose must be worn with the skirt.

(e) Black leather or Clarino shoes
   1. Low quarter or ankle cut, plain toe, military type dress shoes or black boots are permitted.
   2. Approved black unpolished shoes may be worn.
   3. Boots with cowboy heels or radically pointed toes are not permitted.
   4. Decorative stitching or adornment is not permitted.

(f) Campaign hat or winter hat is optional.

(g) Inclement weather-appropriate items
   1. Dark blue ball cap style hat (non-mesh)
   2. Dark blue or black mock turtleneck may be worn under the long-sleeve uniform shirt
   3. Jacket
   4. Rain gear
   5. Dark blue or black beanie cap
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1021.4.3 CLASS C UNIFORM
The Class C Duty Uniform is for general patrol and other assignments. It may be worn to Municipal and District Courts. The Class C uniform consists of the following:

(a) Long or short-sleeved polo type shirts navy blue in color.
   1. Approved manufacturers are Blauer or Vertx shirts.
   2. Shirts will have:
      (a) Name and rank embroidered,
      (b) Department patches on both sleeves,
      (c) Department approved sewn or embroidered badges.
      (d) POLICE in gold 4” lettering on the back.

(b) Pants will be navy blue rip stop pants with subdued side pockets.

(c) Black leather or Clarino shoes
   1. Low quarter or ankle cut, plain toe, military type dress shoe or black boots are permitted.
   2. Boots with but cowboy heels and radically pointed toes are prohibited

(d) Dark blue ball cap style (non-mesh) hat or winter hat is optional.

(e) Beanie cap navy blue or black in color.

(f) All accessories to be worn as directed by the Chief of Police.

1021.4.4 SPECIALIZED ASSIGNMENT UNIFORM
The Chief of Police or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the (SWAT), bicycle patrol, motor officers and other specific assignments.

1021.4.5 SCHOOL RESOURCE OFFICER UNIFORM
School Resource Officers shall wear the patrol Class B Uniform on at least the first workday of the week while performing SRO duties. The SRO alternate uniform shall be a black or navy Polo shirt with white or yellow lettering, dark khaki BOU style pants and black boots.

When the SRO is performing Patrol Division duties, the SRO shall wear the Class B Uniform.

1021.5 CIVILIAN ATTIRE
There are assignments within the Department that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary. No employee assigned to wear the uniform will report for duty in civilian clothing without the permission of the employee's unit commander.

(a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.
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(b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.

1. Male officers will wear a button-down shirt with a collar or a "polo" type shirt with a collar and dress slacks. A suit, sport coat or tie may be worn at the officers' discretion. Clothing must be suitable for court testimony at all times.
2. Female officers will wear dress slacks or pant suits with conservative blouse, sweater or a dress. Clothing must be suitable for court testimony at all times.

(c) Officers will wear dress footwear. Socks are required.

(d) Variations from this policy are allowed at the discretion of the Chief of Police or the authorized designee when the member's assignment or current task is not conducive to wearing such clothing.

(e) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Ardmore Police Department or the morale of the members.

(f) The following items shall not be worn while on-duty or when representing the Department in any official capacity:

1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
2. T-shirt alone or exposed undergarments
3. Swimsuits, tank tops, tube tops or halter tops
4. Sweatshirts, sweatpants or similar exercise clothing
5. Spandex-type pants or transparent clothing
6. Clothing made of denim material will not be permitted unless authorized by the Chief of Police.
7. Shorts
8. Open-toed, canvas or tennis shoes unless an employee is assigned to an undercover or covert type assignment.
9. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

(g) Officers both on and off-duty shall carry their official identification at all times when carrying a firearm. Firearms will be concealed from public view when carried out of uniform.

1021.6 UNIFORMED CIVILIANS
Uniformed civilians shall wear only uniforms that are clearly distinguished from the uniforms of commissioned police officers. The Department provides uniformed civilians with their uniforms and necessary equipment.

1021.6.1 ANIMAL CONTROL OFFICERS
Uniforms will be issued to all City of Ardmore Animal Control Officers. The uniform shall be worn while on duty, during any court appearance or any function in which the employees are
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representing the City of Ardmore Animal Control Division. Supervisors may make exceptions for
certain training events. The City of Ardmore Animal Control Officers shall wear the prescribed
uniform that is consistent with the content of this order. All employees shall wear the same uniform.

See Procedure Manual: 1021.3.1 Animal Control Officers

1021.6.2 COMMUNITY SERVICE OFFICERS
Uniforms will be issued to all City of Ardmore Community Service Officers. The uniform shall
be worn while on duty, during any court appearance or any function in which the employees
are representing the City of Ardmore. Supervisors may make exceptions for certain training
events. The City of Ardmore Community Service Officers shall wear the prescribed uniform that
is consistent with the content of this order. All employees shall wear the same uniform.

See Procedure Manual: 1021.3.2 Community Service Officers

1021.6.3 CRIME SCENE ANALYSTS
Uniforms will be issued to all City of Ardmore Crime Scene Analysts. The uniform shall be worn
while on duty, at preliminary District Court hearings, or any function in which the employees
are representing the City of Ardmore. Appropriate business attire shall be worn at jury trials.
Supervisors may make exceptions for certain training events. The City of Ardmore Crime Scene
Analysts shall wear the prescribed uniform that is consistent with the content of this order. All
employees shall wear the same uniform.

See Procedure Manual: 1021.3.3 Crime Scene Analysts

1021.7 OPTIONAL EQUIPMENT
Any items that are allowed by the Ardmore Police Department but that have been identified as
optional shall be purchased entirely at the expense of the member. No part of the purchase cost
shall be offset by the Department.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g.,
repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

(a) When the item is no longer functional because of normal wear and tear, the member
    bears the full cost of replacement.

(b) When the item is no longer functional because of damage in the course of the
    member’s duties, it shall be replaced in accordance with the Department-Owned and
    Personal Property Policy.

1021.8 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES
Ardmore Police Department members may not wear any uniform item, accessory or attachment
unless specifically authorized by the Chief of Police or the authorized designee.
UnIFORMS AND CIVILIAN ATTIRE

Department members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Chief of Police or the authorized designee.

1021.9 VARIATIONS OF UNIFORM REGULATIONS
Supervisors may authorize temporary variations in uniform regulations when special hazards or conditions exist.
Explorers

1022.1 PURPOSE AND SCOPE
This policy establishes the guidelines for Ardmore Police Department Explorers.

1022.2 POLICY
It is the policy of the Ardmore Police Department to offer a program for Explorers to familiarize and prepare qualified individuals for a career in law enforcement. The Department shall ensure that those participating in the program are properly appointed, trained and supervised.

1022.3 RECRUITMENT, SELECTION AND APPOINTMENT
The Ardmore Police Department shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this department.

Applicants shall be required to meet and pass certain pre-appointment procedures as designated by the Chief of Police.

1022.3.1 REQUIREMENTS
Individuals in the Explorer program shall:

(a) Have completed the eighth grade and be at least 14 years of age and under 21 years of age.

(b) Maintain a minimum grade point average of 2.0 ("C" grade) for all courses taken.

1. Explorers enrolled in college shall complete at least six units of college course work per semester (or quarter equivalent).

(c) Commit at least four hours of service per month.

(d) Sign a detailed hold-harmless agreement covering all aspects of youth participation. (If the individual is not an adult, his/her legal guardian shall sign this agreement.)

1022.3.2 IDENTIFICATION
Explorers shall conform to all of the uniform regulation and appearance standards of this department.

Each Explorer will be provided two uniforms, which will meet the specifications described in the designated uniform and equipment specifications. The identification worn by uniformed Explorers shall be different and distinct from that worn by regular department personnel; it will include the designation "Explorer" on the uniform.

Explorers will be issued their Ardmore Police Department identification cards, which must be carried at all times while on-duty. The Ardmore Police Department identification card will be the standard identification card, with the exception that “Explorer” will be indicated on the card. Explorers shall be required to return any issued uniform or department property at the termination of service.
1022.4 EXPLORER COORDINATOR
The Chief of Police shall delegate certain responsibilities to an Explorer coordinator. The Explorer coordinator shall be appointed by, and directly responsible to, the Patrol Division Commander or the authorized designee.

The responsibilities of the Explorer coordinator or the authorized designee include, but are not limited to:

(a) Overseeing the Explorer program, including:
   1. Conducting Explorer program meetings.
   2. Monitoring the overall Explorer program activities.
(b) Making individual Explorer assignments.
(c) Maintaining and ensuring performance evaluations are completed.
(d) Monitoring the Explorer training program.
(e) Monitoring individual educational and job performance.
(f) Maintaining a liaison with other agency Explorer program coordinators.

1022.4.1 EXPLORER ADVISERS
The Explorer coordinator may select individual officers to serve as advisers for the Explorer program. These officers will serve as mentors for each Explorer. Explorers will bring special requests, concerns and suggestions to their advisers for guidance or direction before contacting the Explorer coordinator. One adviser may be designated as the coordinator's assistant to lead scheduled meetings and training sessions. Multiple Explorers may be assigned to each adviser. Explorer advisers are not intended to circumvent the established chain of command.

1022.4.2 EXPLORER MEETINGS
All Explorer meetings will be scheduled and conducted by the Explorer coordinator. All Explorers are required to attend. Any absences must be satisfactorily explained to the Explorer coordinator.

1022.4.3 EMERGENCY CALLOUT
The Explorer coordinator shall develop a plan outlining an emergency callout procedure.

1022.5 ORIENTATION AND TRAINING
Newly hired Explorers will receive an orientation of the Department and its facilities before reporting to their first assignments. On-the-job training will be conducted in compliance with designated department Explorer training guidelines. Training sessions will be scheduled as needed to train Explorers for as many assignments as possible. In addition to job-specific training, information will be offered to prepare Explorers to compete successfully in a police officer selection process and academy training. All Explorer training will focus on improving job performance, as well as preparation to become a police officer. These meetings will also offer an opportunity for Explorers to receive continuous feedback regarding their progress in the Explorer program.
1022.5.1  EXPLORER TRAINING MATERIALS
Each new Explorer will be issued Explorer training materials. The Explorer training materials are an outline of the subject matter and/or skills necessary to properly function as an Explorer with the Ardmore Police Department. The Explorer shall become knowledgeable of the subject matter. He/she shall also become proficient with those skills as set forth in the Explorer training materials.

1022.6  ROTATION OF ASSIGNMENTS
Job assignments should rotate on a regular basis to enhance the career development of each Explorer. Department needs and concerns will take precedence over individual considerations, with the final decision resting with the Explorer coordinator.

In general, more experienced Explorers will be assigned to positions requiring more technical skill or responsibility. They may also serve to train current and newly hired Explorers.

1022.7  RIDE-ALONGS
All Explorers are authorized to participate in department ride-alongs on their own time and as approved by the Explorer program coordinator or Explorer adviser and the appropriate Shift Supervisor. Applicable waivers must be signed in advance of the ride-along. Explorers shall wear their uniforms while on a ride-along.

1022.8  SUPERVISION
All Explorers shall be under the direct supervision of a member of the Department or the authorized designee. Explorers shall never supervise regular department personnel.

1022.9  PERFORMANCE EVALUATIONS
Performance evaluations for all Explorers should be completed monthly during the first year and on a yearly basis thereafter to assess current job performance and their potential as police officers.
Badges, Patches and Identification

1023.1 PURPOSE AND SCOPE
The Ardmore Police Department (APD) badge, patch and identification card/Commission Card, as well as the likeness of these items and the name of the Department, are property of the Department. Their use shall be restricted as set forth in this policy.

1023.2 POLICY
Members of the Department will use the APD badge, patch and identification card/Commission Card, as well as the likeness of these items, appropriately and professionally.

1023.3 UNAUTHORIZED USE
The APD badge, patch and identification card/Commission Card shall not be displayed or used by any member except when acting in an official or authorized capacity.

Department members shall not:

(a) Display or use the APD badge, patch or identification card/Commission Card for personal gain or benefit.

(b) Loan the APD badge, patch or identification card/Commission Card to others or permit these items to be reproduced or duplicated.

(c) Use images of the APD badge, patch or identification card/Commission Card, or the likeness thereof, or the Ardmore Police Department name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, social networking or websites.

1023.3.1 LOST BADGE, PATCH OR IDENTIFICATION CARD/COMMISSION CARD
Department members shall promptly notify their supervisors whenever their APD badges, patches or identification cards/Commission Cards are lost, damaged or are otherwise removed from their control.

1023.4 BADGES
The Chief of Police shall determine the form of badges authorized for use by department members. No other badges may be used, carried, worn or displayed.

Only badges issued by this department are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Chief of Police, may purchase at their own expense a second badge or flat badge that can be carried in a wallet.

1023.4.1 RETIREE BADGES
The Chief of Police may establish rules for allowing honorably retired members to keep their badges in some form upon retirement, for use as private memorabilia.
1023.4.2 PERMITTED USE BY EMPLOYEE GROUPS
The likeness of the APD badge shall not be used for any purpose without the express authorization of the Chief of Police and shall be subject to the following:

(a) An authorized employee group may use the likeness of the APD badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Ardmore Police Department. The following modification shall be included:

1. Any text identifying the Ardmore Police Department is replaced with the name of the employee group.

2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1023.5 IDENTIFICATION CARDS/COMMISSION CARDS
All members will be issued an official APD identification card/Commission Card bearing the member’s name, full-face photograph, member identification number, member’s signature and personal information. All members shall be in possession of their department-issued identification card/Commission Card at all times while on-duty or in department facilities.

(a) Whenever on-duty or acting in an official capacity representing the Department, members shall display their department-issued identification card/Commission Card in a courteous manner to any person upon request and as soon as practicable.

(b) Officers or other members working specialized assignments may be excused from the possession and display requirements when directed by their Division Commanders.
Temporary Modified-Duty Assignments

1024.1 PURPOSE AND SCOPE
This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, City rules or current employment agreements. For example, nothing in this policy affects the obligation of the Department to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability that is protected under federal or state law.

1024.1.1 DEFINITIONS
Limited Duty - A work assignment for employees who are unable to perform their regular duties due to an injury or illness.

1024.2 POLICY
Subject to operational considerations, the Ardmore Police Department and the Human Resources Department may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Department with a productive employee during the temporary period.

1024.3 GENERAL CONSIDERATIONS
It is the policy of this agency to utilize personnel, who have work-related injuries, in a limited duty assignment when these assignments are available and compatible with their injury limitations as prescribed by their physician. Employees having disabilities covered under the Americans with Disabilities Act (ADA) shall be treated equally, without regard to any preference for a work-related injury.

No position in the Ardmore Police Department shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Department. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee’s ability to perform in a modified-duty assignment.

The Chief of Police or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their peace officer powers.

Temporary modified-duty assignments shall not exceed twelve weeks in one year.
1024.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses. Employees seeking a temporary modified-duty assignment should submit a Physician's Statement of Physical Limitations to the Human Resources Department. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.
(b) The prognosis for recovery.
(c) The nature and scope of limitations and/or work restrictions.
(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.
(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

All Return to Work slips detailing the extent of limitation must be submitted to the Safety Manager who will review with the Chief of Police to determine if limited duty is available before returning to work. In the event the Safety Manager is unavailable, the Director of Human Resources will be the alternate.

(a) Limited duty assignments will be denied if work is not available which meets the needs of the City. An employee may also be denied a limited duty assignment if he or she does not have the qualifications or ability to perform an available task.

(b) Under no circumstances is a limited duty assignment to be considered permanent. If no further assignments are available when a previous limited duty is completed, then the employee will be placed on leave according to policy, contract and worker's compensation laws.

(c) Employees on limited duty may be temporarily relieved of police powers depending on the extent or type of illness or injury. Loss of police powers will be based on the physician's statement of physical limitations.

(d) Once it is determined by a physician, in writing, that an employee is able to return to work, the employee must pass the WorkSTEPS testing for the required position, or possibly firearms qualification depending upon the type of injury, before returning to work.

1024.4.1 OFF-DUTY/EXTRA DUTY EMPLOYMENT

Off-Duty/Extra Duty Employment will be in accordance with the Outside Employment and Outside Overtime policy.

1024.4.2 LIMITED DUTY ASSIGNMENT EXCLUSIONS

While working in a limited duty assignment, the following exclusions include, but are not limited to:

(a) No operation of or riding in police vehicles;
Temporary Modified-Duty Assignments

(b) No wearing of uniforms;
(c) No street operations;
(d) No transportation of emergency orders of detention; and
(e) Any other limitations as determined by the Chief of Police based on the physician’s restrictions.
(f) No sitting with detained suspects or juveniles.

1024.5 ACCOUNTABILITY
Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate department operations and the employee’s medical appointments, as mutually agreed upon with the Division Commander.

1024.5.1 EMPLOYEE RESPONSIBILITIES
The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:
(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.
   1. The supervisor cannot deny the employee the appointment.
(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.
(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

1024.5.2 SUPERVISOR RESPONSIBILITIES
The employee’s immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified duty.

The responsibilities of supervisors shall include, but are not limited to:
(a) Periodically apprising the Division Commander of the status and performance of employees assigned to temporary modified duty.
(b) Notifying the Human Resources Department and ensuring that the required documentation facilitating a return to full duty is received from the employee.
(c) Ensuring that employees returning to full duty have completed any required training and certification.

1024.6 MEDICAL EXAMINATIONS
Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.
Temporary Modified-Duty Assignments

The Department may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1024.7 PREGNANCY
If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

1024.7.1 NOTIFICATION
Pregnant employees should notify the Human Resources Department as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the City’s personnel rules and regulations regarding family and medical care leave.

1024.8 PROBATIONARY EMPLOYEES
Probationary employees who are assigned to a temporary modified-duty assignment shall have their probation extended by a period of time equal to their assignment to temporary modified duty.

1024.9 MAINTENANCE OF CERTIFICATION AND TRAINING
Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.
Speech, Expression and Social Networking

1025.1 PURPOSE AND SCOPE
This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Ardmore Police Department.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1025.2 POLICY
Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Ardmore Police Department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Department will carefully balance the individual member’s rights against the needs and interests of the Department when exercising a reasonable degree of control over its members’ speech and expression.

1025.3 SAFETY
Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Ardmore Police Department members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member’s home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member’s family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of an officer who is working undercover.
Speech, Expression and Social Networking

- Disclosing the address of a fellow department member.
- Otherwise disclosing where another officer can be located off-duty.

1025.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT
To meet the safety, performance and public-trust needs of the Ardmore Police Department, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Department and tends to compromise or damage the mission, function, reputation or professionalism of the Department or its members. Examples may include:
   1. Statements that indicate disregard for the law or the state or U.S. Constitutions.
   2. Expression that demonstrates support for criminal activity.
   3. Participation in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Department (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Department.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Ardmore
Speech, Expression and Social Networking

Police Department on any personal or social networking or other website or web page, without the express authorization of the Chief of Police.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1025.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS
While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Ardmore Police Department or identify themselves in any way that could be reasonably perceived as representing the Department in order to do any of the following, unless specifically authorized by the Chief of Police:

(a) Endorse, support, oppose or contradict any political campaign or initiative.
(b) Endorse, support, oppose or contradict any social issue, cause or religion.
(c) Endorse, support or oppose any product, service, company or other commercial entity.
(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this department, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Ardmore Police Department.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1025.4.2 SOCIAL MEDIA
The purpose of this section is to establish departmental policy concerning personal web pages or internet sites when referencing the Ardmore Police Department. Furthermore, it is to ensure that employees use appropriate discretion in the use of references to the Ardmore Police Department, so as to not discredit or disrespect the department, to ensure that the release (directly or indirectly) of information concerning crimes, accidents, or violations of ordinances or statutes to persons outside the department is not disseminated, and to ensure that all employees treat as confidential
the official business of the department. Finally, this policy is not intended to hinder the professional development of any employee.

Policy and Limitations:

(a) Photographs or other depictions of departmental uniforms, badges, patches, marked units, other departmental property or on-duty personnel, including incident scenes, shall not be posted on internet sites by department personnel without the approval of a supervisor.

(b) Employees are prohibited from posting, transmitting, and/or disseminating any pictures or videos of official departmental training, activities, or work-related assignments, without the expressed, written permission of a supervisor.

(c) Employees shall treat as confidential, all the official business of the department.

(d) No employee shall release, either directly or indirectly, information concerning crimes, accidents, or violations of ordinances and/or statutes to persons outside the department, except as authorized by departmental policy.

(e) No employee should gossip about the affairs of the department with persons outside the department.

(f) No sexual, violent, racial, ethnically derogatory material, comments, pictures, artwork, video, or other reference may be posted along with any department approved reference.

(g) Employees shall not post any material on the internet that brings discredit to or may adversely affect the efficiency or integrity of the Ardmore Police Department. In addition, no employee shall use the internet in any way, shape, or form in order to disparage or harass another department or city employee, as well as any other citizen.

(h) Employees should consider the possible adverse consequences of internet postings, such as future employment, cross-examination in criminal cases, and public, as well as private, embarrassment.

(i) Employees are reminded to exercise good judgment and demonstrate personal accountability when choosing to participate on social networking sites such as Facebook, MySpace, Twitter, etc. Use of these types of sites while on duty shall be restricted to official departmental business only.

(j) Employees becoming aware of or having knowledge of a posting or of any website or web page in violation of the provisions of this policy are strongly encouraged to notify his/her supervisor immediately for follow-up action.

1025.4.3 PROFESSIONAL MEMBERSHIPS
Ardmore Police Department employees must receive written approval from the Chief of Police prior to accepting professional memberships when such memberships could require an employee’s active participation while being compensated by the City (i.e., conducting membership duties during duty hours or in order to fulfill membership obligations).

Once a professional membership has been approved, employees must receive permission from the Chief of Police prior to running for or accepting any office in that organization.
1025.5 PRIVACY EXPECTATION
Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any department technology system (see the Information Technology Use Policy for additional guidance).

However, the Department may not request or require a member to disclose a personal username or password or open a personal social website for review or observation. When it is reasonably believed, based on the receipt of specific information, that work-related misconduct has or is occurring, the employee may be required to share the content that has been reported in order to make a factual determination (40 O.S. § 173.2).

1025.6 CONSIDERATIONS
In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or the authorized designee should consider include:

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Department.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Department.

1025.7 TRAINING
Subject to available resources, the Department should provide training regarding the limitations on speech, expression and use of social networking to all members of the Department.
Illness and Injury Prevention

1026.1 PURPOSE AND SCOPE
The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Ardmore Police Department, in accordance with the requirements of 40 O.S. § 403.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related City-wide safety efforts.

1026.2 POLICY
The Ardmore Police Department is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Human Resources Department Safety and Risk Manager will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Department to comply with all laws and regulations related to occupational safety.

1026.3 ILLNESS AND INJURY PREVENTION PLAN
The Human Resources Department Safety and Risk Manager is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs.
(b) Regularly scheduled safety meetings.
(c) Posted or distributed safety information.
(d) A system for members to anonymously inform management about workplace hazards.
(e) Establishment of a safety and health committee that will:
   1. Meet regularly.
   2. Prepare a written record of safety and health committee meetings.
   3. Review the results of periodic scheduled inspections.
   4. Review investigations of accidents and exposures.
   5. Make suggestions to command staff for the prevention of future incidents.
   6. Review investigations of alleged hazardous conditions.
   7. Submit recommendations to assist in the evaluation of member safety suggestions.
   8. Assess the effectiveness of efforts made by the Department to meet applicable standards.
Illness and Injury Prevention

(f) Establishing a process to ensure illnesses and injuries are reported as required under 40 O.S. § 403 to the Oklahoma Department of Labor Public Employees Occupational Safety and Health Division within 48 hours for all work-related deaths and for injuries requiring hospitalization of five or more employees.

1026.4 ADMINISTRATION DIVISION COMMANDER RESPONSIBILITIES

The responsibilities of the Human Resources Department Safety and Risk Manager include, but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.
   (a) This includes acting as the safety coordinator and meeting related safety program standards (40 O.S. § 403; OAC 380:40-1-22).

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:
   1. New member orientation that includes a discussion of safety and health policies and procedures.
   2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes, but is not limited to:
   1. Informing members of the illness and injury prevention guidelines.
   2. Recognizing members who perform safe work practices.
   3. Ensuring that the member evaluation process includes member safety performance.
   4. Ensuring department compliance to meet standards regarding the following (40 O.S. § 403; OAC 380:40-1-2):
      (a) Mandates contained in 29 CFR 1910.1030 regarding bloodborne pathogens
      (b) Personal protective equipment (29 CFR 1910.132) (see the Personal Protective Equipment Policy)
      (c) Emergency action plan (29 CFR 1910.38)

(e) Making available a form to document inspections, unsafe conditions or unsafe work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available a form to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member’s name or other identifier, training dates, type of training and training providers.
Illness and Injury Prevention

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1026.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Human Resources Department Safety and Risk Manager.

(e) Notifying the Human Resources Department Safety and Risk Manager when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1026.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered, when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented on the appropriate form. This form should be forwarded to the Human Resources Department Safety and Risk Manager via the chain of command.
Illness and Injury Prevention

The Human Resources Department Safety and Risk Manager will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1026.7 INSPECTIONS
Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Human Resources Department Safety and Risk Manager shall ensure that the appropriate documentation is completed for each inspection.

1026.7.1 EQUIPMENT
Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

1026.8 INVESTIGATIONS
Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.
(b) An interview of the injured member and witnesses.
(c) An examination of the workplace for factors associated with the accident/exposure.
(d) Determination of the cause of the accident/exposure.
(e) Corrective action to prevent the accident/exposure from reoccurring.
(f) Documentation of the findings and corrective actions taken.

Additionally, the supervisor should proceed with the steps to report an on-duty injury, as required under the Work-Related Illness and Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1026.9 TRAINING
The Chief of Police or authorized designee should work with the supervisors to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:
Illness and Injury Prevention

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Department is made aware of a new or previously unrecognized hazard.

1026.9.1 TRAINING TOPICS

The Division Commander shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

(o) Any other training as may be required and at a frequency established by law (40 O.S. § 403).

1026.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.
Illness and Injury Prevention
Line-of-Duty Deaths

1027.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance to members of the Ardmore Police Department in the event of the death of a member occurring in the line of duty and to direct the Department in providing proper support for the member’s survivors.

The Chief of Police may also apply some or all of this policy in situations where members are injured in the line of duty and the injuries are life-threatening.

1027.1.1 DEFINITIONS
Definitions related to this policy include:

Line-of-duty death - The death of a sworn member during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing their assigned duties.

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual’s relationship with the member and whether the individual was previously designated by the deceased member.

1027.2 POLICY
It is the policy of the Ardmore Police Department to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this department to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1027.3 INITIAL ACTIONS BY COMMAND STAFF
(a) Upon learning of a line-of-duty death, the deceased member’s supervisor should provide all reasonably available information to the Shift Supervisor and Dispatch.

1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Shift Supervisor should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

(c) If the member has been transported to the hospital, the Shift Supervisor or the designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

(d) The Chief of Police or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve
Line-of-Duty Deaths

the temporary Hospital Liaison) and the Department Liaison as soon as practicable (see the Notifying Survivors section and the Department Liaison and Hospital Liaison subsections in this policy).

1027.4 NOTIFYING SURVIVORS
Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Chief of Police or the authorized designee should review the deceased member’s emergency contact information and make accommodations to respect the member’s wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member’s wishes.

The Chief of Police, Shift Supervisor or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Department Chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child’s age, maturity and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in department vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor’s workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

(g) Offer to call other survivors, friends or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting childcare or other immediate needs.
Line-of-Duty Deaths

(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Department Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivor’s names and contact information, as well as the time and location of notification. This information should be forwarded to the Department Liaison.

(m) Inform the Chief of Police or the authorized designee once survivor notifications have been made so that other Ardmore Police Department members may be apprised that survivor notifications are complete.

1027.4.1 OUT-OF-AREA NOTIFICATIONS
The Department Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Department Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the department member that the survivors can call for more information following the notification by the assisting agency.

(b) The Department Liaison may assist in making transportation arrangements for the member’s survivors, but will not obligate the Department to pay travel expenses without the authorization of the Chief of Police.

1027.5 NOTIFYING DEPARTMENT MEMBERS
Supervisors or members designated by the Chief of Police are responsible for notifying department members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shift. Members reporting for duty from their residence should be instructed to contact their supervisor as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support group, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Supervisors should direct members not to disclose any information outside the Department regarding the deceased member or the incident.
1027.6 LIAISONS AND COORDINATORS
The Chief of Police or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including, but not limited to:

(a) Department Liaison.
(b) Hospital Liaison.
(c) Survivor Support Liaison.
(d) Critical Incident Stress Management (CISM) coordinator.
(e) Funeral Liaison.
(f) Mutual aid coordinator.
(g) Benefits Liaison.

Liaisons and coordinators will be directed by the Department Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available department resources. The Department Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed.

1027.6.1 DEPARTMENT LIAISON
The Department Liaison should be a Division Commander or of sufficient rank to effectively coordinate department resources, and should serve as a facilitator between the deceased member’s survivors and the Department. The Department Liaison reports directly to the Chief of Police. The Department Liaison’s responsibilities include, but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors’ needs and requests.
(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.
(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.
(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.
(e) Coordinating all official law enforcement notifications and arrangements.
(f) Making necessary contacts for authorization to display flags at half-mast.
(g) Ensuring that department members are reminded of appropriate information–sharing restrictions regarding the release of information that could undermine future legal proceedings.
(h) Coordinating security checks of the member’s residence as necessary and reasonable.
(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.
1027.6.2 HOSPITAL LIAISON
The Hospital Liaison should work with hospital personnel to:

(a) Arrange for appropriate and separate waiting areas for:
   1. The survivors and others whose presence is requested by the survivors.
   2. Department members and friends of the deceased member.
   3. Media personnel.

(b) Ensure, as much as practicable, that any suspects who are in the hospital and their families or friends are not in close proximity to the member’s survivors or Ardmore Police Department members (except for members who may be guarding the suspect).

