City of Corvallis Police Department

General Orders

2020

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By Order of: Nicholas P. Hurley, Chief of Police

	City of Corvallis Police Department General Orders	
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1.0 Introduction

This manual of General Orders is published for the assistance and guidance of the members of the Corvallis Police Department. At any time these articles may be amended, revoked, or added to, as circumstances require by the Chief of Police. It is understood that no compilation of General Orders, Policies and Rules can be established to address all possible situations which may arise, and that necessarily some matters must be left to the intelligence and discretion of the individual.

Discretion is the power of decision, or latitude of choice within certain legal limits. When this discretion is poorly exercised, discretionary power may be viewed by the public as favoritism, bias or corruption. It is imperative that officers take into consideration when exercising discretionary power the goals and objectives of the department, the best interests of the public they serve, any mitigating circumstances, and the volatility of the situation. An officer's discretion is based on training, education, experience, laws, ordinances, department directives, and supervisor's instructions.

Any reference in this manual to a gender-specific pronoun (i.e., he/she, him/her, etc.) is intended to be inclusive of all employees.

The orders covering procedures in this manual supersede all previous written and unwritten policies of the Corvallis Police Department.

By Order of:

Jonathan M. Sassaman, Chief of Police

1.1 LAW ENFORCEMENT ROLE AND AUTHORITY: LAW ENFORCEMENT AGENCY ROLE

1.1.1 Law Enforcement Oath of Office (CALEA Std 1.1.1)

All new Corvallis Police Department sworn employees are required to read, understand, sign and commit to upholding an Oath of Office. One copy of the signed Oath of Office will be kept in the employees Police Department personnel file, the other will be sent to the City of Corvallis, Personnel Department for permanent record. One copy of the signed Oath of Office will be sent to Corvallis Municipal Court. The Oath of Office will usually be presented, read and signed during the swearing in and orientation week(s) for each sworn employee. The Oath of Office is:

"I do solemnly swear or affirm that I will support the Constitution of the United States and of the State of Oregon, and that I will, to the best of my ability, faithfully perform the duties of a law enforcement officer of the City of Corvallis, Oregon during my continuance therein, so help me God.

1.1.2 Code of Ethics (CALEA Std 1.1.2)

Ethics training will be conducted once every two years for all employees. Employees should receive instruction that concerns their position dilemmas, temptations, responsibilities and duties. Ethics review can be in the form of classroom, shift briefing, computer based training and bulletins or any combination of methods as determined but the respective Division Managers.

A All Corvallis Police Department sworn employees are required to read, understand, sign and uphold a Law Enforcement Code of Ethics declaration. One copy of the signed Code of Ethics will be kept in the employee's Police Department personnel file, a photocopy will be sent to the City of Corvallis, Personnel Department, a photocopy will be sent to the Department of Public Safety Standards and Training and a second original will be presented to the employee. The Code of Ethics will usually be presented, read and signed during the swearing in and orientation week(s) for each employee. The Law Enforcement Code of Ethics reads:

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

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of the Department. Whatever I see or hear of a confidential nature or that is confided in 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 or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce

the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or violence, and never accepting gratuities.

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

B. All Corvallis Police Department telecommunications employees are required to read, understand, sign and uphold a Telecommunicator's Code of Ethics declaration. One copy of the signed Code of Ethics will be kept in the employee's Police Department personnel file, a photocopy will be sent to the City of Corvallis, Personnel Department, a photocopy will be sent to the Department of Public Safety Standards and Training and a second original will be presented to the employee. The Code of Ethics will usually be presented, read and signed during the orientation week(s) for each employee. The Telecommunicator's Code of Ethics reads:

"*As a telecommunicator I regard myself as a member of an important and honorable profession. I will recognize the positive relationship between good physical and mental conditioning and the performance of my job.*

I will perform my duty with efficiency to the best of my ability.

My conduct and my performance of my duties will be accomplished in an honest manner, contributory to my fellow workers, and observant of the laws of the city, state and country.

I will not, in the performance of my duty, work for unethical advantage or profit.

I will recognize at all times in my duty that I am a public safety employee, and that ultimately I am responsible to the public.

I will give the most efficient and impartial service of which I am capable at all times.

I understand the importance of courtesy and will maintain it as my reference point in all my duties.

I will regard my fellow telecommunicators with the same standards as I maintain myself.

I share a reciprocal affinity and obligation with my fellow telecommunicators, my administration, and my agency.

I will accept responsibility for my actions.

I will strive for those values which will reflect honor on my fellow telecommunicators, my agency and myself."

C. All Corvallis Police Department non sworn employees are also required to read, understand, sign and uphold the Department's Public Safety Employee Code of Ethics declaration. One copy of the signed Code of Ethics will be kept in the employee's Police Department personnel file, a photocopy will be sent to the City of Corvallis, Personnel Department, and a second original will be presented to the employee. The Code of Ethics will usually be presented, read and signed during the orientation week(s) for each employee. The Public Safety Employee's Code of Ethics reads:

"As an employee in the field of public safety I regard myself as a member of an important and honorable profession.

I will recognize the positive relationship between good physical and mental conditioning and the performance of my job.

I will perform my duty with efficiency to the best of my ability.

My conduct and my performance of my duties will be accomplished in an honest manner, contributory to my fellow workers, and observant of the laws of the city, state and country.

I will not, in the performance of my duty, work for unethical advantage or profit.

I will recognize at all times in my duty that I am a public safety employee, and that ultimately I am responsible to the public.

I will give the most efficient and impartial service of which I am capable at all times.

I understand the importance of courtesy and will maintain it as my reference point in all my duties.

I will regard my fellow employees with the same standards as I maintain myself.

I share a reciprocal affinity and obligation with my fellow employees, my administration, and my agency.

I will accept responsibility for my actions.

I will strive for those values which will reflect honor on my fellow employees, my agency and myself."

1.1.3 Corvallis Police Department Vision, Values and Mission Statements (CALEA Std 12.2.1)

A. VISION

We are committed to working together in a problem-solving partnership with our community. We recognize our responsibility to provide superior police services with the highest professional standards, to combat crime and improve the quality of life for the citizens of Corvallis. We willingly accept this responsibility and hold ourselves accountable for its accomplishment.

B. VALUES

The principles upon which we base our policing are:

1. SERVICE

   We value the privilege to provide effective, efficient and equitable service. We respect the members of our community, the importance of a combined crime prevention alliance and the opportunity to provide a united policing effort.

2. ETHICS

   We value honesty and integrity, and will demonstrate these values in all of our actions. We are accountable for maintaining the public's trust with the highest ethical standards and adherence to department policy, as well as, local, state and federal law. As police employees entrusted with the authority to maintain the public peace, our values will not be compromised.

3. PROFESSIONALISM

   We value commitment, responsibility and clear direction. We achieve the essence of professionalism through teamwork, creativity and continual self-improvement.

4. DIVERSITY

   We value our differences and acknowledge that our unique backgrounds bring strength to our organization and community. We strive to reflect the community we serve and respect the skills, knowledge and abilities of one another.

C. MISSION

Our mission is to enhance community livability by working in partnership with the community to promote public safety and crime prevention through education and enforcement; to maintain public order while

preserving the legal rights of all individuals; to provide effective, efficient and courteous service; and to reduce the impact of crime.

1.1.4 Community Policing Values

The Corvallis Police Department and the Corvallis community have formed a partnership to improve the quality of life for all residents through the philosophy and implementation of Community Policing.

A. Community Policing Reflects the Values of:
   1. Community participation in decision making;
   2. Police accountability;
   3. Deployment of police personnel at a level closer to the neighborhood;
   4. A comprehensive approach to crime and disorder, and;
   5. Cooperative problem solving.

B. Community Policing Encourages a Partnership that:
   1. Identifies community safety issues,
   2. Determines resources,
   3. Applies innovative strategies designed to create and sustain healthy, vital neighborhoods, and;
   4. Coordinates efforts with private, non-profit, and public organizations.

1.2 LAW ENFORCEMENT ROLE AND AUTHORITY: LIMITS OF AUTHORITY

1.2.1 Legally Mandated Authority *(CALEA Stds 1.2.1, 1.2.2)*

A. The Constitution of the United States of America, Oregon Constitution, and Oregon Revised Statutes define the scope and limits of law enforcement authority as it pertains to the enforcement of laws, statutes and ordinances.

B. Article XI, Section 2, of the Constitution of Oregon empowers the legal voters of cities and towns to enact and amend municipal charters.

C. The Corvallis Police Department derives its authority under chapter 2, sections 4 through 6 of the City of Corvallis Charter.

D. Corvallis Police Officers are granted the authority to:
1. Enforce all state laws,
2. Enforce all city ordinances,
3. Serve and execute warrants,
4. Enforce all traffic laws, and
5. Preserve public peace and safety within the City of Corvallis and the State of Oregon.
6. Carry and use Police Department approved weapons in the performance of their duties and to use that amount of force which is necessary according to ORS 161.205 through 161.239 and as defined in G.O. 1.3.

E. The Community Service Officer(s) is a civilian employee who is granted the authority to:
1. Enforce applicable state laws and city ordinances,
2. Carry and use applicable Police Department approved weapons in the performance of duties, and
3. Preserve public peace and safety within the City of Corvallis relative to animal control issues and concerns.

NOTE: All references made to "Animal Control Officer" or animal control, in general, within the General Orders and all other policy is inclusive of and intended to refer to the Community Service Officer position.

F. Parking Enforcement Officer(s) is a civilian employee who is granted the authority to:
1. Enforce applicable state laws and city ordinances,

G. When to Take Police Action

Under Oregon law, both on/off-duty sworn police officers have statewide peace officer authority as to any crime committed in their presence.

1. Responsibility of On-duty Officers
   a. Within the City
      On-duty officers, within the City of Corvallis, are to take all steps reasonably necessary and consistent with their assignment to effect the enforcement of the penal provisions of the City, State and nation and to protect life and property.
   b. Outside the City
      On-duty officers, outside the City of Corvallis, who become aware of a situation requiring police action, shall report the situation to the agency of jurisdiction. Officers should then act only after consideration of the tactical situation and the immediacy of the threat to public safety. Officers exercising police authority granted by their employment with the City of Corvallis in this manner shall notify the Corvallis Police Department on-duty watch commander at their earliest opportunity during/after an incident.

2. Responsibility of Off-duty Officers
   a. Off-duty officers, both inside and outside of Corvallis city limits, shall refer enforcement/police action to the law enforcement agency having local jurisdiction. When off-duty, employees should act in their official capacity as a police officer only when there is an immediate and serious threat to public safety.
   b. Officers shall also consider their possible liability and the possible liability of the City of Corvallis should they take action while off-duty. Officers exercising police authority granted by their employment with the City of Corvallis in this manner shall notify the on-duty watch commander at their earliest opportunity during/after an incident.
   c. Members shall not make arrests or issue citations for violations or crimes they observe while off duty nor issue citations or make arrests in their own disputes/incidents or those of their family, friends and/or neighbors except under grave circumstances as would justify the use of measures of self-defense and/or defense of the lives of others.
   d. All enforcement/police actions taken off-duty shall be reported to the law enforcement agency with jurisdiction.
3. Peace Officer Authority - Out of State
   Peace officer powers of Corvallis police officers do not extend beyond this state except as provided for in the Uniform Act on Fresh Pursuit. Officers who are outside the boundaries of this state for extradition or other matters of direct concern to the City shall not engage in police activities unless necessary in the performance of their duties as an agent of the City, and then only if there is an immediate need to protect the public.
4. Members shall not use their position with the Police Department as a means of forcing or intimidating persons with whom they are involved in civil matters.
5. Nothing in 1.2.1 precludes an officer/employee of the Corvallis Police Department from exercising their rights as a citizen, however such action is not considered within the scope of employment for liability and compensation purposes.

1.2.2 Use of Discretion *(CALEA Stds 1.2.1, 1.2.7)*

A. Discretion is the power of decision, or latitude of choice within certain legal limits. When this discretion is poorly exercised, discretionary power may be viewed by the public as favoritism, bias or corruption.

B. It is imperative that officers take into consideration when exercising discretionary power the goals and objectives of the department, the best interests of the public they serve, any mitigating circumstances, and the volatility of the situation.

C. An officer's discretion is based on training, education, experience, laws, ordinances, department directives, and supervisor's instructions.

1.2.3 Arrest and/or Pre-Arraignment Confinement (CALEA Std 1.2.6, 44.2.1)

A. Purpose
   The purpose of this policy is to ensure that offenders are processed at the level of the justice system appropriate to the offense and to ensure judicious use of public safety resources.

B. Pre-arraignment Confinement - Citation in lieu of custody:
   1. Officer taking physical custody of person arrested for felonies and crimes involving violence and those arrestees may be booked at Benton County Correctional Facility (BCCF). In the event that BCCF is at capacity, the on-duty supervisor may contact another correctional facility for the processing of the individual or authorize citation in lieu of custody.
   2. Officers will generally issue citations in lieu of custody for misdemeanor crimes not involving violence. Arrestees can be taken into custody for these offenses if the circumstances of that incident merit custody. If this occurs, those circumstances will be documented in the police report. Those circumstances include, but are not limited to:
      a. The suspect poses an immediate threat to the victim, community, or self; or
      b. The identity of the suspect cannot be verified; or
      c. There is a history of Failure to Appear (FTA) in court; or
      d. The arrest is mandated by law; or

e. Citing and releasing the arrestee would continue to have a negative impact on community livability; or

f. There is an articulable reason to believe the suspect will re-offend if not taken into custody.

3. When citations in lieu of custody are issued, officers shall cite defendants into Municipal Court when there is an applicable ordinance unless there is an articulable reason to cite the arrestee through Circuit Court. These reasons will be documented in the officer's report. The only primary exception to this is when there are concurrent State Court charges on the same defendant, and in these cases, officers shall cite the defendant into State Court on all charges using the appropriate ORS sections for the offenses.

1.2.4 Department Role in Criminal Justice and Social Service Diversion Programs (CALEA Std 1.1.3)

There are social services diversion programs in which law enforcement agencies are directly involved, including Mental Health Department, Services to Children and Families Department, and drug abuse diversion programs. Additionally, there are criminal justice diversion programs, principally for juvenile offenders through the Benton County Juvenile Department. It is the policy of the Police Department to provide whatever assistance it can to criminal justice or social service diversion programs when such requests are made. Police Department staff is provided an Information and Referral Community Resource Directory that lists community services and support groups. This directory lists information about community resources offered throughout Benton County for adults and juveniles.

1.2.5 Release on Recognizance

A. Persons 18 years of age and older, arrested for Crimes under Oregon Revised Statutes will be taken to the BCCF for lodging. Arrested persons may be released on their own recognizance in accordance with the BCCF matrix system.

B. Persons 18 years of age or older who are arrested for crimes under City Ordinances shall be issued a citation in lieu of custody using the guidelines listed in Section 1.2.3 Arrest and/or Pre-arraignment Confinement. If the arrested person does not qualify for citation in lieu of custody release, the arrestee shall be processed at the Benton County/Corvallis law enforcement building. If the person to be booked is violent, the officer will take the arrested person to BCCF for the booking process. If BCCF is unable to book the person immediately, the officer shall wait in the BCCF sally port with the person secured in the patrol car until booking can be completed or the supervisor can make arrangements with another correctional facility. The description of the violent or combative behavior and justification for the custodial arrest shall be fully documented in the incident report.

1.3 Force Response

1.3.1 Purpose

The purpose of this policy is to provide officers with guidelines on responding to the behavior of others with objectively reasonable force, consistent with our core values and the community's expectation of professional law enforcement services. General Orders 1.3 through 1.8 will be referred to as the Force Response Policies.

1.3.2 Philosophy

The Corvallis Police Department recognizes and respects the value of all human life. Any force response is a serious responsibility. Our fundamental duties include protecting the rights of the individual, safeguarding lives and property and protecting the peaceful against violence and disorder. To those ends, police officers are given the authority to respond with lawful, objectively reasonable force. Officers must have an understanding of, and true appreciation for, the scope of their authority. Each officer is expected to use these guidelines to make such decisions in a professional manner.

1.3.3 Definitions for the Force Response Policies (CALEA Std 4.1.2, 4.1.4)

A. **Type of Physical Force**

1. **Physical Force** - Making physical contact with a person and exerting strength or power with intent to gain physical control of that person; this also includes using restraint devices and pointing weapons at persons.
2. **Intermediate Force** – Physical force that is recognized by the US 9th Circuit Court as having an increased likelihood of causing physical injury, therefore requiring a higher level of justification for the governmental intrusion. The following are considered intermediate force: responding with conducted electrical weapons (Taser), extended range impact munitions (ERIM), impact weapons (batons), oleoresin capsicum (OC/pepper spray) canine bites and weaponless strikes which are intended to incapacitate (such as to the face or the groin, which have a greater probability of injury).
3. **Deadly Physical Force** - Physical force that, under the circumstances in which it is used, is readily capable of causing death or serious physical injury.
4. **Excessive Force –** Force which is not justified in light of all of the circumstances.

B. **Injuries**

1. **Physical Injury** - Impairment of physical condition or substantial pain.
2. **Serious Physical Injury** - Physical injury which creates a substantial risk of death or serious and protracted disfigurement, protracted impairment of health or protracted loss or impairment of any bodily organ.

C. **Standards**

1. **Reasonable Officer Standard** – The expectation that officers with similar training and experience, facing like or similar circumstances, will respond the same way or use similar judgment. The standard does not require the officer to make the best decision; only a range of reasonable conduct is required.

2. **Objective Reasonableness Standard** – Force response will be judged from the perspective of a reasonable officer on the scene at the time of the incident. The test is not capable of precise definition or mechanical application and will be based on the totality of the circumstances. Factors to be considered must include (but are not limited to) the severity of the crime, whether the suspect poses an immediate threat to someone and whether the suspect is actively resisting arrest or attempting to evade arrest by flight. Reasonableness must also weigh the likelihood of injury or death to the suspect (from officer action) against the actual or imminent threat to the safety of others (including the officer) as reasonably perceived by the officer at the time. Emotional/mental disturbance must also be considered, when circumstances allow. Some of the court decisions establishing this standard include Graham v. Connor (US Supreme), Scott v. Harris (US Supreme), Deorle v. Rutherford (US 9th Circuit) and Young v. County of Los Angeles (US 9th Circuit).

D. **Weapons**

1. **Displaying a weapon -** Removing a weapon from its carrier.
2. **Pointing a weapon** – Directing a weapon at a perceived threat.
3. **Less-Lethal Weapons** – Items that are intended to assist an officer in exerting intermediate physical force. Authorized less-lethal weapons include oleoresin capsicum (OC/pepper spray), impact weapons (batons), conducted electrical weapons (Taser) and extended range impact munitions (ERIM).

E. **Actions and Resistance**

1. **Imminent** – It is reasonably believed the perceived action is about to occur.
2. **Simple Flight** – The fleeing of a non-violent person who is attempting to avoid custody or control by an officer; simple flight is usually on foot and does not include flight by motor vehicle.
3. **Passive Resistance** – Refusing to comply with verbal orders to perform a physical act, becoming dead weight or grasping/locking to something (in a non-threatening manner) that could physically hamper an officer's ability to move the person.
4. **Active Resistance** – The use or threatened use of violence, physical force or any other means that creates a substantial risk of physical injury to any person and includes, but is not limited to, behavior clearly intended to prevent being taken into custody by overcoming the actions of the officer. The behavior does not have to result in actual physical injury to an officer. Passive resistance does not constitute behavior intended to prevent being taken into custody.
5. **Threat**

   A threat is any of the following, as reasonably perceived by an officer:

   a. A person engaging in active resistance
   b. Any person or animal presenting a danger to themselves or anyone else, or an object controlled by a person that is presenting danger to anyone
   c. A person demonstrating the intent, means, and opportunity to inflict physical injury, which also includes serious physical injury or death
      1) **Intent**: Because of the person's perceived actions, statements and/or behavior, the officer reasonably believes the person is demonstrating willingness to inflict physical injury.
      2) **Means**: The person is perceived to have the physical capability to carry out the intended aggression or resistance.
      3) **Opportunity**: The person is perceived to have access to carry out the intended or perceived aggression.

1.3.4 Responding with Physical Force (CALEA Stds 4.1.1)

A. When reasonably necessary, officers may respond with objectively reasonable force to protect themselves or others from bodily harm or to conduct any other lawful police action, including (but not limited to) bringing an incident under control, taking a person into custody or preventing an escape.

B. When officers respond with physical force to accomplish lawful objectives, only objectively reasonable force will be used.

C. Intermediate force may only be used against a threat, as defined above.

D. Officers should respond with force consistent with training provided by the department, but officers are not limited to techniques taught by the department, as long as the techniques are used in an objectively reasonable manner and are not specifically prohibited by policy or training.

E. Officers are required to intervene in any force response that is perceived as excessive force, including strongly cautioning the other officer and/or physically restraining the other officer (if necessary). The intervening officer will immediately report the incident to an officer who is superior to the officer using excessive force, without delay.

1.3.5 Responding with Deadly Physical Force (CALEA Std 4.1.2)

As with other force, responding with deadly physical force must be objectively reasonable. Officers may only respond with deadly physical force in the following situations, based on the officer's reasonable perception of the situation:

A. In self-defense or defense of others when the officer has probable cause to believe the threat poses an imminent danger of death or serious physical injury to the officer or others.

B. To prevent the escape of a threat whom the officer has probable cause to believe has committed a crime involving or threatening serious physical injury or death and poses an imminent danger of death or serious physical injury to the officer or others.

1.3.6 Force Response Guidelines (CALEA Std 4.1.4 4.1.5, 4.2.1)

A. Oregon Revised Statutes, including (but not limited to) Chapter 161 and prevailing decisions in the Oregon Court of Appeals and Supreme Court, and in the United States 9th Circuit Court and United States Supreme Court, provide police officers legal authority and direction in responding with physical force; applicable court decisions supersede written statutes.

B. Any interpretation of "reasonableness" must allow for the fact that police officers are often forced to make decisions and physically respond in split-seconds under circumstances that are tense, uncertain, rapidly evolving and threatening. Consideration must also be given to circumstances where there is little imminent threat or a lack of exigency. Facts later discovered, but unknown to the officer at the time, can neither justify nor condemn an officer's force response.

C. Deviations from department policies do not necessarily render the force response as unreasonable.

D. Officers may display or point a weapon when encountering a situation that the officer reasonably believes to be dangerous. Officers may select the weapon based on the information they have regarding that particular situation, combined with their training and experience.

E. When feasible, officers must issue a verbal challenge prior to responding with force. Exceptions are allowed when it appears that verbal challenging would unreasonably jeopardize someone's safety or when there is not enough time to give a warning. In those situations, officers should identify themselves and give commands when circumstances allow.

F. Officers responding with force shall take all of the following actions:

1. When a force response meets the criteria of General Order 1.7.1, advise the on-duty supervisor as soon as practical.
2. When restraining a person with body weight, an officer should only use that amount which is objectively reasonable.
3. Once restrained, ensure the person is in a position to avoid breathing restrictions.
4. Observe for symptoms of medical or physical distress, including symptoms consistent with excited delirium.
5. Obtain medical assistance for anyone who has been subjected to intermediate force or who has sustained an injury, complains of an injury or who appears in need of assistance due to medical or physical distress. Ensure people who have been rendered unconscious are evaluated by a physician. Closely monitor all such persons until evaluated by medical personnel.
6. Document any force response or pointing a weapon at a person in an incident report**,** unless the force meets the criteria outlined in General Order 1.8; such incidents will be handled as an Internal Affairs Investigation.

1.3.7 Force Response Training and Proficiency (CALEA Std 1.2.2, 4.1.4, 4.3.2, 4.3.3, 4.3.4, 33.4.1, 33.4.2, 33.5.1)

A. Prior to being allowed to carry a department-authorized weapon in the field, authorized personnel shall be issued copies of and be instructed in the Force Response Policies; employees must achieve a 100% score on any test regarding those policies. The issuance of Force Response Policies and the instruction therein will be documented in an employee's training file (physical or electronic).

B. All authorized personnel must successfully complete training on authorized department weapons and demonstrate proficiency prior to carrying them in the field.

C. Before being allowed to respond with force, make arrests or carry a department issued firearm in the field, newly hired police officers must take their Oath of Office, swear to the Law Enforcement Code of Ethics and successfully complete the following basic training course:

1. Department Orientation
2. Primer training on criminal law and authority
3. Force response law and policies
4. De-escalation techniques
5. Legality of carrying firearms
6. Physical control
7. Handcuffing
8. Firearms familiarization and demonstrated proficiency on the department issued handgun
9. Deadly force encounters
10. Basic confrontational simulation

D. All personnel authorized to carry or use firearms will receive firearms training and demonstrate proficiency at least annually.

E. Sworn police officers shall receive training on force response (including the Force Response Policies) and Taser and demonstrate proficiency at least annually.

F. Sworn police officers will receive training and demonstrate proficiency in defensive tactics at least biennially, which will include impact weapons, ERIM and oleoresin capsicum.

G. Physical force used during training will be for the purposes of attaining, maintaining or enhancing proficiency in tactics and weapons; physical force that is proper and consistent with the training environment is not considered a force response and does not need to be investigated or documented.

H. All training in force response, weapons and defensive tactics will be conducted by department certified instructors and the training and proficiency will be documented in an employee's training file (physical or electronic).

1.3.8 Annual Analysis and Retention (CALEA Std 4.2.4, 4.2.5)

A. Annually, the Chief of Police will designate an individual with responsibility for preparing an analysis of the department's force activities, policies and practices. All Force Response Investigations and Internal Affairs Investigations that result from a critical action will be included.

1. The analysis should identify the following:
   - Date and time of incidents;
   - Types of encounters resulting in use of force;
   - Trends or patterns related to race, age, and gender of subjects involved;
   - Trends or patterns resulting in injury to any person including employees; and
   - Impact of findings on policies, practices, equipment, and training.
2. The analysis will be forwarded to the Chief of Police for review and assignment of any necessary actions.
3. A final copy of the analysis and review will be provided to the department certified force response and defensive tactics instructors.
4. In addition, an annual review of all assaults on law enforcement officers will be conducted. This review is intended to help determine any trends or patterns with any recommendations to enhance officer safety, revise policy, or address training issues.

B. The Administrative Services Manager shall maintain all completed Force Response Investigations (FRI) and Internal Affairs Investigations resulting from a critical action for at least three years following the date of incident.

1.4 Less-Lethal Weapons

1.4.1 Less-lethal Weapons (CALEA Stds 1.2.2, 1.3.1, 1.3.4, 1.3.6, 1.3.9, 1.3.10, 1.3.11)

A. Less-lethal weapons are intended to assist officers in exerting intermediate physical force and are to be used in an objectively reasonable manner, consistent with General Order 1.3.

B. Officers may respond with less-lethal weapons only against a threat (as defined in General Order 1.3.3.E).

C. Officers may not respond with less-lethal weapons against a person who displays only passive resistance or simple flight.

D. Officers are authorized to use other items as less-lethal weapons only in emergency situations and when, in the reasonable belief of the officer, it is necessary. For example, during a fight an officer is unable to reach a baton, the officer (if he believes it is necessary), could use a flashlight as an impact weapon.

E. While on duty, uniformed officers below the rank of lieutenant shall carry a canister of OC and a Taser; they shall also have a baton available for use (on their person or in their vehicle). While wearing the dress uniform, sergeants shall carry at least one less-lethal weapon. While in uniform (excluding the dress uniform), officers above the rank of sergeant shall carry at least one less-lethal weapon.

F. Any employee who fails to demonstrate proficiency with a less-lethal weapon during training shall have a 15 calendar day grace period in which to receive additional training from a department-certified instructor and to meet the proficiency standards.

1. Employees who are unable to demonstrate proficiency during this grace period will be assigned to a department-certified instructor for remedial training.
2. Disciplinary action may be taken if the employee is still unable to demonstrate proficiency following the remedial training.

G . Responding with a less-lethal weapon requires notifying a supervisor, per General Order 1.7.

H. Officers are responsible for ensuring their less-lethal weapons are in good working order. Officers are to immediately report any weapon that is unsafe, expired or needs repair to their supervisor. The weapon will immediately be taken out-of-service and a replacement will be issued.

1.4.2 Oleoresin Capsicum (OC) (CALEA Std 1.3.4, 1.3.9)

A. Officers shall only carry and deploy department-approved and –issued OC spray. The Administrative Sergeant is responsible for maintaining and issuing department-approved OC spray. Both the brand and size OC to be utilized by department personnel will be approved by the Chief or his/her designee.

B. OC shall not be discharged into an enclosed area unless the officer(s) can enter and remove any effected person.

C. As soon as practical, after the suspect is under control, the effected parts of the suspect shall be thoroughly flushed with water.

D. A watch commander may issue aerosol projectors to be carried during a shift, which will be turned back in at the end of the shift. Area dispersal of OC will only be used in extreme circumstances where a serious danger to public safety and/or a threat of significant property damage exists and other methods of control or apprehension would be ineffective or more dangerous.

E. When an officer discharges OC in the line of duty (other than the initial test spray), the canister will be weighed and submitted to evidence under the related incident number.

1.4.3 Conducted Electrical Weapons (Taser) (CALEA Std 1.3.4, 1.3.9)

A. Description: X26 or X26P with the 25' XP Cartridge; the Taser frame will be yellow to ensure it can be differentiated from a firearm.

B. A Taser shall not be deployed when known flammable materials would be in danger of being contacted by the Taser probes or wires when activated.

C. A Taser shall not be deployed at a threat that has been sprayed with OC, unless the officer reasonably believes that the Oleoresin Capsicum (OC) is non-flammable.

D. Deploying a Taser at a visibly pregnant woman or at a person in a dangerously elevated position or other situations where serious physical injury would likely result from a fall is prohibited, unless the officer reasonably believes circumstances exist where possible benefit of using a Taser outweighs the risk of possible injuries from using the Taser.

E. An officer may intentionally direct a Taser at the head, neck or groin only if the officer is intentionally responding with deadly force.

F. Taser probes that remain lodged in the person should only be removed by emergency medical technicians or emergency room staff. Probes lodged in sensitive areas will be removed by emergency room staff.

G. The Taser shall be worn in a "cross-draw" position on the duty belt or the external ballistic vest carrier, opposite from the position of the duty firearm.

H. Taser probes that are discharged in a force response shall be placed into a puncture-proof container and submitted to evidence under the related incident number.

1.4.4 Impact Weapons (batons) (CALEA Std 1.3.4, 1.3.9)

A. Description: ASP 26", AETCO Baton 36" with grip, or Northend Woodcrafters Ironwood 26" Baton

B. Uniformed officers have the option of carrying batons on their person but will minimally have a baton available for use in their patrol vehicle.

C. An officer may intentionally direct baton strikes at any part of the head, neck, groin, spine or heart area (center of the chest) only if the officer is intentionally responding with deadly force.

D. When an officer responds with a baton in the line of duty , the baton will be submitted to evidence under the related incident number.

1.4.5 Extended Range Impact Munitions (ERIM) (CALEA Std 1.3.4, 1.3.9)

A. Description: Remington 870 Less Lethal Shotgun. Authorized ammunition is the Burns 1401 Less Lethal Round. L1 Combined Tactical 37mm Launcher. Authorized Ammunition is the Bean Bag Round and the .60 Cal Sting Ball Round.

B. An officer may intentionally direct ERIM to the head, neck, groin, spine or heart area (center of the chest) only if the officer is intentionally responding with deadly force.

C. One of the ERIM systems and ammunition will be stored in the patrol supervisor's vehicle; the other will normally be stored in a secure storage locker in the LEB. Watch commanders are responsible for ensuring the L1 system is inspected and functional. Weapons determined not to be functional will be removed from service and sent for repair/replacement.

D. When an officer responds with ERIM in the line of duty, the expended munitions (if recoverable) will be submitted to evidence under the related incident number.

1.5 FIREARMS AND LETHAL WEAPONS

1.5.1 Authorized Firearms and Ammunition (CALEA Stds 1.2.2, 4.3.1)

Authorized firearms are to be used in an objectively reasonable manner, consistent with General Order 1.3.

A. All sworn staff will only carry department approved firearms while on duty.

B. All sworn staff members are issued a department owned Glock model 17 and/or a model 19 or model 43, dependent upon work assignment. All Glock handguns will be chambered in 9mm.

C. Issued ammunition will be Speer brand 147 grain Gold Dot Hollow Point G-2, Speer brand 147 grain Gold Dot Hollow Point, or Federal brand 147 grain HST, dependent upon availability from the manufacturer. All department-issued ammunition will be of new factory manufacture and approved by the Chief of Police.

D. A uniformed officer will carry a fully loaded handgun while on duty with sufficient ammunition to reload his/her handgun twice. A plain-clothes officer will carry a fully loaded handgun while on duty with sufficient ammunition to reload his/her handgun. When in a secure location and not in contact with the general public, officers are not required to carry a firearm when there is no expectation of immediate investigative or enforcement activities.

E. All officers are responsible for ensuring their duty firearm is in good working order and to immediately report any broken or malfunctioning weapon to their supervisor. Broken or malfunctioning weapons will immediately be taken out-of-service and a replacement will be issued. Only a police department armorer is authorized to work on or repair a department owned firearm.

F. Duties of Armorers

1. An armorer shall conduct an inspection of all department issued firearms, personally owned duty firearms, department less lethal shotguns and patrol rifles at least annually.
2. Inspections of department owned firearms will follow the recommendations of the manufacturer for breakdown/dis-assembly, cleaning, repair and parts replacement.
3. Inspection of personally owned approved duty firearms shall include field stripping and function checking.
4. If the armorer determines that a department firearm is not serviceable, the armorer will retain the firearm and forward the firearm with a written explanation to the firearms coordinator. The armorer will also notify the officer's supervisor.
   a. If the defective firearm is a department firearm, another department firearm will be issued to the officer.
   b. If the firearm is a personally owned firearm, the firearm will be returned to the owner and permission to carry the firearm will be revoked until it is serviceable.
5. The armorer will document the inspection of each firearm on the armorer's firearm log sheets.
6. The firearms coordinator will maintain the "armorer's log" containing the completed log sheets. These records will be maintained as long as the firearm remains in service.

G. Only the Chief of Police may approve firearms to be carried by members under their law enforcement authority.

H. Non-uniformed officers shall not unreasonably allow their firearm to be visible in the general public. The intent of this policy is to avoid concern by the public when a plain-clothes officer is in a casual, non-business

setting, such as taking a break in the general public. When a non-uniformed officer has their firearm visible in public, the officer's badge will be prominently displayed.

1.5.2 Firearms Qualification (CALEA Stds 4.3.2)

A. All sworn officers are required to qualify at least annually with his/her authorized (department issued or personally owned) on and off duty handgun(s) with a department certified firearms instructor.

B. All sworn officers are required to qualify at least annually with the ERIM shotgun, .223 cal. patrol rifle, and any other special weapon s/he is authorized to use.

C. The Chief of Police or his/her designee will determine the mandatory qualifying course for personally owned firearms.

D. An officer who fails to qualify with any authorized firearm during any required qualification shoot shall have a 15-calendar day grace period in which to qualify with that firearm.

1. If an officer is unable to qualify during this grace period s/he will immediately be assigned to a firearms instructor for additional training on his/her next duty day.
2. Disciplinary action may be taken if the employee is still unable to meet the proficiency standards following the remedial training.

E. Range scores and qualification records will be recorded in an officer's training record.

1.5.3 Off Duty Firearms (CALEA Stds 1.2.2, 4.3.2, 22.2.7)

State Statute authorizes law enforcement officers to carry a firearm while off duty. As such, if an officer chooses to carry an authorized firearm off duty, the officer shall possess their badge and official police identification card.

1.5.4 Personally Owned Firearms (CALEA Stds 1.2.2, 4.3.1, 41.3.4)

A. Personally Owned Firearms for Carrying On Duty

1. The department issues a primary firearm to all officers. Officers may request to carry a personally owned firearm. An officer's personally owned firearm must fit within the following guidelines:
   a. Be a "professional" quality semi-automatic pistol such as:
      (1) Beretta
      (2) Browning
      (3) Colt
      (4) Glock
      (5) Sig-Sauer
      (6) Smith and Wesson
      (7) Walther
      (8) Para-Ordinance
      (9) Kahr
      (10) Kimber
      (11) Ruger
   b. All personally-owned firearms carried while in uniform as the primary firearm shall be 9mm, have at least a 12 round capacity and a barrel length of at least 2 ½" but not more than 5".
   c. A firearm carried by a non-uniformed officer may be a .380, 9mm .40 or .45 caliber, have at least a 7 round capacity and a barrel length of at least 2" but not more than 5".
2. Approval procedure for a personally owned firearm to be carried on duty:
   a. For initial approval the requesting officer will submit a written explanation of justification and a "CPD Form 86, Request for Personal Weapon Approval," along with the firearm, holster, and magazine holders to the Police Department Firearms Coordinator. The firearm will be forwarded to an armorer for a safety inspection and test-firing. If the Police Department issued equipment does not conform to the officer's personally owned firearm, the officer shall purchase appropriate equipment at his/her own expense. This equipment must be compatible with the style issued by the Police Department, consistent with the uniform policy and approved by the Firearms Coordinator.
   b. The officer must qualify with the firearm.
   c. A request form will be forwarded to the Chief of Police via the chain of command for final approval.

d. The original approval form will be placed in the officer's training file with copies forwarded to the officer's immediate supervisor and the officer.
e. The officer will begin carrying the firearm only when final approval is made.
f. The Police Department will provide 9mm caliber ammunition for the primary firearm for training, re-qualification and duty use.

B. Personally Owned Firearms for Carrying Off Duty and/or as a Backup Firearm

1. To obtain approval to carry a personally owned firearm off duty or as a backup, the firearm must fit within the following guidelines:
   a. Be a "professional" quality double-action revolver or a semi-automatic pistol(examples listed above).
   b. Caliber shall be .380 or greater
   c. Barrel length shall be at least 1 inch, but not more than 5 inches.
   d. The firearm will have at least a 5 shot capacity.
2. All ammunition for personally owned off duty and backup firearms shall be provided by the officer at his/her expense and shall fit within department guidelines (listed below)
   a. .38 special, minimum 125 grain, hollow point
   b. 9mm, minimum 115 grain, hollow point
   c. .45 ACP, minimum 180 grain, hollow point
   d. .40, minimum 165 grain, hollow point
   e. .380, minimum 85 grain, hollow point
3. The department does not issue equipment for off-duty or backup firearms.
   Approval procedure for personally owned firearms to be carried off-duty or as a backup:
   a. The requesting officer will submit a "CPD Form 86, Request for Personal Weapon Approval," along with the firearm to an armorer for a safety inspection.
   b. The officer must qualify with the firearm.
   c. A request form will be forwarded to the Chief of Police via the chain of command for final approval.
   d. The original of the approval form will be placed in the officer's personnel/training file with copies forwarded to the firearms program coordinator, the officer's immediate supervisor and the officer.
   e. The officer will begin carrying the firearm only when final approval is made.
4. Backup Firearm
   a. Officers may carry a personally owned backup firearm on-duty provided that:
      (1) A backup firearm is carried holstered and concealed, only in conjunction with the officer's primary firearm and never alone as a primary firearm,
      (2) The officer has advised his/her immediate supervisor that s/he carries a backup firearm and the location where s/he carries it.
   b. Officers are authorized to use backup firearms when, in the reasonable belief of the officer, it is necessary. For example: loss of ability to use the primary firearm or better access to the backup during in a violent encounter.

1.5.5 Special Weapons (CALEA Stds 1.2.2, 4.3.1, 4.3.2, 4.3.3)

Only an employee who demonstrates proficiency in the use of agency authorized firearms is permitted to carry or use special weapons. Special weapons training will be monitored by a department certified weapons instructor.

A. Less Lethal ERIM Shotguns

1. The Department has one type of shotgun: A Remington 870, 12-gauge pump action ERIM shotgun. The ERIM less-lethal shotgun is identified by an orange foregrip and orange butt stock stenciled with "less lethal" on both sides. The ERIM shotgun uses only the Burns 1401 less-lethal round.
2. When in service, ERIM shotguns will be secured in an electric locking device in each marked patrol unit with the chamber empty, magazine empty, action lock closed, and the safety on.
3. An officer will conduct the following safety check of the ERIM shotgun in their vehicle at the beginning of his/her shift: ensure the weapon is on SAFE; remove the weapon from the vehicle; visually and manually ensure the weapon is empty; check the barrel for obstructions and leave the

chamber empty; ensure there are six (6) Burns 1401 ERIM rounds in the side shell carrier which are in serviceable condition; and, secure it back in the electronic locking device.

4. The ERIM shotgun will be removed from the vehicle and secured in a weapons locker prior to delivery of the vehicle for maintenance. The shotgun will be stored with the action open, safety on, and the magazine and chamber empty.
5. ERIM shotgun training and qualification will be conducted by the department at least annually. Course content and qualification will be established by the Firearms Coordinator.

B .223 cal. Semi-Automatic Patrol Rifle

1. Police Department semi-automatic Bushmaster XM-15 and Smith and Wesson M&P15 patrol rifles will be used with department standard Winchester Ballistic Silver Tip, 55 grain, .223 cal. ammunition.
2. When in service, patrol rifles will be secured in an electronic locking device in each marked patrol vehicle with the chamber empty, bolt forward, full 30-round magazine in the magazine well (in weapon), and the safety on. Each patrol rifle will have four 30 round magazines.
3. Patrol rifles carried to and from vehicles, or in the LEB or other administrative area will have the safety on, the magazine removed, the bolt locked to the rear and the dust cover open ,.
4. An officer will conduct the following safety check of the patrol rifle at the beginning of his/her shift: Ensure the weapon is on SAFE, remove the weapon from the vehicle, unload it, visually and manually ensure the weapon is empty, check the barrel for obstructions, place the bolt in the forward position, close the dust cover, reload with a full magazine (leaving the chamber empty) and secure it back in the electronic locking device.
5. Patrol rifles will be removed from the vehicle and secured in a weapons locker prior to delivery of the vehicle for maintenance. The patrol rifle will be stored with the safety on, an empty chamber and the magazine removed.
6. Patrol rifle training and qualification will be conducted by the department at least annually. Course content and qualification will be established by the Firearms Coordinator.

C. Community Service Officer Firearms

1. Community Service Officers are authorized to possess and use the specified firearms consistent with their animal control duties, including animal culling. The Community Service Officer position is not a sworn officer and the firearms are only intended for use on animals. Sworn officers may qualify and use animal control firearms for use on animals only, after qualification and approval by their supervisor.
2. Community Service Officers are authorized to possess and use:
   a. A Ruger 10-22 .22 caliber rifle (one with a silencer) with approved hollow-point .22 caliber ammunition.
3. When in use, the Ruger rifle will be stored (unloaded) in the electronic locking devices located in each of the Community Service Officer vehicles; when not kept in a vehicle the rifles will be stored in a firearms locker in the LEB.
4. Training and qualification with the animal control rifles will be conducted by the department at least annually. Course content and qualification will be established by the Firearms Coordinator..

1.5.6 Responding With and Using Firearms (CALEA Std 4.1.3)

A. In addition to discharging a firearm when responding with deadly physical force, an officer is authorized to discharge a firearm:

1. When dispatching a severely injured animal other than a dog or cat, when authorized by an on-duty supervisor,
2. When dispatching an animal that is posing an immediate threat to the officer, another person or an animal,
3. While performing animal control duties, including animal culling
4. While involved in training, or
5. While pursuing recreational activities off duty.

B. An officer is prohibited from discharging a firearm under the following circumstances:

1. Firing a warning shot,
2. Firing at or from a moving vehicle unless the circumstances allow for a deadly force response .

C. An officer is prohibited from carrying or discharging a Police Department owned or authorized firearm while impaired by intoxicants.

D. A handgun security box will be issued to each officer. While at an officer's home, department issued handguns shall be locked in the issued security box or in a personally owned gun safe (of equal or greater quality) unless it is in the personal possession of the officer.

1.5.7 Other Weapons (CALEA Std 1.2.2, 4.3.1)

A. Officers are authorized to carry knives with the following provisions:

1. Knives are to be concealed. Examples include wearing/carrying in pockets, under uniform shirts, or in boots/footwear. Pocket clip attachments may be exposed and visible if used to secure knife.
2. Knife blades will not exceed 4.50" in length.
3. Officers are authorized to carry knives or utility tools (such as a "Leatherman" or "Gerber Multi-Tool") on their duty belt or exterior vest in a carrier consistent with the duty gear currently issued.

B. Prohibited Weapons

An officer is prohibited from carrying any other weapon unless authorized by the Chief of Police

C. Officers are authorized to use other items as lethal weapons in emergency situations and when, in the reasonable belief of the officer, it is necessary.

1.5.8 Firearms Range (CALEA Std 4.3.5)

This policy applies to both the indoor firearms range (located inside the LEB basement), as well as any outdoor range used for training department personnel. Training, as used within this policy, also includes the firearm qualification process.

A. Purpose

1. Indoor Range

   The indoor range can be used either for formal department-provided training or for officers to practice firearms skills. Officers may use the indoor range for practice while on-duty only with the approval of their supervisor. An officer can use the indoor range for practice when off-duty as long as it does not disrupt any training that is taking place. Off-duty use of the indoor range must still adhere to the requirements as outlined in this policy.

2. Outdoor Range

   Outdoor ranges will typically be used only for formal department-provided training. Off-duty use of an outdoor range is an activity that officers can choose to participate in or not, it is strictly a personal decision and would be on their own personal time.

B. Safety Procedures/Range Rules

Prior to any formal, department-provided training involving firearms that takes place at a range, the Range Supervisor will ensure the Range Safety Brief (CPD Form 10) has been reviewed with all participants before instruction begins. Once it has been read and reviewed with all attendees, the instructor will complete and sign this form. The completed/signed form will be turned into the Range Supervisor and maintained as part of the formal records for that training session.

1. Any practice taking place at the indoor range does not require this form to be filled out and completed. Officers utilizing the indoor range for practice are still expected to understand and abide by the Range Rules and Regulations, which are posted prominently within the indoor range.
2. If an employee is using the range alone, the employee will notify the on-duty supervisor (or dispatch if there is no higher ranking supervisor on-duty) when the employee starts and completes the range use. Employees noting malfunctions or damage to the range equipment shall forward an equipment repair form to the Firearms Coordinator or designee.

C. Range Supervisor

The Range Supervisor will be the assigned lead Firearms Instructor for a specific training session. A Range Supervisor is only necessary as part of formal department-provided training and not required for a practice session.

D. Weapons, Ammunition, Targets, and Equipment Permitted

1. Weapons

The required weapon(s) will be determined by the instructor and detailed in the training instructions. Officers will be responsible for following the directions as provided for that specific training and will ensure they bring the appropriate weapon(s) required to accomplish training.

2. Ammunition

All formal department-provided training will utilize department-issued ammunition. Practice sessions, unless otherwise authorized by a supervisor or the Firearms Coordinator, will utilize ammunition supplied by the officer.

3. Targets

Targets will be provided by the department for all formal department-provided trainings. The Firearms Coordinator or designee will determine which type of target is used for training purposes. Any practice sessions, unless otherwise authorized by a supervisor or the Firearms Coordinator, will utilize targets supplied by the officer.

4. Other Miscellaneous Equipment

As determined by the Firearms Coordinator or designee.

E. Personal Safety Equipment

At all times on a firearms range, during both formal training and practice sessions, officers shall wear a ballistic vest, as well as eye and hearing protection. This is not intended to apply to firearms activities the officer participates in during their personal time, unless they are utilizing the LEB indoor range for practice.

F. Training Requirements

A Range Supervisor is assigned this responsibility by the Firearms Coordinator. All Firearms Instructors receive the same training and are capable of fulfilling this role, as required. All Firearms Instructors must maintain all necessary first aid certification.

G. Storage of Ammunition and Weapons

All department ammunition is maintained in the armory located in the basement of the LEB. The only personnel permitted access to the armory, which is keyed separately, are Lieutenants and above, as well as all Firearms Instructors. All firearms are stored, maintained, and issued by the Administrative Sergeant.

1.6 Restraints

1.6.1 Containment/Restraint Devices (CALEA Std 1.3.1, 70.2.1)

A. Using a restraint device is considered force and restraints are to be used in an objectively reasonable manner, consistent with General Order 1.3. Officers are responsible for the safety of restrained persons.

B. Examples of restraint devices include handcuffs, flex-cuffs and leg restraints. Restraint is achieved by placing devices on a person's limbs to temporarily restrict movement.

C. Except in unusual or emergency situations, officers should only use department approved restraint devices which they have been trained to use. General Orders 71.1 through 71.3 provide direction regarding transporting prisoners and special considerations regarding restraints.

D. Officer may use restraints to place a person into lawful physical custody or when an officer has authority to stop or detain a person and the officer reasonably believes the person is likely dangerous or is likely to attempt to flee or resist control.

E. Restraints may also be used as a protective measure when safety concerns in that specific situation justify a physical detention. Examples include service of search warrants with articulated safety concerns or during an on-scene investigation into violence. In those protective situations, officers should strive to resolve the safety issues in a timely manner and release those who are not being charged from the restraints as soon as practical.

F. Any officer taking a person into physical custody shall utilize handcuffs to restrain the person as soon as practical. Handcuffs are to be checked for proper tightness and double-locked as soon as practical after application. Persons will be handcuffed with their hands behind their backs unless unusual circumstances exist.

G. Leg restraints may be applied when there is a risk of injury, flight, damage to property, or when an officer deems it necessary.

H. At no time shall a handcuffed person be placed in a prone position with their restrained feet tied to their handcuffs or waist area (i.e. hogtied) due to the potential for positional asphyxia.

I. Officers should be aware restraint devices can be defeated and people who are handcuffed can still injure officers or others even when restraints are being used. If a person is a threat, reasonable force may be used against that person even when restraints have been applied.

J. When restraints are used on a person, even temporarily, the officer shall document the justification in an incident report.

1.7 Force Response Reporting

1.7.1 Reportable Force (CALEA Stds 1.3.6, 1.3.7)

A. The following force responses must be reported:
   1. An officer responds with, or attempts to respond with any weapon or any item used as a weapon
   2. An officer responds with force and causes any injury or claim of injury
   3. An officer strikes a weaponless focused blow or strikes a blow with any item
   4. The use or placement of tactical intervention on a vehicle (per General Order 41.2.8)

B. The following are critical actions, which will be investigated per General Order 1.8:
   1. A department member discharges a firearm for any reason other than training, recreating or dispatching an animal.
   2. A department member's action in an official capacity results in serious physical injury or death.
   3. An officer responds with deadly physical force, regardless of the implement used or the level of injury to anyone.

1.7.2 Requirements of the Officer (CALEA Stds 1.3.6, 1.3.7)

A. After an officer responds with reportable force, the officer will notify the on-duty supervisor (or higher-ranking supervisor if the on-duty supervisor is involved) as soon as circumstances allow.

B. Any member observing reportable force who does not believe the spirit and intent of the reporting requirements are being met shall promptly report the incident to an officer who is superior to the officer using the force.

C. Officers will broadcast any pertinent public safety information.

D. Officers who respond with, or who observe reportable force will document the circumstances, their actions and observations in an incident report before going off-duty unless otherwise authorized.

1.7.3 Requirements of the Supervisor (CALEA Std 1.3.5)

Once notified of reportable force, the on-duty supervisor (or higher-ranking supervisor if the on-duty supervisor is involved) will:

A. Immediately respond to the scene, hospital or other appropriate location.

B. Ensure medical aid has been provided to anyone who has been subjected to intermediate force or who has sustained an injury, complains of an injury or who appears in need of assistance due to medical or physical distress. Ensure people who have been rendered unconscious are evaluated by a physician.

C. Ascertain the status of suspects and any pertinent public safety information, ensuring any necessary information is broadcast.

D. Ensure photographs of involved people, injuries and the scene are taken.

E. Ensure evidence is preserved.

F. Identify and interview all involved officers, witnesses and the suspect, if possible.

1.7.4 Force Response Investigation (FRI) (CALEA Std 1.3.6, 1.3.7)

A. Except when a critical action has occurred, a Force Response Investigation (FRI, CPD Form 058) will be completed by the on-duty supervisor (or higher-ranking supervisor if the on-duty supervisor is involved)

whenever an officer uses reportable force. When a critical action has occurred, the supervisor will follow the protocol in General Order 1.8 instead of completing a FRI.

B. The FRI will include a narrative documenting the statements of those interviewed; officer statements will be summarized and a copy of the incident report will be attached. Photographs and audio/video recordings (when available) shall also be attached.
   1. When a Taser is used, the supervisor will document the serial number of the Taser and shall download the use information from the Taser used.
   2. A printout of the Taser usage history for the past 24 hours (including the current deployment being investigated) shall be attached.

C. The narrative should describe the force response, conclude whether or not the force response was reasonable (consistent with General Order 1.3), and recommend further action, if appropriate.

D. The FRI will be completed before going off-duty unless otherwise authorized.

E. The completed FRI will be forwarded to the Chief of Police via the chain of command.
   1. Each supervisor and manager will review the FRI for concurrence or make a recommendation.
   2. The Chief of Police will forward the completed FRI to the Administrative Services Manager who is responsible for maintaining the force response files.
   3. A copy of the completed FRI will be provided to the involved employee(s), their immediate supervisor, and the Professional Standards Unit by the Administrative Services Manager.

1.8 Critical Actions

1.8.1 Definitions

A. **Critical Actions** are any of the following:
   1. A department member discharges a firearm for any reason other than training, recreating, dispatching an animal or an unintentional discharge that does not result in injury to another person.
   2. A department member's action in an official capacity results in serious physical injury or death.
   3. An officer responds with deadly physical force, regardless of the implement used or the level of injury to anyone.

B. **Involved Employee**
   An employee whose official conduct or order, was the cause in fact of the death or serious physical injury of a person. It also means an employee whose conduct was not the cause, but who was involved in the incident before or during the critical action, and this involvement was reasonably likely to expose the employee to a heightened level of stress or trauma.

1.8.2 Requirements of the Employee (CALEA Stds 4.2.1, 4.2.2)

A. When a critical action occurs and involves any member of the department, the involved employee shall:
   1. Immediately notify the on-duty supervisor (or higher-ranking supervisor if the on-duty supervisor is involved).
   2. Immediately take whatever steps are reasonable and necessary to protect the safety of the employee and any member of the public.
   3. Take steps as reasonably necessary to preserve the integrity of the scene and to preserve evidence.
   4. Provide a Public Safety Statement. CPD Form 162, Public Safety Statement

B. Any member observing a critical action who does not believe the spirit and intent of the reporting requirements are being met shall promptly report the incident to the on-duty supervisor (or higher-ranking supervisor if the on-duty supervisor is involved).

1.8.3 Requirements of the Supervisor (CALEA Std 4.1.5, 4.2.1, 4.2.2)

Once notified of a critical action, the on-duty supervisor (or higher-ranking supervisor if the on-duty supervisor is involved) will:

A. Immediately respond to the scene, hospital or other appropriate location.
B. Ensure medical aid has been provided to anyone who has been subjected to intermediate force or who has sustained an injury, complains of an injury or who appears in need of assistance due to medical or physical distress. Ensure people who have been rendered unconscious are evaluated by a physician.
C. Ascertain the status of suspects and any pertinent public safety information, ensuring any necessary information is broadcast.
D. Ensure photographs of involved people, injuries and the scene are taken.
E. Ensure evidence is preserved.
F. Identify all involved officers, witnesses and the suspect, if possible.
G. Complete a CPD Form 162, Public Safety Statement with each involved employee.

H. Take possession of any firearm or weapon that may have been used in the incident; this will subsequently be turned over to the assigned investigators. If appropriate, the weapon should be replaced as soon as possible until the investigation is completed.
I. Ensure the appropriate Lieutenant, Captain and the Chief of Police are notified.
J. If the involved employee is a represented employee, ensure a labor representative and/or attorney is notified of the incident.
K. Relieve the involved officers from on-scene duties by assigning police personnel who were not involved.
L. As soon as practical, have each involved officer leave the scene and offer an opportunity for a medical examination. If the officer is not in need of medical treatment, the officer shall be taken to the LEB.
M. Make a copy of the Public Safety Statement available to the appropriate department manager and the assigned investigators and (if applicable), to the involved employee's labor representative and/or attorney as soon as possible, but minimally prior to any involved employee being interviewed.
N. Complete and submit a memorandum outlining the information known about the incident and documenting the on-duty supervisor's actions.

1.8.4 Investigation (CALEA Std 4.2.1, 4.2.2)

A. When a critical action occurs, the Corvallis Police Department will conduct an Internal Affairs Investigation to determine compliance with policy in accordance with General Order 52.1.
B. When an officer is acting in the course of and in furtherance of official duties and responds with deadly physical force within Benton County, there will also be an investigation per the protocols established by the Benton County Use of Deadly Physical Force Planning Authority. This protocol includes timelines for administrative leaves and timelines for interviewing involved officers.

1.8.5 Relief from Field Duty after Critical Actions (CALEA Stds 4.2.3, 22.1.2, 22.1.7)

A. Relief from duty shall not be considered a suspension or disciplinary action taken against the employee; it is for the purpose of relieving the employee from further field duties while undergoing the emotional stress of having been involved in a critical action, and permitting time to conduct an objective investigation into the incident.
B. Whenever a critical action occurs, involved employees shall be removed from field duty or any duty having contact with the public, pending the results of the investigation. The involved employees will be placed on paid administrative leave or modified duty.
C. The division manager/designee will ensure that the involved employees attend a meeting with a department recognized chaplain or licensed professional counselor within 72 hours of the incident; no particular level of participation is required on the part of the employee. The meeting is not a fitness for duty examination; it is mental health counseling for the mental well-being of the involved employee. The confidentiality of privileged communication between patient and client will apply. The division manager/designee will be notified only that the consultation has occurred. At least one follow-up session will be offered to involved employees in the subsequent six months and additional follow-up sessions are available at the option of the involved employee.
D. Any employee affected by critical actions may also voluntarily utilize members of the peer support team who have been granted letters of confidentiality, as well as the Employee Assistance Program or other resources who have legal confidentiality.

1.9 RULES AND REGULATIONS: ALL EMPLOYEES *(CALEA Std 12.2.1)*

1.9.1 Foreword (CALEA Std 26.1.1)

A. Pursuant to the laws of the United States of America, the State of Oregon and the City of Corvallis, the following Rules and Regulations hereinafter set forth are established governing the actions of members of the Corvallis Police Department. The Chief of Police may amend or repeal any of these Rules and Regulations or add new ones from time to time as needed for the maintenance of a capable and efficient Police Department and the providing of professional police service to the community. If any provision, clause or phrase of these Rules and Regulations becomes invalid, such invalidity shall not affect other provisions or applications of the remaining Rules and Regulations which can be given effect without the invalid provision, clause or phrase, and to this end the provisions of these Rules and Regulations are declared separable.

B. Individuals subject to these Rules and Regulations must understand that no compilation of Rules and Regulations can be established to spell out in detail all conduct which will result in disciplinary penalties and that necessarily some matters must be left to the intelligence and discretion of individuals. Employees must understand though, that if discretion is used in a wanton or unreasonable manner and acts are committed or in some cases omitted, which law and sound public opinion recognize as injurious to the image of the Police Department, the City of Corvallis, the efficiency of the individual employee or the Department, or the law enforcement profession, those acts on the part of the member may result in disciplinary action. Existence of facts showing a violation of Law, Rules or Regulations, General or Special Orders, Policies or Procedures, or Written or Verbal Orders is all that is necessary as a basis for disciplinary action.

C. Any previous Rules and Regulations of the Corvallis Police Department are superseded as of the date and time of issuance of these Rules and Regulations. Any cause of action, which arose or may arise prior to the effective date of these Rules and Regulations shall be governed by the Rules and Regulations and code of conduct existing on the date and time the incident occurred. If any provisions of these rules conflict with specific language of an existing or future collective bargaining agreement pertaining to all or a portion of Police Department employees, the language of the collective bargaining agreement shall be considered controlling and the rule or rules in conflict deemed inapplicable and not enforceable.

1.9.2 Duties of All Police Department Members (CALEA Stds 12.1.3, 26.1.1, 26.1.3)

A. General

It shall be the duty of all members of the Corvallis Police Department, both sworn and civilian, to maintain a course of conduct that benefits the City and the Police Department, and will not adversely reflect upon the City, the Police Department or the member.

B. Obedience to Orders

Each member of the Police Department shall obey and fully execute any lawful order, written or oral, given by a supervisory member, which shall include, but not necessarily be limited to the Rules and Regulations, General and Special Orders and the Policies and Procedures of the Police Department. The term lawful order shall be construed as any duty prescribed by law or by these Rules and Regulations, or for the preservation of good order, efficiency and proper discipline.

C. Manner of Issuing Orders

Orders from a supervisory member to a subordinate shall be in clear and understandable language, civil in tone, and issued in pursuit of Police Department business.

D. Unlawful Orders

Police Department members shall issue only lawful orders to subordinate members.

E. Obedience to Unlawful Orders

Obedience to an unlawful order is never a defense for an unlawful action, and no member is required at any time to obey an order that is contrary to City, State or Federal law.

F. Improper Orders

Members receiving orders they feel to be improper, unjust or contrary to Police Department Orders or Regulations must first obey the order to the best of their ability and in compliance with the law. Upon receipt of an improper order, the member shall indicate to the person issuing the order that it is improper, along with an explanation, and then appeal the matter through the chain of command afterwards unless the supervisor reconsiders and the matter no longer presents a conflict.

G. Maintenance of Police Department Directives

Police Department members issued hard copies of Rules and Regulations, General and Special Orders and other Police Department Directives are responsible for their maintenance. All members will have electronic access to Department General Orders and have the responsibility of staying updated on General Orders either electronically or by accessing a hard copy.

H. Personal Appearance

Police Department members shall at all times, while on duty, be neat and professional in appearance and comply with Police Department orders on wearing of the uniform, appearance and grooming standards.

I. Speaking Engagements, Exhibitions, Etc.

Police Department members, who are approached/requested to make public appearances in connection with their Police Department duties, or as a result of their association with the Police Department, shall first receive authorization from their immediate supervisor. All such public appearances shall be documented for the Police Department's records through the Division Manager of the affected employee.

J. Release of Information/Confidentiality of Records

It shall be the duty of all Police Department members to safeguard confidential information. Information regarding suspects and ongoing investigations, as well as juvenile information, will not be released to any person except in accordance with the law. Members shall be expected at all times to protect the confidentiality of Police Department records and not discuss, disclose nor otherwise release information of a confidential nature, except when such disclosure is authorized by law. Any information accessible only to personnel of the Police Department as a result of their employment shall be considered confidential unless otherwise defined.

K. Courtesy/Cooperation

Members of the Police Department shall perform their duties in a courteous, professional manner and cooperate with other members of the Police Department, the public and other law enforcement agencies.

L. Impartiality

Members of the Police Department shall perform their duties in a fair and impartial manner without being influenced by the real or perceived factors of the individual's age, race, ethnicity, color, national origin, language, gender, gender identity, sexual orientation, political affiliation, religion,

homelessness, disability, citizenship status, marital status, religious observance, and source or level of income.

M. Efficiency
Members of the Police Department shall perform their duties efficiently without wasting time or resources.

N. Completion of Reports, Records, Documents
Police Department members shall complete reports, records, and other police documents in an accurate, complete and timely manner.

O. Press Relations
Members of the Police Department shall comply with Police Department orders when dealing with the press, and all information released shall be in accordance with prescribed directives from the Office of the Chief of Police.

P. Rules of the City of Corvallis
Members of the Police Department shall comply with all City of Corvallis rules and procedures as they pertain to City employees, including information in the City Employee Handbook and in the City Administrative Policy Manual. A copy of the City Administrative Policy Manual is maintained by the designated Administrative Specialist. These policies are available for review by employees. The City's Violence in the Workplace Policy, the Sexual Harassment Policy, the Discrimination Policy and the Workers Compensation Policy are incorporated into Police Department General Orders. In the case of conflict or confusion between City regulations and rules and the regulations or procedures of the Police Department, a member shall immediately bring conflicting matters to the attention of his/her immediate supervisor for clarification.

Q. Possession of a Valid Driver's License
Members of the Police Department required to operate Police Department or City vehicles in connection with their duties, shall at all times be in possession of a valid Oregon Driver's license unless otherwise specifically authorized by the Chief of Police due to special assignment or other extenuating circumstances.

1.9.3 Prohibited Acts (CALEA Stds 22.2.7, 26.1.1)

The following actions by members of the Corvallis Police Department are prohibited and may subject members to disciplinary action:

A. Consumption of Intoxicating Beverages While on Duty
Consuming intoxicating beverages while on duty, except in the performance of duty and while acting under proper and specific orders from a supervisor. When consuming alcohol in the performance of duty and while acting under proper orders, members shall refrain from consuming intoxicants to the extent that it results in offensive behavior which discredits them or the Police Department, or renders the member unfit to continue their assigned duties. An on-duty member suspected of being under the influence of intoxicating liquor shall submit to a chemical test upon direction of a supervisory member. Refusal to comply with the request shall be considered insubordination.

B. Intoxication of Police Department Members
Consuming intoxicating beverages on or off-duty to the extent that it results in obnoxious or offensive behaviors that discredits the member or the Police Department or renders the member unfit to report for scheduled duty.

C. Possession/Purchase or Use of Cannabis or Controlled Substances
All agency personnel will abide by the Federal guidance relating to the possession, purchase and/or use of controlled substances (Title 21 United States Code (USC) Controlled Substances Act). Cannabis is a schedule 1 controlled substance under Federal law. Possession/Purchase and/or use of Controlled Substances except when the possession/purchase is a result of official duties or the purchase/use is in compliance with a prescription and the orders of a licensed physician. If a

member is under doctor's care and receives a prescription to take a controlled substances while on-duty, the member shall report in writing to his/her supervisor and detail the specific substance the member is taking at the start of the member's next working day, unless the prescription is made on duty, at which time the member shall notify their supervisor.

D. Withholding Information of Criminal Activity
Failure to promptly report to the Police Department any information concerning any crime or unlawful activity. This applies whether the information or observation comes to the attention of the member while on or off duty.

E. Prohibited Association
Associating with persons known to have been convicted of a felony within the past five years, or who have a reputation in the community for felonious involvement, or who are under present criminal indictment/investigation, except as necessary to the performance of official duties or where unavoidable because of other personal relationships to members.

F. Solicitation of Favorable Acts
Soliciting anyone to intercede with the Chief of Police, a supervisory member, the City Manager or any elected or appointed City official in relation to promotions, assignments, disciplinary actions or personnel investigations. This section shall not apply to licensed attorneys at law or employee organization representatives who are representing employees consistent with the provisions of collective bargaining agreements.

G. Misconduct Known to Police Department Personnel
Failure to promptly report a fellow Police Department member's violation of a Law, Rule or Regulation, Policy or Procedure, General or Special Order or Written or Verbal Order from a supervisor. To this end, all such violations coming to the attention of another member shall be immediately reported in writing to a supervisor in the Police Department.

H. Cooperation with Internal Investigations
Failure to answer questions, respond to lawful orders or to render relevant statements in an internal investigation being conducted by the Police Department, when such orders, questions and statements are specifically and narrowly related to the member's job responsibilities and fitness for office. Nothing in this section shall be construed as to be in violation of a person's Federal or State Constitutional rights.

I. Participation in Civil Matters
Giving a deposition or preparing/submitting an affidavit stemming from one's official duties as a Police Department member in a civil matter, without the knowledge of the Chief of Police.

J. Leaving the City
Going beyond the limits of the City while on duty unless in the performance of actual police duties, or upon the orders of a supervisor.

K. Escapes
Allowing a person in custody to escape due to negligence or inattention to duty.

L. Serving as a Witness
Providing testimony in any legal proceeding arising out of one's official duties, without the knowledge of the Chief of Police.

M. Knowledge of Law/Rules and Regulations/Policies and Procedures/General and Special Orders
Failure to establish and maintain a working knowledge of Laws, Rules and Regulations, Policies and Procedures and General and Special Orders.

N. Registration of Weapons
Failure to register with the Police Department any personal handgun carried by a member, on or off duty, in connection with the member's peace officer status.

O. Private Benefit From Police Department Association
Use of the prestige or influence of one's official position, or the use of the time, facilities, equipment or supplies of the Police Department for the private gain or advantage to oneself or another.

P. Settlement of Duty Incurred Expenses/Damages
Acceptance from any person of money or other compensation for damages sustained or expenses incurred in the line of duty without first notifying the Chief of Police in writing.

Q. Vexatious/Unnecessary Complaints
Making a vexatious or unnecessary complaint against a fellow member of the Police Department.

R. Use of Private Vehicles/Equipment
Use of private vehicles/equipment for official purposes unless directed/authorized to do so by the Chief of Police or a supervisor.

S. Neglect of Duty/Incompetence/Inefficiency
Failure to give suitable attention to the performance of duty. Examples include, but are not necessarily limited to: failure to take appropriate action on the occasion of a criminal offense, disorder or other act or condition deserving police attention, absence without leave, failure to perform duties or comply with any lawful Rule, Regulation, Policy or procedure or order, failure to maintain sufficient competency to perform duties, failure to efficiently perform duties.

T. Prompt Performance of Duty
Failure to promptly perform required duties.

U. Insubordination
Failure or refusal to obey a lawful order given by a supervisor or, any disrespectful, mutinous, insolent or abusive conduct toward a supervisory member whether or not in the presence of the supervisory member.

V. Forwarding Communications to Higher Commands
Failure to forward communications through the chain of command as required.

W. Accuracy of Reports
Falsifying any official report or entering or causing to be entered any false, inaccurate or improper information on the books, records or reports of the Police Department.

X. Gifts - Solicitation/Acceptance
Soliciting or accepting for oneself or another any money or other compensation for services provided in the line of duty other than as outlined in Police Department orders.

Y. Residence - Telephone
Failure to maintain an operable telephone at one’s residence and/or to provide the Police Department with a current residential telephone number.

Z. Residence – Address
Failure to provide the Police Department with one’s current residential address.

AA. Surrender of Police Department Property
Failure to surrender to the Police Department all Police Department issued/owned property upon request of the Police Department or upon separation from the Police Department.

AB. Police Department Vehicle Use
Use of a Police Department vehicle without permission of the appropriate supervisory member on duty.

AC. Unauthorized Persons in Police Vehicles
Allowing unauthorized persons to ride in police vehicles without permission of the supervisory member on duty.

AD. Operating Police Motor Vehicles
Negligent, careless, reckless or inattentive operation of a police motor vehicle by any Police Department member.

AE. Crashes With Police Motor Vehicles
Failure to promptly report any crash involving the operation of a police motor vehicle and to comply with Police Department orders on making such reports.

AF. Improper Use of Police Radio
Unnecessary or inappropriate use of the police radio.

AG. Prompt, Courteous Service/Behavior
Failure to promptly respond to calls for police service and/or provide courteous contact with citizens. Harassment of or offensive conduct toward the public or fellow employees. Unwillingness or inability to work harmoniously with the public or fellow employees. Playing mean, cruel, or dangerous pranks; swearing at others; spreading harmful comments, rumors or gossip; threatening others; and/or any other type of aggressive or violent acts.

AH. Improper Patrol Actions
Failure to devote attention to duty by lounging on post, inappropriately visiting with citizens, loafing, congregating with other officers except to exchange information or concealing a police vehicle for no useful purpose.

AI. Radio Responses
Failure to promptly respond to a radio call unless occupied with police business or, failure to check a silent radio for malfunction.

AJ. Conduct Unbecoming a Member
Conduct which adversely affects the morale or efficiency of the Police Department, or conduct that tends to bring the Police Department or the member into disrepute, or conduct that reflects discredit upon the member as an element of the Police Department or member.

AK. Interfering With Other Units, Divisions, Sections, Etc.
Engaging in conduct that interferes with another unit, division or section of the Police Department or interferes with cases assigned to another member without the consent of the assigned member of his/her supervisor.

AL. Unauthorized Investigations
Conducting a personnel investigation on another member of the Police Department without authorization from the Chief of Police or conducting a criminal investigation in any manner other than with the knowledge of the Police Department and in compliance with Police Department orders.

AM. Safety Violations
Failure to exercise due care and caution in the performance of duties or performance of duties in violation of issued safety manuals, bulletins or directives.

AN. Specialized Licenses
Failure to maintain a valid license or certificate for specialized services acquired by virtue of training received by the Police Department, without permission from the Chief of Police.

AO. Specialized Training
Failure to maintain a working knowledge of the skills acquired from specialized training received while a member of the Police Department and paid for by City/Department funds.

AP. Compromising Criminal Cases
Interfering with the proper administration of justice or legal process.

AQ. Rendering Aid/Furnishing Information *(CALEA Std 22.2.7)*
Failure to provide proper aid or assistance to any person while on duty; or, failure to provide one's name and identification number in a respectful manner when so requested.

AR. Loss or Damage to City Property
Failure to promptly report in writing to a supervisor when property of the City or the Police Department is lost or damaged.

AS. Protection of Police Department Property
Failure to adequately secure and care for Police Department property.

AT. Recovered Property/Evidentiary Material
Failure to inventory and process recovered property in conformance with Police Department Orders.

AU. Submitting Reports
Failure to promptly submit reports as are required by the performance of one's duties or by constituted authority.

AV. Violation of Law
Violation or attempted violation of any Federal, State, County or Municipal law while on or off duty.

AW. Availability When on Duty
Failure to be immediately and readily available to the public while on duty.

AX. Fees/Rewards/Gratuities
Acceptance of any fee, reward, compensation or gratuity for any service in the line of duty without the knowledge and consent of the Chief of Police.

AY. Fighting/Quarreling
Fighting or quarreling with another member of the Police Department.

AZ. Firearms Use/Display/Handling
Drawing, displaying or discharging a firearm, other than as authorized by law and/or department orders or the negligent handling or discharging of firearms.

AAA. Criticism of the Police Department
Criticizing or ridiculing the Police Department, its policies or other members, where the talking, writing or other expression tends to impair the operation of the Police Department by interfering with its efficiency; interfering with the ability of supervisors to maintain discipline; or having been made with reckless disregard for truth or falsity.

AAB. Divulgence of Police Department Business
Disseminating or releasing Police Department records or information concerning police matters except as provided by Police Department orders.

AAC. Political Utilization of Official Position
Engaging in partisan political activity of any nature while on duty unless that activity is authorized by state law. Using a member's influence for partisan political reasons. Use of City funds, supplies, property or equipment for partisan political purposes.

AAD. Notices - Posting/Circulation/Destruction/Defacing
Destroying or defacing any official written notice posted by the Police Department and intended for viewing by Police Department members or, the posting or circulating of any written materials of a derogatory nature relating to any person, member of the Police Department, group or police activity.

AAE. Valuable Items - Buying/Receiving/Selling
Buying, receiving or selling anything of value from or to any complainant, suspect, witness, defendant, prisoner or other person involved in any case which has come to the attention of a member of which arose out of a member's employment with the Police Department, except as authorized by the Chief of Police.

AAF. Illness/Condition (Physical/Mental) Sick Leave
Failure to notify a supervisory member when one becomes ill and cannot report for duty, or if there is any change in one's physical/mental health that could disqualify the individual from being employed by the Police Department.

AAG. Outside Employment
Corvallis Police Officer's Association and exempt personnel performing secondary or outside employment without the specific authorization of the Chief of Police.

AAH. Duty to Read/Understand/Comply With Orders
Failure to read, understand or comply with Rules and Regulations, Policies and Procedures, General and Special Orders or Written or Verbal orders of a supervisor. To this end, it shall be considered Neglect of Duty to fail to inquire of a supervisor until the matter is resolved, any question as to the meaning of any law, Rule or regulation, general or special order, policy or procedure of the Police Department or any written or verbal order of a supervisor.

AAI. Courtroom Demeanor
Failure to appear punctually for court. Failure to appear in court prepared to testify. Failure to appear properly dressed in police officer uniform or business attire for court, including Grand Jury, in accordance with Police Department orders. Failure to maintain professional demeanor in court.

AAJ. Truthfulness/Cooperation

Fraud in securing employment with the City.

Testifying, making reports or conducting police business in less than a truthful and/or cooperative manner.

Deception can be used as an interview/interrogation technique.

AAK. Police Departmental Records/Reports/Citations

Stealing, releasing, altering or tampering with any record, report, citation or document in the Police Department except as provided in Police Department Orders and in accordance with the law. To this end, the copying, releasing, altering or tampering with any record of the Police Department or information contained in any record of the Police Department except by process of law or as directed by the Chief of Police or a supervisory member is prohibited.

AAL. Absence From Duty/Tardiness

Failure to appear for duty at the date, time and place assigned without being excused or properly notifying the Police Department of illness or other emergency.

Habitual or excessive absence, or abuse of sick leave.

AAM. Recommendation of Professional or Commercial Services

Recommending to any citizen the retention of or consultation with a specific Attorney, professional person or commercial service. This rule does not apply to referring persons to the District or City Attorney, Legal Referral Services, or Public Social Service Agencies.

AAN. Holding Items In Mouth

Holding a cigarette, cigar, pipe, toothpick, tobacco, candy or gum in the mouth while in uniform and in official contact with the public and conducting police business.

AAO. Cooperation With Investigations

Failure to testify or cooperate in investigations being conducted by the Corvallis Police Department, other law enforcement agencies, a grand jury, District Attorney, Attorney General or a governmental administrative agency, (City, State or Federal), when properly called upon to do so, and when there is no properly asserted constitutional privilege, or when immunity from prosecution has been granted.

AAP. Use of Force

Unnecessary or excessive use of physical force against any person while on or off duty.

AAQ. Leaving Place of Assignment

Leaving one's duty assignment without being properly relieved or without proper authorization.

AAR. Criticism of Orders

Publicly criticizing instructions or orders except as provided for in established grievance procedures.

AAS. Person Stops

It is a fundamental duty of every member of this agency to observe, respect, and protect the constitutional rights of every person with whom we come in contact. No person shall be subjected to any stop, detention, or search by members of this agency when such a stop, detention, or search is based solely on the real or perceived factor of the individual's age, race, ethnicity, color, national origin, language, gender, gender identity, sexual orientation, political affiliation, religion, homelessness or disability.

AAT. Vehicle Stops and Calls For Service *(CALEA Std 22.2.7)*

Prior to the conclusion of a vehicle stop or call for service, officers will offer their business card to the driver of the vehicle stopped or the person contacted.

AAU. Police Training Officer and Recruit Officer Relationships

The Corvallis Police Department strives to create a safe, effective, and professional learning environment for Recruit Officers. Therefore, intimate relationships between Police Training Officers and Recruit Officers is prohibited. Intimate relationships include any relationship that is sexual in nature as well as any relationship that detracts from the Recruit Officer's training, could

reasonably hinder the PTO's objectivity, or include conduct as defined under General Order 1.9.3 (AJ) Conduct Unbecoming a Member.

AAV. Corvallis Police Department Employees and Police Cadet Relationships

Romantic relationships between Corvallis Police Department employees and Corvallis Police Department Cadets is prohibited. Romantic relationships include both nonsexual relationships commonly referred to as "dating," or "courting," as well as any relationship that is sexual in nature.

1.10 RULES AND REGULATIONS: SUPERVISION

1.10.1 Duties of Supervisors (CALEA Std 12.1.3, 26.1.1)

For purposes of this section, supervisory personnel shall include Captains, Lieutenants, Sergeants, Lead Workers, designated officers or supervisors in-charge, and any other members assigned by competent authority to perform supervisory functions.

A. Subject to direction from the Chief of Police, and in accordance with the lines of authority designated in the Department Organizational Chart, a supervisor has direct control over subordinate members of the Department. In addition to general and individual responsibilities of a member and employee of the Department, a supervisor is responsible for the following:

1. Command - The direction and control of individuals under his/her command to assure the proper performance of duties and adherence to established rules and regulations, policies and procedures of the Department.
2. Loyalty and Esprit de Corps - Its development and maintenance.
3. Discipline and Morale - Its development and maintenance.
4. Intradepartmental Action - The promotion of harmony and cooperation with other units of the Department.
5. Organization and Assignment - Of duties to assure prompt performance of Department functions and those of the command. To this end, supervisors shall immediately familiarize themselves with all police business transacted since their last tour of duty.
6. Reports and Records - Preparation of required correspondence, and reports and maintenance of records relating to the activities of the command. Assurance that information is communicated up and down the chain of command.
7. Maintenance - Assurance that facilities, equipment, supplies, and material assigned to the command are correctly used and maintained.

B. Specific

In addition to the general and individual responsibilities of all members and employees of the Department, supervisors are specifically responsible for the following:

1. Supervisory members shall, without delay, and when appropriate, communicate orders to their subordinates.
2. Supervisory members shall issue clear, concise orders to their subordinates and shall, through inspection, ensure their proper execution.
3. Supervisors shall not issue orders that are in conflict with the policies, procedures, general or specific orders of the Department, nor the Rules and Regulations.
4. Supervisory members, when issuing orders or giving direction, shall continually make every effort to maintain uniformity of overall operations.
5. Supervisory members shall insure their subordinates obey orders, observe rules and regulations, and adhere to Department policies and procedures.
6. Supervisory members shall exercise their authority without bias or prejudice.

7. Supervisory members shall exercise direct command over lesser members outside their usual command in situations where the police purpose or the reputation of the Department is jeopardized, followed by notification to the appropriate Division Manager.
8. A member, temporarily filling the position of a supervisor, is vested with all authority and responsibility of that supervisor however, except in an extreme emergency, the member shall not interfere with or countermand previous orders from the absent supervisor.
9. Supervisory members shall be held responsible for all activity occurring within their assigned responsibilities and during their tour of duty.
10. Supervisory members shall require each member to perform his/her own duties, lending assistance only as needed.
11. Supervisory members shall forward through the chain of command, all written requests for transfers, grievances or suggestions submitted by their subordinates. Any such matters covered by collective bargaining agreements shall be handled in accordance with the provisions of the current agreement.
12. On-duty supervisory members shall be available at all times by radio, telephone or electronic pager if applicable. In cases where radio, telephone or pagers are not practical, notice shall be left with station personnel in Records or the Dispatch Center, where the supervisor may be reached.
13. Supervisory members shall routinely instruct their subordinates on the contents of the Department Rules and Regulations, General and Special Orders, and any other Departmental directives.
14. Supervisory members shall take measures to ensure that in their absence, their area of responsibility is commanded by another competent member.
15. Supervisory members may place a subordinate member in a temporary supervisory position.
16. Supervisory members shall routinely make such assignments as may be necessary to carry out the function of the Police Department.
17. On-duty supervisory members shall prevent unnecessary loitering of members not on police business.
18. Supervisory members shall not permit subordinates to take meals or breaks in such a manner as to jeopardize the police purpose or image.
19. Supervisory members shall report all serious crimes or unusual occurrences to appropriate personnel as outlined in Departmental General Orders.
20. Supervisory members shall personally respond to incidents of a serious or unusual nature unless their presence at the station would be of more value under the circumstances, in which case they shall assign a competent officer to take command at the scene of the emergency.
21. Supervisory members shall respond to calls where members of their command are involved in controversy or crash.
22. Supervisory members shall be responsible for the prompt service of all official notices, summonses, or subpoenas that may be sent to them by proper authority.
23. Supervisory members shall accord prompt recognition, respect, courtesy, sincerity, and patient attention to every citizen.
24. Supervisory members shall take custody of, and deliver to their Division Commander, the identification, badge(s) and weapons of all suspended Department members, and the Department property issued to members who leave the employment of the City.
25. Supervisory members are responsible for the good order, conduct, and discipline of their subordinates.
26. Supervisory members shall report, in writing, to the Chief of Police, through the chain of command, infractions of rules, regulations, policy and procedure, and written and verbal orders, whenever a sanction exceeding a verbal warning is appropriate. Such reports shall include a specific recommendation from the supervisor as to what disciplinary action is requested. Each level in the chain of command shall initial and date the original report and include their own recommendation on the matter.
27. Supervisory members shall immediately relieve from duty members who commit a serious or flagrant violation of the Departmental rules and regulations, advising the member relieved from duty to report to their Division Manager at 9:00 a.m. on the following business day.
28. Supervisory members are responsible for maintaining the highest level of interdivisional cooperation within the Department.
29. Supervisory members shall constantly strive for harmony among all members of the Department.
30. Supervisory members shall not ridicule rules, regulations, orders or staff decisions.

31. Supervisory members shall not permit other members to ridicule rules, regulations, orders or staff decisions.
32. Supervisory members shall exercise their authority with kindness, firmness, justice and reason, with the ultimate welfare of the Department being their primary goal.
33. Supervisory members shall not censure or reprimand a subordinate in the presence of others.
34. Supervisory members shall immediately identify and report to their immediate supervisor any morale problems.
35. Supervisory members shall exhaust every effort to dispel rumors and diminish gossip.
36. Supervisory members shall commend or recommend for commendation those members performing meritoriously in any incident.
37. Supervisory members shall schedule their subordinates and control through inspection, their subordinates' obligated and unobligated time, including, but not limited to, meals, breaks and reporting time.
38. Supervisory members shall immediately investigate members suspected of feigning illness, forwarding a written report of their findings to the Chief of Police through the chain of command.
39. Supervisory members shall insure through inspection that all departmental rules, regulation, orders and laws are adhered to by their subordinates.
40. Supervisory members shall routinely inspect the contents of Department directives issued to subordinates for completeness. Supervisory members shall ensure that directives maintained in an electronic medium are kept up to date.
41. Supervisory members shall review all reports submitted by their subordinates and approve or disapprove of the reports after reviewing them. Reports not acceptable or up to Department standards are to be rejected by the supervisory member. No supervisory member shall approve any incomplete, inaccurate or unacceptable report.
42. Supervisory members shall inspect and be held strictly accountable for the condition and appearance of uniforms and personal equipment issued or assigned to their subordinates.
43. Supervisory personnel shall inspect and have the authority to condemn old uniforms and equipment found unfit for service.
44. Supervisory members shall inspect all subordinates at the beginning of their tour of duty.
45. Supervisory members are responsible for the good order and sanitary condition of the portions of the building used by their subordinates.
46. Supervisory members are responsible for determining that assigned personnel report for duty at the time and place assigned.
47. Supervisory members are responsible for the proper care, efficient use and serviceability of the Department property issued to their subordinates.
48. Supervisory members shall prepare performance evaluations for each subordinate member assigned to them at such intervals and upon such forms as may be required by the Chief of Police.
49. Supervisory members are responsible for promoting strengths and correcting weaknesses of their subordinates through training, counseling and constructive feedback and discipline as necessary.
50. Supervisory members are required to appear at all required meetings as scheduled by competent authority.
51. Supervisory members are responsible for briefing their relief on any unusual occurrences or important information before going off duty each day.
52. Supervisory members are responsible for conducting briefing as required and making such assignments as are necessary for the police purpose.

1.11 UNBIASED LAW ENFORCMENT

1.11.1 UNBIASED LAW ENFORCEMENT (CALEA Stds 1.2.9, 22.2.7)

A. PURPOSE

The purpose of this policy is to reaffirm our commitment to unbiased law enforcement, clarify the circumstances in which identifiable characteristics (including race) can be used as a factor to establish reasonable suspicion or probable cause, and to reinforce procedures that serve to assure the public that we are providing service and enforcing laws in a fair, equitable and constitutional manner.

B. DEFINITIONS:

1. Profiling: The targeting of an individual by sworn personnel on suspicion of the individual's having violated a provision of law, based solely on the individual's real or perceived age, race, ethnicity, color, national origin, language, sex, gender identity, sexual orientation, political affiliation, religion, homelessness or disability, unless the agency or officer is acting on a suspect description or information related to an identified or suspected violation of a provision of law.
2. Bias-Based Policing: The differential treatment of any person or any group of persons and/or any discriminatory practices by the Corvallis Police Department or its members that are motivated by prejudicial judgments of the individual on the basis of their membership in classes protected by law or Department policy.
3. Officer-Initiated Pedestrian Stop: A detention of a pedestrian by a law enforcement officer, not associated with a call for service, when the detention results in a citation, an arrest or a consensual search of the pedestrian's body or property. The term does not apply to detentions for routine searches performed at the point of entry to or exit from a controlled area.
4. Officer-Initiated Vehicle Stop: A detention of a driver of a motor vehicle by a law enforcement officer, not associated with a call for service, for the purpose of investigating a suspected violation of the Oregon Vehicle Code.

C. POLICY:

The Corvallis Police Department neither condones nor tolerates the use of any biased-based policing in its enforcement efforts or programs. Profiling by law enforcement personnel based on a listed characteristic is morally wrong and inconsistent with our core values and the principles of fairness and justice. Biased based policing wrongly casts a pall of suspicion over every member of certain groups without regard to the specific circumstances of a particular law enforcement activity, and it offends the dignity of the individual improperly targeted. It is patently unacceptable and thus prohibited by any member of this department to act on the belief that possession of a listed characteristic signals a higher risk of violating law or criminality. Biased based policing is prohibited and undermines legitimate law enforcement efforts, alienates a significant percentage of the

population and fosters distrust of law enforcement by the community we have sworn to protect and serve.

D. PROCEDURE:

1. All investigative detentions, officer-initiated vehicle stops, officer-initiated pedestrian stops, interviews, interrogations, arrests, searches and seizures of property (to include asset forfeiture procedures) by officers will be based on a standard of reasonable suspicion or probable cause as required by the Oregon Constitution, statutory authority and prevailing case law. Officers must be able to articulate specific facts, circumstances and conclusions, which support their actions.
2. Officers may take into account the age, physical characteristics/descriptors, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, housing status, occupation, language fluency, and source or level of income of a specific suspect or suspects based on credible and relevant information that links a person's specific identifiable characteristic to a particular criminal incident or links a specific series of crimes in an area to a group of individuals. Reliance solely upon generalized stereotypes involving a listed characteristic is absolutely forbidden. By contrast, where officers are investigating a crime and have received *specific information* that the suspect possesses a certain listed characteristic (*e.g.*, direct observations by the victim or other witnesses) officers may reasonably use that information, even if it is the only descriptive information available. In such instances, it is the victim or other witness making the classification, and officers may use reliable incident-specific identifying information to apprehend criminal suspects.
3. Officers must use caution in the rare instance in which a suspect's possession of a listed characteristic is the only available information. When an officer relies on a listed characteristic in undertaking an action, the officer must have a reasonable belief that the action taken is merited under the totality of the circumstances. Officers must always act in good faith when he/she relies in part on a listed characteristic before taking action.
4. In an effort to prevent inappropriate perceptions of biased based policing, officers shall utilize the following procedures when conducting any stop:
    a. Be professional and as courteous as the situation allows.
    b. Introduce yourself (provide your name and agency affiliation) and explain the reason for the stop as soon as practical.
    c. When conducting a vehicle stop, you should explain the reason for the stop before asking the driver for their license/registration/proof of insurance.
    d. The length of the detention should be no longer than is necessary to take lawful, appropriate action for the known or suspected offense.
    e. Answer any relevant questions from the community member, including, if necessary, options for the disposition of the traffic citation.
    f. Offer or provide your agency business card to any person who has been stopped. Officers must provide their agency business card to any person that requests one, regardless of their reason for making the request.
    g. On-duty personnel are required to present their agency identification card forthwith when requested by a community member.
    h. Exceptions to these listed requirements are members who are conducting undercover operations or during temporary circumstances that may prevent offering or providing a business card, including situations that could impair safety or compromise or delay an investigation.

E. TRAINING:

1. The department will provide annual training on cultural diversity for all employees that addresses the legal authorities governing this area to ensure consistent practices are applied.

Training topics may include information regarding specific cultures, building community trust, communication and de-escalation skills, ethnic intimidation and hate crimes.

2. Enforcement personnel (sworn officers, parking officers and animal control officers) will receive annual in-service training in biased based policing issues consistent with their authority. This training should include profiling related training that involves field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination, and community support.
3. All newly-hired personnel will receive initial training in fair and impartial policing consistent with their authority.

F. ACCOUNTABILITY:

1. Accountability is essential to the integrity of our agency and our relationship with the community members we are sworn to protect. Therefore, allegations of violations of this policy will be investigated and resolved in accordance with General Order 52.1.3, Internal Affairs Investigations.
   a. The Department shall investigate all complaints alleging profiling received by the Department. The Department will comply with relevant timelines and annual reporting requirements in accordance with requirements that are outlined by Oregon State law.
   b. Complaints alleging profiling can be made:
      1) In person;
      2) In writing signed by the complainant and delivered by hand, postal mail, facsimile, electronic mail, telephone, or;
      3) Anonymously or through a third party.
2. An annual administrative review of agency practices, including citizen concerns and any corrective measures taken, shall be conducted and forwarded to the Chief of Police. The Chief of Police will assign responsibility for this review each year to a sworn or non-sworn manager.

1.11.2 Stop Data Collection (CALEA Std 1.2.9)

A. The Corvallis Police Department remains committed to unbiased law enforcement practices while adhering to the Constitutional rights of all community members. The collection of stop data information provides statistical information to identify the nature of stops made by officers, to include; the perceived race or gender of the stopped person, age, violation type and length of stop. The stop data information will be analyzed at the direction of the Chief of Police for any trends in practices that may be perceived as biased based policing.

B. Officers will electronically complete a stop data form for each officer-initiated vehicle stop and each officer-initiated pedestrian stop.

C. The stop data form is available on MDT, department issued mobile devices and computers, and officers should enter the stop data electronically whenever possible.
   a. Officers are able to electronically enter stop data information after the fact, at any point in time, by MDT or any department computer. Officers without access to an electronic entry device while in the field (e.g., foot or bicycle patrol) will ensure, as soon as practical, that stop data entry is completed.

2.1 AGENCY JURISDICTION, MUTUAL AID, AND REGIONAL SERVICES: AGENCY JURISDICTION AND MUTUAL AID

2.1.1 Geographical Boundaries (CALEA Std 2.1.1)

The corporate city limits of the City of Corvallis, City of Corvallis property, as well as areas outside the city limits by mutual agreement constitute the primary jurisdiction for the Corvallis Police Department. The specific geographical boundaries are available in the following manners:

A. Emergency 911 (E911) System

The specific delineation of boundaries for the City of Corvallis are determined through the utilization of a Master Street Address Guide (MSAG), provided through an outside vendor.

1. Corrections or updates can be reported utilizing either CPD Form 112 E9-1-1 ANI/ALI Database Error Report or CPD Form 113 Map and CAD Geo-Base Problem Correction Form.
2. Officers can contact 911 directly for any necessary clarification regarding a location.

B. Computer Aided Dispatch (CAD)

The CAD system utilized by 911 Dispatch includes each street within the City of Corvallis as well as the reporting district.

1. Officers can readily access CAD on their MDC, which provides a listing of each current call, including location information.

C. Maps

A map is located in the 911 Dispatch Center and will be updated, when necessary, with digital maps available to dispatchers, as well. Officers have internet connectivity within their vehicles in order to access online mapping options, such as Google Maps, etc., as needed.

D. Authority of the Corvallis Police Department

1. Within the City limits, the Corvallis Police Department will enforce the ordinances of the City of Corvallis and the laws of the State of Oregon and carry out all duties and responsibilities attributed to the Police Department by the Chief of Police.
2. The Corvallis Police Department will enforce the traffic ordinances of the City of Corvallis and the traffic laws as denoted in the Oregon Revised Statutes on all City Street and state highways within the City limits.
3. The Corvallis Police Department has exclusive jurisdiction and responsibility in matters concerning Corvallis City Ordinances within the City limits.

2.1.2 Concurrent Jurisdiction (CALEA Std 2.1.2)

Effective law enforcement is not a solitary effort, but requires the cooperation and interaction of many agencies. The Corvallis Police Department supports cooperative efforts, including participation in a regional criminal justice council as well as sharing concurrent jurisdiction with several enforcement agencies. The identity of the agencies and responsibilities shared with our department are as follows:

A. The Benton County Sheriff's Office (BCSO) has primary jurisdiction for law enforcement in the unincorporated areas of Benton County.

B. The Oregon State Police has primary jurisdiction for law enforcement on Oregon State University campus and related properties.

C. Each agency cooperates to avoid unnecessary duplication or overlap of law enforcement activity. Further, members of each of these agencies cooperate with one another when situations arise requiring the exercise of authority in each other's jurisdiction.

D. In any situation where a question arises concerning jurisdiction with another agency, the responding Corvallis police officer will make every attempt to resolve the matter in the most professional manner possible. If this is not possible, the matter will be turned over to a supervisor or watch commander for resolution. If no amicable solution can be reached, the matter should be handled by this Department in the interests of the community and a report outlining the situation submitted to the Chief of Police.

2.1.3 Mutual Aid (CALEA Std 2.1.3)

The City of Corvallis has executed a Mutual Aid Agreement with the Cities of Albany and Philomath, Benton County and the State of Oregon through its Department of State Police.

A. Copies of agreements are maintained by the Administrative Services Unit.

B. Request for Mutual Aid

In situations that require mutual aid assistance, any on duty Corvallis police supervisor may request assistance from a neighboring agency. The request may be made either by direct contact with the requested agency or through dispatch. Outside personnel responding to a Corvallis Police Department request will report to the Corvallis supervisor in charge of the incident.

1. Documentation

Every attempt should be made to document the names of officers responding from outside agencies that provide actual assistance. The Corvallis supervisor or lead investigator will coordinate making sure supplemental reports and/or documentation needed or provided by officers responding from an outside agency are collected and included with the Corvallis police report.

C. Response for Mutual Aid

1. The safety and security of the City of Corvallis is the Police Department's first concern and only that staffing and equipment that can be spared without leaving Corvallis unprotected will be sent.

2. The supervisor providing staff or equipment to assist another agency shall be responsible for ensuring proper notification is made, as outlined below. An estimate of the amount of aid available from provider agencies is addressed in the Mutual Aid Agreements.

a. In the event the authorizing officer is not the CSD Manager or another executive officer, the CSD Manager will be advised of the commitment of staff or equipment as soon as is necessary and practical. If the CSD Manager is not available, the normal chain of command *as listed in GO 12.1 Direction* will be followed until an executive officer is notified.

1) It will only be necessary to notify the CSD Manager or another executive officer <u>immediately</u> if the expected commitment is to be extensive, if the officer in charge feels recall of personnel might be necessary, if the aid will involve potential cost to the City (i.e., overtime) or if City personnel are injured or equipment is damaged.

2) Notification is not required when it entails a very low level or minimal request, such as use of the on duty drug detection dog or DRE assistance.

3. The CSD Commander or other executive officer notified will determine whether any special staffing adjustments are necessary.

2.1.4 Emergency Federal Law Enforcement or National Guard Assistance (CALEA Std 2.1.4)

A. In the event of an emergency which, in the opinion of the highest ranking CSD manager or designee, requires federal law enforcement assistance, that manager will brief the CSD Manager prior to requesting services.

B. If the CSD Manager is not available, then the PSSD Manager will be briefed on the situation and will make the decision on the aid request and notify the Chief of Police of actions taken.

C. In the event Federal assistance is required, the CSD Manager or designee will contact the appropriate federal agency.

D. An emergency may arise necessitating the call-out of the Oregon National Guard. If so, the Chief of Police or designee must request the call-out from the Mayor, or the highest elected official if the Mayor cannot be located. The Mayor must then request the call-out from the Governor's Office.

2.2 REGIONAL SERVICES

2.2.1 Statewide Radio System

The Corvallis Police Department can access the statewide radio frequency, Oregon Police Emergency Network (OPEN), to communicate with other agencies in the State via police mobile radios on radio frequency 155.475. In addition, the 9-1-1 Communications Center and mobile radios are equipped with the following additional frequencies: Linn County Sheriff's Office (secondary frequency), Lincoln County Sheriff's Office, Benton County Public Works, Corvallis Public Works, State Fire Net, Hospital Emergency Activation Radio (H.E.A.R.), and Linn County Fire (dispatch frequency).

2.2.2 Statewide Fingerprint Records System (CALEA Std 1.2.5, 82.3.6)

A. Oregon Revised Statutes requires the submission of fingerprints to the Oregon State Police Bureau of Identification whenever a person, other than a juvenile, is arrested for a crime.

1. Whenever a Corvallis Police Officer arrests a person for a Municipal charge and books the arrestee at the Law Enforcement Center, the officer shall complete and submit to Records:
   a. One completed state fingerprint card,
   b. One completed palm print card for each hand,
   c. A mug shot photograph of the arrestee, and
   d. A completed booking sheet.

   All fingerprints, along with the booking sheet and mug shot, shall be forwarded to the Corvallis Police Department Records unit along with the incident report.
2. Whenever a Corvallis Police Officer arrests a person for a municipal charge and the arrestee is booked at the Benton County Correctional Facility, Corrections staff shall fingerprint and photograph the arrestee as per their policy and procedure.
3. It is the responsibility of the Corvallis Police Department Records unit to process all fingerprint cards when the charge involves a municipal ordinance. This shall occur regardless of where the arrestee is booked. After processing the fingerprint cards, the Records Unit shall forward the State fingerprint cards to the Department of State Police, Bureau of Criminal Identification as needed.
4. Fingerprint cards, mug shots and the booking sheet received from officers who booked the arrestee at the Law Enforcement Center shall be retained by the Records unit in the adult booking file.

2.2.3 Statewide Criminal Information System (CALEA Stds 81.2.9, 82.3.6)

A. The Corvallis Police Department participates in the Oregon State Police Law Enforcement Data System (LEDS) who provides access to automated criminal justice information and communications between criminal justice agencies throughout the United States.

B. The Corvallis Police Department complies with Oregon Administrative Rules, Chapter 107, Division 50 - Information Systems Division regarding the Law Enforcement Data System.

1. Refer to the Corvallis Police Department Records Manual regarding compliance with LEDS Administrative Rules pertaining to the use of the LEDS System.

C. Current signed copies of the Law Enforcement Data System User Agreement, and Oregon Criminal Offender Information System Computerized Criminal History (CCH) file Agency Agreement, will be maintained by the Adminstrative Services Manager.

2.2.4 Statewide Crime Reporting System (CALEA Stds 82.1.4, 82.3.6)

The Corvallis Police Department submits data on a monthly basis to LEDS, which produces Oregon Uniform Crime Reports.

3.1 CONTRACTUAL AGREEMENTS FOR LAW ENFORCEMENT SERVICES: CONTRACTUAL AGREEMENTS

3.1.1 Assessment (CALEA Std 3.1.1)

The Corvallis Police Department may provide contract law enforcement services to those governmental agencies or businesses not covered within the jurisdictional boundaries of the City.

A. Upon receipt of a request for law enforcement services, the CSD Manager will conduct an assessment of the requesting jurisdiction. The assessment will include:
- Current service needs;
- Ability to provide additional service to new jurisdiction;
- Financial impact, and
- Effect on fulfilling the Corvallis Police Department mission.

B. The requesting agency shall be provided a copy of the completed assessment study.

3.1.2 Contractual Services Provided (CALEA Std 3.1.1)

A. All agreements shall clearly identify the specific services to be provided.

B. All agreements shall include specific language setting forth financial agreements between the parties.

C. All agreements shall specify what records concerning the performance of services, if any, are to be kept by the Corvallis Police Department. All incident/police reports shall be retained by the Corvallis Police Department.

D. All agreements shall specifically state the duration or term of the agreement, provide that the agreement may be modified only in writing, and provide a process to terminate the agreement.

E. All agreements shall include specific language dealing with legal contingencies.

F. All agreements shall specifically state that the Corvallis Police Department shall directly supervise and control the department personnel under the agreement.

G. All agreements shall specifically identify the equipment and/or facilities, if any, that the contracting agency is going to provide.

H. Before extension of the contract, it shall be reviewed and revised, if necessary.

3.1.3 Employee Rights (CALEA Stds 3.1.1, 3.1.2)

A. No employee of the Corvallis Police Department shall be penalized or lose any employee rights due to assignment in a contracted law enforcement arrangement.

B. No employee shall suffer a loss of fringe benefits or lose promotional or training opportunities due to assignment in a contracted law enforcement arrangement.

4.1 LIAISON

4.1.1 Liaison with Criminal Justice Agencies

The goals and objectives of the Corvallis Police Department require the assistance and cooperation of all criminal justice agencies. This assistance and cooperation will be achieved by positive exchange with the local juvenile and adult courts, prosecutors, parole and probation, and adult and juvenile corrections agencies. Department members may establish contact with other criminal agencies when such contact will aid either the criminal justice agency of the Police Department.

A. Corvallis Police Department Court Schedules

The Police Department will coordinate officer work schedules with required court appearances whenever possible. The Police Records Supervisor will be the Court Liaison for the Department. It is recognized that some scheduling conflicts will be unavoidable, but through cooperation, communication and application of the following guidelines, needs of both the Department and the Courts can be effectively met.

1. The CSD Manager will notify the courts through the Court Liaison once each year of the Police Department's annual work and vacation schedules. .
2. Whenever possible the following guidelines for court scheduling will be used:
   a. Cases will not be set when an officer is on vacation leave.
   b. Cases will not be set when an officer is scheduled for school and/or training programs.
   c. Cases will be set for an officer's scheduled workday whenever possible.
3. All court notices, subpoenas for employees, including DMV hearings will be given immediately to the Court Liaison by the Courts, DA's Office or Records. The Court Liaison will date/time stamp and initial the notices/subpoenas and log them into the shift assignment application. The written notice will be placed directly in the employee's mailbox. **Any employee who receives a notice/subpoena that does not have the Court Liaison date/time stamp must give the notice/subpoena to the Court Liaison to be logged.** If the employee is not on duty prior to the court date, the Court Liaison will call the employee at home to advise them of the court notice/subpoena and will log the call on the subpoena.
4. When an officer is unavailable for court appearances for any reason other than annual vacation, the officer will complete the Court Notice on-line form indicating what dates they will be unavailable and the reason. The completion and saving of one of these items automatically generates an email notification of the provided information to the courts and prosecutor's staff. In the event that a subpoena is issued for a time covered by a submitted Court Notice, the Court Liaison will contact the source of the subpoena to request a continuance of the case if appropriate and possible. If a Court Notice was not submitted covering the subpoena date the responsibility for requesting a continuance shifts to the officer and/or officer's supervisor.

   The Court Liaison will send a notice to the DMV Hearings Officer via WebLEDS for any DMV Hearings scheduled during a time when the officer is unavailable.

5. When the prosecutor's office receives notice that a case has been continued by the defense, the prosecutor's office will notify the Court Liaison. The Court Liaison will delete the court appearance entry immediately from the shift assignment application. The liaison will also forward the cancellation email to the affected officer if the courts/DAO has not done so already. If the employee is not on duty prior to the cancelled court date, the Court Liaison will call the employee at home to advise them of the cancellation and will log the call on the subpoena. Officers will continue the practice of calling the courts on the last work day prior to trial to determine if the trial is still scheduled.

B. Requests for additional case follow-up from the DA/Courts or DA declinations will be routed to the Investigations Lieutenant for review and assignment when applicable.

4.1.2 Cooperation with Outside Agencies

Cooperative police operations are an effective means of accomplishing shared criminal justice objectives.

A. With the approval of the Watch Commander or designee, Corvallis Police Department will assist outside agencies with law enforcement requests within the Corvallis jurisdiction.

B. Requests from other law enforcement agencies for assistance in their jurisdiction shall require the approval of the highest ranking, on-duty CSD Manager or designee consistent with the Department's mutual aid agreements.

C. At the discretion of the Watch Commander or designee, courtesy reports may be taken by Corvallis Police personnel on incidents that occurred outside our jurisdiction.

D. The approval of the Chief of Police is required for situations where Corvallis Police Department employees are requested to assist other law enforcement agencies in long-term operations.

E. The appropriate Division Manager will designate police personnel to attend monthly interagency meetings to facilitate the exchange of information in criminal investigations; the establishment of joint plans for dealing with common concerns, and the sharing of statistical and support information.

4.1.3 Referrals (CALEA Std 1.1.3)

A. Law enforcement officers often encounter people in need of help that can be best served by another criminal justice agency or a social service agency. It shall be the practice of Corvallis Police Department personnel to make all reasonable attempts to refer persons in need of assistance not provided by the Department to appropriate community agencies including Mental Health and Community Outreach. *See also GO 41.8.6 Community Resources.*

B. Information pertaining to various local public and social service agency resources is made available to officers as a potential resource tool. This information may be provided through forms, brochures, pocket cards, or other printed materials, as well as online resources, such as 211.org, which is available to all personnel, as needed. Officers should familiarize themselves with these local resources and utilize them appropriately, as the situation requires.

4.2 INTERAGENCY COORDINATION AND PLANNING

4.2.1 Criminal Justice Planning (CALEA Std 1.1.3)

Because law enforcement agencies play a major role in the overall criminal justice system and refer many clients to other criminal justice agencies, communications and cooperation is essential to the formation of well-balanced interagency planning and coordination.

A. The Corvallis Police Department maintains an active membership in the Willamette Criminal Justice Council. The purpose of the Council is to:
   1. Promote and facilitate fair, efficient, and coordinated criminal justice services in Benton County.
   2. Provide long range planning for the delivery of criminal justice services in Benton County.
   3. Provide timely information to governmental agencies and to the public on criminal justice matters of local concern.

B. The Chief of Police and PSSD Manager will attend the regular quarterly meetings of the Willamette Criminal Justice Council.

11.1 ORGANIZATION: ORGANIZATIONAL STRUCTURE

11.1.1 Organizational Structure (CALEA Std 11.1.1)

A. Purpose

This order outlines and defines the Corvallis Police Department organization and organizational structure.

B. Policy

The Department applies basic organizational principles to ensure unity of command, delineation of responsibility, delegation of authority, organizational communication and career development opportunity, which all serves to enhance our efficiency as an organization. Our organization relies on each employee developing their leadership skills, while coaching and mentoring those around them to become more effective contributors and skilled law enforcement professionals.