(c) Ensure that survivors receive timely updates regarding the member before information is released to others.

(d) Arrange for survivors to have private time with the member, if requested.
   1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
   2. The Hospital Liaison should accompany the survivors into the room, if requested.

(e) Stay with survivors and ensure that they are provided with other assistance as needed at the hospital.

(f) If applicable, explain to the survivors why an autopsy may be needed.

(g) Ensure hospital bills are directed to the Department, that the survivors are not asked to sign as guarantor of payment for any hospital treatment and that the member’s residence address, insurance information and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include, but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member’s equipment and other items that may be of evidentiary value.
- Documenting his/her actions at the conclusion of his/her duties.

1027.6.3 SURVIVOR SUPPORT LIAISON
The Survivor Support Liaison should work with the Department Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term department contact for survivors.

The Survivor Support Liaison should be selected by the deceased member’s Division Commander. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- If the survivors have no preference, the selection may be made from names recommended by the deceased member’s supervisor and/or coworkers. The
deceased member’s partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.

The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include, but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes and other locations, as appropriate.

(b) Communicating with the Department Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member’s personal effects from the Department and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.

2. Items not retained as evidence should be delivered in a clean, unmarked box.

3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).

4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of department-issued equipment that may be at the deceased member’s residence.

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors’ wishes.

(g) Working with the CISM coordinator to ensure that survivors have access to available counseling services.

(h) Coordinating with the department’s Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal and administrative investigations.

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim’s assistance personnel and other involved personnel as appropriate.
Line-of-Duty Deaths

(I) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to department activities, memorial services or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Department recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Department to facilitate communications necessary to the assignment. The department-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1027.6.4 CRITICAL INCIDENT STRESS MANAGEMENT COORDINATOR
The CISM coordinator should work with the Chief of Police or the authorized designee, liaisons, coordinators and other resources to make CISM and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the CISM coordinator include, but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for CISM and counseling services, including:
   1. Members involved in the incident.
   2. Members who witnessed the incident.
   3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Ensuring that members who were involved in or witnessed the incident are relieved of department responsibilities until they can receive CISM support as appropriate and possible.

(c) Ensuring that CISM and counseling resources (e.g., peer support, debriefing, grief counselors) are available to members as soon as reasonably practicable following the line-of-duty death.

(d) Coordinating with the Survivor Support Liaison to ensure survivors are aware of available CISM and counseling services and assisting with arrangements as needed.

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional CISM or counseling services are needed.
1027.6.5 FUNERAL LIAISON
The Funeral Liaison should work with the Department Liaison, Survivor Support Liaison and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison’s responsibilities include, but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.
(b) Completing funeral notification to other law enforcement agencies.
(c) Coordinating the funeral activities of the Department, including, but not limited to the following:
   1. Honor Guard
      (a) Casket watch
      (b) Color guard
      (c) Pallbearers
      (d) Bell/rifle salute
   2. Bagpipers/bugler
   3. Uniform for burial
   4. Flag presentation
   5. Last radio call
   (d) Briefing the Chief of Police and command staff concerning funeral arrangements.
   (e) Assigning an officer to remain at the family home during the viewing and funeral.
   (f) Arranging for transportation of the survivors to and from the funeral home and interment site using department vehicles and drivers.

1027.6.6 MUTUAL AID COORDINATOR
The mutual aid coordinator should work with the Department Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

(a) Traffic control during the deceased member’s funeral.
(b) Area coverage so that as many Ardmore Police Department members can attend funeral services as possible.

The mutual aid coordinator should perform his/her duties in accordance with the Outside Agency Assistance Policy.

1027.6.7 BENEFITS LIAISON
The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include, but are not limited to:
Line-of-Duty Deaths

(a) Confirming the filing of workers’ compensation claims and related paperwork (see the Workplace Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the:
   1. Public Safety Officers’ Educational Assistance (PSOEA) Program.
   2. Social Security Administration.
   3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.
   2. One-time death benefit (11 O.S. § 50-115.2; 47 O.S. § 2-306.3; 74 O.S. § 916.1).
   3. Tuition waivers (70 O.S. § 3218.7).
   4. Room and board waivers (70 O.S. § 3218.7-1).

(d) Researching and assisting survivors with application for other survivor benefits such as:
   1. Private foundation survivor benefits programs.
   2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by police associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.
   (a) If requested, working with a liaison to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1027.7 PUBLIC INFORMATION OFFICER
In the event of a line-of-duty death, the department’s PIO should be the department’s contact point for the media. As such, the PIO should coordinate with the Department Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Ensure that department members are instructed to direct any media inquiries to the PIO.
Line-of-Duty Deaths

(c) Prepare necessary press releases.
   1. Ensure coordination with other entities having media roles (e.g., outside
      agencies involved in the investigation or incident).
   2. Ensure that important public information is disseminated, such as information on
      how the public can show support for the department and deceased member’s
      survivors.

(d) Arrange for community and media briefings by the Chief of Police or the authorized
     designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member’s survivors with media inquiries.
   1. Brief the survivors on handling sensitive issues such as the types of questions
      that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements
    to department members, other agencies and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services
    via photos and/or video.

The identity of deceased members should be withheld until the member’s survivors have been
notified. If the media has obtained identifying information for the deceased member prior to
survivor notification, the PIO should request that the media withhold the information from release
until proper notification can be made to survivors. The PIO should ensure that media are notified
when survivor notifications have been made.

1027.8 DEPARTMENT CHAPLAIN
The Department chaplain may serve a significant role in line-of-duty deaths. His/her duties may
include, but are not limited to:

- Assisting with survivor notifications and assisting the survivors with
  counseling, emotional support or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting department members with counseling or emotional support, as requested
  and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains
Policy.

1027.9 INVESTIGATION OF THE INCIDENT
The Chief of Police shall ensure that line-of-duty deaths are investigated thoroughly and may
choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths
Policy.
Line-of-Duty Deaths

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved department members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1027.10  LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL
The Chief of Police may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

1027.11  NON-LINE-OF-DUTY DEATH
The Chief of Police may authorize certain support services for the death of a member not occurring in the line of duty.
Worker's Compensation Leave

1028.1 PURPOSE AND SCOPE
The purpose of this policy is to offer guidance when dealing with on-the-job injury or illness.

Members of the FOP Collective Bargaining Unit shall refer to Article 11 of the labor agreement regarding Injury On Duty.

See attachment: FOP Lodge 108 CBA FY 2019-2021

1028.1.1 DEFINITIONS
On-The-Job Injury or Illness - Any physiological trauma to the body resulting in tissue or skeletal injury, or followed by any unusual or excessive pain. Any sudden serious and hazardous medical illness suffered by an employee while on-duty and as a direct result of or associated with performing their tasks in a safe and reasonable manner in the course and scope of their duty as defined by the Oklahoma Worker’s Compensation law.

An On-the-job Injury may include, but is not limited to:

- Natural or Mechanical Accidents
- Assaults by another Person or by an Animal
- Exposure to Noxious, Toxic, or Radioactive Chemicals or Substances, or Blood-Born Pathogens

1028.2 POLICY
All employees are eligible for Worker’s Compensation coverage beginning with their first day of employment. FMLA will run concurrent with Worker’s Compensation (see FMLA policy). Any illness or injury compensated for must arise out of and in the course and scope of employment.

1028.3 SALARY AND BENEFITS
Employees who suffer an on-the-job injury, and are temporary totally disabled, may be eligible for continuing salary under the Oklahoma Worker’s Compensation law.

See Procedure Manual: 1028.2.1 Pay
See Procedure Manual: 1028.2.2 Payment of Benefits During Leave
See Procedure Manual: 1028.2.3 Accrual of Seniority and Benefits
See Procedure Manual: 1028.2.4 Communication With The City During Leave

1028.3.1 DEATH BENEFITS
Worker’s Compensation death benefits are paid to survivors based on the Oklahoma Worker’s Compensation law.

1028.4 RETURN TO WORK
Return to work is based on the capacity to perform assigned work.
Worker's Compensation Leave

See Procedure Manual: 1028.3 Returning To Work From A Worker's Compensation Leave of Absence

1028.5 BILLING

1028.5.1 TREATMENT
The Safety Manager is responsible for coordinating medical appointments for Worker's Compensation incidents. However, when an employee is receiving treatment at a pre-approved medical facility, the employee must also remind the medical office staff that the injury or illness is job related and treatment is not to be filed with the insurance carrier, but under Worker's Compensation.

1028.5.2 PRESCRIPTIONS
When an employee receives prescriptions from a pre-approved pharmacy, the employee must also remind the pharmacy staff that the prescriptions are related to an on-the-job injury or illness and are not to be filed with the prescription insurance carrier, but under Worker’s Compensation.
Personnel Allocation and Distribution

1029.1 PURPOSE AND SCOPE
The purpose of this policy is to offer guidance for ensuring that personnel staffing levels and distributions are maintained according to the assessment of workloads.

1029.2 POLICY
It is the policy of the Ardmore Police Department to ensure that the Department has sufficient personnel to provide effective police service and that those personnel are distributed within the Department in an efficient manner in accordance with workload assessments.

1029.3 STAFFING
The Chief of Police or authorized designee will maintain an up-to-date staffing table that provides the following information:

(a) Total personnel strength as authorized by the City Commission of the City of Ardmore.
(b) The number and type of each position authorized in the Department’s budget by rank or job title.
(c) The location of each authorized position within the Department’s organizational structure.
(d) The position status information whether filled or vacant for each authorized position in the Department.

The staffing table will be reassessed and updated if necessary, by the Chief of Police or designee during the budget preparation process.

1029.4 WORKLOAD ASSESSMENTS
Basing allocation of personnel on workload demands has a significant influence on the efficiency and effectiveness of the Department. The Department will attempt to prevent over or under staffing by ensuring that the personnel strength of an organizational component is consistent based on workload demands as determined by the Chief of Police.

(a) Based upon the information provided by Division Captains, Lieutenants and Sergeants, the Chief of Police will reassess, as needed, the allocation of personnel to each organizational component.
(b) A workload assessment of all major components of the Department will be conducted as directed by the Chief of Police. Recommendations in staffing levels based on these assessments will be submitted to the Chief of Police for budgeting considerations.

Consideration will be given to the following information:

1. Outstanding programs and projects.
2. Job responsibilities.
3. Personnel strength authorized by the City Commission.
4. Number of incidents / tasks handled by hour of day and day of week, and

5. Average time required handling incidents / tasks.

See Procedure Manual: 1029.2.1 Patrol Division Assignment/Availability Factor
See Procedure Manual: 1029.2.2 Workload Assessment For Patrol Division
See Procedure Manual: 1029.2.3 Workload Assessment For Investigation Division
See Procedure Manual: 1029.2.4 Workload Assessment For Administration Division
See Procedure Manual: 1029.2.5 Other Workload Assessments
Collective Bargaining

1030.1 PURPOSE AND SCOPE
The purpose of this policy is to offer guidance in collective bargaining negotiations.

1030.2 POLICY
It is the policy of this agency to respect the rights of its employees to bargain collectively for wages, benefits and working conditions. This agency commits all negotiations with the Fraternal Order of Police Lodge #108 will be conducted in “good faith”. Collective bargaining agreements are lawful contracts and will be strictly adhered to by both labor and management.

1030.3 AGENCY ROLE
This agency’s role in the collective bargaining process includes, at a minimum, the following:

(a) The agency has no role in the negotiations, as the Collective Bargaining Team for the agency is designated by the City Manager.

(b) This agency recognizes that the Fraternal Order of Police Lodge #108 is the bargaining unit representing the agency’s employees and conducts negotiations for them.

(c) This agency agrees to participate in “good faith” bargaining with the duly recognized bargaining units representing its members.

(d) This agency agrees to abide by the ground rules for collective bargaining that arise out of the collective bargaining process or labor arbitration.

(e) This agency agrees to abide, in both letter and spirit, by the negotiated labor agreement that has been signed by management, labor representatives and ratified by the bargaining unit.

1030.4 RATIFICATION RESPONSIBILITIES
When a negotiated labor agreement is ratified by all parties, the Chief of Police or designee will ensure the following occurs, at a minimum:

(a) Obtain a written, signed copy of the labor agreement;

(b) Review and amend, if necessary, policies and procedures to coincide with the terms of the labor agreement; and

(c) Disseminate information relative to a new labor agreement, including modifications to existing agreements, to managers and supervisors of bargaining unit employees.
Retirement, Resignation and Re-employment

1031.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidelines for those employees who retire or resign and former employees who wish to be re-hired.

1031.2 POLICY
The following policy shall serve to recognize and honor police officers who honorably and meritoriously serve the Ardmore Police Department and retire in good standing with a service retirement, a line-of-duty disability retirement, and the re-employment of a former employee.

1031.3 RETIREMENT
For the purposes of this policy only, retirement shall be defined as a termination of employment from the Ardmore Police Department, with the employee leaving in “good standing” and not pending any disciplinary action, and where the employee will be receiving a retirement benefit from either the Oklahoma Police Retirement System, or the Oklahoma Municipal Retirement System. The retirement is not necessarily based upon any specific number of years of service. This policy definition shall not conflict with, nor take precedence over the CBA with the FOP where applicable, or City of Ardmore Employee Handbook or Personnel Administrative Orders.

Items Awarded to Meritoriously Retiring Commissioned Police Officers include:

(a) Service Sidearm - Officers who retire in good standing and not pending any disciplinary action at the time of retirement shall be eligible to be awarded their service sidearm as a memento of their service to the City. Award of the firearm shall occur only with the recommendation of the Chief of Police and approval of the City Manager.

(b) Breast Badge - The retiring employee’s breast badge shall be retired and presented to the retiring employee. However, the number of the badge shall not be retired.

(c) Wallet Badge - The retiring employee shall be presented with a wallet badge.

(d) Plaque of Appreciation and Loyalty - Each retiring employee shall be presented with a plaque in recognition of their years of service.

(e) Letter from the Chief of Police, Honorable Retirement - The Chief of Police shall present to the retiring employee a letter in recognition of their honorable retirement.

(f) Commission Card - Commission card with RETIRED on the face of the card shall be presented to the employee who has faithfully served his/her tenure.

(g) Uniform - The retiring employee shall retain their Department uniforms.

1031.4 RESIGNATION
Employees are expected to give ten (10) working days notice prior to the effective date of resignation. A written notice shall be sent through the Chain of Command to the Chief of Police with a copy sent to the Human Resources Department.
Retirement, Resignation and Re-employment

(a) All agency owned equipment must be turned in by the employee to the Training Coordinator on or prior to termination date. The return of agency owned equipment will be documented on the Issued Uniform and Equipment Form (APD Form 2010-0100).

(b) Failure of the employee to follow any of these obligations will result in a delay in drawing their final paycheck. Failure to turn in departmental issued items on or before their last working day will result in replacement costs being withheld from their final check.

(c) Final paychecks will be picked up at the City Human Resources Department. Accrued benefits will be paid on this check.

(d) Pension Reimbursements - Employees must complete the proper pension system forms to obtain pension funds.

1031.5 RE-EMPLOYMENT OF FORMER COMMISSIONED POLICE OFFICERS

Former employees may be considered for reinstatement according to City of Ardmore Human Resources policies and procedures when recommended by the Chief of Police, the Human Resources Director and approved by the City Manager.
1032.1 PURPOSE AND SCOPE
This policy provides guidance for the administration of the City of Ardmore Police Department disciplinary system.

1032.2 POLICY
The policy of the Ardmore Police Department is to establish a disciplinary system that is based on fairness to the employee and the Department, one that strives to enhance consistency in punitive actions and one that should stimulate employee morale and motivation.

1032.3 DISCIPLINE

1032.3.1 TRAINING AS A FUNCTION OF DISCIPLINE
A supervisor may make a recommendation to the Chief of Police through the chain of command that an employee receive specific training when it has been determined that the employee’s behavior or substandard performance may be attributed to a training deficiency. Any request for remedial training shall be supported by proper documentation and forwarded to Training.

1032.3.2 COUNSELING AS A FUNCTION OF DISCIPLINE
When an employee’s behavior or substandard performance is deemed to necessitate that a supervisor give an employee an oral reprimand, it should be done in the form of a counseling session. The counseling session should be documented utilizing the General Counseling Form (APD Form 2009-0008) for use in the employee’s next performance evaluation. Documentation does not constitute a written reprimand.

1032.3.3 PUNITIVE ACTIONS IN THE INTEREST OF DISCIPLINE
Punitive Actions in the Interest of Discipline - The severity of an employee’s behavior or substandard performance may be deemed to warrant the need for punitive action. Punitive actions in the interest of disciplinary action shall be taken only by the Chief of Police or by supervisors with the approval of the Chief of Police as outlined in this policy. Punitive actions are restricted to the following actions:

(a) A written reprimand addressed to the employee warning the employee of a violation. Such a letter shall be retained in the employee’s personnel file for at least twelve months.

(b) Leave without pay (not to exceed thirty (30) calendar days). Documentation shall be retained in the employee’s personnel file.

(c) Demotion to a lower rank or pay grade. Documentation shall be retained in the employee’s personnel file.

(d) Termination. Documentation shall be retained in the employee’s personnel file within Human Resources.
1032.4 ROLE AND AUTHORITY OF SUPERVISORS

(a) First-Line Supervisors
1. May verbally reprimand any employee under their command and should document this using the General Counseling Form (APD 2009-0008). May assign an employee to training opportunities when appropriate.
2. May recommend a written reprimand or discipline at a higher level through the chain of command.

(b) Deputy Chief and Division Commanders
1. May verbally reprimand any employee under their command and should document this using the General Counseling Form (APD Form 2009-0008). May assign employees to training opportunities when appropriate.
2. May issue a letter of reprimand where indicated.
3. Shall make a written request for discipline at a level of leave without pay or higher through the chain of command.

(c) Chief of Police
1. May verbally reprimand any Department employee and should document this using the General Counseling Form (APD Form 2009-0008). May assign employees to training opportunities.
2. May issue a letter of reprimand or cause suspension, demotion or termination.

1032.5 DETERMINATION OF FINDINGS
When disciplinary action may result in probation, suspension, demotion or dismissal, a memorandum titled “Determination of Findings” shall be prepared by the Chief of Police or his designee. The “Determination of Findings” shall include:

(a) The particular rule(s) or policy(ies) alleged to have been violated;
(b) The elements of the rule(s) or policy(ies) alleged to have been violated;
(c) The disposition of the issue or complaint;
(d) The recommended disciplinary action or parameters based on a review of the employee’s personnel file and input from all of the employee’s supervisors;
(e) The employee’s right to a pre-disciplinary conference.

1032.6 PRE-DISCIPLINARY CONFERENCE
The sworn employee who is the subject of potential discipline with charges and specifications may request a conference with the Chief of Police to discuss mitigating circumstances pertaining to the issue.

(a) The subject employee must request the conference within five (5) working days after service of the Determination of Findings.
Disciplinary System

(b) The pre-disciplinary conference is informal in nature and may include in addition to the Chief of Police and the employee, other representatives of the Chief and a representative of the employee.

1032.6.1 COMPLETION OF PRE-DISCIPLINARY PROCESS
Upon completion of the pre-disciplinary process, the Chief of Police may:

(a) Determine that further investigation is required and may order such investigation;
(b) Recommend the Disciplinary Review Board; or
(c) Administer discipline.

1032.6.2 NOTICE OF DISCIPLINE
If the subject employee declines the pre-disciplinary conference, the Chief of Police may issue a memorandum titled “Notice of Discipline” to the employee. The Notice of Discipline will including the following:

(a) The reason(s) for the disciplinary action;
(b) The disciplinary action to be administered;
(c) The employee’s right to appeal as outlined in the current Collective Bargaining Agreement.

If misconduct results in dismissal, the following information will be provided to the employee in addition to the items listed above:

(a) A written statement citing the reason for dismissal;
(b) The effective date of the dismissal; and
(c) A statement of the status of fringe and retirement benefits after dismissal.

1032.7 DISCIPLINARY REVIEW BOARD
The purpose of the Disciplinary Review Board is to:

(a) Examine all sustained administrative investigations in which time off without pay, demotion in rank or termination may be imposed upon permanent, full-time commissioned officers as defined in Article Two of the current Collective Bargaining Agreement.

(b) Examine the above administrative investigations in a fair, impartial and objective manner.

1. This review will occur prior to the Chief of Police or other appropriate manager making a final determination as to the appropriate level of discipline.

2. Investigations involving serious violations of law or City of Ardmore or Police Department policies, rules or regulations to the extent that the employee could be dismissed from City employment or for other City or Department reasons may bypass the board and be referred directly to the Chief of Police for disposition.
It is not the purpose of the Disciplinary Review Board to conduct an investigation but rather to review an investigation already completed to determine and recommend:

(a) If the investigation is adequate;
(b) If the reports are complete and deal with all appropriate issues;
(c) If the recommended findings are supported by the facts of the investigation;
(d) What the appropriate action should be.

Ardmore Police Department Procedure Manual: 1032.2 Disciplinary Review Board Procedures

1032.7.1 COMPOSITION OF THE DISCIPLINARY REVIEW BOARD
The Board will be comprised of five (5) sworn employees selected by the Chief of Police and one representative from the Human Resources Department as selected by the Human Resources Director. The City Manager or his/her representative may attend as an observer only. No member of the Board shall be on disciplinary or new hire probation.

1032.7.2 CONFLICT OF INTEREST
No member of the Board shall be permitted to participate in any capacity if they are named in any substantive capacity in the investigation (i.e. involved party, witness, employee representative, complainant, etc.). Any member appointed to the Board who recognizes that they have a conflict of interest will immediately notify the Chairperson and recuse themselves from sitting on the Board. The Chairperson shall coordinate with the Chief of Police for the appointment of a replacement member.

1032.7.3 RESPONSIBILITIES OF THE BOARD CHAIRPERSON
(a) The Chairperson shall provide copies of the administrative investigation to all Board members prior to the Board convening.
(b) The Chairperson will be responsible for keeping the Board focused on its charge, maintaining order and for preparing the Board report.
(c) The Chairperson may call for breaks during the meeting.
(d) The Chairperson may dismiss temporarily or permanently any person(s) who are disruptive or fail to follow protocol.

1032.7.4 RESPONSIBILITIES OF THE BOARD
(a) The Board is empowered to review a completed investigation.
(b) Each individual Board member shall participate fully in all phases of the Board proceedings without regard to the rank of the other members.
(c) Each individual Board member shall evaluate all of the evidence presented and take into consideration points brought forward by other members during deliberation.
(d) Each individual Board member is charged with rendering a fair and impartial recommendation.

1032.8 RECORDS OF DISCIPLINARY ACTIONS
A written record shall be made by the issuing supervisor of the reasons for any disciplinary action of the four kinds listed in Section 1032.3.3 of this policy.

(a) A written reprimand addressed to the employee warning the employee of a violation. Such a letter shall be retained in the employee’s personnel file for at least twelve months.

(b) Leave without pay (not to exceed thirty (30) calendar days). Documentation shall be retained in the employee’s personnel file.

(c) Demotion to a lower rank or pay grade. Documentation shall be retained in the employee’s personnel file.

(d) Termination. Documentation shall be retained in the employee’s personnel file within Human Resources.

Written reprimands, leaves without pay, demotions and terminations will be filed in the employee’s personnel file located in the Human Resources Office.

Records will be maintained and purged in accordance with Human Resources.

1032.9 APPEAL PROCEDURES
Appeal procedures for sworn personnel will be in accordance with Article Eight Grievance Procedure contained in the current Collective Bargaining Agreement.

Appeal procedures for civilian personnel will be in accordance with Appeal Procedures contained within the City of Ardmore Employee Handbook.
Attachments
AGREEMENT BETWEEN

CITY OF ARDMORE, OKLAHOMA

AND

FRATERNAL ORDER OF POLICE
LODGE #108

FISCAL YEAR
2019-2020
And
2020-2021
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ARTICLE ONE

PURPOSE OF AGREEMENT

Section 1.1:
This Agreement, entered into by the City of Ardmore, hereinafter referred to as “Employer”, or “City”, and the Fraternal Order of Police, Lodge #108, hereinafter referred to as “FOP”, as Collective Bargaining Agent, Title 11 O.S. §51-101, et. seq., as amended, is made to:

(a) Establish wages, hours, benefits, grievance procedures, and other conditions of employment of represented officers of the Ardmore Police Department.

(b) Provide for quality law enforcement and police services throughout Employer’s boundaries on an uninterrupted basis for the benefit of the citizens of Ardmore.

(c) Assist in the amicable adjustment of labor disputes.

Section 1.2:
This contract supersedes any and all prior manuals and contracts. This contract shall be subject to and intended to comply with all present and future federal public laws, state statutes, local ordinances and agency rules and regulations, all of which may be amended from time to time. Should any part of this contract be found invalid by any competent governmental entity or court, such finding in no matter invalidates the entire contract or any part of the contract not directly affected by such finding.

ARTICLE TWO

RECOGNITION

Section 2.1:
The City recognizes Lodge #108 of the Fraternal Order of Police as the exclusive bargaining agent for all permanent, full-time, commissioned police officers of the City of Ardmore, excluding:

(a) The Chief of Police.

(b) The Deputy Chief/Administrative Assistant

(c) Employees who have not successfully completed one (1) year probationary period from initial date of employment, except as provided for by the Oklahoma State Law.

Section 2.2:
In determining whether an employee has successfully completed one (1) year of probationary service, the employee must have actually worked his/her assigned shift for the City for at least eleven (11) of the twelve (12) calendar months during the first year of employment and must also
successfully satisfy all other criteria for a probationary employee. In the event that an employee is unable to work at least eleven (11) full months during the first twelve (12) months of employment due to events beyond his/her control, such as illness, on the job injury, mandatory military service and the like, the probationary period will be extended for the amount of time necessary for the employee to have worked at least eleven (11) months in order to insure that the City has a proper opportunity to evaluate the employee's progress and the employee has an adequate opportunity to demonstrate his/her fitness for service. For the purpose of this Section, the parties agree that time spent by the probationary employee at the mandatory CLEET training shall be counted as days worked for the purposes of the requirement that an employee actually work at least eleven (11) months during the first twelve (12) months of employment.

Section 2.3:
In the event that an employee is unable to satisfactorily complete his/her probationary period, either initially or as may be extended pursuant to the provisions of Section 2.2 above, the employee's service with the City will be separated. However, Chief of Police, after conferring with field training officers who had been assigned to the probationary employee during the prior twelve (12) months, may elect to extend the probationary period for a period of ninety (90) days if there is reason to believe that the employee will likely achieve a satisfactory level of performance during the extended period of time. If at the end of the extended period of time, the employee's performance is still not satisfactory, the employee’s service will be separated. In the event the Chief of Police elects not to extend the probationary period, that decision will not be subject to the grievance/arbitration provisions of Article Eight of this Agreement.

ARTICLE THREE

AUTHORITY AND TERM

Section 3.1:
The Employer and the FOP have, by these presents, reduced to writing this Agreement entered into by the Employer and the FOP through collective bargaining process as that term is defined in Title 11 O.S. § 51-101, et. seq.

Section 3.2:
This Agreement will be effective as of July 1, 2019 and shall remain in full force and effect until the 30th day of June 2021. The parties agree that all monetary portions of the Agreement for FY 2020-2021 are subject to the appropriation of adequate and sufficient funds at the beginning of that fiscal year. In the event the City is unable to or fails to appropriate adequate and sufficient funds by June 23, 2020 for FY 2020-2021, the one hundred twenty (120) day notification requirement set forth in the Fire and Police Arbitration Act for the FOP to request bargaining on monetary issues will be waive for FY 2020-2021 and the City and the FOP will immediately enter into good faith negotiation for that fiscal year on monetary issues only. All other provisions of this Agreement will continue in full force and effect as set forth herein. Any agreement on monetary terms reached thereafter will be effective as of July 1, 2020.
ARTICLE FOUR

MANAGEMENT RIGHTS AND RESPONSIBILITIES

Section 4.1:
The FOP recognizes the prerogative of the City to operate and manage its affairs in all respects and in accordance with its responsibilities, and power or authority which the City has not officially abridged, delegated, granted or modified by this Agreement are retained by the City, and remain exclusively, without limitation, within the rights of the City.

Section 4.2:
Except as may be limited hereinafter, the City retains the rights accorded the City in the Constitution and laws of the State of Oklahoma, and the responsibilities and duties contained in the laws of the State of Oklahoma, the Charter of the City of Ardmore, the ordinances and regulations promulgated thereunder.

Section 4.3:
The FOP agrees that the management and the direction of the working force are vested exclusively in the City, except as modified by this Agreement. It is the City’s right:

(a) To hire, demote, suspend or discharge for just cause;

(b) To retire, lay off, promote or assign employees;

(c) To be the sole judge of the qualifications of applicants and training of new employees and the determination of policies affecting selection or transferring of employees;

(d) To determine the number of personnel on the work shifts;

(e) To assign personnel to work shifts;

(f) To determine the number of employees assigned to any job within their assigned department;

(g) To establish, modify and enforce police department rules, regulations, policies and procedures, and orders for the purposes of efficiency, safe practices and discipline;

(h) To establish, modify and enforce personnel policies and procedures adopted by the City of Ardmore;

(i) To determine the equipment to be used;

(j) To make technological changes and introduce new, improved, or different methods and techniques of operation of the Police Department or change existing methods and techniques;
(k) To determine the number and location of its offices;
(l) To move, close or liquidate its offices in whole or in part;
(m) To separate or reassign its employees in connection with said moving, closing or liquidation;
(n) To require overtime work;
(o) To determine the amount of supervision necessary;
(p) To control the department budget;
(q) To otherwise perform work as required by the demands to maintain the efficiency of public operations;

Section 4.4:
The rights and powers of management mentioned in this Agreement do not list or limit all such powers, and the rights listed, together with all other rights, powers and prerogatives of the City not specifically coded in the Agreement, remain vested exclusively in the City. The above list of retained rights is not in any way to be construed by an arbitrator to be exclusive and shall be considered by way of example only.

Section 4.5:
The City shall hire employees for the Ardmore Police Department without regard to membership in the FOP, and any employee of the bargaining unit who is not a member of the FOP shall receive and shall be entitled to all benefits, rights, privileges, and agreements contained herein.

Section 4.6:
The Agreement shall also supersede any personnel policies of the City relating to those individuals covered by this Agreement which conflict with its terms. Except as stated above, the terms and conditions of employment of those individuals covered by this Agreement shall not be altered except by agreement of the parties.

ARTICLE FIVE

BARGAINING AGENT SECURITY

Section 5.1:
This Agreement shall be binding upon the successors and assignees of the parties hereto during the term of this contract; and no provisions, terms or obligations herein contained shall be affected, modified, altered or changed in any respect whatsoever by the consolidation, merger, or annexation, transfer or assignment of either party hereto, or affected, modified, altered, or changed in any respect whatsoever by any change of any kind in the ownership, management, of either party hereto.
Section 5.2:
Employer agrees not to enter into any other agreement, written or verbal, with any employee association or department association or individual which in any way conflicts with the provisions of this Agreement. Employer further agrees not to discriminate against any employee for activity in behalf of, or membership in the FOP Lodge #108.

Section 5.3:
The Employer agrees to deduct from each payroll check the dues and assessments in an amount certified to be correct by the Secretary/Treasurer for the FOP, from the pay of those employees who individually request in writing by means of a dues deduction slip that such deductions be made. The FOP agrees to indemnify the Employer and hold it harmless from any claims, suits, judgments, or any other actions that may be brought or granted against it as a result of this section.

Section 5.4:
It is agreed by the Employer that four members of the FOP negotiating team shall be allowed time off with pay for each meeting which is mutually set by the Employer and the FOP. An employee shall not receive pay for said meetings which are set during the employee’s regularly scheduled time off. The FOP agrees to dismiss members of the negotiating team for a meeting for any emergency situation which requires additional police officers as determined by the Chief of Police or his designee. If requested by the FOP, the City shall agree to cancel and reschedule any meeting in which a member of the negotiating team must miss for work-related reasons.

Section 5.5:
The FOP President and two other representatives will be allowed to attend the State and National FOP Conference with pay. Absolutely no expenses for attendance at such meetings will be paid or reimbursed from city funds. In addition, the FOP may use 40 hours of on duty time to conduct FOP business as stipulated during the term of this contract. If this time is used up during the term of this contract, additional hours may be granted at the discretion of the Chief of Police. The President of the FOP or his designate will keep track of and submit a report of time used to the Chief of Police. At no time will city property be used to conduct FOP business without prior approval by the Chief of Police or his designate.

Stipulations:

(a) Contract negotiations
(b) Pre-contract negotiation meetings
(c) Grievance consultations that exceed 15 minutes.

Section 5.6:
The FOP agrees that it will:

a. Cooperate with the City in all matters of labor/management relations, including carrying out Equal Employment obligations;

b. Support the City’s effort to assure a fair day’s work on the part of employees it represents;
c. Strive to eliminate absenteeism;
d. Encourage its membership to effectively use and be respectful of City material, tools and equipment.

The FOP further agrees that the employees it represents will abide by the rules of the City in its efforts to prevent accidents, improve the quality of police protection and strengthen goodwill between the City and its employees.

ARTICLE SIX

PROHIBITION OF STRIKES

Section 6.1:
The FOP agrees to the prohibition of any job action forbidden by statute, e.g., strikes, work stoppages, slowdowns, mass absenteeism, or being party to such activities.

Section 6.2:
Violation of this provision shall be grounds for disciplinary action, including discharge, for anyone or all such employees involved. The status of participants in a strike shall never be a matter of collective bargaining.

ARTICLE SEVEN

MUTUAL RESPONSIBILITY TO AVOID DISCRIMINATION

Section 7.1:
The Employer and the FOP agree that for the duration of this Agreement, neither the Employer, or its agents, nor the FOP, its agents or members, shall discriminate against any employee because of his membership or non-membership in the FOP.

Section 7.2:
The City and the FOP acknowledge and agree that each is bound by mandates of federal and state laws and regulations as may be adopted and amended from time to time. These statutes include, but are not limited to:

- The Americans with Disabilities Act, as amended
- Title VII of the Civil Rights Act of 1964
- The Age Discrimination in Employment Act
- The Fair Labor Standards Act
- The Oklahoma Anti-Discrimination in Employment Act
- The Family Medical Leave Act
Section 7.3:
In the event that any portion of this contract shall be determined as in conflict with the statutory or administrative provisions identified in Section 7.2 above or should a provision of this contract in any manner negatively or adversely affect the Employer’s compliance with the provisions of Section 7.2 above, then in either of these particular situations, the conflicting provision of this contract shall become null and void, without legal effect whatsoever and notwithstanding prior dealings, traditions or status quo positions.

ARTICLE EIGHT

GRIEVANCE PROCEDURE

Section 8.1:
A grievance is any dispute between the City of Ardmore and the FOP, Lodge No. 108 or any employee covered herein; concerning the interpretation, enforcement, or application of any provision of this Agreement or the parties’ actions thereunder or any safety hazard and it shall be adjusted in the manner set forth below. Prior to submitting a grievance, the FOP and/or the employee and management are encouraged to communicate with each other in an effort to resolve any dispute. However, such discussions will not extend the time periods set forth below absent a written agreement between the FOP and management to extend the applicable time requirement.

(a) The FOP President or his authorized representative and the officer must file a grievance in writing to the Chief of Police within ten (10) business days after the occurrence of the event giving rise to the question or when the FOP and the employee should have known of the occurrence.

(b) The Chief of Police shall submit his answer, in writing, to the employee involved and to the FOP within ten (10) business days from the time the Chief of Police received the written grievance.

(c) If the grievance is not settled under Section 8.1(b), it will be submitted to the FOP Grievance Committee. Within ten (10) business days of the Chief’s written response, the FOP Grievance Committee will determine, at its sole discretion and judgment, whether or not a grievance exists within the terms and conditions of this Agreement.

1. If the FOP Grievance Committee finds that a grievance does exist, the Grievance Committee shall submit the grievance, in writing, to the City Manager for adjustment within ten (10) business days of the receipt of the Chief’s written response.

2. If the FOP Grievance Committee finds that a grievance does not exist, the Grievance Committee shall notify the Chief of Police, and the employee involved of the decision of the Grievance Committee within ten (10) business days of receipt of the Chief’s written response.
3. Within ten (10) business days of receipt of the decision of the Grievance Committee that a grievance does not exist, the individual employee may request, in writing, that the City Manager review the situation giving rise to the initial grievance. Such request for review shall be at the sole expense of the individual employee, who shall have the right to legal counsel at his election and at his own expense. The written request for review must set forth the reason or reasons why the employee believes that action or event resulting in the initial grievance was incorrect.

4. The City Manager, or his designee, shall confer with the employee, the employee’s immediate supervisor, the Chief of Police and such other persons as he deems appropriate within ten (10) business days of receipt of the request for review. The City Manager shall reduce his decision to writing within ten (10) business days of completion of his meeting with the employee. A copy of his decision will be provided to the employee and the Chief of Police.

5. The decision of the City Manager shall be final and binding and the employee shall have no further recourse except in situations involving reduction in rank, suspension without pay or the termination of the employment of the employee. Only in those cases where the City Manager has upheld the suspension without pay, the demotion in rank or the termination of the employee, the individual employee may request arbitration under the provisions of subsection (e) below.

(d) In the event of a grievance submitted by the FOP, the City Manager shall submit his answer, in writing, to the Chief of Police, the employee, and the FOP within ten (10) business days of receipt of grievance by the City Manager.

(e) If the City Manager and the FOP have not settled a grievance, either the City or the FOP may submit the matter to arbitration under the procedures set forth below. In the event of an individual employee requesting arbitration in cases involving demotion in rank, suspension without pay, or termination of employment, the following procedures will be followed:

1. Within ten (10) business days after FOP’s receipt of the City Manager’s decision or, in the case of where the City Manager has upheld the reduction in rank, suspension without pay or termination of an employee within ten (10) business days of receipt of the decision of the City Manager, the FOP or the individual employee, as appropriate, shall request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service or mutually agree upon an arbitrator with the City. Any request for a list or panel of arbitrators must be for a list drawn from the multi-state region applicable to Oklahoma.

2. Within seven (7) business days from the receipt of such panel, a representative of the FOP, or the individual employee, as appropriate, and
the City shall meet and alternately strike names until one (1) arbitrator remains, who shall be selected as the impartial arbitrator. The party requesting the arbitration shall strike the first name.

3. Whenever possible, within fourteen (14) days, the City and FOP or the individual employee, as appropriate, shall agree on a hearing date and place. The hearing shall be informal and the rules of evidence prevailing in judicial proceedings shall not be binding. Any and all documentary evidence and other data deemed relevant by the arbitrator may be received in evidence. The arbitrator shall have the power to administer oaths and to require by subpoena the attendance and testimony of witnesses, the production of books, records, and other evidence relative or pertinent to the issues presented to the arbitrator for determination.

4. Within an appropriate period of time after the conclusion of the hearing, the arbitrator shall issue a written award resolving the grievance. A copy of said award shall be mailed or otherwise delivered to the FOP, the individual employee, as appropriate and the Employer.

5. The arbitrator’s award shall be final and binding on the parties to this Agreement. The arbitrator’s authority shall be limited to the interpretation and application of the terms of this Agreement and/or any supplement thereto. The arbitrator shall have no jurisdiction to establish provisions of a new agreement, or variation of the present Agreement, or to arbitrate away, in whole or in part, any provisions or amendments thereof.

6. The cost of the impartial arbitrator shall be shared equally between the FOP or the individual employee, as appropriate, and the Employer. If a transcript of the proceedings is requested, then the party so requesting shall pay for it.

Section 8.2:
All time limits set forth in the article may be extended by mutual written consent, but if not so extended, they must be strictly observed. Business days will exclude weekends, all days the City Hall is closed for the entire workday and any day on which the person responsible for responding on behalf of a party to the grievance is on a pre-scheduled vacation. If an employee or the FOP, Lodge No. 108 fails to pursue any grievance within the time limits provided, the employee or the FOP, Lodge No. 108 shall have no further right to continue the grievance. If the employer fails to timely respond, the grievance shall automatically advance to the next step as provided for in Section 8.1.

Section 8.3:
Any formal grievance filed shall refer to the provision of the Agreement alleged to have been violated and shall set forth the facts which support a grievant’s position that an alleged violation has occurred.
Section 8.4:
The grievant, FOP and City agree to cooperate and participate in an investigation of the grievance and will attempt, in good faith, to resolve the same prior to submitting the grievance to arbitration.

Section 8.5:
Jurisdiction of the Arbitrator:

a. The Arbitrator shall be prohibited from adding to, modifying, or subtracting from the terms of this Agreement.

b. The Arbitrator shall have no jurisdiction to establish the provisions of a successor Agreement, vary the present Agreement, or arbitrate away, in whole or in part, any provision(s) of this Agreement.

ARTICLE NINE

SENIORITY

Section 9.1:
“Seniority” is the continuous length of service of a commissioned officer with the Ardmore Police Department within each job classification. Seniority shall commence from the date which the employee is employed in the Ardmore Police Department as a commissioned officer; however, until the initial employment probation is completed, the employee shall not attain seniority status. At the conclusion of said probation, the initial probationary service shall count as a part of the officer’s seniority. The term “continuous length of service” will be strictly applied to any employee either hired on or after July 1, 2017 or rehired on or after July 1, 2017. For an employee hired prior to July 1, 2017, if the employee has experienced a break in service that does not exceed three (3) years, the employee will be credited with prior years of service in determining his/her seniority date. Throughout this contract, job classification and rank are synonymous.

Section 9.2:
Seniority shall be determined as between two (2) or more employees by highest rank. When two (2) or more employees are of the same rank, seniority shall be determined by length of service within the rank. As between two (2) or more employees of the same rank, who have the same length of service in said rank, seniority shall be determined by continuous length of service as a police officer with the Ardmore Police Department. If, after the application of the criteria set forth in this section, there still remains a question as to seniority between two (2) or more officers, then, and in the event, seniority shall be determined between them by the highest grade ranking in their Police Academy class.

Section 9.3:
Except where impractical due to skill levels of officers, or where special working conditions exist which would preclude certain officers from working specific shifts, substations, or days, and considering manning levels (in which cases the ruling of the Chief of Police shall be final), seniority shall be the dominant factor to be considered by the Chief of Police in determining the priority of each employee to:
(a) Time when annual vacation is granted;
(b) His or her first choice as to which one of the following three holidays he or she shall be off: Thanksgiving, Christmas, New Year’s;
(c) Regularly scheduled days off;
(d) Shift assignment (shift bidding);
(e) Order of layoff and recall shall be as set forth in Article X.

Section 9.4:
Seniority shall have no bearing on promotion decisions, except as outlined in promotional procedures.

Section 9.5:
Seniority shall be lost upon the occurrence of any of the following events:

(a) Discharge;
(b) Resignation from employment;
(c) Retirement;
(d) Unexcused failure to return to work upon expiration of a leave of absence.

Section 9.7:
In the event an employee is reduced in classification, the seniority previously accrued in the former classification shall not be lost; however, the employee so reduced shall not be able to exercise his seniority with respect to Article IX, Section 9.3(a) through 9.3(d) for ninety (90) days.

ARTICLE TEN
PERSONNEL REDUCTION

Section 10.1:
In the event it becomes necessary to lay off employees for any reason, employees shall be laid off in the inverse order of their seniority of job classification.

Section 10.2:
When an employee is laid off due to a reduction in the work force, he shall be permitted to exercise his seniority rights to bump or replace an employee with less seniority. Such employee may, if he so desires, bump the least senior employee in lower classification under the following conditions:

(a) He has more seniority;
(b) He can do the available work;
(c) Such bump request is initiated within two (2) working days of the date the employee receives written notice of layoff.

Section 10.3:
Employees shall be recalled from layoff according to their seniority within the job classification.

Section 10.4:
Notice of recall shall be sent to the employee at his last known address by certified mail. If the employee fails to notify the Office of the Chief of Police within five (5) calendar days after receipt of such recall notice that the employee intends to return, and if the employee, after giving such notice of intent to return fails to be available to return to work within fourteen (14) calendar days after receipt of such recall notice, such employee shall be deemed to have quit.

Section 10.5:
No new employee shall be hired into a classification until all employees who are on layoff status from that classification have been offered recall.

ARTICLE ELEVEN

INJURED ON DUTY

Section 11.1:
An employee injured on the job shall continue to receive the regular salary or rate of pay during absence from work, in accordance with Oklahoma Statutes; Title 11, Section 50-116.1, not to exceed six (6) calendar months (1,044 hours); provided, however, a physician’s statement verifying the officer’s inability to perform assigned duties shall be required at 30-day intervals to carry said officer on “injured on duty recuperative leave (IOD)”. Provided, however, any disability payment received by reason of workers compensation coverage, for the same injury, during the period the officer is carried on IOD status shall be credited to the City.

Section 11.2:
Injured employees must report to a supervisor one (1) day per week to provide updates of medical conditions, the designated time to be Monday, 9:00 a.m. If a conflict arises, other arrangements may be made between employee and supervisor.

ARTICLE TWELVE

SICK LEAVE

Section 12.1:
Sick leave is defined as leave from duty which may be granted by the City to an employee because of illness, injury, exposure to contagious disease, quarantine, illness or injury of a member of the employee’s immediate family that requires the employee’s attendance, and
medical, dental and optical appointments to the extent that such appointments are scheduled to create the least disruption in the work day.

a. Permission for sick leave for medical examinations, treatments, or dental work shall be obtained at least two (2) days prior to the beginning of such leave (whenever possible).

b. An officer may take up to 8.5 hours of sick leave per shift.

Section 12.2:
Sick leave accrues at the rate of one (1) day per month, to a total of ninety (90) days. On or about July 15 each year, all sick leave accrued in excess of 90 days (as of the preceding June 30th) shall be reimbursed to the employee at the ratio of one (1) to six (6). When an employee is eligible for and elects to retire from the City under an approved retirement plan for any reason, the City agrees to reimburse the employee for all accrued but unused sick leave at the ratio of one (1) to six (6).

Section 12.3:
To be absent on sick leave, an employee must notify his/her supervisor as early as practical on the first day of such leave. Failure to give such notice by the end of the start of shift briefing may result in the absence being charged to leave without pay.

Section 12.4:
Upon termination of employment, either voluntarily or involuntarily, an employee shall not be paid for accumulated sick leave.

Section 12.5:
If an employee retires due to a disability, that employee shall be allowed to use all accumulated sick leave and/or vacation leave before the effective date of his disability retirement, unless Oklahoma statutes supersede.

Section 12.6:
Sick leave benefits will not be earned or granted during any unpaid leave of absence; during any unauthorized absence; or after separation from City service.

Section 12.7:
Sick leave may not be used to extend an employee’s vacation.

Section 12.8:
The City reserves the right to require a satisfactory statement of a licensed physician when an employee misses work in excess of three consecutive days due to illness, injury or disability. The employee may be asked to provide the Chief of Police with a physician’s statement that verifies the nature of illness, injury or disability, its beginning and ending dates, and/or the employee’s ability to return to work without endangering his/her safety or the safety of others. It will be the duty of the Chief to see that sick leave is not abused.

a. Normally, a statement will not be requested for absences of three days or less, but
the City may request such a statement in situations where it deems it is warranted.

b. Such verifications and releases, when requested, may be a condition of receiving sick leave benefits or returning to work.

c. An official City holiday occurring during an employee's use of sick leave shall not be charged against that employee's sick leave time.

Additionally, an employee may be placed on "sick leave proof status" requiring the employee to bring a medical certification for any future sick leave occurrences where: 1) the employee has frequent sick leave usage, defined as nine (9) sick leave occurrences without a physician's written statement within a twelve (12) month period; or 2) a pattern of sick leave usage develops. Sick leave proof status will be for a period of twelve (12) months. Any sick leave occurrence while on sick leave proof status without a physician's statement will automatically extend the sick leave proof period for an additional three (3) months and the officer may be subject to discipline for sick leave abuse. The employee will be notified, in writing, when placed on sick leave proof status.

Section 12.9:
Employees will not be allowed to borrow sick leave against possible future accruals.

Section 12.10:
Employees may donate annual leave to another employee who is suffering from extraordinary or severe illness, injury, impairment, or physical or mental condition which has caused or is likely to cause the employee to take leave without pay or terminate employment under the following terms and conditions:

a. "Severe" or "extraordinary" means serious, extreme or life threatening;

b. "Employee" means a permanent classified employee assigned to any department of the City. It does not include employees in probationary status or employees on temporary or other limited term appointment;

c. An employee may be eligible to receive shared leave pursuant to the following conditions:

(1) The Chief of Police determines that the employee meets the criteria described in this section and,

(2) The employee has abided by City and FOP policies regarding the use of sick leave.

d. An employee may donate annual leave to another employee only pursuant to the following conditions:

(1) The receiving employee has exhausted, or will exhaust, all annual leave, sick leave and other paid leave due to a non-job-related illness, injury,
impairment, or physical or mental condition which is of an extraordinary or severe nature.

i. The condition has caused or is likely to cause the employee to go on leave without pay or terminate employment; and

ii. The Chief of Police permits the leave to be shared with an eligible employee.

(2) The donating employee may donate in four (4) hour increments up to a maximum of forty (40) hours;

(3) Employees may not donate excess annual leave that the donor would not be able to otherwise take.

e. The Chief of Police shall determine the amount of donated leave an employee may receive and may only authorize an employee to use up to a maximum of one hundred sixty (160) hours of shared leave during any consecutive twelve-month period of employment;

f. The receiving employee shall be paid his or her regular rate of pay; leave will be received on an hour for hour basis. The leave received will be designated as shared leave and be maintained separately from all other leave balances;

g. Any donated leave may be used by the recipient only for the purposes specified in this section;

h. All forms of paid leave available for use by the recipient must be used prior to using shared leave;

I. All donated leave must be given voluntarily. No employee shall be coerced, threatened, intimidated, or financially induced into donating annual leave for purposes of the leave-sharing program.

ARTICLE THIRTEEN

INSURANCE

Section 13.1:
The Employer will continue to provide the current health and life insurance coverage for all employees of the FOP. The term of this insurance program will be the same as the program covering the other City employees and the cost of such program to the employee will be the same as the cost to other City employees. The City reserves the right to determine the type of insurance, level of benefits, and cost incurred by the City.
ARTICLE FOURTEEN

EMERGENCY LEAVE

Section 14.1:
Death in Family. In the event of a death in the immediate family of employee, the employee shall be granted up to three (3) calendar days off, with pay, at the time of the emergency. This leave, however, shall be charged to either sick leave or vacation leave, at the choice of the employee. Immediate family shall be defined as: spouse and children, mother, father, sister, brother, and grandparents of the employee or spouse.

ARTICLE FIFTEEN

VACATION

Section 15.1:
All full-time employees shall accrue annual vacation leave with pay. Vacation days for full time employees shall begin after the completion of one (1) year of service to be calculated based on the following:

Each full-time employee shall accrue 96 hours of vacation on his/her first anniversary date and shall accrue 8 hours per month (96 per year) until the fourth anniversary date. Beginning on the fourth anniversary date, accrual shall be 9.33 hours per month (112 per year) until the ninth anniversary date. Beginning on the ninth anniversary date, accrual shall be 10.67 hours per month (128 per year) until the fourteenth anniversary date. Beginning on the fourteenth anniversary date, accrual shall be 12 hours per month (144 per year) until the nineteenth anniversary date. Beginning on the nineteenth anniversary date, accrual shall be 14.67 hours per month (176 per year) throughout the remainder of service with the city.

Section 15.2:
Vacation benefits are not earned during any period of an unpaid leave of absence, or for any time worked beyond the employee’s regular shift assignment in a pay period.

a. The approval of vacation schedules will be arranged considering both the desire of the employee and the department workload. The City will try to accommodate each employee’s choice, but the City must reserve the right to schedule vacations in such a way as to meet its operational needs.

b. An official City holiday occurring during an employee’s vacation leave shall not be charged against vacation time. Selection of vacation dates shall be by seniority taking into consideration of the needs of the department.

c. Advanced vacation leave to an employee prior to completion of required service will not be permitted.

d. Should any employee terminate employment with the City and should the employee have accrued vacation time to his/her credit, said employee shall be paid
for accrued vacation time upon termination of employment.

e. Accrued vacation will be paid upon death or retirement.

f. Vacation leave earned in any one year must be taken within the same year, unless the employee has written approval from the Chief of Police and cannot otherwise be accumulated. Vacations accrued during two successive years may never be taken together. The parties agree that if an employee is unable to take his/her accrued vacation leave due to manning and/or duty requirements of the Department, the employee will be allowed to carry over the accrued vacation leave to the next year. However, the employee must take all reasonable steps to use any vacation leave which is rolled over to the next year within the first three (3) months of that year.

Section 15.3:
With permission of the Chief of Police, the annual vacation leave may be taken as earned by the employee or in any other amount as desired by the employee up to 8.5 hours per shift subject to approval by the Chief.

Section 15.4:
Employees on paid vacation leave will not be permitted to work for any other Department of the City of Ardmore for compensation except with the prior written approval of the City Manager or the City Commission.

ARTICLE SIXTEEN
HOLIDAYS

Section 16.1:
Regardless of the length of the shift of any particular employee, holiday pay is defined as eight (8) hours of pay for the following twelve (12) holidays:

* New Year’s Day
* Martin Luther King’s Birthday
* Memorial Day
* Independence Day
* Labor Day
* Veteran’s Day
* Thanksgiving Day
* Christmas Day
* Personal Day (to be used prior to December 1st in the calendar year earned)
* Floating holiday (determined by City Manager at beginning of calendar year)
* President’s Day
* Good Friday
Section 16.2:
The list of recognized holidays may be amended at any time by the City Manager.

Section 16.3:
The City will recognize as a holiday any day appointed by the City Commission as a public holiday.

Section 16.4:
Officers attending the CLEET Academy will be paid ten (10) hours of holiday pay should a holiday fall in the period of time while they are attending the Academy.

ARTICLE SEVENTEEN

COMPENSATION FOR EXCESS HOURS WORKED

Section 17.1:
For the purpose of this Agreement, article and section, and pursuant to the mutual understanding of the parties thereto as to the applicability of the Fair Labor Standards Act (Title 29, U.S.C. 201) ("FLSA"), particularly Section 7(k) of said Act as it pertains to compensation for law enforcement personnel, the City and FOP Lodge #108 hereby agree to the following:

a. Except for exempt employees, overtime hours are those hours worked in excess of 171 hours in any 28-day work period. The City of Ardmore will compensate all bargaining unit members for overtime hours worked at the premium rate of 1.5 times the regular hourly rate. The City of Ardmore shall pay overtime in fifteen (15) minute increments for all time worked in excess of the 171 hours for a 28-day period.

Section 17.2:
For the purpose of this Agreement, article and section, crediting of an employee for hours actually worked and hours deemed to be compensable hours during any given work period shall be determined in accordance with the FLSA, except that holiday and vacation time will be considered as hours worked for the purpose of computing overtime.

Section 17.3:
The method of payment for all authorized overtime worked in excess of the regularly scheduled working hours shall be either in dollars or comp time off at the option of the employee up to a maximum of eighty (80) hours of comp time. A comp time accumulation ledger shall be kept in each division which shall be accessible to any employee during regular office hours.

Section 17.4:
The City will pay each officer a minimum of two (2) hours work or for the amount of time worked, whichever is greater, for state district court, federal district court, or Ardmore municipal court appearances other than those scheduled during regularly scheduled duty time.

Section 17.5:
The City will pay each officer a minimum of two (2) hours work or for the amount of time worked, whichever is greater, if he/she is "called back" after his/her regular shift.

Section 17.6:
The City of Ardmore may temporarily adjust an employee's work schedule to minimize the payment of overtime. The employee shall be given reasonable notice as to the adjustment of the schedule and a meeting shall be held between the employee and the supervisor in an effort to adjust the schedule to their mutual satisfaction. The staffing levels and specific needs of the shift will be the over-riding factors used in making the adjustment. The schedule should be in writing, and specific as to the day and the number of hours to be adjusted. The Chief of Police will be the final authority in any dispute between an employee and supervisor. This section in no way is intended to limit or restrict the Employer's right to make individual or temporary assignment changes as emergency conditions necessitate or to limit regular department shift changes.

Section 17.7:
Officers who receive 8.5 hours of pay in a duty day will continue to receive the same 8.5 hours of pay on duty days in which they are in attendance at required training or schools. Any other compensation, if any, will be provided in compliance with the provisions of the Fair Labor Standards Act, as may be amended from time to time.

ARTICLE EIGHTEEN

RETIREMENT

Section 18.1:
The Employer and the FOP agree to follow the provisions of the State of Oklahoma Police Pension and Retirement Systems law.

Section 18.2:
Officers choosing to remain with the Department past their 20th year of employment will not lose seniority rights by virtue of participation in the "deferred option plan" of the State Pension System.

ARTICLE NINETEEN

WAGES

Section 19.1:
The pay plan outlined as Schedule I below represents the pay classification and pay grade and steps for members of the Ardmore Police Department for the 2019-2020 contract year and the pay plan outlined as Schedule II below represents the pay classification and pay grade and steps for members of the Ardmore Police Department for contract year 2020-2021.

CLASSIFICATION IN PAY GRADE

<p>| PAY GRADE P-23 | PAY GRADE P-27 |</p>
<table>
<thead>
<tr>
<th>GRADE</th>
<th>Pay Scale FY 19/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>P-32 Officer</td>
<td>17.38 18.03 18.70 19.41 20.13 20.89 21.67 22.48 23.33 24.20 25.11 26.06</td>
</tr>
<tr>
<td>Annually</td>
<td>38,404.03 39,845.94 41,333.15 42,890.70 44,494.74 46,168.52 47,888.40 49,678.82 51,561.82 53,493.92 55,490.75 57,582.79</td>
</tr>
<tr>
<td>Annually</td>
<td>39,556.15 41,040.70 42,573.14 44,177.42 45,829.58 47,553.58 49,325.46 51,169.18 53,088.08 55,096.06 57,302.28 59,131.26</td>
</tr>
<tr>
<td>P-34 Lieutenant</td>
<td>27.24 28.01 28.81 29.65 30.52 31.41 32.34 33.30 34.29 35.31 36.36 37.44</td>
</tr>
<tr>
<td>Annually</td>
<td>55,692.59 57,822.59 60,019.69 62,271.61 64,580.93 67,036.21 69,548.89 72,156.37 74,858.68 77,679.52 80,595.16</td>
</tr>
<tr>
<td>Annually</td>
<td>39,556.15 41,040.70 42,573.14 44,177.42 45,829.58 47,553.58 49,325.46 51,169.18 53,088.08 55,096.06 57,302.28 59,131.26</td>
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</tr>
</tbody>
</table>

For any year that the FOP does not negotiate a wage increase, in the event the City Commission votes to authorize and funds a cost of living increase for non-bargaining unit employees, individuals covered by this Agreement will be entitled to the same cost of living increase which will become payable on the same date as payable to non-bargaining unit employees in addition to the one step increase provided by the Agreement.

Section 19.2
All police officers who, at the time of hiring, are certified by CLEET as a full-time law enforcement officer or an equivalent certification from some other state certifying body will be eligible for a Five Hundred ($500.00) signing bonus. In addition, officers entering the Department will start at the following step based on experience as a full time commissioned civilian law enforcement officer:
Section 19.3:
The performance of all officers will be reviewed on an annual basis, at the time of their anniversary date, by the process of a performance based rating instrument. Upon successful completion of the review, officers will be increased to the next step of their grade and placed in that grade. Anniversary date for Police Officers will be date of hire; anniversary for Corporal, Sergeant, and Captain will be date of promotion to that rank.