C. Structure

The Corvallis Police Department consists of three (3) major components: The Office of the Chief; the Community Services Division (CSD); and the Professional Standards and Support Services Division (PSSD).

11.1.2 Organizational Subdivisions (CALEA Stds 11.1.1, 41.1.3)

A. Office of the Chief

This component is managed by the Chief of Police and consists of the Chief of Police, the Administrative Services Unit, and Accreditation.

1. The Chief of Police is responsible for the overall effective and efficient management and operation of the Department. The primary roles are:
   - a. Internal leadership, staff development, and policy direction;
   - b. Establishing policy and procedures;
   - c. Monitoring and evaluating the effectiveness of service delivery and strategic planning;
   - d. Liaison with various municipal, county, state, and federal criminal justice agencies, elected officials, and other agencies;
   - e. Labor relations;
   - f. Communication between the Police Department and the City Manager's Office, City Council, advisory boards and commissions, and the community to ensure responsiveness to community priorities,
   - g. Public and media relations;
   - h. Short and long-range planning, strategic planning, research, and financial management;
   - i. Final approval of the required time-sensitive reports, reviews, evaluations, etc., associated with the accreditation process;
   - j. Reviews, as needed, personnel, grievance, performance appraisal, internal investigation complaint records, and other confidential files and processes; and
   - k. Coordinates citizen complaint processing.
2. Administrative Services Unit

   Managed by the Administrative Services Manager and consists of an Exempt Senior Administrative Specialist position and a Senior Administrative Specialist. The primary roles are:
   - a. Manage the recruitment and selection process for new employees and promotional processes;

b. Coordinate department-wide budget development and the financial and performance reporting;
c. Administer grants;
d. Oversight of all contracts for both services we provide, as well as services we receive;
e. Maintain the police department's website;
f. Track and manage various department records/processes, such as personnel records, Force Response Reviews, etc., as well as administration of IAPro;
g. Coordination of the Alarm Permit program;
h. Order general office supplies;
i. Liaison to the Benton County Public Works facilities management; and
j. Provide support services required within the Police Department and to other agencies by contractual agreement.

3. Accreditation

Managed by a CALEA Accreditation Manager that supervises personnel assigned to Accreditation, either on a temporary basis or as a permanently authorized position(s). The primary roles are:

a. Oversight and management of the accreditation process, ensuring the department retains accreditation status;
b. Provide an accreditation orientation for all new-hire personnel;
c. Request and gather proofs for placement within the accreditation files;
d. Maintain the necessary accreditation files and ensure they are prepared in a timely manner;
e. Track all time-sensitive requirements associated with the accreditation process; and
f. Review and/or update policies and procedures to ensure they remain up-to-date and aligned with current accreditation standards and department practices.

B. Community Services Division

Responsible for the orderly management and conduct of all field operations, and comprised of two Lieutenants supervised by a Captain who manages the following areas:

1. Patrol

The patrol function is the primary function of the department with police officers assigned to teams that provide service 24 hours, 7 days a week. CSD Lieutenants coordinate the shifts and each team has a sergeant assigned to it for supervision purposes. The primary roles are:

a. 24-hour community policing services;
b. Respond to requests for service and assistance from community members;
c. Enforce State and local laws and ordinances;
d. Investigate crimes; and
e. Create and maintain a community environment that discourages criminal behavior.
f. Other functions associated with Patrol:

<u>Police Officer Training (PTO) program</u>

The PTO program is managed by a CSD Lieutenant(s) and officers assigned as PTOs will report to and be supervised on a day-to-day basis by their respective shift sergeant.

1) Provide the training for and evaluation of all new officers (*per GO 33.5 Training: Recruit Training*).

<u>Bike Patrol</u>

Officers appropriately trained and/or certified to use bicycles will be utilized to augment patrol on an as needed basis, with the approval of their supervisor. Officers assigned to bike patrol will be supervised by their respective shift Sergeant, under the direction of a CSD Lieutenant.

1) Provide directed patrol services in identified areas and at special events.

2. Community Service Officers

Managed by a CSD Lieutenant and consists of Community Service Officers assigned to Patrol teams and supervised by a sergeant. Community Service Officers are a non-sworn complement to Patrol that provide support and assistance in a variety of non-emergency situations that do not require police authority. The primary roles are:

a. Mainly responsible for the Animal Control function, including all associated duties such as enforcing applicable state and local laws and ordinances, and providing assistance in handling animal-related problems and health hazards; and
b. Under the direction of a supervisor, provide other Patrol-related functions such as crime prevention activities, traffic control, processing crime scenes, as well as minor, non-emergency, no-suspect reports that do not require police officer authority.

3. Investigations/Crime Analysis

Managed by a Lieutenant that reports to the CSD Manager. This unit consists of police officers assigned as Detectives who are supervised by a Detective Sergeant and a Crime Analyst that is supervised by the Lieutenant. The primary roles are:

a. Conduct investigations of crimes that are complex and require extensive investigation, and other investigations that may be sensitive in nature or require specialized training, including narcotics and child abuse cases;
b. Coordinate the operation of the Street Crimes Unit (SCU);
c. Liaison to the State Courts;
d. Oversight of the department's criminal intelligence needs/operations;
e. Participate on the Major Crimes Team; and
f. Conduct crime and statistical analysis.

4. Traffic Unit

Managed by a CSD Lieutenant and consists of police officers supervised by a sergeant. The primary roles are:

a. Monitor and promote the safe and orderly flow of traffic;
b. Provide educational and public assistance services related to traffic; and
c. Provide support for patrol shifts, as needed.

5. Canine Program

The below functions are included within the Canine Program:

Patrol Canine Program

The Patrol Canine program is managed by a CSD Lieutenant and consists of a police officer(s), with a canine partner, that is supervised by a patrol sergeant. The primary roles are:

a. Function primarily as a uniformed patrol officer and respond to in-progress calls where the suspect has recently fled on foot and could still be in the area;
b. Tracking, trailing, wind-scenting, building searches, locating evidence and/or a suspect(s); and
c. Provide community policing and public education activities, and non-criminal applications such as searching for lost or missing persons.

Drug Enforcement Canine Program

The Drug Enforcement Canine Program is managed by a CSD Lieutenant and consists of a police officer(s), with a canine partner, that is supervised by a patrol sergeant. The primary roles are:

a. Functions primarily as a uniformed patrol officer and responds to in-progress calls where **c**riminal **a**ctivity **i**nvolving **d**rugs (CAID) is suspected; and
b. Provide community policing and public education activities.

6. School Resource Program

Managed by a CSD Lieutenant and consists of a police officer(s) that is supervised by a patrol sergeant. The primary roles are:

a. Functions primarily as a uniformed patrol officer working in collaboration with the 509J School District to assist in providing a safe and secure learning environment for students and staff; and
b. Provide community policing and public education activities.

7. Community Livability Program

Consists of police officers selected as Community Livability Officers that are supervised by the Community Livability Sergeant who reports to a CSD Lieutenant. The primary roles are:

a. Function primarily as uniformed patrol officers working to reduce crime and increase livability throughout the community;

b. Respond to requests for service and assistance from community members, enforce state and local laws and ordinances, investigate crimes, and create and maintain a community environment that discourages criminal behavior; and

c. Provide community policing and public education activities.

8. Parking Enforcement

Managed by a CSD Lieutenant and consists of civilian Parking Enforcement Officers supervised by a sergeant. The primary roles are:

a. Ensure access to public parking through enforcement of parking regulations and public information/education efforts; and

b. Manage the Disabled Parking Enforcement Volunteer Program.

9. Cadet Post Program

Coordinates and supervises the Cadet Post Program *per General Order 16.7*.

C. Professional Standards and Support Services Division

Responsible for the orderly management and conduct of all professional standards and support services, and comprised of a Professional Standards Lieutenant, a 9-1-1 Manager, a Police Records System Supervisor that are supervised by a Captain who manages the following areas:

1. Professional Standards Unit

Consists of a Training Sergeant that is managed by a Professional Standards Lieutenant who reports to the PSSD Manager. The primary roles are:

a. Develop, coordinate, plan, and report department training;

b. Liaison to the Department of Public Safety Standards and Training (DPSST) for certification;

c. Provide analysis and review of topics under the direction of the PSSD Manager;

d. Serve as board member on a variety of programs and/or committees, as assigned by the PSSD Manager;

e. Conduct Internal Affairs Investigations when assigned by the Chief of Police in accordance with *General Order 52.1 Complaints Administration*; and

f. Coordinate and implement the daily public affairs program, to include acting as liaison to the media, all social media, and arrest logs.

g. Other functions included within this unit:

Permits, Licensing, and Ordinance Compliance

Responsible for ensuring compliance with permits, licensing, and special ordinances.

1) Work with the Benton County Health Department to ensure compliance with the Smoke Free Ordinance, to include licensing tobacco retail establishments and providing educational materials and programs related to the ordinance.

Testing Program

The Professional Standards Lieutenant coordinates the department programs for testing and initial training.

1) Bilingual language testing; and

2) Oregon Physical Abilities Testing (ORPAT).

2. Risk Management

The PSSD Captain is responsible for the risk management functions of worker's compensation, light duty compliance, and the police department executive safety committee.

3. Corvallis Regional Communications Center

Consists of Public Safety Dispatchers and Lead Workers that are supervised by a 9-1-1 Manager who reports to the PSSD Manager. The primary roles are:

a. Provide 24-hour, county-wide Enhanced 9-1-1 communications services for police, fire, and emergency medical services; and

b. Provide information and support to the community and other contracting public safety agencies.

4. Records Unit

Consists of Records Specialists supervised by the Police Records System Supervisor who reports to the PSSD Manager. The primary roles are:

a. Handle, process, and maintain department records, such as police reports, warrants, etc.;

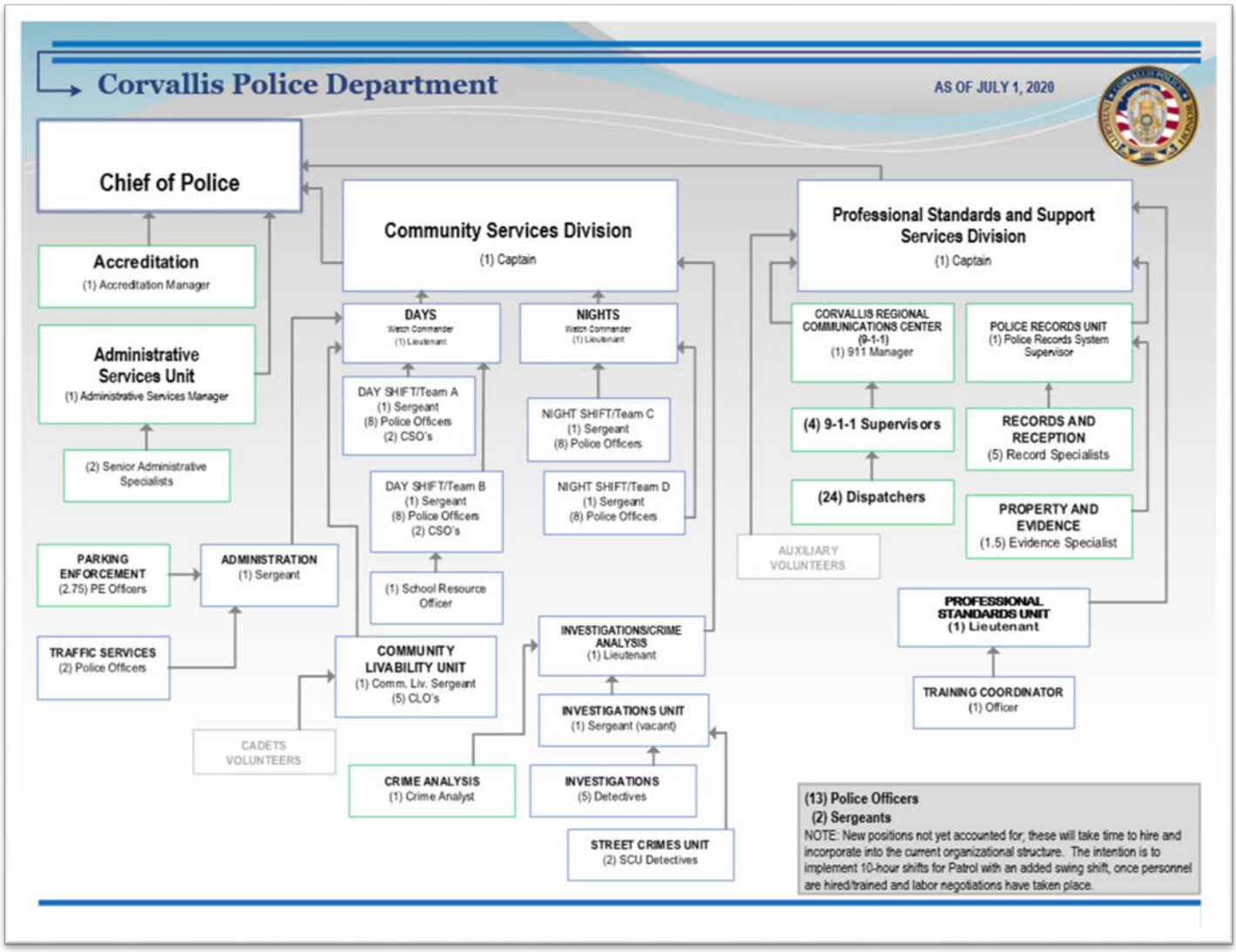
b. Process police reports made through the department's online reporting system;
c. Provide front counter reception for the Law Enforcement Center, which includes both the Corvallis Police Department and the Benton County Sheriff's Office; and
d. Provide information and assistance in non-emergency situations to the public and public service agencies.

5. Evidence Control
Consists of Evidence Specialists supervised by the Police Records System Supervisor who reports to the PSSD Manager. The primary roles are:
a. Provide an evidence control function that entails the maintenance and handling of evidence and found property; and
b. Provide, on a contractual basis, evidence management for the Benton County Sheriff's Office.

6. Auxiliary Crime Prevention
Coordinate the volunteer/intern and auxiliary programs. The primary roles are:
a. Work in partnership with the community, other Police Department work units, and other City Departments through the presentation of community based prevention and educational programs to reduce opportunities for crime and to increase public safety.
b. Coordinates the Citizens Police Academy program

11.1.3 Organizational Chart (CALEA Std 11.1.1)

The Accreditation Manager is responsible for maintaining an organizational chart that graphically represents the department's organizational structure. The organizational chart will be reviewed and updated as needed, and made available to all personnel, as well as the public.



11.2 AUTHORITY AND RESPONSIBILITY

11.2.1 Supervisory Responsibility/Authority (CALEA Std 11.3.1)

Supervisory positions exist to provide direction, guidance, training, and supervision to employees. All supervisory employees shall direct their efforts and those of their subordinates to accomplish effective and efficient delivery of community policing services to the public. This will be accomplished through active and direct supervision of subordinates.

A. Supervisors will assume responsibility for police matters on the basis of rank unless another officer has been specifically assigned the responsibility by a higher authority.
   1. In certain circumstances, an employee of lesser rank may be delegated authority for a situation based on expertise or knowledge.
   2. Each employee shall be accountable for the way in which they use or fail to use delegated authority.

B. Commensurate Authority
   Every employee within the Department is afforded the commensurate authority to effectively make decisions and carry out their responsibilities.

11.2.2 Supervisory Accountability (CALEA Std 11.3.2, 11.2.1)

To ensure operational efficiency and effectiveness for the organization and employees, supervisory chains of command have been established. All Department supervisors are accountable for the performance of the employees under their immediate supervision and any subordinate employee they are functionally supervising during their tour of duty.

A With the exception that a supervisor may give an order to a person not directly under the supervisor's control, employees shall be responsible to only one supervisor at any time. Supervisors will generally be responsible for no more than ten subordinates under his/her direct supervision.
   1. Higher-ranking supervisors or managers will maintain functional supervision of subordinate employees in the absence of the employee's immediate supervisor.
   2. Occasions may arise requiring a supervisor to issue an order to an employee outside the supervisor's immediate responsibility. Nothing in this section precludes such authority.
   3. Each division or unit of the Police Department is under the direct command of only one supervisor.

11.2.3 Notification of High Liability Incidents (CALEA Std 11.3.3)

A. The Chief of Police has the ultimate authority and responsibility of the agency and its personnel. Due to the sensitivity of some incidents involving high liability situations, the Chief of Police must be notified of these events immediately. The watch commander has the ultimate responsibility of notifying the Chief of Police via the Chain of Command of any incident which may be a question as to the agency's liability or of those situations which may result in heightened community interest.

B. The attached matrix defines what types of incidents should be reported, to whom and the timeliness of the report. Reporting starts with the officer at the scene and moves up the chain of command. If someone in the chain of command is not available, the staff making the report is responsible to render the report to the next person in the chain of command. If a situation arises that is not defined but clearly not routine, report the incident through the chain of command.

11.3 GENERAL MANAGEMENT

11.3.1 Administrative Reporting (CALEA Std 11.4.1)

The Police Department generates various administrative reports to provide information regarding the day-to-day operations of the department and to meet external reporting requirements. Following is a list of administrative reports detailing the frequency of the report, who is responsible for the report, the purpose of the report, and distribution for the report.

A. Daily Reports

1. The Watch Commander completes a CSD Daily Report highlighting district and vehicle assignments, significant events, shift training, citizen ride-alongs, and employee absences.
   a. The Daily Report is disseminated at the beginning of briefing to command staff, dispatch, records, and evidence.
   b. The Daily Report will be updated at the end of the shift with significant events and anything of note, and disseminated to the command staff and training.

B. Monthly

1. The Consolidated Monthly Report
   This is a summary of jurisdictional Part I, II and III crime and activity and is produced monthly by the Crime Analyst. A copy is distributed to all supervisors, investigations personnel, command staff, dispatchers, records personnel, and the Police Auxiliaries, as well as the Chief of Police, and is maintained online.
2. Dispatch Report
   A report related to CPD's Priority 1 calls for service, dispatch, and response times, which are utilized as a performance measure. This is the responsibility of the 9-1-1 Manager and is provided to the PSSD Manager and Administrative Services Manager.
3. Division Managers Monthly Report
   Division activity for the month that highlights the operational performance of each Division. Division Managers will be responsible for the preparation of this report that is provided to the Administrative Services Manager. These individual monthly reports are combined to create a quarterly report to the Chief of Police.
4. Monthly Oregon Uniform Code Reporting
   Prepared by the Police Records System Manager by the 15th of the month following the end of the report. It is provided electronically to State LEDS reporting the Criminal Activity for Corvallis and Benton County.

C. Quarterly

1. Quarterly Report to the Chief
   The Administrative Services Manager provides a quarterly report to the Chief of Police comprised of:
   a. the monthly reports provided by Division Managers highlighting the budget and operational performance of respective divisions;

b. updates on the progress of Department goals, objectives, and actions plans, community involvement efforts and concerns;
c. any significant issues on the horizon;
d. an update from Accreditation on progress with the files and other accreditation highlights; and
e. a summary from the Crime Analyst of complaints, investigations, and arrests relating to vice, narcotics, and organized crime activity.

D. Annual

1. Annual Report
The Administrative Services Manager creates an Annual Report of significant activities for distribution to the City Manager, Mayor and City Council as well as the community members of Corvallis. The annual report will be prepared by the Administrative Services Manager and highlights department services, significant events, crime prevention information and informing community members how they can get involved with their Police Department.

2. Agency Status Report
The Accreditation Manager will prepare the Agency Status Report to meet the necessary reporting requirements set by CALEA; a copy will be provided to the Chief of Police.

11.3.2 Agency Forms (CALEA Std 11.4.2)

The Accreditation Manager is responsible for the oversight of all Corvallis Police Department forms. This will help ensure that forms stay current and align with our GO's, as well as the applicable accreditation standards, as required. All Department forms will be maintained in PowerDMS, providing easy access for all personnel.

A. Review of Forms
As needed, the Accreditation Manager will ensure forms are periodically reviewed with appropriate management staff and employees.

B. New Forms
The Accreditation Manager will coordinate the consideration and approve the implementation of new forms with, as needed, the review/approval of appropriate management staff. Requests for a new form will generally be made using the General Order Review form (CPD Form 3), but there may be times when a new form is developed through other means. The final version of a new form will be provided to the Accreditation Manager who will ensure they are entered into PowerDMS, along with assigning a form number and updating the CPD Master Forms List.

C. Updates/Changes to Current Forms
The Accreditation Manager will oversee the process to update or change a form, when necessary. If personnel see that a form is outdated, needs to be revised, or have a suggestion to improve a form, this will be communicated directly to the Accreditation Manager (such as email or with the General Order Review form). The Accreditation Manager will be responsible for ensuring the approved updates or changes are made, as needed.

11.3.3 Reports and Other Activities Mandated by Accreditation Standards (CALEA Std 11.4.3)

Periodic reports, reviews, and other activities mandated by applicable accreditation standards are necessary to the ongoing process of maintaining accreditation standards. Accomplishing these processes ensures a continuing level of excellence integral to the philosophy of the Department and is an important part of achieving accreditation.

A. Responsibility for ensuring that our General Orders reflect current operations, legal requirements, and the Department's needs rests with all department members who have knowledge of a discrepancy or needed change. General Order 12.2 outlines the process of bringing needed changes

to the attention of the Chief of Police through the Chain of Command so that policies can be kept accurate and up-to-date.

B. The actual upkeep and maintenance of the General Orders in PowerDMS, managing the update process itself, proofing of the accreditation files, managing all time-sensitive requirements and activities to ensure we remain compliant, and coordination with the Training function is the responsibility of the Accreditation Manager.

1. General Orders are maintained and managed within PowerDMS with all updates/changes issued within PowerDMS, as well. When an updated General Order is issued in PowerDMS, employees are required to electronically sign off with their username and password, indicating they have read and understood the policy. Employees should make every effort to regularly check their PowerDMS inbox to ensure they remain up-to-date with not only General Order updates/changes, but training or other information issued electronically.

C. The Accreditation Manager may utilize different resources that help with managing accreditation, such as PowerDMS or other software that will assist with tracking reports and the associated deadlines, as well as other accreditation activities or processes.

11.5 ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES: SWORN SPECIALIZED & CAREER ENHANCEMENT ASSIGNMENTS

11.5.1 Specialized Assignments (CALEA Std 11.5.1)

A.. Specialized Assignments are work of a specialized nature that requires additional training or skills as a police officer in order to be accomplished and is outside the scope of work performed in the employee's assigned division. For purposes of this order, the following are specialized assignments currently maintained in the Police Department:

1. Detective
   Responsibilities include follow-up investigation to an assigned caseload, investigating serious criminal acts and assisting uniformed police officers with investigations and arrests of a serious nature.
2. Street Crimes
   Responsibilities include investigation of street crimes which can be proactively addressed by doing surveillance, serving search warrants, using informants, and conducting undercover operations, buy/busts, and reverse stings
3. Canine
   In addition to regular police officer duties, responsibilities include the handling, care, and training of the Department's police canine and respond to requests for assistance in locating suspects and lost or missing persons.
4. Motorcycle
   Responsibilities include operation of a police motorcycle for traffic enforcement and special events, community policing and public education activities.
5. Police Training Officer
   Provides individualized field instruction and close supervision to new police officers, who have completed the DPSST Basic Police course work, using a standardized field-training program.
6. Drug Detection Canine
   In addition to regular police officer duties, responsibilities include the handling, care and training of the Department's drug detection canine and respond to requests for assistance in locating drugs/controlled substances.
7. School Resource
   Responsibilities include but are not limited to: Acting as a liaison between the Corvallis School District and the police department, providing an intervention, education and limited enforcement function within schools and functions of the Corvallis School District.
8. Community Livability
   Responsibilities include addressing broad and specific community livability issues throughout the City and coordinating a law enforcement response. This includes: education, relationship building and crime prevention efforts as well as attending community meetings/functions, creating Tactical Action Plans, working in cooperation with community organizations (e.g. Oregon State University, business community, neighborhoods), and taking enforcement action.
9. Training Coordinator

Responsibilities include oversight of all the Department's training, input and management of all training records, and coordinate and instruct the introductory training for new employees, as needed. This position is responsible for coordinating the attendance and certification of Department members with DPSST.

10. Administrative (Sergeant)
    Responsibilities include fleet management of Department vehicles and bicycles, function as quartermaster (inventorying and purchasing equipment and supplies), coordinate fit tests required for personnel issued a gas mask, as well as liaison with IT for coordinating many of the Department's technological needs. This position is responsible for supervising the Motors Unit, Animal Control and Parking Enforcement. The Administrative Sergeant or designee will act as the Department's representative on the Bicycle and Pedestrian Advisory Board.
11. Detective (Sergeant)
    Responsibilities include the day-to-day management of the Investigations Unit and supervision of all detectives, including the Street Crimes Unit. This position will oversee case management in coordination with the Crime Analyst, participate as a member of the Major Crimes Team, approve Investigations Unit raid plans, and manage a follow-up investigative caseload, as required.
12. Community Livability (Sergeant)
    Responsibilities include supervision of the Community Livability Officers and management / coordination of all Community Livability Unit activities. This position will produce any needed reports that relate to the Community Livability Unit, liaison with community organizations through networking efforts and outreach, innovate solutions in partnership with the appropriate community members and/or organizations, and represent the Department at events or meetings, as needed. The Community Livability Sergeant will also employ social media as a tool to connect with and engage the community that we serve.
13. Other positions as authorized by the Chief of Police
    Specialized assignments may be modified, combined, or eliminated at the discretion of the Chief of Police to meet Police Department needs based on service delivery and staffing levels.

B. Division Managers will announce assignment opportunities, selection criteria and selection process a minimum of 15 days prior to appointment.
   1. Written notice will be prominently displayed and distributed to advise Police Department personnel of specialized assignment opportunities. Additional notices will be provided to all supervisors.

C. Employees assigned to a special assignment may be reassigned prior to the scheduled rotation date for non-performance, disciplinary action, discontinuation of the assignment, approved request of the employee or to meet Police Department needs.
   1. Rotation for the specialty assignments will normally be for three years.
   2. Specialty assignments will generally be at least 60 days in duration, but not exceed five (5) years, except Detective(s) and Motorcycle Officer(s) whose assignment may be extended, but not exceed eight (8) years, the Detective(s) assigned to Computer Forensics whose assignment may be extended, but not exceed ten (10) years, and the Police Canine and Drug Detection Canine Officers whose assignment may extend through the service life of the canine.
   3. Personnel assigned to a specialized assignment may be extended past the rotation outlined above by mutual agreement of the employee and Division Manager or to meet other Police Department needs.

D. Employees may reapply for the specialized assignment at the completion of a full tour of duty upon approval of the Chief of Police, and
   1. After one full year back to their original assignment, or
   2. If there are no other qualified applicants for the specialized assignment.

11.5.2 Selection Criteria (CALEA Std 11.5.1)

Special assignments will be appointed using a competitive selection process.

A. Among other selection criteria used, the selection process will include an evaluation of the employee's:
   1. Skills, knowledge and abilities in the specific area,
   2. Prior job performance,
   3. Demonstrated commitment to Community Policing.

B. Only non-probationary personnel are eligible for a specialty assignment position.

11.5.3 Selection Procedure (CALEA Std 11.5.1)

Appointment of personnel to special assignments will be made by the supervisor/manager responsible for that division. Each qualified candidate will be considered according to the identified selection criteria and the results of tests and/or interviews given during the competitive process. The person appointed may not necessarily be the one with the highest numerical score, but rather the person determined to be most qualified for the particular assignment.

11.5.4 Career Enhancement Assignments

Career enhancement assignments are those sworn Police Officer functions that offer the employee a new career opportunity or means of approaching the regular patrol police officer assignment. Career enhancement assignments, excluding Acting in Capacity Sergeant or Lieutenant, do not receive additional compensation. Employees selected to be an Acting in Capacity Sergeant or Lieutenant will receive the compensation outlined in the most current Corvallis Police Officer Association/City Collective Bargaining Agreement. Selection to a career enhancement assignment may be conducted, where applicable, as outlined in 11.5.3. Examples may include, but are not limited to:

A. Bicycle Patrol Officer
B. Traffic
C. Drug Recognition Expert
D. Administrative Internship
E. Instructor
F. Deputy Medical Examiner
G. Acting in Capacity Sergeant or Lieutenant

12.1 DIRECTION

12.1.1 Chief of Police Authority and Responsibility (CALEA Std 12.1.1)

The Chief of Police is the chief executive officer of the Police Department and is responsible for planning, organizing, controlling, and directing personnel and resources. The Chief of Police serves according to the provisions of the City of Corvallis charter, functioning in accordance with the general policy established by the City Council and the City Manager. The Chief of Police shall be responsible to the City Manager for the leadership and direction of the Corvallis Police Department.

12.1.2 Command Protocol (CALEA Std 12.1.2)

A. In their absence, the Chief of Police will delegate to a Division Manager command responsibility and authority for the Police Department.
   1. When a supervising employee of the rank of Lieutenant or above is absent from duty, they shall designate in writing the employee to act in their place. The designee shall have all the authority and responsibility of the delegating manager.

B. In the event of an emergency and until the Chief of Police can be notified, the highest-ranking on-duty sworn police officer will assume command. Unless otherwise designated the order is:
   1. CSD Manager
   2. PSSD Manager
   3. On-duty CSD Lieutenant
   4. Investigations Lieutenant
   5 Professional Standards Lieutenant
   6. Off-duty CSD Lieutenant
   7. On-duty CSD Sergeant
   8. CSD AIC Sergeant

C In the absence of a pre-established command protocol, when members of different units are engaged in a single operation, the following command protocol shall determine who is in charge (where the following are at the scene): The Chief of Police; the Command officer of the primary unit; any other Command officer; the supervisor of the primary unit; any other supervisor; member of the highest rank.
   1. When patrol and investigations personnel are at the same scene simultaneously, the patrol unit shall be in charge, except in the case of a major crime scene or search, where investigations shall be in command.

D. Command in normal day-to-day agency operations will be determined by rank in the section, unless otherwise designated.
   1. The precedence of rank in descending order is:
      a. Chief of Police
      b. Captain
      c. Lieutenant
      d. Sergeant/Civilian Supervisor
      e. Lead Worker
      f. Officer/Employee

2. Non-sworn employees who are assigned to supervisory positions will exercise the same authority and responsibility over their work area as that of a sworn supervisor in the same capacity.

E. Nothing in this section shall overrule common sense. For example, a non-sworn supervisor at a field operation would not necessarily be in command even in the absence of other supervisory personnel.

12.1.3 Obey Lawful Orders (CALEA Std 12.1.3)

All Department employees are required to obey any lawful order of a supervisor or any superior officer. Any order relayed from a supervisor by an employee of the same or lesser rank shall also be followed.

A. Conflicting Orders

Any employee who receives an order that conflicts with any previous order or instruction will advise the person who issued the second order of the conflict. Responsibility for countermanding the original order rests with the supervisor who issued the second order. The employee receiving the second order will not be held responsible for disobedience of the first order.

1. In the event neither issuing supervisor can be readily advised, the employee will carry out the most recent order and advise a supervisor of the conflict as soon as possible.

B. No employee will be required to obey an order that is unlawful or requires that an unlawful act be committed. The employee will accept responsibility for disobeying an order if, in fact, the order was legal.

12.1.4 Agency Staff Meetings (CALEA Std 12.1.4)

A. Division Manager meetings with the Chief will generally be held weekly.

1. This meeting is intended as a setting whereby representatives from the divisions meet with the Chief to exchange information relevant to the Department and receive/give updates relating to ongoing projects or issues. Representatives of these sections will attend, as available.
2. Others may attend with approval from the Chief of Police.

B. Division meetings will generally be held monthly by the division manager.

C. An all managers meeting will generally be held each month.

D. A Department meeting will be held at least annually by the Chief of Police.

E. An agenda with a schedule of dates/times may be disseminated to those required to attend in advance of the meeting. This not only helps those attending be more prepared, but provides the facilitator with an outline of the agenda to better organize the meeting.

12.1.5 Nepotism

Nepotism is not allowed: a family member shall not be placed in a position to exercise supervisory responsibility over another family member. The Department is not required and will not hire, promote, or appoint an employee if the position will exercise supervisor responsibility over a family member. The workplace must remain fair and equitable and supervisors are expected to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. *See also the City of Corvallis Employee Handbook, Section I: Introduction and Employment Policies – Employee Relatives or Domestic Partner* - which is in full effect.

A. Definitions

1. Family Member: A wife, husband, domestic partner, daughter, son, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, stepparent, stepchild, and romantic or intimate relationships (i.e., dating).

B. Personnel employed with the Corvallis Police Department cannot use their authority or position with this department to benefit or to disadvantage another employee that is a family member.

C. If any familial relationships are created (for example, by the marriage of two employees) it must be reported to the Office of the Chief through the chain of command.

12.2 DIRECTION: WRITTEN DIRECTIVES

12.2.1 Written Directive System (CALEA Std 12.2.1)

A. General

The Chief of Police has the authority to issue, modify, or approve agency written directives. All written directives must comply with and not contradict the General Orders.

B. Application of Orders

1. Each General Order contains within the language, words to describe the degree of discretion allowed. For proper application the following definitions will apply:
   a. Policy is a broad statement of the principles and values, which guide the performance of department personnel.
   b. "Shall" or "will" are words used to provide specific direction and indicate the same level of authority as an order from a superior officer.
   c. "May" or "could" are words used to allow a greater degree of personal judgment. Tolerance or deviation from the instruction is acceptable if it is reasonable and consistent with the overall policy of the department.
2. It is allowable for employees to deviate from the guidelines of the manual when they are acting knowingly and in response to particular circumstances that indicate their action was justifiable and reasonable. Employees who deviate shall report their actions as soon as possible to their immediate supervisor.

C. Below is a description of the formal written directive system utilized by the Corvallis Police Department:

General Orders	
PURPOSE	A written directive of a permanent nature that pertains to subjects such as organization, procedures, rules of conduct, and/or anything else in the nature of policy and procedure of importance to a broad segment of the department.
POSITION(S) AUTHORIZED TO ISSUE	Chief of Police
INDEX SYSTEM	Typically numbered to correspond with the CALEA Law Enforcement Standards.
POSITION RESPONSIBLE FOR UPDATING	The Accreditation Manager will be responsible for ensuring General Orders are updated and/or reviewed, as needed, with the final approval of the Chief of Police.
Special Orders	

PURPOSE	Used to implement principles and/or practices needed to govern an objective or event that is specific and short term or to change/add a practice to General Orders on a temporary basis or until General Orders are updated. Special Orders will be self-cancelling after objective is reached, event occurs, or upon incorporation into General Orders.
POSITION(S) AUTHORIZED TO ISSUE	Chief of Police
INDEX SYSTEM	Special Orders will be numbered consecutively with a prefix consisting of the last two digits of the year (i.e., 18-1, 18-2, etc.).
POSITION RESPONSIBLE FOR UPDATING	The Accreditation Manager will be responsible for managing the process associated with Special Orders, including issuing, reviewing, and/or updating General Orders, if and when necessary.
Rules of Conduct	
PURPOSE	Specific guidelines to which all department employees must adhere. They specify both required and prohibited conduct by employees and are prefaced by the Law Enforcement Code of Ethics.
POSITION(S) AUTHORIZED TO ISSUE	Chief of Police
INDEX SYSTEM	Rules of conduct will be managed and maintained within the General Orders (*see GO 1.09 Rules and Regulations*). Any additions will be numbered appropriately to fit consecutively within the specific General Order.
POSITION RESPONSIBLE FOR UPDATING	The Accreditation Manager will be responsible for ensuring Rules of Conduct are updated and/or reviewed, as needed, with the final approval of the Chief of Police.
Section Manuals	
PURPOSE	Designed for specific sections with technical information unique to those units (i.e., 9-1-1, Records).
POSITION(S) AUTHORIZED TO ISSUE	Division Manager (or designee)
INDEX SYSTEM	No requirement for a specific indexing system to use with Section Manuals. They should be organized logically and consistently for ease of use.
POSITION RESPONSIBLE FOR UPDATING	Should be reviewed at least annually by the respective Division Manager (or designee) and revised, as necessary, with updated copies made available to the appropriate personnel at all times. The Division Manager (or designee) will coordinate with the Accreditation Manager to maintain any section manuals, ensuring all copies are kept up to date.
Instruction Materials/Training Bulletins	
PURPOSE	All instruction materials, including the Field Training Manual, and training bulletins are designed to provide technical information. Training Bulletins are intended as a less formal means of providing information, guidance, or technical expertise on a subject matter.
POSITION(S) AUTHORIZED TO ISSUE	Professional Standards Lieutenant (or designee)

INDEX SYSTEM	Training Bulletins will follow the format outlined in attachment B and be numbered consecutively with a prefix consisting of the last two digits of the year (i.e., 18-1, 18-2, etc.). There is no format or indexing system requirement for instruction materials and this will be left to the discretion of the originator with the final approval of the Professional Standards Lieutenant (or designee). Training Bulletins will be managed and disseminated electronically; other instruction materials will be managed electronically and disseminated via the most appropriate media.
POSITION RESPONSIBLE FOR UPDATING	The Professional Standards Lieutenant (or designee) will be responsible for ensuring all instruction materials and training bulletins remain current and up to date. A copy of approved instruction materials and training bulletins will be maintained by the Training Coordinator and documented, as necessary.

12.2.2 Informal Written Directives (CALEA Std 12.2.1)

A. Miscellaneous Communications

1. Personnel Actions

   Information related to personnel actions will be announced or disseminated informally, such as through e-mail communications. Announcements that involve the appointment of new personnel, promotions, suspensions, and terminations will be communicated department-wide by the Chief of Police or a Division Manager. All other personnel actions, such as shift changes or specialty assignments, may be communicated informally by a Lieutenant or a civilian supervisor.

   a. All formal personnel actions, those affecting an employee's pay status, must be documented and processed using the City's Personnel Action Form. The Personnel Action Form must be signed by the Chief of Police.

2. Correspondence

   a. Memorandums

      Memos are informal written documents used to clarify, inform or inquire and do not warrant a General Order. They can be used by all department employees, when needed, and will follow the format outlined in attachment C. Memorandums are individual and unique with no requirement to be numbered.

   b. Electronic Communications

      Electronic communications such as voice mail, e-mail, text messaging and Mobile Data Computer communications are available for employee use as authorized by City policy and restricted to business use only. The Chief of Police is the signature authority for access to e-mail and the internet.

   c. Letters

      Correspondence from the Police Department will be sent on Police Department letterhead. All correspondence outside the City will follow the format outlined in attachment D with no requirement to be numbered.

B. Other Written Directives

There may be other written directives in place that do not quite fit into any of the listed categories. An example of this would be the Cadet Manual or Volunteer Manual, which provide general rules and regulations specific to those programs. Responsibility for these unique sets of written directives will usually be assigned to the individual(s) with oversight for the program associated with that set of directives.

1. Ultimate responsibility lies with Division Managers to ensure these written directives are kept up to date and maintained, as needed.

12.2.3 Management of Written Directives (CALEA Std 12.2.1)

Written directives will typically be managed electronically and archived appropriately, when required. It is expected that all written directives will be maintained in accordance with the City of Corvallis Retention Schedule related to the specific document type.

A. Review

Written directives are reviewed on an ongoing basis. The Accreditation Manager will help coordinate and manage the review of written directives, as needed, with the appropriate personnel. The review process should determine if:

1. They should be archived,
2. They should be incorporated into a different set of directives,
3. They should be revised,
4. They should be continued in their present form,
5. They conflict with General Orders, and/or
6. They still conform to current accreditation standards.

B. Additions/Revisions

The Accreditation Manager will coordinate and help facilitate additions or revisions to written directives, including incorporation into a different set of directives, as necessary. This helps to ensure all copies of written directives remain current, as well as the associated accreditation files contain the most recent, up to date information/written directives. Any additions to, revisions, or updates made to the General Orders requires the final approval of the Chief of Police before issuance. Additions, updates, or revisions to either Section Manuals or other unique sets of written directives (i.e., the Cadet Manual) will require the approval of a Division Manager or their designee.

C. New/Proposed Directives

New General Orders or suggested updates to General Orders can be submitted, via the chain of command, to the Chief of Police using the General Order Review Form (CPD Form 003). Members of management staff will review, as needed, proposed General Orders for accuracy, indexing, and cross-referencing. Management staff consists of: Chief of Police, Captains, Administrative Services Manager, Accreditation Manager, all Lieutenants, 9-1-1 Manager, and Records/Evidence Supervisor.

1. Management staff will determine the need for input from employee groups potentially affected by the new/proposed directive.
2. New General Orders or suggested updates may also be developed by other means, such as through direct collaboration with personnel, a committee or a work group for reviewing or developing policy, or through discussion during a meeting.

12.2.4 Dissemination and Storage of Directives (CALEA Std 12.2.2)

A. Dissemination

General Orders (and Special Orders, too) will be maintained and readily available to all personnel online through the City of Corvallis computer network. All personnel will be provided access and are responsible for ensuring they remain timely in reviewing and signing off the materials (such as GO's, training, etc.) in their electronic inbox.

1. Updates/revisions will typically be distributed electronically using the current software. Minor revisions or fixes to the General Orders can be verbally approved by the Chief and simply applied without having to be re-issued, and may instead be communicated by e-mail, as needed.

B. Storage

All written directives will be stored and managed electronically using current software.

1. Printed or other electronic copies (e.g., on a flash drive) of written directives will be distributed on an as-needed basis.

C. Receipt

A signature, which may be electronic, physical, or other means (i.e., the opening of electronic mail), is required to acknowledge receipt of a written directive, including revisions to current policy or introduction of a new written directive. An employee's signature also denotes accountability for understanding and complying with the written directive(s).

14.1 PLANNING AND RESEARCH

14.1.1 Planning and Research Functions (CALEA Std 15.1.1, 15.1.2)

A. Planning and research is essential to the smooth operation and anticipation of future needs for the provision of police services in the community.
   1. Strategic and tactical planning and research is encouraged and conducted at all levels and in all divisions of the Police Department to anticipate and/or resolve more immediate issues.
   2. Long range planning is primarily conducted at the division management level.
   3. Overall department planning is coordinated and conducted through the Office of the Chief.

B. The Administrative Services Manager or designee is generally responsible for the conduct and/or coordination of department-wide planning and research activities including, but not limited to:
   1. Annual budget development,
   2. Monthly and quarterly financial and performance reporting,
   3 Personnel recruitment processes,
   4. Major grant applications and grant management,
   5. Computers and automation needs,
   6. Labor negotiations research,
   7. Annual report development, and
   8. Other programs/projects as assigned by the Chief of Police.

C. Division-specific planning and research activities are conducted by Division Managers. These activities include, but are not limited to:
   1. Division budget and contingency planning,
   2. Calls for service and/or crime data analysis,
   3. Equipment and resource analysis and recommendations,
   4. Scheduling and staff allocation,
   5. Strategic and tactical planning, and
   6. Other programs/projects as assigned by the Chief of Police.

D. To ensure the Chief of Police is kept informed of the status and progress of planning and research projects, the employee(s) primarily responsible will either report directly to the Chief or communicate to the Chief via the chain of command.

E. Employee Input

   Employee input is both highly valued and encouraged. Employee input may assist with new ideas for equipment or improving a process, or provide input that helps to create annual goals or objectives. Any employee at any level can bring forth ideas or suggestions through processes such as:
   1. Regular Association Management Advisory Team (AMAT) Meetings,
   2. Divisional or work group meetings,
   3. Police Department staff meetings,
   4. Equipment repair/replacement reporting,
   5. Monthly Safety Committee Meetings,
   6. Daily team briefings, or
   7. The chain of command to the respective Division Managers.

14.1.2 Multi-Year Planning (CALEA Stds 15.1.3, 81.1.1)

Corvallis Police Department recognizes the need to plan and prepare for future trends in our community, profession, and society. A multi-year Business Plan is developed, which provides the means for the department to plan for and prepare to meet these future needs. The Business Plan is a guide from which the direction for the department can be established on an annual basis as well as long-term basis. The Business Plan will be collaboratively reviewed annually by management staff to ensure it remains up to date. The Business Plan will include:

A. Long-term goals and operational objectives
B. Anticipated workload in relation to population trends
C. Anticipated personnel levels
D. Anticipated capital improvements and equipment needs

Other planning tools that may be utilized, in addition to or in conjunction with the multi-year Business Plan, include:

A. 9-1-1 Communications Master Plan
B. Traffic Management Plan
C. Citizen survey results
D. Council goals and objectives
E. Annual/multi-year financial and operations plans, in accordance with guidelines established by the Finance Department

14.1.3 Goals and Objectives (CALEA Std 15.2.1)

Goals and objectives are developed based upon direction from the City Council, which are derived from Council goals and priorities and from citizen input. Each division is required to formulate and annually update goals and objectives, guided by priorities developed by the City Council as well as other planning tools, such as the Business Plan. Division Managers are responsible to develop and submit annual goals and objectives related to their area of responsibility to the Chief of Police.

A. The annual goals and objectives will be made available to all agency personnel.

14.1.4 Annual Goals and Objectives Progress Report (CALEA Std 15.2.2)

Goals and objectives status and performance measures are reported quarterly to the Chief of Police by Division Managers. Annual progress on goals, objectives and selected performance measures are reported to the City Manager. The Administrative Services Manager maintains historical records of quarterly and annual progress reports.

16.5 ALLOCATION AND DISTRIBUTION OF PERSONNEL AND PERSONNEL ALTERNATIVES: AUXILIARIES

16.5.1 Volunteer Program Purpose

It is the policy of Corvallis Police Department to provide opportunities for citizens who are interested in volunteering to work with the police. Volunteers and Corvallis Police Department personnel derive mutual benefits from working together. The volunteer has an opportunity to gain a better understanding of police operations, to make positive contacts with Corvallis Police employees and to contribute to the community. The police organization is enriched, in turn, as volunteers provide a fresh perspective, complete important projects and augment staff resources. Volunteers, including college interns, are used in all divisions.

16.5.2 Volunteer Program Description

A. The Corvallis Police Department offers several volunteer programs:

1. Cadets:
   In 1995, the Corvallis Police Department began a law enforcement Cadet Program for youth who are interested in law enforcement careers. This program is coordinated by the CSD per G.O. 16.7.
2. Seniors and Law Enforcement Together (SALT):
   SALT was initiated to address senior crime issues. Seniors volunteer their time to assist law enforcement personnel and other seniors in varying capacities, including home security checks, Disabled Parking Enforcement and clerical work.
3. Citizens' Police Academy:
   The Citizens' Police Academy offers citizens the opportunity to learn about the Police Department through interaction with local police professionals. Participants voluntarily attend a ten-week course where they receive an overview of actual police training and practices through classroom and hands-on activities. Topics include the law, emergency vehicle operations, crime prevention, defensive tactics, community policing, evidence, records and investigative techniques. The Citizens' Police Academy is coordinated by the PSSD.
4. Disabled Parking Enforcement:
   In 1993 the Police Department began a Volunteer Disabled Parking Enforcement program where citizen volunteers issue citations to vehicles illegally parked in spaces designated for the disabled and educate the community regarding disabled parking laws. Trained volunteers patrol areas where parking enforcement officers do not generally monitor, such as private parking lots. The program is coordinated by Parking Enforcement.
5. Neighborhood Watch:
   Program participants work with their neighbors, watching out for each other and reporting suspicious activity to the Police. Their assistance has been a valuable asset, improving community safety and livability. The program is coordinated by the PSSD.
6. Speed Watch:
   The Speed Watch program was started in 1994 in response to citizen concerns about speeding vehicles in their neighborhoods. Program participants are trained to operate hand held radar units to detect and report excessive vehicle speeds in residential areas. The information provided has been valuable in

identifying areas where increased enforcement is needed and in warning drivers to slow down. The program is managed by the CSD.

7. Community Policing Forum:
   The Community Policing Forum gives citizens the opportunity to work with the Police Department and provide input on Corvallis' crime prevention and law enforcement needs. The Forum is composed of members from the community and Police Department personnel. Citizen members volunteer their time to represent various interests and organizations. Participants gain an understanding of police services in Corvallis and how those services can be improved to meet community needs.
8. Internal Volunteers/Interns:
   Internal volunteers and interns provide assistance to all divisions. Examples of assignments include conducting customer satisfaction surveys, assisting the evidence/property officer, data entry, Accreditation program support, conducting citizen tours of the Police Department, and providing clerical assistance. The internal volunteers and interns program is coordinated by the Adminstrative Services Manager, who recruits citizens and college interns through contacts with local organizations such as the Retired Senior Volunteer Program, OSU, Western Oregon University, LBCC, Open Door, and through personal contacts with potential volunteers. The Adminstrative Services Manager matches volunteers with police personnel who need assistance with ongoing duties or one-time projects. Prospective volunteers complete a Corvallis Police Department volunteer application and background form and participate in an oral interview and a background investigation is completed before being accepted as a police volunteer. All volunteers sign a Corvallis Police Department "Volunteer Agreement" prior to beginning their service. College interns follow the same procedure, but must also fulfill time, objective and evaluation requirements as established by their college or university.

B. All Cadets, SALT, Disabled Parking Enforcement, internal volunteers, and interns will keep a current and accurate record of their volunteer hours. The Adminstrative Services Manager shall report volunteer hours for these programs to the City's Personnel office on a quarterly basis.

16.5.3 Utilization of Volunteers in Non-Sworn Capacities (CALEA Std 16.4.1)

Volunteers will be used in non-sworn capacities and will not perform duties that are required to be performed by a sworn officer.

16.5.4 Volunteer Duties (CALEA Std 16.4.1)

A. Projects suitable for volunteers and interns are determined by the employee/supervisor requesting completion of the assignment. Examples include, but are not limited to: general clerical work, basic data entry, Block Home and Neighborhood Watch, Crime Prevention program assistance, and conducting the annual customer service satisfaction survey.

B. Volunteers may not use the Report Writing System, the Law Enforcement Data System, National Crime Information Center, Department of Motor Vehicles and National Law Enforcement Telecommunications, unless they have been trained and certified to do so.

C. Volunteers may not represent themselves as employees of the Corvallis Police Department, repeat or discuss any confidential information obtained through their affiliation with the Police Department or handle confidential records that are not public records.

16.5.5 Volunteer Training (CALEA Std 16.4.2)

Depending upon the assignment, volunteers may be given a basic orientation which includes an introduction to police personnel, the Law Enforcement Building and major police operations such as Administration, 9-1-1 Dispatch, Patrol and Records. Following orientation, volunteers are assigned to a supervisor who provides training based upon the duties or project that will be assigned to the volunteer.

16.5.6 Uniforms (CALEA Std 16.4.3)

Non-sworn interns and volunteers shall not be required to wear a uniform, but may be issued appropriate identifying apparel or documentation that will authenticate them as a volunteer. Any uniform or apparel worn by volunteers will be distinctly different than that of sworn personnel.

16.7 CADETS

16.7.1 Establishes and Describes Police Cadet Program (CALEA Std 45.3.1)

A. The Corvallis Police Department maintains a Police Cadet Program comprised of citizen volunteers to enhance the police-community partnership and provide trained auxiliary resources in support of policing activities.
   1. The police cadet program broadens the capabilities of the Corvallis Police Department in handling community policing functions, community events, unusual events, natural disasters and other emergencies.
   2. The police cadet program increases citizen involvement in community policing by direct participation in policing activities.
   3. The police cadet program provides an opportunity for youth to gain an understanding of the nature of police work as a career.

B. Police Cadets have no legal authority to perform the same duties as regular sworn police officers. Unless previously assigned, the specific tasks to be performed are determined by the Program Advisor, Watch Commander, Shift Sergeant or designee, or regular sworn officer with whom the cadet is working.
   1. The primary role of cadets is to enhance community participation in policing and to provide an educational experience for young adults who might be interested in a career in Law Enforcement.
   2. Cadets are subordinate to full-time police officers and are expected to comply with lawful directions issued by a police officer.
   3. Cadets are required to volunteer a minimum of 15 hours per month. This requirement can be met by attending business or training meetings, patrol ride-a-longs, office work, and/or special functions designated by the Police Department.

C. Cadets are responsible for compliance with all Police Department rules, policies, procedures, and other directives (including those contained in the Cadet Manual), except those that by their very nature do not apply to cadets.

D. Cadets are subject to disciplinary action in the event of wrongful conduct, including verbal or written reprimand, suspension or termination from the Cadet Program.
   1. A cadet may be suspended for cause by the Cadet Advisor, pending review by the CSD Lieutenant.
   2. Cadets may be terminated without cause at any time by the Cadet Advisor. Cadets are volunteers and have no “due process” rights.
   3. If a cadet is suspended or terminated, the Cadet Advisor shall, as soon as practical, contact the cadet’s parent or guardian to advise of the action and the conduct leading to the action. This contact is not required if the cadet is 18 years of age or older.

E. Cadets are accountable for attendance per the program’s attendance policy.

F. The chain of command in the Corvallis Police Department Cadet Program will be adhered to by all members of the Cadet Program when conducting Police Department business. The chain of command is:
   1. Chief of Police
   2. CSD Manager
   3. CSD Lieutenant - Director
   4. Cadet Advisor - A sworn Corvallis Police Department officer appointed as Cadet Advisor by the CSD Lieutenant.
      a. The Cadet Advisor:

(1) Ensures the monthly meetings are scheduled and conducted in a professional and organized manner.
(2) Ensures the cadets and the civilian advisors conduct themselves in a professional manner.
(3) Is responsible for the needs of the post members and advisors in matters concerning the Cadet Program. These responsibilities may be delegated to the Senior Cadet(s) when appropriate.
(4) Will keep the Senior Cadet(s) informed on matters concerning the Cadet Program.

5. Senior Cadet - An active cadet in good standing, who has been approved to stay beyond the age of 21, until the age of 22.
   a. The Senior Cadet:
      (1) Is a cadet with at least eighteen months in the program who demonstrates appropriate leadership skills,
      (2) Demonstrates commitment to the Cadet Program by demonstrating dependable, quality job performance and adhering to the community policing philosophy,
      (3) Has the desire to apply for an opening in the criminal justice system, and
      (4) Must be enrolled in school or provide documentation of graduation with a Bachelor's Degree.

16.7.2 Cadet Selection Criteria

A. The Corvallis Police Department is committed to the principles of equality of opportunity for all citizens of the community. The objectives of the City can best be attained by utilizing all of the human resources available without discrimination based on a person's characteristics unrelated to job performance. In accordance with this commitment, the Police Department has adopted policies and procedures aimed at protecting the civil rights of potential volunteers.

B. Cadet candidates will be afforded the same equal opportunity rights and protections afforded any perspective employee of the city.

C. In order to develop and maintain a professional image of its law enforcement representatives, the Corvallis Police Department maintains a list of required qualifications for a Cadet. It is recognized that the mental and physical stresses experienced by a cadet can be greater than those experienced by other youth the same age. For those reasons, the following requirements apply:
   1. Be a citizen of the United States.
   2. Be at least 16 years and less than 21 years of age at all times of membership in the Cadet Program.
   3. Never been convicted of a crime and pass a background investigation.
   4. Be enrolled in a high school or college and maintain a grade point average of at least a 2.50
   5. Possess a valid driver's license with a satisfactory driving record.
   6. Be able to sit, stand, walk and lift for long periods of time in all weather conditions.