ARTICLE TWENTY

UNIFORMS

Section 20.1:
The City agrees to permit unit members, both uniformed and non-uniformed, to purchase their work clothes. The City will pay each unit member a total of $1,550.00 per fiscal year for the purpose of purchasing work clothes. Said clothing allowance will be paid to unit members in two equal installments, with one payment to be made in July and the other in December.

Section 20.2:
Work clothes standards for both uniformed and non-uniformed unit members shall be established by the Chief of Police, and all unit members shall be required to adhere to the work clothes standards set by the Chief. All unit members are responsible for maintaining a professional appearance and attire. Unit members may not wear damaged or tattered work clothes.

Section 20.3:
The parties agree that the City will no longer provide any cleaning allowance to unit members. Unit members, both uniformed and non-uniformed, will be required to utilize the clothing allowance specified in Section 20.1 to have their clothes properly cleaned and pressed.

Section 20.4
Should a uniform change be required by the City, initial issue will be provided by the City and thereafter maintained by individual officers. Should uniform changes be requested by a majority of officers, initial issue and maintenance shall be the responsibility of the individual officers.

Section 20.5:
City issued property: The City will repair or replace uniforms and other items provided by the City or purchased by the officer specifically for duty that are damaged or destroyed in the line of duty. The decision to repair or replace an item will be at the sole discretion of the Chief of Police or his designee. The City will not be responsible for the repair or replacement of any item damaged or destroyed due to the negligence of the employee. In order to seek repair or replacement of an item, the employee must submit a written request for repair or replacement to his/her supervisor within five (5) calendar days of the event giving rise to the request. The report
must include:

a) A full description of the circumstances in which the damage or loss occurred;
b) A full description of the item damaged or destroyed;
c) A photograph of the damaged item, if possible; and

d) The proximate date when the item was purchased.

In the event it is determined that the damage or loss of the item was caused by the negligence of the employee, the City will not be responsible for the repair or replacement.

Personal Property: In the event that any personal property of the employee is damaged or destroyed in the line of duty due to circumstances not involving the negligence of the employee, the City will pay for the repair or replacement up to a maximum of $50.00 per item. The decision to repair or replace an item of personal property will rest solely with the Chief of Police or his designee. Personal property will not be construed to include uniform shirts, uniform pants, duty belts, any duty related pouches carried on the duty belt, badges, name tags, commendation pins, buttons, and/or undershirts. For the purpose of this section, boots will be viewed as personal property and will not include normal wear and tear.

Repair, or Replacement or Reimbursement: The City will make a reasonable effort to repair, replace or reimburse an employee for an item within twenty (20) business days of receipt of all relevant information including completion of any appropriate investigation into the circumstances surrounding the damage or loss. If the repair, replacement or reimbursement cannot be accomplished within this time frame, the employee will be notified in writing and the City will provide an estimate of when such repair, replacement or reimbursement should be completed.

ARTICLE TWENTY-ONE

PHYSICAL EXAMINATIONS

Section 21.1: Each employee of the City of Ardmore Police Department may be required to undergo a health examination to determine the employee’s fitness for duty and his/her ability to perform the essential functions of the employee’s job once every two (2) years at the expense of the City. To ensure an orderly approach to this procedure, fifty (50%) percent of covered employees may be tested each year. Any employee who fails to meet physical standards as a result of the examination will be placed on restricted duty and then will be permitted to retest after 60 days. If the employee still fails to meet physical standards, they shall be subject to a disability retirement as provided for in the Oklahoma Police Pension System, Oklahoma State Statutes. The physical standards used herein are the same standards used by the State Pension Board to determine medical disability. The provisions of this Agreement shall be governed and limited by the Americans with Disabilities Act.
ARTICLE TWENTY-TWO

PROMOTION PROCEDURE

Section 22.1 – Purpose Statement and General Provisions
The purpose of this promotional procedure is to provide for a fair and impartial plan that will ensure that only the most qualified individuals are selected for promotion. Management will make every effort to fill vacant positions in the most prudent manner, as determined by the Chief of Police. When a promotional opportunity arises, the City will advise members of the date when the promotion will become effective. Upon promotion, an individual will be placed at the step of the new pay grade that ensures that the individual receives at least a Three Percent (3%) increase in wages. The methods and procedures for promotions are intended to provide assistance to the Chief of Police. They are not intended to restrict management rights or the authority of the Chief of Police in the operation and management of the Police Department.

Section 22.2 - Corporal

a) Eligibility. Applicants for promotion to Police Corporal must have at least four (4) years of continuous service as a full-time commissioned officer with the City of Ardmore as of the time the promotion would become effective. Applicants will not be eligible if, within the prior year, he or she has received any letters of reprimand, was involved in any at fault accident, or if the early warning system was activated and the officer was placed on a plan of personal improvement or additional training.

b) Written Test. A written test will be administered to all applicants for promotion to the rank of Corporal. The test will be either a nationally recognized test, a test prepared by OSU Tech or a test prepared by some other mutually agreed to source. A score of eighty percent (80%) must be scored in order for the applicant to be eligible for promotion.

c) Testing. This Written Test will be offered twice each year in January and in June. Officers who will reach their four (4) year anniversary date between January 1 and June 30 will be eligible to test in January. Officers who will reach their four (4) year anniversary date between July 1 and December 31 will be eligible to test in June.

d) Promotion Date. Officers meeting all requirements and passing the written test will be promoted to Corporal on their four (4) year anniversary.

Section 22.3 - Sergeant

a) Eligibility. Applicants for promotion to Police Sergeant must have five (5) years continuous service as a full-time commissioned officer with the City of Ardmore as of the time the promotion would become effective and may be promoted from any lower rank.
b) **Written Test.** A written test will be administered to all applicants for promotion to the rank of Sergeant. The test will be either a nationally recognized test, a test prepared by OSU Tech or a test prepared by some other mutually agreed to source. A score of seventy percent (70%) must be scored in order for the applicant to be eligible to proceed in the promotional procedure. A point value of thirty-two (32) will be awarded for a score of one hundred percent (100%). Points for scores under one hundred percent (100%) will be awarded on a prorated basis as per the examples below.

- 70% will receive 2 points
- 72% will receive 4 points
- 74% will receive 6 points
- 76% will receive 8 points
- 84% will receive 16 points
- 86% will receive 18 points
- 94% will receive 26 points
- 98% will receive 30 points
- 100% will receive 32 points

c) **Oral Board.** The second step of the promotional procedure for the rank of Sergeant will be an oral assessment board. This assessment board will be held to examine the applicant’s skills in articulating his views, opinions and comprehension abilities. The board will consist of five (5) members appointed by the Chief of Police after the following selection process is observed. The Chief of Police will submit a list of seven (7) police personnel from the Ardmore Police Department and other police agencies he deems appropriate to the Executive Board of the FOP. The executive board will return the list to the Chief indicating four (4) officers acceptable to them. In addition, the Chief of Police will submit to the executive board of the FOP a list of three (3) names of citizens of Ardmore who have served as a manager or supervisor for at least three (3) years. The executive board will submit back to the Chief one (1) name. These individuals will serve as the five (5) members of the Oral Board. In addition, the FOP may, at their discretion, appoint one (1) member as a silent, non-participant, to the Oral Board. A point value of thirty-two (32) will be awarded to those applicants that score one hundred percent (100%). Points for scores under one hundred percent (100%) will be awarded on a pro-rated basis in the same manner as for the written test. A minimum score of seventy percent (70%) must be obtained in this step of the procedure in order to move forward to the Chief’s interview.

d) **Personal Interview with the Chief.** The Chief of Police may award those applicants that excel in this interview up to an additional twenty-five (25) points. Only the top ten (10) applicants will be eligible for this interview.

e) **Points for Education and Training.** Points for education and training will be awarded to Sergeant candidates as listed below. A maximum of ten (10) points will be awarded in this step.

CLEET Intermediate Certificate 3 points
CLEET Advanced Certificate        6 points

Degree from an accredited college or university as follows:

Associate degree                  2 points
Bachelor’s degree                 3 points
Master’s degree                   4 points

For the purpose of this section, an accredited college or university shall include those institutions of higher learning approved by the Oklahoma State Board for Higher Education (State Regents); the Commission on Institutions of Higher Education of the North Central Association (NCA) of Colleges and Schools; an accrediting agency recognized by the Oklahoma University system or by CLEET.

f) Points for Personnel File. For those Sergeant candidates that have maintained above standard evaluations and have not received any punitive disciplinary actions within the past three (3) years, a point value of five (5) will be awarded.

g) Testing. Upon vacancy of a Sergeant slot, Management will initiate the testing procedures as soon as practicable.

h) Probationary Period. All candidates promoted the rank of Sergeant will be placed on probation status for six (6) months. In order to allow the City a proper opportunity to evaluate the employee’s progress, employees must successfully complete six (6) months of full duty service within the twelve (12) months following the promotion. At the conclusion of six (6) months of full duty service, the applicant’s supervisor will prepare a final evaluation and report for review by the Chief of Police. The Chief of Police shall make a final determination as to whether or not the applicant is entitled to confirmation in rank.

i) Training and Development. The Sergeant’s position in the Police Department will be considered to be a First Line Supervisor. All newly appointed or promoted Sergeants will be required to successfully complete a minimum of sixteen (16) hours of basic supervisory training accredited by CLEET within six (6) months of appointment or promotion. If basic supervision training has not been or will not be available within six (6) months, an extension of six (6) months will be granted.

Section 22.4 - Lieutenant

a) Eligibility. Applicants for promotion to the rank of Lieutenant must have two (2) full years of service as a Sergeant with the Ardmore Police Department as of the time the promotion would become effective.

b) Written Test. A written test will be administered to all applicants for promotion to the rank of Lieutenant. The test will be either a nationally recognized test, a test prepared by OSU Tech or a test prepared by some other mutually agreed to source. A score of seventy percent (70%) must be scored in order for the applicant to be
eligible to proceed in the promotional procedure. A point value of thirty-two (32) will be awarded for a score of one hundred percent (100%). Points for scores under one hundred percent (100%) will be awarded on a prorated basis as per the examples below.

- 70% will receive 2 points
- 72% will receive 4 points
- 74% will receive 6 points
- 76% will receive 8 points
- 84% will receive 16 points
- 86% will receive 18 points
- 94% will receive 26 points
- 98% will receive 30 points
- 100% will receive 32 points

c) **Oral Board.** The second step of the promotional procedure for the rank of Lieutenant will be an oral assessment board. This assessment board will be held to examine the applicant's skills in articulating his views, opinions and comprehension abilities. The board will consist of five (5) members appointed by the Chief of Police after the following selection process is observed. The Chief of Police will submit a list of seven (7) police personnel from the Ardmore Police Department and other police agencies he deems appropriate to the Executive Board of the FOP. The executive board will return the list to the Chief indicating four (4) officers acceptable to them. In addition, the Chief of Police will submit to the executive board of the FOP a list of three (3) names of citizens of Ardmore who have served as a manager or supervisor for at least three (3) years. The executive board will submit back to the Chief one (1) name. These individuals will serve as the five (5) members of the Oral Board. In addition, the POP may, at their discretion, appoint one (1) member as a silent, non-participant, to the Oral Board. A point value of thirty-two (32) will be awarded to those applicants that score one hundred percent (100%). Points for scores under one hundred percent (100%) will be awarded on a pro-rated basis in the same manner as for the written test. A minimum score of seventy percent (70%) must be obtained in this step of the procedure in order to move forward to the Chief’s interview.

d) **Personal Interview with the Chief.** The Chief of Police may award those applicants that excel in this interview up to an additional twenty-five (25) points. Only the top ten (10) applicants will be eligible for this interview.

e) **Points for Education and Training.** Points for education and training will be awarded to Lieutenant candidates as listed below. A maximum of ten (10) points will be awarded in this step.

- CLEET Intermediate Certificate 3 points
- CLEET Advanced Certificate 6 points

Degree from an accredited college or university as follows:
Associate degree 2 points
Bachelor's degree 3 points
Master's degree 4 points

For the purpose of this section, an accredited college or university shall include those institutions of higher learning approved by the Oklahoma State Board for Higher Education (State Regents); the Commission on Institutions of Higher Education of the North Central Association (NCA) of Colleges and Schools; an accrediting agency recognized by the Oklahoma University system or by CLEET.

f) Points for Personnel File. For those Lieutenant candidates that have maintained above standard evaluations and have not received any punitive disciplinary actions within the past three (3) years, a point value of five (5) will be awarded.

g) Testing. Upon vacancy of a Lieutenant slot, Management will initiate the testing procedures as soon as practicable.

h) Probation. All applicants promoted the rank of Lieutenant will be placed on probation status for six (6) months. In order to allow the City a proper opportunity to evaluate the employee’s progress, employees must successfully complete six (6) months of full duty service within the twelve (12) months following the promotion. At the conclusion of six (6) months of full duty service, the applicant’s supervisor will prepare a final evaluation and report for review by the Chief of Police. The Chief of Police shall make a final determination as to whether or not the applicant is entitled to confirmation in rank.

i) Training and Development. The position of Lieutenant will be considered as a mid-level managerial position. Any person holding this rank will be required to successfully complete sixteen (16) hours of mid-level management/administrative training accredited by CLEET within six (6) months of appointment. If the mid-level management/administrative training has not or will not be offered within six (6) months, an extension of six (6) months will be granted.

Section 22.5 - Captain

a) Eligibility. The Chief of Police may appoint individuals holding the rank of Lieutenant, who have completed the probationary period, to Captain.

b) Written Test. A written test will be administered to all applicants for promotion to the rank of Captain. The test will be either a nationally recognized test, a test prepared by OSU Tech or a test prepared by some other mutually agreed to source. A score of seventy percent (70%) must be scored in order for the applicant to be eligible to proceed in the promotional procedure.

c) Personal Interview with the Chief. The Chief of Police may choose to interview qualified candidates during the promotion process.
d) **Testing.** Upon vacancy of a Captain slot, Management will initiate the testing procedures as soon as practicable.

e) **Probation.** All applicants promoted the rank of Captain will be placed on probation status for six (6) months. In order to allow the City a proper opportunity to evaluate the employee’s progress, employees must successfully complete six (6) months of full duty service within the twelve (12) months following the promotion. At the conclusion of six (6) months of full duty service, the applicant’s supervisor will prepare a final evaluation and report for review by the Chief of Police. The Chief of Police shall make a final determination as to whether or not the applicant is entitled to confirmation in rank.

f) **Training and Development.** All newly appointed Captains will be required to successfully complete twenty-eight (28) additional hours of mid-level management/administrative training accredited by CLEET within six (6) months of appointment. If mid-level management/administrative training has not been completed due to work demands or because the training was not available within the requisite time period, the time to complete such training will be extended for an additional six (6) months.

Section 22.6 For the ranks of Sergeant and Lieutenant, the top five candidates will constitute the promotion list. All promotions will be made from the promotion list from the top to bottom. The promotion list will be valid for a period of six (6) months from posting. At the conclusion of six months the list will expire. A person on a list who is not promoted during the six months that the list is in effect will be required to re-test when a new vacancy is announced.

Section 22.7 In connection with the implementation of the new Promotional Procedures to become effective for the CBA for FY 2017-2018, the parties agree that the terms “continuous service” will strictly apply to any employees either hired on or after July 1, 2017, or rehired on or after July 1, 2017. For employees employed prior to July 1, 2017, if an employee has experienced a break in service that does not exceed three years from the last date of initial service until the new hire date, the employee may be credited with prior years of service in satisfying the years of service requirement to be eligible to test for the next highest rank.

**ARTICLE TWENTY-THREE**

**DRUG TESTING AND ASSISTANCE PROGRAM**

Section 23.1: The Ardmore Substance Abuse Policy and Procedures applicable as of July 1, 2012, for City employees shall become a part of this Agreement as Appendix “A” and be in full force for all employees of the Ardmore Police Department.
ARTICLE TWENTY-FOUR

SAVINGS CLAUSE

Section 24.1:
If any provision of the Agreement or the application thereof to any person or circumstances is held invalid, the invalidity shall not affect other provisions or applications of the Agreement, which can be given effect without the invalid provision or application; and to this end, the provisions of this Agreement are severable.

Section 24.2:
It is understood that this Agreement cannot be altered in any manner, save by the complete written concurrence of the parties subscribing hereto.

Section 24.3:
Any Appendices of this Agreement shall be numbered, dated and signed by the Employer and the FOP, and shall be subject to the provisions of this Agreement unless the terms of said Appendices specifically delete or change a provision of this Agreement; and all Appendices shall become part of this Agreement as is set forth herein.

Section 24.4:
It is understood that all time limits found within this Agreement may be extended by mutual concurrence.

ARTICLE TWENTY-FIVE

EDUCATION, CERTIFICATION, INCENTIVE AND ASSIGNMENT PAYS

Section 25.1:

EDUCATION

<table>
<thead>
<tr>
<th>Degree</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master's Degree</td>
<td>$1.09 per hour</td>
</tr>
<tr>
<td>Bachelor's Degree</td>
<td>$0.68 per hour</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>$0.41 per hour</td>
</tr>
<tr>
<td>CLEET Intermediate Certificate</td>
<td>$0.82 per hour</td>
</tr>
<tr>
<td>CLEET Advance Certificate</td>
<td>$1.09 per hour</td>
</tr>
</tbody>
</table>

INCENTIVE PAY

<table>
<thead>
<tr>
<th>Position</th>
<th>Pay Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident Reconstruction Officer</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>Basic CLEET Instructor</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>D.R.E. Officer</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>Defensive Tactics Instructor</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>S.F.S.T. Instructor</td>
<td>$0.28 per hour</td>
</tr>
</tbody>
</table>
ASSIGNMENT PAY

<table>
<thead>
<tr>
<th>Position</th>
<th>Revised</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hostage Negotiator</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>K-9 Officer</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>Narcotics Officer</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>Special Operations</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>Firearms Instructor/Armor</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>Clandestine Lab Tech</td>
<td>$0.28 per hour</td>
</tr>
</tbody>
</table>

This program will pay for only two (2) education pay categories of which only one may be a degree and only one of which may be either CLEET Intermediate Certificate or CLEET Advance Certificate and up to Four (4) incentive-assignment pay categories per individual up to the maximum of Two Dollars and Five Cents ($2.05) per hour. Only degrees from accredited colleges or universities as defined in Article 22, Section 22.1(g) will be recognized. Incentive certification pay will only be paid to members who have completed and been certified as a result of attending a minimum of a forty (40) hour course. Only one incentive will be paid per forty (40) hour course regardless of any other certification that may be received due to the taking of the course. Compensation for the K-9 officer will be calculated in compliance with the provisions of the Fair Labor Standards Act.

Section 25.2:
Employees during their initial probationary period are not eligible for incentive or assignment pay.

Section 25.3:
The Chief of Police will determine if education is job related and eligible for education pay. The total amount of education, certification and incentive pay for each individual shall be calculated as an hourly rate and combined with that individual’s hourly rate of pay. Once qualified and receiving pay, if applicable certifications are not maintained, the individual’s hourly rate shall be reduced by the amount of the applicable certification incentive.

Section 25.4:
On Call Pay-Captains: The Chief of Police reserves the right, on a weekly basis, to designate, in writing, one or more Captains to be “on call.” Any Captain assigned by the Chief of Police to on call status will receive an extra Fifty Dollars ($50.00) per week for each full week when the Captain is designated as being “on call.”

Section 25.5:
On Call Pay-Investigations: The Chief of Police or his designee reserves the right, on a weekly basis, to designate, in writing, one or more Investigators to be “on call.” Any Investigator assigned to be in an on-call status will receive an extra One Hundred Thirty Dollars ($130.00) per week for each full week when the Investigator is designated as being “on call.” This compensation is in addition to compensation for any hours actually worked when an Investigator is called in from off duty status.

Section 25.6:
Acting Pay: Officers holding the rank of Corporal or Sergeant may be assigned on a temporary
basis by the Chief of Police or his designee to perform the duties of a higher rank for an anticipated limited period of time. It is understood between the parties that the assignment of officers under this provision shall not serve as a substitute for permanent promotions. Employees assigned by the Chief of Police or his designee to perform duties of a higher rank shall be eligible for “Acting Pay” subject to the following requirements: 1) the employee must have satisfactorily completed the Eighty (80) hours of training and qualification period established by the Chief of Police; and 2) the employee will only receive “Acting Pay” when assigned to perform the duties of a higher rank for a full shift. Subject to these requirements, employees assigned to perform the duties of a higher rank shall receive compensation as follows:

Corporals assigned to perform the duties of a Sergeant shall be compensated an additional One Dollar ($1.00) per hour during such assignment.

Sergeants assigned to perform the duties of a Lieutenant shall be compensated an additional One Dollar and Fifty Cents ($1.50) per hour during such assignment.

Lieutenants assigned to perform the duties of a Captain shall be compensated at additional Two Dollars ($2.00) per hour during such assignment.

Section 25.7:
A member who is certified as a field training officer and who is assigned a probationary officer as a trainee will receive an additional Twenty Dollars ($20.00) for each full shift during which the individual is assigned the trainee.

ARTICLE TWENTY-SIX
LONGEVITY PAY

Section 26.1:
Longevity pay will be paid to employees with at least five (5) years of continuous service through thirty (30) years of continuous service with the Ardmore Police Department. Longevity pay will be in addition to regular wages and will be calculated at the rate of One Hundred Ten ($110.00) for each year of continuous service based on the employee’s original employment date. Longevity pay will cap out at thirty (30) years of continuous service.

Section 26.2:
Longevity pay will be paid to qualified employees annually on the second pay period of November of each year. Employees will receive credit for years of service from January 1st through December 31st of each year.
IN WITNESS WHEREOF, the parties hereto executed this contract on the 15th day of July, 2019

CITY OF ARDMORE, OKLAHOMA,
a Municipal Corporation,

By: John Moore
Mayor

FRATERNAL ORDER OF POLICE,
LODGE #108

By: M. Wilson
President

ATTEST:

City Clerk

Secretary

Treasurer
## INJURY – ILLNESS REPORT

<table>
<thead>
<tr>
<th>Employee’s Full Name: (Last, First, Middle)</th>
<th>SSN: (last 4 digits only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete Home Address: (Street, City, State, Zip Code)</td>
<td>XXX-XX-</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Home Phone:</th>
<th>Date of Birth:</th>
<th>Age:</th>
<th>Gender:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>( ) Male ( ) Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Cell Phone:</th>
<th>Department &amp; Job Title:</th>
<th>Length of Employment:</th>
<th>Time in Current Position:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Employment Status:</th>
<th>Injury or Illness Resulted From:</th>
</tr>
</thead>
<tbody>
<tr>
<td>( ) Full-Time ( ) Part-Time ( ) Temporary</td>
<td>( ) Single Incident ( ) Cumulative Trauma</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date of Injury or Illness:</th>
<th>Time of Injury or Illness:</th>
<th>Time Shift Began:</th>
<th>Hours on Duty:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>AM</td>
<td>PM</td>
<td>AM</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Nature of Injury or Illness:</th>
<th>Identify Body Part(s) Involved:</th>
<th>Specific Address of Injury or Illness:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name and Complete Address of Treating Physician:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Describe in Great Detail How the Injury or Illness Occurred:</th>
</tr>
</thead>
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<table>
<thead>
<tr>
<th>Name(s) of Other Employees Injured in Same Incident:</th>
</tr>
</thead>
<tbody>
<tr>
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</table>

<table>
<thead>
<tr>
<th>Name(s) of All Witnesses to Incident:</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Severity of Injury or Illness:</th>
<th>Time of Incident During Shift:</th>
</tr>
</thead>
<tbody>
<tr>
<td>_ First Aid Only _</td>
<td>_ During Rest Period _</td>
</tr>
<tr>
<td>_ Medical Treatment _</td>
<td>_ During Meal Time _</td>
</tr>
<tr>
<td>_ Restricted Activity / Light Duty _</td>
<td>_ Working Overtime _</td>
</tr>
<tr>
<td>_ Lost Work Days Away From Work Site _</td>
<td>_ Entering or Leaving Work Building _</td>
</tr>
<tr>
<td>_ Fatality _</td>
<td>_ Performing Normal Work Duties _</td>
</tr>
<tr>
<td>_ Other _</td>
<td>_ Other _</td>
</tr>
</tbody>
</table>
**Sequence of Events**  Working backwards, reconstruct the sequence of events leading up to the injury or illness:

<table>
<thead>
<tr>
<th>Incident Event:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preceding the Above Event:</td>
</tr>
<tr>
<td>Preceding the Above Event:</td>
</tr>
<tr>
<td>Preceding the Above Event:</td>
</tr>
</tbody>
</table>

**Task and/or Activity at the Time of the Incident**

<table>
<thead>
<tr>
<th>General Type of Task or Activity:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific Task or Activity:</td>
</tr>
<tr>
<td>Employee was Working:</td>
</tr>
<tr>
<td>(   ) Alone (   ) With Crew or Worker (   ) Other: ______________________________</td>
</tr>
<tr>
<td>Posture at Time of Incident:</td>
</tr>
<tr>
<td>(   ) Sitting (   ) Standing (   ) Stooping (   ) Lifting (   ) Pulling (   ) Other: ____________</td>
</tr>
</tbody>
</table>

**Type of Supervision at the Time of the Incident**

<table>
<thead>
<tr>
<th>Directly Supervised</th>
<th>Indirectly Supervised</th>
<th>Not Supervised</th>
<th>Not Feasible</th>
</tr>
</thead>
</table>

**Causal Factors**  In great detail, provide the conditions and events that contributed to the incident.

<p>| |</p>
<table>
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</table>

**Corrective Action**  *(Must Be Completed)* Actions taken (or will be taken) to prevent a recurrence of this type of incident.

<p>| |</p>
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</tbody>
</table>

**Additional Information (To be Completed by the Injured or Ill Employee)**

Is this the only injury that occurred to you on this date? (   ) Yes (   ) No

Have you ever injured this area before? (   ) Yes (   ) No  
*If YES – When, Where, and How: ______________________________*

Have you ever received any compensation benefits? (   ) Yes (   ) No  *If YES – When? ______________________________

Have you ever been in a motor vehicle accident? (   ) Yes (   ) No  *If YES – When? ______________________________

- - - -CONTINUED ON NEXT PAGE- - - -
**Continued...Additional Information (To be Completed by the Injured or Ill Employee)**

Have you ever had any sports related injuries? ( ) Yes ( ) No  
If YES – When? ______________________________

What are your hobbies outside the work environment? ________________________________

Do you use tobacco products? ( ) Yes ( ) No  
If YES, What type, how much and how long? ________________________________

Do you use alcohol products? ( ) Yes ( ) No  
If YES, What amount and how often? ________________________________

To be completed by the injured employee.  
Circle the area(s) that are injured.

Report Completed By: ___________________________________________  
Reviewed By: ___________________________________________

Title: ____________________________________________________  
Department: _______________________________________________

Date: ____________________________________________________

_____________  
SIGNATURE of Injured or Ill Employee: __________________________

**Safety Form 103 - Injury**  
**Revised October 2016**  
**Must be COMPLETELY FILLED OUT**  
and turned in to Safety Manager  
Immediately following Incident.
Cooperating Individual-Confidential Informant Release and Waiver.pdf
I, _________________________________________________, understand that my participation as a cooperating individual / confidential informant includes an element of risk to myself. I understand and agree that no law enforcement or government agency insures against or accepts responsibility for any personal injury or property loss or damage I may suffer due to my being a cooperating individual / confidential informant.

I knowingly and voluntarily assume all responsibility and all risks associated with this program for myself, my heirs, executors, administrators or anyone else who might claim on my behalf. I hereby forever release and discharge any and all rights and claims which may hereafter accrue to me or which I may be able to assert against any governmental entity, its agents, employees or elected and appointed officials from any claims or liability of any kind whatsoever arising out of or connected with my participation as a cooperating individual / confidential informant.

Cooperating Individual / Confidential Informant
Release and Waiver

<table>
<thead>
<tr>
<th>COOPERATING INDIVIDUAL / CONFIDENTIAL INFORMANT</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRUE NAME: _________________________________</td>
</tr>
<tr>
<td>(SIGNATURE)</td>
</tr>
</tbody>
</table>

| WITNESS: ______________________________________ | DATE: _______________________ |
| (SIGNATURE) | |

| WITNESS: ______________________________________ | DATE: _______________________ |
| (SIGNATURE) | |
APD Threat Assessment for Planned Operations.pdf
**ARDMORE POLICE DEPARTMENT THREAT ASSESSMENT FOR PLANNED OPERATIONS**

Case:  
Date:  
LOCATION:  
PRIMARY SUSPECT NAME:  
R/S:  
DOB:  

**Type of Operation (Mark all that apply)**

<table>
<thead>
<tr>
<th>SEARCH WARRANT</th>
<th>ARREST WARRANT</th>
<th>REVERSAL</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BUY BUST</th>
<th>OTHER</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**IMPORTANT INFORMATION:** THE ABOVE ENFORCEMENT ACTIONS MUST HAVE A THREAT ASSESSMENT FORM COMPLETED PRIOR TO EXECUTION UNLESS EXIGENT CIRCUMSTANCES EXIST FOR IMMEDIATE SERVICE. THE THREAT ASSESSMENT MAY BE UTILIZED ON ANY OTHER OPERATION AS NECESSARY. THE COMPLETED THREAT ASSESSMENT FORM WILL BE SUBMITTED WITH THE OPERATION ORDER TO THE CHAIN OF COMMAND. THE THREAT ASSESSMENT WILL ALSO BE SENT TO THE TACTICAL REVIEWER.

**SCORING DIRECTIONS:** Place the Point Scale number into the Points Applied column for all situations that apply. Calculate total points for each section. Then transfer the score to the Overall Threat Assessment Score located on page 2. If points are awarded explain reason on page 2.