16.7.3 Cadet Testing Procedure

A. Application review.
B Oral board interview.
C. Background investigation.

The applicant oral board interview shall consist of the Cadet Advisor or Assistant Cadet Advisor and may include members of the Cadet Program.

16.7.4 Senior Cadet Selection Procedure

A. Must be 20 years old and apply before their 21st birthday.
B Must be an active cadet in good standing with the Cadet Program for no less than 18 months.
C. Must be currently enrolled in school or provide documentation of graduation with a Bachelor's Degree.
D. Must pass the selection process.
E. The Senior Cadet applicant will complete an oral board interview. The board will consist of at least one sworn Lieutenant or their appointee. The results of the oral board will be forwarded via the chain of command to the Chief of Police who will have the ultimate decision authority on acceptance of the applicant.

16.7.5 Mandatory Resignation Age

The Cadet Program is intended to assist youth in exploring the law enforcement career. Cadets are required to resign their membership prior to or at the point they reach 21 years of age. Other Police Department volunteer programs are available to persons 21 years of age and older including internships and Police Auxiliary.

16.7.6 Training Program (CALEA Std 45.3.2)

A. A cadet trainee will complete 50 hours of ride-along time with a patrol officer and complete the Cadet Program Field Training Guide before issued a uniform.

b. Cadet training meetings are held monthly. Attendance is mandatory. Any non-emergency absence must be cleared through the Cadet Program chain of command.

B. Cadet training will be a topic of interest to the membership and will include all areas of policing. The training topics will be planned by the Program membership and conducted by Police Department staff and other trained experts.

16.7.7 Duty Assignments (CALEA Std 45.3.1)

The specific tasks to be performed by Police Cadets are determined by the Watch Commander, Sergeant/AIC or Police Officer with whom the Cadet is working, or other competent authority. The primary role for Police Cadets is to augment existing resources.

16.7.8 Leave of Absence

A Cadet may obtain a temporary leave of absence by submitting a written request to the Cadet Advisor.

A. A leave of absence may be granted as long as it will not hamper the normal operations of the Cadet Program.

B. Failure to return from a leave of absence at the conclusion of the authorized leave period will be grounds for termination from the Police Cadet program.

16.7.9 Cadet Uniform (CALEA Std 45.3.3, 22.1.6)

There is a distinction between the uniform worn by Police Cadets and regular Police Officer.

A. Police Cadets will not wear a metal badge.

B. Uniform Shirt

1. Police Cadets will wear a light gray uniform shirt.
2. Police Cadets will be issued Corvallis Police Department shoulder patches and “Cadet” rockers to be worn on the right and left shirtsleeve. The Cadet rocker will be worn under the Police Department patch. The patches remain the property of the Police Department and the Cadet Program.

C. Uniform Pant

Cadets will purchase and wear a dark blue uniform pant as designated by the Cadet Advisor.

D. Uniform Jacket

Uniform jackets are available for Police Cadet use, but will remain the property of the Cadet Program.

16.7.10 Cadet Equipment (CALEA Std 22.16)

A. Police Cadets shall utilize Police Department equipment only for its intended use, in accordance with Police Department procedures and only in their official capacity as a Police Cadet.

B. Police Cadets shall not abuse, damage or lose Police Department equipment. Cadets shall report any damaged or lost Police Department equipment to their supervisor immediately or as soon as possible after the damage or loss.

C. Each Police Cadet is issued a radio identification number upon acceptance in the Cadet Program.

D. The Cadet Program will maintain radios, flashlights and other equipment for use by the Police Cadets during Program activities.

E. The Corvallis Police Department will provide necessary equipment to the Cadet Program as outlined on the Cadet Program Equipment Inventory Form

F. Changes to the Cadet Program Inventory Form shall be approved by the CSD Manager.

G. Inventory of all Cadet Program Equipment shall be conducted quarterly and the Cadet Program Equipment Form shall be updated.

16.7.11 Liability Protection (CALEA Std 22.1.3)

The protections attached to the functions of Police Cadets are provided through the Police Department's insurance carrier.

16.8 POLICE AUXILIARY

16.8.1 Establishes and Describes Police Auxiliary Program (CALEA Std 16.4.1)

A. The Corvallis Police Department maintains a Police Auxiliary organization comprised of citizen volunteers to enhance the police-community partnership and provide trained auxiliary resources in support of policing activities.
   1. The police auxiliary program broadens the capabilities of the Corvallis Police Department in handling community policing functions, community events, unusual events, natural disasters and other emergencies.
   2. The police auxiliary program increases citizen involvement in community policing by direct participation in policing activities.

B. Police Auxiliary members have no legal authority to perform the same duties as regular sworn police officers. Unless previously assigned, the specific tasks to be performed are determined by the PSSD Manager, Investigations Lieutenant, or regular sworn officer with whom the Auxiliary member is working.
   1. Auxiliary members are subordinate to full-time police employees and are expected to comply with lawful directions issued by a police department employee.

C. Auxiliary members are responsible for compliance with all Police Department rules, policies, procedures, and other directives (including those contained in the Auxiliary Manual), except those that by their very nature do not apply to Auxiliary members.

D. Auxiliary members are subject to disciplinary action in the event of wrongful conduct, including verbal or written reprimand, suspension or termination from the Auxiliary Program.
   1 An Auxiliary member may be suspended for cause by the Investigations Lieutenant or designee, pending review by the PSSD Manager.
   2. Auxiliary members may be terminated without cause at any time by the PSSD Manager. Auxiliary members are volunteers and have no “due process” rights.

E. Auxiliary members are accountable for attendance per the attendance policy.

F. The chain of command in the Corvallis Police Department Auxiliary Program will be adhered to by all members of the Auxiliary Program when conducting Police Department business. The chain of command is:
   1. Chief of Police
   2. PSSD Manager
   3. Professional Standards Lieutenant or designee

16.8.2 Auxiliary Member Selection Criteria

A. The Corvallis Police Department is committed to the principles of equality of opportunity for all citizens of the community. The objectives of the City can best be attained by utilizing all of the human resources available without discrimination based on a person’s characteristics unrelated to job performance. In accordance with this commitment, the Police Department has adopted policies and procedures aimed at protecting the civil rights of potential volunteers.

B. Auxiliary members will be selected without regard to race, color, religion, sex, national origin, sexual orientation, disability, marital or veteran status.

C. In order to develop and maintain a professional image of its law enforcement representatives, the Corvallis Police Department maintains a list of required qualifications for an Auxiliary member. The following requirements apply:

1. Be a citizen of the United States.
2. Be at least 18 years of age,
3. Never been convicted of a crime.

16.8.3 Auxiliary Selection Procedure

A. Application review and selection by PSSD Manager.
B. Background investigation.

16.8.4 Training Program (CALEA Std 16.4.2)

Upon acceptance into the Corvallis Police Department Auxiliary Program, Auxiliary Trainees must complete the Citizen's Academy.

16.8.5 Duty Assignments

The specific tasks to be performed by Police Auxiliary members are determined by the PSSD Manager, Investigations Lieutenant/designee, Police Officer with whom the Auxiliary member is working, or other competent authority. The primary role for Police Auxiliary members is to augment existing resources.

16.8.6 Leave of Absence

An Auxiliary member may obtain a temporary leave of absence by submitting a written request to the Investigations Lieutenant.

A. Failure to return from a leave of absence at the conclusion of the authorized leave period will be grounds for termination from the Police Auxiliary program.

16.8.7 Auxiliary Uniform (CALEA Stds 16.4.3 and 22.2.5)

The Corvallis Police Department Auxiliary Program is committed to having its members look professional. For these reasons, guidelines have been established for the uniform to be worn by Auxiliary members who are in assignments that require a uniform. There will be a clear distinction between the uniform worn by Auxiliary members and police officers. The uniform guidelines are:

A. Auxiliary members will wear a shirt provided by the Police Auxiliary Program with the appropriate identification embroidered on it. This may include short and long sleeve knit shirts.
B. Auxiliary members will purchase and wear slacks or "Docker" type pants.
C. Designated Police Auxiliary members will be issued a duty belt containing a radio holder and flashlight ring to be worn while in uniform to be used on specific assignments
D. All uniform shirts and jackets, pins, and other items issued by the Corvallis Police Department will remain the property of the Corvallis Police Department and will be surrendered upon separation from the Police Auxiliary Program.
E. Police Auxiliary members have the option of purchasing their own equipment approved by the Corvallis Police Department to use while on duty.

16.8.8 Auxiliary Equipment (CALEA Std 22.2.5)

A. Police Auxiliary members shall utilize Police Department equipment only for its intended use, in accordance with Police Department procedures and only in their official capacity as a Police Auxiliary member.
B. Police Auxiliary members shall not abuse, damage or lose Police Department equipment. Auxiliary members shall report any damaged or lost Police Department equipment to the Investigations Lieutenant or designee immediately or as soon as possible after the damage or loss.
C. Each Police Auxiliary members is issued a radio identification number upon acceptance in the Auxiliary Program.
D The Auxiliary Program will maintain radios, flashlights and other equipment for use by the Police Auxiliary members during Program activities.

16.8.9 Liability Protection (CALEA Std 22.2.2)

The protections attached to the functions of the Police Auxiliary are provided through the Police Department's insurance carrier.

17.1 FISCAL MANAGEMENT

17.1.1 Fiscal Authority and Responsibility (CALEA Std 17.1.1)

City of Corvallis Ordinance, Chapter 1.04, empowers the City Manager as the designated Purchasing Agent of the City of Corvallis. The City of Corvallis Procurement Manual identifies assignment of purchasing responsibilities including that of City Council, City Manager, Finance Director, Department Directors and Department staff. The Chief of Police, who reports directly to the City Manager, is charged with:

A. Planning, organizing and directing the overall activities of the Corvallis Police Department; and serving as the City's Chief Law Enforcement Officer.

B. Developing and administering the department annual budget to ensure quality, community-oriented and cost-effective services.

C. Developing strategic and operational plans to ensure services, programs and policing strategies meet the City's changing needs and are financially viable.

D. Negotiation and administration of contract services provided to other agencies including county-wide emergency 9-1-1 police, fire and medical communication services, records and reception services, and property/evidence management services.

E. Establishing overall department goals and objectives and monitoring and evaluating department performance.

17.1.2 Fiscal Management Responsibility (CALEA Stds 17.2.1, 17.2.2)

A. Corvallis Police Department fiscal management activities are coordinated by the Administrative Services Manager, with support from the Division Managers and include, but are not limited to:

1. Coordination of the annual budget development process,
2. Performing planning, research and tracking of financial trends,
3. Constructing periodic budget reports as required by the Police Department and/or the City of Corvallis,
4. Monitoring monthly financial reports for trends and accuracy,
5. Provide monthly budget reports to Division Managers and the Chief of Police to evaluate and monitor financial trends and issues,
6. Pinpointing areas of concern and alerting management,
7. Preparing solutions for discussion and decision by the Chief of Police, and
8. Liaison with the City of Corvallis Finance Department and fiscal officers.

B. Division Managers are charged with developing and managing their respective budgets including:

1. Annual budget, goals and objectives development,
2. Approval of all expenditures,
3. Monitoring of budget, and
4. Quarterly reporting on financial performance, performance measures, operational activities, goals and objectives.

17.1.3 Budget Preparation Participation (CALEA Stds 17.2.1, 17.2.2)

The City of Corvallis budget year runs from July 1 through June 30. Formal budget preparation activity generally begins in the fall for the next fiscal year.

A. The Corvallis Police Department annual budget is developed according to guidelines set forth by the Corvallis City Council and Corvallis Finance Department and in cooperation with all major organizational components within the agency as follows:
   1. Office of the Chief of Police – Chief of Police
      Includes Administrative services.
   2. Community Services Division - CSD Manager
      Includes Patrol and Traffic services, Investigations, Auxiliary, Crime Analysis, Parking Enforcement, and Animal Control.
   3. Professional Standards and Support Services Division - PSSD Manager
      Includes Professional Standards, Training, Corvallis Regional Communications Center, Records, and Evidence / Property Control.

B. The annual budget development process is designed by the City of Corvallis Finance Department, Budget Office and coordinated by the Corvallis Police Department Administrative Services Manager at the direction of the Chief of Police. The process includes:
   1. Formulation of annual goals and objectives,
   2. Reporting of budget highlights for the preceding fiscal year,
   3. Preparing proposed and historical expenditures and revenues by category,
   4. Projecting personnel resource requirements and assignments.

C. Division managers shall submit their budget requests and proposals for review and approval by the Chief of Police.

D. The Chief of Police shall present the overall Police Department budget to the City Manager for approval. Upon approval, the Police Department budget is considered by the City of Corvallis Budget Commission, which makes recommendations to the City Council. The Corvallis City Council adopts the final City of Corvallis budget prior to June 30 annually, in accordance with Oregon budget law.

17.1.4 Development of Budget Recommendations (CALEA Stds 17.2.1, 17.2.2)

As a part of the annual budget process, command staff will evaluate personnel and resource deployment against service demands and departmental requirements. Budget recommendations will include any proposed changes to the existing resources and will be clearly and thoroughly justified in writing. All written budget recommendations will include, at a minimum, operating needs, capital purchases needs, and personnel needs.

17.1.5 Accounting System Elements (CALEA Std 17.4.1)

The City of Corvallis utilizes an in-house accounting system, managed by the City of Corvallis Finance Department, which is utilized to:

A. Track appropriations,

B. Accurately represent expenditures, encumbrances and remaining balances at each monthly closing.

17.1.6 Cash Handling Procedures (CALEA Std 17.4.2)

A. The Records unit maintains a cash drawer for the purpose of receiving payment for licenses, fees, alarm permits and payments, and miscellaneous transactions. This cash balance is maintained at $100.00. However, no payments or disbursements are made from this account. A receipt will be provided for all fees received by Records personnel. A balance sheet, ledger, or other system that identifies initial balance, monies received, and the balance on hand will be utilized to track this fund, which will be reconciled on a weekly basis. Each quarter the Police Records System Supervisor will

review all activity during this timeframe and provide a report, via chain of command, to the Chief of Police.

B. The Administrative Unit maintains a Petty Cash Fund with a maximum balance of $500.00 to address incidental and/or urgent purchase needs. The Petty Cash Fund is for purchases of $50 or less (see item a. below for exceptions). Prior authorization by the appropriate Division Manager or Chief of Police is required for any expenditure from this fund along with the receipt(s) or documentation for the expenditure. The Petty Cash Fund is reconciled by the Administrative Services Manager or designee at least quarterly and more often if the balance is low. The fund is reconciled on the Petty Cash Reconciliation form. This reconciliation is reviewed by the Chief of Police.

   a. Exceptions can be made to the $50 limit for the Petty Cash Fund: prior approval for any amount over $50 must be obtained from the City of Corvallis Finance Department.

   b. Replenishment of the Petty Cash Fund occurs each time a reconciliation is done. The completed Petty Cash Reconciliation form along with a Petty Cash Denomination form (requesting the denomination of coins and currency needed to replenish the fund) is sent to the City Finance Department. The Petty Cash Fund custodian will be notified by Finance once the replenishment monies are available and the custodian will then sign for and pick them up from Finance. The monies will be added into the Petty Cash Fund with the appropriate notation made for tracking purposes.

   c. The Petty Cash Fund will be tracked using a balance sheet, ledger, or other system that identifies initial balance, credits, debits, and the balance on hand.

C. The Investigations Unit maintains a “Special Investigative Fund” (Emergency Fund). The fund is used for expenditures necessary to conduct investigations of criminal activity. A detailed description of the fund and its use may be found in General Order 42.1.14 Special Investigative Fund (Emergency Fund).

D. Only those persons identified and authorized by the City Finance Department are permitted access to these funds. The Finance Department will annually update the list of employees authorized to manage and/or handle the cash funds.

17.1.7 Independent Audit (CALEA Std 17.4.3)

The City of Corvallis undergoes an independent audit as dictated by Oregon Revised Statute 297.425, “Annual audits required.” The audit, which occurs at least once each calendar or fiscal year, is an independent review of the City of Corvallis’ financial integrity and fiscal control procedures. The annual financial audit is coordinated by the City of Corvallis Finance Department with an outside accounting firm.

17.1.8 Requisitioning and Purchasing Procedures (CALEA Std 17.3.1)

City of Corvallis purchasing procedures are specifically described in the City of Corvallis Procurement Manual which is available on the CityShare intranet site.

17.1.9 Emergency Purchasing Procedures (CALEA Std 17.3.1)

A. An emergency purchase may be warranted in circumstances that could not have been reasonably foreseen that create a substantial risk of loss, damage, interruption of services or threat to the public health or safety that requires prompt execution of a contract to remedy the condition.

B. In the event an emergency purchase is required, the Chief of Police has the authority to secure goods or services on an emergency basis. Within 24 hours of the emergency purchase, the Manager making the purchase must prepare and submit to the Chief of Police written documentation noting the nature of the emergency, description of the goods or services, the procedures followed to obtain the goods or services, the vendor, account number and any line item budget adjustments required.

C. The emergency purchase must be authorized by the Chief of Police. The invoice for goods or services procured on an emergency basis shall be processed as usual with final approval from the Chief of Police.

D. In the event of a declared emergency or disaster, procedures outlined in the Corvallis Emergency Operations Plan shall be followed.

17.1.10 Inventory Control (CALEA Std 17.5.1)

The Corvallis Finance Department maintains inventory records of City-owned capital assets and each year coordinates an inventory audit of those items. The Police Department inventory audit is coordinated by the Administrative Services Manager.

17.1.11 Supplemental and Fund Transfers (CALEA Std 17.3.1)

Supplemental and Fund transfers may be initiated and approved by the Chief of Police as follows:

A. Budget adjustment or transfer of funds from one purchasing classification to another, according to the City of Corvallis Budget procedures, and

B. Both a supplemental budget request and a transfer request must be approved and submitted by the Chief of Police to the City Manager with review and concurrence of the Finance Director. The request will be considered by the Corvallis City Council for appropriation upon approval of the City Manager, according to Oregon budget law.

21.1 CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES: JOB TASK ANALYSIS

21.1.1 Job Task Analysis

A job task analysis of every position classification with the Corvallis Police Department is maintained and managed by Human Resources. The objectives of such a job analysis are:

- Serve as a basis for the City of Corvallis classification and compensation plan;
- Provide guidance concerning the duties and responsibilities of individual positions;
- Assist in the establishment of training and evaluation criteria; and
- Provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment and promotion.

The Corvallis Police Department will work closely with Human Resources, as necessary, to ensure our job task analyses remain current and up to date. A job task analysis will be utilized in the development of any new position classifications and/or reclassifications that apply to a Corvallis Police Department position. A written job task analysis will include, at a minimum:

A. The essential functions, duties, responsibilities and tasks of each position.
B. The frequency with which each task is performed.
C. How critical the work duties or tasks are in relation to the responsibilities of the position.
D. A minimum level of proficiency necessary in the job-related skills, knowledge, abilities and behaviors.
E. Distinguishing features of the job from other jobs within the department.

21.2 CLASSIFICATION AND DELINEATION OF DUTIES AND RESPONSIBILITIES: CLASSIFICATION

21.2.1 Classification System (CALEA Std. 21.2.1)

Human Resources is responsible for maintaining the classification system that applies to all paid positions within the Corvallis Police Department. This classification system includes written documentation such as job descriptions, salary schedules, and task analyses, and will incorporate current labor bargaining agreements, as needed. A clear delineation of job responsibilities permits individuals and units to function effectively, contributing to the overall productivity and efficiency of our organization. Corvallis Police Department will work in cooperation with Human Resources in the development and maintenance of the classification system. The written documentation will include:

A. The categorization of every job class on the basis of similarities in duties, responsibilities, and qualification requirements, including the appropriate bargaining unit or exempt status of the position.

B. The class specifications for every job within a class.

C. Compensation relating to job classification will be established through the collective bargaining process for represented employees and all non-represented employees will be included in the Human Resource classification system.

D. The City of Corvallis Administrative Policies establishes the provisions for reclassification.

1. Some reclassifications may require bargaining with a collective bargaining unit.

21.2.2 Job Descriptions (CALEA Std. 21.2.2)

Human Resources will maintain the current job description for each position in the Police Department. Job descriptions are available to view on both the City of Corvallis website, as well as the City's intranet site. Department personnel can readily access these job descriptions electronically through either of these options (internet *or* intranet).

A. Review

Job descriptions are utilized as part of the performance evaluation process for all non-probationary employees. As a part of the performance evaluation process, job descriptions will be reviewed at least annually by both the employee and the supervisor. The review of a job description during this process will help to ensure they remain current and up to date.

1. All performance evaluation forms include a documented review process that allows for submitting proposed job description modifications to Human Resources.

21.2.3 Position Management System (CALEA Std. 21.2.3)

The Police Department maintains a listing of all authorized positions granted at the start of each budget year. This includes the following information:

A. The number and type of each position authorized in the agency's budget.

B. The location of each authorized position within the Police Department's organizational structure.

C. Position status information regarding whether a specific position is filled or vacant.

To maintain operational continuity, any impacts upon real-time or future staffing levels will be reported, as soon as feasible, to the Chief of Police. Quarterly updates are provided to the Chief.

21.2.4 Allocation of Personnel (CALEA Std. 21.2.4)

Personnel will be allocated to units, sections, and divisions within the department based upon the workload demands in each area.

A. Workload Assessments

A workload assessment can be a means to ensure staffing levels continue meeting the operational requirements for each component and assure that, as we grow, the needs of our organization continue to be met. Each Manager of the following components will complete a workload assessment at least once every four years:

- CSD
- PSSD
- Administrative Services Unit
- Accreditation

The assessment will minimally include the following:

1. Personnel assigned to each workgroup (realized and authorized);
2. Work shift for personnel assigned to each workgroup
3. Responsibilities assigned to each workgroup;
4. A description of the current workload (including any statistics, if applicable); and
5. A conclusion for each workgroup: are staffing levels currently adequate? are there any future impacts upon staffing that need to be considered? are there any recommendations to increase staffing? are there any recommendations to reallocate staff and/or redistribute workloads?

Workload assessments must be reviewed and approved by the Chief of Police.

B. Patrol

The CSD Manager or designee will review staffing levels for the patrol shifts at least every four years or as assigned by the Chief of Police. This review will include:

1. Calls for service by time of day/day of week;
2. Amount of obligated/assigned time per shift;
3. Amount of unobligated time per shift;
4. Total scheduled time in comparison to time loss (e.g., holidays, vacation, sick leave, and other leave); and
5. A review of current district boundaries that includes 1) the total number of incidents per district and, 2) calls for service by shift per district.
   a. This review will provide recommendations for any necessary adjustments to increase or decrease the geographic areas based upon the analysis of the demands for calls for service. Any recommendations must be approved by the Chief of Police.
   b. If any changes or realignment of district boundaries occurs, all maps and associated records, as needed, will be updated, to include ensuring 9-1-1 is notified.

C. Other

The Chief of Police may task Managers (or a designee) responsibility for a workload assessment of any unit, section, or division within the department, other than what has been outlined above. This will occur only on an as needed basis and as directed by the Chief.

21.2.5 Specialized Assignment Review

The CSD Manager (or designee) will be responsible for an annual review of all specialized assignments (*refer to GO 11.5.1*). This review will include: 1) the purpose of the position, 2) the accomplishments associated with this position(s) for the year being reviewed, and 3) recommendations for the continuation of each position.

22.1 COMPENSATION, BENEFITS, AND CONDITIONS OF WORK: COMPENSATION

22.1.1 General Information

It is the policy of the City of Corvallis and the Corvallis Police Department to provide employees with appropriate compensation, benefits and working conditions. It is the purpose of this policy to provide Police Department members additional information about and quick reference to other materials regarding compensation, benefits and working conditions. This policy is not intended to differ from or conflict with any binding labor agreement or City of Corvallis policy.

A. Represented Employees

1. Sworn Police Officers and Sergeants of the Corvallis Police Department are represented by the Corvallis Police Officer's Association, which is authorized to enter into labor agreements between the association and the City of Corvallis. These agreements, negotiated according to Federal, State and local law shall take primary precedence in determining and defining compensation, benefits and conditions.
2. Non-sworn, non-exempt employees with the exception of employees in the Corvallis Regional Communications Center, are represented by the American Federation of State, County and Municipal Employees' Association which is authorized to enter into labor agreements between the association and the City of Corvallis. These agreements, negotiated according to Federal, State and local law shall take primary precedence in determining and defining compensation, benefits and conditions.
3. Non-sworn, non-exempt employees in the Corvallis Regional Communications Center, are represented by the Corvallis Regional Communications Center Association which is authorized to enter into labor agreements between the association and the City of Corvallis. These agreements, negotiated according to Federal, State and local law shall take primary precedence in determining and defining compensation, benefits and conditions.

B Exempt Employees

For the purposes of this policy, non-represented supervisory and management personnel and confidential employees are exempt employees. In matters regarding compensation, benefits and conditions of employment where the respective labor agreement is silent, established City policies and procedures shall apply.

22.1.2 Salary Compensation (CALEA Std. 22.1.1)

A. The City of Corvallis Classification and Compensation Program is administered by the Human Resources Division of the City Manager's Office. Salary compensation is established and controlled by the Classification and Compensation system and the employee's respective bargaining agreement. The following areas are addressed in the Classification and Compensation Plan, City of Corvallis labor agreements or City of Corvallis Employee Handbook:

1. Entry level salaries,
2. Salary differential within and between the ranks of all employees,
3. Incentive and special duty pay,
4. Compensatory time policy, and
5. Overtime compensation.

B. Specific compensation for the foregoing categories can be found in the respective labor agreements or the City of Corvallis Employee Handbook. Where the employee is represented, the labor agreement will take precedence over the Employee Handbook.

C. Compensatory time is credited at the same rate that overtime is earned. Employees may, at their option accumulate compensatory time off in lieu of paid overtime as provided in their respective labor agreement or City of Corvallis Employee Handbook.

D. Exempt employees receive compensation as specified in the City of Corvallis Classification and Compensation program and as agreed upon with the City Manager and approved by the City Council.

E. When requesting incentive pay, as per CPOA contract Article 12, the request must be in writing with a copy of the certificate attached. The pay increase shall take effect the month following confirmation of the certification award. It is the Officers responsibility in determining their eligibility and request of the certification incentive. The request for incentive pay must be provided to the Administrative Services Manager for processing.

22.1.3 Salary Augmentation

Salary augmentation is pay added to an employee's base salary. Such pay includes overtime, incentive pay and working out of class or "Acting in Capacity" pay. Such compensation is set forth in the employee's respective bargaining agreement or by the City of Corvallis Employee Handbook.

22.2 COMPENSATION, BENEFITS, AND CONDITIONS OF WORK: BENEFITS

22.2.1 Fringe Benefits

Benefits for City of Corvallis and Corvallis Police Department represented personnel are mutually agreed upon through the collective bargaining contracts negotiated with the employee's respective bargaining unit. Exempt employee interests are represented by City Department Directors to the City Manager and the City Council. The following documents provide a reference for fringe benefits afforded City of Corvallis employees. The City of Corvallis Employee Handbook takes precedence when the employee's labor contract is silent on any given benefit.

A. City of Corvallis Employee Handbook,
B. City of Corvallis - Corvallis Police Officer's Association labor agreement, and
C. The City of Corvallis - American Federation of State, County, and Municipal Employees (AFSCME) labor agreement.
D. The Corvallis Regional Communications Center Association (CRCCA) labor agreement.

22.2.2 Leaves of Absence (CALEA Std 22.2.1)

Leave of absence, with or without pay, may be granted by the Chief of Police with concurrence of the City Manager. Such leave may be granted for represented employees as outlined in the employee's respective labor agreement or for exempt and confidential employees as outlined in the City of Corvallis Employee Handbook. Leaves include, but are not limited to:

A. Jury, Court, Military Duty,
B. Bereavement,
C. Leave of Absence,
D. Family and/or Parental Leave.

22.2.3 Holiday Leave (CALEA Std 22.2.1)

Holiday leave is granted to Corvallis Police Department employees as provided for in the City of Corvallis Employee Handbook or the employee's respective labor agreement.

22.2.4 Sick Leave (CALEA Std 22.2.1)

A. Sick leave is accrued according to the provisions of applicable labor agreements and/or the City of Corvallis Employee Handbook as is applicable to the particular employee.
B. An employee who is unable to report for duty or use scheduled vacation time because of illness or injury shall call his or her immediate supervisor, on-duty supervisor, or other designated person to report the absence due to injury or illness as soon as possible prior to the beginning of his/her regularly scheduled work shift or vacation day, unless unable to do so because of the serious nature of the injury or illness. The supervisor shall immediately complete a time use report designating the time off as sick leave.
    1. The use of vacation or comp time in lieu of sick time will not be permitted.
    2. The use of sick time in lieu of vacation time is permitted when an employee becomes ill or is injured during scheduled vacation time.
C. An employee who has been on sick leave for three consecutive days may be required to provide a doctor's release to return to duty.
D. Sick leave shall only be used for the following purposes:
    1. Injury or illness rendering the employee unfit for duty,

2. Medical/dental examinations and treatment, or
3. Illness or death in the employee's immediate family requiring the employee's presence including maternity leave and as described in the employee's respective labor agreement or City of Corvallis Employee Handbook.

22.2.5 Vacation Leave (CALEA Std 22.2.1)

A. Vacation accrual rates are specified in the employee's respective bargaining agreement or the City of Corvallis Employee Handbook for exempt employees.

B. Police Department employees shall schedule use of their vacation time according to provisions in the employee's respective labor agreement or the City of Corvallis Employee Handbook and in compliance with work unit practices and with consideration for workload, work status and staffing.

22.2.6 Retirement (CALEA Std 22.2.2)

The City of Corvallis provides retirement benefits for employees through the Oregon Public Employees Retirement System (PERS). Retirement benefits are described in PERS literature, in the City of Corvallis Employee Handbook and in the employee's respective labor agreement. The City of Corvallis also offers optional deferred compensation plans to employees. For further information related to retirement benefits and compensation, employees may contact the City of Corvallis Personnel Division.

22.2.7 Health Insurance (CALEA Std 22.2.2)

The City of Corvallis provides medical and dental insurance for all permanent employees. Coverage and cost is subject to the provisions of the applicable labor agreements, the City of Corvallis Employee Handbook.

22.2.8 Disability and Death Benefits (CALEA Std 22.2.2)

The City of Corvallis provides disability and life insurance for all full-time employees subject to the provisions of their respective labor agreement or as provided in the City of Corvallis Employee Handbook.

22.2.9 Liability Protection (CALEA Std 22.2.2)

The City of Corvallis will indemnify and defend employees against claims or suits and pay any non-punitive judgments which the employee shall be legally obligated to pay as a result of that employee's reasonable or lawful activities and exercise of authority within the scope of his/her duties and responsibilities as an employee.

22.2.10 Clothing and Equipment (CALEA Std 22.2.5)

Members of the Corvallis Police Department receive uniforms and equipment and/or clothing allowance according to the provisions of the applicable labor agreement and *as outlined in GO 41.3.8 – Uniforms and Equipment.*

22.2.11 Tuition Reimbursement (CALEA Std 22.2.2, 33.1.3)

The City of Corvallis encourages all employees to continue to develop themselves through special training and academic courses. To encourage professional development, the City of Corvallis provides financial assistance to any regular, full-time or part-time employee who wishes to pursue education. Courses eligible for reimbursement must be directed toward acquiring skills and knowledge of value to the City and related to the employee's current position or other positions within the City to which the employee might reasonably be promoted.

A. Employees desiring to request tuition assistance shall notify their supervisor in advance of the annual budget process so that approved expenditures can be anticipated and budgeted for.

B. Requests for tuition assistance must be submitted through the chain of command to the Chief of Police in advance of the education/training for approval.

C. Conditions regarding educational reimbursement are available to employees according to the terms described in their respective labor agreement and the City of Corvallis Employee Handbook.

22.2.12 Personnel Services (CALEA Stds 22.2.3, 22.2.4)

A. Department Personnel Administrator

The Administrative Services Manager is responsible for the Police Department's personnel function and is a resource to department managers, supervisors and employees concerning compensation, benefits and conditions of work.

B. City of Corvallis Employee Assistance Program
The City of Corvallis provides an Employee Assistance Program (EAP) of professional and confidential counseling services to all employees. Any employee or employee family member may utilize the EAP. In addition, a supervisor may refer an employee to EAP whose job performance has deteriorated. The cost of the EAP is borne by the City as a benefit to employees within the parameters of the contract with the EAP provider.

C. Employees who wish to obtain further information about the City of Corvallis Employee Assistance Program may contact any manager, the Personnel Division's Personnel Manager or may call the toll-free EAP hotline at 1-800-433-2320.

22.2.13 Worker Safety: On Duty Injuries/Light Duty

The City is concerned about the health and recovery of all employees injured on the job. The Worker Safety policy is to assist in providing a safe work place for employees by establishing the process to be followed when employees are injured on duty.

A. Each employee must be alert and dedicated to improving safety. All City employees are responsible for contributing to a safe work environment and for promptly reporting to their supervisors any accident or injury, as well as any hazardous condition or procedure that affects them, their fellow workers, or the general public.

B. The City carries workers' compensation insurance that covers employees if they are injured on the job. This insurance will pay medical expenses for the injury and pay the employee while s/he is off work due to the injury. To receive these benefits, it is important that employees report their injury immediately to their supervisor and accurately describe the circumstances of the injury, including the names of any witnesses.

C. It is the policy of the City to return injured employees to work as soon as possible following an on-the-job injury. Although expenses related to on-the-job injuries are processed through our insurance carrier, the City is directly responsible for these costs and will make every effort to assist an employee in getting their claim processed promptly. In order to accomplish this, all employees must take responsibility for reporting accidents and injuries immediately.

D. Failure to follow the procedures below can result in a delay or denial of a worker's compensation claim. The City Human Resources Department supervises accident reporting and the early return to work program, however questions regarding these areas should be directed to the Risk Manager.

1. Employee Responsibility
   a. Report the injury/accident immediately to the on-duty supervisor. If possible, the employee will complete the Accident/Near Miss Form, which will then be reviewed by the supervisor. Employees can consult with NursePlus 24/7 at either 1-866-209-7711 or 1-613-239-4630 for medical advice concerning on-the-job injuries not requiring medical attention.
   b. An employee needing medical attention on a new or previous injury must immediately inform the on-duty supervisor. The supervisor will contact NursePlus 24/7 at either 1-866-209-7711 or 1-613-239-4630, who will act as the employee's medical advocate. The employee and supervisor should follow the instructions of the on-call nurse. The supervisor will assist the injured employee in completing the top portion of the **Accident Report form 801** prior to the end of the current work shift.
   c. Give the physician a **Release to Return-to-Work** form to complete and inform the physician there are light duty/modified jobs available. These jobs will be tailored around individual needs and restrictions. Return this form to the on-duty supervisor as soon as you return from the medical evaluation. Questions about light duty/modified work should be referred to the Risk Manager.
   d. Once a physician signs a release allowing you to return to work (part-time, temporary, light duty, or regular work), you must report to work at your next scheduled shift or as directed by the Risk Manager.
   e. Employees who are unable to perform any kind of work are required to call in weekly and report medical status to supervisor, unless other arrangements have been made. It is the employee's responsibility to supply the supervisor with a current telephone number and an address for contact.
2. Supervisor's Responsibility

Workers injured on-the-job are often concerned about medical care, finances, and job security. A lack of information and a sense of isolation can make job injuries seem even more frustrating. Supervisors are responsible to ensure employees follow the proper procedures so that claims are processed promptly. Necessary forms are available from the Risk Manager. Supervisors are responsible to ensure that on-the-job injuries and accidents are reported promptly and correctly.

a. When an incident occurs that doesn't require medical attention other than first aid:
   (1) Instruct the employee to follow the procedures outlined above. Give the employee a copy of the Employee Responsibility form.
   (2) Complete the **Accident/Near Miss Form**, with the input of the injured employee. The completed form should be routed through the employee's chain of command to the respective Division Manager who will forward the form to the Risk Manager. This must be completed within 24 hours of the incident/accident.
   (3) Provide the employee the NursePlus 24/7 number for consultation, if desired.

b. When an injury requires medical attention, the injured employee and supervisor must:
   (1) Contact NursePlus 24/7 at either 1-866-209-7711 or 1-613-239-4630 who will assist in advising the supervisor and employee in appropriate immediate care and coordinate with appropriate medical staff for continued treatment. Supervisors should follow the instructions of the on-call Nurse.
   (2) Complete the **Accident/Near Miss Form** as stated above.
   (3) Complete as much of the bottom portion of **Form 801** before the completion of the injured worker's shift, or no later than 24 hours after the injury, and deliver the form through the chain of command to the respective Division Manager who will forward the form to the Risk Manager. **This requirement is mandatory because all claims must be submitted to our insurance carrier within 5 days of the injury.**
   (4) The supervisor will give the injured employee a packet of forms, to include: Release to Return-to-Work, and a copy of the employee's job description. The injured employee will take the forms to the attending physician or emergency room on the first visit. Supervisors shall keep packets of forms available at all times.
   (5) Refer injured employees to the Risk Manager for Light Duty assignments.
   (6) The employee will be allowed to return to regular work and pay once the attending physician has signed the employee's **Release to Return-To-Work** form.
   (7) Employees are required to turn in a written medical status report completed by their physician to the Risk Manager after each doctor's visit.

3. Medical Treatment After Normal Work Hours

a. If an employee is injured on duty and requires medical care, the on-call nurse from NursePlus 24/7 will coordinate appropriate medical care as quickly as possible following the incident.

b. Should continuation of this medical care, or transit to a medical care provider, also require time immediately following an employee's regular shift, such time, up until their admission to, or release from, the medical care provider shall be considered to be time worked, providing that:
   (1) The injury occurred on duty during the immediate preceding shift,
   (2) The employee's supervisor is informed the employee intends to seek medical care for an injury incurred on duty during that shift **before** the employee seeks the medical care,
   (3) The employee provides documentation from the medical care provider stating medical care was required and the condition requiring the care was not a preexisting condition; and
   (4) The employee provides documentation of the time spent in transit to the medical care provider and/or the time spent receiving medical care before admission to, or release from, the medical care provider.

c. Any time required in transit to a medical care provider or receiving medical care which is not part of the work shift when the injury occurred, or which is not immediately following such shift, including follow up medical appointments, is not considered to be time worked and is not overtime compensable.

E. Light Duty

The City of Corvallis is committed to providing staffing resources to accomplish needed work while providing employees who are unable to perform their regularly assigned duties an alternative to significantly reducing or depleting their accumulated sick leave.

1. The Chief of Police will be notified of all light duty assignments. Light duty assignments will be approved and coordinated by the Risk Manager.
2. Light duty for psychological reasons is specifically not allowed.
3. Employees in light duty status will be continued at their normal rate of salary. Hours of work and tasks assigned will be at the discretion of the department and what best meets the organization's over all needs.
4. Job Related Light Duty
   a. In the event an employee has a job related illness/injury and is capable of returning to work in a light duty status, the department will, if specific projects and/or tasks are available, bring the employee back to work in a light duty status. If there are no light duty jobs available at the Department, the Risk Manager will work with Human Resources to locate a suitable light duty assignment elsewhere in the City.
2. Non-job Related Light Duty
   a. Employees with non-job related illness/injury are allowed to use their accrued leave banks in accordance with their respective labor agreement or, if silent, the City Employee Handbook.
   b. In the event an employee has a non-job related illness or injury and is capable of returning to work in a light duty status, the department may, if specific projects and/or tasks are available, allow the employee to return to work in a light duty status. Non-job related light duty will only be considered when the employee's prognosis for recovery exceeds 90 days.
      (1) Request Process
      Employees should make their request for non-job related injury/illness light duty status in writing through their chain of command to their respective Division Manager. A physician's statement allowing light duty, listing limitations, and an estimated time of recovery must accompany the written request.
      (2) A light duty status job will be of substantive benefit to the department.
      (3) Light Duty assignment will be contingent upon the medical prognosis of full physical recovery from the employee's injury/illness within a reasonable period of time.
      (4) The maximum light duty assignment will be 60 days, however may be extended up to six months at the discretion of the Chief of Police.
      (5) Extension Considerations:
         (a) The medial prognosis of the employee being able to return to full employment in a reasonable period of time thereafter in accordance with the advice of a physician retained by the department.
         (b) The availability of assignments that can be worked by light duty personnel that is of substantive benefit to the Department.
         (c) Organizational need.

22.2.14 Family Leave Medical (FLMA) (CALEA Std 22.2.1)

The City of Corvallis and the Department recognizes the need to care for family medical emergencies. All employees will be afforded the opportunity for FMLA in accordance with the City Administrative Policy 3.16 Family Medical Leave

22.2.15 Public Access Defibrillation Program

A. The Corvallis Police Department participates in the City of Corvallis Public Access Defibrillation Program (PAD).

B. All police department employees training in CPR/First Aid to the American Red Cross standard will also be annually trained in the use of the defibrillator and are authorized to implement usage of the defibrillator for an incident in which a person goes into Ventricular Fibrillation (VF).

C. There is one Automated External Defibrillator (AED) located on the first floor of the Law Enforcement Building

D. The Police Departments Safety Committee will act as the department's Public Access Defibrillation Program Team and administer the PAD program for the police department.

E. Anytime the AED is used for a qualifying incident, a City of Corvallis AED Event Summary MUST be completed by the person whom administered the AED as detailed in the PAD Program.

F. The AED Event Summary will be completed prior to the employee completing their tour of duty for the day.

G. Anytime the AED is administered, the PAD Site Leader will be immediately notified, who will respond to the scene.

H. The PAD Site Leader is a member of the department's Safety Committee. The Senior Administrative Specialist, Exempt, will provide the PAD Site Leader's information for contact.

I. The AED Event Summary will be forwarded to the PAD Coordinator by the PAD Site Leader without delay and no later than the next scheduled work day following the AED application.

22.3 COMPENSATION, BENEFITS, AND CONDITIONS OF WORK: CONDITIONS OF WORK

22.3.1 Physical Examinations for Sworn Employees (CALEA Std 22.2.1)

All new employees (except casual and seasonal) are required to pass a physical examination prior to hiring. Prospective employees will be directed to complete a physical examination, at the expense of the City of Corvallis, as appropriate to the essential functions of the job and in accordance to the Americans With Disabilities Act.

A. Sworn personnel and telecommunicators will complete a Department of Public Safety Standards and Training (DPSST) medical examination and meet the minimum standards as set forth in DPSST personnel requirements.

B. Non-sworn personnel will complete a basic physical examination and assessment for their ability to perform the work of the position they are contending for. Communications personnel will also complete a hearing test to ensure uncorrected or corrected hearing adequate to perform the duties of a 9-1-1 Dispatcher position.

22.3.2 Health and Fitness Requirements (CALEA Stds 22.1.7, 22.2.1, 22.2.2, 22.2.3)

A. All employees are encouraged to obtain periodic physical examinations. The age of the employee and/or job assignment may determine the frequency of the examinations. Employee initiated physical examinations are at the employee's expense, unless otherwise provided for in their medical insurance plan.

B. If an employee's work or attendance indicate the possibility of an underlying physical or psychological health problem that may be interfering with an employee's ability and/or availability to perform his/her primary duties, the employee may be required to submit to a medical or psychological fitness for duty examination by a designated physician or psychologist. Required medical or psychological fitness examinations will be at no cost to the employee.

C. All employees must maintain the necessary physical fitness standards to perform the essential functions of their respective position. The City of Corvallis provides a wellness program that encourages good health and fitness. The Police Department will assign a liaison to the City of Corvallis Wellness Committee.

D. The City of Corvallis encourages personnel to achieve healthy lifestyles, promote wellness and motivate people to live healthier lives. The City of Corvallis provides all agency personnel access to a variety of health and wellness services, which include:

1. Health assessments
2. Health coaching
3. On-line change programs (smoking cessation, weight, exercise, and stress management)
4. On-line health and wellness information and resources

The bona fide wellness program services are coordinated through the City Human Resources Department by the Risk Manager and are free of charge to the employee. These are voluntary programs offered to all city

employees. Exempt, AFSCME, CPOA and CRCCA employees who participate in the City's wellness program will receive a City paid contribution into their prospective Health Savings Plan (HSP), based on their participation level.

1. As resources allow, the Police Department will endeavor to implement wellness activities and/or provide information related to wellness topics. This may take the form of presentations, classes, or programs that introduce employees to healthy lifestyle choices.

E. Law enforcement can be a physically, emotionally, and mentally demanding line of work. Corvallis Police Department is committed to providing personnel with access to services to help them preempt and resolve emotional difficulties and to take those measures necessary in the provision of mental health services to ensure their well-being and safety.

1. Resources available for personnel, supervisors, or the Department to utilize or implement, as needed, are listed below:
   a. Employee Assistance Program (EAP): A City benefit that, in addition to other services, provides confidential mental health services maintained by a third party.
   b. Peer Support: A joint team consisting of personnel from the Corvallis Police Department and Benton County Sheriff's Office. All team members receive training allowing them to provide confidential help and guidance to employees.
   c. Chaplain: Chaplain services are available through a third party provider and are incorporated into the Departments Peer Support team.
   d. Early Intervention System: A sound review process in support of agency personnel.
   e. Critical Incident Debrief (CID): A tool for supervisors to implement when employees have experienced or been exposed to particularly traumatic events.
   f. Wellness Program: The City provides a formalized wellness program while the Department may occasionally provide wellness events or presentations for personnel.
   g. Exercise, journaling, prayer, meditation, or talking with a spouse, co-worker, or close friend: Each are time-tested, reliable means for dealing with the pressures of life that we all feel at one time or another. Employees can try out or implement these simple steps on their own as a means for dealing with life stressors, in ways that make sense for their current life circumstances. Ultimately, everyone is individual and everyone needs to figure out what works best for their situation.

22.3.3 Off Duty Employment (CALEA Std 22.2.4)

A. Corvallis Police Officer's Association, Corvallis Regional Communications Center Association and Exempt Employees:
Upon approval of the Chief of Police, outside employment may be permitted provided that it does not prevent employees from devoting their primary employment interest to the accomplishment of their work for the City or create a conflict between the private interest of the employee and the official responsibility of the employee. An employee shall not perform outside work:

1. That is of such a nature that it may be reasonably construed by the public to be the official act of the City or Department thereof; or
2. That involves the use of City facilities, equipment, and supplies of any kind; or
3. That involves the use of official information not available to the public, or
4. That involves employer paid time, or
5. That might encourage a reasonable belief of a conflict of interest on the part of the members of the general public.

B. American Federation of State, Municipal and County Employees
Permission to work at outside employment is not required, however it is understood that the AFSCME full-time employee's primary commitment is to their Corvallis Police Department job. Outside employment should not detract from the efficiency of an employee's Police

Department duties, nor should it present a conflict of interest or otherwise damage the job-related credibility of an employee or the City. Should a problem arise concerning an AFSCME employee's outside employment, it is understood that the employee may be subject to discipline as provided in Article 27 of the City of Corvallis/AFSCME labor agreement.

C. While an employee is not prohibited from performing outside work solely because the work is of the same general nature as the work the employee performs for the City, an employee shall be prohibited from performing outside work:
   1. If the work is such that the employee would be expected to do it as a part of his/her regular duties, or
   2. If the work involves management of a business closely related to the official work of the employee, or
   3. If the work would tend to influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties.
   4. If the work would tend to interfere with the employee's ability or availability to perform his/her primary employment on behalf of the City.

D. All requests to engage in outside employment must be submitted in writing to the Chief of Police using CPD Form 49. The Chief of Police will approve or deny the request and return the form to the designated Administrative Specialist who will provide a copy of the approval/denial to the employee and maintain records of requests in the employee's personnel file. The employment request must be approved prior to beginning said employment.
   1. The request will specify the name of the prospective employer, the job title of the position, an estimate of the number of hours to be worked weekly, a description of the nature of work to be performed and identification of the prospective employer's worker's compensation carrier.

E. The Chief of Police, with just cause, may at any time revoke permission for an employee to hold outside employment.

22.3.4 Off Duty Employment Where Law Enforcement Powers May Be Utilized

In no circumstances shall an employee's off duty employment involve the use of law enforcement powers or City-owned or issued equipment or supplies.

1. A sworn casual employee may work for another law enforcement agency only under the authority that has been granted by that outside agency. Sworn casual personnel must seek the approval of the Chief of Police before accepting employment with another law enforcement agency.

22.4 LINE OF DUTY DEATH OR SERIOUS INJURY

22.4.1 PURPOSE

The purpose of this directive is to establish procedures that will ensure the proper support and emotional care for a Corvallis Police Department (CPD) police officer's family following a line-of-duty death or serious injury.

22.4.2 POLICY

It is the policy of the CPD to provide liaison assistance to the immediate survivors of any employee who dies in the line of duty. This assistance will be provided whether the death was unlawful or accidental (i.e., automobile accident, hit by a passing vehicle during a traffic stop, training accident, etc.) while the officer was performing a police-related function, either on or off-duty and while the officer was an active member of the CPD. The Chief of Police may institute certain parts of this directive for cases of an officer's natural death. The CPD will also work with other City of Corvallis departments to provide clarification and comprehensive study of survivor benefits as well as other tangible and intangible emotional support during this traumatic period of readjustment for the surviving family. Funeral arrangements of the deceased officer are to be decided by the FAMILY, with their wishes taking precedence over the CPD's.

22.4.3 PROCEDURES (CALEA 22.1.5)

A. DISCUSSION

1. Coordination of events following the line-of-duty death of a police officer is an extremely important and complex responsibility. Professionalism and compassion must be exhibited at all times as an obligation to the officer's survivors and to the law enforcement community. In order to provide the best possible services and support for the officer's family, specific tasks may be assigned to selected members of the CPD. Their titles are:
   a. NOTIFICATION OFFICER
   b. HOSPITAL LIASON OFFICER
   c. FAMILY LIASON OFFICER
   d. CPD LIASON OFFICER
   e. BENEFITS COORDINATOR
2. An explanation of each of these responsibilities is contained in this directive. An officer may be called upon to perform more than one role.
3. This directive is based upon guidelines suggested in the handbook titled, "**Support Services to Surviving Families of Line of Duty Deaths**," by Suzanne F. Sawyer, the Executive Director of Concerns of Police Survivors, Inc. (C.O.P.S.), located in Upper Marlboro, Maryland.

B. NOTIFICATION

1. It shall be the responsibility of the Chief of Police to properly notify the next of kin of an employee who has suffered severe injuries or died. The Chief of Police may personally

make the notification or may designate a Captain or NOTIFICATION OFFICER if the Chief of Police is not immediately available (out of state) to inform the survivors.

2. The CPD must never release the name of the deceased officer before the immediate family is notified.
3. If there is knowledge of a medical problem with an immediate survivor, medical personnel should be available at the residence to coincide with the death notification.
4. Notification MUST ALWAYS be made in person and, when practicable, never alone. The Chief of Police, chaplain (Crisis Chaplaincy member), close friend, or another police survivor could appropriately accompany the NOTIFICATION OFFICER/TEAM. However, if the aforementioned persons are not readily accessible, notification should not be delayed until these people can gather. If there is an opportunity to get to the hospital prior to the death of the officer, don't wait for the delegation to gather. The family should learn of the death from the CPD first and not from the press or other sources.
5. Never make a death notification on the doorstep. Ask to be admitted to the house. Inform family members slowly and clearly of the information that you have. If specifics of the incident are known, the NOTIFICATION OFFICER should relay as much information as possible to the family. Be sure to use the officer's name during the notification.
6. If the officer has died, relay that information. Never give the family a false sense of hope. Use words such as "died" and "dead" rather than "gone away" or "passed away".
7. If the family requests to visit the hospital, they should be transported by police vehicle. It is strongly recommended the family not drive themselves to the hospital. If the family insists on driving, an officer should accompany them in the family car.
8. If young children are at home, the NOTIFICATION OFFICER will assist in arranging for child-care needs. This may involve co-workers' spouses, transportation of children to a relative’s home, or a similar arrangement.
9. Prior to departing for the hospital, the NOTIFICATION OFFICER should notify the hospital staff and the HOSPITAL LIAISON (by telephone if possible) that a member(s) of the family is en route.
10. The deceased or seriously injured officer's parents should also be afforded the courtesy of a personal notification if possible.
11. If immediate survivors live a significant distance beyond the Corvallis area, the NOTIFICATION OFFICER will ensure that the Corvallis Regional Communications Center sends a teletype message to the appropriate jurisdiction requesting a personal notification. The NOTIFICATION OFFICER shall also call the other jurisdiction by telephone in addition to the teletype message. Arrangements should be made to permit simultaneous telephone contact between the survivors and the CPD.
12. The Chief of Police will respond to the residence or the hospital to meet with the family, as quickly as possible.
13. In the event of an on-duty death, the external monitoring of police frequencies may be extensive. Communications regarding notifications will be restricted to the telephone whenever possible. If the media has somehow obtained the officer's name, they should be advised to withhold the information, pending notification of next of kin.

C. ASSISTANCE FOR AFFECTED OFFICERS

1. Officers who were on the scene or who arrived moments after an officer was critically injured or killed will be relieved as quickly as possible.
2. Police witnesses and other officers who may have been emotionally affected by the serious injury or death of another officer shall attend a Critical Incident Debriefing (CID) and or be referred to the City Employee Assistance Program (EAP).

D. ASSISTING THE FAMILY AT THE HOSPITAL

1. The first supervisor or command staff member, other than the Chief of Police, to arrive at the hospital becomes the HOSPITAL LIAISON. The HOSPITAL LIAISON is responsible for coordinating the activities of hospital personnel, the officer's family, police officers, the press and others. These responsibilities include:
    a. Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the NOTIFICATION OFFICER, and only those others requested by the immediate survivors.
    b. Arrange a separate area for fellow police officers and friends to assemble.
    c. Establish a press staging area.
    d. Ensure that medical personnel relay pertinent information regarding an officer's condition to the family on a timely basis and before such information is released to others.
    e. Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased officer be directed to the CPD's workers compensation insurance carrier, CPD, or the City of Corvallis. The family should NOT receive any medical bills at their residence. This may require the HOSPITAL LIAISON to contact the hospital during normal business hours to ensure that proper billing takes place.
    f. Ensure that the family is updated regarding the incident and the officer's condition upon their arrival at the hospital.
    g. Arrange transportation for the family back to their residence.
2. If it is possible for the family to visit the injured officer before death, they should be afforded that opportunity. A police official should "prepare" the family for what they might see in the emergency room and should accompany the family into the room for the visit if the family requests it. Medical personnel should advise the family of visitation policies and, in the event of death, explain why an autopsy is necessary.
3. The NOTIFICATION OFFICER should remain at the hospital while the family is present.
4. Do not be overly protective of the family. This includes the sharing of specific information on how the officer met his demise, as well as allowing the family time with the deceased officer.

E. SUPPORT OF THE FAMILY DURING THE WAKE AND FUNERAL
1. The Chief of Police will meet with the officer's family at their home to determine their wishes regarding departmental participation in the preparation of the funeral or services. All possible assistance will be rendered.
2. With the approval of the family, the Chief of Police will assign a FAMILY LIAISON Officer. The Chief of Police will also designate a CPD LIAISON Officer and a BENEFITS COORDINATOR.

F. FAMILY LIAISON OFFICER
1. The selection of a FAMILY LIASON OFFICER is a critical assignment. An attempt should be made to assign someone who enjoyed a close relationship with the officer and his family.
2. This is not a decision-making position. This is a role of "facilitator" between the family and the CPD.
3. Responsibilities of the FAMILY LIASON OFFICER:
    a. Ensure that the needs of the family come before the wishes of the CPD.
    b. Assist the family with funeral arrangements and make them aware of what the CPD can offer if they decide to have a police funeral. If they choose the latter, brief the family on the CPD's funeral procedure.
    c. Apprise the family of information concerning the death and the continuing investigation.

d. Provide as much assistance as possible, including overseeing travel and lodging arrangements for out-of-town family members, arranging for food for the family, meeting child care and transportation needs, etc.
e. Be constantly available to the family.
f. Determine what public safety, church, fraternal and labor organizations will provide in terms of financial assistance for out-of-town family travel, food for funeral attendees following the burial, etc.
g. Notify Concerns of Police Survivors (C.O.P.S.), (301) 599-0445. Members are available to provide emotional support to surviving families.
h. Carry a CPD cell phone at all times.

G. CPD LIAISON OFFICER

1. This position is normally assigned to a Command Officer (lieutenant or above) because of the need to coordinate resources throughout the CPD.
2. CPD LIASON OFFICER responsibilities:
   a. Work closely with the FAMILY LIAISON Officer to ensure that the needs of the family are fulfilled.
   b. Handle the news media throughout the ordeal. If the family decides to accept an interview, the department's PIO should attend to "screen" questions presented to the family so as not to jeopardize subsequent legal proceedings.
   c. Meet with the following persons to coordinate funeral activities and establish an itinerary:
      1) Chief of Police and Captains;
      2) Funeral Director;
      3) Family priest, minister or rabbi;
      4) Cemetery Director; and
      5) Honor Guard.
   d. Direct the funeral activities of the CPD and visiting police Departments according to the wishes of the family.
   e. Issue a teletype message to include the following:
      1) Name of deceased;
      2) Date and time of death;
      3) Circumstances surrounding the death;
      4) Funeral arrangements (state if service will be private or a police funeral);
      5) Uniform to be worn;
      6) Expressions of sympathy in lieu of flowers; and
      7) Contact person and phone number for visiting Departments to indicate their desire to attend and to obtain further information.
   f. Obtain an American Flag. If the family wishes a flag presentation by the Chief of Police, notify the Chief.
   g. If the family desires a burial in uniform, select an officer to obtain a uniform and all accoutrements (except weapons) and deliver them to the funeral home.
   h. Assign members for usher duty at the church.
   i. Arrange for the delivery of the officer's personal belongings to the family. Ensure they are inspected and cleaned prior to delivery.
   j. Brief the Chief of Police and staff concerning all funeral arrangements.
   k. Ensure that the surviving parents are afforded recognition and that proper placement is arranged for them during the funeral and procession.
   l. Arrange for a stand-by doctor for the family, if necessary.

m. Coordinate traffic management with other jurisdictions, if necessary, during the viewing, funeral and procession. Arrange for a tow truck to be available along the procession route.

n. Assign an officer to remain at the family home during the viewing and funeral.

o. Maintain a roster of all Departments sending personnel to the funeral, including:

1) Name and address of responding agency;
2) Name of the Chief of Police;
3) Number of officers responding;
4) Number of officers attending the reception after the funeral; and
5) Number of vehicles.

p. Assist in making the necessary accommodations (food, lodging, etc.)

q. Acknowledge visiting and assisting Departments.

r. Arrange for routine residence checks by the appropriate jurisdiction of the survivor's home for 6-8 weeks following the funeral. This service is necessary since large amounts of money may be passing through the residence and the survivors will be spending much time away from the home dealing with legal matters.

H. BENEFITS COORDINATOR

1. The BENEFITS COORDINATOR will gather information on all benefits/funeral payments available to the family. The BENEFITS COORDINATOR has the CPD's full support to fulfill this responsibility to the survivors and is completely responsible for filing the appropriate benefit paperwork and following through with the family to ensure that these benefits are being received.

2. The BENEFITS COORDINATOR is responsible for:

a. Filing Worker's Compensation claims and related paperwork.

b. Contacting the appropriate Offices without delay to ensure that the beneficiary receives death and retirement benefits, the officer’s remaining paychecks and payment for remaining annual and compensatory time.

c. Gathering information on all benefit/ funeral payments that are available to the family.

d. Setting up any special trust funds or educational funds.

e. Notifying police organizations such as the Corvallis Police Officers Association, etc., of the death and to ensure that any and all entitlements are paid to the beneficiary(s). These agencies may also offer legal and financial counseling to the family at no cost.

f. Preparing a printout of the various benefits/funeral payments that are due to the family, listing named beneficiaries, contacts at various benefits offices, and when they can expect to receive payment.

g. Meeting with the surviving family a few days after the funeral to discuss the benefits they will receive. A copy of the prepared printout and any other related paperwork should be given to the family at this time.

1) If there are surviving children from a former marriage, the guardian of those children should also receive a printout of what benefits the children may be receiving.
2) Attention should be given to the revocation of health benefits. The majority of health benefit providers allow a 30-day grace period before canceling or imposing monthly payments upon survivors.

h. Meeting again with the family in about six (6) months to make sure that they are receiving benefits.

I. CONTINUED SUPPORT FOR THE FAMILY

1. Members of the CPD must remain sensitive to the needs of the survivors long after the officer's death. The grief process has no timetable and survivors may develop a complicated grief process. More than one-half of the surviving spouses can be expected to develop a post-traumatic stress reaction to the tragedy.
2. Survivors should continue to feel a part of the "police family." They should be invited to CPD activities to ensure continued contact.
3. Members of the CPD are encouraged to keep in touch with the family. Close friends, co-workers and officials should arrange with the family to visit the home from time to time so long as the family expresses a desire to have these contacts continue.
4. The Chief of Police will observe the officer’s death date with a short note to the family and/or flowers on the grave.
5. Holidays may be especially difficult for the family, particularly if small children are involved. Increased contact with the survivors and additional support is important at these times.
6. The FAMILY LIAISON acts as a long-term liaison with the surviving family to ensure that close contact is maintained between the CPD and the survivors and that their needs are met for as long as they feel the need for support.
7. If no court proceedings surround the circumstances of the officer's death, the FAMILY LIAISON will relay all details of the incident to the family at the earliest opportunity.
8. If criminal violations surround the death, the FAMILY LIAISON will:
    a. inform the family of all new developments prior to press release;
    b. keep the family apprised of legal and parole proceedings;
    c. introduce the family to victim assistance specialists of the court;
    d. encourage the family to attend the trial, and accompany them whenever possible; and
    e. arrange for detectives to meet with the family at the earliest opportunity following the trial to answer their questions.

22.4.4 EMERGENCY INFORMATION

Sworn personnel shall complete CPD Form 163 Critical Incident Information in its entirety, seal it inside the provided envelope, and turn it in to their direct supervisor to be filed. Completed forms will be maintained inside a secure cabinet in the Watch Commander’s office. The information provided in this form is intended for use *only* in the event of a serious injury or line of duty death. Once each year, as part of the uniform inspection process, supervisors will ask officers if the information on the form is still current and up to date. If the information on the form needs updating, supervisors will provide the employee with a new form to complete.

22.5 LONG-TERM MILITARY DEPLOYMENT AND REINTEGRATION (CALEA Std 22.2.8)

22.5.1 Principle

There are members of our department that are also serving in the armed forces. These employees, and their families, live with the possibility of being called to active duty, sometimes for an extended period of time. It is important to realize they are still a valued member of our department, even though they may be thousands of miles away. The transition in and out of active military duty can be challenging for both the employee and their family. The department can play a critical role in helping to mitigate some of the stress associated with this process.

22.5.2 Scope

The following provisions are intended to help any employee, whether sworn or non-sworn, when dealing with a long-term (greater than 180 days) military deployment. Provisions are to support the employee and family pre-deployment, during the deployment and subsequent reintegration.

22.5.3 Agency and City Point of Contact (POC) (CALEA Std 22.2.8 A, B and G)

A. An employee shall advise their supervisor as soon as they have been officially notified of the impending long-term military deployment. The employee must also provide their supervisor, as soon as they are able, a copy of their military orders. Their supervisor shall then notify the Division Manager of the employee's impending military deployment and provide them with the military orders (once received from the employee). The Division Manager shall ensure Human Resources is notified (via the Office of the Chief) of the employee's upcoming deployment and, as soon as it is received, a copy of the employee's military orders.

B. The Division Manager will act as the Department POC. The Division Manager will also provide assistance to the family and employee as the need is identified by either.

C. Technology provides a multitude of options including e-mail, voicemail, text, phone, mail, etc. for staying in touch with the deployed employee. The employee and their supervisor will determine the most convenient and appropriate level of contact to ensure a supportive relationship with the employee is maintained. This may include updates regarding agency news, significant events and promotions and promotion opportunities. Consideration should also be given as to whether the employee's family may need contact or additional support to help them with the long-term deployment situation. Supervisors will also stay in contact the employee's family during the deployment. The overriding goal is to ensure a seamless transition and ease the employee's eventual reintegration upon their return from the long-term deployment.

D. The employee is encouraged to contact and speak directly with Human Resources to have any concerns or questions regarding City benefits, payroll, etc., answered and/or explained. There will be no designated contact person as any HR personnel will have the ability to assist the employee, as needed. *See also: City of Corvallis Employee Handbook, Section IV Military Family Leave Entitlements.*

22.5.4 Out Processing (CALEA Std 22.2.8 C)

All deployed personnel shall complete an exit interview with the Chief of Police or his/her designee prior to deployment.

22.5.5 Storage of Agency Owned Equipment (CALEA Std 22.2.8 D)

There is no expectation that equipment will need to be returned to or stored by the Department. The employee will have the responsibility to store all department-issued uniforms and equipment appropriately and safely, and in such a manner as to ensure they are both secure and reasonably safe from possible damage or deterioration.

22.5.6 Department Owned Handguns and Ammunition (CALEA Std 22.2.8 D)

Employees will ensure their handgun and ammunition is secured and locked in a security box per GO 1.5.6D. At their discretion, employees may choose to have their department issued handgun/ammunition retained at the police department while they are deployed.

22.5.7 Reintegration – Return From Deployment (CALEA Std 22.2.8 E)

A. When returning to duty after a long-term deployment the employee shall complete an interview with the Chief of Police or his/her designee prior to returning to duty.

B. It is recognized that members returning from military deployment, particularly those involved in combat operations, may have specialized needs. It is further recognized that traditional Employee Assistance Programs (EAP) may not sufficiently meet the needs of our returning military members/police officers. As a result, the employee will be provided with all locally available and feasible resources to meet those particular needs. Department Peer Support personnel may also play a role, as needed, in maintaining a smooth return to duty.

22.5.8 Refresher Training (CALEA Std 22.2.8 F)

A. Sworn employees returning from a long-term deployment will be provided refresher training to assure they are reoriented to their assigned role. This process shall include ensuring the employee is brought up to date regarding any and all policy and procedural updates issued since the employee's initial separation from the agency. The time allocated for reorientation/ refresher training will vary and be dependent upon the PTO's assessment of the employee's ability to step back into their assigned role within the agency.

B. The Training Sergeant will ensure the employee is provided adequate requalification training on all firearms, less-lethal weapons, survival skills, and legal updates.

C. If the deployed employee was in a Specialty Assignment prior to their long-term deployment, the Division Manager will ensure appropriate refresher training is provided prior to reassignment back into the specialty position.

D. If the deployed employee is a sworn manager (Lieutenant, Captain, Chief), they will be reoriented with updated policy and procedures by Command Staff Personnel without being assigned to a PTO. They will also be provided adequate requalification training on all firearms, less-lethal weapons, survival skills and legal updates by department instructors. All reorientation training will be documented.

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24.1 COLLECTIVE BARGAINING: ADMINISTRATION

24.1.1 Agency Role in Collective Bargaining (CALEA Std 22.3.1)

The City of Corvallis City Manager's Office is responsible for negotiating contracts with City of Corvallis employee bargaining units. The Corvallis Police Department will provide management members to the bargaining sessions to act as a resource to the bargaining team.

24.1.2 Specification of Agency Bargaining Units and Collective Bargaining Team (CALEA Std 22.3.1)

The City of Corvallis and Corvallis Police Department will bargain collectively with the American Federation of State, Municipal and County Employees (AFSCME), the Corvallis Regional Communications Center Association (CRCCA) and the Corvallis Police Officer's Association (CPOA). These associations represent all non-sworn, non dispatchers (AFSCME), dispatchers (CRCCA) and sworn (CPOA) permanent, non-exempt employees of the Police Department.

A. Bargaining will be conducted in accordance with State and Federal law and according to any contract or City policy provisions.

B. The City Manager's Office bears responsibility for conducting all City of Corvallis labor contract negotiations. The Human Resources Director shall appoint the members of the City bargaining team and coordinate the principal negotiator for the City, to present the proposals and counter proposals on behalf of the City.

C. The City of Corvallis will bargain only with employee associations duly formed and recognized under State Law.

24.2 COLLECTIVE BARGAINING: PROCEDURES

24.2.1 Ground Rules (CALEA Std 22.3.1)

Ground rules for the negotiation of wages, hours and terms and conditions of employment will be mutually agreed upon prior to beginning actual negotiations. Rules shall be set to establish:

A. Size and composition of the bargaining teams;
B. Compensation for bargaining team members during bargaining sessions;
C. Meeting schedules, agendas and time limitations;
D. Procedures governing release of negotiations-related information to third parties including the media, during the negotiations process;
E. Method of recording the deliberations;
F. Procedures for introducing issues; and
G. Steps for conflict resolution.

24.2.2 Good Faith Bargaining (CALEA Std 22.3.1)

Representatives of the City of Corvallis and the representatives of employee's respective associations authorized to bargain collectively, have a mutual obligation to negotiate in good faith at reasonable times and places with respect to wages, hours, terms and other conditions of employment. The good faith obligation does not mean that either party is compelled to agree to a proposal nor does it require the making of a concession.

24.2.3 Written Record of Collective Bargaining Agreement (CALEA Std 22.3.1 and 22.3.2)

As a result of collective bargaining between the City of Corvallis and the Corvallis Police Department employee associations authorized to bargain collectively, a written record in the form of a contract will be produced. The contract printing and distribution shall be shared equally by the City of Corvallis and the employee association and distributed to all bargaining unit members and their supervisors/managers unless otherwise agreed. The City of Corvallis and members of the Corvallis Police Department employee associations are committed to abide, in both letter and spirit, by the negotiated labor agreement as set forth in the printed agreements.

24.3 COLLECTIVE BARGAINING: CONTRACT MANAGEMENT

24.3.1 Collective Bargaining Agreement Dissemination (CALEA Std 22.3.2)

A. Each Corvallis Police Department employee will be provided with a copy of his/her respective labor agreement and the City of Corvallis Employee Handbook. In addition, supervisory employees will be provided with a copy of the labor agreement(s) pertaining to any of the employees they supervise.

B. Collective bargaining agreement production and distribution responsibility will be shared by the City and the employee's respective labor organization. Likewise, costs for the publication of the labor agreements will be equally shared between the City and the union unless otherwise agreed.

24.3.2 General Order Revisions as a Result of Collective Bargaining (CALEA Std 22.3.2)

Following the signing and issuance of a collective bargaining agreement, the Professional Standards Lieutenant will review any changes to the agreement and recommend to the Chief of Police any revisions in General Orders necessary to ensure compliance with the agreement.

24.3.3 Training of Supervisory and Management Personnel

To ensure that supervisory and management personnel are thoroughly familiar with the contractual terms affecting the personnel they supervise, the Chief of Police will:

A. Provide a copy of the contractual agreement to the supervisor and management personnel, and

B. Provide in-service training on contract management and any changes resulting from the new agreement.

25.1 GRIEVANCE PROCEDURES

25.1.1 Grievance Procedure (CALEA Std 22.4.1)

It is the policy of the City of Corvallis to ensure that employees receive fair and equitable treatment; to provide employees with an easily accessible procedure for expressing dissatisfaction; and to foster sound employee-supervisor relations through communication and ultimate reconciliation of work-related problems. Employee grievance procedures are established as a means of meeting these policy objectives.

A. Definition
A grievance is a dispute or complaint that the City has acted contrary to its policies and procedures covered in the Employee Handbook or its collective bargaining agreements regarding terms and conditions of employment.

B. Collective Bargaining Agreements
Grievance procedures for employees covered under collective bargaining agreements are described in those agreements:
1. The City of Corvallis and Corvallis Police Officer's Association (CPOA) Agreement,
2. The City of Corvallis and American Federation of State, County, and Municipal Employees Association (AFSCME) Agreement, and
3. The Corvallis Regional Communications Center Association (CRCCA) Agreement.

C. Exempt Employees
Employees not covered under collective bargaining agreements will follow the grievance procedure outlined in the City of Corvallis Employee Handbook.

25.1.2 Coordination Responsibility

The Chief of Police and Division Managers shall manage the grievance procedure for Police Department employees.

25.1.3 Grievance Information (CALEA Std 22.4.1)

Grievances will be submitted in writing, as prescribed in the applicable grievance procedure. At a minimum, written grievances will include the following information:

A. A statement of the grievance and the facts upon which it is based.
B. An account of the specific wrongful act alleged and harm done.
C. A statement of the remedy or adjustment sought.

25.1.4 Grievance Response (CALEA Std 22.4.1)

A. As the grievance proceeds through the various steps outlined in the CPOA, AFSCME, and CRCCA Agreements, or the City of Corvallis Employee Handbook, the respondent appropriate to the grievance step will:
1. Acknowledge receipt of the grievance by noting time, date, and name of the person receiving the grievance.
2. Analyze the facts and/or allegations.
3. Affirm or deny the allegations in the grievance.
4. Identify the remedy or adjustments, if any, to be made.

B. Responses will be made in writing and in a timely manner as specified in the respective grievance procedure.

25.1.5 Appeals

The procedures for appealing decisions made in the grievance process are detailed in the City of Corvallis Employee Handbook and the CPOA, AFSCME, and CRCCA collective bargaining agreements.

25.1.6 Grievance Records (CALEA Std 22.4.2)

A. The Administrative Services Manager is responsible for the maintenance and control of Department grievance records and coordination with the City Human Resources Department. Grievance records will be kept in a locked file cabinet, accessible only by authority of the Chief of Police.

B. The supervisor receiving a first step written grievance will forward a copy of the grievance to the designated Administrative Specialist for tracking purposes.

   1. The Administrative Specialist will assign the grievance a number and notify the grievant and the respondent of the assigned number.
   2. The assigned number will then be used by the grievant and the respondent in all subsequent written communications regarding the grievance.

C. Division Managers shall ensure that copies of grievance documents are forwarded to the designated Administrative Specialist at each step in the grievance process until the grievance is resolved and the file closed.

25.1.7 Annual Analysis (CALEA Std 22.4.3)

The Chief of Police will assign responsibility for an annual analysis of grievances filed by Police Department personnel, as well as policies and practices relating to the grievance process. This analysis will help to identify trends and causative factors and to determine if corrective action needs to be taken.

25.2 HARASSMENT POLICY

25.2.1 HARASSMENT-FREE WORKPLACE (CALEA Std 26.1.3)

It is the policy of the City of Corvallis and the Police Department to treat all employees equally and to provide employees a work environment free of unlawful harassment. Harassment in the workplace or in a work-related situation on the basis of sex, sexual orientation, gender identity or expression, race, color, ethnicity, national origin, citizenship status, religion, religious observance, age, source or level of income, political affiliation, physical or mental disability, medical condition, pregnancy, veteran or military status, marital status, union participation, injured worker status, non-supervisory family relationships, association with members of a protected class, or any other protected class or type of harassment or discrimination prohibited by law or policy will not be tolerated by the City. Harassment includes discrimination, workplace harassment, and/or sexual harassment (*refer to Administrative Policy 3.10 Harassment-Free Workplace for definitions of these terms*).

25.2.2 COMPLAINTS (CALEA Std 26.1.3)

All members of the Corvallis Police Department shall abide by the City's Harassment-Free Workplace policy outlined in the Administrative Policy Manual.

A. Any employee who feels he/she has been subject to discriminatory treatment in violation of this policy should bring this concern to the attention of their immediate supervisor, a higher rank if the supervisor is the offender, the Chief of Police, or the Human Resources Department. Any supervisor advised of such a concern shall immediately report the concern to the Chief of Police through the chain of command, as well as the Human Resources Department.

26.1 AWARDS AND COMMENDATIONS

The Corvallis Police Department provides a uniform means of recognizing actions or performance by its members and citizens which are either outstanding or beyond that which is normally expected.

26.1.1 Employee Recognition and Awards (CALEA Std 26.1.2)

The highest level of professional conduct is expected of all employees. Employees occasionally perform their duties in a manner exceeding even the highest standards of conduct. The official commendation of such performance is provided to give full recognition to those who have brought honor to themselves and the Police Department.

A. Procedure

Nominations for awards will be submitted on CPD Form 31 – Recommendation for Award through the chain of command to the Chief of Police. Recommendations from outside our Department, either citizen or other law enforcement agency, will be submitted by the employees' supervisor using CPD Form 31 – Recommendation for Award. It is the intent of this policy to allow citizens and outside agencies to make recommendations for our employees to receive awards without having to complete the form. The Chief will then task the Awards Review Board to review the recommendation.

1. Citizen letters or other documented commendations will be placed in employee personnel files, shift files, and a copy posted. If the Chief of Police feels a commendation is of such magnitude or significance, additional publicity and Police Department recognition may be added.
2. Awards Review Board - the Police Department will form an Awards Review Board for Medal of Honor, Medal of Valor, Distinguished Service Medal and Purple Heart recommendations, comprised of two employees of equal or greater rank from each Divisions and both Division Managers of the Police Department, to review each commendation or award the Chief assigns them. The Chief will select one of the two Division Managers to chair the board. The Awards Review Board will recommend whether to approve, disapprove, upgrade or downgrade the award to the Chief of Police. The Chief of Police retains the final determination of the award, recognition or nomination. The Corvallis Police Department Challenge Coin is exempt from the Awards Review Board procedure.
    a. At any time the Awards Review Board is required, yet would be unable to meet the above listed requirements, the Chief of Police will have final approval of who the members will be to review the award nomination. An example of this would be if a Division Manager were nominated for an award requiring a review process, it would not be possible, in accordance with the listed requirements, to convene a fully staffed Awards Review Board. This situation would be unusual and, under most circumstances, the listed requirements for board members will function adequately to meet the Department's needs.

B. Types of Awards (in order of precedence) (See General Order 41.3.10 O for Wear of the Medals and Pins)

1. **Medal of Honor** is awarded to personnel who distinguish themselves *conspicuously by gallantry and intrepidity at the risk of their lives above and beyond the call of duty. There must be no margin of doubt or possibility of error in awarding this honor. To justify the decoration, the actions must clearly render the employee conspicuous by an act so outstanding that it clearly distinguishes gallantry beyond the call of duty from lesser forms of bravery. It must be the type of deed that, if not done, would not subject the employee to any justified criticism. A posthumous award may be made to a member who has lost their life under conditions where they endangered themselves in circumstances consistent with good police practices. This award will be presented by the Chief of Police during an appropriate ceremony.*
    a. The Medal of Honor will consist of a medal with red, white and blue ribbon, a red, white and blue colored bar pin outlined in gold, accompanied by a framed certificate describing the act. The pin will be worn above the right pocket flap of the field uniform shirt directly above the name bar.
    b. An employee receiving the Medal of Honor will receive the original award certificate, and a copy of the certificate will be placed in the employee's personnel file.
2. **Medal of Valor** is awarded to personnel who are distinguished by extraordinary heroism. The act of the execution of duty must be knowingly performed in the presence of great danger or at great personal risk and must be performed in such a manner as to render the individual highly conspicuous in the police service. *This award will be presented by the Chief of Police during an appropriate ceremony.*
    a. The Medal of Valor will consist of a medal with solid blue ribbon, a blue bar pin outlined in gold, accompanied by a framed certificate describing the meritorious action. The pin will be worn centered above the nameplate of the field uniform shirt.
    b. An employee receiving the Medal of Valor will receive the original award certificate and a copy of the certificate will be placed in the employee's personnel file.
3. **Distinguished Service Medal** is awarded to personnel who are cited for gallantry not warranting a Medal of Honor or a Medal of Valor. The heroic act(s) performed must render the individual conspicuous and well above the expected standard of performance. Awards will not be made solely on the basis of having saved a life. *This award will be presented by the Chief of Police during an appropriate ceremony.*
    a. The Distinguished Service Medal will consist of a medal with solid red ribbon, a red bar pin outlined in gold, to be worn above the name plate, accompanied by a framed certificate describing the heroic act.
    b. An employee receiving the Distinguished Service Medal will be presented the original award certificate and a copy of the certificate will be placed in the employee's personnel file.
4. **Purple Heart Medal** is awarded to personnel who are killed, seriously wounded, or seriously injured in the performance of an official action. *This award will be presented by the Chief of Police during an appropriate ceremony.*
    a. The Purple Heart will consist of a medal with purple ribbon, a purple bar pin outlined in gold, and accompanied by a framed certificate describing the official act. The pin will be worn above the right pocket flap of the field uniform shirt directly above the name bar.
    b. An employee receiving the Purple Heart will receive the original award certificate, and a copy of the certificate will be placed in the employee's personnel file.

5. **Lifesaving Award** is awarded by the Chief of Police to personnel who, through exceptional knowledge, behavior and performance, perform a physical act that saves the life of another person or is otherwise instrumental in the saving of a life of another person and there is no danger to the employee's life. This award may be presented by a Lieutenant or above and, in order to remain timely, can be presented in briefing.
   a. The Lifesaving Award will consist of a red colored bar pin with a white cross symbol centered in the field of red, and accompanied by a framed certificate describing the lifesaving act. The pin will be worn above the right pocket flap of the field uniform shirt directly above the name bar.
   b. An employee receiving the Lifesaving Award will receive the original award certificate and a copy of the certificate will be placed in the employee's personnel file.
6. **Merit Award** is awarded to personnel who distinguish themselves by exceptional meritorious achievement or service, who, through personal initiative, tenacity, and great effort act to solve a major crime or series of crimes, or, through personal initiative and ingenuity, develop a program or plan which contributes significantly to accomplishing the Department's Mission, Action Plans, Objectives and Goals. This award may be presented by a Lieutenant or above and, in order to remain timely, can be presented in briefing.
   a. The Merit Award will consist of a blue and red colored bar pin with "MERIT" inscribed on the front accompanied by a framed certificate describing the meritorious action. The pin will be worn above the right pocket flap of the field uniform shirt directly above the name bar.
   b. An employee receiving the Merit Award will receive the original award certificate and a copy of the certificate will be placed in the employee's personnel file.
7. **Challenge Coin** is awarded to personnel for exceptional achievements, above and beyond the performance of routine duties, that significantly further the efficiency or effectiveness of the Corvallis Police Department, and/or; contribute to achieving the Department's Mission, and/or; exceptionally reflect our Vision and Values. This award may be presented by a Lieutenant or above and, in order to remain timely, can be presented in briefing.
   a. The Challenge Coin will consist of a two-sided metal coin accompanied by a framed certificate describing the meritorious action presented by the Chief of Police.
   b. The recipient will receive a framed Challenge Coin along with an original award certificate with a copy of the certificate placed in the employee's personnel file.
8. **Commendation** is a letter on Police Department stationary describing the performance to be commended, signed by the Chief of Police. Letters of commendation will be awarded for exemplary conduct such as highly professional performance or for displaying a high degree of initiative and/or dedication. The employee commended will receive the original document. A copy will be placed in the employee's personnel file and a copy will be posted on the Department bulletin board. This award may be presented by a Lieutenant or above and, in order to remain timely, can be presented in briefing.
9. Subsequent award pins will include number affixed to face of pin indicating total number of awards
10. All awards, except the Challenge Coin and Commendation, will be submitted and processed using CPD Form 31 – Recommendation for Award.
11. Awards/Pins from outside the Department must be approved on a case-by-case basis prior to being worn on an individual's department uniform.

C. Compliments/Appreciation

Compliment or Appreciation - Any internal or external communication to the Department that expresses the appreciation of an employee's performance or behavior. Verbal compliments/appreciation will be documented by the employee receiving the notification, and the

documentation will be routed through the chain of command. The employee commended will receive the original document. A copy will be placed in the employee's shift and personnel file, and a copy will be posted on the Department bulletin board.

26.1.2 Citizen Recognition and Awards (CALEA Std 26.1.2)

The effective investigation, prosecution, and reduction of crime cannot be accomplished by the Police Department without the support and cooperation of citizens. The Police Department seeks to further the acceptance of these shared responsibilities through recognition of those citizens whose actions have contributed to the apprehension of criminals, the prevention of crime, or the safety of the community.

A. Procedure
   1. Any commendation of a citizen will be documented appropriately in writing using CPD Form 31 – Recommendation for Award.
   2. The recommendation will be submitted through the chain of command to the Chief of Police using the same procedure set for employees.
   3. The Corvallis Police Department Challenge Coin is exempt from the Awards Review Board procedure.

B. Types of Awards
   1. Citizens and members of other law enforcement organizations may be recommended for any of the above listed awards.

26.2 DISCIPLINARY PROCEDURES

26.2.1 Code of Conduct and Appearance (CALEA Std 26.1.1)

The code of conduct and appearance for Police Department employees is outlined in the Police Department Rules and Regulations section of this manual. Corvallis Police Department rules and regulations, the Code of Ethics and General Orders address:

A. Compliance with agency directives,
B. Unbecoming conduct,
C. Use of alcohol and drugs,
D. Acceptance of gratuities, bribes or rewards,
E. Abuse of authority,
F. Force response, and
G. Proper care and maintenance of equipment.

Corvallis Police Department rules and regulations specify both required and prohibited conduct by employees and are prefaced by the Law Enforcement Code of Ethics and as outlined in General Order 1.1. Uniform specifications and appearance standards are outlined in General Order 41.3.

26.2.2 Distribution of Rules of Conduct (CALEA Std 26.1.1)

Each Police Department employee will be provided a copy of the Departmental rules of conduct in the General Order Manual. City of Corvallis Policy and Procedure manuals are located in each Division work area, on the City common drive, and are available from the Accreditation Manager. It is each employee's responsibility to read, understand and comply with these rules of conduct.

26.2.3 Disciplinary System (CALEA Std 26.1.4)

It is the policy of the Corvallis Police Department to investigate and properly adjudicate all complaints against its members. Additionally, supervisors and managers have the responsibility to investigate and discipline those whose conduct discredit the Police Department or impair its effective operation. The rights of the employee as well as those of the public must be preserved, and any investigation or hearing arising from a complaint must be conducted in a fair manner with the truth as its primary objective.

A. Discipline
   1. The word discipline comes from the Latin word DISCIPULUS, which means "a learner." The derivative DISCIPLINE means, "instruction, or training discipline." The primary goal of discipline is to rehabilitate the employee, through training. Therefore, discipline can be interpreted as "training that is expected to produce a specific character or pattern of behavior."
   2. Discipline attempts to change behavior or maintain standards. Its purpose is to teach and coach employees to respond to standards of performance and thereby raise their performance to an acceptable level.

B. Training

The Professional Standards Lieutenant is responsible for developing and coordinating in-service training (training which occurs throughout the year) for Police Department employees designed to further their knowledge and understanding of proper and effective police methods and techniques. The training will be designed to foster positive and constructive techniques for improving employee productivity, effectiveness and professionalism. Supervisors, Managers and/or the Chief of Police may mandate training for employees found to be deficient in any necessary skills.

C. Counseling

Employee counseling should also include requisite training. The counseling session should include:

1. The reason for the counseling. Be specific on what performance or misjudgment occurred and the need for corrective action.
2. Spell out that this performance or situation cannot be tolerated any longer.
3. Indicate how the supervisor expects the employee to correct the situation; spell out what you consider to be proper behavior and your expectations.
4. Explain clearly to the employee what consequences will be if they fail to correct the situation.

D. Administration of Discipline

Discipline will generally be administered progressively. The seriousness of the incident, the circumstances surrounding an incident, the employee's past disciplinary record, the employee's past work performance, the overall negative impact on the organization and/or to the community the incident caused, and the prognosis for future similar problems will all be taken into consideration in the administration of discipline. When a supervisor/manager determines the employee misconduct is minor, consisting of only a minor procedural mistake or minor misjudgment, employees as a general rule will be counseled and given appropriate training. A record of the counseling and training will be placed into the employee's shift file and the training document in the employee's training file. If the supervisor/manager determines a violation more severe than this has occurred, discipline will be administered as follows:

1. Oral Reprimand - if the employee misconduct is minor, but not a part of a continuing pattern, an oral reprimand may be appropriate. Oral reprimands will be documented in writing and will describe the misconduct, the corrective action taken and a statement that a reoccurrence of the incident will result in additional progressive discipline. Oral reprimands will be documented in the employee's personnel file(s). Department supervisors and managers, including the 9-1-1 Supervisor, Sergeants, Lieutenants, Captains and Chief, have the authority to give an Oral reprimand.
2. Written Reprimand - if the employee misconduct is more serious or is part of a continuing pattern of behavior involving repeated minor misconduct or mistakes, employees as a general rule will receive written reprimands. Written reprimands will contain the allegations of misconduct, the corrective action taken and a statement that a reoccurrence of the incident will result in additional progressive discipline. Written reprimands will be documented in the employee's personnel file(s). Department supervisors and managers, including the 9-1-1 Supervisor, Sergeants, Lieutenants, Captains and Chief, have the authority to give a Written reprimand.
3. Suspension or Demotion - if the employee misconduct is very serious or is part of a continuing pattern of behavior involving repeated misconduct, employees may be recommended for suspension in accordance with the employee's respective bargaining agreement or the City of Corvallis Employee Handbook. Department supervisors and managers, including the 9-1-1 Supervisor, Sergeants, Lieutenants, and Captains may recommend an employee for suspension or demotion in writing via their respective supervisor. The Division Manager is responsible for making the appropriate recommendation to the Chief of Police in writing and will include charges and specifications

for the particular offense, and a statement that a reoccurrence of the incident will result in additional progressive discipline. Suspensions or demotions will become a part of an employee's personnel file(s).

4. Dismissal - if the employee misconduct is so serious that continued employment is no longer appropriate or is part of a continuing pattern of behavior involving repeated serious or very serious misconduct, employees may be recommended for dismissal. Department supervisors and managers, including the 9-1-1 Supervisor, Sergeants, Lieutenants, and Captains may recommend an employee for dismissal in writing via their respective supervisor. The Division Manager is responsible for making the appropriate recommendation to the Chief of Police. Recommendations for dismissal will be submitted in writing by the respective Division Manager to the Chief of Police and will contain charges and specifications for the particular offense. Dismissals will be made in accordance with the employee's respective labor agreement or City of Corvallis Employee Handbook and in accordance with G.O. 26.2.6.

   Before discipline is administered, employees shall be entitled to procedural due process in conformity with the laws of the United States and the State of Oregon, including a reasonable time to prepare for any disciplinary hearing.

26.2.4 Supervisory Role (CALEA Std 26.1.5)

The role of supervisors, especially first-line supervisors, is crucial in the disciplinary process. First-line supervisors have the best opportunity to observe the conduct and appearance of officers and detect those instances when commendations, remedial training, counseling or disciplinary actions are warranted. In the disciplinary process, the role of the supervisor is:

A. To supervise the performance of employees and detect those instances when commendations, counseling or disciplinary actions are warranted.

B. To investigate allegations of employee misconduct when it is within the scope of their authority and responsibility.

C. To recommend and implement the most effective methods of discipline, taking into consideration the behavior and performance history of the personnel under their supervision and in accordance with G.O. 26.2.3(D) Administration of Discipline.

26.2.5 Supervisory Authority (CALEA Stds 26.1.5, 52.2.7)

A. Supervisors who personally observe employee misconduct have the authority to exercise appropriate disciplinary action.

   1. If misconduct is very minor, such as a minor mistake, departure from procedure, or a minor misjudgment, the supervisor will take immediate corrective action in the form of counseling. The supervisor will document the counseling in a memorandum to the employee and a copy will be placed in the employee's shift file.

   2. If the misconduct is more serious, the supervisor shall investigate the conduct in question. If the supervisor determines a reprimand is appropriate, s/he shall confer with his/her superior for the purposes of insuring the appropriateness and consistency of their intended actions. The supervisor may also confer with his/her Division Manager to insure the appropriateness and consistency of the intended action. Once this has been determined, the supervisor shall proceed with the recommended discipline.

   3. If the supervisor determines the misconduct involves criminal wrongdoing, or serious misconduct, the complaint will immediately be referred to the PSSD Manager and the Chief of Police will also be apprised of the situation.

      a. In these situations, supervisors will immediately advise their superior of the circumstances surrounding the incident and any action they have taken.

b. If a supervisor believes it is necessary to relieve an officer from duty because the conduct observed is extremely serious, or the officer is unfit for duty due to intoxication or other reasons, the supervisor shall immediately relieve the officer of duty and place him/her on administrative leave. The supervisor shall inform his/her supervisor of his/her actions immediately and document the actions taken.

c. Employees on administrative leave shall be placed on a Monday through Friday, 8:00 am to 5:00 pm schedule, with one hour off for lunch, unless otherwise directed by the Division Manager and in accordance with G.O. 52.1.10. Employees on administrative leave may be assigned to the LEB, their home or other designated location for the duration of the leave.

26.2.6 Dismissal Notice (CALEA Std 26.1.7)

A. If an investigation of employee misconduct results in dismissal, the employee shall receive a written notice in accordance with the provisions of their respective labor agreement or the City of Corvallis Employee Handbook. Written notice shall include:

1. A statement citing the reason for dismissal.
2. The effective date of the dismissal.
3. A statement as to the content of the employee's employment record relating to the dismissal.
4. Notice of the right to a pre-disciplinary hearing if applicable.
5. Notice of the right to appeal.

B. The employee will be referred to Personnel for the mandatory Exit Interview which will provide the status of fringe and retirement benefits after dismissal.

C. This section, under normal circumstances, does not apply to entry-level probationary employees.

26.2.7 Disciplinary Records (CALEA Std 26.1.8)

A. Personnel File

1. Documentation of any disciplinary action as a result of a sustained complaint investigation or a record of any other disciplinary action will be placed in the involved employee(s) personnel, shift file(s), and the discipline file. A copy of the document shall be provided to the employee by the designated Administrative Specialist through the employee's Division Manager:
2. If the investigation is other than sustained or the sustained complaint does not result in discipline, the complaint record will be maintained in the complaint and/or internal investigation file.
3. CPOA employees desiring to review their personnel file(s) shall make an appointment with the Management Assistant. CRCCA and AFSCME employees desiring to review their personnel file(s) shall make an appointment with the City Personnel Office. Employees desiring to review their shift file shall contact their respective supervisor to make an appointment for review. This review shall take place as soon as practical and not adversely impact normal Police Department operations.
4. Records of disciplinary action may be purged from personnel files at the employee's written request and according to the provision cited in the applicable labor agreement or the City of Corvallis Employee Handbook.

26.2.8 Appeals Procedure (CALEA Std 26.1.6)

All appeals to disciplinary actions shall be handled in accordance with applicable Corvallis Police Officer Association (CPOA), Corvallis Regional Communications Center Association (CCRCA) and American Federation of State, County and Municipal Employees (AFSCME) and City of Corvallis current labor agreements or the City of Corvallis Employee Handbook.

31.1 RECRUITMENT: ADMINISTRATIVE PRACTICES AND PROCEDURES

31.1.1 General Recruitment Information

It is the policy of the Corvallis Police Department to recruit and select the best possible candidates available for all employment opportunities within the Police Department. All recruitment activities will be conducted consistent with applicable Federal and State laws, and as set forth in the City of Corvallis "Recruitment and Selection Procedures Manual," and the City of Corvallis "Affirmative Action Plan." The Corvallis Police Department values and is committed to an ethnically and gender-diverse work force. While the Corvallis Police Department is responsible for planning and coordinating recruitment and selection processes, the Human Resources Department reviews, approves and/or participates in:

A. Requests to fill vacant positions,
B. Recruitment and selection time lines,
C. Advertising and applicant screening,
D. Written testing,
E. Oral interview processes,
F. New employee orientation, and
G. Explanation of benefits.

31.1.2 Recruitment Program (CALEA Std 31.1.1)

A. Whenever possible, the Corvallis Police Department plans recruitment expenses and processes to coincide with anticipated position vacancies. While the City of Corvallis prohibits the filling of anticipated vacancies prior to the actual vacancy date, recruitment processes are generally designed to identify eligible candidates in advance of the vacancy date.

B. In order to begin a recruitment process, the Administrative Services Manager will plan the recruitment process and prepare for approval by the Chief of Police:
   1. A Position Assessment Memorandum, which describes the reason for the recruitment request, the effect the action will have on service delivery, alternatives to filling the vacancy and why the reasons were rejected, and a time line for recruitment and selection.
   2. A Requisition in the City online recruitment system.

C. After the City Manager has approved the recruitment process, the Administrative Services Manager will work with the Human Resources Department to coordinate the next steps as they apply to a particular position, such as:
   1. Application Screening,
   2. Requests for submittal of any supplemental materials (written questions, examples of work, etc.),
   3. Written testing,
   4. Practical testing and exercises,
   5. Oral interviews,
   6. Background investigation,
   7. Psychological testing,
   8. Medical testing, and
   9. Appointment by the Chief of Police

D. During the annual budget process, Corvallis Police Department management staff assesses the need for recruitment processes in the coming fiscal year. This projection includes recruitment costs and equipment-funding provisions for:
   1. Anticipated vacancies such as retirement, or newly created positions,
   2. Potential vacancies created by internal promotions.

E. Upon exhausting the pool of eligible candidates for a given position, the recruitment process will be formally closed. When a recruitment process is closed, all related recruitment materials will be returned to the Human Resources Department. . Any applicants not formerly eliminated in the recruitment process will be notified of their elimination by the Human Resources Department at the direction of the Administrative Services Manager.

31.1.3 Recruitment Program Implementation (CALEA Std 31.1.2)

Division Managers actively plan for personnel recruitment and assess the need to fill vacancies. The Administrative Services Unit staff shall work with affected Divisions to design and manage all recruitment processes with the exception of the position of Chief of Police. Recruitment and selection for the position of Chief of Police will be conducted at the direction of the City Manager.

31.1.4 Recruitment Management (CALEA Std 31.1.1)

Recruitment and selection of Police Department personnel is the responsibility of the Chief of Police. The Administrative Services Unit manages and conducts Police Department recruitment and selection processes in collaboration with Human Resources Department staff.

31.1.5 Recruitment Manager Training (CALEA Std 31.1.2)

The Administrative Services Manager and/or designee will be trained and knowledgeable in Personnel matters relating to recruitment and promotional selection processes. The Administrative Services Manager shall ensure Police Department personnel assigned to recruitment activities have received training and/or instruction in recruitment techniques and strategies. At a minimum this training will cover:

A. Their role in the recruitment process,

B. The Police Department's recruitment needs and commitments, and an understanding of the organization, operation, and philosophy of the Police Department.

C. The Police Department's career opportunities, salaries, benefits, job diversification, and training,

D. Federal and State guidelines; City of Corvallis policies and procedures; community needs (including demographic data, community organizations, educational institutions, etc.); an understanding and appreciation of the need for diversity; and that recruitment and hiring will be on the basis of qualifications only, without regard to color, race, national origin, citizenship status, sex, sexual orientation, gender identity or expression, age, mental or physical disability, religion, religious observance, marital status, familial status, veteran status, or source and level of income.

E. Interview panelists and practical exercise participants/reviewers will participate in an orientation/training meeting with the Administrative Services Manager or hiring manager and a representative from Human Resources. This orientation will include:
   1. An overview of the selection process,
   2. Appropriate/inappropriate questions,
   3. Review of skills, knowledge and abilities necessary for the position, and characteristics which disqualify candidates,
   4. Use of written evaluation forms,

F. The Human Resources Department will maintain an overall rating/evaluation form on each applicant.

G. The recruitment programs of other jurisdictions will be reviewed periodically by the Administrative Services Manager.

H. Medical requirements as established by DPSST will be followed.

31.1.6 Involvement of Agency and Minority Personnel

Recruitment and selection participants will be ethnically and gender diverse wherever possible. Areas of participation may include:

A. Participating in job fairs,

B. Providing input regarding desirable attributes and qualities for a given position,
C. Participating as an oral board member,
D. Conducting testing,
E. Evaluating written work or practical exercises, or
F. Conducting background investigations.

31.2 RECRUITMENT: COOPERATIVE AGREEMENTS

31.2.1 Personnel Agency Cooperative Agreements

A. The Police Department may utilize an outside personnel agency in certain recruitment processes. If the need is endorsed by the Chief of Police, the Administrative Services Manager will prepare a memorandum to the City Manager outlining the need and reasoning for the contractual service, available funding and any personnel agency recommendations for any such request. Utilization of an outside personnel agency is subject to the approval of the City Manager.

B. As outlined in General Order 31.3.3, Recruitment: Community Outreach, the Corvallis Police Department will utilize the resources of other personnel and/or employment agencies to attract qualified candidates for job openings such as:

1. Adult and Family Services,
2. Community Consortium,
3. State and Local Employment Offices,
4. The Family Employment Program, Oregon State University (OSU),
5. State and Community College Placement Services, and Offices of Affirmative Action,
6. The National Association for Advancement of Colored People, Corvallis Chapter,
7. Chemawa Indian School,
8. Oregon Association of Black Citizens.
9. Other agencies or groups as identified.

31.2.2 Other Law Enforcement Agency Cooperative Agreements

In addition to direct mailing of job openings to outside general and law enforcement personnel agencies, Corvallis Police Department advertises vacancies in the Law Enforcement Data System Job Announcement Bulletin, which distributes the openings to all criminal justice agencies in the State of Oregon.

31.3 RECRUITMENT: COMMUNITY OUTREACH

31.3.1 Recruitment Assistance

In order to attract and select the most qualified candidates who best meet the needs of the organization and the community, the Corvallis Police Department involves citizens and community organizations in recruitment processes wherever possible and appropriate.

The Chief of Police will determine when it is appropriate to have persons not belonging to the organization participate in a recruitment process. Options include, but are not limited to:

A. Providing input related to desirable candidate skills and attributes,
B. Recruitment of qualified candidates,
C. Advertising of job vacancies or openings,
D. Participation on an oral interview panel, and
E. Participation as an evaluator during practical exercises.

31.3.2 Community Job Announcements (CALEA Std 31.3.2)

As a normal part of advertising job vacancies or job openings, the City of Corvallis, Human Resources Department sends job announcements to community service and educational organizations that can assist in bringing qualified candidates to City hiring processes. These local or regional organizations include, but are not limited to Oregon Colleges and Universities, Oregon Cities and Counties, Craigslist, and diversity contacts. In addition, the Administrative Services Manager will publicize vacancies on the Oregon Law Enforcement Data System, and local and regional multicultural organizations.

31.3.3 Participation in Job Fairs

The Corvallis Police Department participates annually in local college job fairs. Police Department personnel, generally representing more than one career area, participate by staffing information booths and staging mock oral interviews to help prepare and recruit potential applicants. Job Fair participants will be selected at the request of the Administrative Services Manager by their respective Division Manager and will be chosen based upon their ability and willingness to represent the Police Department in a professional manner and taking into consideration a representation of ethnic and gender diversity, work schedules and staffing needs.

31.3.4 Student Internship Program

Corvallis Police Department recognizes that internship opportunities are valuable to both the student and the Police Department. Student internships provide the student an opportunity to earn college credit for work and afford the Police Department hard working volunteers, another citizen perspective, an opportunity to build good student relationships, and training for potential employees. The Internship and Volunteer program is supervised by the Administrative Services Manager.

A. Students interested in applying for Police Department internships must complete the Corvallis Police Department Volunteer Application process, which includes a background investigation, prior to their desired start date.
B. Students are wholly responsible for making all of their for-credit internship arrangements with the college they are attending.

C. Students who are accepted into an internship position will sign a Volunteer Agreement outlining both the Police Department and the intern's commitment and responsibilities.

D. Interns will record their hours on a daily time sheet.

E. Interns will be assigned, as much as is practicable, with the same supervisor for the duration of their internship. Interns shall be carefully supervised and granted responsibility and/or access to confidential information only as their direct supervisor feels is appropriate.

1. Under no circumstances will an intern be given access codes to any of the Law Enforcement Building doors. Interns will enter the facility by public entrances or by calling in to 9-1-1 Communications for an employee to grant them access.
    a. Unless otherwise directed by their supervisor, interns will not have access to the LEB after normal business hours.
2. Under no circumstances will an intern be allowed access to LEDS, NCIC, or DMV without first completing training required by the Law Enforcement Data System.
3. Any problems or concerns related to an intern should be reported immediately to the intern's direct supervisor or the Administrative Services Manager.

F. The Administrative Services Manager will provide a quarterly summary report of all Police Department internship and volunteer hours to City Human Resources and will include the information in the Police Department's quarterly report.

31.4 RECRUITMENT: COMPREHENSIVE RECRUITMENT PLAN

31.4.1 Written Recruitment Plan (CALEA Std 31.2.1)

Corvallis Police Department Recruitment processes will be conducted as outlined in General Order 31.1 and according to the City of Corvallis Recruitment and Selection Procedures Manual.

A. Corvallis Police Department has a recruitment plan for full-time sworn personnel which outlines steps to achieve the goal of an ethnic, racial, and gender workforce composition in the sworn ranks in approximate proportion to the makeup of Corvallis community. The plan includes:

1. A statement of objectives.
2. A plan of action to achieve these objectives;
3. Identification of employees responsible for administration of the recruitment plan.

B. The City of Corvallis Human Resources Department provides oversight, general management and correspondence services related to City of Corvallis recruitments.

C. All Recruitment processes will include the individual plan and steps as outlined in General Order 31.1.1, "Recruitment Program."

D. Corvallis Police Department recruitment processes will utilize input and assistance from community organizations and key leaders as appropriate as specified in General Order 31.1.1, "Recruitment Program;" 31.1.2, "Community Job Announcements;" and 31.1.3, "Participation in Job Fairs."

31.4.2 Recruitment Annual Analysis and Update (CALEA Std 31.2.2)

Annually, the Administrative Services Manager will conduct an analysis of progress toward objectives of the recruitment plan in terms of reaching qualified and skillful candidates including women, minorities and protected class citizens. This information will be utilized to solicit recommendations for improvement of the recruitment and selection process and to better direct future recruitment efforts toward diverse and desired groups. Following the annual analysis, the recruitment plan will be updated as needed.

31.4.3 Recruitment Progress Report

The City of Corvallis Personnel Division produces a written vacancy report for all City of Corvallis openings on a quarterly basis. The report, directed to the City Manager and City Council, will also be provided to the Chief of Police. Regular recruitment updates will be communicated to Police Department employees and others through:

A. Staff meetings and staff meeting minutes, posted for all employees to review,

B. The Police Department's E-Mail system.

C. Periodically in the monthly City Manager's Report to the City Council.

31.4.4 Written Job Task Analyses

A. The Oregon Department of Public Safety Standards and Training conducted a Job Task Analysis for the position of "Entry Level Law Enforcement Position" in March of 1993 and in 1995. Employees from the Corvallis Police Department participated in these studies and provided results that are specific to Corvallis Police Department.

B. All positions within the City of Corvallis have detailed job descriptions that identify:

   1. Job Title,
   2. Department and Division Assignment,

3. Supervisory Position,
4. Job Class - that relates to compensation schedule,
5. A summary of the position duties,
6. Essential functions,
7. Decision-making and problem solving responsibilities,
8. Required and desirable skills, and
9. Scope of responsibility.

This document is maintained by the City of Corvallis Human Resources Department.

31.5 RECRUITMENT: AFFIRMATIVE ACTION AND EQUAL OPPORTUNITY EMPLOYER

31.5.1 General Information

The City of Corvallis and the Corvallis Police Department are committed to the principles of equality of opportunity for all citizens of the community. The objectives of the City can best be attained by utilizing all of the human resources available without discrimination and based on a person's characteristics unrelated to job performance. In accordance with this commitment, the City has adopted policies, procedures and ordinances aimed at protecting the civil rights of employees and citizens of Corvallis.

31.5.2 Agency Minority Ratio

City Human Resources prepares an annual Work Force Analysis of minority and female employment in various job categories throughout the City. The Corvallis Police Department utilizes the information from this analysis to direct recruitment and selection efforts at those areas that are under-represented in current staff.

31.5.3 Affirmative Action Plan/Equal Employment Opportunity Plan

The City of Corvallis is an equal opportunity employer and implemented an Affirmative Action Plan on December 21, 1981. The community, the City employees' labor unions, and the employees fully support and adopt this plan in an attempt to achieve and maintain a balanced and diverse workforce.

31.6 RECRUITMENT: JOB ANNOUNCEMENTS AND PUBLICITY

31.6.1 Job Announcements (CALEA Std 31.3.1)

The City of Corvallis Human Resources Division will work with the Corvallis Police Department to advertise positions in the most cost-effective manner. All positions will be advertised locally and posted internally within the City Organization. All full-time, permanent positions will be advertised in at least one minority publication. The Human Resources Division will help prepare the advertisement from pertinent information received from the Police Department and will include:

A. Duties and responsibilities of the position,
B. Minimum requirements, including skills, educational level, and training,
C. Previous experience required,
D. Advertise the City of Corvallis as and equal opportunity employer,
E. Official application filing deadlines.
F, Elements and anticipated duration of the process.

31.6.2 Job Vacancy Publicity

Corvallis Police Department Job Announcements will be publicized in accordance with the employee labor contracts and the City of Corvallis Recruitment and Selection Manual to allow potential candidates adequate time to respond to the recruitment.

31.6.3 Recruitment Advertising and Outreach (CALEA Std 31.3.2)

A. All Corvallis Police Department entry-level positions which are open for filling will be advertised according to the City of Corvallis Recruitment and Selection Manual including, at a minimum:
   1. Oregon State Employment Office,
   2. Oregon Colleges and Universities
   3. Oregon Cities and Counties
   4. Diversity contacts,
   3. Internal City posting.

B. In addition, the Corvallis Police Department will advertise vacancies:
   1. Online job sites, particularly those focused towards minority and female candidates,
   2. Through the Law Enforcement Data System Job Announcement bulletin,
   3. Through community and minority organizations,
   4. Through Military and Veterans' organizations, and
   5. The Police Department web page and social media accounts.