<table>
<thead>
<tr>
<th>I. SUSPECT ASSESSMENT</th>
<th>Point Scale</th>
<th>Points Applied</th>
<th>II. OFFENSE ASSESSMENT</th>
<th>Point Scale</th>
<th>Points Applied</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Currently on Parole/Probation</td>
<td>1</td>
<td></td>
<td>A. Non-Violent Felony Offense</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>B. Martial Arts Background</td>
<td>1</td>
<td></td>
<td>B. Violent Felony Offense</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>C. Current Drug Abuser</td>
<td>1</td>
<td></td>
<td>C. Weapon Used during Offense</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>D. Violent Background/Not Documented by Police</td>
<td>1</td>
<td></td>
<td>TOTAL SUSPECT ASSESSMENT POINTS SECTION II</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E. History of A&amp;B on Citizens</td>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F. Suspected Gang Member</td>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>G. Military Background</td>
<td>2</td>
<td></td>
<td>A. Kids/Elderly/Handicap Present on Site</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>H. Mental Illness</td>
<td>2</td>
<td></td>
<td>B. Structural Barriers (Fences, Stairs, Locked, Gates)</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>I. History of A&amp;B on Law Enforcement Officer</td>
<td>3</td>
<td></td>
<td>C. Warning Devices/Video Monitoring Devices</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>J. Resisting Arrest/Eluding</td>
<td>3</td>
<td></td>
<td>D. More Than 4 Adults Present on Site</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>K. History of Possessing Weapons</td>
<td>4</td>
<td></td>
<td>E. Security Bars on Primary Door to be Entered</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>L. History of Robbery</td>
<td>4</td>
<td></td>
<td>F. Counter Surveillance Personnel (lookouts)</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>M. Prior Weapon Charges</td>
<td>4</td>
<td></td>
<td>G. Known Vicious or Aggressive Dog</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>N. Law Enforcement Background</td>
<td>4</td>
<td></td>
<td>H. Fortified Doors/ Homemade Door Stops</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>O. History of Homicide</td>
<td>4</td>
<td></td>
<td>I. Known Booby Traps/ Anti-Personnel Devices</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>P. History of Threats to Law Enforcement</td>
<td>4</td>
<td></td>
<td>TOTAL SUSPECT ASSESSMENT POINTS SECTION III</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SUSPECT ASSESSMENT POINTS SECTION I</td>
<td></td>
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</tr>
</tbody>
</table>
# Threat Assessment Form

## Point Assessment

<table>
<thead>
<tr>
<th>Section I: Suspect Assessment Total</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section II: Offense Assessment Total</td>
<td></td>
</tr>
<tr>
<td>Section III: Site Assessment Total</td>
<td></td>
</tr>
<tr>
<td>Total Threat Assessment Score</td>
<td></td>
</tr>
</tbody>
</table>

### 1-15 Normal Operations

16-20 Mandatory Pre-Operation Briefing to discuss alternate options for Officer Safety (Example Search Warrant, may want to stop suspect away from house, Hold to Call Out)

21+ Mandatory Contact of Tactical Reviewer

**Tactical Reviewer Contacted:** YES or NO

## Threat Assessment Addendum Notes:
Briefly explain each section that points were applied.

---

**Fill Out Below Section with Name and Date**

DE-Confliction Number: ___________________________ Investigator: ___________________________

Supervisor: ___________________________ Tactical Reviewer: ___________________________

---

2
Form 101 Refusal Updated.pdf
REFUSAL OF MEDICAL ATTENTION

I, (print name) ___________________________________, do not at this time wish to receive medical attention or treatment for the incident or injury that occurred at (location) __________________________________________ at approximately (time) ______________________________________.

If medical treatment is needed for this incident in the future, I agree to contact the Safety Manager before seeking treatment.

Employee Signature: ___________________________________

Department: _________________________________________

Supervisor’s Signature: _________________________________

Signed this _________ day of _________________________, 20 _______
SWAT Critical Incident Report Checklist.pdf
The forms and checklists used in this report are meant to be used as a source for the S.W.A.T. Team to gather information and complete steps that may be useful in the successful resolution of a critical incident. It should be used as a guideline for operations involving the S.W.A.T. Team, but should not be considered as all inclusive. Each critical incident should be considered unique in nature and any resolution should be based on the individual facts and circumstances of the incident.
SECTION I

OI Report Number ___________________________  Date: ___________________________

Time Started: __________________________    Time Ended: __________________________

Location:  ___________________________________________________________________

OIC at start of Incident: ________________________________________________________

First Responding Officer:  ________________________________________________________

Incident Commander:  _________________________________________________________

Chief / Deputy Chief notified at: _________________________________________________
## SECTION II

### Type of Incident

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<tr>
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<td>Hostage Incident/Negotiations</td>
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<tr>
<td>Other</td>
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### Reason for Warrant | Personnel Deployed | #
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<td>□ Negotiators</td>
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<td>□ Other</td>
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**CHARGES AGAINST SUSPECT:** ______________________________________________
___________________________________________________________________________

| □ FELONY  | □ Warrants  | □ Local  | □ Oklahoma  | □ Out of State  |
| □ Misdemeanor  | □ Warrants  | □ Local  | □ Oklahoma  | □ Out of State  |

□ Verified by: ________________________________

---

**SECTION III**

Location Profile

**TYPE OF STRUCTURE**

| □ Single Family Residence  | # Levels ___  | # Rooms ___  | Additional _________ |
| □ Apt/TwnHouse/Condo  | # Levels ___  | # Rooms ___  | Additional _________ |
| □ Commercial Building  | # Levels ___  | # Rooms ___  | Additional _________ |
| □ Government Building  | # Levels ___  | # Rooms ___  | Additional _________ |
| □ Mobile Home  | # Rooms ___  | Additional _________ |

□ Basement

□ Description  ________________________________________________________________
____________________________________________________________________________
PORCH

☐ Side ________  ☐ Additional ________________________________

☐ Side ________  ☐ Additional ________________________________

DOORS

☐ Side 1 Door  ☐ Door Opens Outward  ☐ Door Opens Inward  ☐ Storm Door

☐ Side 1 Door  ☐ Security Bars  ☐ Barricaded  ☐ Additional _______________

☐ Side ___Door  ☐ Door Opens Outward  ☐ Door Opens Inward  ☐ Storm Door

☐ Side ___Door  ☐ Security Bars  ☐ Barricaded  Additional ☐ _______________

☐ Side 1 Door Locks  ☐ Deadbolt  ☐ Keys Available  ☐ Additional ___________

☐ Side ___Door Locks  ☐ Deadbolt  ☐ Keys Available  ☐ Additional ___________

DOOR MATERIAL

☐ Wood-Solid  ☐ Wood-Hollow Core  ☐ Wood & Glass  ☐ Glass  ☐ Metal

WINDOWS

☐ Side 1  ☐ Security Bars  ☐ Shutters  ☐ Additional ______________________

☐ Side 2  ☐ Security Bars  ☐ Shutters  ☐ Additional ______________________

☐ Side 3  ☐ Security Bars  ☐ Shutters  ☐ Additional ______________________

☐ Side 4  ☐ Security Bars  ☐ Shutters  ☐ Additional ______________________

☐ Single Pane  ☐ Double Pane
WALLS

- Exterior Brick
- Exterior Cinder Block
- Exterior Siding
- Dry Wall / Studs

Note Walls that would be a breaching obstacle ______________________________________
____________________________________________________________________________

ATTIC ACCESS

- Pull down ladder access
- Full door access
- Crawl through access
- Exterior access

ALARMS

- Window Alarm
- Audible Outside/Inside

- Door Alarm
- Audible Outside/Inside

- Motion Alarm Inside/Outside
- Audible Outside/Inside

SECURITY CAMERAS

- Side 1
- Side 2
- Side 3
- Side 4
- Camera Additional ___________________

FENCES

- Side ___
- Chain Link/Height ___
- Wood/Privacy/Height ___

- Barbed Wire / Razor Tape

UTILITIES

- Gas
  - Located Side ___
  - Turned Off Time ______

- Water
  - Located Side ___
  - Turned Off Time ______

- Electric/Meter
  - Located Side ___
  - Turned Off Time ______
□ Land Line Telephone   □ Located Side ___   □ Turned Off Time _____
□ Propane   □ Located Side ___   □ Turned Off Time _____

LOCATION FORTIFIED
□ Known fortification doors □ Located doors □ 1 □ 2 □ 3 □ 4 □ Additional __________
□ Known fortification windows   Located doors □ 1 □ 2 □ 3 □ 4 □ Additional __________

WEAPONS STORED IN STRUCTURE

Location(s): ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________

Note on Diagram:
STRUCTURE DIAGRAM

- Obtain Diagram of structure and surroundings
- Diagram from PD source
- Diagram made from witness statement
- Blueprint
- Note Probable Suspect Escape Routes on Diagram
- Note Areas of cover and concealment that suspect could utilize on Diagram
- Note areas where snipers, containment, entry team and others are posted on Diagram
- Disseminate Diagram to SWAT / Containment / Negotiators / Command

LOCATION PHOTOGRAPHS

- Disseminate available photographs of exterior or interior of structure
- Sniper / Uniform / Containment take cell phone photographs of exterior and send to Command for dissemination

VEHICLES

- Suspect Vehicle: Make ________ Model ________ Year ______
  Color ________ LPN: ________ State ______
- Other Vehicle: Make ________ Model ________ Year ______
  Color ________ LPN: ________ State ______

OPEN AREA / OTHER

- Description: ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________
  ______________________________________________________________
## SECTION IV

### Incident Description

Description of Incident:

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

### SUSPECT’S ACTIONS

- □ Threats toward others
- □ Violent Actions against others __________________________
- □ Threats to harm self
- □ Violent Actions against self ____________________________

- □ Witness to Incident
  - Name: __________________________  Address: _____________________________
  - Phone #: _______________________
  - Statement Taken By: ________________

- □ Witness to Incident
  - Name: __________________________  Address: _____________________________
  - Phone #: _______________________
  - Statement Taken By: ________________

- □ Witness to Incident
  - Name: __________________________  Address: _____________________________
  - Phone #: _______________________
  - Statement Taken By: ________________

- □ Brief All SWAT on Incident.  Briefed by: __________________________  Time: ______
SECTION V

Suspect Profile / Actions / Logistics

SUSPECT PROFILE

□ Male □ Female    Race □ White □ Black □ Hispanic □ Other

Height _____    Weight _____    Hair _______    Eyes _______

Clothing Description ____________________________________________
________________________________________________________________

□ Primary Language Other than English   What Language? __________________________

□ Interpreter Requested/Notified    Time: _________

Suspect Address ________________________________ Phone _______________________

Employed/Employer ____________________________________________

□ Spouse      □ Girlfriend/Boyfriend      □ Other Relative      □ Other

Name ____________________________    Address ____________________________

Phone ____________________________    Contact Time: _________

□ At Scene    At Time: _________

□ Attorney

Name ____________________________    Address ____________________________

Phone ____________________________    Contact Time: _________

OBTAIN PHOTOGRAPH OF SUSPECT

□ D.L. photo    □ Other photo    □ Disseminated to Team    Time: _________

CRIMINAL HISTORY    □ None Known   □ Misdemeanor    □ Non-Violent Felony
Type of Crime ________________________________________________________________

□ VIOLENT FELONY  Type of Crime ____________________________________________

□ Weapon(s) Used  Type ________________________________

□ Time Served in Jail  Time: _______________

□ Time Served in Prison  Time: _______________

□ Obtain Copy of Criminal History  Time: _______________

□ IDENTIEY OF SUSPECT VERIFIED BY: ______________________  Time: _______
Details: _____________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

□ PRIOR HISTORY OF CRITICAL INCIDENTS / HOSTAGE TAKING
Details: _____________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

□ ANY KNOWN DIAGNOSED MENTAL ILLNESS________________________________________
___________________________________________________________________________
___________________________________________________________________________

SUSPECT MEDICAL HISTORY_____________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Doctor’s Name if Known _______________________________  Contact Time: ________

□ SWAT Medical Briefed on Suspect’s Medical History

KNOWN MEDICATION / NARCOTIC USE
☐ Prescribed to suspect  ☐ Illegal Narcotic Use

Details: ________________________________________________________________
______________________________________________________________
______________________________________________________________

MILITARY SERVICE

☐ Army   ☐ Navy   ☐ Air Force   ☐ Marines   ☐ Coast Guard   ☐ Reserves   ☐ Guard

Military Specialty ________________________________

☐ Known CQB / Countermeasure Training / Combat Experience ________________________

GANG OR HATE GROUP AFFILIATION

☐ Name Group and details: ____________________________________________
______________________________________________________________
______________________________________________________________

MARTIAL ARTS

Type of training: ______________________________________________________

☐ Owns / has access to martial arts weaponry     Type: ______________________________

SUSPECT’S ACTIONS OR STATEMENTS

☐ SUSPECT HAS FIRED SHOTS     ☐ Aimed     ☐ Random     Estimated # of Shots ____

☐ Suspect is KNOWN to be armed

☐ Suspect has STATED he/she is armed

☐ Suspect has ACCESS to weapons, but no threat of use

☐ Suspect’s actions have caused DEATH

☐ Suspect’s actions have caused INJURY
☐ Suspect has not caused injury or death

☐ Suspect is known to have carried weapon in the past

**SUSPECT LOGISTICS**

☐ Suspect owns/has access to **RIFLE**  ☐ Suspect owns/has access to **HANDGUN**

☐ Suspect owns/has access to **SHOTGUN**

☐ Suspect owns/has access to **EXPLOSIVES**  ☐ EOD contacted  Time: ________

☐ Booby Traps  Type: _______________________  Location __________________________

☐ Suspect owns/has access to muzzleloader/crossbow/bows/other ______________________

Description of Weapon/Ammunition/Explosives: ___________________________________
___________________________________________________________________________
___________________________________________________________________________

**OTHER SUSPECT LOGISTICS**

☐ Body Armor  ☐ Ceramic Plate  ☐ Gas Mask  ☐ Tear gas/OC/Pepper foam

☐ Police/Military Uniforms  Describe: ___________________________________________
___________________________________________________________________________
___________________________________________________________________________

☐ Dogs on premises  Type: __________  Number __________  ☐ Protection/Attack trained

☐ Police Radio/Scanner Access  ☐ Radio/Television incident coverage access

Other Logistics: ______________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
## SECTION VI

**Hostage / Victim Profile**

- **CURRENT HOSTAGE**
- **Victim of Previous Act**

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<tr>
<th>Name __________________________________________</th>
<th>Age ______</th>
<th>D.O.B. __________</th>
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- □ Male □ Female     Race □ White □ Black □ Hispanic □ Other

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<th>Height _____</th>
<th>Weight _____</th>
<th>Hair ______</th>
<th>Eyes ______</th>
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</thead>
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Description of last known clothing__________________________________________________________

______________________________

Employed/Employer ________________________________________________________________

- □ Spouse      □ Girlfriend/Boyfriend      □ Other Relative     □ Other

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<th>Name __________________________</th>
<th>Address __________________________________________</th>
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<tr>
<th>Phone ______________________</th>
<th>Contact Time: ________</th>
</tr>
</thead>
</table>

- □ At Scene    At Time: ________

Known injuries to victim/hostage __________________________________________________________

Hostage Medical History ________________________________________________________________

Medication(s) ________________________________________________________________

- □ SWAT Medics and Team briefed on Victim/Hostage medical history

- □ Victim/Hostage related to suspect □ Victim/Hostage an acquaintance of suspect

- □ Relationship ________________________________________________________________
# SECTION VII

S.W.A.T. Team Response

## INITIAL RESPONSE

- □ Staging Point – Command Post Location __________________________________________
- □ Dispatch Directed Net
- □ SWAT Team to Tactical Channel

## INCIDENT SCENE

- □ Set up Command Post location/Incident Commander assumes control of scene  Time ______
- □ Establish a forward tactical command post if needed
- □ SWAT Commander confirms containment is achieved on inner perimeter
- □ SWAT relieves any Uniformed Patrol on Inner Perimeter
- □ SWAT disables suspect vehicle
- □ Spike Strips deployed  Location ________________________________________________
- □ SWAT Commander confirms containment is achieved on outer perimeter
- □ Check status of first responders
- □ Ensure Negotiators are notified / on scene
- □ Brief Team on Incident, charges and locations of perimeter officers
- □ Emergency Entry Team posted for emergency response  Time: ______
- □ Check status of First Responders / Update Command Post and SWAT Team
- □ Evacuations made  □ Ongoing
- □ Update SWAT Team on Situation and Assignments if needed
□ Review assignments of all non-tactical personnel     Make changes if needed

□ Ensure phone/communications     Phone number for suspect contact: ____________________

□ Confirm phone number with Emergency Dispatch Center

□ Establish Media Area and Assign a PIO

□ Establish a Relocation Area for displaced persons

□ Set up Video, Still Cameras and Recorders / other tech support through CID

□ Establish procedure to deal with team fatigue

  □ Officer relief every 4 to 8 hours
  □ Perimeter relief every 4 to 8 hours
  □ Entry team relief every 4 hours
  □ Snipers off primary rifle every 30 minutes
  □ Negotiators and Command relief as needed

□ Scouts/Snipers/Inner perimeter assess Incident Location

  □ Establish diagram of Location     Structures, windows, doors, foliage, vehicles
  □ Photograph/video the incident location     Disseminate to Team
  □ Determine approach/extraction routes
  □ Determine/Confirm optimal Sniper locations
  □ Snipers take up positions     Times: _________
  □ Determine/Confirm side 1 2 3 4 of structure     Confirm with Team
  □ Provide all information to Incident Command/all SWAT Command

□ Evaluate Target Location from gathered intelligence information
☐ Establish Entry Type Needed

☐ Stealth

☐ Dynamic

☐ Hostage Rescue

☐ Explosive Breaching    ☐ Side 1 2 3 4

☐ Position Take Down Teams

☐ Ensure Inner Perimeter is established

☐ Position Sniper Teams

☐ Position Containment Teams

☐ Assign K-9 to probable escape routes

☐ Assign Uniformed Patrol to crowd control

☐ Entry teams take up Stand By positions

☐ Close streets where needed

☐ Establish safe entrance/evacuation routes for Emergency Vehicles

☐ Ambulance notified    Time: ________

☐ Fire Department notified    Time: ________

☐ City Water notified    Time: ________

☐ Gas Company notified    Time: ________

☐ Electric Company notified    Time: ________

☐ Telephone Company notified    Time: ________

☐ Team Commander/SWAT Supervisor

☐ Review Diagram of Location
☐ Review intel from relatives, witnesses, etc
☐ Review intel from medical
☐ Review intel from Negotiators
☐ Disseminate updated information to Team

☐ Contact Mental Health Advisor  Time: _________

☐ Contact/Attempt Contact with suspect  Time: _________
   ☐ Voice Contact by SWAT or Negotiator
   ☐ Bull Horn
   ☐ Throw Phone deployed  Time: _________
   ☐ Contact made by Throw Phone  Time: _________
   ☐ Negotiator moves into save position behind entry if needed
   ☐ Negotiator coordinates surrender

☐ Determine Condition/State of Suspect
☐ Determine Condition/State of Hostage

☐ Evaluate Threats/Demands; Determine severity
☐ Evaluate any deadlines that have been made

☐ Gas Deployment  Time started: _________  Time stopped: _________
   ☐ Projectile gas rounds  Number used: _________

       Type: __________________________________________________________________

   ☐ Canister gas  Number used: _________

       Type: __________________________________________________________________
☐ Entry Team

☐ Update Entry Team Leaders/SWAT Team on incident status

☐ Review team assault plan/contingency plan; modify if needed

☐ Brief SWAT/Containment on assault plan/contingency

☐ Signal for emergency traffic only prior to Entry/Assault Order

☐ Execute Entry

☐ Notify all personnel and Emergency Dispatch Center when location is secure

☐ Turn over incident to CID/Investigators

☐ Post Operation

☐ Debrief all Officers involved

☐ Debrief for SWAT Only

☐ Complete reports/documentation

Notes / Comments
Police Employment Background Investigation.pdf
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<th>BY</th>
<th>TYPE OF DOCUMENT</th>
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### 4. Examinations Completed

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### 5. Additional Actions Completed

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RELATIVES, REFERENCES, AND AQUAINTANCES

EDUCATION

RESIDENCES

EMPLOYMENT
NARRATIVE SUMMARY

MILITARY:

FINANCIAL:

LEGAL:

MOTOR VEHICLE OPERATION:

GENERAL TOPICS:

☐ Supporting documentation is appended.

_________________________________________          Date:  ______________________
Consulting Associate Signature

______________________________________________
Print Name
CONTACT WITH EMPLOYER

CANDIDATE NAME

EMPLOYER:

CONTACT DATE:

ADDITIONAL INFORMATION
CONTACT WITH EMPLOYER

CANDIDATE NAME

EMPLOYER:

CONTACT DATE:

ADDITIONAL INFORMATION
CONTACT WITH EMPLOYER

CANDIDATE NAME

EMPLOYER:

CONTACT DATE:

ADDITIONAL INFORMATION
CANDIDATE NAME

REFERENCE:

CONTACT DATE:

ADDITIONAL INFORMATION
CANDIDATE NAME

RELATIVE:

CONTACT DATE:

ADDITIONAL INFORMATION
Lost and Found Disposition Form.pdf
ARDMORE POLICE DEPARTMENT

LOST AND FOUND
PROPERTY REGISTRATION SUPPLEMENTAL

REPORTED DATE AND TIME:  PREPARED DATE AND TIME:

REPORTING PERSON

NAME (LAST, FIRST, MIDDLE)  AKA  HGT  WGT  HAB  EYES  SKIN  RACE  SEX

STREET ADDRESS, CITY, STATE, ZIP  DATE OF BIRTH  AGE  EMAIL ADDRESS

EMPLOYER / SCHOOL NAME  HOME PHONE  DRIVER’S LICENSE NUMBER  STATE  EXPIRATION

EMPLOYER’S ADDRESS, CITY, STATE, ZIP  BUSINESS PHONE  OTHER PHONE

DISCLAIMER

I, ____________________________, in accordance with Oklahoma State Statutes (11-1-34-104), wish to register with the Ardmore Police Department the lost and found property listed below and to maintain possession of said property.

I attest and understand that:

INITIALS

1. I found said property and have no information as to the identity of the owner.

2. The Ardmore Police Department will provide my name and address to any person reporting lost property similar to the property listed below within ninety (90) days stipulated by Oklahoma State Statutes.

3. I agree to indemnify, save, hold harmless and release the Chief of Police, Police Department and the City of Ardmore, Oklahoma and/or any of their employees from any responsibility or liability, as the result of maintaining possession of said lost and found property and/or for any damage to said property and/or to any final disposition of said property.

REPORTING PERSON SIGNATURE  DATE

LOST AND FOUND PROPERTY DESCRIPTION

<table>
<thead>
<tr>
<th>ITEM</th>
<th>QTY</th>
<th>TYPE</th>
<th>BRAND</th>
<th>DESCRIPTION</th>
<th>SERIAL NUMBER</th>
<th>VALUE</th>
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<tbody>
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<tr>
<td>5</td>
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</tr>
</tbody>
</table>

ADDITIONAL INFORMATION

REPORTING OFFICER  SUPERVISOR

APD Form 2018-0183
Discriminatory Harassment Policy Acknowledgement.pdf
Discriminatory Harassment Policy Acknowledgement

All employees are required to have access to, and to read, the discrimination and harassment policies identified in the Discriminatory Harassment policy. All employees are also required to complete a form at the time of their annual evaluation that acknowledges the following:

I understand the harassment and discrimination policies of the Ardmore Police Department and the City of Ardmore.

I have had all of my questions regarding these policies sufficiently addressed by my supervisor (or other authorized official).

I know how to report alleged harassment and violations of these policies.

I have / have not (circle one) been the subject of, or witness to, any unreported conduct that may violate these policies.

Printed Name: __________________________ Signature: __________________________
(Employee)

Date: __________________________

Review

Employees must complete and return this form to the issuing supervisor (or other authorized official) within one week of issuance. If an employee has expressed any questions or concerns, the receiving supervisor (or other authorized official) shall ensure that appropriate follow-up action is taken.

Follow-Up Taken: Yes / No (circle one) Date of Action: __________________________

Describe Action: __________________________

________________________________________

________________________________________

Printed Name: __________________________ Signature: __________________________
(Supervisor/Authorized Official)

Date: __________________________
ARDMORE
POLICE DEPARTMENT
OATH OF OFFICE

I, ____________________, DO SOLEMNLY SWEAR THAT I WILL SUPPORT, OBEY AND DEFEND THE CONSTITUTION OF THE UNITED STATES OF AMERICA, THE STATE OF OKLAHOMA, THAT I WILL DISCHARGE MY DUTIES AS A LAW ENFORCEMENT OFFICER WITH FIDELITY; THAT I WILL OBEY THE POLICY AND PROCEDURES AND RULES AND REGULATIONS OF THE ARDMORE POLICE DEPARTMENT TO THE BEST OF MY ABILITY, SO HELP ME GOD.

______________________________________________  __________________________
Signature of Officer taking Oath                   Date Oath Taken

___________________________
Witness -1

___________________________
Witness – 2

SUBSCRIBED AND SWORN TO BEFORE ME THIS ___ DAY OF __________, 2018.

___________________________
NOTARY PUBLIC

___________________________  
MY COMMISSION EXPIRES:
Time Clock Edit Form - Typeable.pdf
EDIT/LEAVE/PUNCH CORRECTIONS FORM

Employee Name: ___________________________________  EMPL#:  ________

Employee Signature: ______________________________ Dated: ______________

Approve: _______  Supervisor Initials: ________

Not Approved: _________  Reason: _______________________________________

Chief Initials: ____________

<table>
<thead>
<tr>
<th>DATE</th>
<th>LEAVE OR CORRECTION CODE</th>
<th>TIME &amp; HOURS</th>
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</thead>
<tbody>
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<td></td>
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<td></td>
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</tbody>
</table>

CHANGES ONLY:
Original Request Date: _________________________  Leave Type: _______________________________________

New Request Date: _________________________  Leave Type: _______________________________________

LEAVE OR CORRECTION CODES TO USE:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
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<tbody>
<tr>
<td>ALWP</td>
<td>Admin. Leave with Pay</td>
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<tr>
<td>AULV</td>
<td>Authorized leave (no pay)</td>
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<tr>
<td>AWOP</td>
<td>Admin. Leave without Pay</td>
</tr>
<tr>
<td>CLT</td>
<td>Cleet</td>
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<tr>
<td>CE</td>
<td>Comp Earn (Overtime hours only)</td>
</tr>
<tr>
<td>CLLB</td>
<td>Call Back (call outs)</td>
</tr>
<tr>
<td>CLLF</td>
<td>Call Back (Fire only)</td>
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<tr>
<td>CT</td>
<td>Comp Taken</td>
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<tr>
<td>COUR</td>
<td>Court (Police Department only)</td>
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<td>DNPI</td>
<td>Did Not Punch-In (reason)</td>
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<td>DNPO</td>
<td>Did Not Punch-Out (reason)</td>
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<tr>
<td>DR</td>
<td>Medical Appt. Family (family member)</td>
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<td>ERND</td>
<td>Work Related Errands (reason)</td>
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<tr>
<td>FF</td>
<td>Funeral Family (attachment required)</td>
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<td>FMLA</td>
<td>Family Medical Leave (reason in HR)</td>
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<tr>
<td>FO</td>
<td>Funeral Other (vacation time)</td>
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<tr>
<td>FS</td>
<td>Family Sick(family member)(Fire:Artcl#14)</td>
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<td>FTO</td>
<td>Field Training Officer (Police Dept. only)</td>
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<tr>
<td>HPAC</td>
<td>Holiday Pre-Approved Comp Time</td>
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<td>HPAP</td>
<td>Hlday Pre-Approved Personal Day</td>
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<td>HPAS</td>
<td>Hlday Pre-Approved Sick (reason)</td>
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<tr>
<td>HPAV</td>
<td>Hlday Pre-Approved Vacation</td>
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<td>Jury Duty (attachment required)</td>
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<td>NEW</td>
<td>New employee in time clock</td>
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<td>NI</td>
<td>No Internet /Clock Down</td>
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<td>NLU</td>
<td>No Lunch</td>
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<td>PD</td>
<td>Personal Day</td>
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<td>SAFE</td>
<td>Safe OK (Police Department only)</td>
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<td>SKLR</td>
<td>Skeleton Crew Hours</td>
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<tr>
<td>SA</td>
<td>Schedule Adjust</td>
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<tr>
<td>SS</td>
<td>Self-Sick (Fire:Artcl#14 reason)</td>
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<td>SSFS</td>
<td>Sick with Doctor Note</td>
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<td>SSMD</td>
<td>Medical Appt. Employee</td>
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<td>TRDE</td>
<td>Shift Trade (Fire only)</td>
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<tr>
<td>TRNG</td>
<td>Training/Conf/Meeting/Trvl time</td>
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<tr>
<td>UNLV</td>
<td>Unauthorized leave (no pay)</td>
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<td>VAC</td>
<td>Vacation</td>
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<td>VT</td>
<td>Voting</td>
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<tr>
<td>WC</td>
<td>Workers Compensation (no pay)</td>
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<tr>
<td>WCIL</td>
<td>Workers Compensation (with pay)</td>
</tr>
</tbody>
</table>
INFORMANT AGREEMENT.pdf
INFORMANT AGREEMENT

During my association with the Ardmore Police Department as an Informant, I, the undersigned, do hereby agree to be bound by the following conditions and procedures while so associated:

1. I agree that I have no police power under the State of Oklahoma or any local governmental subdivision and have no authority to carry a weapon while performing my activity as an Informant.

2. I acknowledge that I am associated with the Ardmore Police Department as an Informant on a case or time basis as an independent contractor and that any payment I receive from the Ardmore Police Department will not be subject to Federal or State Income Tax Withholding or Social Security. All reporting of income is the responsibility of the Informant.

3. I further acknowledge that as an Informant and independent contractor, I am not entitled to Workman’s Compensation or Unemployment Compensation from the State of Oklahoma and I shall not hold the City of Ardmore liable for any injuries or damage incurred by reason of my association with the Ardmore Police Department.