C, All Department staff will be encouraged to participate in recruitment outreach:
   1. Staff will be provided recruitment information and promotional materials to personally recruit and distribute.
   2. Management staff will work with the Community Policing Forum, The Community Police Review Advisory Board members, and other community and multicultural organizations to broaden recruitment outreach.

31.6.4 Equal Employment Opportunity Employer (CALEA Std 31.2.3 and 31.3.1)

All City of Corvallis and Corvallis Police Department job advertisements will clearly state that the City of Corvallis is an Affirmative Action, Equal Employment Opportunity Employer as per the City of Corvallis Affirmative Action Plan.

31.6.5 Depiction of Women and Minorities (CALEA Std 31.2.3)

Any Corvallis Police Department publications intended for the recruitment of job applicants or volunteers will also depict females and minorities among the Police Department's members to demonstrate the Department and City's commitment and value of a diverse work force.

31.7 RECRUITMENT: APPLICATION PROCESS

31.7.1 Pre-application Inquiry

A. Inquiries about job-openings throughout the City of Corvallis will normally be referred to the Human Resources Division. Should an applicant request specific information about the Police Department or a position within the Police Department, the call will be referred to Administrative Services Manager.

B. Inquiring applicants will be informed of any current or future openings and the process for application. In the event there are no expected openings or current recruitments, applicants will be advised of such and that the City of Corvallis does not keep interest lists or pre-application contact records.

C. Upon request, prospective applicants will be sent information about the position, Corvallis Police Department and other relevant information by the Administrative Services Manager. Prospective applicants are encouraged to apply during any future recruitment processes and to check back with the Human Resources Division or Police Department or to periodically call the City of Corvallis "Job Line," (503) 757-6955 or visit the City's website to learn of City of Corvallis Employment Opportunities.

31.7.2 Application Filing Deadlines (CALEA Standard 31.3.1)

All City of Corvallis recruitment, selection and promotional processes will prominently bear an application-filing deadline date and time.

31.7.3 Communication With Applicants (CALEA Standard 31.3.3)

Applicants are apprised and updated of their standing in writing periodically through any recruitment process by the City of Corvallis Human Resources Division and the Police Department's Administrative Services Manager. This is particularly important during long and protracted recruitment processes such as that of Police Officer. Correspondence includes, but is not limited to:

A. Acknowledgment of receipt of application,
B. Applicant rejection at any stage of the recruitment process,
C. Invitations to submit supplemental materials or to test,
D. Invitations to interview,
E. Requests for completion of a background investigation form,
F. Conditional appointment to a position, pending successful completion of the psychological and medical examinations,
G. Scheduling of medical and/or psychological examinations,
H. Appointment, and
I. Retention in an eligibility pool.

31.7.4 Application Omissions or Deficiencies (CALEA Standard 31.3.4)

The Human Resources Division and Corvallis Police Department will make an effort to give applicants an opportunity prior to the application deadline to complete or make corrections to an application that would have otherwise been rejected because of a minor error or omission. Wherever possible, an applicant will be contacted by telephone or email and informed of the minor application error or deficiency. The Human Resources or Police

Department will inform the applicant of the needed correction and will reiterate the deadline for making the correction.

32.1 SELECTION: PROFESSIONAL AND LEGAL REQUIREMENTS

32.1.1 Administering Agency (CALEA Std 31.2.3)

Recruitment and selection of Corvallis Police Department personnel is the combined responsibility of the City of Corvallis Police Department and the Human Resources Department. It is the policy of the City of Corvallis and the Corvallis Police Department to recruit and select the best possible candidates available for all employment opportunities in the City. To this end, all recruitment efforts shall be consistent with City of Corvallis recruitment and selection procedures, Corvallis Police Department General Orders pertaining to recruitment and selection, all applicable federal and state laws and the guidelines set forth by the Equal Opportunity and Affirmative Action policy statements of the City of Corvallis. The Administrative Services Manager is responsible for planning, budgeting and managing Police Department recruitment processes in collaboration with Police Department, Division Managers and City Human Resources staff. The Administrative Services Manager is responsible for administering the Police Department's role in the recruitment and selection process. The Police Department coordinates all recruitment activities through the Human Resources Director and his/her staff.

32.1.2 Police Department Recruitment Responsibilities (CALEA Std 31.1.1)

While the City of Corvallis Human Resources Department oversees general recruitment and selection practices throughout the City, the Police Department:

A. Determines the need for recruitment, selection and promotional processes,
B. Plans and budgets annually for recruitment, selection and promotional processes,
C. Determines the specific personnel requirements of the Corvallis Police Department relative to community needs and Police Department services,
D. Determines the skills, knowledge and abilities desired for personnel in order to achieve the overall mission of the Police Department and perform required job functions, and
E. Selects and hires employees to fill vacancies.

In addition, the Police Department designs and executes recruitment processes and selection instruments in compliance with all State, Federal and City of Corvallis requirements.

32.1.3 Recruitment and Selection Manual (CALEA Stds 32.1.1)

Corvallis Police Department utilizes information and requirements from three sources in preparing and presenting any recruitment process:

A. The City of Corvallis Human Resources Department - Recruitment and Selection Manual - provides general recruitment guidelines for all City of Corvallis selection processes.
B. The Department of Public Safety Standards and Training - Administrative Rules - pertaining to recruitment and selection specifies requirements for sworn Police Officers in the State of Oregon.
C. The Corvallis Police Department maintains specific recruitment and selection procedures in General Order chapters #31 and #32.

32.1.4 Validation of Recruitment Components, Techniques and Tests (CALEA Std 32.1.2, 32.1.3)

The Administrative Services Manager shall ensure all recruitment testing and assessment instruments are reviewed with the Human Resources Department to ensure the components are relevant to the job, have validity, utility and minimum adverse impact on women and minority candidates. Testing and assessment instruments will be carefully reviewed to ensure they enable interviewers or assessors to best measure a candidate's skills, knowledge and abilities relative to the position for which they have applied. Corvallis Police Department utilizes a validated testing instrument as a screening/selection tool of all entry-level Police Officer recruitment processes and applicants. Additionally, Corvallis Police Department uses a validated testing instrument as a screening/selection tool of all entry-level Telecommunicator recruitment processes and applicants.

32.1.5 Adverse Impact

The City of Corvallis Human Resources Department maintains an Affirmative Action Plan, and data on applicants who have voluntarily indicated their ethnicity, sex and age. The City of Corvallis Affirmative Action Officer annually prepares an Affirmative Action Progress Report for all employees and new hires for the previous year. This report shall include:

A. Affirmative Action Statistics and EEO audit for all employees and new hires for the previous fical year. ,
B. Work Force Analysis,
C. Affirmative Action Law Updates.
D. Benton County and Oregon State University Affirmative Actions Statistics.

32.1.6 Private Sector Administration of Testing (CALEA Std 32.1.3)

Any private sector organization or vendor providing testing or selection process services shall meet all City of Corvallis and Corvallis Police Department requirements related to professional and legal requirements, validity, utility and minimum adverse impact of the instrument.

32.1.7 Test Administration and Scoring (CALEA Std 32.1.3)

All selection elements of the recruitment and hiring process shall be administered, scored, evaluated and interpreted in a uniform and fair manner. This includes, but is not limited to:

A. Time limitations,
B. Oral and written instructions,
C. Any practice problems,
D. Answer sheets, and
E. Scoring formulas.

32.1.8 Participant Diversity

Personnel participating in any recruitment and selection shall be qualified and adequately instructed prior to carrying out their respective recruitment-related task. In accordance with General Order 31.1, sections 5, recruitment and selection participants will be representative of the ethnic and gender diversity of the Police Department and the community served wherever possible.

32.1.9 Storage and Disposal of Selection Materials (CALEA Std 32.1.7)

All recruitment and selection materials will be stored in a locked and secured office and/or filing cabinet by the Administrative Services Manager until required for a recruitment process. Any materials provided from a private organization or vendor will be handled likewise, locked and secured, until they are either used or returned to the vendor. Any selection materials to be disposed of, whether used, unused or outdated, will be destroyed completely by shredding or other comparable destruction method.

32.1.10 Annual Evaluation of Selection Process

Selection processes shall be evaluated at their conclusion to ensure effectiveness in attracting and selecting ethnically and gender diverse as well as the best-qualified candidates. Input regarding the effectiveness of recruitment processes and selection instruments may be obtained from:

A. The City of Corvallis Human Resources Department,
B. Applicants,
C. Other selection process participants,

D. Testing instrument results, and
E. Probationary and longer-term performance of hired applicants.

32.2 SELECTION: ADMINISTRATIVE PRACTICES AND PROCEDURES

32.2.1 Lateral Entry Selection Criteria

Lateral entry is permitted for any Police Department vacancy and shall be determined by the Chief of Police after assessing the selected candidate's relevant knowledge, skills and experience. When qualified personnel are available both within and outside the agency, the selection decision should favor agency employees. Testing criteria for lateral entry applicants shall be the same as for all other applicants for the vacancy.

32.2.2 Reapplication, Retesting, Reevaluation of Candidates (CALEA Std 31.4.4)

Applicants who are not selected to fill a vacancy may reapply in the next recruitment process. An applicant's written examinations may be used for a period of one year from the date of initial examination. Physical fitness examinations may be used for a period of six months from the date of initial examination.

32.2.3 Notification of Selection Process (CALEA Std 31.4.1)

At the time of the original application, all applicants shall be given a written description of the recruitment and selection process including an overview of projected time lines, interviews and examinations. The reapplication policy shall be stated on the Job Announcement.

32.2.4 Notification of Unsuccessful Candidates (CALEA Std 31.4.5)

Candidates failing any step in the selection process shall be notified in writing that they are no longer being considered for the position within 30 days of the decision by either the City of Corvallis Human Resources Department or the Corvallis Police Department.

32.2.5 Recruitment and Selection Records (CALEA Stds 31.4.6)

During a recruitment and selection process, all related materials are kept securely locked and maintained by the Administrative Services Manager. All materials are kept strictly confidential. All recruitment and selection records, reports and assessments are maintained by the City of Corvallis Human Resources Department following the closing of the recruitment. Records are retained according to the City of Corvallis record retention schedule and comply with all federal, state, and local requirements regarding the privacy, security and freedom of information of all candidate records and data.

32.2.6 Former CPD Police Officer Applicants

There may be circumstances where a former CPD officer desires to return to the Department as a Police Officer. If this occurs each individual will be evaluated on a case-by-case basis. The employee must have left CPD in good-standing (no disciplinary-related issues) with minimally three years' experience and ideally have been gone for less than 12 months (up to 24 months, at most). There must be a current opening and the returning employee will still have to apply and go through the application steps, which may be modified with the approval of Human Resources.

A. If a former CPD police officer is re-hired as an employee, the Training Coordinator will determine what training and/or qualifications are necessary before assignment to full duties can occur.

32.3 SELECTION: BACKGROUND INVESTIGATIONS

32.3.1 Background Investigations (CALEA Stds 31.4.1, 31.4.3 and 31.5.1)

A background investigation will be conducted on those candidates being considered for employment within the Police Department. The background investigation is intended to verify the applicant's qualifications based on the information provided on the pre-employment questionnaire and the information disclosed during the oral board and Division Manager's and/or Chief's interview. The background investigation will be assigned either internally or to a reputable background investigations service.

A. The assigned background investigator shall document the results of the investigation and shall include in the report of the investigation at a minimum:
   1. Biographical data,
   2. Family data,
   3. Scholastic data,
   4. Employment background and history,
   5. Criminal history,
      a. Computerized Criminal History (CCH),
      b. LEDS/NCIC, and
      c. Driver's license verification,
   6. Interviews with at least three of the applicant's personal references,
   7. Verification of military service background,
   8. Credit history (for all sworn officers and those employees handling money),
   9. Summary of the investigations findings and conclusions regarding the applicant's moral character,
   10. Interviews with at least two people who know the applicant but are not listed as references,
   11. Interviews with each previous employer, and
   12. A review of relevant national or state decertification resources, if available.

B. All completed background investigations for sworn positions will be forwarded to the CSD Manager for review and then to the Chief of Police for final determination. Background investigations for non-sworn positions will be forwarded to the appropriate division manager for final determination.
   1. Upon completion of the background investigation, applicants will be notified of their recruitment status by the Administrative Services Manager or designee.

32.3.2 Background Investigators (CALEA Std 31.5.2)

Pre-employment background investigations for all positions to be conducted by in-house personnel will be assigned to the Investigations Lieutenant for completion.

A. Personnel assigned to background investigations will receive formal training in collecting required information. The approved training should include all local, state, and federal requirements and provide the knowledge, skills, and abilities to conduct a quality investigation.

32.3.3 Records Retention

All background investigations materials will be maintained in a confidential Background Investigations file separate from the employee's personnel file for the duration of the employee's tenure with the City. This will be located in the Administrative Services Unit and secured to prevent unauthorized disclosure.

A. Background investigations records will be forwarded with all personnel record information to Human Resources for long-term storage upon an employee's separation from service with the City of Corvallis.

B. Completed candidate background investigations will be maintained by the Administrative Unit for at least 60 months after unsuccessful completion of a recruitment process and then destroyed.

32.5 SELECTION: ORAL INTERVIEWS

32.5.1 Oral Interviews

A. Corvallis Police Department will conduct oral interviews of candidates who have been previously screened or selected for interview in other steps, including but not limited to:
   1. Minimum and desired qualifications derived from the applicant's job application and resume, if included,
   2. Validated, written testing instruments,
   3. Practical testing as appropriate to the position.

B. First step oral interview panels will be comprised of a minimum of two interviewers and, if possible, will include one member of the City of Corvallis Human Resources as per the City of Corvallis Recruitment and Selection Manual. In addition to the Human Resources member on the oral interview panel, interviewers may include other Police Department members, supervisors and managers, participants from other City Departments, other police agencies or community members as appropriate to the particular selection process and position.

C. Oral interview panels will use standardized questions and assessment instruments for all applicants for the particular position and recruitment. Additional questions, which are clarification of answers to standardized questions, may be sought by any interviewer. Questions will be reviewed by the appropriate Division Manager and the City of Corvallis Human Resources Department prior to the interview process to ensure the questions are appropriate and useful for the selection process and are non-discriminatory in nature.

D. The Chief of Police and/or Division Managers may conduct subsequent interviews of select finalist candidates prior to making a conditional job offer.

32.6 SELECTION: OCCUPATIONAL QUALIFICATIONS

32.6.1 Sworn Personnel Qualifications (CALEA Stds 31.4.1, 31.4.2, 31.4.3)

A. Corvallis Police Department will, at a minimum, require the sworn personnel qualifications as set forth in the Department on Public Safety Standards and Training Administrative Rules Manual including:
   1. U.S. Citizenship within 18 months of hire,
   2. Minimum age of 21 years at the time of hire,
   3. Oregon State Police Bureau of Identification fingerprint clearance,
   4. No felony, domestic violence, or drug-related criminal convictions,
   5. Successful completion of a thorough background investigation,
   6. Successful completion of a pre-employment drug test,
   7. High School graduation or GED certification, and
   8. Medical and physical fitness standards as required by DPSST and the City of Corvallis,

B. In addition, the Corvallis Police Department requires that sworn personnel have:
   1. 60 semester credits/units or 90-quarter credits/units of documented college education from an accredited college or university at the time of application,
   2. Equivalent combination of education/experience or experience may be substituted for education:
      a. Two years DPSST or other state certified full-time paid sworn police experience = 30 semester or 45 quarter credits.
      b. The DPSST or other state certified full-time paid sworn police experience must be within the past five years of date of application.
   3. Basic computer literacy and keyboard skills to perform essential job functions in a timely manner.
   4. Basic grammar, spelling, and punctuation skills.
   5. Reside or relocate within 25 miles of the Corvallis city limits; exception to residency requirement must be approved by the Chief of Police.
   6. Valid Oregon driver's license by date of appointment and a driving record that meets City standards.

C. Physical Fitness Testing – All police officer recruits, in accordance with the current Department of Public Safety Standards and Training requirements, must successfully complete the Oregon Physical Abilities Test (ORPAT).
   .

32.6.2 Medical Screening (CALEA Stds 31.4.1, 31.4.3, 31.5.6)

All Corvallis Police Department prospective employees must successfully complete a medical examination, appropriately tailored for their job, after they have received a conditional job offer and prior to their employment start date. All medical and fitness evaluations will be conducted in compliance with the Federal Americans with Disabilities Act.

A. After a candidate has successfully passed a background investigation and received a "conditional job offer," contingent upon meeting the medical and psychological requirements for the position, s/he will undergo an examination by a licensed physician.

B. The physician will examine the candidate's overall health and fitness relative to:
   1. Successfully performing in the position for which they are being considered, and
   2. Any Department on Public Safety Standards and Training medical requirements.

The examination will be conducted at no cost to the applicant.

32.6.3 Psychological Evaluation and Examination by a Qualified Psychologist (CALEA Stds 31.4.1, 31.4.3, 31.5.7)

All Corvallis Police Department prospective sworn and 9-1-1 Dispatch employees, as well as prospective Community Service Officers must successfully complete a psychological examination, after they have received a conditional job offer and prior to their employment start date. All psychological evaluations will be conducted in compliance with the Federal Americans with Disabilities Act.

A. After a candidate has successfully passed a background investigation and received a "conditional job offer" contingent upon successfully meeting the medical and psychological requirements for the position, s/he will undergo a psychological evaluation by a qualified psychiatrist or psychologist.

B. The psychiatrist or psychologist will test and assess the candidate's emotional stability and psychological fitness relative to successful performance in the position for which they are being considered.

The examination will be conducted at no cost to the applicant.

32.6.4 Psychological and Medical Examination Records (CALEA Std 31.5.6)

All records of pre-employment or promotional psychological evaluation will be maintained in a locked and confidential file in the Administrative Services Unit, separate from employee personnel records. All records of pre-employment or promotional medical evaluations and/or examinations will be maintained in a locked and confidential file by the City Human Resources Department, separate from employee personnel records. Pre-employment or promotional psychological evaluation and medical examination records are strictly confidential and may be accessed only with the express permission of the Chief of Police.

32.7 SELECTION: PROBATIONARY PERIODS

32.7.1 Probation

The probationary period is regarded as an integral part of the selection process. It is utilized for carefully observing the work of employees, for securing the most effective adjustment of a new employee to his/her position, and for rejecting any employee whose performance does not meet the required work standards.

32.7.2 Length of Probation (CALEA Std 32.2.10)

A All entry-level sworn personnel will complete 18 full months on probationary status before being granted career status. Lateral hire officers who have the Basic Police Course waived by the Department of Public Safety Standards and Training will serve a probationary period of 12 months. If a probationary Lateral Officer is not meeting performance standards, the Chief has the discretion to extend the probationary period to 18 months. Employees promoted to a higher classification within the bargaining unit shall serve a probationary period of 12 full months. All AFSCME non-sworn employees will complete a 12-month probationary period in any position for which they have not demonstrated full proficiency. All entry-level CRCCA employees will complete 12 full months on probation status before being granted career status. All non-bargaining unit or "exempt" personnel will successfully complete a probationary period of 12 months unless otherwise noted or determined.

B. All sworn personnel must successfully complete the Police Training Officer (PTO) program before being granted career status. This requirement may be waived by the Chief of Police with concurrence by Department on Public Safety Standards and Training for command staff who have previously completed an approved Police Training Officer program.

C. All Telecommunications personnel must successfully complete the Communications Training and Evaluation Program (CTEP) before being granted career status.

32.7.3 Adverse Impact

A. Completion of a probationary period is contingent upon successful demonstration of the skills, knowledge and abilities required for that position consistent with the established City of Corvallis job description. If a protected class of employees fails to complete probation at a disproportionately higher rate, an adverse impact may exist.

B. If adverse impact is detected, it will be necessary to reevaluate procedures, techniques and/or examinations used during the probationary process.

32.7.4 Probationary Period Exceptions or Extensions (CALEA Std 32.2.10)

An employee's probationary period may be extended with the approval of the Chief of Police in order to provide candidates specialized instruction or remedial training.

32.7.5 Performance Evaluations

A. All sworn officers will complete the PTO program. Successful completion of each section of the Police Training manual is required before proceeding to the next section. All new employees shall complete a job-related training program.

B. All sworn recruit officers will be evaluated according to General Order 33.4.6 and 35.3.

33.1 TRAINING: ORGANIZATION AND ADMINISTRATION

33.1.1 Agency Training Function

The Corvallis Police Department will provide training to employees on a continuing basis. This includes mandated training, specialized training, in-service training of an update and refresher nature, and remedial training for those identified as having performance deficiencies. All training will be consistent with the department's mission and values as well as goals and objectives.

A. Training Goals
   1. Ensure employees are prepared to act decisively and correctly in a broad spectrum of situations.
   2. Maximize productivity, effectiveness, and safety.
   3. Foster cooperation and unity of purpose.
   4. Ensure proper job performance.
   5. Meet the needs of the organizational operations and community priorities.
   6. Provide employee job satisfaction and opportunities for individual development.
   7. Ensure employees understand the department's role in service to the community and the protection of lives and property.
   8. Ensure employees properly exercise authority and protect the rights of all individuals.
   9. Minimize liability for the employee, the Police Department, and the City of Corvallis.

B. Function

   The police training function is centralized in the Professional Standards Unit, under the direction of the Chief of Police. The Professional Standards Lieutenant is responsible for the overall Training and Certification function. Managers and supervisors work together with the Professional Standards Lieutenant to identify and address training needs.

33.1.2 Agency Training Committee (CALEA Std 33.1.1)

A. The department utilizes a training committee to assist with the development and evaluation of our training needs. This committee serves as a focal point for input from all the various department components.

B. The PSSD manager leads the training committee and reports directly to the Chief of Police. The composition of the training committee shall be:

   CSD Manager
   Patrol Representative(s): as determined by the CSD Manager
   PSSD Manager
   Professional Standards Lieutenant
   911 Manager
   Records Manager

Accreditation Manager
Training Coordinator

1. All personnel are encouraged to submit topics or ideas for training to their supervisor who can pass this on to any of the training committee members. The Training Coordinator or designee may also use available tools, such as PowerDMS Survey, or other options to seek additional input for training ideas or feedback.

C. Minimally, the training committee shall meet once a year and the following will guide the committee in its efforts:

1. Provide input from the various department components; the committee members should actively solicit input on training from personnel within the component they represent to help provide a more broad, department-wide perspective.
2. Assist in the identification and development of recommended training programs that will enhance the professionalism of the Police Department.
3. Assist in evaluating, updating, and revising training programs and make recommendations regarding future training based upon community and department needs.

D. The PSSD Manager will be responsible for coordinating the training committee and for oversight of training programs that facilitate the department in the achievement of its goals.

33.1.3 Training Attendance/Completion Requirements (CALEA Stds 33.1.2 33.5.2)

A. All department-provided training is mandatory, unless identified as otherwise. Employees are required to attend and complete all assigned training, including documenting attendance (via signing a roster or other identified means) and completing any required tests or assignments. Supervisors are responsible to provide their assigned employees briefing training.

1. A Division Manager will have the authority to excuse or allow an employee to not attend a mandatory training. Any exception should be documented (a memorandum or electronic mail, for example) and provided to the Training Coordinator to be maintained with all documents relating to the excused training. These kinds of exceptions should be infrequent and typically used for casual or temporary employees, not regular employees.

B. Should an employee miss assigned training it will be their responsibility to notify their supervisor and the Training Coordinator of their absence and to arrange make-up training. However, all training may not have the ability for make-up (such as when the department has an outside instructor), so employees should make every effort to attend those trainings.

C. Employees may only be excused from scheduled training if pre-approval is obtained or under unexpected circumstances such as proper sick leave use or a court appearance.

D. In the event of an unexcused absence from mandatory training the employee will write a memorandum to their immediate supervisor explaining the circumstances of the absence.

E. Employees assigned to training are expected to participate in the training and to conduct themselves in such a manner as to promote an atmosphere of professionalism and learning.

F. Employees may be approved or assigned to attend training that is not department-provided. When necessary, the employee's supervisor should assist with making the necessary travel, registration, and lodging arrangements.

33.1.4 Training/Travel Expenses and Reimbursement (CALEA Std 33.1.3)

A. Normally, expenses for approved training outside the department will be paid for by the department in advance of the training. When reimbursement to employees is necessary, employees shall receive reimbursement in accordance with the City of Corvallis Travel and Training Policy (*refer to a current edition of the City of Corvallis Employee Handbook*).

B. If arrangements and payment are to be made in advance of the training, the employee is responsible for providing the necessary information to their supervisor.

33.1.5 Training Lesson Plans and Approval (CALEA Stds 33.1.4, 33.1.7)

A. All mandatory training provided by the department shall have an approved lesson plan prior to the presentation of the training. A lesson plan helps to ensure the training is properly documented, is consistent training provided to the appropriate personnel, is aligned with current training objectives, and that training credit is documented.

1. Supervisors may provide small-scale training that covers a department policy(ies), a current news topic, inspirational materials, or other minimal "bites" of training or information. Training provided by a supervisor to their immediate personnel should remain small-scale or minimal, as this training time will not be tracked or entered into employees' training records.
   a. Supervisors will coordinate with the Training Unit for any training that is larger-scale and more complex, that is intended to be tracked and entered into employees' training records (i.e., develop a lesson plan, track attendance using a roster, etc.).
2. Training bulletins can be used to clarify existing written directives or other minimal training topics, as determined by the PSSD Manager or designee. Lesson plans for a training bulletin are not required, but may be utilized when deemed necessary. The Professional Standards Lieutenant or designee shall approve all training bulletins prior to issuance.

B. Lesson plans shall include:

1. A statement of performance and job-related objectives;
2. The content of the training and specification of the appropriate instructional techniques;
3. A list of resources used in the development of the curriculum;
4. A list of resources required in the delivery of the program;
5. Documented approval of the lesson;
6. Identification of any tests or other evaluation criteria used in the training process;
7. An identified process to accomplish remedial training, if necessary.

C. Process for lesson plan approval:

1. Employees assigned to create lesson plans should follow the current format and then consult with the Training Coordinator who will review the plan and may help the author finalize it, as needed.
2. Lesson plan may be approved by the Professional Standards Lieutenant or designee. Division Managers also have authority to approve lesson plans if the Professional Standards Lieutenant or designee is not available.

D. Lesson plans will be requested from non-departmental instructors with the understanding that some instructors may not want to provide a lesson plan due to copyright or other issues.

1. If the instructor does not provide a lesson plan, any material that outlines the content of the course should suffice: a course description, a brochure or flyer, a PowerPoint presentation, or something similar. It is important to have something that will provide an overview of the course material presented during the training.

E. Copies of lesson plans and any supporting documents such as tests, worksheets, handouts, etc. will be maintained by the Training Coordinator.

33.1.6 Training Testing Procedures (CALEA Std 33.1.4)

A. Where appropriate, tests (written, verbal, or electronic) or other evaluation methods will be developed as a part of the lesson plan to determine participants' understanding and application of the material. Performance objectives will be used as a guide to form test questions.

B. Tests that can be demonstrated will be graded as pass/fail. Written tests will be graded using 70% as the minimum passing score unless otherwise designated.

C. Test scores and the employee's test or other evaluation documents will be retained in the appropriate training records.

33.1.7 Remedial Training (CALEA Stds 4.3.3, 33.1.5, 33.1.6)

A. Remedial training is individualized instruction provided to employees with a specific area of deficiency. Generally, the need for remedial training is recognized during routine supervisory evaluation; training; observation of job performance; or during inspections.

B. Training and proficiency mandated by state law or Department General Order will require additional training if failed. Proficiency such as weapons qualification, defensive tactics and driving skills that are unsatisfactorily performed will require remedial training.

C. Remedial training will be scheduled by the employee's supervisor and/or manager. Completion of the training should be accomplished as soon as possible after the deficiency is identified. Remedial training timelines for less-lethal weapons are under General Order 1.4 and firearms under General Order 1.5. Remedial training will be documented in the employee's training file.

   1. Every attempt should be made to ensure remedial training is completed within 90 days from when the need has been identified, unless otherwise specified. Any unusual circumstances (e.g., an instructor is absent for an extended period of time or a specific training class is only available at a later date) affecting when the required remedial training occurs will be documented in the remedial training documentation.

D. Personnel who are assigned remedial training must attend and/or complete the training. Failure to attend assigned remedial training will be reported via the chain of command to the Chief of Police. Disciplinary action may result unless the absence is excused.

33.1.8 Training Records and Contents (CALEA Stds 4.3.3, 33.1.6, 33.1.7)

A. All training will be recorded in the department training database by the Training Coordinator or designee.

B. Training that meets the criteria for DPSST training credit will be reported to DPSST by the Training Coordinator, designee, or lead instructor, if it is not already being reported by another entity.

C. All training will be reported to the Training Coordinator as follows:

   1. Training provided by an entity other than the department will be requested and reported on the Training Request/Reporting Form. After training, employees are required to turn in the completed form to their assigned supervisor, who will ensure it is complete then submit it to the Training Coordinator.
   2. Department-provided training will be reported using one of the following methods:
      a. On a training roster showing that an employee attended the training.
      b. Completion and submission of testing/evaluation materials (submitted via supervisor to the Training Coordinator).
      c. Electronically, when the training is completed electronically (such as through PowerDMS).
      d. Memorandum from the instructor.

D. Individual employee training records will be updated by the Training Coordinator or designee. The Professional Standards Lieutenant is responsible for ensuring that agency reporting requirements for training records to DPSST are met. Sworn personnel are responsible for obtaining a copy of their Police Department training record from the Training Coordinator when applying for DPSST certification.

E. DPSST training records are public information, available via DPSST. Department-maintained training records may be released:

   1. To the employee at his/her request;
   2. To the employee's supervisor or manager for any department purpose;
   3. To the Department on Public Safety Standards and Training (DPSST) as described in section C of this section;
   4. To outside agencies with the employee's approval;
   5. When subpoenaed by court order;

6. To a Police Department supervisor/manager for use during an internal review; and
7. When otherwise required by law.

F. Retention

Retention of lesson plans and related records will be in accordance with current Oregon Administrative Rules retention requirements (OAR 166-200-0330).

a. Lesson plans will be reviewed as needed to ensure they remain up to date and current.

33.2 TRAINING: TRAINING ACADEMY ADMINISTRATION

33.2.1 Agency Operated Training Academy

The Oregon Department of Public Safety Standards and Training (DPSST) operates the State of Oregon's Police Academy. All sworn members of the Corvallis Police Department who are not currently certified as an Oregon Police Officer shall attend either the Basic Police Academy or the Career Officer's Development Course. All telecommunicators and emergency medical dispatcher (EMD) who are not currently certified as an Oregon Telecommunicator or EMD shall attend the Basic Telecommunicator's Course and Emergency Medical Dispatcher's Course

33.2.2 Training Academy Director

The Oregon Department of Public Safety Standards and Training is directed by its own agency Executive Director and a state-appointed Board of Directors.

33.2.3 Training Academy Facility

The Oregon Department of Public Safety Standards and Training provides and maintains the Oregon Police Academy training and dormitory facilities on their campus in Salem, Oregon.

33.2.4 Agency Relationship with Training Academy (CALEA Std 33.2.3)

A. DPSST is mandated by Oregon Revised Statute (ORS) 181.665 and ORS 181.644 to ensure all peace officers and telecommunicators employed in the state of Oregon be certified within 18 months of hire. This certification requires attendance at the Oregon Police Academy for non-certified officers, or an evaluation of certification needs for officers certified in other states. Certification for Telecommunicators requires attendance at the Oregon Telecommunicators and Emergency Medical Dispatcher Courses or an evaluation of certification needs for Telecommunicator or EMD for new hires from other states.

B. The Training Sergeant shall coordinate the attendance and certification of Police Department members with DPSST.

C. Any recommendations on changes to DPSST Academy programs shall be routed through the Professional Standards Lieutenant who will review them with the Chief of Police.

D. Upon request from the DPSST Academy, the Police Department may provide instructors and other resources, or host regional training. Such requests are dependent upon financial and staffing considerations and shall be approved by the employee's Division Manager. Employees will document their instructor time and submit it to the Training Sergeant for inclusion in their training records.

E. The Police Department shall reimburse employees for other expenses incurred while attending Academy training in accordance with the appropriate labor agreement, City Policy and with prior Division Manager's approval.

F. Employees attending the DPSST Academy are covered by all City insurance policies including liability insurance coverage.

G. The Police Department shall administer the required DPSST Field Training Manual for Police Officers and DPSST Telecommunicator's Field Training Manual. When the field-training manual is properly completed, appropriate documentation will be forwarded to DPSST and the field-training manual will be filed at the Police Department by the Training Sergeant.

33.2.5 Training in Agency Policies, Rules and Regulations (CALEA Std 33.2.4)

The Corvallis Police Department shall provide each new employee with training in Police Department policies, procedures, rules and regulations, City Ordinances and the principles of Community Policing.

33.3 TRAINING: TRAINING INSTRUCTORS

33.3.1 In-House Instructors

A. Corvallis Police Department training instructors shall be chosen for their thorough knowledge of the subject being taught and their ability to effectively impart the information to students. Corvallis Police Department personnel instruct in several specialized areas.

B. Employees may remain instructors as long as: their skills in the area being taught remain current; student critiques of their performance remain satisfactory; and they have the endorsement of their respective Division Manager.

C. Department instructors who provide on-going professional training shall be provided additional training in the areas of:

1. Lesson plan development;
2. Performance objective development;
3. Learning theory;
4. Testing and evaluation techniques; and
5. Resource availability and use.

Instructor development is available through the DPSST, through internal instruction, college courses or other approved training.

D. The Professional Standards Lieutenant shall ensure that instructors from outside the organization also meet Corvallis Police Department's professional requirements and training needs. Instructors shall be selected for their demonstrated subject matter expertise and training abilities. The Professional Standards Lieutenant shall ensure:

1. The instructor's resume is on file at the Police Department and information in the resume is verified,
2. References are checked and documented related to the training to be provided, and

E. Selection and compensation for instructors from outside the Police Department will be the responsibility of the Professional Standards Lieutenant with the final approval of the Chief of Police.

33.4 TRAINING: RECRUIT TRAINING

33.4.1 Recruit Training (CALEA Std 33.4.1)

A. All newly sworn personnel will successfully complete the Oregon Basic Police or Career Officer Development academy as necessary in accordance with the Oregon Revised Statutes and the rules and regulations of the Oregon Department of Public Safety Standards and Training (DPSST) within 18 months of employment. All telecommunicators and emergency medical dispatchers (EMD) who are not currently certified as an Oregon Telecommunicator or EMD shall attend the Basic Telecommunicator's Course and Emergency Medical Dispatcher's Course as necessary in accordance with the Oregon Revised Statutes and the rules and regulations of the Oregon Department of Public Safety Standards and Training (DPSST) within 18 months of employment

B. For sworn personnel who possess no current police officer certification from the State of Oregon or another state in the United States, basic training will be accomplished prior to any routine assignment in any capacity in which the officer is allowed to carry a firearm or is in a position to make an arrest, except as part of a formal field training program.

33.4.2 Academy Orientation Handbook

A. The DPSST Academy will provide a handbook to the employee that includes information for the Police Department and the employee related to:
   1. The organization of the academy.
   2. The academy's rules and regulations.
   3. The academy's rating, testing, and evaluation system.
   4. The physical fitness and proficiency skill requirements.

33.4.3 Job-Task Analysis Based Recruit Training (CALEA Std 33.4.2)

A. Recruit training will include a curriculum based on the job-task analysis of the most frequent assignments of officers who complete recruit training.

B. Recruit training will include the use of evaluation techniques designed to measure competency in the required skills, knowledge, and abilities such as practical exercises, written tests, and field observation.

C. The minimum length and intensity of training will be based on information from the job-task analysis as measured by competency-based testing determined by the training academy being attended.

33.4.4 Basic Recruit Training Curriculum (CALEA Stds 33.4.3, 33.6.1)

The basic recruit-training curriculum is developed and maintained by the Oregon Department of Public Safety Standards and Training.

A. Basic Police curriculum will include the radar training module option.

B. Recruits will receive the Standardized Field Sobriety Testing (SFST) Training to be certified in using the SFST tests.

C. Recruits will also be required to be certified as an operator for the Intoxilyzer 8000. The officer must maintain certification by completing as a minimum of 1 breathalyzer test in a two year period or be re-certified.

33.4.5 Emergency Medical Training

The police academy does not provide emergency medical training, but being first aid and CPR certified is required in Oregon for police certification. The department will provide first aid and CPR training for sworn employees.

33.4.6 Police Training Program (PTO) (CALEA Stds 33.2.4, 33.4.1, 33.4.2, 33.4.3, 35.1.3)

A. The training program for recruit officers consists of four parts.

1. *Orientation* - The first part is the department's "new employee" orientation and the DPSST Academy Basic Police curriculum. During orientation, recruit officers will receive a "Neighborhood Portfolio Exercise" (NPE). The recruit will work on the NPE throughout the phased training, preparing a rough draft that will be evaluated during the Final Evaluation phase by the Police Training Evaluator (PTE), Police Training Supervisor (PTS), and the PTO program coordinator. If the rough draft is satisfactory at this stage, the recruit will complete the NPE and make a presentation to the Board of Evaluators within four weeks of attaining Solo Status.
2. *Recruit Officer Training Course* - The second part is the "Recruit Officer Training Course" where the recruit officer receives "hands on" skills training.
3. *Phased Training* - The third part consists of four phases in which the recruit officer is placed with a Police Training Officer (PTO) for additional instruction and close supervision. During the phased training, the recruit officer will also complete structured evaluation periods.

a. Phase A - The recruit officer is placed with one PTO for approximately 3 weeks of instruction while the recruit officer performs the normal activities of employment. During this phase the PTO will focus instruction on "Non-Emergency Incident Response." The recruit officer will be trained and coached by the assigned PTO throughout this phase. The recruit officer will receive formal feedback from the PTO at the end of each week through "Coaching and Training Reports." Throughout this phase, the recruit officer and PTO will keep a daily journal to serve as a means to self evaluate, self reflect, and a continuous resource guide. The recruit officer will receive a "Problem Based Learning Exercise" (PBLE) that must be completed prior to the end of phase B. At the conclusion of Phase A, the PTO will make a written recommendation to the PTO Coordinator based on recruit performance, recommending continuation at this phase and prescriptive training or advancement of the recruit to Phase B.

b. Phase B - The recruit officer remains with the Phase A PTO for approximately 3 weeks of tutorial style instruction while the recruit officer performs the normal activities of employment. During this phase the PTO will focus instruction on "Emergency Incident Response." The recruit officer will be trained and coached by the assigned PTO throughout this phase. The recruit officer will receive formal feedback from the PTO at the end of each week through "Coaching and Training Reports." Throughout this phase, the recruit officer and PTO will keep a daily journal to serve as a means to self evaluate, self reflect, and a continuous resource guide. Completion of the PBLE will occur by the end of this phase. At the conclusion of Phase B, the PTO will make a written recommendation to the PTO Coordinator based on recruit performance, recommending continuation at this phase and prescriptive training or advancement of the recruit to the Midterm Evaluation.

X Midterm Evaluation - The recruit officer is placed with another PTO who serves as a Police Training Evaluator (PTE) for one week. Limited coaching occurs during this phase. The PTE is responsible for evaluating the recruit officer's performance and progression and makes recommendations to the "Board of Evaluators" (BOE) regarding prescriptive training or advancement to Phase C.

c. Phase C - The recruit officer is placed with a different PTO for approximately 3 weeks of tutorial style instruction while the recruit officer performs the normal activities of employment. During this phase the PTO will focus instruction on "Patrol Operations." The recruit officer will be trained and coached by the assigned PTO throughout this phase. The recruit officer will receive formal feedback from the PTO at the end of each week through "Coaching and Training Reports." Throughout this phase, the recruit officer and PTO will keep a daily journal to serve as a means to self evaluate, self reflect, and a continuous resource guide. The recruit officer will receive a "Problem Based Learning Exercise" (PBLE) that must be completed prior to the end of phase D. At the conclusion of Phase C; the PTO will make a written recommendation to the PTO Coordinator based on recruit performance, recommending continuation at this phase and prescriptive training or advancement of the recruit to the Phase D.

d Phase D - The recruit officer remains with the Phase C PTO for approximately 3 weeks of tutorial style instruction while the recruit officer performs the normal activities of employment. During this phase the PTO will focus instruction on "Criminal Investigations." The recruit officer will be trained and coached by the assigned PTO throughout this phase. The recruit officer will receive formal feedback from the PTO at the end of each week through "Coaching and Training Reports." Throughout this phase, the recruit officer and PTO will keep a daily journal to serve as a means to self evaluate, self reflect, and a

continuous resource guide. The recruit officer will complete the second "Problem Based Learning Exercise." At the conclusion of Phase D, the PTO will make a written recommendation to the PTO Coordinator based on recruit performance, recommending continuation at this phase and prescriptive training or advancement of the recruit to the Final Evaluation.

X Final Evaluation - The recruit officer is placed with another PTO who serves as a Police Training Evaluator (PTE) for two weeks. The PTE is responsible for evaluating the recruit officer's performance and progression and makes recommendations to the "Board of Evaluators" (BOE). No coaching occurs during this phase. The PTE is dressed in plain clothes, and primarily observes and evaluates the recruit officer's performance, unless emergency assistance is needed based on the dynamics of the situation. The recruit officer's NPE rough draft should be 95 percent complete, and will be evaluated by the PTE, PTS, and the PTO Coordinator for sufficient content and level of completion.

4. *Board of Evaluators* - The BOE is responsible for determining the status of the recruit officer through the PTO Program. The BOE may be convened at any time at the request of a PTO, PTE, PTS, or the PTO program coordinator. The BOE will convene minimally at the midterm and final evaluation, and the presentation of the NPE which occurs within 4 weeks after attaining solo status. At the completion of the phased training, the BOE reviews all coaching and training reports, the Mid-Term Evaluation, the Final Evaluation, and observations of the PTO and PTE's involved in the recruit officer's training. The BOE makes recommendations to the CSD Manager for regarding successful completion or need for prescriptive or extended training. A recommendation for termination will be forward through the CSD Manager to the Chief of Police for final decision.
5. *Program Completion* - After successful completion of the PTO Program, the recruit officer may be assigned to various patrol teams based on Department need, during their probationary period. In addition to the Coaching and Training Reports completed by the PTO's, and a Mid-Term and Final Evaluation completed by PTE's, a written evaluation of the recruit officer is completed by the patrol supervisor every 90 days throughout the probationary period. Upon successful completion of 18 months of employment, the recruit officer is assigned as a "career status" employee and assigned to a patrol team according to Departmental needs. The Professional Standards Lieutenant or designee is the on-going liaison with DPSST staff, responsible for coordinating academy attendance, and necessary correspondence related to certification.

B. Police Training Officers will be selected after the Patrol Lieutenant supervising the PTO Program posts the opportunity for 15 days. Any non-probationary police officer may apply for assignment as a PTO. A panel comprised of supervisors, managers, and/or current PTO's will interview and recommend candidates for PTO appointment. The CSD Manager will make the final decision on all PTO appointments.

C. A Patrol Lieutenant will supervise the Police Training Officer Program and the Police Training Officers as the PTO Coordinator.

D. The Police Training Coordinator or designee will conduct weekly progress meetings with the recruit officers, PTOs and the Police Training Supervisors (Team Sergeant).

E. PTOs and recruit officers will maintain a daily journal to assist in writing coaching and training reports. Coaching and training reports must be submitted to the PTS Team Sergeant at the end of each work week.

F. It is the responsibility of the PTO's to familiarize the recruit with all of the normal activities and assignments contained within the Corvallis Police Department "Police Training Officer Manual", as well as the DPSST "New Officer Field Training Manual."

G. PTOs will be trained according to the Police Training Officer Program philosophies and guidelines.

H. PTOs will receive 40 hours of instruction in the Police Officer Training model, as well as, a minimum of 4 hours in-service training annually in current policies, procedures, and techniques related to training recruit officers.

I. PTOs will use the 15 Core Competencies and Performance Outcomes listed in the PTO manual~~s~~ as guidelines to evaluate recruits.

J. In the case of a recruit hired through the lateral entry process (see G.O. 32.2.1), the PTO Coordinator may choose to accelerate the recruit through any of the phases of the PTO Program, with the approval of the Division Manager.

33.4.7 Communicator Training Evaluation Program (CTEP) (CALEA Stds 33.2.4, 33.4.3, 35.1.3)

A. The training program for telecommunicator recruits consists of two parts. The first part is the department's "new employee" orientation and the DPSST Academy Telecommunicator and EMD curriculum. The second part consists of Communicators Training in which the recruit is placed with a Communicator Training Officer (CTO) for additional instruction and close supervision.

1. Phase I - the recruit is placed with one CTO for approximately 6 weeks of tutorial style instruction while the recruit performs the normal activities of employment. Recruits will be evaluated by the assigned CTO daily and at the end of Phase I.
2. Phase II - the recruit is placed with a different CTO for approximately 6 weeks of tutorial style instruction while the recruit performs the normal activities of employment. Recruits will be evaluated by the assigned CTO daily and at the end of Phase II.
3. Phase III - the recruit is placed with a different CTO for approximately 6 weeks of tutorial style instruction while the recruit performs the normal activities of employment. Recruits will be evaluated by the assigned CTO daily and at the end of Phase III.
4. Phase IV - the recruit is essentially on solo status, but is observed by the two certified telecommunicators for approximately 6 weeks. The recruit is evaluated at the end of this phase by the 911 Supervisor with input from the two certified telecommunicators.

Upon successful completion of 12 months of employment, the recruit is assigned as a "career status" employee and assigned to a shift according to staffing needs. The Professional Standards Lieutenant or designee is the on-going liaison with DPSST staff.

B. Communicator Training Officers will be selected after the 911 Supervisor posts the opportunity for 2 weeks. Any non-probationary telecommunicator may apply for assignment as a CTO. A panel comprised of managers, supervisors and a non-probationary telecommunicator, will interview and recommend candidates for CTO appointment. The PSSD Manager will make the final decision on all CTO appointments.

C. The 911 Supervisor will supervise the CTEP and the CTOs.

D. CTOs will maintain a log of "daily observation reports" and submit written evaluations of their recruit weekly to the Leadworker.

E. It is the responsibility of the CTO to familiarize the recruit with all of the normal activities and assignments of a telecommunicator and EMD. .

F. CTOs will be trained according to the Field Training and Evaluation Program philosophies and guidelines.

G. CTOs will use the 19 measurable characteristics listed in the CTO manuals as guidelines to evaluate recruits.

H. In the case of a recruit hired through the lateral entry process (see G.O. 32.2.1), the CTO may choose to accelerate the recruit through any of the phases of the CTO program, with the approval of the Division Manager.

33.4.8 Psychological Counseling and other types of assistance for Recruit Officers (CALEA Stds 22.2.6, 33.2.4)

With the stress associated with a new profession, changes in life style and associated family stresses, recruit officers may need psychological counseling or assistance with other problems causing stress. With that in mind, all recruits and members of their immediate family will have access, to confidential counseling through the Employee Assistance Program provided by the City of Corvallis.

33.5 IN-SERVICE, BRIEFING AND LEADERSHIP TRAINING

The Corvallis Police Department is committed to providing professional and courteous law enforcement services to the community. In order to provide high quality and responsive services, department personnel must receive quality basic and on-going training throughout their law enforcement career. Training is provided to accommodate department needs, maintain high professional standards, to address community issues and concerns and to actualize the interest and concern which the department has for self-improvement and personal development of its employees.

33.5.1 In-Service Training (CALEA Stds 1.3.11, 33.5.1, 46.1.9)

A. The below table outlines both ongoing training, as well as initial training required for new personnel:

Subject	Required By	Frequency	Who Should Attend
ONGOING TRAINING			
Force Response: policy/procedure and State Statutes related to force response and less-lethal weapons	CALEA	Annual	Sworn personnel
Driving and Pursuit Policy	CALEA	Annual	Sworn personnel
All Hazards Plan: includes ICS	CALEA	Annual	Affected agency personnel
Fair and Impartial Policing	CALEA	Annual	Affected agency personnel
Ethics	CALEA/DPSST	Annual	All personnel
Mental Health: refresher training	CALEA/DPSST	Annual	All personnel
Taser: includes successfully loading, unloading, deploying, and discharging the prongs.	CALEA	Annual	Sworn personnel
Legal Updates	CALEA	Annual	Sworn personnel
Less-Lethal Shotgun and Rifle Qualifications	CALEA	Annual	Sworn personnel
On-Duty Weapon Qualification	CALEA/DPSST	Annual	Sworn personnel
Off-Duty Weapon Qualification	CALEA/DPSST	Annual	Sworn personnel
Community Service Officer: job-related weapons qualification	CALEA	Annual	CSO's
HazMat: refresher training	CALEA/OSHA	Annual	Sworn personnel / CSO's / Parking Enforcement
Bloodborne Pathogens	OSHA	Annual	Affected agency personnel
Dispatchers: 12-hours tele-communicator and 4 hours EMT	DPSST	Annual	CRCC personnel
Fire Extinguisher	OSHA	Annual	Affected agency personnel
Diversity Awareness	City	4/Fiscal Year	All personnel
Impact Weapons: baton	CALEA	Biennial	Sworn personnel
Oleoresin Capsicum (OC)	CALEA	Biennial	Sworn personnel
Defensive / Physical Control Tactics	CALEA	Biennial	Sworn personnel
Extended-Range Impact Weapons (ERIM)	CALEA	Biennial	Sworn personnel

First Aid / CPR	DPSST	Biennial	Sworn personnel
AED	City	Biennial	Members of the City's Public Access Defibrillator (PAD) program
All Hazards Plan: a tabletop or functional exercise	CALEA	Biennial	Affected agency personnel
Temporary Detention	CALEA	Every 4 Years	Sworn Personnel
Subject	**Required By**	**Frequency**	**Who Should Attend**
INITIAL TRAINING			
Accreditation Orientation	CALEA	Within 30 days of hire	All personnel
Ethics	CALEA	At time of hire	All personnel
Mental Health	CALEA	At time of hire	All personnel
Temporary Detention	CALEA	At time of hire	Sworn personnel
Pursuit Policy	CALEA	At time of hire	Sworn personnel
Benton County Use of Deadly Physical Force (awareness training)	CALEA	At time of hire	Sworn personnel
Body Worn Cameras/In-Vehicle Recording System	CALEA	Prior to deployment with this equipment	Sworn personnel
Evidence Collection: basic guidelines and procedures	CALEA	At time of hire	Sworn personnel
Firearms Qualification	CALEA	Before being allowed to carry	Sworn personnel / CSO's
Less-Lethal: less-lethal shotgun, taser, OC, baton, defensive / physical control tactics / ERIM	CALEA	Before being allowed to carry / use	Sworn personnel / CSO's
CPR	DPSST	At time of hire	Sworn Personnel
Fire Extinguisher: hands-on (once hands-on training has been received, video or other means will suffice)	OSHA	At time of hire	Affected agency personnel

B. The purpose of In-Service training is to keep personnel up to date with new laws, technological improvements, community issues and concerns, improved police procedures, and revisions in policy and procedure, rules and regulations, as well as to meet current accreditation requirements.

C. Other areas addressed by in-service training may include:
1. Review of department policy and procedures and rules and regulations with emphasis on changes.
2. Review of statutory or case law affecting law enforcement with emphasis on changes.
3. Review of the functions of agencies in the local criminal justice system.
4. Exercise of discretion in the decision to invoke the criminal justice process.
5. Review of interview and interrogation techniques.
6. Emergency medical services.
7. Review of performance evaluation system.
8. Emergency fire suppression techniques.
9. New or innovative investigative techniques or methods.
10. Review of contingency plans, if any, including those relating to special operations and unusual occurrences.
11. Crime prevention policies and procedures.
12. Collection and preservation of evidence.
13. Report writing and records system procedures and requirements.
14. Emergency Vehicle Operations
15. Community-policing strategies and techniques.

33.5.2 Briefing Training (CALEA Std 33.5.2)

A. Briefings are conducted to inform officers of recent events and crimes that occurred during the period of time while they were off duty. Patrol Lieutenants are responsible to ensure officers who are not at the scheduled

briefing, due to calls for service, absence or scheduling, are apprised of the briefing information as soon as feasible.

B. Patrol Lieutenants shall ensure briefings are used for training purposes as much as possible and practical. Department policies, procedures, rules and regulations should be discussed to make sure there is a clear understanding of their purpose. The goal of briefing training is to keep officers up to date between formal training sessions.

C. Law Enforcement training videotapes may be utilized to supplement briefing training sessions.

33.5.3 Briefing Training Procedure (CALEA Std 33.5.2)

A. It is the responsibility of the Training Coordinator to plan briefing training on an as-needed basis. Audio-visual aids, literature, publications, etc., will be incorporated into short informational programs.

B. Instructional methods should try to include presentations that offer participation on the part of the trainee through discussion and/or hands-on experience.

C. Briefing training will generally be conducted by the most appropriate individual: a Lieutenant, a Sergeant/AIC, a Field Training Officer, or by another person who may have expertise in the subject matter.

D. Briefing training will be addressed/reviewed, as necessary, during Training Committee meetings.

E. Patrol Lieutenants will ensure briefing training and appropriate testing/demonstration of proficiency is recorded on a training roster and completed by all affected personnel in accordance with the deadline date noted on the training roster. Completed briefing training rosters and proficiency documents/tests will be forwarded to the Training Coordinator for documentation.

F. If any briefing training is designated as mandatory, then G.O. 33.1.3 will be followed to ensure training is completed by everyone the topic applies to.

33.5.4 Leadership Development Training (CALEA Std 33.6.1, 33.8.1, 33.8.2)

Leadership development training is designed to improve the professional competence of supervisors and managers.

A. Supervisory Development Training

Supervisory development training is provided for new and existing supervisors in basic and advanced topic areas such as personnel, accountability, problem identification, evaluation and solving techniques and other position related topics. Supervisory development training opportunities include, but are not limited to:

1. DPSST Basic Supervision Course or equivalent.
   a. All supervisors must attend and successfully complete this course during the 12-month probationary period following their promotion.
2. Leadership Corvallis
3. Cascades West Leadership
4. PTO Supervisor, etc.

B. Managerial Development Training

Managerial development training is provided for new and existing managers in basic and advanced topic areas specifically designed to improve the managers' professional competence. Managerial development training opportunities include, but are not limited to:

1. DPSST Middle Management Course or equivalent.
   a. All managers must attend and successfully complete this course during the 12-month probationary period following their promotion.
2. Oregon Executive Development Institute Training
3. Executive Leadership Training Symposium
4. Cascade West Leadership
5. Southern Police Institute
6. Northwestern University Command College
7. FBI National Academy

C. Criteria and conditions for consideration in taking advantage of this training:

1. Meet requirements of the identified advanced training institution.
2. Be a supervisor or manager, depending on the training requested.
3. Operational needs of the department can be met during the employee's absence.
4. Receive the endorsement of the Division Manager and the Chief of Police.

D. Leadership Development training should include:

1. Contemporary management theory and practices.
2. Utilization of resources to their maximum efficiency.
3. Leadership techniques.
4. Emotional intelligence.
5. Problem identification, evaluation, and solving techniques.
6. Police administration.

33.5.5 Accreditation Training (CALEA Stds 33.5.3, 33.5.4)

A. The Accreditation Manager will be responsible for providing an accreditation orientation to all newly hired agency personnel within 30 days after their employment begins.

B. The Accreditation Manager will attend approved training relating to accreditation within the first year after having assumed the responsibilities of the position.

C. The Accreditation Manager will be responsible for ensuring those agency personnel assigned to the Accreditation function receive the appropriate training.

33.6 CAREER DEVELOPMENT: PROGRESSION/EXPECTATIONS

33.6.1 Purpose:

The purpose of this Order is to establish a career development program to provide employees an opportunity for individual growth and development at all levels of the Department. There is no intent to change any contractual language regarding titles, pay steps or entitlements. The intent for this General Order is to assist the employee in answering the question of what he/she plans to do in the next 5, 10 or 20 years should he/she choose to become a lead worker, sergeant, supervisor, lieutenant, captain or Chief of Police. In each employee's career there are decision points. The employee can decide that he/she is happy with the path they are on and chose not to venture any further, or the employee may decide he/she wants to seek out more opportunities, responsibilities or leadership for their own job satisfaction. The path is determined by the employee's desires and expectations as well as by opportunities available within the City of Corvallis.

33.6.2 Career Path for Sworn Personnel (CALEA Std 33.8.3)

A. Career Development Objectives by Decision Point (DP):

1. The quantitative objectives for each decision point on the career path are as follows:

a. DP I: Recruit

1) Mandatory for all sworn personnel.
2) Completion of the Department of Public Safety Standards and Training Basic Law Enforcement Academy
3) Completion of Police Training Officer Program
4) Completion of LEDS/NCIC Certification
5) Completion of Intoxilyzer 8000 Certification

b. DP IIA: Solo

1) Mandatory for all sworn personnel.
2) Completion of 18 month probationary period.

c. DP IIB: Patrol Officer

1) All sworn personnel must attain this level.
2) Continuous training.
3) Death Investigation Training by the Deputy Medical Examiner.
4) The Department shall determine when to assign officers to further training to enhance their skills and abilities.
5) Maintain previous certifications (LEDS/NCIC, Intoxilyzer 8000)

d. DP III: Career Development Functions

1) Optional for all sworn personnel.
2) Elective courses available are those intended to enhance individual career development and job satisfaction related to their employment within the City of Corvallis.
3) Completion of DP II or approval by the Chief of Police is a prerequisite.
4) Completion of any training requirements as outlined in 33.6.7 below.
5) Selected by the chain of command for functions requiring additional training. This includes:

a. Bicycle Officer.
b. Range master/Firearms Instructor
c. Armorer
d. Department Instructor
e. Deputy Medical Examiner
f. Other career development functions as determined by the Chief of Police.

e. DP IV: Specialized Assignment Officer
1) Optional for sworn personnel.
2) Elective courses available for those intending to enhance individual career development and job satisfaction related to their employment within the City of Corvallis.
3) Completion of DP II or approval of the Chief of Police is a prerequisite.
4) Selected for a Specialized Assignment Positions. (See 16.3.2) This includes:
a. Detective
b. Street Crimes Detective
c. Police Training Officer (PTO)
d. Traffic Officer
e. Canine Officer (patrol or drug detection)
f. School Resource Officer (SRO)
g. Public Affairs Officer (PAO)

f. DP V: Career Development Functions – Leadership (AIC)
1) Optional for Sworn Officer
2) Completion of at least one rotation in a Specialized Assignment.
4) Completion of the AIC/Sergeant Field Training Manual.
3) Assigned as Acting in Capacity Sergeant when required.

g. DP VI: Supervision (Sergeant)
1) Served as an AIC Sergeant at least 60 days. These can be cumulative.
2) Completion of DP V (preferably with a rotation in Detectives and/or PTO) and selected for Acting In Capacity Sergeant or promotion to the rank of Sergeant.
3) Completion of the DPSST Supervisors Course or equivalent within one year of promotion to Sergeant.

h. DP VII: Management
1) Completion of DP VI and promotion to the rank of Lieutenant.
2) Completion of the DPSST Mid Managers Course or approved substitute within one year of promotion and 40 hours of Management training triennially.

33.6.3 Career Path for Non-Sworn Personnel (CALEA Std 33.8.3)

A. Dispatcher

1. Career Development Objectives by Decision Points (DP):

a. The quantitative objectives for each decision point in the career path are as follows:

1) DP I: Recruit
a) Mandatory for all dispatch personnel.
b) Completion of the Department of Public Safety Standards and Training Basic Communications Academy.
c) Attain Emergency Medical Dispatch certification from Medical Priority Dispatch System.
d) Completion of Communications Training Program.
e) Completion of LEDS/NCIC certification.

2) DP II: Solo
a) Mandatory for all Dispatch personnel.
b) Completion of 12 month probation period
c) Maintenance of LEDS/NCIC certification.

3) DP III: Dispatcher
a) All dispatch personnel must attain this level

b) Completion of DP II.
c) Obtain Intermediate certification through Department of Public Safety Standards and Training.
d) Maintenance of LEDS/NCIC certification.

4) DP IV: Career Development Functions
a) Optional for Dispatchers
b) Completion of DP III.
c) Elective courses available for those intending to enhance individual career development and job satisfaction relating to their employment within the City of Corvallis
d) Assignments would include but not be limited to:
1. LEDS representative
2. Communications Training Officer after selection and completion of the Communications Training and Evaluation Program (CTEP) Course
3. AIC Lead worker when needed.
4. Department Instructor.

5) DP V: Lead worker
a) Optional for all Dispatchers
b) Completion of DP IV and selected for promotion to the position of Leadworker
c) Completion of the DPSST Supervisors Course within two years of selection as Lead worker.

6) DP VI: Management
a) Selection as 9-1-1 Manager.
b) Completion of the DPSST Supervisor and Mid Managers Courses or approved substitute within two years of selection and 40 hours of Management training triennially.

B. Other Non-Sworn Personnel (Criminal Analyst, Records Clerk, Evidence/Property Control Officer, Parking Enforcement Officer, Animal Control Officer, and Senior Administrative Specialists)

1. Career Development Objectives by Decision Points (DP):

a. The quantitative objectives for each decision point on the career path are as follows:

1) DP I: Entry level
a) Mandatory for all personnel.
b) Completion of a Field Training Program or On the Job Training program as outlined in 33.7.2
c) Completion of LEDS/NCIC certification.

2) DP II: Basic Level
a) Mandatory for all personnel.
b) Completion of 6 month probation period for full time employees and 9 month probation for part time employees.
c) Maintenance of LEDS/NCIC certification.

3) DP III: Career Development Functions
a) Optional for Employees
b) Completion of DP II
c) Elective courses available for those intended to enhance individual career development and job satisfaction relating to their employment within the City of Corvallis.
d) Assignments would include but not be limited to:
1. LEDS representative
2. Police Training Officer after selection and completion of the Police Training Officer Program (PTO) Course
3. Department Instructor.
e) For the Evidence/Property Control Specialist , certification as a Certified Property and Evidence Specialist through The International Association for Property and Evidence Specialists

f) For the Crime Analyst, certification as a Crime and Intelligence Analyst through the International Association of Crime Analyst or other such program.

4) DP IV: Supervision
   a) Selection as Supervisor. (Currently the Police Records System Supervisor or Administrative Services Manager)
   b) Completion of the DPSST Supervisor Course or an approved substitute within two years of selection and 40 hours of Management training triennially.

33.6.4 Career Development Procedures (CALEA Std 33.8.3)

A. Overview
   1. It is the policy of the Corvallis Police Department to provide employees an opportunity for individual growth and development at all levels of the Department.
   2. The purpose is not only to prepare for today, but to ensure the retention of quality employees. The Department shall prepare for the future with a career path for employees to follow. In addition:
      a. Each employee shall have an annual review of training and promotional opportunities available at his/her level.
      b. All supervisory personnel will receive counseling as to their performance appraisal responsibilities to accurately determine strengths and weaknesses of subordinates.
   3. The Department will encourage all personnel to pursue higher educational goals by achieving a Bachelors or Masters Degree from an accredited college or university.

B. Career Development Goals
   1. To promote productive, efficient and effective job performance.
   2. To enhance the overall individual job environment and related satisfaction.

C. Career Development Plan

The Department's Career Development Plan, as identified in 33.6.2 (Career Paths for Sworn Personnel) and 33.6.3 (Career Paths for Non-Sworn Personnel), highlights specific opportunities for individual growth at all levels. The plan encompasses several career paths and identifies training that supports each path. The Department employs the Career Development Program to further the professional growth and capabilities of a member's current or future job role. The principle components of the Career Development Program are career counseling and in-service training.

33.6.5 Educational Scheduling (CALEA Stds 22.2.2, 33.8.3)

A. Department assigned in-service training will generally occur on duty when possible; if off-duty time is involved, the employee will be compensated in accordance with the prevailing collective bargaining agreement.

B. An employee’s respective Division Manager may authorize a mutually agreeable shift adjustment to accommodate the employee’s training and/or college attendance. Shift adjustments for college and/or training attendance will be considered without prejudice for any employee. Department operational needs will be thoroughly considered before any shift adjustment agreement is approved.

C. The Department can require employees to modify their schedule for training that is deemed an operationally necessity. The training and compensation will be in accordance with the City of Corvallis Employee Handbook and/or prevailing collective bargaining agreements.

33.6.6 Higher Education (CALEA Std 33.8.3)

A. Educational Development
   1. It is the policy of the Corvallis Police Department to encourage all personnel to achieve a minimum of a bachelor's degree from an accredited college or university.
   2. In order to accomplish this, employees are encouraged to enroll in degree-producing programs at local accredited colleges and universities.
   3. The degree program should relate to law enforcement and/or professional development to qualify for the Tuition Reimbursement.

33.6.7 Career Development Functions Training (CALEA Std 33.6.1, 33.8.3, 41.1.3)

A. Employees performing the following personal/career development functions shall receive additional training to enhance their skills:
   1. Bike Officer
      a. Riding Skills and Agility Instruction (International Police Mountain Bike Association)
      b. Bicycle and Equipment Maintenance Instruction
   2. Range Master/Firearms Instructor
      a. D.P.S.S.T. Certified Firearms Instructor's Course
   3. Armorer
      a. Manufacturer's approved Armorer's School, including initial and required recertification.
   4. Department Instructor
      a. DPSST Instructor Development Course (IDC) or a substitute approved by the Professional Standards Lieutenant.
      b. Specific subject matter instructor training. For example:
         1) First Aid Instructor – American Red Cross Instructor Certification.
         2) Firearms Instructor – Weapons specific firearms instructor training.
         3) EVOC Instructor – DPSST EVOC IDC Training.
         4) Taser Instructor – TASER Instructor Training.
   5. Community Livability Officer (CLO)
      a. Towns and Gown Seminar
      b. Diversity training
   6. Other career development functions as determined by the Chief of Police will receive appropriate training.

B. All employees receiving career development training shall attend Police Department sponsored training to obtain additional skills, knowledge and ability in the specific function. Certification, when given, will be maintained in the employee's training file upon successful completion of the training. All personnel receiving career development training will successfully complete the required objectives of the training in order to continue in that designated function. Those employees who do not successfully complete required career development training will be offered remedial training, if available, to improve the chances of successful completion prior to removal from the function.

33.6.8 Specialized Assignment Training (CALEA Std 33.6.1, 33.4.3)

To provide professional, efficient and effective law enforcement services to the community, certain personnel in special assignments will receive training in areas requiring an advanced degree of knowledge or skill. Training is designed based upon an assessment of critical job tasks, generally as assessed by the Department on Public Safety Standards and Training or another similar professional law enforcement organization. This training is in addition to the quality basic and on-going training provided to all personnel throughout their career. Specialized training is intended to develop or extend the knowledge, skills and abilities of the employee performing specialized assignments. Employees in the following special assignments shall receive additional training to enhance their skills:

A. Detective
   1. Basic Detective Course
   2. Interview and Interrogation Course
   3. Advanced Child Abuse Investigator's Course
   4. No retraining requirements; ongoing training needs will be determined by the supervisor.

B. Certified Forensic Computer Examiner (CFCE Detective)
   1. International Association of Computer Investigative Specialist Basic Course
   2. Certification as a Certified Forensic Computer Examiner through IACIS
      a. Required retraining/ongoing training for this assignment will be to retain this certification.
   3. Other vendor training as needed to operate the software and testify in court.

C. Street Crimes Detectives
   1. Basic Detective Course
   2. REID Street Crimes Program training
   3. Interview and Interrogation Course
   4. No retraining requirements; ongoing training needs will be determined by the supervisor.

D. Crime Analyst
   1. Crime Analysis Certification
   2. No retraining requirements; ongoing training needs will be determined by the supervisor.

E Police Training Officer
   1. Police Training Officer Course
   2. Annual PTO In-service Training related to training recruit officers
      a. Required retraining/ongoing training for this assignment will be to participate in this annual in-service training. Additional ongoing training needs will be determined by the supervisor.

F. Traffic Officer
   1. As noted per G.O. 41.4.6(F)
      a. Required retraining/ongoing training for this assignment as outlined in GO 41.4.6. Additional ongoing training needs will be determined by the supervisor.
   2. LIDAR Operators Training

G. Assistant Deputy Medical Examiner
   1. 40-Hour Oregon Certified Medicolegal Death Investigator Course
   2. 12-hour Externship with the Medical Examiner's Office
   3. Internship with Benton County Chief Deputy Medical Examiner (CDME) with a minimum of 5 death investigations assisting the CDME
   4. Chief, CDME and DA recommendation and the Medical Examiners Appointment
   5. 12 hours of continuing education related to death investigation per year.
      a. Required retraining/ongoing training for this assignment will be to meet this educational requirement. Additional ongoing training needs will be determined by the supervisor and/or the changing requirements of this assignment from any of the above-listed entities.

H Canine Officer (Patrol or Drug Detection)
   1. As noted per G.O. 41.4.5(B)
      a. Required retraining/ongoing training for this assignment as outlined in GO 41.4.5. Additional ongoing training needs will be determined by the supervisor.

I. School Resource Officer (SRO)
   1. School Resource Officer Course
   2. Instructor Development Course
   3. No retraining requirements; ongoing training needs will be determined by the supervisor.

J. Public Affairs Officer (PAO)
   1. Public Information Officer Course
   2. ICS Course IS 702
   3. No retraining requirements; ongoing training needs will be determined by the supervisor.

Certification, when given, will be maintained in the employee's training file upon successful completion of the training. All personnel receiving specialized assignment training will successfully complete the required objectives of the training in order to continue assignment in that position. Those employees who do not successfully complete the training will be offered remedial training, if available, to improve the chances of successful completion prior to reassignment. Any officer who is selected for a specialized assignment shall normally be scheduled to attend the specialized training within 90 days of the appointment. If no training class or school is readily available, the time period may be extended with the approval of the employee's manager.

33.6.9 On Going Job Training

All employees will receive on-going job training from their immediate supervisor to improve their skills, knowledge and abilities.

A. Ongoing training will include, but is not limited to:
   1. Policies, administration, management and performance standards of the function;
   2. Performance standards of the function or component; and
   3. Department policies, procedures, rules, and regulations specifically related to the employee's job description.

33.6.10 Educational Leave Procedures (CALEA Std 22.2.2)

Application for leave of absence for travel or study may be granted to aid the employee toward acquiring skills and knowledge of value to the City and to provide more efficient service if such leave may be deemed to involve such compensating benefits to the City, upon the approval of the City Manager. Such leaves of absence shall be measured against the loss or prejudice to the interests of the City involved in keeping the position open or filling it temporarily until the return of the employee. An exempt employee may be granted a leave of absence in accordance with the provision of the City of Corvallis Employee Handbook. Employees represented by an approved association must refer to their respective City/Labor Association contract.

33.7 TRAINING: NON-SWORN EMPLOYEE TRAINING

33.7.1 Training Requirements for Newly Appointed Non-Sworn Personnel (CALEA Std 33.7.1)

A. All newly appointed non-sworn personnel will participate in an orientation program introducing them to the Department. The orientation program will consist of separate discussions with the Chief of Police, and Division Managers.

B. The orientation program will include:
   1. The Department's role, purpose, goals, policies and procedures,
   2. An overview of Division and Department responsibilities and projects, and
   3. Working conditions, rules and regulations.

C. The City of Corvallis Personnel Office will conduct new employee orientation that includes personnel rules, employee rights, benefits, etc.

33.7.2 Non-Sworn Employee Training Prior to Task Assumption (CALEA Std 33.7.2, 81.2.14)

A. All non-sworn employee positions within the Department require training on specific job responsibilities prior to assuming the responsibility. This training may consist of any of the following:
   1. field training
   2. classroom instruction
   3. on-the-job training

B. Non-sworn employee positions that require the completion of a work-specific training period prior to working independently include:
   1. 911 Public Safety Dispatcher
      a. Communications Training and Evaluation Program (CTEP)
      b. Emergency Medical Dispatch Training
      c. DPSST Basic Telecommunications Academy
   2. Records Specialist
   3. Parking Enforcement Officer
   4. Animal Control Officer
   5. Evidence/Property Control Officer

33.7.3 In-Service Training for Non-sworn Employee Positions (CALEA Std 33.7.2)

The Corvallis Police Department conducts on-going in-service training for all personnel.

A. Specific technical training will be sought for employees as needed or, if deficiencies are noted, with the approval of the appropriate supervisor.

B. Non-sworn employee positions that require work-specific in-service training as an ongoing requirement include:
   1. Animal Control Officer
      a. job related weapons qualification
   2. 911 Public Safety Dispatcher
      a. ongoing DPSST certification requirements

34.1 PROMOTION: PROFESSIONAL AND LEGAL REQUIREMENTS

34.1.1 Department Role in Promotion Process (CALEA Std 34.1.1)

A. Promotion denotes vertical movement in the organization hierarchy from one rank to another, usually accompanied by increases in salary. It is the policy of the Corvallis Police Department to select and promote the best possible candidates available for all advancement opportunities within the Department.

B. The Chief of Police or his/her designee is responsible for coordinating and administering the testing of candidates in the promotion process. The City of Corvallis Human Resources staff will assist as requested and appropriate in the promotion process. The Chief of Police will provide input on the various stages of the promotional process.

34.1.2 Authority and Responsibility (CALEA Stds 34.1.2, 34.1.3)

A. The Chief of Police is vested with the authority and responsibility for administering the Police Department's role in the promotion process. This role includes performing appropriate liaison activities to carry out the process.

B. The Chief of Police or his/her designee shall be responsible for developing the measurement instruments used in determining the skills, knowledge, and abilities of employees for positions.

C. Promotional materials, including written examinations, interview questions, role-play exercises, etc., shall be kept in a locked cabinet under the control of the Administrative Services Manager.

34.1.3 Promotion Procedures (CALEA Stds 34.1.3, 34.1.4, 34.1.5)

A. Promotions in the Corvallis Police Department are based upon merit considering a candidate's knowledge, skills, abilities, record of performance, and compatibility with the organization's management and operational philosophy as demonstrated through a competitive selection process and actual job performance.

B. When vacancies exist in sworn supervisory or command positions and a decision to fill the position is made, a written announcement will be posted at least 12 calendar days prior to any promotional process. The announcement will include:

1. A description of the position(s) or job classifications for which vacancies exist;
2. The method of application;
3. A proposed schedule of dates, times, and locations of all elements of the process;
4. A description of eligibility requirements,
5. The numerical weight assigned to each element of the process, and
6. A description of the promotional process to be used in selecting personnel for the vacancies. The description of the promotional process will be as detailed as necessary to clearly indicate what is to be expected. Information should include:
   a. The expected duration of the entire process;
   b. The format, length, and duration of the written examination, if any;
   c. A full description of the assessment process.

C, When vacancies exist in non-sworn supervisory positions and a decision to fill the position is made, the process will be coordinated with the City of Corvallis Human Resources staff and conducted in accordance with the City of Corvallis Recruitment and Selection manual. Minimally, a written announcement will be posted at least 12 calendar days prior to any promotional process. The announcement will include:

1. A description of the position(s) or job classifications for which vacancies exist;
2. The method of application;
3. A proposed schedule of dates, times, and locations of all elements of the process;
4. A description of eligibility requirements,
5. A description of the promotional process to be used in selecting personnel for the vacancies.

D. An assessment process shall be used to evaluate each candidate's oral, written, problem solving, interpersonal, mechanical/manipulative and related skills. Multiple assessors using clearly defined scoring parameters will be used in all exercises requiring personal interaction. Writing skills and clearly quantifiable performances may be rated by single assessors.

E. The Chief of Police or his/her designee shall coordinate the assessment process, including the full description of all standardized exercises, with the City's Human Resources staff to ensure the assessments use valid, useful, job related and nondiscriminatory procedures.

F. Lateral Entry Promotions
1. The Police Department may solicit qualified candidates from outside the agency to fill advancement opportunities. However, preference shall always be given to equally qualified Police Department members in promotional opportunities.
2. Lateral entry is permitted for non-sworn positions as well as sworn personnel hired from other police agencies or organizations. Testing criteria for lateral entry candidates shall be the same as for internal candidates.
3. Determination of lateral entry status and eligibility remains solely at the discretion of the Chief of Police.

G. Probationary Periods
1. The probationary period is an integral part of the overall examination process for the promoted employee. It is a period used by the Chief of Police and the Police Department staff to closely observe the performance of the newly promoted employee in his/her new position.
2. All promoted personnel will serve a one-year probationary period.
3. Exceptions to the probationary period are established in G.O. 32.1.7.

34.1.4 Job Related and Nondiscriminatory Procedures (CALEA Std 34.1.4)

All procedures used in the promotional process will be job related and non-discriminatory. All procedures will follow the guidelines established in G.O. 32.1, sections 32.1.1 through 32.1.10, which establishes the selection process for all police personnel.

34.1.5 Development of Eligibility Lists (CALEA Std 34.1.6)

A. When the Chief of Police determines an eligibility list is to be established for a sworn position, s/he shall specify:
1. The numerical weight, if any, assigned to each eligibility requirement,
2. The system of ranking eligible employees on the lists; and
3. Time-in-grade and/or time-in-rank eligibility requirement, if any.

34.1.6 Use of Eligibility Lists (CALEA Std 34.1.6)

A. The candidates on the lists will be considered for promotional opportunity by the Chief of Police.

B. Eligibility list duration shall be at the discretion of the Chief of Police and shall not exceed a period of one year unless extended based upon operational need.

C. The Chief of Police may select from any of the candidates eligible for promotion.

D. A written explanation shall accompany appointment decisions.

34.1.7 Promotional Opportunities

The following are supervisory/management promotional opportunities for Corvallis Police Department employees:

A. Sworn
1. Sergeant
2. Lieutenant
3. Captain
4. Chief of Police

B. Non-Sworn

1. Police Records System Supervisor
2. Public Safety Dispatch Leadworker
3. 911 Manager
4. Administrative Services Manager

34.2 PROMOTION: ADMINISTRATIVE PRACTICES AND PROCEDURES

34.2.1 Probationary Period for Promoted Employees (CALEA Std 34.1.7)

A probationary period will be served by each promoted employee. This period serves as an opportunity for the Chief of Police and management staff to train, monitor and adjust the performance of the newly promoted employee to attain proficiency in the new position. Probationary periods will be served, at a minimum, as outlined below. An employee's probationary period may be extended with the approval of the Chief of Police in order to provide employees specialized instruction or remedial training. Incumbents with unsatisfactory performance shall be alerted to any need for improvement and informed that the lack of improvement may be cause for discipline, demotion, return to their former rank, and/or termination.

A. Corvallis Police Officers' Association Members (CPOA)
Employees promoted into a higher classification within the bargaining unit shall serve a probationary period as per the City of Corvallis/Corvallis Police Officers' Association labor agreement.

B. American Federation of State, County and Municipal Employees (AFSCME)
Employees will be required to serve a probationary period in any position for which they have not demonstrated full proficiency. Employees who fail to qualify for a job to which they were transferred or promoted shall have the right to return to their previously held position, provided they have served the probationary period in the previously held position.

C. Corvallis Regional Communications Center Association Members (CRCCA)
Employees promoted into a higher classification within the bargaining unit shall serve a probationary period as per the City of Corvallis/Corvallis Regional Communications Center Association labor agreement.

D. Non-Represented (Exempt) Employees
Non-represented (Exempt) employees, upon promotion to an exempt classification, shall serve a probationary period as per the City of Corvallis Employee Handbook.

34.2.2 Review and Appeal Process (CALEA Std 34.1.3)

A. Employees are permitted to review and appeal decisions concerning their eligibility for appointment to promotional vacancies. Inquiries and appeals may be submitted to the Chief of Police. The decision of the Chief of Police is final.

B. Procedures for the review and appeal of adverse decisions are outlined as follows:
   1. Candidates are permitted to review the written results for scored/evaluated elements of the selection process.
   2. If a candidate still wants to appeal any aspect of the selection process, an inquiry or appeal will be submitted to the Administrative Services Manager who will then provide all relevant materials to the Chief of Police for review. The Chief, or his/her designee, will review and/or investigate, as necessary, the disputed element(s) of the selection process. The Chief will make a determination based on the review/investigation and his/her decision will be final.
      a. All written materials, if any, relating to an inquiry or appeal will be maintained with the original promotional process file.

3. Employees failing to meet eligibility requirements or who are not successful in the promotional process are permitted to reapply for future openings and, if qualified, retest during future promotional opportunities.

35.1 PERFORMANCE EVALUATION: ADMINISTRATION

35.1.1 Performance Evaluation System (CALEA Std 35.1.1)

The purpose of the performance evaluation system is to provide an objective means for evaluating the performance of employees. It is a useful tool for supervisors, of course, but also for employees: to better comprehend performance expectations, to set goals for the upcoming period, to receive feedback regarding their performance, and to understand better how they fit within the organization's structure. It also becomes a record of past performance for the employee, as well as a chance to have a discussion with the employee's supervisor about their performance, goals, career development, etc. And, supervisors can use performance evaluations as a means for providing consistent evaluation and for discussing what is expected of the employee and to obtain their feedback. Supervisors should take advantage of the evaluation process to commend the employee for a good performance or to provide a constructive critique for areas needing improvement, along with advice for improving these performance areas. Ultimately, an effective performance evaluation system helps build a healthier organization and provides an environment for employees to thrive, feel valued, and understand the importance of their role within the workplace.

Human Resources coordinates the performance evaluation system. Human Resources is responsible for notifying the Police Department at the appropriate time to conduct an employee's performance appraisal. The Administrative Services Unit will coordinate and track performance evaluations for the Police Department, ensuring employees are evaluated in a timely manner.

A. Evaluation Forms

The Police Department utilizes the evaluation forms provided by Human Resources. An employee's job assignment will determine which form is used for the evaluation. The appropriate form contains the measurement definitions as well as provides guidance on how to complete the evaluation.

1. As part of the evaluation process, supervisors will print out a copy of the appropriate job description and review this with the employee. Follow the instructions included on the performance evaluation forms.

B. Evaluator Responsibilities

1. Every effort should be made to complete the performance evaluation in a timely manner.
2. Ensure the evaluation is representative of the employee's total performance during the evaluation period. Except for the limited purpose of noting previous performance goals for the period, or noting improvement and/or continuing problems, a previous evaluation shall not be considered in arriving at a current evaluation.
3. Evaluations shall be based on the standard performance requirements of the position the employee held during the evaluation period. Problems are to be noted and discussed so they may be understood and corrected.
4. Discuss the performance evaluation with the employee in detail.

C. Evaluator Training

1. Sworn Supervisors: Sworn personnel receive training from DPSST as part of their supervisory training upon promotion to a supervisory position. Additional training and development opportunities will be provided when deemed appropriate by their supervisor.
2. Non-Sworn Supervisors: Non-sworn personnel receive in-house training, provided by either the Department or HR, as part of their training upon promotion to a supervisory position. Additional training and development opportunities will be provided when deemed appropriate by their supervisor.

D. Supervisors as Evaluators

The evaluator of the employee will be the immediate supervisor at the end of the rating period. If an employee has had more than one supervisor during the rating period the rater should contact the other supervisor(s) for additional information relevant to the evaluation.

E. Evaluation Review – Supervisor

In cases where there is a disagreement between the evaluator and their supervisor, the two parties will discuss the discrepancy. If agreement cannot be reached, the evaluation will be submitted as prepared by the evaluator as well as the reviewing supervisor's comments. Any supervisor within the chain of command can require, if necessary, an evaluator to make changes to or revise an evaluation. It then becomes the responsibility of the evaluator's supervisor to ensure the evaluator receives adequate and appropriate evaluation preparation training.

35.1.2 Annual Evaluation (CALEA Std 35.1.2)

Each regular, full-time and part-time employee shall receive a performance evaluation on an annual basis. Annual performance evaluations and step increases, if applicable, will occur at the same time. A copy of the most recent evaluation may be maintained in a working file accessible to the employee's immediate supervisor. Documentation retained in the supervisor's working file will be purged after 12 months from the date of the documentation or annually, after the corresponding evaluation has been completed, whichever is longer.

A. Application of Evaluation Results

Performance evaluations can be utilized in the following ways:

1. Identify performance areas where the employee should receive additional training.
2. Provide background information as a factor for promotions, merit pay increases, transfers, special assignments, reclassification and successful completion of the probationary period.
3. Illustrate employee strengths and weaknesses and to provide a forum for improvement.
4. Provide an ongoing record for retention and/or promotion of employees whose performances warrant it, or termination of those employees whose performances are unsatisfactory.

B. Supervisors may counsel their subordinates regarding their performance at any time during the rating period, when necessary.

35.1.3 Evaluation of New Hire Employees

Outlined below are the evaluation requirements for all new hire employees.

A. Police Officers

Sworn personnel, in accordance with CPOA's bargaining agreement, will be on probation for a period of 18 months.

1. Probationary sworn employees will receive a quarterly performance evaluation through the end of their probationary period.
2. A weekly coaching and training report (CTR), as well as a mid-term and final evaluation (shadow phase) will be completed for probationary police officers during their police training program. These reports will be completed by the Police Training Officers and/or PTO Sergeant.

B. Telecommunicators

Telecommunicators, in accordance with CRCCA's bargaining agreement, will be on probation for a period of 12 months.

1. Probationary telecommunicators will receive a quarterly performance evaluation through the end of their probationary period.
2. A weekly coaching and training report (CTR), as well as a mid-term and final evaluation will be completed for probationary telecommunicators during their communications training program. These reports will be completed by the Communications Training Officers and/or Leadworker.

C. AFSCME and Exempt Personnel

Personnel represented by AFSCME, in accordance with the AFSCME bargaining agreement, as well as those who are Exempt, in accordance with the City of Corvallis Employee Handbook, will be on probation for a period of 12 months.

1. Both AFSCME and Exempt personnel will receive a quarterly performance evaluation through the end of their probationary period.
2. On-the-job training will occur to prepare the employee for the responsibilities of their position. This training process may involve tests and/or evaluations to measure the employee's progress in the positon.

D. Additional performance evaluations may be conducted when deemed necessary to ensure Police Department objectives are met.

35.1.4 Evaluation Criteria (CALEA Std 35.1.4)

The employee will be rated based on how tasks are performed and responsibilities are met related to the position held by the employee during the evaluation period. These tasks and responsibilities are outlined in the job descriptions for each positon.

35.1.5 Evaluation Components (CALEA Std 35.1.5)

Evaluation reports may be regular periodic reports or interim reports for varying reasons. The specific rating period will be included on the appropriate Performance Appraisal form. The basis of the performance evaluation will be the employee's performance during the identified rating period.

A. The evaluation of the employee's performance covers a specific period.

B. Explanatory comments will be included when the ratings are anything other than Meets Expectations (Exceeds Expectations, Needs Improvement, or Below Expectations).

C. Each performance evaluation will be reviewed and signed by the evaluator's supervisor.

D. The employee is provided the opportunity to sign and make written comments to supplement the completed performance evaluation report.

1. The employee will be requested to sign the evaluation to acknowledge receipt. Signing the evaluation does not indicate concurrence with its contents by the employee. Refusal to sign the evaluation will be noted on the form by the evaluator along with the reason given, if any.
   a. Once the evaluation is signed by the employee and evaluator, it will be forwarded through the chain of command for review and signature by the Chief of Police.

E. Once all signatures have been obtained, a copy of the evaluation is provided to the employee (via their immediate supervisor) and a copy is placed into the employee's Police Department personnel file. The original evaluation form is sent to Human Resources for inclusion in the employee's permanent personnel file.

1. A final copy is also provided to the employee's supervisor for their shift file.

F. An appeal process exists if an employee does not agree with his/her performance evaluation report.

1. If an employee believes they have received an unfair rating, they shall discuss their concerns with the evaluator within seven (7) days in an attempt to reach a satisfactory resolution. The evaluator will respond in writing to the employee's concern within seven (7) days of the discussion.

2. If a satisfactory resolution is not reached, the employee shall present their concerns in writing to their Division Manager within seven (7) days of the evaluator's response. The Division Manager will respond to the employee's concerns within seven (7) days.
3. If still unresolved the employee must request a meeting with the Chief of Police within seven (7) days of the Division Manager's response. The meeting with the Chief of Police will occur within 10 days of the request. The Chief of Police, whose decision is final, will respond back to the employee within 10 days of the meeting.
4. Employees may add comments and/or supportive documents to their performance evaluation.

G. Employee performance evaluations will be retained by Human Resources, in the employee's permanent personnel file, and the Police Department as part of that employee's active personnel file as long as they are employed by the City of Corvallis. Once an employee separates from the City of Corvallis, the Police Department will forward the employee's personnel file to Human Resources where it will be retained for six (6) years.

35.1.6 Unsatisfactory Performance (CALEA Std 35.1.6)

Employees will receive written notification (such as a letter or memorandum) of unsatisfactory performance when it has been identified. Documentation of a performance issue must be made at least 90 days prior to the end of the annual rating period. Performance issues that occur within 90 days of the end of the annual rating period will be documented in the annual evaluation. The notification will include a description of the unsatisfactory performance, measures that should be taken to improve the employee's performance, and specific requirements and timeframes for necessary improvement.

A. If no improvement is made by the end of the rating period, this information should be included in the employee's performance evaluation report and appropriate corrective and/or disciplinary action taken.

35.1.7 Employee Consultation (CALEA Std 35.1.7)

A consultation with the employee at the conclusion of the rating period will include the following:

A. Results of Evaluation Just Completed

Completed evaluations will be discussed between the employee and evaluator. This provides an opportunity for open and constructive discussion of the employee's performance in relation to the requirements of their position. Supervisors are responsible for clearly explaining to the employee what was taken into consideration in making the evaluation. The employee should be commended for work well done and helped to understand the areas in which they need improvement.

1. Patrol

Sergeants will consult with their assigned officers six months after the beginning of the rating period using the current performance evaluation form. Performance consultations shall include, but are not limited to:

a. Duties and responsibilities of the position.
b. Level of performance expected and level of performance observed over the previous six months.
c. Criteria used for evaluating the employee.
d. Review/assess the employee's performance goals.

This performance evaluation checkpoint will also be used to conduct inspections, as applicable to the officer's function (CPD form 033 Semi Annual/Annual Uniform Inspection). This form will be submitted and reviewed up the chain of command along with the employee's performance evaluation. However, only the performance evaluation is retained in the employee's personnel file, while the uniform inspection form is returned to the supervisor.

B. Performance Expectations for new Reporting Period

Supervisors shall provide direction to assigned employees at the beginning of each rating period using the current performance evaluation form, which includes the level of performance expected. Performance goals will be identified for the new reporting period and expectations will be discussed. The supervisor will provide input and work with the employee to help establish goals for the upcoming rating period.

C. Career Counseling

Supervisors will provide career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position. What will be important is to provide some form of dialogue about the employee's career, which can help:

- Determine skills and abilities;
- Assess career interests;
- Provide guidance on career goals;
- Explore options (promotions, specialty/collateral assignments); and
- Identify developmental opportunities.

35.1.8 Rater Evaluation (CALEA Std 35.1.8)

The supervisors of evaluators are to review and sign each performance evaluation to ensure ratings are given uniformly and the rater is being fair, impartial, and objective. The supervisor of an evaluator will require that employee evaluations contain measurable goals and objectives reflective of performance results and accomplishments. The supervisor of an evaluator will evaluate and document in the evaluator's annual evaluation their performance regarding the ability to evaluate employees in accordance with Department expectations.

35.1.9 Performance Improvement Plans

Performance Improvement Plans (PIP), or work plans, as they are sometimes called, are a tool to give an employee with performance deficiencies or needed improvements the opportunity to succeed. PIPs may be implemented when an employee has not responded to previous steps taken, such as counseling or performance evaluation advice, to improve their performance or correct a behavior(s) on their own. The PIP becomes a tool for the employee, to provide a more guided and direct process for successfully accomplishing the needed improvement or correction. It can also be implemented as part of remedial training for an employee, specifically outlining the steps needed to remediate the identified issue.

A. Elements of a PIP

Before meeting with the employee to implement the PIP, supervisors should consult with their supervisor and Human Resources, and have them review the plan to ensure it is appropriate and complete.

A PIP should include the following:

1. The employee's name.
2. The specific performance issue or behavior that needs to be corrected or improved by the employee, including the date(s) of occurrence, if available. Observations or examples illustrating the performance issue or behavior are helpful to identify clearly for the employee the specific deficiency or problem.
3. The objective of the PIP needs to be clearly identified. The supervisor should explain what the expected level of performance is or what the appropriate behavior needs to be to complete the plan successfully. The supervisor should also be very clear about any consequences if the employee does not achieve the identified objective of the plan. If necessary, the supervisor can provide examples to the employee of the correct performance level or appropriate behavior.
4. A specific timeframe will be identified in which it is expected the employee will make and sustain the needed improvement or correction.

5. Specific steps or corrections needed will be identified that work towards improving the employee's performance or correcting the identified behavior. The use of SMART goals (specific, measurable, achievable, relevant, and time-bound) should be utilized providing actionable steps to be taken by the employee.
6. Any training needed to improve performance or correct behavior, which could be provided either through in-house training or from an outside vendor. The identified training will be approved by the employee's supervisor.
7. Periodic check-ins will be built into the timeline. Supervisors should periodically meet with the employee ensuring the needed steps and/or training are being implemented. These check-ins become an opportunity for the supervisor to answer any questions the employee may have, to provide encouragement, and to mentor or help guide the employee through the process.
8. Both the employee and supervisor will sign the PIP to acknowledge the plan has been discussed, and the supervisor will provide a copy to the employee.
9. Formally conclude the process. Supervisors should meet with the employee at the conclusion of the PIP's timeframe to discuss and review the outcome of the plan. If the defined goals have been achieved a copy of the PIP will be retained by the supervisor in the employee's shift file. If the employee did not successfully achieve the goals that were identified within the PIP, the supervisor will need to determine the next step. Depending on the nature and complexities of a PIP, failure to successfully meet all performance objectives in the PIP may result in corrective actions, to include discipline.

35.2 INTERVENTION SYSTEM

35.2.1 Personnel Early Intervention System (CALEA Std 22.2.6, 35.1.9)

The Early Intervention System (EIS) is intended to assist police supervisors and managers in identifying employees whose performance warrants review and, where appropriate, intervention in circumstances that may have negative consequences for the employee, the department, or the community. An Early Intervention System is an essential component of good discipline within a well-managed organization.

A. Definitions of Employee Behaviors or Actions for Review

1. Force Response: Force employed by an officer that qualifies for review.
2. Citizen Complaints: Actions or conduct that results in complaints from the public or members of the Department.
3. Internal Affairs: This would include criminal misconduct, serious non-criminal misconduct, a profiling complaint or officer involved shooting investigations (*see also GO 52.1.3 Internal Affairs*).
4. Vehicle Accident: Vehicle damage caused to a City vehicle or a vehicle belonging to the public that occurs while on duty.
5. Vehicle Pursuits: The use of any police vehicle with the intent to stop a violator who is intentionally trying to elude the pursuing officer.

Each of these types of incidents is tracked using IAPro.

B. Thresholds

The Chief of Police (or designee) maintains the authority to establish EIS indicators and thresholds, which are subject to modification. Threshold based systems, alone, do not indicate intervention is needed. Threshold systems assist in bringing to the supervisor's attention their employees who may need some type of department intervention, such as additional training, remedial action, and/or emotional support. Thresholds are used as a means of participating in industry standards for early intervention and risk management, as well as complying with CALEA standards.

Thresholds that cause an EIS alert include the following:

Indicator Factor	Threshold Level
Force Response	4 or more within 6 months
Citizen Complaints	2 or more within 6 months
Internal Affairs	2 or more within 1 year
Vehicle Accident	2 or more within 6 months
Vehicle Pursuits	2 or more within 6 months
Overall Threshold	6 or more indicator factors within 6 months

The presence of an alert is not in itself an indication of poor performance or misconduct. An alert is a tool to assist supervisory personnel in monitoring employee performance. An alert is an indication that further evaluation and consideration for intervention may be appropriate.

1. As the EIS is a non-punitive, non-disciplinary effort to support employees, the existence of an alert will not serve as the basis for or be considered as discipline.

C. Reporting Requirements

The Administrative Services Manager (or designee) is responsible for the collection and maintenance of data related to EIS, as well as the generation of reports specified within this policy. Command Staff will coordinate with the Administrative Services Manager for the generation of a report(s) outside the listed parameters, if needed.

1. The Administrative Services Unit manages the processing of and recordkeeping for all of the following reports:
   a. Force Response Investigative Reports,
   b. Complaints investigations,
   c. Internal Affairs investigations,
   d. Vehicle pursuits
   e. Disciplinary actions,
   f. On-duty employee involved traffic collisions, and
   g. All commendations and awards.
2. All EIS information shall be strictly confidential, which includes all information, data, and copies of reports utilized to develop EIS recommendations. Access to EIS data will be governed under the same policies and procedures outlined for an employee's personnel file/performance evaluations and will not be subject to release except as required by law. EIS data is to be shared only with an employee's supervisor, labor organization representatives, or others in as detail-limited a fashion as possible to allow for an effective assessment of the employee's needs and the appropriate assistance strategy. Any unauthorized release of EIS information may result in disciplinary action against the involved employee.
3. EIS records shall be purged in accordance with City of Corvallis Policy and Oregon Administrative Rule.

D. Review of Identified Employees Based on Current Patterns

The Administrative Services Manager (or designee) generates a report for the employee's supervisor via the chain of the command when an EIS threshold has been reached. The Administrative Services Manager (or designee) will provide the reports to the supervisor via the employee's Division Manager and chain-of-command for review.

1. Conclusions are not to be drawn from these reports, nor will any determinations be made concerning job performance based solely on the report. The EIS report is intended to assist supervisors with evaluating and guiding their subordinates.
2. Upon receipt of an EIS report, supervisors will review the identified occurrences and any other information that might prove helpful or relevant to the overall review.
3. Supervisors will meet with the employee to explain the purpose of the process of the EIS review, discuss the factors that lead to a review, and attempt to identify any influences that may have resulted in the alert.
4. The supervisor will provide a summary to their immediate supervisor, which includes the employee's comments, to determine if further action(s) is warranted.
5. Each completed EIS review will be routed through chain of command to the Chief for final review and approval.

E. Responsibility of Supervisors

The department should not be faced with investigating an employee for a serious case of misconduct only to find there was an escalating pattern of behavior, or less serious misconduct, which could

have been abated through intervention. Employees experiencing stress, or those engaged in improper or unsafe behaviors are at risk for more serious misconduct. Supervisors are to monitor for such, and to encourage subordinate employees to do the same for their coworkers, reporting such when observed or learned of. Reluctance on the part of coworkers to cause discipline to a coworker should be overcome when encountering a coworker who is personally or professionally at risk, and agency resources can be made available to assist the employee. Supervisors typically play a key role in identification, assessment, and resolution of EIS related performance issues. Supervisory responsibilities include:

1. Monitoring employees for at-risk behaviors or other indications for the need of early intervention – prior to discipline if appropriate.
    a. Supervisory concerns that may require early intervention should be reported to the Chief via chain of command.
2. Include in the summary of the completed EIS report any recommendations and the justification for those recommendations.
    a. All recommendations shall be approved by the Chief (or designee).
3. Coordinate and implement the approved recommendations with the appropriate department resources.
4. Formally report through the chain of command to the Chief on the employee's progress at intervals prescribed by the Department. Indications of employee compliance or non-compliance, to include evidence on completion of the agreed upon recommendations, will be included in the EIS file.
    a. Once reviewed and signed off, all EIS documentation will be forwarded to the Administrative Services Manager (or designee) for inclusion in the EIS file system.

F. Employee Assistance

If the need for further action is identified, available resources include, but are not limited to:

- Remedial Training
- Performance Improvement Plan
- Counseling
- Employee Assistance Program (EAP)
- Peer Support Program
- Mentoring

1. If a performance improvement plan is developed to help the employee improve performance in an identified area, it shall be included in the employee's annual Performance Review.

F. Annual Evaluation

The Chief of Police will assign responsibility for an annual evaluation of the Early Intervention System, to include all policies and procedures involved in the Early Intervention System. This evaluation is intended to ensure the EIS functions appropriately and continues meeting the needs of the Department. This evaluation shall be reviewed and approved by the Chief of Police.

40.1 CRIME ANALYSIS

40.1.1 Crime Analysis Procedures (CALEA Std 40.1.1)

The crime analysis function is staffed by a Crime Analyst that is assigned to the Investigations Unit and supervised by the Investigations Lieutenant. The Crime Analyst collects, collates, analyzes and distributes information collected from various sources to assist in the prevention of crime and the apprehension of criminals. The Crime Analyst assists in supporting department personnel by providing information and data to be used in the development of operational plans, crime prevention, and strategic planning. Crime analysis can help identify and analyze patterns and trends in crime, develop effective strategies and tactics to prevent future crimes, uncover and help solve community problems, provide findings that contribute to and assist in the identification of enforcement priorities, as well as identify and share officer safety information. The Crime Analyst performs the following functions:

A. Collect all intra- and inter-agency crime data from any recognized, authoritative source. Examples of sources include:
- Case reports
- Property/Evidence reports
- Criminal History information
- Field interviews and/or contacts
- Pawn records
- Citations
- Crime Information Bulletins from other agencies
- CAD reports
- Sex offender notifications/registrations
- Intelligence information
- Law Enforcement Data System (LEDS)

B. Evaluate data and/or findings for accuracy to ensure information is both valid and used appropriately. Reliability of the source where data is gathered or comes from matters and could affect the accuracy of the data itself and any findings or conclusions. The following factors will be considered when sharing or disseminating information:

1. Source of data
   When communicating information or findings, the Crime Analyst will include any cautions or advisements regarding the source of information provided, especially when obtained from a less reliable source(s). This will ensure recipients have a clear understanding of how accurate or valid information may or may not be necessarily. Examples of less reliable sources would be Facebook, Twitter, or anonymous tips.
2. Methodology
   The Crime Analyst can utilize several methods to ensure statistical results are accurate and complete. This may involve cross-checking results using multiple approaches with a data set or utilizing different software to analyze results. Being able to compare the results provided

by a report to the raw numbers obtained from RMS is one example of a tool that contributes to the accuracy of the results.

3. Different Reporting Methods
   Comparing data that originates from different sources can be complicated. For example, comparing our crime data to another agency's crime data can be problematic as that other agency might manage or categorize information differently. The Crime Analyst will utilize the appropriate tools or data set(s) to ensure as much accuracy as possible is achieved when comparing data obtained from different sources.

C. Collate analysis and data into a logical system of information for distribution. A variety of means can be used to disseminate findings, including: crime bulletins, reports/updates (by crime or location, for example) that may contain written summaries, graphic representations and/or mapping, shift briefing attendance, as well as participation in multi-jurisdictional organizations. Included within this function:

1. Identify and disseminate potential police officer/public safety hazards.
2. Specific types of crime information can be disseminated to the public to facilitate community problem-solving and crime reduction efforts. However, this information should always be carefully screened by the supervisor in order to not reveal investigative leads, cause unnecessary community alarm, or violate the privacy laws.
   a. Classified information will not be disseminated outside the Police Department without prior supervisory approval. Each document approved for release shall include a "notice of non-distribution without originator's permission" statement, along with a statement or agreement of disposition (i.e., all such documents must be disposed of by shredding).
3. Examine and evaluate data, looking for a commonality of identifiable factors, such as incidents, suspects, methods, etc., as well as the applicability to past criminal activity and possible relevance to future trends. This information can be used to help identify habitual/serious offenders or a career criminal profile *per G.O. 42.2.11*.
   a. When an individual has been identified, the Crime Analyst will work with the assigned investigator or Investigations Lieutenant to identify all relevant cases in which that individual is a party. The assigned investigator or Investigations Lieutenant will be responsible for ensuring the prosecuting agency is notified when a habitual/serious offender or career criminal profile has been identified.
4. Prepares the following reports:
   - Monthly Part I and Part II summaries for current month and year-to-date; and
   - Quarterly crime analysis summaries (included in the Quarterly Report to the Chief).
5. Disseminate Crime Analysis information to the following:
   a. Chief of Police and Division Managers;
   b. Sworn staff, as needed;
   c. The PIO function (Professional Standards Unit);
   d. The public (*see item 2. above*);
   e. Records and/or Dispatch, as needed; and
   f. Other law enforcement agencies.
6. Keep the Chief of Police informed of identified crime trends and patterns, or other crime analysis data of significance.

D. Miscellaneous

Other Crime Analysis functions may include:

1. Obtain feedback from users as necessary; review and evaluate suggestions and incorporate appropriate recommendations into existing and/or future analytical or communicative procedures or mechanisms.
2. Provide staff training related to various crime analysis functions.

3. Provide public education presentations.
4. Provide accurate statistical information for use in budget preparation and Police Department reports.
5. Provide accurate statistical information to be used in the development of organizational benchmarks and performance measures.

41.1 PATROL: ORGANIZATION AND ADMINISTRATION

41.1.1 Patrol Functions

A. Consistent with the values of a free society, it is the primary objective of the Corvallis Police Department to approach the ideals of a society free from crime and disorder. In so doing, the department's role is to enforce the law in a fair and impartial manner, acting in good faith without malice and recognizing both the statutory and judicial limitations of police authority.

1. No person shall be subjected to any stop, detention, or search under Oregon Revised Statutes by members of this agency when such a stop, detention, or search is based solely and impermissibly on the person's race, color, sex, or national origin, or upon the member's perception of any person's race, color, sex, or national origin.
2. The mission of the Corvallis Police Department is to enhance community livability by working in partnership with the community to promote public safety and crime prevention through education and enforcement; to maintain public order while preserving the legal rights of all individuals; to reduce the impact of crime; and to provide effective, efficient and courteous service.

B. The primary functional responsibilities of the CSD/Patrol section include:

1. Directed patrol
2. Criminal law enforcement
3. Traffic education, enforcement and control
4. Preliminary investigations
5. Incident investigation and reporting
6. Crash investigation and reporting
7. Crime prevention efforts
8. Maintenance of public order
9. Provision of emergency services
10. Tactical operations
11. Development of relationships between citizens and the department
12. Arrests and warrant service
13 Reporting of information to appropriate organizational components

41.1.2 Performance Objectives

A. Specific written objectives for the Patrol section are formulated annually in accordance with General Order 1.1, section 1.1.1, and General Order 61.1 Section 61.3.

B. In the interest of the safety and rights of the citizenry, officers will adopt the following general performance objectives as a guide:

1. To reduce injury and property damage traffic crashes through the use of directed patrol and selective traffic law enforcement and safety education.
2. To reduce the overall crime rate and fear of crime by increasing the efficiency in directed patrol, crime prevention, investigative efforts, and reporting.
3. To reduce the effects of the impaired driver by concentrated law enforcement efforts and increased public awareness.

4. To involve the community as a partner in the preservation of peace and order and reduction of crime.

C. District and Sector officers will incorporate the Police Department's performance objective and goals into their daily duties.

41.1.3 Coordination With Other Components (CALEA Std 12.1.4)

A. The Patrol section will encourage and support the exchange of information with other components for the purpose of coordinating performance.

B. Interdepartmental coordination by the Patrol section is manifested through encouraging support and exchanging information with the other sections and units of the Police Department by the following methods/procedures:

1. Participation by Division Managers and Watch Commanders in staff meetings.
2. Lieutenant/Sergeant meetings with Division Managers.
3. Association/Management Advisory Team meetings.
4. Attendance by Detectives at Patrol briefings.
5. Utilization of both formal and informal memos.
6. Utilization of City e-mail.

41.1.4 24-Hour Law Enforcement Response and Coverage (CALEA Std 41.1.1)

A. The City of Corvallis provides 24-hour, seven day a week police service to its residents. The responsibility for this continuous service is designated to the Police Department. In addition, the Corvallis Police Department has mutual aid agreements with other local law enforcement agencies to insure non-interrupted police service:

1. Benton County Sheriff's Office
2. Oregon State Police
3. Philomath Police Department
4. Albany Police Department

B. To provide for 24-hour continuous coverage, patrol officers will remain available for calls for service until relieved by an officer assigned by the next shift. Minimum service delivery resource needs are determined by the Watch Commander or designee.

41.1.5 Shift Assignments (CALEA Std 41.1.1)

Shift assignments will be made in accordance with the provisions outlined in the current City of Corvallis/Corvallis Police Officers' Association contract.

A. The Shift Work Schedule will be posted in the briefing room and Shift Request Forms will be distributed to represented personnel annually.

1. Completed Shift Request Forms will be submitted to the CSD Manager pursuant to his/her directions.

B. CSD Lieutenants and the Division Manager will meet and staff each Patrol shift.

1. Personnel assignment priority will be based on the Department's need to distribute personnel according to key functions (i.e., Field Training Officer, Bicycle Officer, Deputy Medical Examiner, etc.) and to provide continuity for on-going training needs and to accommodate personnel requests based on seniority. Seniority requests will be honored to that degree possible.

C The Shift Personnel Rosters and vacation sign-up sheets will be posted annually.

1. Vacation selection criteria will be made in accordance with the provisions outlined in the current City of Corvallis/Corvallis Police Officers' Association contract.

D. The Master Work Schedule for the next calendar year will be posted annually.

41.1.6 Directed Patrol and Tactical Action Plans

The Corvallis Police Department maintains a working partnership with the citizens of the community through effective community policing. The Department provides enhanced delivery of service and achieves a greater efficiency by solving neighborhood problems through patrol operations, i.e., incident analysis. This process develops a communications linkage between patrol shifts and other divisions and promotes a collaborative approach to problem resolution.