4. I further agree not to divulge to any person, except the investigator with whom I am associated, my status as an Informant for the Ardmore Police Department unless required to do so in court and shall not represent myself to others as an employee or representative of the Ardmore Police Department.

5. I further agree not to use the Ardmore Police Department or any of its officers as credit references or employment references unless prior approval is obtained from the investigator with whom I am associated.

6. I further agree that my association with the Ardmore Police Department does not afford me any special privileges.

7. I further agree that while working in an official capacity as a Confidential Informant with the Ardmore Police Department that after making a controlled purchase of anything of evidentiary value, I will contact the investigator or designee as soon as possible to relinquish items of evidence to him/her.

8. I further agree to maintain a strict accounting of all funds provided to me by the Ardmore Police Department as part of my activity as an Informant. I understand that misuse of City funds could be grounds for criminal prosecution against me.

9. Finally, I agree that violation of any of the above enumerated provisions will be grounds for immediate termination and probable criminal charges.

Dated this ______ day of _________________________ , 20____

___________________________________________________________________
Informant

___________________________________________________________________
Investigator
IN THE DISTRICT COURT OF __________ COUNTY STATE OF OKLAHOMA

CIVIL COVER SHEET

TYPE OF CASE (MUST CHECK ONE) & ALL INFORMATION REQUIRED

<table>
<thead>
<tr>
<th>CIVIL</th>
<th>FAMILY AND DOMESTIC</th>
<th>PROBATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJ ____(over $10,000)</td>
<td>AI______ (Artificial Insemination)</td>
<td>PB ______ (Probate)</td>
</tr>
<tr>
<td>CS ___(under $10,000)</td>
<td>FA______ (Adoption)</td>
<td>PC ______ (Conservatorship)</td>
</tr>
<tr>
<td>CV ___ (Miscellaneous Civil)</td>
<td>FD______ (Divorce)</td>
<td>PG ______ (Guardianship)</td>
</tr>
<tr>
<td>SC ___ (Small Claims-less than $6,000)</td>
<td>FI______ (Income Assignment)</td>
<td>FB ______ (Full Blood)</td>
</tr>
<tr>
<td>SC ___ (Forcible E &amp; D up to $1,500)</td>
<td>FP______ (Paternity)</td>
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</tr>
<tr>
<td>FMI____ (Miscellaneous)</td>
<td>FR______ (Reciprocal)</td>
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</tbody>
</table>

AMOUNT ENCLOSED: $_________

PRINCIPAL CAUSE OF ACTION: _______________________________________________________________________

Defendant’s Initial Pleading-Entry of Appearance/Answer/3rd Party Petition Existing Case No. ____________

(MUST FILL OUT FOLLOWING INFORMATION)

ATTORNEY INFORMATION:
Party Representing: _____________________________
Name: __________________________________________
Firm: ____________________________________________________________________________
Mailing Address: ____________________________________________
City: ___________________ State: ______ Zip Code: _______
Phone Number: ____________________________ Fax Number: __________________________
Bar #: ____________________________ E-Mail Address: ____________________________

PLAINTIFF INFORMATION
NAME: ____________________________
LAST FIRST MIDDLE
ADDRESS: ____________________________________________
MAILING ADDRESS PHYSICAL ADDRESS
CITY: ___________________ STATE: ______ ZIP: _______
DATE OF BIRTH: ____________ SOCIAL SECURITY NO./EIN: ____________
D.L. NO. __________________ PHONE NO.: ___________________
CELL PHONE NO. __________________ E-MAIL ADDRESS: ___________________

DEFENDANT INFORMATION
NAME: ____________________________
LAST FIRST MIDDLE
ADDRESS: ____________________________________________
MAILING ADDRESS PHYSICAL ADDRESS
CITY: ___________________ STATE: ______ ZIP: _______
DATE OF BIRTH: ____________ SOCIAL SECURITY NO./EIN: ____________
D.L. NO. __________________ PHONE NO.: ___________________
CELL PHONE NO. __________________ E-MAIL ADDRESS: ___________________

SUMMONS INFORMATION
NUMBER OF SUMMONS TO BE ISSUED: ______ SUMMONS TO BE ISSUED BY COURT CLERK ______

PETITION & SUMMONS TO BE SERVED BY:
___ ISSUED TO ATTORNEY ___NO SUMMON ISSUED ___ SHERIFF ______ COUNTY: ___________________

PROCESS SERVER: ______ PUBLICATION ______ REGISTERED /CERTIFIED MAIL ______
PETITION FOR PROTECTIVE ORDER

Petitioner

First                Middle                Last
and/or on behalf of minor family member(s)

- VS -

Defendant

First                Middle                Last
Relationship to Petitioner: ____________________________

Defendant's Address (Street address, City, State, Zip Code)

Additional Petitioner Information
Name(s) and age(s) of minor family member(s)

Defendant Identifiers

<table>
<thead>
<tr>
<th>SEX</th>
<th>RACE</th>
<th>DOB</th>
<th>HT</th>
<th>WT</th>
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<th>EYES</th>
<th>HAIR</th>
<th>DISTINGUISHING FEATURES</th>
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<th>DRIVERS LICENSE #</th>
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<tr>
<td>Other</td>
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</tbody>
</table>

(Clerk's File Stamp Below)

Petitioner, being sworn, states:

1. **Petitioner's Relationship to the Defendant**

INSTRUCTION: Check all boxes that apply to the relationship between Petitioner and Defendant

- Married
- Divorced
- Parent & Child
- Persons Related by Blood
- Persons Related by Marriage
- Present Spouse of an Ex-Spouse
- Persons Living Same Household
- Formerly Living in Same Household
- Biological Parents of Same Child
- Persons in a Previous Dating Relationship
- Victim of Rape

* If you do not meet one of the above relationship tests then a protective order is only available if you are a victim of Stalking. Under the Protection from Domestic Abuse Act, "Stalking" means the willful, malicious, and repeated
following or harassment of a person by an adult, emancipated minor, or minor thirteen (13) years of age or older, in a manner that would cause a reasonable person to feel frightened, intimidated, threatened, harassed, or molested and actually causes the person being followed or harassed to feel terrorized, frightened, intimidated, threatened, harassed or molested. Stalking also means a course of conduct composed of a series of two or more separate acts over a period of time, however short, evidencing a continuity of purpose or unconsented contact with a person that is initiated or continued without the consent of the individual or in disregard of the expressed desire of the individual that the contact be avoided or discontinued. Unconsented contact or course of conduct includes, but is not limited to: (a.) following or appearing within the sight of that individual, (b.) approaching or confronting that individual in a public place or on private property, (c.) appearing at the workplace or residence of that individual, (d.) entering onto or remaining on property owned, leased, or occupied by that individual, (e.) contacting that individual by telephone, (f.) sending mail or electronic communications to that individual, or (g.) placing an object on, or delivering an object to, property owned, leased or occupied by that individual; 22 O.S. §60.1(2). If you are seeking a protective order as a victim of Stalking, and you do not meet one of the above relationship tests, you must have filed a complaint against the defendant with the proper law enforcement agency before filing this Petition (a copy of the complaint must be attached or provided at the hearing).

☐ Victim of Stalking

2. Statement of Jurisdiction

INSTRUCTION: Check all that apply

☐ Petitioner is a resident of the county wherein this Petition is filed.

☐ Defendant is a resident of the county wherein this Petition is filed.

☐ The domestic abuse occurred in the county wherein this Petition is filed.

3. Actions of the Defendant

INSTRUCTION: Check and complete one or more of the following. Fill in the blank lines of checked items.

☐ The Defendant has caused or attempted to cause physical harm to: ______________________________________________________________________ (Name(s))
☐ The Defendant has threatened* imminent physical harm to: ____________________________ (Name(s))

* According to 22 O.S. §60.1(1), "Threat" means a threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor, or minor child who are family or household members or who are or were in a dating relationship.

☐ The Defendant has harassed* ____________________________ (Name(s))

* According to 22 O.S. §60.1(3), "Harassment" means a knowing and willful course or pattern of conduct by a family or household member or an individual who is or has been involved in a dating relationship with the person, directed at a specific person which seriously alarms or annoys the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress, and must actually cause substantial distress to the person. "Harassment" shall include, but not be limited to, harassing or obscene telephone calls in violation of 21 O.S. §1172 and fear of death or bodily injury.

☐ The Defendant has stalked* ____________________________ (Name(s))

* If the Petitioner is a victim of stalking, but is not a family or household member or an individual who is or has been in a dating relationship with the Defendant, you must file a complaint against the Defendant with the proper law enforcement agency before filing a petition for a protective order with the District Court. The Petitioner shall attach a copy of the complaint to the petition or present the complaint to the court at the time of the hearing. (See definition of "stalking" in section 1, above)

4. Description of Incident(s)

The incident(s) which caused the filing of the petition occurred on or about ___________.

(Date(s))

Describe what happened, when and where the event(s) occurred. List all actions or behaviors you intend to present to the Court at the hearing.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Petition for Protective Order - AOC Form – November 1, 2017
ATTACH ADDITIONAL PAGES IF NECESSARY

5. Type of Order Requested

INSTRUCTION: Check either A or B

☐ A. Petitioner does not request an Emergency Ex Parte Protective Order but does request the following relief, checked below, after notice and hearing, in a Final Order;

OR

☐ B. Petitioner does request an Emergency Ex Parte Order because it is necessary to protect the petitioner(s) from immediate and present danger of domestic abuse, stalking, or harassment (22 O.S. §60.3). Petitioner requests the following relief, checked below, in the Ex Parte Order and, after notice and hearing, requests the same relief in a Final Order.

RELIEF REQUESTED

INSTRUCTION: Check EACH item which you are requesting from the Court

☐ 1. Defendant should be prohibited from attempting or having ANY CONTACT whatsoever with the Petitioner, either in person, through others or by telephone, mail, electronic means, or any other manner, at any time or place unless specifically authorized by the Court.

☐ 2. Defendant should be prohibited from injuring, abusing, sexually assaulting, molesting, harassing, stalking or threatening the Petitioner, and from use, attempted use or threatened use of physical force against the Petitioner that would reasonably be expected to cause bodily injury.
☐ 3. Defendant should be prohibited from engaging in other conduct that would place the Petitioner in reasonable fear of bodily injury to the Petitioner or the Petitioner's household members or relatives.

☐ 4. Defendant should be ordered to leave and remain away from the residence located at:
   [Address]
   Oklahoma, on or before the ___ day of ____________, 20__ at _______ a.m./p.m., and take no action to change utilities or telephone service.

☐ 5. The Court should order Law Enforcement Officers to accompany the Defendant to the above residence to remove necessary clothing and personal effects, and remain in attendance until Defendant leaves the premises, and the Court should further order Defendant NOT to go to the above residence to remove necessary clothing and personal effects unless Law Enforcement Officers are present.

☐ 6. The Court should Order Law Enforcement Officers to accompany the Petitioner (i.e. provide a "civil standby") to the current or recent past residence to remove necessary clothing and personal effects, and remain in attendance until Petitioner leaves the premises. Such residence is located at the following address:
   [Address]
   Oklahoma.

☐ 7. Order Defendant, who is a minor, to leave the residence located at [Address] (address, city, state) by immediately placing Defendant in any type of care authorized for children taken into custody pursuant to 10A O.S. §2-2-101(A).
   Circle Age of Minor Defendant: 13 14 15 16 17

☐ 8. There is an existing child visitation order and the Court should suspend or modify child visitation to protect from threats of abuse or physical violence by the Defendant or a threat to violate a custody order. 22 O.S. §60.4(l)(1).

☐ 9. The Defendant should be ordered to obtain domestic abuse counseling or treatment. 22 O.S. §60.4(C)(1) and (E)(1).

☐ 10. To protect an animal(s) owned by either of the parties or any child living in the household, the Court should order Defendant to have no contact with said animal(s) and order possession and exclusive care of said animal(s) to the Petitioner.

☐ 11. Pursuant to 22 O.S. §60.17, Petitioner makes application to monitor the location of the Defendant by computer or cellular inquiry. The Defendant should be ordered to use an active, real-time, twenty-four-hour GPS monitoring device pursuant to 22 O.S. §60.17, and costs of the GPS device and monitoring should be paid by Defendant.
12. Pursuant to 22 O.S. §60.4, Petitioner requests that billing responsibility and rights to the following household utilities and/or wireless telephone number (and wireless numbers for minor children) be transferred to petitioner’s name.

Note: A public utility or wireless service provider’s normal requirements for setting up a new account still apply. Petitioner will be responsible for paying for the account.

13. Defendant should immediately surrender all firearms and other dangerous weapons within the Defendant’s possession or control and any concealed carry license to ____________________________.

14. The Defendant should be ordered to pay the court costs and service of process fees (pursuant to 22 O.S. §60.2(C)(1), no fees or costs shall be charged to the petitioner except if the Court finds this petition has been filed frivolously).

15. The Defendant should be ordered to pay the Petitioner’s attorney’s fees in the amount of $__________________

PETITIONER REQUESTS THE COURT TO ORDER THE FOLLOWING ADDITIONAL RELIEF:

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

6. Warnings To Petitioner:

A. Whoever makes a statement or allegation in this Petition for Protective Order but does not believe that the statement or allegation is true, or knows that it is not true, or intends thereby to avoid or obstruct the ascertainment of the truth, may be found guilty of perjury. Pursuant to 21 O.S. §§500 and 504, the penalty for perjury, or subornation of perjury, is a felony punishable by imprisonment for not more than five (5) years.

B. If the court makes specific findings that a petition for a protective order has been filed frivolously and no victim exists, the court may assess attorney fees and court costs against the plaintiff pursuant to 22 O.S. §60.2 (C)(2).
C. It is against the law to file a petition for a protective order against a spouse or former spouse for the purposes of harassment, undue advantage, intimidation or limitation of child visitation rights in any divorce proceeding or separation action without justifiable cause. Violators may be subject to criminal penalties pursuant to 22 O.S. §60.4(H).

7. Sworn Statement/Affirmation of Truth

Petitioner, being first duly sworn on oath states: I have read the above and foregoing document, understand the meaning thereof, and declare, under penalty of perjury, that the facts and statements contained herein are true to the best of my knowledge and belief.

________________________________________
PETITIONER

Subscribed and sworn to before me this ___ day of __________, 20___.

________________________________________
Deputy Court Clerk, Judge or Notary

Petitioner requests the following law enforcement agencies receive a copy of any Protective Order entered herein:

Name of Agency or Agencies (use additional pages if necessary)

Petition for Protective Order - AOC Form – November 1, 2017

Page 7 of 7
SUPPLEMENTAL INFORMATION IN SUPPORT OF PETITION
FOR PROTECTIVE ORDER

Where did the events described in the petition occur?

Do the plaintiff and defendant have children who live with the plaintiff?

Has a court ever made a child custody order concerning the children of the parties? If so, what court and when?

If the plaintiff and defendant are married, is a divorce case pending? If so, in what court?

Have charges (not just the filing of a police report) been filed in either state or municipal court? If so, in what city or county?

If there is a criminal charge, did the judge issue a "no contact order"?

Has the plaintiff ever filed for a protective order in the past? If so, when, in what county and what was the outcome?

Who suggested that a protective order be requested?

Has the plaintiff asked for help from an assistance agency (such as the Health Department, Family Shelter of Southern Oklahoma or Mental Health Services of Southern Oklahoma)? If so, who and when?
IN THE DISTRICT COURT OF CARTER COUNTY
STATE OF OKLAHOMA

Petitioner

vs.

Defendant

Case No. PO-2010-

ORDER AND NOTICE OF HEARING ON PETITION FOR PROTECTIVE ORDER

☐ Emergency Ex Parte Order GRANTED
- or - (check only one)

☐ NO Emergency Ex Parte Order is in place

TO:

Name

Address

City, State, Zip Code

YOU ARE HEREBY NOTIFIED that a Petition for Protective Order has been filed against you in the District Court of Carter County, Oklahoma. You are hereby ordered to appear and answer as to the foregoing Petition.

HEARING DATE: This matter will be heard before Judge ______________________ at the Carter County Courthouse located at 20 B Street, SW, Ardmore, Oklahoma, at _____ o'clock a.m./p.m., on the _____ day of ____________________, 20_____.

You are not required to have an attorney present at the hearing, but you may if you wish. Court costs and filing fees may be assessed to either party at the hearing. Please review the attached Petition carefully before the hearing.

Date: ______________________

Judge, Court Clerk, or Deputy

TO THE SHERIFF OF ______________________ COUNTY:

Please serve this Notice of Hearing and the attached Petition for Protective Order on Defendant at the address above. Emergency ex parte orders shall be given priority for service and can be served twenty-four (24) hours a day when the location of the defendant is known.

When service has been made, notify dispatch and make your return immediately. If you are unable to make service, return this Order and Notice of Hearing, along with the Petition for Protective Order, with proper notations. Your return is to be made on this original, and returned to the Court Clerk’s Office from which it was issued (see address above) before the _____ day of ______________, 20____.

I certify that this Order and Notice of Hearing with a copy of the Petition for Protective Order was delivered to the

Sheriff of ______________________ County on this _____ day of ______________, 20____.

____________________________________
Court Clerk

Order and Notice of Hearing on Petition for Protective Order - AOC Form, Revised 01/2010
IN THE DISTRICT COURT OF CARTER COUNTY
STATE OF OKLAHOMA

Petitioner

vs.

Defendant

Case No. PO-20_____-

RETURN OF PERSONAL SERVICE BY SHERIFF

So sayeth ________________ of the ___________ County Sheriff's department:

- I received the Order and Notice of Hearing associated with the Case Number above on the __________ day of ________________, 20____.
- I served the Defendant in the above captioned case with the Order and Notice of Hearing and the attached Petition for Protective Order on the ______ day of ________________, 20____, in the following manner:

☐ PERSONAL SERVICE UPON DEFENDANT (No other service authorized)

By delivering a true copy of said process personally to:

Name ____________________________

Address __________________________

OR

☐ DEFENDANT NOT FOUND

Said process is returned "not served" for the following reason:

______________________________

Dated this ______ day of ________________, 20____.

Sheriff, Deputy Sheriff, or Authorized Agent

NOTICE: UPON SERVICE, THE DISPATCH OFFICE FOR THE SHERIFF OF THE COUNTY OF ISSUANCE SHALL BE NOTIFIED

Final Return of Service for Protective Order - AOC Form, Revised 01/2010
CONFIDENTIAL INFORMANT
PERSONAL HISTORY/ESTABLISHMENT RECORD

1) Date: ____________  2) Informant # ____________

3) Name: ____________________________________________
   Last   First   Middle

4) Alias (Not Code Name): ________________________________

5) Address: __________________________________________
   City: __________________________ State: _______ Zip: ____________

6) Race: _____  7) Sex: _____  8) DOB: ____________  9) POB: ____________


14) Occupation: ____________________________  15) Employer: ___________________

16) Home Phone: ________________  17) Work Phone: _______________________
   Alternate Phone or Pager: ___________________________________

18) Identifying Characteristics: _______________________________________

19) CI#: ____________  20) SS#: ______________________  21) FBI#: ____________

22) DL#: _____________________________ (Attach Driving Record)
   Suspended: Y/N   State: __________   Expiration ________

23) NCIC Check: _______ No Record_____ (Attach Inquiry and Results)

24) Criminal History: Incarceration _______ Probation______ Parole_____
   Expunged _______ No Record______ Other*_________
   *(Explain)
   *(Attach all Criminal History Inquiries and Results)

25) Have you been a confidential informant for another agency?  _____Yes  _____No
   Agency ___________________________________________ Agent_________________
   Agency ___________________________________________ Agent_________________

Revised 06-14-05  Informant Personal History  Page 1 of 2
26) Vehicle #1: Year ____ Make ____________ Model____________
   License # __________

Vehicle #2: Year _____ Make ____________ Model____________
   License # __________

27) Married____ Separated _____ Divorced _____ Single _____

28) Immediate Family:
   a. ______________________________________________________________________
      Last Name    First    Middle       (Relationship)
      Address: ____________________________ Phone: __________________________
   b. ______________________________________________________________________
      Last Name    First    Middle       (Relationship)
      Address: ____________________________ Phone: __________________________

29) Informant Motivation:_____________________________________________________

30) Will Informant Testify? Yes _____ No _____

31) Confidential Informant Agreement form attached: Yes _____ No _____

32) Release and Wavier form attached: Yes _____ No _____

33) Remarks (Refer to Item No. when applicable): ________________________________

Agent’s Name ____________________________
Agent’s Signature_________________________ Date: _________________

Supervisor’s Signature: _______________________________ Date: _______________

_____ Informant     _____ Informant/Defendant    _____ Restricted Use Informant

Approval: Yes _____ No _____
SWAT Equipment and Uniform Issue Form.pdf
ARDMORE POLICE DEPARTMENT
SWAT Equipment and Uniform Issue

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<th>PERSONAL / PD</th>
<th>QTY</th>
<th>SERIAL NUMBER / DESCR</th>
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<td>LEVEL IIIa BODY ARMOR (Tactical Vest)</td>
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<td>BELT</td>
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<td>HOLSTER</td>
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<td>M3 PISTOL LIGHT</td>
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<td>VAN KEY</td>
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<td>CLOSET KEY</td>
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<td>CAMEL BACK (Water System)</td>
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<td>DROP LEG POUCH</td>
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<td>K-BAR KNIFE</td>
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<td>BDU UNIFORM with PATCHES</td>
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<td>HANDHELD RADIO with EARPIECE</td>
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<td>SHOTGUN</td>
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<td>HK MP5</td>
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<td>SNIPER RIFLE</td>
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</table>

NOTES / COMMENTS

ACKNOWLEDGEMENT OF RECEIPT

I, ________________________________________________________, acknowledge that I have received / provided the above SWAT required items
(SWAT Member)

and will return items owned by the APD, as indicated above, upon departure from the SWAT Team or I will be responsible for the cost of the items not
returned.

___________________________________________________
SWAT Team Member Signature

APD Form 2010-0071
FOP Agreement 2019-2021 Article 25.pdf
ARTICLE TWENTY-FIVE

EDUCATION, CERTIFICATION, INCENTIVE AND ASSIGNMENT PAYS

Section 25.1:

EDUCATION

<table>
<thead>
<tr>
<th>Degree/Program</th>
<th>Pay Rate</th>
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<tr>
<td>Master's Degree</td>
<td>$1.09 per hour</td>
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<tr>
<td>Bachelor's Degree</td>
<td>$0.68 per hour</td>
</tr>
<tr>
<td>Associate Degree</td>
<td>$0.41 per hour</td>
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<tr>
<td>CLEET Intermediate Certificate</td>
<td>$0.82 per hour</td>
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<tr>
<td>CLEET Advance Certificate</td>
<td>$1.09 per hour</td>
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INCENTIVE PAY

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<tr>
<td>Accident Reconstruction Officer</td>
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</tr>
<tr>
<td>Basic CLEET Instructor</td>
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</tr>
<tr>
<td>D.R.E. Officer</td>
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<tr>
<td>Defensive Tactics Instructor</td>
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</tr>
<tr>
<td>S.F.S.T. Instructor</td>
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ASSIGNMENT PAY

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<td>Hostage Negotiator K-9</td>
<td>$0.28 per hour</td>
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<tr>
<td>Officer Narcotics</td>
<td>$0.28 per hour</td>
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<td>Officer Special</td>
<td>$0.28 per hour</td>
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<tr>
<td>Operations</td>
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<tr>
<td>Firearms Instructor/Armor</td>
<td>$0.28 per hour</td>
</tr>
<tr>
<td>Clandestine Lab Tech</td>
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</table>

This program will pay for only two (2) education pay categories of which only one may be a degree and only one of which may be either CLEET Intermediate Certificate or CLEET Advance Certificate and up to Four (4) incentive-assignment pay categories per individual up to the maximum of Two Dollars and Five Cents ($2.05) per hour. Only degrees from accredited colleges or universities as defined in Article 22, Section 22.1(g) will be recognized. Incentive certification pay will only be paid to members who have completed and been certified as a result of attending a minimum of a forty (40) hour course. Only one incentive will be paid per forty (40) hour course regardless of any other certification that may be received due to the taking of the course. Compensation for the K-9 officer will be calculated in compliance with the provisions of the Fair Labor Standards Act.

Section 25.2:

Employees during their initial probationary period are not eligible for incentive or assignment pay.
Section 25.3:
The Chief of Police will determine if education is job related and eligible for education pay. The total amount of education, certification and incentive pay for each individual shall be calculated as an hourly rate and combined with that individual’s hourly rate of pay. Once qualified and receiving pay, if applicable certifications are not maintained, the individual’s hourly rate shall be reduced by the amount of the applicable certification incentive.

Section 25.4:
On Call Pay-Captains: The Chief of Police reserves the right, on a weekly basis, to designate, in writing, one or more Captains to be "on call." Any Captain assigned by the Chief of Police to on call status will receive an extra Fifty Dollars ($50.00) per week for each full week when the Captain is designated as being "on call."

Section 25.5:
On Call Pay-Investigations: The Chief of Police or his designee reserves the right, on a weekly basis, to designate, in writing, one or more Investigators to be "on call." Any Investigator assigned to be in an on-call status will receive an extra One Hundred Thirty Dollars ($130.00) per week for each full week when the Investigator is designated as being "on call." This compensation is in addition to compensation for any hours actually worked when an Investigator is called in from off duty status.

Section 25.6:
Acting Pay: Officers holding the rank of Corporal or Sergeant may be assigned on a temporary basis by the Chief of Police or his designee to perform the duties of a higher rank for an anticipated limited period of time. It is understood between the parties that the assignment of officers under this provision shall not serve as: 1) substitute for permanent promotions. Employees assigned by the Chief of Police or his designee to perform duties of a higher rank shall be eligible for "Acting Pay" subject to the following requirements: 1) the employee must have satisfactorily completed the Eighty (80) hours of training and qualification period established by the Chief of Police; and 2) the employee will only receive "Acting Pay" when assigned to perform the duties of a higher rank for a full shift. Subject to these requirements, employees assigned to perform the duties of a higher rank shall receive compensation as follows:

- Corporals assigned to perform the duties of a Sergeant shall be compensated an additional One Dollar ($1.00) per hour during such assignment.

- Sergeants assigned to perform the duties of a Lieutenant shall be compensated an additional One Dollar and Fifty Cents ($1.50) per hour during such assignment.

- Lieutenants assigned to perform the duties of a Captain shall be compensated at additional Two Dollars ($2.00) per hour during such assignment.

Section 25.7:
A member who is certified as a field training officer and who is assigned a probationary officer as a trainee will receive an additional Twenty Dollars ($20.00) for each full shift during which the individual is assigned the trainee.
FOP Agreement 2019-2021 Article 17.pdf
ARTICLE SEVENTEEN

COMPENSATION FOR EXCESS HOURS WORKED

Section 17.1:
For the purpose of this Agreement, article and section, and pursuant to the mutual understanding of the parties thereto as to the applicability of the Fair Labor Standards Act (Title 29, U.S.C. 201) ("FLSA"), particularly Section 7(k) of said Act as it pertains to compensation for law enforcement personnel, the City and FOP Lodge #108 hereby agree to the following:

a. Except for exempt employees, overtime hours are those hours worked in excess of 171 hours in any 28-day work period. The City of Ardmore will compensate all bargaining unit members for overtime hours worked at the premium rate of 1.5 times the regular hourly rate. The City of Ardmore shall pay overtime in fifteen (15) minute increments for all time worked in excess of the 171 hours for a 28-day period.

Section 17.2:
For the purpose of this Agreement, article and section, crediting of an employee for hours actually worked and hours deemed to be compensable hours during any given work period shall be determined in accordance with the FLSA, except that holiday and vacation time will be considered as hours worked for the purpose of computing overtime.

Section 17.3:
The method of payment for all authorized overtime worked in excess of the regularly scheduled working hours shall be either in dollars or comp time off at the option of the employee up to a maximum of eighty (80) hours of comp time. A comp time accumulation ledger shall be kept in each division which shall be accessible to any employee during regular office hours.

Section 17.4:
The City will pay each officer a minimum of two (2) hours work or for the amount of time worked, whichever is greater, for state district court, federal district court, or Ardmore municipal court appearances other than those scheduled during regularly scheduled duty time.

Section 17.5:
The City will pay each officer a minimum of two (2) hours work or for the amount of time worked, whichever is greater, if he/she is "called back" after his/her regular shift.

Section 17.6:
The City of Ardmore may temporarily adjust an employee’s work schedule to minimize the payment of overtime. The employee shall be given reasonable notice as to the adjustment of the schedule and a meeting shall be held between the employee and the supervisor in an effort to adjust the schedule to their mutual satisfaction. The staffing levels and specific needs of the shift will be the over-riding factors used in making the adjustment. The schedule should be in writing, and specific as to the day and the number of hours to be adjusted. The Chief of Police will be the final authority in any dispute between an employee and supervisor. This section in no way is intended to limit or restrict the Employer's right to make individual or temporary assignment changes as emergency conditions necessitate or to limit regular department shift changes.

Section 17.7:
Officers who receive 8.5 hours of pay in a duty day will continue to receive the same 8.5 hours of pay on duty days in which they are in attendance at required training or schools. Any other compensation, if any, will be provided in compliance with the provisions of the Fair Labor Standards Act, as may be amended from time to time.
MECHANIC’S REPAIR ORDER

UNIT NO.  WORK ORDER NO.:  
DEPT:  DATE:  
MECHANIC ASSIGNED:  

DRIVER’S SIGNATURE  
REPAIRS NEEDED:  

REPAIRS MADE:  HOURS TAKEN:  

PARTS FROM STOCK: 

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FOP Agreement 2019-2021 Article 8.pdf
ARTICLE EIGHT

GRIEVANCE PROCEDURE

Section 8.1:

A grievance is any dispute between the City of Ardmore and the FOP, Lodge No. 108 or any employee covered herein; concerning the interpretation, enforcement, or application of any provision of this Agreement or the parties' actions thereunder or any safety hazard and it shall be adjusted in the manner set forth below. Prior to submitting a grievance, the FOP and/or the employee and management are encouraged to communicate with each other in an effort to resolve any dispute. However, such discussions will not extend the time periods set forth below absent a written agreement between the FOP and management to extend the applicable time requirement.

(a) The FOP President or his authorized representative and the officer must file a grievance in writing to the Chief of Police within ten (10) business days after the occurrence of the event giving rise to the question or when the FOP and the employee should have known of the occurrence.

(b) The Chief of Police shall submit his answer, in writing, to the employee involved and to the FOP within ten (10) business days from the time the Chief of Police received the written grievance.

(c) If the grievance is not settled under Section 8.1 (b), it will be submitted to the FOP Grievance Committee. Within ten (10) business days of the Chiefs written response, the FOP Grievance Committee will determine, at its sole discretion and judgment, whether or not a grievance exists within the terms and conditions of this Agreement.

1. If the FOP Grievance Committee finds that a grievance does exist, the Grievance Committee shall submit the grievance, in writing, to the City Manager for adjustment within ten (10) business days of the receipt of the Chiefs written response.

2. If the FOP Grievance Committee finds that a grievance does not exist, the Grievance Committee shall notify the Chief of Police, and the employee involved of the decision of the Grievance Committee within ten (10) business days of receipt of the Chiefs written response.

3. Within ten (10) business days of receipt of the decision of the Grievance Committee that a grievance does not exist, the individual employee may request, in writing, that the City Manager review the situation giving rise to the initial grievance. Such request for review shall be at the sole expense of the individual employee, who shall have the right to legal counsel at his election and at his own expense. The written request for review must set forth the reason or reasons why the employee believes that action or event resulting in the initial grievance was incorrect.
4. The City Manager, or his designee, shall confer with the employee, the employee's immediate supervisor, the Chief of Police and such other persons as he deems appropriate within ten (10) business days of receipt of the request for review. The City Manager shall reduce his decision to writing within ten (10) business days of completion of his meeting with the employee. A copy of his decision will be provided to the employee and the Chief of Police.

5. The decision of the City Manager shall be final and binding and the employee shall have no further recourse except in situations involving reduction in rank, suspension without pay or the termination of the employment of the employee. Only in those cases where the City Manager has upheld the suspension without pay, the demotion in rank or the termination of the employee, the individual employee may request arbitration under the provisions of subsection (e) below.

(d) In the event of a grievance submitted by the FOP, the City Manager shall submit his answer, in writing, to the Chief of Police, the employee, and the FOP within ten (10) business days of receipt of grievance by the City Manager.

(e) If the City Manager and the FOP have not settled a grievance, either the City or the FOP may submit the matter to arbitration under the procedures set forth below. In the event of an individual employee requesting arbitration in cases involving demotion in rank, suspension without pay, or termination of employment, the following procedures will be followed:

1. Within ten (10) business days after FOP's receipt of the City Manager's decision or, in the case of where the City Manager has upheld the reduction in rank, suspension without pay or termination of an employee within ten (10) business days of receipt of the decision of the City Manager, the FOP or the individual employee, as appropriate, shall request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service or mutually agree upon an arbitrator with the City. Any request for a list or panel of arbitrators must be for a list drawn from the multi-state region applicable to Oklahoma.

2. Within seven (7) business days from the receipt of such panel, a representative of the FOP, or the individual employee, as appropriate, and the City shall meet and alternately strike names until one (1) arbitrator remains, who shall be selected as the impartial arbitrator. The party requesting the arbitration shall strike the first name.

3. Whenever possible, within fourteen (14) days, the City and FOP or the individual employee, as appropriate, shall agree on a hearing date and place. The hearing shall be informal and the rules of evidence prevailing in Judicial proceedings shall not be binding. Any and all documentary evidence and other data deemed relevant by the arbitrator may be received in evidence. The arbitrator shall have the power to administer oaths and to require by subpoena the attendance and
testimony of witnesses, the production of books, records, and other evidence relative or pertinent to the issues presented to the arbitrator for determination.

4. Within an appropriate period of time after the conclusion of the hearing, the arbitrator shall issue a written award resolving the grievance. A copy of said award shall be mailed or otherwise delivered to the FOP, the individual employee, as appropriate and the Employer.

5. The arbitrator's award shall be final and binding on the parties to this Agreement.

6. The arbitrator's authority shall be limited to the interpretation and application of the terms of this Agreement and/or any supplement thereto. The arbitrator shall have no jurisdiction to establish provisions of a new agreement, or variation of the present Agreement, or to arbitrate away, in whole or in part, any provisions or amendments thereof.

6. The cost of the impartial arbitrator shall be shared equally between the FOP or the individual employee, as appropriate, and the Employer. If a transcript of the proceedings is requested, then the party so requesting shall pay for it.

Section 8.2:

All time limits set forth in the article may be extended by mutual written consent, but if not so extended, they must be strictly observed. Business days will exclude weekends, all days the City Hall is closed for the entire workday and any day on which the person responsible for responding on behalf of a party to the grievance is on a pre-scheduled vacation. If an employee or the FOP, Lodge No. 108 fails to pursue any grievance within the time limits provided, the employee or the FOP, Lodge No. 108 shall have no further right to continue the grievance. If the employer fails to timely respond, the grievance shall automatically advance to the next step as provided for in Section 8.1.

Section 8.3:

Any formal grievance filed shall refer to the provision of the Agreement alleged to have been violated and shall set forth the facts which support a grievant's position that an alleged violation has occurred.

Section 8.4:

The grievant, FOP and City agree to cooperate and participate in an investigation of the grievance and will attempt, in good faith, to resolve the same prior to submitting the grievance to arbitration.

Section 8.5:

Jurisdiction of the Arbitrator:

a. The Arbitrator shall be prohibited from adding to, modifying, or subtracting from the terms of this Agreement.
b. The Arbitrator shall have no jurisdiction to establish the provisions of a successor Agreement, vary the present Agreement, or arbitrate away, in whole or in part, any provision(s) of this Agreement.
Vehicle Impound and Inventory.pdf
ARDMORE POLICE DEPARTMENT
VEHICLE IMPOUND AND INVENTORY RECORD

ORI#:
OK0100100

CASE NUMBER

VEHICLE INFORMATION

YEAR:
MAKE:
MODEL:
COLOR:
ODOMETER:
LICENSE:
STATE:
VIN:

OWNER/DRIVER INFORMATION

OWNER:
ADDRESS:
PHONE:

DRIVER:
ADDRESS:
PHONE:

IMPOUND INFORMATION

REASON FOR IMPOUND:

NAME OF WRECKER SERVICE:
DRIVER:

TOWED TO:
VEHICLE TOWED:
□ BACKWARD □ FORWARD □ DOLLY

VEHICLE CONDITION

IN CHART BELOW USE

1 – EXCELLENT
2 – GOOD
3 – FAIR
4 – POOR
5 – CONSTRUCTIVE TOTAL

DAMAGED

CONDITION

ENGINE
RADIATOR
HUB CAPS
WHEEL COVERS
DRIVE TRAIN
SPARE TIRE
LR TIRE
RR TIRE
RF TIRE
GLASS
JACK
GASOLINE

VEHICLE INVENTORY – LIST ITEMS NOT REMOVED FROM VEHICLE

The above described vehicle was released to me. I found its condition to be as indicated above.

DATE:

WRECKER DRIVER’S SIGNATURE:

REPORTING OFFICER:

ID:

DATE:

APD Form 2009-0032
Confidential Informant Purchase Transaction.pdf
ARDMORE POLICE DEPARTMENT
NARCOTICS ENFORCEMENT
Confidential Informant Purchase Transaction

DATE:  INFORMANT NUMBER:

CASE NUMBER:

CERTIFICATION / ACKNOWLEDGEMENT

I, __________________________________________, a police officer with the Ardmore Police Department hereby certify that ____________________________$______________ was paid to ____________________________, on the _______ day of ____________________, 20 ____.

(CONFIDENTIAL INFORMANT)

This money was used to purchase evidence as indicated in the below section.

EVIDENCE PURCHASED

TYPE:
AMOUNT:
PLACE OF PURCHASE:

TYPE:
AMOUNT:
PLACE OF PURCHASE:

SIGNATURES

_________________________________________
CONFIDENTIAL INFORMANT SIGNATURE

_________________________________________
WITNESS SIGNATURE

NOTES

APD Form 2011-0123
# ARDMORE POLICE DEPARTMENT
## NEW EMPLOYEE SWORN ORIENTATION CHECKLIST

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</tr>
</tbody>
</table>

### SWORN IN
- [ ] Collective Bargaining Agreement - Shared Drive
- [ ] Use of Force Policies - Chapter 1 Section 1.3.1 - 1.3.14
- [ ] Code Responses – Chapter 41 Section 41.2.1
- [ ] Pursuit of Motor Vehicles – Chapter 41 Section 41.2.2

### CALL NUMBER ASSIGNED:
- [ ] [ ]

### COMMISSION CARD AND BADGE
- [ ] [ ]

### TOUR OF PD AND CITY BUILDING
- [ ] Uniform Specifications – Chapter 26 Section 26.1.9 – 26.1.11
- [ ] Internal Affairs Policy – Chapter 52
- [ ] Disciplinary Procedures – Chapter 26
- [ ] Standards of Conduct – Chapter 26 Section 26.1.1

### ADMINISTRATION POLICIES
- [ ] Compensation, Benefits and Conditions of Work – Chp. 22
- [ ] Conflict of Interest (Off / Extra Duty) – Chp. 22, Sec. 22.3.4 - 5
- [ ] Availability of Personnel: Standby Status
- [ ] Public Information – Chapter 54

### ADDITIONAL TRAININGS
- [ ] Legal Matters
- [ ] Custody and Control

### ISSUED UNIFORMS/EQUIPMENT
- [ ] Refer to Uniform and Equipment Checklist

### BEFORE SHIFT BRIEFING
- [ ] Reporting Times
- [ ] Preparation for Duty
- [ ] Required Equipment and Paperwork
- [ ] Personal Appearance and Hygiene
- [ ] Uniform Maintenance Requirements
- [ ] Inspections
- [ ] Maintaining PPO Field Training Book
- [ ] Proper Attention to On / Off Duty Conduct

### ACKNOWLEDGEMENT

I, ________________________________, acknowledge
that I have received orientation training consisting of those items
indicated with the presence of a check mark and have been advised of
the Police Academy Uniform.

POLICE ACADEMY UNIFORM:

(3) pair of tan pants and (3) short sleeve navy blue Polo shirts.
Petition for Emergency Temporary Protective Order.pdf
PETITION FOR EMERGENCY TEMPORARY PROTECTIVE ORDER

(Note: This form is for use when the Court is NOT open for business)

District Court of ___________ County
State of Oklahoma

Court Phone Number (___)_____________

Petitioner

First Middle Last
and/or on behalf of minor family member(s)

Additional Petitioner Information

Name(s) and age(s) of minor family member(s)

- VS -

Defendant

First Middle Last
Relationship to Petitioner: __________________

Defendant’s Address (Street address, City, State, Zip Code)

Defendant Identifiers

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<th>EYES</th>
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<th>DISTINGUISHING FEATURES</th>
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<th>DRIVERS LICENSE #</th>
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Other

(Clerk’s File Stamp Below)

Petitioner, being sworn, states:

1. Petitioner’s Relationship to the Defendant

INSTRUCTION: Check all boxes that apply to the relationship between Petitioner and Defendant

☐ Married
☐ Divorced
☐ Parent & Child
☐ Persons Related by Blood
☐ Persons Related by Marriage
☐ Present Spouse of an Ex-Spouse
☐ Persons Living Same Household
☐ Formerly Living in Same Household
☐ Biological Parents of Same Child
☐ Persons in a Previous Dating Relationship
☐ Victim of Rape
2. Statement of Jurisdiction

INSTRUCTION: Check all that apply

☐ Petitioner is a resident of the county wherein this Petition is filed.

☐ Defendant is a resident of the county wherein this Petition is filed.

☐ The domestic abuse occurred in the county wherein this Petition is filed.

3. Actions of the Defendant

INSTRUCTION: Check and complete one or more of the following. Fill in the blank lines of checked items.

☐ The Defendant has caused or attempted to cause physical harm to: _______________________________________________________________. (Name(s))

☐ The Defendant has threatened* imminent physical harm to: ____________________ _____________________________________________________________. (Name(s))

* According to 22 O.S. §60.1(1), “Threat” means a threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor, or minor child who are family or household members or who are or were in a dating relationship.

4. Description of Incident(s)

Describe what happened, when and where the event(s) occurred.

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

___________________________________________________________________________

ATTACH ADDITIONAL PAGES IF NECESSARY
5. Request for Order of Protection

INSTRUCTION: If granted, the EMERGENCY TEMPORARY EX PARTE ORDER shall be effective only until the close of business on the next day the Court is open for business. You must come to the courthouse on that day to ask the Court for further Protective Order relief. If the Court does NOT grant an Emergency Temporary Ex Parte Order, you may still file a Petition when the Court opens for business.

The Court is not open for business, and the Petitioner requests an EMERGENCY TEMPORARY EX PARTE ORDER because it is necessary to protect the Petitioner(s) from immediate and present danger of domestic abuse (22 O.S. §60.2(A)(2), §60.3(C), and §40.3). Petitioner requests the Court to authorize a law enforcement officer to complete the written statement attached to this Petition, and to impose all terms and conditions in the Emergency Temporary Ex Parte Order which are necessary to protect the Petitioner(s) from the immediate and present danger of domestic abuse.

6. WARNINGS TO PETITIONER:

A. Whoever makes a statement or allegation in this Petition for Protective Order but does not believe that the statement or allegation is true, or knows that it is not true, or intends thereby to avoid or obstruct the ascertainment of the truth, may be found guilty of perjury. Pursuant to 21 O.S. §§500 and 504, the penalty for perjury, or subornation of perjury, is a felony punishable by imprisonment for not more than five (5) years.

B. If the court makes specific findings that a petition for a protective order has been filed frivolously and no victim exists, the court may assess attorney fees and court costs against the plaintiff pursuant to 22 O.S. §60.2 (C)(2).

C. It is against the law to file a petition for a protective order against a spouse or former spouse for the purposes of harassment, undue advantage, intimidation or limitation of child visitation rights in any divorce proceeding or separation action without justifiable cause. Violators may be subject to criminal penalties pursuant to 22 O.S. §60.4(H).

7. Sworn Statement/Affirmation of Truth

I have read the above and foregoing document, understand the meaning thereof, and declare, under penalty of perjury, that the facts and statements contained herein are true to the best of my knowledge and belief.

____________________________________  ______________________________________
PETITIONER     DATE
Pursuant to 22 O.S. §60.3(C) and §40.3, I hereby state and attest to the following facts:

1. The following individual, _________________________________ (name of Petitioner), has requested an Emergency Temporary Order of Protection, and has completed the attached Petition for such Order.

2. The Court is not open for business at the time of this request.

3. I have notified Judge _____________________________ of the District Court of ___________________________ county of the request for an Emergency Temporary Order of Protection and I have described the circumstances to the Judge.

4. The Judge has found that there is reasonable cause to believe that the Order is necessary to protect the victim from immediate and present danger of domestic abuse, and has verbally APPROVED the Emergency Temporary Order of Protection, with the following terms:
   a. Defendant is prohibited from attempting or having ANY CONTACT whatsoever with the Petitioner, hereinafter “protected person,” either in person, through others or by telephone, mail, electronic means, or any other manner.
   b. Defendant is prohibited from injuring, abusing, sexually assaulting, molesting, harassing, stalking or threatening the protected person(s), and from use, attempted use or threatened use of physical force against the
protected person(s) that would reasonably be expected to cause bodily injury.

c. Defendant is prohibited from engaging in other conduct that would place the protected person(s) in reasonable fear of bodily injury to the protected person(s) or the protected person(s) household members or relatives.

d. Other Terms and Conditions Authorized by the Court:
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________
   ________________________________________________________

5. The Judge has verbally directed me to complete and sign this statement attesting to the Order authorized by the Court.

6. This signed statement will serve as evidence of the verbal granting of the Emergency Temporary Order of Protection, and will remain in effect until the close of business on the next day the Court is open for business.

______________________________  __________________________
Signature of Attesting Officer       Date

INSTRUCTION TO PETITIONER: This EMERGENCY TEMPORARY EX PARTE ORDER shall be effective until the close of business on the next day the Court is open for business. You must come to the courthouse that day to ask the Court for further Protective Order relief.
Semi Annual Police Unit Inspection.pdf
Both the interior and exterior of vehicles will be inspected to ensure proper care, maintenance and inclusion of required safety and emergency equipment. Required equipment and supplies for police vehicles include at a minimum:

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**NOTES**

(If unsatisfactory, explain below. Note any interior and exterior damage to the vehicle and / or any missing items.)

Items Replenished on: ___________________________  Verified By: ___________________________
ARDMORE POLICE DEPARTMENT
NARCOTICS ENFORCEMENT
Confidential Informant Controlled Purchase Payment

DATE:

I, ______________________________________, have been paid _________________________________$__________

(CONFIDENTIAL INFORMANT)                                                                      ( DOLLAR AMOUNT IN WORDS AND FIGURES)

by _____________________________________, who I know to be an officer with the Ardmore Police Department

Narcotics Division.

Upon receiving this money, I do hereby guarantee my presence at any and all court proceedings involving the undercover
controlled purchase (CASE NUMBER: ______________________) that I was personally involved in. I understand if
I, _______________________________________, fail to appear for court that I can possibly have charges brought

(CONFIDENTIAL INFORMANT)

against me and/or a witness warrant may be issued for my arrest.

___________________________________________
CONFIDENTIAL INFORMANT SIGNATURE

___________________________________________
WITNESS SIGNATURE

___________________________________________
WITNESS SIGNATURE
Rider Request Form.pdf
ARDMORE POLICE DEPARTMENT
RIDER REQUEST FORM

WAIVER

This request is being made for a civilian rider to ride with __________________________ on __________________________ during the hours of __________ AM [ ] PM [ ] to __________ AM [ ] PM [ ].

The civilian rider understands that the City of Ardmore and the Ardmore Police Department are released from all responsibility or injury or civil liability which might result during the time of his/her time with an officer of the Ardmore Police Department.

The civilian rider will be notified by telephone within 10 working days after the request is made.

RIDER INFORMATION

| REASON FOR REQUEST: | |
| OFFICER’S RELATIONSHIP TO RIDER: | DATE: |
| CIVILIAN’S PRINTED NAME: | DOB: |
| ADDRESS: | PHONE: |
| DRIVER’S LICENSE #: | SOCIAL SECURITY #: |

FOR DEPARTMENT USE ONLY

| OFFICER TAKING REQUEST: | DATE: |
| SERGEANT’S SIGNATURE: | DATE: | YES [ ] NO [ ] |
| CAPTAIN’S SIGNATURE: | DATE: | YES [ ] NO [ ] |
| CHIEF OF POLICE SIGNATURE: | DATE: | YES [ ] NO [ ] |

MISCELLANEOUS INFORMATION

APD Form 2009-0023
ARDMOR POLICE DEPARTMENT
RELEASE OF LIABILITY AND ASSUMPTION OF RISK
Police Rider

State of Oklahoma

County of Carter

I ______________________________________, being ___________ years of age, for and in consideration of
the privilege of riding in an Ardmore Police Department vehicle, do hereby release and forever discharge the
City of Ardmore, the Ardmore Police Department, and all employees, officials, and agents of the City of
Ardmore, from any and all claims, suits, liability, demands, or causes of action on the account of personal injury
or death or damage to property that may arise from or in connection with my riding in an Ardmore Police
Department vehicle and otherwise accompanying an Ardmore police officer while that officer is on duty.

In executing this release, I am expressly binding myself, my heirs, executors, administrators and assigns by
terms of this release for any claim or cause of action of any kind that may arise as a result of my riding in an
Ardmore Police Department vehicle or otherwise accompanying an Ardmore police officer while said officer is
on duty, whether caused by negligent, deliberate, indifferent or intentional act of the City of Ardmore, the
Ardmore Police Department, or its employees, officials, or agents, or any other person.

Police work by its nature involves certain risks and dangers. In riding in an Ardmore Police Department vehicle
and accompanying an Ardmore police officer while that officer is on duty, I may be exposed to these risks and
dangers. In executing this release, I agree to assume the risks and responsibility that are involved in riding in
an Ardmore Police Department vehicle and accompanying an Ardmore police officer for any bodily injury, death,
or property damage that may result from the ride or accompanying an officer of the Ardmore Police Department.

I agree to the following conditions in order to ride in an Ardmore Police Department vehicle and to accompany
an Ardmore police officer while such officer is on duty.

(1) I also agree to the follow immediately the instructions given to me by the officer that I am riding with,
as he or she may deem necessary for my safety, the safety of officers, or the safety of other persons.
(2) I agree that any confidential, privileged, or other non-public information that I may receive while I am accompanying and riding with an Ardmore police officer will be kept confidential by me and that I will not release such information without prior approval of the Chief of Police for the Ardmore Police Department.

By signing this release, I acknowledge that I have fully read and understand its terms. I understand that this release of liability and assumption of risk is intended to be as broad and inclusive as is permitted by the laws of the State of Oklahoma. If any portion of this release of liability and assumption risk is held invalid, I agree that the balance of it shall continue in full force and effect.

Signed this ______ day of _________________________, 20______

__________________________________________________
RIDER SIGNATURE

__________________________________________________
RIDER PRINTED NAME

__________________________________________________
RIDER STREET ADDRESS

__________________________________________________
RIDER CITY, STATE, ZIP

__________________________________________________
PHONE NUMBER

**EMERGENCY CONTACT**

In case of emergency, please contact ________________________________ who is (Full Name)

the ________________________________ at ________________________________.

(Relationship) (Phone Number)

**ASSIGNMENT**

RIDER/REQUESTOR ASSIGNED TO:

SHIFT: DATE:
<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
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<tr>
<td>1. OVERALL, HOW WOULD YOU RATE THE RIDE ALONG PROGRAM?</td>
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<td>2. WOULD YOU CONSIDER THE PROGRAM FAVORABLE TO THE COMMUNITY?</td>
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<td>Yes</td>
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<td>3. WAS THE OFFICER ASSIGNED TO YOU HELPFUL IN YOUR UNDERSTANDING OF</td>
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<td>POLICE WORK?</td>
<td>Yes</td>
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<td>4. WOULD YOU RECOMMEND THE PROGRAM TO A FRIEND OR ASSOCIATE?</td>
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<td>5. DO YOU CONSIDER THE ELIGIBILITY REQUIREMENTS SET FORTH BY THE POLICE</td>
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<td>DEPARTMENT FAIR?</td>
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<td>6. DO YOU CONSIDER THE DRESS CODE REQUIREMENT TO BE APPLICABLE?</td>
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<td>7. YOUR SUGGESTIONS OR COMMENTS ARE WELCOME.</td>
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Off Duty Employment Approval Form.pdf
## Off-Duty Employment Approval Form

**ARDMORE POLICE DEPARTMENT**

**EMPLOYEE NAME:**  
**PRESENT ASSIGNMENT:**  

### PROSPECTIVE OFF-DUTY EMPLOYER INFORMATION

**EMPLOYER NAME:**  
**ADDRESS:**  
**IMMEDIATE SUPERVISOR:**  
**PHONE NUMBER:**  

**TYPE OF REQUEST:**  
- NEW [ ]  
- ANNUAL [ ]

**IF NEW, ANTICIPATED START DATE:**  
**DAY(S) OF WEEK:**

**ESTIMATED HOURS PER WEEK:**  
**ANTICIPATED WORK HOURS:**  
(Example: 8 AM to 12 PM)

**NATURE OF WORK:**  
(General and Specific)

### WORKER’S COMPENSATION INFORMATION

**WORKER’S COMPENSATION INSURANCE PROVIDER:**  
**POLICY NUMBER:**

### ACKNOWLEDGEMENT

- I fully understand that pursuant to Department policy, I will not be granted injury leave with pay if I become injured while on this off-duty employment if I am performing a non-police function. I must advise my prospective employer of this policy and his/her potential responsibility if I receive an incapacitating injury; however, I do understand that I may use any sick leave credits I have accrued if I become physically incapable of reporting for duty due to an off-duty injury.
- I am also aware that if my off-duty employment is situated outside the corporate limits of the City of Ardmore, I will not represent myself as a police officer during the performance of my duties. In addition, I accept the condition that I am not to use any City equipment or utilize the facilities of our Records Section in connection with my prospective off-duty employment.
- I understand and agree to comply with the Ardmore Police Department policy regarding off-duty work.
- I hereby acknowledge that I am not to be employed by any special police agency or consulting agency that provides police services.

**MY OFF-DUTY EMPLOYMENT WILL BE TERMINATED BY:**

### APPROVAL SECTION

**REQUEST IS**  
- APPROVED [ ]  
- DENIED [ ]

**SUBMITTING OFFICER NAME & ID:**  
**DATE:**  
**CHIEF OF POLICE:**  
**DATE:**

“This request must be received in the Office of the Chief of Police two weeks prior to start/termination date. Complete original and two copies. Submit original and two copies to the Chief of Police. Original will be returned to the submitting officer. One copy will be placed in the Office of the Chief of Police files and one copy will be placed in the employee’s personnel file.”

**APD Form 2009-0018**  
**REV 04/14**
ARTICLE TWENTY

UNIFORMS

Section 20.1:
The City agrees to permit unit members, both uniformed and non-uniformed, to purchase their work clothes. The City will pay each unit member a total of $1,550.00 per fiscal year for the purpose of purchasing work clothes. Said clothing allowance will be paid to unit members in two equal installments, with one payment to be made in July and the other in December.

Section 20.2:
Work clothes standards for both uniformed and non-uniformed unit members shall be established by the Chief of Police, and all unit members shall be required to adhere to the work clothes standards set by the Chief. All unit members are responsible for maintaining a professional appearance and attire. Unit members may not wear damaged or tattered work clothes.

Section 20.3:
The parties agree that the City will no longer provide any cleaning allowance to unit members. Unit members, both uniformed and non-uniformed, will be required to utilize the clothing allowance specified in Section 20.1 to have their clothes properly cleaned and pressed.

Section 20.4:
Should a uniform change be required by the City, initial issue will be provided by the City and thereafter maintained by individual officers. Should uniform changes be requested by a majority of officers, initial issue and maintenance shall be the responsibility of the individual officers.

Section 20.5:
City issued property: The City will repair or replace uniforms and other items provided by the City or purchased by the officer specifically for duty that are damaged or destroyed in the line of duty. The decision to repair or replace an item will be at the sole discretion of the Chief of Police or his designee. The City will not be responsible for the repair or replacement of any item damaged or destroyed due to the negligence of the employee. In order to seek repair or replacement of an item, the employee must submit a written request for repair or replacement to his/her supervisor within five (5) calendar days of the event giving rise to the request. The report
must include:

a) A full description of the circumstances in which the damage or loss occurred:
b) A full description of the item damaged or destroyed;
c) A photograph of the damaged item, if possible; and

d) The proximate date when the item was purchased.

In the event it is determined that the damage or loss of the item was caused by the negligence of the employee, the City will not be responsible for the repair or replacement.

Personal Property: In the event that any personal property of the employee is damaged or destroyed in the line of duty due to circumstances not involving the negligence of the employee, the City will pay for the repair or replacement up to a maximum of $50.00 per item. The decision to repair or replace an item of personal property will rest solely with the Chief of Police or his designee. Personal property will not be construed to include uniform shirts, uniform pants, duty belts, any duty related pouches carried on the duty belt, badges, name tags, commendation pins, buttons, and/or undershirts. For the purpose of this section, boots will be viewed as personal property and will not include normal wear and tear.

Repair, or Replacement or Reimbursement: The City will make a reasonable effort to repair, replace or reimburse an employee for an item within twenty (20) business days of receipt of all relevant information including completion of any appropriate investigation into the circumstances surrounding the damage or loss. If the repair, replacement or reimbursement cannot be accomplished within this time frame, the employee will be notified in writing and the City will provide an estimate of when such repair, replacement or reimbursement should be completed.
Lineup Viewing Form.pdf
CASE NUMBER:

READ THE FOLLOWING TO THE WITNESS

You will be advised of the procedures for viewing the photographic lineup. The fact that these photographs are being shown to you should not cause you to believe or guess that the guilty person(s) has been identified or arrested. The person who committed the crime may or may not be in this lineup. I do not know the identity of the perpetrator. Regardless of whether you make an identification, we will continue to investigate this case.

You will be shown a number of photographs. All of the photographs will be shown even if an identification is made. Whenever you recognize anyone, please tell me which photograph you recognize and how you recognize the individual. I am required to ask you to state in your own words, how certain you are of any identification.

I, ______________________________, understand the above information. On the ____ day of __________________, 20____, at ____ o’clock (____ m.), I viewed a Live / Photo (circle one) lineup.

This lineup was shown to me at __________________________ and it contained _____ persons.

☐ I did identify the person with the number ______.

Identification comments / Level of certainty:

☐ I was unable to positively identify any of the persons in the lineup.

VIEWER SIGNATURE: 

VIEWING DATE / TIME:

VIEWER ADDRESS:

HOME PHONE:

WORK PHONE:

OFFICER PRESENTING LINEUP:

NAME OF OFFICER(S) PRESENT:

OTHER PERSONS IN ATTENDANCE DURING LINEUP

NAME / ADDRESS:

NAME / ADDRESS:

APD Form 2011-0140
CITY OF ARDMORE, OKLAHOMA

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**DISCLAIMER:**
This policy and procedure does not constitute an employment contract or a guarantee of continued employment. The City of Ardmore, OK reserves the right to change the provisions of these guidelines at any time. Nothing in this policy and procedure limits the City Manager authority to establish or revise human resource policy. This policy and procedure is adopted to guide the internal operations of the City of Ardmore, OK and does not create any legally enforceable interest or limit the City Manager or designee’s authority to terminate any employee, in accordance with the City of Ardmore, OK policies.

I. **PURPOSE:**
The purpose of this policy is to establish a uniform set of guidelines and procedures regarding use of leave time by The City of Ardmore, OK employees. These guidelines and procedures operate in conjunction with the appropriate state laws and statutes.

II. **SCOPE:**
All employees of the City that fall under the jurisdiction of the City Manager, to include police and firefighter employees covered under a collective bargaining agreement, except when there is a conflict with such agreement or department policies, in which case the agreement or department policies supersedes this policy.

III. **DEFINITIONS:**
  a. **Immediate Family for FMLA:** Immediate family includes only the employee’s spouse, son, daughter, or parent.
  b. **Immediate Family for Bereavement and Sick Leave:** is a member of the employee’s or employee’s spouse’s immediate family as designated through affinity (marriage) or consanguinity (blood) as follows: Son, daughter, parent, grandparent, grandchildren, sibling, or members that are primarily dependent on employee.

IV. **PROCEDURES:**
  a. **VACATION LEAVE**
    i. All regular full-time employees, not covered by a labor contract, are eligible for paid vacation days after 1 year of service.
    ii. Vacation days for employees covered by labor contracts will be in accordance with the terms of that respective contract with the City.
    iii. Temporary, seasonal, or part-time employees are not eligible for vacation benefits.
    iv. Vacation Leave and the maximum amount of vacation allowed at any given time, are calculated based on the following chart:
<table>
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<tr>
<th>Years of Service</th>
<th>Months Of Service</th>
<th>Monthly Accrual Rate</th>
<th>Annual Accrual</th>
<th>Max. Allowed Balance</th>
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<tr>
<td>On 1st Anniversary Date</td>
<td>12</td>
<td>-</td>
<td>96</td>
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<td>Years 2-4</td>
<td>12 - 47</td>
<td>8</td>
<td>96</td>
<td>192</td>
</tr>
<tr>
<td>Years 5-9</td>
<td>48 - 107</td>
<td>9.3333</td>
<td>112</td>
<td>224</td>
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<td>Years 10-14</td>
<td>108 - 167</td>
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<td>256</td>
</tr>
<tr>
<td>Years 15-19</td>
<td>168 - 227</td>
<td>12</td>
<td>144</td>
<td>288</td>
</tr>
<tr>
<td>Year 20 plus</td>
<td>228</td>
<td>14.67</td>
<td>176</td>
<td>352</td>
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- This is the total amount allowed at any given time.

v. In **unusual** cases, and on a case by case basis, the City Manager, at their sole discretion, **may** review an employee’s vacation time and allow a higher balance of hours than what is shown in the chart.

vi. Vacation leave benefits **will** continue to be earned during any period of paid FMLA, Worker’s Comp, and Leave With Pay status when paid through City payroll. Vacation leave benefits **will not** be earned during Long-Term Disability or Leave Without Pay, unpaid FMLA, or Military Leave (please see USEERA policy).

vii. Employees should make their vacation requests as far in advance as possible. All requests are subject to supervisory approval. All approvals will be based on the needs of the department and then seniority.

viii. When an official City holiday falls during a scheduled vacation, it is not counted as a vacation day.

ix. Any employee that becomes ill during a scheduled vacation cannot change a vacation day to a sick day.

x. Vacation leave may be used by an employee for the bereavement (death) of an immediate family member.

xi. City employees called to work due to an emergency while on vacation, will be paid for actual hours worked and not charged vacation leave for the time worked.

1. Example: employee scheduled for 8 hours of vacation is called into work due to an emergency and works 4 hours. They will be charged 4 hours of vacation and paid for 4 hours of time worked.

xii. An employee leaving the City’s employment will be paid for accrued, unused vacation time.

xiii. **Donation of Vacation Hours:** When an employee or, an employee’s immediate family member, as defined by FMLA, sustains a personal injury or illness and the employee has used all their available paid leave, the employee can request vacation donation. Donations cannot be utilized for physician appointments.

1. Employee must submit in writing a request for Donation hours to their Department Director.
2. The Director will forward to HR for review and evaluation of the employees attendance record.
3. If approved by HR, a request will be sent out by HR to all City employees requesting donations.
4. If the request is denied by HR, HR will present the information to the City Manager for final determination. The employee will be informed of the City Manager’s determination by HR.

5. An employee is prohibited from soliciting other employees for donations. If it is discovered an employee is soliciting for donations, the request and all donated time will be forfeited.

6. Donating employee must have a minimum of forty (40) hours of accrued vacation left on the books after donation of hours.

7. Employees may donate their accrued vacation hours to the employee making the request in four (4) hour increments, up to forty (40) hours.

8. An employee can only donate time to other employees for a total of forty (40) hours per calendar year.

9. A recipient may only receive a total 160 hours of donated time per calendar year.

10. Donations between immediate family employees, as defined by FMLA, are not subject to the forty (40) hour maximum, provided the donating employee maintains forty (40) hour of accrued vacation.

11. All time donated is used only for actual hours the employee would have been scheduled to work during the event that caused the employee to request the donations.

12. Once the employee returns to full-time duty, all time donated will freeze, and any unused donated time will be returned to the individual who donated the time.

13. Employees covered by Union Contracts with the City should refer to their current contract.

b. SICK LEAVE usage for BEREAVEMENT

i. Accrued sick leave may be used by an employee for the bereavement (death) of an immediate family member.

ii. A total of three (3) sick leave days may be used in concurrence for bereavement of an immediate family member.

iii. An obituary is required, to be handed in with timesheet.

iv. If more than three days are needed by the employee to handle the issue arising from the death of an immediate family member, then accrued vacation leave will be utilized, with permission from their Department Director.

c. SICK LEAVE

i. All regular full-time employees are eligible to receive sick days at the rate of eight (8) hours per month.

ii. Accrued sick leave may be used by an employee when the employee or employee’s immediate family member is incapacitated by sickness or injury; for pregnancy, childbirth, or related medical conditions; for medical, dental or optical examinations or treatment.

iii. Sick Leave benefits will continue to be earned during any period of paid leave, Worker’s Comp, and any other Leave With Pay status. Sick Leave benefits will not be earned during Long-Term Disability or a Leave Without Pay beyond FMLA covered leave. For Military Leave, please see the USERRA policy.
iv. To be eligible for sick pay, if an employee is absent due to their own illness/injury or an immediate family members illness/injury, the employee must telephone their supervisor directly, each day of their absence, by no later than one hour before their scheduled arrival time. If their supervisor is not available, the Human Resources Department should be contacted (580-223-3425). A family member or a friend may contact the Supervisor only in the event the employee is physically unable to make contact.

v. December of each calendar year, the City buys back Sick Leave in excess of 720 hours from non-exempt employees who are not covered by a union agreement. The buy-back is at a ratio of 6:1.

<table>
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<th>Sick Leave Balance</th>
<th>Balance 720 Hours for buy back</th>
<th>Buy Back hours Divided by 6 = Hours of Buy Back</th>
<th>Employee is paid:</th>
<th>Balance after Buy Back</th>
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<td>816</td>
<td>816-720=96</td>
<td>96 ÷ 6 = 16</td>
<td>16 hours</td>
<td>720</td>
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</table>

vi. Any employee who is absent for three (3) consecutive days, and fails to contact their immediate Supervisor or the Human Resources Department, is considered to have abandoned their job and therefore, voluntarily resigned.

vii. An employee who has been absent from work in excess of three (3) consecutive work days for sick leave, shall provide a physician release from the treating physician, to return to full, unrestricted duty and, if required, meet the WorkStep testing, before the date of their return.

viii. Any condition resulting in an absence from work for three (3) consecutive days or more may qualify as an FMLA condition.

ix. Return to work of an employee who provides a healthcare provider’s certificate or physician release that includes restrictions shall be subject to approval by the Human Resources Director in coordination with the employee’s Director, contingent upon the availability, if any, of appropriate duty assignments.

x. Sick leave cannot be donated to other employees

xi. **Possible Misuse of Sick Leave.** Supervisors may require a physician’s note for any subsequent use of sick leave, including for periods of less than three (3) consecutive days, when possible misuse of sick leave, as described in this section, has been documented and discussed with the employee.

1. A pattern of repeated sick leave used in connection with regularly scheduled days off, holidays, vacation or weekends.
2. Sick leave use which occurs on days that were originally denied as time off for vacation or other earned leave.
3. Sick leave use where the employee is observed participating in activities within the community during the period sick leave was used.
4. A pattern of repeated sick leave use where the sick leave is consistently used in conjunction with time spent in outside employment.

5. Sick leave use immediately following an employee’s change in duty assignment or notification thereof.

6. A pattern where the employee consistently uses sick leave in small amounts not requiring a healthcare provider’s certificate on a regular basis over a period of six (6) months or longer and where the employee has a balance of sick leave accumulation that is disproportionately small in comparison to that of other employees with similar tenure.

d. HOLIDAY LEAVE

i. All regular, full-time employees are eligible to receive holiday leave. Eligible employees will be granted paid leave not to exceed eight (8) hours per holiday. The twelve (12) paid holidays per year are as follows:

1. New Year’s Day
2. Dr. Martin Luther King Jr. Day
3. President’s Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Veteran’s Day
9. Thanksgiving Day
10. Day after Thanksgiving
11. Christmas Day
12. Personal Day

ii. Temporary or part-time employees are not eligible for holiday pay, however, if they are required to report to work on designated City holiday(s), they will receive regular base wages for hours worked.

iii. Designated City holidays for personnel covered by labor contracts will be in accordance with the terms of their respective contracts with the City.

iv. Any employee in an unpaid leave status is not eligible for holiday pay.

v. The list of designated City holidays may be amended at any time by the City Manager.

vi. The City will recognize any day appointed by the City Commission as a designated City holiday.

vii. When a designated City holiday falls on a weekend, it will be observed the previous Friday or the following Monday, at the discretion of the City Manager.

viii. When a designated City holiday falls on an employee's regularly scheduled day off, the employee will be paid 8 hours of additional base pay for the holiday.

ix. Regular full-time employees, not covered by labor agreements, who are required to work a designated City holiday, will receive both Regular Pay and Holiday Pay for that shift. Holiday Pay is defined as eight (8) hours of pay.

x. For calculation of overtime hours, holiday hours are not considered time worked.

xi. Eligibility and procedures for Personal Day listed above:
   1. Any employee hired before November 1st will be eligible for the Personal Day during that current calendar year.
   2. Any employee hired on or after November 1st will not be eligible for the Personal Day during that current calendar year, but will be governed by number 3 below.
   3. After the initial hiring, the Personal Day will be available the 1st day of each calendar year.
   4. The Personal Day must be used before December 1st of the same calendar year as it was made available.
   5. Personal Day is used at the employee's convenience with Department head approval.
   6. Personal Days cannot be donated to other employees.

e. VOTING LEAVE
Employees who are registered to vote shall be allowed two (2) hours of leave with pay for the purposes of voting in an official public election provided that the following shall apply:
   i. An employee in need of Time Off To Vote must notify their Department Head by 5 PM on the day proceeding the election that they desire time off to vote.
   ii. To ensure adequate staffing, The Department Head shall notify each employee who has requesting Time Off To Vote of the time frame in which the employee is allowed to leave the respective work location.
   iii. Upon proof of voting (voting sticker), the employee shall not be subject to any loss of compensation of leave time for up to 2 hours only.
iv. If additional time is needed, with the Department Head’s approval, the employee may use vacation leave to cover the additional time requested.

v. This Time Off To Vote will not apply to any employee who has three (3) or more consecutive non-working hours during the time the polls are open. Examples:
   1. Polls are open from 7am to 7pm. Your standard work schedule is from 6am to 3pm. There are 4 hours after your shift to vote. You will not be afforded any Time Off To Vote.
   2. Your work schedule is from 3pm to midnight. You had 8 hours before your shift to vote. You will not be afforded any Time Off To Vote.
   3. Your work schedule is a 24 hour shift. You have no hours off that allow you to vote between 7am and 7pm. You will be afforded Time Off To Vote. However, this must be scheduled and approved as noted above.

f. JURY DUTY/COURT LEAVE
   i. An employee required to serve as a member of a jury panel or as a witness of the court shall be granted leave with pay for the performance of such obligation.
   ii. Upon receipt of notice an employee should immediately notify their supervisor.
   iii. An employee on Jury/Court leave is required to report to work for any hours they are excused from Jury/Court duty during their regularly scheduled work hours.
   iv. When the employee returns from the leave, they must provide a signed Certification of Jury Service indicating the number of days served.
   v. Any monies earned for serving must be turned over to the payroll department.
   vi. If the employee cannot be away from work, the City may request, in accordance with court procedures, that the employee be allowed to serve at a later date.

g. SKELETON LEAVE
   i. Skeleton leave is only observed at Thanksgiving and Christmas.
   ii. The City Manager, or his designee, will determine if any other standard holidays will observe Skeleton Leave.
   iii. Skeleton Leave is to be utilized by Supervisors in such a manner as to benefit all the department staff over a period of time during the calendar year.
   iv. A minimum of one staff member must be physically onsite for each department. At no time can a department be closed to accommodate Skeleton Leave unless pre-approved by City Manager.
   v. The leave may not exceed four (4) hours and cannot create overtime hours or additional pay over 80 hours in the pay period.
   vi. If called back to work while utilizing Skeleton Leave, the employees Skeleton Leave will be reduced by two (2) hour, due to call back requirement or, the hours work, whichever is greater.
   vii. The Department Director has the discretion to not authorize Skeleton Leave for the department, based on the needs of the Department.
h. WEATHER RELATED LEAVE
   i. Only the City Manager or his designee can determine the need for, and announce, a weather-related closure.
   ii. Such a declaration excuses employees from being present at their jobs and will be declared when it is determined that weather conditions are too unsafe for the majority of employees to travel to or remain at work.
   iii. Consideration shall be made for staffing-level requirements, including the security and good order of a facility and arrangements shall be made to ensure that minimally-required staffing is provided.
   iv. Each department shall prepare a plan for the orderly closure and/or curtailment of operations consistent with security requirements and public safety needs.
   v. In the case of a weather-related closure authorized through the City Manager, an employee will not be charged for time off for the period of the closure if the employee would otherwise be expected to be at work.
      1. If the employee is scheduled to be off as a result of his/her assigned work schedule during the duration of the authorized closure his/her work schedule will not be affected.
      2. If the employee had been previously authorized to use vacation or sick leave prior to a declaration, the declaration will not alter in part or whole the charging for such leave to the employee.
   vi. If no weather-related closure has been authorized by the City Manager, an employee who is unable to report for work as scheduled due to weather reasons will be charged leave from accrued comp time or vacation leave.

i. SANCTIONED LEAVE WITHOUT PAY
   i. This special request for leave is not related to any other leave covered in this policy.
   ii. Leave without pay is only considered when all vacation, sick, personal, and compensatory time has been exhausted.
   iii. Must be employed for a minimum of six (6) months.
   iv. Leave request must be submitted in writing with detailed information as for the need for leave without pay to the Department Director.
   v. The determination for approval is based on the needs of the organization, the employees work performance and attendance record.
   vi. Leave without pay must be approved by the employee’s Department Director, Human Resources Director, and the City Manager.
   vii. Leave should be for no more than 30 consecutive days.
   viii. A number of days to extend the original approved 30 day leave can only be approved by submitting, in writing, a request to the employee’s Department Director, and approved a second time by the Department Director, Human Resources Director, and the City Manager.
   ix. Employee must agree to have all applicable deductions subtracted from their pay to cover all costs of benefits during their respective Leave Without Pay. These deductions will take place on the final check issued before the Leave Without Pay commences.
j. ADMINISTRATIVE REVIEW LEAVE - WITH PAY
   i. With the City Manager, or his designee's, approval, a department Director may place an employee on administrative review leave when conduct includes, but is not limited to:
      1. The employee has been charged with or is under investigation for the commission of a crime which would raise doubts concerning the employee's suitability for continued employment; or
      2. Allegations of misconduct have been made and, if confirmed, the employee's presence on the job may be detrimental to the operation of the City; or
      3. When work performance indicates a need for a fitness for duty evaluation; or
      4. When a workplace investigation has commenced and removing an employee from the workplace is prudent to conducting the investigation.
   ii. With the document content approved by the Human Resources Director, The Department Director shall provide the employee with written notice specifying the reason(s) for the administrative leave and the effective date:
      1. A copy of the written notice shall be placed in the employee's personnel file;
      2. An administrative review with pay, should not exceed 30 days; however, the leave may be extended beyond the thirty (30) days with prior written approval from Human Resources Director and the City Manager.

k. MILITARY LEAVE
   i. Military leave shall be granted in accordance with the federal law Uniform Services Employment and Reemployment Rights Act (USERRA). USERRA protects employees who serve in the United States military, including those who serve in the Army, Navy, Marine Corps, Air Force, Coast Guard, Reserves, Army or Air National Guard, and Commissioned Corps of the Public Health Service.
   ii. Oklahoma law also protects those who need leave for state active duty. Employees in the Oklahoma National Guard who are ordered to state active duty or full-time National Guard duty have the same reinstatement rights and other benefits guaranteed by USERRA.
   iii. Oklahoma gives employees the right to meet their military obligations as well. Members of the state National Guard must be allowed to take time off to attend state National Guard drills, instruction, encampment, maneuvers, ceremonies, exercises, or other duties.
      1. An employee in the Guard or Reserve forces attending scheduled summer training shall provide a copy of his/her military orders to Human Resources prior to his/her scheduled departure.
      2. An employee in the Guard or Reserve forces directed to attend or participate in other Guard or Reserve activities shall provide a copy of his/her military orders to Human Resources prior to his/her scheduled departure.
3. An employee called to Active Federal Military Service shall advise Human Resources of the call up and complete the Military Information Packet prior to his/her scheduled departure.

I. FAMILY AND MEDICAL LEAVE
i. The Family and Medical Leave policy of the City of Ardmore shall be in accordance with and except as specified no more stringent than the provisions of Family and Medical Leave Act of 1993, Public Law 103-3 (Feb 5, 1993), 107 Stat. 6 (29 U.S.C. 2601 et seq., as amended).
ii. The eligible FMLA leave period shall include the employee’s accrued sick leave, vacation leave, accrued compensatory time leave, other available leave, and any donated vacation leave allowed.
iii. Where two spouses are employed by the City of Ardmore their aggregate leave will be limited to the amount allowed by law.
iv. Leave without Pay. If an employee’s accrued paid leave is less than the total FMLA entitled workweeks, the time remaining shall be taken as unpaid FMLA leave. Any leave without pay in excess of the total FMLA entitled workweeks maximum shall be at the discretion of the Human Resources Director and the City Manager.
v. An employee whose work-related illness or injury has placed them in a status to receive paid worker’s compensation benefits the absence shall be counted against the FMLA leave entitlement and the employee shall not be allowed to use paid leave.
vi. In all circumstances, the Human Resources office shall be responsible in designating leave, paid or unpaid, as FMLA-qualifying, and to give notice of the designation to the employee.
vii. In the case of intermittent leave or leave on a reduced schedule, only one such notice is required unless the circumstances regarding the leave have changed.
viii. An employee shall give thirty (30) days’ notice to Human Resources prior to the date the leave is to begin.
ix. Human Resources shall determine the actual date on which an employee’s FMLA leave commences.
x. The City will measure the 12-month period as a rolling 12-month period measured backwards from the date an employee uses any FMLA related leave.
xi. An employee shall provide a Physician Certification for the City to reasonably determine whether the FMLA may apply to the leave request.
xii. While an employee is on FMLA, the City will continue the employee’s health benefits at the same level as if the employee had continued to work.
1. If the employee is in a paid leave status during FMLA, the employee’s premium portion for any and all insurance will be deducted as usual.
2. If the employee is in an unpaid leave status during FMLA, the employee is responsible to make payments to the City to cover their portion of any and all insurance premiums.
xiii. Employee returning to work from non-work related illness or injury, must supply a physician release from the treating physician to Human Resources clearing them to return to full, unrestricted duty, and if the injury or illness impacted the musculoskeletal system or they have been
off work for greater than 30 days, they must also complete and pass the WorkSTEP® fit-for-duty evaluation before returning to work.

xiv. Any employee who has been hospitalized for any illness or injury, no matter the length of stay or qualification under FMLA, must supply a physician release from the treating physician, to Human Resources clearing them to return to full, unrestricted duty, and if the injury or illness impacted the musculoskeletal system or they have been off work for greater than 30 days, they must also complete and pass the WorkSTEP® evaluation before returning to work.

xv. All staff returning from a Worker’s Compensation related injury or illness must complete and pass the WorkSTEP® evaluation.

m. WORKER’S COMPENSATION LEAVE

i. All employees are eligible for Worker’s Compensation coverage beginning with their first day of employment. Based on eligibility, FMLA will run concurrent with Worker’s Compensation.

ii. Notification and Reporting

1. When a City employee sustains an injury or illness while on duty the employee is to inform their supervisor or Department Head immediately.

2. The supervisor or Department Head is to notify the Safety Manager immediately so they can determine the medical facility that should treat the employee.

3. The Safety Manager can be contacted 24/7 by cell phone.

4. Failure to give notification of the injury or illness may jeopardize the employee’s eligibility for Worker’s Compensation coverage.

5. Safety Form 103 – “Injury-Illness Report” must be completed, signed, and delivered to the Safety Manager within 24 hours.

6. If a refusal for medical care by the employee, then the Safety Form 1001 – “Refusal of Medical Attention” must be completed, signed, and delivered to the Safety Manager on the same day of injury or illness.

   a. Signing the Refusal of Medical Attention does not prevent the employee from seeking medical attention for the injury or illness at a future date, as long as it is within the statute of limitation outlined in the Oklahoma Worker’s Compensation.

      i. Employee seeking medical attention after refusal of medical attention must contact the City Safety Manager for directions on what facility to utilize.

iii. Treatment

1. The Safety Manager is responsible to coordinate medical appointments.

   a. The employee is also responsible to ensure that at each appointment they inform the medical facility or the prescription drug provider that the injury or illness is work related.

   b. At no time is the injury or illness to be filed under the City medical or prescription insurance carrier, but only under Worker’s Compensation.
iv. Wages and Benefits

1. Employees that qualify for Temporary Total Disability (TTD) will be paid their full salary for the first three days after the initial injury or illness; thereafter, they will be paid in compliance with the OK State Worker’s Compensation law.
   a. While on TTD, an employee may not work any other job that is impacted by the restrictions that the injury or illness has qualified them for the TTD.

2. When on TTD the employee is responsible for their portion of the premium payments for their respective benefits. Payment by check must be in the HR office by the 1st of each month. Payments more than 30 days late could result in the benefit coverage ending.

v. Return to Work

1. Return to Full, Unrestricted Duty. A written physician release, from the treating physician, must be provided to Human Resources before the employee can return to work, plus the employee must complete and pass the WorkSTEP® testing as required by policy.

2. Return to Full, Restricted Duty: A written physician release from the treating physician, with specifics detailing the restriction must be submitted to Human Resources. At this time Human Resources and the Department Head will determine if there is work available that meets the restrictions and if possible return the employee to work. If no work is available that meets the restrictions, the employee will remain off work on TTD.
Issue_ Return Uniform and Equipment Form.pdf
## ARDMORE POLICE DEPARTMENT

### Issue / Return Uniform and Equipment

**SWORN** □  **CIVILIAN** □

**NAME:**

**EMPLOYEE NUMBER:**

**DATE ISSUED / RETURNED:**

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I, ________________________________, (sworn/civilian name) acknowledge that I have received the above uniform and equipment items and will return said items upon departure from the Department or I will be responsible for the cost of the items not returned.

APD Form 2010-0100 (REV 02/16)
SWAT Line and Weapons-Equipment Inspection Form.pdf
**SWAT LINE AND WEAPONS / EQUIPMENT INSPECTION FORM**

**Semi-Annual Inspections**

**AREAS OF INSPECTION**

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**OVERALL APPEARANCE**

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</table>

**Comments:**

On ______________ I have been made aware of the above problems with my uniforms and/or equipment. I will correct these issues by ______________. I understand that failure to correct these issues may subject me to disciplinary action.

Correction verified on ______________ by ____________________________.

**SWAT MEMBER:**

**SWAT COMMANDER / VICE COMMANDER:**
Domestic Violence Lethality-Screen Form.pdf
**Domestic Violence Lethality-Screen for First Responders**

<table>
<thead>
<tr>
<th>Officer:</th>
<th>Date:</th>
<th>Case#:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victim:</td>
<td>Maiden Name:</td>
<td>Offender:</td>
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</tbody>
</table>

☐ Check here if victim did not answer any of these questions.

A **"Yes" response to any of Questions #1-3 automatically triggers the protocol referral.**

1. Has the person ever used a weapon against the victim or threatened the victim with a weapon? ☐ Yes ☐ No ☐ Not Ans.

2. Has the person threatened to kill the victim or children of the victim? ☐ Yes ☐ No ☐ Not Ans.

3. Does the victim think the person will try to kill the victim? ☐ Yes ☐ No ☐ Not Ans.

Negative responses to Questions # 1-3 but positive responses to at least four of Questions #4-11 trigger the protocol referral.

4. Does the person have a gun or can he/she get one easily? ☐ Yes ☐ No ☐ Not Ans.

5. Has the person ever tried to choke the victim? ☐ Yes ☐ No ☐ Not Ans.

6. Is the person violently or constantly jealous or does the person control most of the daily activities of the victim? ☐ Yes ☐ No ☐ Not Ans.

7. Has the victim left or separated from the person after living together or being married? ☐ Yes ☐ No ☐ Not Ans.

8. Is the person unemployed? ☐ Yes ☐ No ☐ Not Ans.

9. Has the person ever tried to kill himself or herself? ☐ Yes ☐ No ☐ Not Ans.

10. Does the victim have a child that the person knows is not his or her own child? ☐ Yes ☐ No ☐ Not Ans.

11. Does the person follow or spy on the victim or leave the victim threatening messages? ☐ Yes ☐ No ☐ Not Ans.

**An officer may trigger the protocol referral, if not already triggered above, as a result of the victim's response to the below question, or whenever the officer believes the victim is in a potentially lethal situation.**

Is there anything else that worries the victim about his or her safety and if so, what worries the victim?

Check one: ☐ Victim screened in according to the protocol

☐ Victim screened in based on the belief of officer

☐ Victim did not screen in

If victim screened in: After advising the victim of high risk for danger/lethality, did the victim speak with the hotline advocate at this number (Ardmore Family Shelter (580) 226-6424), ☐ Yes ☐ No.

**If you are unable to connect with a hotline advocate at the local program after at least two attempts within a 10 minute time frame, contact the State SAFELINE at 1-800-522-SAFE (7233)**

**Note:** The questions above and the criteria for determining the level of risk a person faces is based on the best available research on factors associated with lethal violence by a current or former intimate partner. However, each situation may present unique factors that influence risk for lethal violence that are not captured by this screen. Although most victims who screen "positive" or "high danger" would not be expected to be killed, these victims face much higher risk than that of other victims of intimate partner violence.

**Updated October 8, 2014**
## Overdose Prevention Program Report-Back Form

<table>
<thead>
<tr>
<th>Date:</th>
<th>/</th>
<th>/</th>
<th>Staff ID: ___________________________</th>
<th>Department: ___________________________</th>
</tr>
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</table>

**Reason for refill:**  
- □ Administered kit  
- □ Broken/lost kit  
- □ Kit outdated  
- □ Other ___________________________

If kit used for overdose, please complete the rest of the form.

**Date of Overdose:**   
**Time of Overdose:**    
**AM / PM (circle one)**

**ZIP code where overdose occurred:** ___________________________

**Gender of the person who overdosed:**  
1 □ Female  
2 □ Male  
3 □ Unknown

### Signs of overdose present: (check all that apply)

- □ Unresponsive  
- □ Breathing slowly  
- □ Not breathing  
- □ Slow pulse  
- □ No pulse  
- □ Blue lips  
- □ Other (specify) ___________________________

### Overdosed on what drugs? (check all that apply)

- □ Heroin  
- □ Benzos/Barbituates  
- □ Cocaine/Crack  
- □ Suboxone  
- □ Any other opioid  
- □ Alcohol  
- □ Methadone  
- □ Don't Know  
- □ Other (specify) ___________________________

**Was naloxone given during overdose?**  
1 □ Yes  
2 □ No  
3 □ Don't know

**If YES, number of doses used:** ______

**If YES, did it work? (If pilot program naloxone was not given or did not work, please explain in comments)**  
1 □ Yes  
2 □ No  
3 □ Not sure

**If pilot program naloxone worked, how long did it take to work?**  
- □ Less than 1 min  
- □ 1-3 min  
- □ 3-5 min  
- □ >5 min  
- □ Don't Know

**Response to naloxone: (check one)**  
1 □ Responsive and alert  
2 □ Responsive but sedated  
3 □ No response to naloxone

**Post-naloxone withdrawal symptoms: (check all that apply)**  
1 □ None  
1 □ Dope Sick (e.g. nauseated, muscle aches, runny nose, and/or watery eyes)  
1 □ Irritable or Angry  
1 □ Physically Combative  
1 □ Vomiting  
1 □ Other (specify): ___________________________

**Was the person alive the last time you observed them?**  
1 □ Yes  
2 □ No  
3 □ Not Sure

### What else was done? (check all that apply)

- □ Sternal rub / Lip rub  
- □ Recovery Position  
- □ Rescue breathing  
- □ Chest Compressions  
- □ Automatic Defibrillator  
- □ Yelled  
- □ Shook them  
- □ Oxygen  
- □ EMS naloxone  
- □ Other (specify): ___________________________

**Disposition: (check one)**  
1 □ Care transferred to EMS  
2 □ Other (specify): ___________________________

### Notes / Comments

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Please send forms to: LEOForms@odhmhsas.org or mail to Attn: Zina Simpson PO Box 53277, OKC, OK 73152
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