A. Directed Patrol

1. A directed patrol list is used to guide officers' patrol activities by providing information about problems and areas of concern within a patrol district. Directed patrol may include general area checks, traffic enforcement, etc. Specific criminal activity or chronic community problems and issues should be addressed with a Tactical Action Plan. Actions directed by an approved Tactical Action Plan may be placed onto the directed patrol list without a directed patrol request being submitted.
2. Directed patrol can be requested by completing a directed patrol request form. Upon identifying a directed patrol need, any police department employee may complete and submit a directed patrol request. When a citizen request a directed patrol, an employee of the police department will complete the form, including detailed information about the need for the requested patrol. All directed patrol requests are to be submitted to the Watch Commander for approval.
3. A directed patrol request may be denied if, in the judgment of the Watch Commander, the patrol is not necessary (such as a request for patrol based on one incident with no information that another such incident might occur) and/or would not be an appropriate use of patrol resources. The Watch Commander will note why a request was denied on the form. Binders marked "Denied Directed Patrol Requests" and "Approved Directed Patrol Requests" shall be stored in the patrol sergeants' office and requests will be placed in the appropriate binder. The requests will be retained per Oregon Public Records laws.
4. The Admin Sergeant will prepare the weekly directed patrol list. S/he will place the approved directed patrol list on the MDTs of patrol cars. In the event the directed patrol needs to be implemented immediately, the Admin Sergeant will write a note (dated and signed) on the briefing board with direction to patrol staff. The Admin Sergeant will provide the list to Records, Dispatch and Investigations.
5. Whenever possible, each particular directed patrol should be conducted at least once per shift by the district officer, as directed by the list. Directed patrols resulting in no enforcement actions should be documented as a "12-1" clearance with brief clearance comments. Any directed patrol that results in enforcement action should be documented with an incident report.
6. During each shift briefing, the supervisor should review the directed patrol list with the patrol staff.

B. Action Plans

1. Action plans are specific duty assignments that are developed to address on-going unlawful activity, a community need/problem and/or special events. The duration of the tactical action plan may vary depending on the assessed need, but typically should not be longer than 90 days.
2. Any employee of the Corvallis Police Department may initiate and submit an action plan through the chain of command. Non-supervisory personnel drafting action plans will work with their direct supervisor to coordinate specific duty assignments. Action plans for special events will be written by a lieutenant or their designee.
3. A supervisor may approve an action plan if it gives specific assignments only to the personnel and resources under that supervisor's control. Any action plan that utilizes overtime or departmental resources outside one supervisor's control must be approved by a manager (or designee).
4. When an action plan addresses criminal violations of the Oregon Revised Statutes, the approving employee will ensure "event deconfliction" (including deconfliction with the Corvallis Police Department Investigations Division Lieutenant) is conducted prior to implementation. The approving employee will note the deconfliction on the original action plan.
5. Action plans may be implemented to address a wide variety of issues. If the issue(s) the plan seeks to address relates to a minor offense(s), chronic livability issue(s), or other low-level criminal activity, these action plans will be considered Community Action Plans (CAP). If the nature of the issue(s) to be addressed involves a higher level of public safety concern, requires significant logistics, or involves advanced coordination between multiple agencies, these plans will be considered Tactical Action Plans (TAP).
   a. Community Action Plans
      Community Action Plans are used to ensure documented, coordinated efforts are taken to address the issue at hand. CAPs are designed to provide a consistent yet streamlined

approach to addressing problems using the SARA model; each CAP will document the following four steps:

1) Scanning: identify the problem(s) that led to the CAP. Include relevant case numbers, community feedback, or other crime analysis that verifies the concern.
2) Analysis: examine the information collected to identify the trends. Narrow the scope of the issue to develop specific concerns. Determine the root cause of the problem, if possible.
3) Response: formulate a plan for addressing the issue, including identifying the goals of the response. When appropriate, involve the community in the planning and/or response. Implement the planned response.
4) Assessment: at the conclusion of the response to the problem, the initiating officer will evaluate the effectiveness of the plan, using the same type of data gathered in the scanning phase of the project. Identify specific recommendations for future strategies to address similar problems.

b. Tactical Action Plans

Tactical Action Plans will be implemented if there is a higher level of public safety concern, the action plan requires a significant level of logistics, or advanced inter-agency coordination is required. If an action plan is developed in conjunction with implementation of the CPD All Hazard Plan or there is a pre-planned operation that would utilize the Incident Command System (ICS), that action plan must utilize the Tactical Action Plan format (CPD Form 28).

Each TAP must minimally contain the following:

1) Identification of the unlawful activity, community need/problem or special event (including location and times)
2) Related incident numbers (if applicable)
3) Objectives of the TAP
4) Specific duty assignments (actions planned and who will take them)
5) Necessary resources
6) Approval of a supervisor and/or manager (as outlined in this policy)
7) Additional requirements specific to the special event (if applicable)
8) An After Action Review (AAR) will be completed by the initiating officer at the conclusion of all TAPs. The AAR will summarize the actions taken during the TAP, evaluate the effectiveness of the plan, and make any recommendations for future strategies to address similar problems in the future. This AAR will be submitted for review through the chain of command.

6. When a CAP/TAP is approved, the approving supervisor and/or manager will sign the action plan. The approving authority will then assign the next available action plan number to that plan. The approving authority will note the location, issue being addressed and the dates involved. The approving authority will distribute this action plan electronically and place it on the department network and provide the initiating employee a copy of the action plan.
7. The initiating employee will email each involved employee a copy of the action plan and to all CPD staff holding the rank of sergeant and above as well as Dispatch. During each shift briefing, the supervisor should review the current action plans with patrol staff.
8. If tracking of officer activity via dispatch is called for in the CAP/TAP, the assigned action plan number will also be used as the tracking mechanism. Officers conducting patrol checks on TAP locations will check out at the location by giving the pre-call "801, action plan". When dispatch responds, the officer will advise of the specific action plan number ("action plan 7") and the location (unless the location is sensitive, then the dispatchers will be told ahead of time and the action plan location will be posted in the CRCC).
9. CAP/TAP checks resulting in no enforcement actions should be documented as a "12-1" clearance with brief clearance comments. Any action plan check resulting in enforcement action should be documented with an incident report. The officer will ask dispatch to add the appropriate nature code (e.g., “Liquor Law”) in addition to the action plan number to accurately track both the action plan as well as other enforcement activity.

10. When appropriate, a brief synopsis of the CAP/TAP should be added to the directed patrol list.
11. If an action plan is the result of a citizen request/complaint, the initiating employee will provide follow-up contact with the employee/citizen who generated the request. The citizen will be advised of the outcome unless such advisement would jeopardize an investigation.

41.1.7 Shift and District Rotations (CALEA Std 41.1.1)

Patrol officers are generally assigned to a shift for a twelve-month cycle. Selection and criteria are outlined in general order 41.1.5. District rotations will be accomplished by the shift Sergeant/designee after evaluating the officers' effectiveness in a given district/sector. District rotations will generally occur annually.

41.1.8 Patrol Sergeant Span of Control (CALEA Std 11.2.1)

A. Patrol Sergeants will generally have a maximum of ten patrol officers assigned to them for direct supervision.
B. Patrol Sergeants are responsible for the day-to-day supervision and long-term guidance, coordination, and evaluation of those officers under their direct control including, but not limited to, work assignments, employee training and development, ensuring appropriate performance standards and imposition of discipline.
C. When a Lieutenant is not on duty the Patrol Sergeant will assume Watch Commander responsibilities and will functionally supervise the 911 Center personnel on weekends and nights in the absence of their regular supervisory personnel.
D. Sergeants have the authority and may temporarily supervise personnel outside their assignment as assigned by a higher-ranking officer.

41.1.9 Briefing Procedure (CALEA Std 41.1.2)

A. It is the primary responsibility of the Watch Commander, shift Sergeant or designee to see that personnel are properly assigned, inspected, and briefed on all pertinent information available.
B. Briefing will be conducted promptly 15 minutes after the start of each new shift.
C. Officers will have all duty required weapons and equipment in their possession prior to the start of briefing.
D. Procedure to be followed during briefing:
    1. Officers will be in full uniform during briefing, unless working a non-uniform assignment. The uniform must be clean and well pressed, and all equipment and shoes must be clean and well polished.
    2. Sergeants will conduct an inspection of their officers monthly. This inspection will include:
        a. Personal care and grooming
        b. Uniform
        c. Equipment
    3. Briefing will be conducted under the supervision of the Watch Commander or Sergeant in his/her absence, who will see that all personnel are properly briefed and updated on all directives, new information (wanted persons, stolen vehicles, major investigations etc.), and any changes in schedules or assignments.
    4. Prior to the dismissal of briefing, the Watch Commander or Sergeant should check with officers present to see if they have any pertinent information to disseminate to the others present.

41.1.10 Radio/MDC Call Numbers (CALEA Std 81.2.4)

A radio call numbering system is assigned to identify and permit communication with members of the Police Department over the police radio/MDC. Each member is assigned a call number that corresponds to the employee's badge number. Non-sworn staff and volunteers (Auxiliary and Cadets) will utilize an alpha-numeric radio call number. Corvallis Police Department call numbers are 800 series numbers and are assigned as follows:

A. 801 through 809 Chief, Captains, and Lieutenants
B. 810 through 819, Sergeants
C. 820 through 889, Officers
D. 890 through 893, Parking Enforcement
E. 894 through 897, Community Service Officers
F. 898 through 899, Police Canines

G. C1 through C20, Records Specialists, Administrative Specialists
H. D1 through D20, Public Safety Dispatchers
I. E1 through E5, Evidence
J. V1 through V30, Auxiliary
K. V31 through V60, Cadets

41.1.11 Radio Communication With Interacting Agencies (CALEA Std 81.2.4)

Several surrounding police agencies are dispatched by the Corvallis Regional Communications Center (9-1-1) on a contractual basis. All radio codes used are the same and the agencies share the same radio channels. Each agency uses a different one hundred numerical series to identify that agency's personnel. Each field member of the respective agency has a radio call number assigned to him/her.

A. Benton County Sheriff's Office call numbers are 400 series.
B. Philomath Police Department call numbers are 1100 series.

41.1.13 Foot and Bicycle Patrols

In order to provide the most efficient use of resources to resolve community issues, officers may be assigned temporary foot or bicycle patrol responsibility in a specified area to address a particular or chronic problem. In addition, officers are encouraged to periodically foot patrol or bicycle patrol (if assigned to the bicycle patrol function), in their given districts/beats to provide more opportunity for direct citizen contact.

41.1.14 Special-Purpose Vehicle Deployment (CALEA Stds 41.1.3, 43.1.4)

The Corvallis Police Department utilizes the following Special Purpose Vehicles:

A. Bicycles

Corvallis Police Department equips and maintains a fleet of bicycles to be utilized:

1. In the patrol of areas where use of conventional patrol vehicles is not practical or suitable.
2. In any instance where the Police Department deems the use of bicycle patrol would better serve the needs of the public.
3. Bicycle patrol officers will wear Police Department approved uniforms that readily identify them as members of the Corvallis Police Department as noted in G.O. 41.3.
4. Only Officers who have received training as outlined in G.O. 33.6.7 are authorized to operate the Police Bicycle.

B. Parking Enforcement Scooters

The Corvallis Police Department parking enforcement scooters will primarily be used by trained Parking Enforcement Officers for enforcing City parking regulations. Training in the use of the Parking Scooter is included in the Field Training Program. In some instances, parking enforcement employees and vehicles may be used for traffic control. A police officer may use a parking enforcement scooter as authorized in various situations by a Watch Commander, including but not limited to monitoring special events and traffic control.

C. Animal Control Vehicle

The Animal Control vehicle and equipment is utilized for the capture and safe transportation of animals. The Animal Control vehicle is specifically assigned to the Animal Control Officer for duty use. When the Animal Control Officer is not on duty, a police officer may use the Animal Control vehicle and equipment as needed for animal control related calls for service with supervisory approval. In some instances, the Animal Control Officer and vehicle may be used for traffic control. Training in the use of the Animal Control vehicle and equipment is included in the field-training program.

D. Incident Command Vehicle

The Incident Command Vehicle can be utilized for several functions including, incident command, on-scene investigations, evidence collection, major crime team response, and search warrant service. A Sergeant or above may authorize the use of the vehicle by any sworn staff member that have received field training on its operation by a supervisor.

41.1.15 Documentation for Preliminary Court Proceedings

A. Upon the arrest of any person for a criminal or traffic offense or the issuance of a summons or citation to any person for a criminal or traffic offense, certain documentation will be submitted through supervision to the Records section and forwarded to the Corvallis Municipal Court or Benton County District Court. The

documentation will be used in lieu of the officer's presence in court at the time of arraignment of each defendant charged with an offense.

B. The required documentation includes the following for each type of appearance:
   1. Criminal Offense:
      a. Incident report,
      b. Probable cause affidavit (if held in custody),
      c. Misdemeanant citation (if released on citation).
   2. Traffic Offense:
      a. Signed traffic citation,
      b. Incident report,
      c. Completed DUII information forms (if applicable),
   3. Warrant Service:
      a. Arrest report,
      b. Court copy of warrant (with return made),

41.1.16 Incident Reports From Complaints Received by Internet, Mail or Telephone (CALEA Std 81.2.14)

A. The Corvallis Police Department will receive information for specific criminal or non- criminal incident reports given in person by a victim, complainant, or witness.

B. Non-criminal incident reports may be taken based upon information received by means other than personal interview, including receipt of information by mail or telephone.

C. In the following circumstances criminal incident reports may be taken by internet, telephone or mail:
   1. Non-Felony Property Crimes with:
      a. Lack of suspect information
      b. No physical evidence
      c. Lost property
      d. At the direction of the Watch Commander or his/her designee
   2. Person Crimes, at the direction of the Watch Commander or his/her designee.

D. To optimize the field use of patrol time, crime reports that do not require the dispatch of an officer will be taken by Records personnel. If the alleged crime is a felony, approval from the Watch Commander or his/her designee is required before Records personnel will take the report.

41.1.17 Supervisory Notifications and Response to Incident Scenes (CALEA Std 81.2.4)

A. Incidents of a serious nature often arise that require the presence of a supervisor who possesses the authority necessary to deal with the problem.

B. Watch Commanders or their designee and supervisors are required to notify their respective Division Managers upon the occasion of any serious incident as specified in this order. In the event a Division Manager is not available, the on-duty Watch Commander, shift Sergeant or AIC shall notify the Chief of Police directly.

C. Once the Watch Commander, shift Sergeant or AIC has notified the Division Manager, the Division Manager will be responsible for determining the need to notify the Chief of Police.

D. The following are circumstances where the Division Manager will be notified:
   1. The death or serious injury of any Police Department member or their immediate family, regardless of the member's duty status (on or off duty),
   2. The death or serious injury of any employee of the City of Corvallis or a public official of the City of Corvallis, or the death or serious injury of an immediate family member of an employee or city official of the City of Corvallis. This section shall not apply to incidents where death was anticipated based upon prolonged hospitalization, etc., and is intended to address unexpected situations of sudden death.
   3. The arrest of any City employee, City official or member of the department by this department or another.
   4. Receipt of information that a warrant exists for a member of the Police Department or that the member is being investigated or a suspect in a particular crime.

5. Any time the Police Department's ability to provide service is jeopardized due to malfunction of equipment; where the fleet of police vehicles is compromised due to major mechanical problems and the number of available vehicles reaches an unacceptable level; any incident where the police building suffers a fire or other similar crisis, and department property or equipment is damaged or in danger.
6. Facilities, property or equipment of the City of Corvallis is seriously damaged as a result of intentional acts, natural disaster or accident.

E. Along with the notification, in order to assume command, the Watch Commander, shift Sergeant and/or AIC will respond to the scene of the following incidents:

1. The arrest of any law enforcement officer or public official by this department.
2. The occurrence of a Class A felony involving the use or threatened use of force (rape, robbery, kidnapping, etc.).
3. Any incident within the City where a subject is barricaded inside of a building or where hostages are taken.
4. Within the jurisdiction of the Corvallis Police Department, the involvement of any public official, including members of the department, in a major traffic offense or felony, (except when members are involved in same as part of their official duties), whether on or off duty.
5. Any natural disaster occurring in or near the City or where deemed necessary by the Watch Commander, shift Sergeant or AIC in a natural disaster/mutual aid request situation.
6. A personnel complaint of a serious nature is received by the Police Department regarding one of its members.
7. A member of the Police Department is involved in a serious traffic crash while operating a Police Department vehicle in Benton County on duty. The Watch Commander, shift Sergeant, AIC will assess the need for his/her response to on-duty, Police Department operated motor vehicle crashes occurring outside Benton County. At a minimum, s/he will request response by the local jurisdiction and will keep apprised of the crash by telephone.
8. A person is injured requiring emergency room treatment or hospital admission arising out of their contact with any member of the Police Department whether on or off duty.
9. Any fatal traffic crash within the City of Corvallis.
10. A member of the Police Department discharges a firearm in the performance of duties, accidentally or intentionally. This section does not apply to firearms training on the pistol range or when a member is required to dispatch a seriously injured animal in accordance with Police Department regulations.
11. Any homicide, suicide, or death of criminally suspicious nature.
12. Any other controversy or potential controversy where the reputation of the City or the Police Department may be seriously impacted as a result.
13. Any other incident as directed, dispatched, or at the discretion of the Watch Commander, shift Sergeant or AIC.

41.2 PATROL OPERATIONS

41.2.1 Preliminary Investigations by Patrol Officers (CALEA Std 83.2.1)

A. Many times the most important factor in solving a crime is the information supplied by a victim or witnesses to the first responding officer. A responding patrol officer will generally conduct the preliminary investigation of most crimes and will be responsible to call for any specialist that may be needed.

B. Uniformed patrol officers will normally respond to each crime reported to the Police Department. The Watch Commander, Sergeant or designated AIC may request that the Detectives respond when a non-uniformed response is necessary or more appropriate.

C. Preliminary investigations begin when the officer arrives at the scene of an incident, first makes contact with the complainant, or becomes aware that a crime has been or is being committed. This preliminary investigation continues until such time as the postponement of the investigation or transfer of responsibility. The preliminary investigation usually includes some or all of the following:

1. Providing for medical attention to injured persons.
2. Protecting the scene to prevent evidence from being lost or contaminated.
3. Determining whether a crime has been committed and if so, the exact nature of the offense.
4. Determining the identity of the suspect(s) and arresting them when appropriate.
5. Providing information to communications and to other units regarding descriptions, method and direction of travel, and any other relevant information concerning suspects and/or suspect vehicles.
6. Identifying all witnesses.
7. Interviewing victims, witnesses and suspects to determine in detail the exact circumstances of the offense.
8. Collecting of evidence or arranging for the collection of evidence.
9. Taking written statements, when possible and appropriate, from victim(s), witnesses, and suspects.
10. Accurately and completely recording all pertinent information in proper form.
11. Any other action that may aid in resolving the situation, solving the crime, or as directed by a supervisor.

41.2.2 Follow-up Investigations by Patrol Officers

A. Follow-up investigations may include interviews with victims and witnesses, interrogation of suspects, determining the exact circumstances of the crime, recovery of stolen property, identification and apprehension of the offender, determining if other crimes may have been committed by the suspect, and preparing the case for court.

B. All preliminary investigations requiring follow-up shall be forwarded through Records to the Investigations Lieutenant. The Investigations Lieutenant will review the incident reports and assign investigations utilizing the automated case management tracking system and return appropriate investigations to the CSD for follow-up. Investigations that are returned to the CSD generally fall into these categories:

1. Those requested by the patrol officer to be returned.

2. Those requested by a CSD supervisor to be returned and assigned to an officer for follow-up investigation.
3. Those reviewed and assigned by the Investigations Lieutenant that need further investigation.

C. Investigations returned to the CSD will be assigned to a Shift Sergeant/AIC who will ensure the investigation is completed by an officer. Follow-up investigations are generally completed by the officer who did the preliminary investigation, but may be completed by other officers for reasons of expediency or efficiency at the discretion of the Shift Sergeant.

D. The supplemental report will be forwarded through Records to the Investigations Lieutenant. The Investigations Lieutenant will enter the follow-up activity in the automated case management tracking system.

41.2.3 Field Interviews (CALEA Std 1.2.3)

A. During the course of their duties, patrol officers often encounter, by contact or observation, persons in suspicious or unusual circumstances creating reasonable suspicion of criminal activity. Recording the identities and descriptions of persons and vehicles along with times and places found, and circumstances of the situations, may be beneficial to ongoing and/or future investigations. Officers encountering persons in these situations shall be aware of both statutory and case law regarding detaining persons and requiring identification.

B. This information of persons and/or vehicles shall be recorded on the Field Interview Card. The Field Interview Card is submitted to the patrol supervisor for review and forwarded to the Crime Analyst to be filed and entered into RMS. All field interviews shall be assigned a unique field interview number by the RMS system. The narrative should include the subject involved and pertinent personal information, as well as an explanation of the circumstances which prompted the interview or documentation.

C. At no time shall an officer stop, detain or search persons under Oregon Revised Statutes when the action is motivated by the officer's perception of the person's race, color, sex or national origin.

41.2.6 Patrol Officer Radio and Mobile Data Computer Communications (CALEA Stds 11.4.4, 41.3.7)

A. Patrol officers are provided the means for constant police radio communications through the use of vehicle radios, portable radios, and Mobile Data Computers (MDC). Officers are responsible for keeping constant radio or MDC communications while on duty. If, for any reason, an officer must have his/her radio off, the officer must notify the dispatch center prior to turning it off.
   1. Patrol officers will be appropriately trained and/or supervised (e.g., during PTO) to ensure they are familiar with and understand MDC protocols.

B. Officers will be signed into their MDC while on shift. Any MDC not working will be reported to the supervisor and to dispatch at the start of the shift.

C. The MDCs are for official business only and officers are not permitted to add software or files without approval of their chain of command and City of Corvallis MIS.
   1. This shall also apply to city-owned cellular phones used by department personnel and applies to, in addition to software or files, the downloading of apps onto these phones.

D. Officers are not permitted to alter or manipulate software installed on their MDC without permission from their chain of command and City of Corvallis MIS.
   1. This shall also apply to city-owned cellular phones used by department personnel and applies to the downloading, altering, or manipulation of any apps on these phones, beyond what would be necessary for work-related tasks (e.g., such as taking/downloading photographs).

E. Patrol Lieutenants will be responsible for reviewing MDC communications on a quarterly basis to ensure it is being used appropriately and correctly by personnel.
   1. Supervisors have the ability, as needed, to access and review MDC communications.

41.2.7 Radio and Mobile Data Computer Communications Procedures (CALEA Stds 41.3.7, 41.3.8)

A. Operations are more efficient and officer safety is enhanced when 9-1-1 Dispatchers, supervisors, and fellow officers know the status of officers, their locations, the nature of incidents and developments in their investigations. Officers will communicate either via radio and if the radio traffic is heavy then via the Mobile Data Computer (MDC). They will advise a dispatcher upon arrival at the scene of an incident, when clearing the scene, reporting incidents, when making vehicle, pedestrian or bicycle stops, and otherwise as

appropriate. Officers making high risk stops or high risk contacts of any kind will communicate via radio to immediately alert the dispatcher and other police units, including those which may not be equipped with an MDC.

B. Members of the Police Department will use the police radio system only for proper transmission of police related messages and will strive to keep all messages as professional, concise, and complete as possible. At no time will members of the Police Department misuse or disrupt the radio or MDC system by transmitting unauthorized or personal messages. Names of officers shall not be transmitted over the police radio or MDC system. Officers will be referred to by assigned radio call numbers.

C. Whenever the 9-1-1 Dispatch Center needs to call an officer, the dispatcher will state the officer's radio number and appropriate radio code or enter the information via the MDC system. The officer will respond with his/her radio number and location either on the radio or on the MDC, then the dispatcher will continue with the message.

1. When an officer needs to contact the Dispatch Center, the officer will state his/her radio number on the radio or enter his/her radio number in the MDC and appropriate radio code. The dispatcher will respond with the officer's radio number and then the officer will continue with the message.
2. When an officer needs to contact another officer, the officer will state his/her radio number followed by the number of the officer desired on the radio or via the MDC system. The second officer will respond with his/her radio number and location, then the first officer will continue with the message.

D. When making a stop of a vehicle, bicycle or pedestrian, the officer will inform the Dispatch Center via the radio of the location and any other pertinent information, such as vehicle registration number, color and make of vehicle, or a brief description of the pedestrian.

E. The appropriate radio 12 codes should be used by members of the Police Department when transmitting messages over the police radio or MDC system. The radio codes are described in General Order 81.2.2.

F. The phonetic alphabet will be used when spelling is necessary.

G. MDC use will be in accordance with the appropriate City Administrative Policy(ies). Only Law Enforcement and IT staff may have access to the MDCs. Every reasonable effort should be used to prevent others from viewing LEDS/NCIC and DMV information.

H. Any loss of an MDC will be immediately reported to the Administrative Sergeant who will coordinate the repair/replacement with the appropriate resource.

41.2.9 Response to Calls for Service (CALEA Stds 41.2.1, 81.2.6)

A. When the Dispatch Center receives a call requiring the presence of a police officer, they will dispatch the appropriate patrol officer(s) to respond to the call. The Dispatch Center will provide the officer(s) with information regarding the nature of the call and any other pertinent information that might assist the officer(s) in determining the urgency of the call.

B. When an officer receives a call for service, the officer will make an evaluation as to the seriousness of the situation and determine the appropriate response to the call. Nothing in this policy relieves an officer from operating a vehicle to drive with due regard for the safety of all persons.

C. Officers shall comply with Oregon Revised Statutes regarding the use and operation of emergency vehicles.

D. Calls for service fall into one of two categories:

1. Emergencies
   - a Emergency calls indicate a response to an actual or potential emergency situation by a police officer. The officer should immediately proceed directly and in a safe manner to the call by the most expedient route.
   - b. Emergency calls will generally necessitate a "Code 3" or emergency response. Code 3 responses will normally be made with the use of emergency lights and siren. An officer may elect to deactivate the emergency lights and/or when in close proximity to the scene as statute allows.
     - (1) Although Oregon Revised Statutes exempt emergency vehicles from the normal rules (including speed laws) of the road during emergencies, officers must still drive with due regard for the safety of all persons and remember that Oregon Revised Statutes do not protect the emergency vehicle operator from the consequences of the arbitrary disregard for the rules of the road. Officers must consider vehicular and pedestrian

traffic, road and weather conditions and geographical location when responding to an emergency.

c. In most situations, the two closest units will be assigned to respond Code 3. An assigned officer and/or supervisor may adjust the number of units responding Code 3. Officers responding to a situation Code 3 will notify dispatch of his/her location and that he/she is responding Code 3.

d. The officer must terminate the Code 3 response when such response is no longer warranted. The watch commander or field supervisor may terminate the officer's Code 3 response at any time. Dispatchers must immediately relay to officers any information that indicates the situation is no longer an emergency.

2. Non-Emergencies

Non-emergency calls fall into one of two categories:

a. Non-emergency calls necessitating a direct response will require a "Code 2" response. Officers should immediately proceed directly and safely to the call by the most expedient route. Officers shall comply with Oregon Revised Statutes regarding rules of the road while responding to a situation Code 2.

b. Non-emergency calls necessitating a timely, yet not direct response will require a "Code 1" response. If allowed by the nature of the call, an officer may choose to handle a Code 1 call via telephone contact. During a Code 1 response, officers are authorized to conduct other police business of a more pressing nature while en route to the call. Officers should not keep complainants waiting for unreasonable lengths of time. If an officer decides that other police business takes priority over a previously dispatched call, the officer will notify dispatch.

(1) Officers shall comply with Oregon Revised Statutes regarding rules of the road while responding to a situation Code 1.

E. Priorities and Dispatch Procedure

1. When the CRCC receives a call requiring the presence of a police officer, they will dispatch the appropriate officer to respond to the call. The dispatcher will provide the officer with information regarding the nature of the call and any other pertinent information that will assist the officer in determining the appropriate response to the call.

2. If an officer decides that a higher priority call requires them to hold a previously dispatched call, the officer will notify dispatch that the original call is being held and that they are responding to the higher priority call.

3. When an officer receives a call for service, it will be the officers' responsibility to make an evaluation as to the seriousness of the situation and determine the appropriate response to the call. Officers shall operate police vehicles in a safe and lawful manner and in accordance with Police Department policy and Oregon Revised Statutes. An officer will advise dispatch via voice radio when s/he is responding Code 3.

4. The watch commander or on duty supervisor will change the officer's response priority if, in his/her judgment, the officer's response is inappropriate.

5. An officer will not respond to another jurisdiction's call for service unless assistance is requested by the other jurisdiction and the officer has approval to do so by his/her on duty supervisor.

6. The alert tone will be used by the dispatcher to alert officers that an important radio message is to follow. This will not indicate the response nor designate the code. The alert tone will be used prior to all calls involving life-threatening situations. The alert tone may also be used prior to other important radio messages.

F. Courtesy Transports

1. In the spirit of community policing, there may be times when an officer provides a courtesy transport to a citizen. Officers will have sole discretion when deciding to offer a courtesy transport, and are under no obligation to do so. In determining if a courtesy transport is warranted, officers should consider the citizens demeanor, time of day/night, their ability to obtain other transportation, and their ability to care for their own safety and welfare.

2 Certain non-custodial circumstances may dictate that a problem/intoxicated person is provided a courtesy transport to a certain location within the city. In all instances, officers will obtain verification that a responsible person is available and willing to take responsibility of the person

being transported. This information will be provided to the on-duty supervisor and documented in the CAD.

3. Transporting problem/intoxicated persons out of the city limits will not be permitted without supervisor approval and the conditions herein are met.

41.2.10 Emergency Response to Fire

Officers are not expected to routinely enter burning buildings or other hazardous situations normally the purview of the fire department, search and rescue, or paramedics, or any other emergency service provider. However, the officer on the scene must make the judgment if there is an emergency having an imminent life threatening consequence requiring an immediate action by the officer to save lives and then take actions the officer feels reasonable in the circumstances known to the officer at that time.

41.2.11 Notification of Next of Kin of Deceased, Seriously Injured or Seriously Ill Persons (CALEA Std 55.2.6)

A. Within the City:
Notification will be in person and by a uniformed officer and whenever possible, assistance should be obtained from the clergy or a relative or close friend.

B. Outside the city limits:
Notification to the law enforcement agency having jurisdiction over the residence of the next of kin will be made by telephone with a Teletype to follow. The agency will be asked to contact the next of kin in person. If the agency is reluctant or unable to do so, the on duty supervisor should be advised. The agency will be asked to re-contact this department by Teletype upon notification of next of kin, as to the contact and any special instructions.

41.2.12 Notification of Proper Authority in Specific and/or Emergency Situations (CALEA Stds 41.2.4,)

First responder units/staff of various agencies shall be notified when the emergency/situation involves the agencies personnel, equipment or requires action by that agency, including but not limited to:

A. Street Department Personnel
Officers who discover potential or actual hazards on the roadway should immediately contact the Dispatch Center. Information such as location, type of problem and urgency of response should be reported. The dispatcher will then notify the street department or the on call supervisor if needed.

B. Public Utilities
Officers should immediately notify the Dispatch Center when a situation is brought to their attention that presents a potential or actual safety hazard to persons or property and is the responsibility of a public utility company. The Dispatcher will then notify the appropriate public utility company.

C. Medical Examiner
When an officer certified as a Deputy Medical Examiner is sent to investigate a death, that officer will be responsible for contacting the Medical Examiner prior to releasing the deceased body.

D. Press Releases
When available, the Public Information Officer will coordinate dissemination of public information to the media concerning disasters, special events, unusual occurrences and significant Police Department operations. When not available, the ranking officer in charge will assume the responsibility.

E. Injury to Police Department Employees

1. If a member of the Police Department is killed or sustains a serious injury, the Chief of Police and the appropriate Division Manager will be immediately notified of the incident.
2. If an officer is killed or seriously injured while on duty and it becomes the responsibility of the Police Department to notify the officer's next of kin, the Chief of Police or his/her designee will personally go to the victim officer's home and make personal notification. At least one additional officer will accompany the Chief or the designee to make the notification. If the victim officer is seriously injured and receiving treatment at a local hospital, the Police Department will make arrangements for the officer's spouse or next of kin to be brought safely to the hospital whenever possible.
3. If injuries sustained by an officer are minor in nature, the officer will immediately notify the supervisor. The supervisor will determine if the officer will be required to report to the hospital for

treatment. Supervisory officers shall bear in mind that all injuries should be treated at a medical facility unless the injuries are very obviously superficial in nature. The supervisor should also promptly fill out the appropriate workers compensation forms.

4. If an officer is seriously injured and unable to submit a report of the incident, the officer's immediate supervisor will complete a detailed report to the Chief of Police before the end of the shift.

41.3 PATROL OPERATIONS: VEHICLE EQUIPMENT AND UNIFORMS

41.3.1 Patrol Vehicle Marking (CALEA Std 41.3.1)

Patrol vehicles must be conspicuously marked and readily identifiable as law enforcement agency vehicles from
every view and from a long distance, even at night. Patrol vehicle markings shall be appropriate for and in relation to the function of the individual patrol vehicle (e.g., K9, Traffic, etc.). The Administrative Sergeant will oversee the process of outfitting each new patrol vehicle purchased, to include the proper markings/paint scheme, which provides for accuracy and consistency within our fleet. Any deviation from the typical or required markings utilized for that type of CPD vehicle must have the approval of the Chief or his/her designee.

41.3.2 Patrol Vehicle Equipment (CALEA Std 41.3.1, 41.3.2 70.4.1)

A. Each vehicle used in routine patrol shall be a "police package" vehicle and will be equipped with the following minimum equipment:
   1. Red and blue lights,
   2. A siren,
   3. A mobile radio transceiver,
   4. Seat belts,
   5. Public address system,
   6. At least one spotlight,
   7. Plexiglas cage,
   8. Mobile Data Computer

B. Except in an emergency or for a specific assignment, no unmarked vehicle will be used for traffic enforcement. Any unmarked vehicle used in this manner will be equipped with a siren and an emergency light.

41.3.3 Required Operational Equipment (CALEA Std 41.1.3, 41.3.2, 43.1.4, 83.2.4)

Officers will complete a vehicle checklist, ensuring that all required operational equipment is present, prior to assuming patrol. Officers are responsible to keep their vehicle stocked with supplies and replenish the supplies used during his/her tour of duty. Supplies are maintained and available in the briefing room supply cabinet, the downstairs supply cabinet, or through the watch commander.

A. All marked patrol vehicles, to include K9 Vehicles, will contain the operational equipment listed on CPD Form 66 – Vehicle Inspection Form. Officers will complete the vehicle checklist, ensuring that all required operational equipment is present, prior to assuming patrol. Vehicle operators are responsible for the condition and maintenance of their vehicle.

B. The Supervisor's vehicle will contain the operational equipment listed on CPD Form 67 – Supervisor's Vehicle Checklist. Sergeants or AICs will complete the vehicle checklist, ensuring that

all required operational equipment is present, prior to assuming patrol. Vehicle operators are responsible for the condition and maintenance of their vehicle.

C. The Patrol Lieutenant Vehicle will be minimally equipped with the operational equipment listed on CPD Form 5 – Patrol Lieutenant Vehicle Inspection Form. Watch Commanders will complete the vehicle checklist, ensuring that all required operational equipment is present, prior to assuming patrol. Vehicle operators are responsible for the condition and maintenance of their vehicle.

D. Police motorcycles will be minimally equipped with the operational equipment listed on CPD Form 27 – Police Department Motorcycle Inspection Form. Motor officers will complete the motorcycle checklist, ensuring that all required operational equipment is present, prior to assuming patrol. Officers are responsible for the condition and maintenance of their vehicle.

E. Police Bicycles will be minimally equipped with a first aid kit and any required safety lights for use during limited visibility conditions. Officers assigned to use a Police Bicycle will be responsible for the condition and maintenance of their assigned bicycle. Officers will perform a safety check of the bicycle before each use with any necessary repairs/maintenance coordinated with the Administrative Sergeant.

F. The Animal Control Vehicle will be minimally equipped with the operational equipment listed on CPD Form 4 – Animal Control Vehicle Inspection Form. The Animal Control Officer will insure that all required operational equipment is present prior to assuming duties. The Animal Control Officer is responsible for the condition and maintenance of the Animal Control vehicle.

G. The Parking Enforcement Vehicles will be minimally equipped with the operational equipment listed on CPD Form 82 – Parking Enforcement Vehicle Checklist. The Parking Enforcement Officer will insure that all required operational equipment is present prior to assuming duties. The Parking Enforcement Officer is responsible for the condition and maintenance of their vehicle.

H. The Incident Command Vehicle can be utilized for several functions including, incident command, on-scene investigations, evidence collection, major crime team response, and search warrant service. A Sergeant or above may authorize the use of the vehicle by any sworn staff member. The Community Services Division Manager or designee is responsible for the maintenance and inspection of the vehicle. The Incident Command Vehicle will contain the operational equipment listed on CPD Form 65 – Incident Command Vehicle Checklist.

I. Surveillance/Undercover Equipment **(CALEA Std 43.1.4)**

It is important to ensure the equipment we have that is used for either surveillance or undercover investigative activities is used responsibly and remains secure. Street Crimes Unit (SCU) personnel, who typically utilizes this equipment more so than any other unit, will be responsible for managing all equipment used for both surveillance and undercover activities (i.e., body wires, pole cams, night vision goggles, etc.). The SCU detectives will ensure any valuable equipment – anything worth over $500 – is kept locked up and secured inside their office. The SCU detectives will also keep track of where items are being deployed and by whom they are being used. Personnel outside the Investigations Unit shall receive approval from the Investigations Lieutenant prior to using the surveillance/undercover equipment maintained by SCU.

a. Detectives will list specialized equipment to be used during an operations plan under "Special Equipment" on CPD Form 063 - CPD Raid Plan, which is reviewed and signed off by a supervisor.

41.3.4 Use of Safety Restraints (CALEA Stds 41.3.3, 70.1.3)

A. All Police Department personnel will use seat belts in accordance with state law when driving or riding in any Police Department vehicle.

B. All passengers or prisoners being transported in a Police Department vehicle will use seat belts in accordance with state law.

41.3.5 General Appearance (CALEA Std 26.1.1)

Oftentimes, an entire organization is judged on the actions and appearances of just one of its members. A professional and well-groomed appearance by personnel is essential, as it contributes to building pride, "esprit de corps" and raises the public's confidence in and respect for the police department. For this reason, it is important each member of the Police Department provide a clean, neat, well-groomed appearance that is professional and business-like when representing the City and the Corvallis Police Department. Please note, when reference is made to uniformed personnel, this means uniformed personnel working in the field with enforcement authority.

A. It is the responsibility of all supervisors to see that members of the Police Department maintain a neat, clean, business-like appearance, which adheres to and is consistent with this policy.

B. Uniformed employees are readily recognizable as members of the Police Department and have an added responsibility to present themselves professionally. All uniformed employees are required to wear approved garments and equipment. Shoes, duty gear, and badges should present a professional appearance and uniforms will be kept clean, pressed and fitted.

C. Uniformed members of the Police Department will not be permitted to wear decorative jewelry while on duty and in uniform except wristwatches, plain post type earrings (simple, non-dangling or without extremely decorative parts), wedding rings or other rings regularly worn by the member.

D. The use of tobacco in any form is not permitted by Police Department members while contacting the public. Smokeless tobacco or any chew product shall not be used while in contact with and interacting with the public. Any employee using smokeless tobacco products is expected to be discreet and to properly maintain and dispose of the byproduct.

E. Hairstyles and/or hair color shall not detract from a clean, neat, professional appearance and must remain in accordance with the following requirements:

1. Hair styles of all Police Department personnel, both sworn and non-sworn, working in the field or not, must provide for personal safety; must not interfere with or impair the safety and effectiveness of the individual on the job; and must not interfere with the proper wearing of uniform headgear or any specialized equipment assigned for use.
2. Facial Hair
   Well-groomed mustaches, goatees, and beards may be worn by department personnel with or without a mustache. With the exception of the listed facial hair, members' faces will be clean shaven.
3. Division Managers may allow exceptions to the facial and hair code for specific personnel while assigned in duties that dictate deviation from the code.

F. Personnel are prohibited from having tattoos, body art, intentional scarring or mutilation on the hands, face, head, or visible portions of the neck. The only authorized tattoo on the hand is for "rings" where one would commonly wear a wedding/commitment band. The tattoo, body art, scar or mutilation must not be what a reasonable person would find to be offensive, obscene, sexually suggestive, profane or discriminatory towards persons on the basis of age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income. Any tattoo, body art or scar not meeting this criterion must be either removed or covered while the person is on duty.

1. The Chief or their designee will make the determination on the appropriateness of any tattoo questioned under this standard.

G. Body piercing or alteration to any area of the body visible in any authorized uniform or attire that is a deviation from normal anatomical features and which is not medically required is prohibited, except with prior authorization of the Chief of Police. Such body alterations include, but are not limited to:

1. Tongue splitting or piercing,
2. Non-medical subdermal or transdermal implantation (other than hair replacement),

3. Non-natural purposeful alteration to the shaping of the ears, eyes, nose or teeth, and
4. Dental ornamentation.

This is not intended to prevent an employee from obtaining cosmetic surgery, whether corrective in nature or as a personal choice. This policy does not exclude the following:

1. An implant that enhances or reduces a feature and is natural in appearance,
2. Cosmetic surgery enhancing or reducing a feature that is natural in appearance, and
3. Any kind of medically-necessary surgery to alter or change an employee's features.

H. Ultimately, the Chief of Police has the final say for determining the acceptability of all general appearance standards. The Chief has a responsibility to ensure our Department's appearance standards remain professional and to set expectations for personnel when representing our organization. As the "face" of our Department, an employee's appearance should contribute to a positive and professional representation of the organization.

1. Employees should keep in mind they can always discuss with their supervisor or the Chief, if need be, any future options being considered that potentially do not meet the listed appearance standards.

41.3.6 Police Identification Cards (CALEA Std 22.2.7)

A. All members of the Corvallis Police Department, to include Auxiliaries, will be issued an identification card containing their photograph, name, and job title or classification. The new member's supervisor will be responsible for coordinating the process to issue the identification card, which, since the LEC is a shared facility that is maintained by Benton County, is administered by County personnel. This identification card can also act as a means for providing electronic access to all secure facilities, such as the LEC, via electronic keypads.

1. Personnel in possession of an identification card will return it to the Administrative Sergeant or their immediate supervisor upon separation from the Corvallis Police Department.
2. If any member permanently loses their identification card it must be reported to the Administrative Sergeant or their immediate supervisor. This will facilitate the deactivation of the identification card and replacement, as well.

B. All employees will keep their identification cards on their person at all times while on duty and other times as required by Departmental General Orders. Identification cards are used to ensure that the public can identify law enforcement officers and be certain that the person they are dealing with is in fact an officer. This will enhance the officer's ability to perform their duties, promote confidence with the public, and make officers more accountable for their actions. The only exception to this requirement will be when an employee is working in an undercover capacity. Due to the inherent risks of working undercover and the importance of ensuring that the undercover officer's true profession is kept secret, undercover officers will not keep their identification cards on their person. The employee will show their Identification Card in a polite and courteous manner when a member of the general public requests to view an employee's identification card.

41.3.7 Dress Code – Non-Uniformed Civilian and Sworn Personnel (CALEA Std 26.1.1)

Department members permitted to wear civilian clothing during their working hours shall wear office attire that conforms minimally to business casual attire that is normally expected in business establishments within Corvallis and the City of Corvallis. Employees are expected to demonstrate good judgment and professional taste in attire worn, as determined by the requirements of the area in which the employee works.

A. Appropriate Attire

Supervisors will be responsible for ensuring personnel clearly understand the appropriate level of attire required in their specific work environment. There will be times and situations that require

more formal business attire (i.e., full business suit/pantsuit) and times when business casual attire will be perfectly acceptable. As noted above, business casual attire will typically be the minimum level of acceptable office attire, unless otherwise noted within this policy. Such practices as "casual Friday" or other events allowing personnel to dress down or more casually than usual will only be allowed with the final approval of the Chief of Police.

B. Exceptions

1. Corvallis Regional Communication Center Personnel
   Dispatchers may dress in attire that is more casual and are permitted to wear well-kept denim jeans, casual sweaters, shirts and shoes. T-shirts are only acceptable with department related logos.
2. Property Control Personnel
   Property Control/Evidence personnel may wear casual clothing as described in the CRCC section above in lieu of a uniform and only when no public contact is required. A lab coat will be worn over casual clothing when public contact is required.
3. Other Personnel
   Other types of clothing may be authorized for wear when necessary to meet a particular law enforcement objective or as directed.

C. Prohibited Attire

The following clothing items are not permitted as non-uniform work attire except as authorized for training or operational needs by the respective supervisor: Athletic wear including sweat pants or shirts, running shoes, spandex, shorts, cut-off jeans, leggings, ball caps, T-shirts, tank tops and faded, worn or damaged denim jeans.

41.3.8 Uniforms and Equipment (CALEA Stds 22.2.5, 22.2.7, 26.1.1, 41.1.3, 41.3.4)

Uniforms and equipment are provided by the Police Department and remain the property of the Department. Normal repairs and/or replacements of issued uniforms and equipment will be at the Police Department's expense. Employees are responsible to maintain issued uniforms and equipment in good, serviceable condition. Uniforms and equipment shall not be utilized by employees off duty unless specifically authorized by the Chief of Police. The following lists, identified by employees work groups, constitute the minimum uniforms and equipment that each member of that group will be issued upon their appointment.

A. Police Officers – As listed on CPD Form 153 – Police Inventory Sheet. Optional warm-weather uniform consisting of one pair of duty shorts and one duty polo shirt may be substituted for one pair of duty pants and one short-sleeved duty shirt.

B. Motorcycle Officers - As listed on CPD Form 153M – Motor Officer Property Inventory Sheet. A motorcycle uniform will only be worn when the officer is assigned to ride the motorcycle that shift.

C. Bicycle Officers- As listed on CPD Form 153B – Bicycle Inventory Sheet. A bicycle uniform will only be worn when the officer is assigned to ride the bicycle that shift, except the polo shirt, which may be worn when the summer uniform is authorized.

D. Canine Officers - As listed on CPD Form 153K – Canine Officer Property Inventory Sheet. Canine uniform will only be worn when the officer is accompanied by the canine.

E. Detectives

In addition to uniforms and equipment issued to police officers, detectives will be issued the uniform and equipment listed in the CPD Form 156 – Detective Property Inventory Sheet. Detectives will be authorized to wear raid clothes, level three vests, and ballistic helmets during activities such as search and arrest warrants services or any other activity where such equipment is needed for the safety of the officer/detective.

F. Management Staff Sworn Officers - As listed on CPD Form 153C – Command Staff Property Inventory Sheet.

G. Parking Enforcement Officers - As listed on CPD Form 154 – Parking Enforcement Officer Property Inventory Sheet.
H. Animal Control Officer - As listed on CPD Form 154AC – Animal Control Officer Property Inventory Form.
I. Records Specialists - As listed on CPD Form 155 – Records and Evidence Control Specialists Property Inventory Sheet.
J. Evidence Control Specialist - As listed on CPD Form 155 – Records and Evidence Control Specialists Property Inventory Sheet.
K. Non-Issue Uniforms and Equipment
   1. Non-issue uniform or equipment outside the specifications listed in 41.3.10 C, G and H must have prior approval for use by the employee's respective Division Manager. Personally owned firearms must be approved for use as outlined in General Order 1.5.4.
   2. An officer may carry a single blade folding knife on his/her utility belt if concealed
   3. An officer is authorized to carry automatic knives and fixed bladed knives on their person, with the following provisions:
      a. Knives must be concealed and worn/carried in pockets, under uniform shirts, or in boots/footwear. Pocket clip attachments may be exposed and visible if used to secure knife.
      b. Knives, with or without sheaths, will not be worn on the duty belt.
      c. Knife blades will not exceed 4.50" in length.
      d. An officer is authorized to carry a utility tool (such as a "Leatherman" or "Gerber Multi-Tool") on their duty belt in a carrier consistent with the duty gear currently issued and approved by their division manager.
   4. Reimbursement for damaged personally owned property will be accordance with the employee's labor contract.

41.3.9 Uniforms and Equipment – Maintenance (CALEA Std 1.3.9, 26.1.1)

A. Each member of the Police Department shall be responsible for the condition, maintenance, and safekeeping of all property and equipment issued or assigned to them. No member will alter, add to, remove, or in any way change parts or accessories of any Police Department property or equipment without permission of the Chief of Police.
   1. No member will relinquish or transfer custody of any item or property issued to them to any person without notifying the Administrative Sergeant of such transfer and only with prior approval of the Division Manager or designee. The Administrative Sergeant will maintain complete and accurate records pertaining to the location of all issued Police Departmental property and equipment.
B. When a member of the Police Department needs replacement of issued property, the member will coordinate replacement of the needed item(s) with the Administrative Sergeant.
C. Loss of Department equipment will be reported to the Division Manager via the chain of command.

41.3.10 Uniforms and Equipment – Specifications and Guidelines (CALEA Stds 1.3.9, 22.2.7, 41.3.4)

A. Trousers/Skirts/shorts – Uniform trousers/skirts/shorts shall be navy blue in color. Shorts may only be worn in conjunction with black socks and black shoes. Shorts may not be worn when appearing in Circuit Court.
B. Rain Pants – Rain pants shall be black in color and may be worn when inclement weather is expected.
C. Shirts
   1. A regulation Corvallis Police Department shoulder patch is required to be worn on each sleeve of all uniform shirts. Sergeants will wear sergeant stripes on each sleeve. Police Training Officers will wear a patch with the words "POLICE TRAINING OFFICER" on

both sleeves. School Resource Officers will wear a patch with "SCHOOL RESOURCE OFFICER" on both sleeves. Lieutenants will wear a single-bar collar pin on each side of the shirt collar. Captains will wear a double-bar collar pin on each side of the shirt collar. The Chief will wear a double-star collar pin on each side of the shirt collar.

2. Records specialist and property control officer uniform shirts shall be either long sleeved or short sleeved and be in an approved color.
3. Police officer uniform shirts shall be either long sleeved or short sleeved and be navy blue in color. For Lieutenants and above, one white dress uniform shirt will be issued. The markings will be the same as with the blue long sleeve shirt (Service bars, shoulder patches, etc.).
4. Police officer uniform polo shirts shall be short sleeved and navy blue in color. If not wearing an external carrier, on the right front chest area will be the officer's last name. A Corvallis Police cloth badge will be affixed to the left front chest area. Sergeants will wear sergeant stripes on each sleeve. Lieutenants, Captains and the Chief will wear a patch with the word "Lieutenant," "Captain," or "Chief" on both sleeves. The police officer polo shirt may be worn with their issued utility pants or summer uniform shorts.
5. Parking Enforcement officer uniform shirts shall be short sleeve polo shirts and red in color. The word "PARKING" will be printed in reflective material on the back of the polo shirt. A patch with the words "PARKING ENFORCEMENT" will be affixed to both sleeves. A Corvallis Police cloth badge will be affixed to the left front chest area. The officer's last name will be embroidered above the right front chest area. Parking Enforcement officers shall also have 1 long sleeve shirt light blue in color for formal wear.
6. Animal Control officer uniform shirts shall be short sleeve polo shirts and yellow in color. The words "ANIMAL CONTROL" will be printed in reflective material on the back of the polo shirt. A patch with the words "ANIMAL CONTROL" will be affixed to both sleeves. A Corvallis Police cloth badge will be affixed to the left front chest area. The officer's last name will be embroidered above the right front chest area. The Animal Control officer shall also have 1 long sleeve shirt light blue in color for formal wear.
7. Canine Officers are issued VDUs (Versatile Police Uniforms) which are navy blue in color.
8. Motorcycle officers are issued a cold weather motorcycle riding suit. The suit will be black with reflective piping. The riding suits, polo shirts and jackets issued to motorcycle officers shall have the word "POLICE" printed in reflective material on the front and back. Other uniform items specific to the motorcycle officers are listed under General Order 41.3.8.
9. Only a white, black or navy blue t-shirt may be worn under a uniform shirt if any portion of sleeves shall not extend below the bottom of the uniform shirt sleeve.

D. Jackets

1. A regulation Corvallis Police Department shoulder patch is required to be worn on each sleeve of all uniform jackets.
2. Uniform jackets for patrol will be primarily dark/navy blue in color. Uniform jackets for Parking Enforcement and Animal Control will be primarily red and/or high-visibility yellow. A Corvallis Police cloth badge will be affixed to the left front chest area. The officer's last name will be affixed above the right front chest area. Jackets for Parking Enforcement officers and the Animal Control officer shall be conspicuously marked with those titles.

E. Command Staff Dress Jackets

1. A dress jacket with a white shirt and striped dress pants will be issued to Lieutenants and above for wear during special occasions such as, DPSST Graduations, promotions or other occasions as directed by the Chief of Police. Sergeants will be issued a dress coat with a blue shirt, striped dress pants and leather gear for wear during special or more formal occasions.
2. Staff wearing the dress jacket will minimally carry their holster and weapon.

F. Tie – Tie will be navy in color. The tie will only be worn with a long sleeve uniform shirt. A tie bar is required to be worn with this tie. Only issued tie bars will be worn with the uniform. Tie bars will be gold in color for sergeants and managers and silver for all other uniformed employees. The tie bar will be worn across the middle of the tie so the top to the tie bar is exactly even with the bottom of the uniform shirt pocket flaps.

G. Hats - The uniform hat (model 1960 Midway) will be placed on the head in such a manner that the bill is approximately one and one-half inches above the bridge of the nose. At no time is the hat to be worn on the head in a "cocked" position or in any manner that is unmilitary. Officers are issued a rain cover for use during inclement weather.

Ball cap – Uniformed employees have the option of wearing a Police Department ball cap. The ball cap shall be navy blue in color with "Corvallis Police" embroidered on the front. At no time is the ball cap to worn on the head in a "cocked" or "backward" or "lopsided" position, unless tactically advantageous.

H. Optional cold weather wear – Officers have the option of wearing gloves, scarves, turtlenecks, sweaters tactical sweaters and watch caps as long as the items meet the listed requirements:

1. Gloves will be black and may be either leather or cloth or a combination of both.
2. Scarves will be black.
3. Turtlenecks will be plain navy or black. A long sleeved turtleneck or t-shirt shall only be worn with a long sleeved uniform shirt.
4. Tactical sweaters will be plain navy. A regulation Corvallis Police Department shoulder patch will be worn on each sleeve.
5. Watch cap - Uniformed employees have the option of wearing a Police Department watch cap (stocking cap) during cold weather. The watch cap is provided by the department and shall be black.

I. Shoes –

1. Footgear worn by uniformed officers will be black, plain toe only, all of a smooth leather finish capable of holding a high shine. Lace-up boots, having combination black leather and black waterproof nylon uppers (Rocky Eliminator's or equivalent) may be worn. No buckles are permitted, and laces will be black cloth or leather. In addition, the footgear may be equipped with zippers on the inside of the boot to facilitate easy use. No platform or high heel shoes or boots will be permitted for patrol use.
2. Footgear worn by uniformed officers when wearing uniform shorts must be black and of a smooth leather or simulated leather finish capable of holding a shine.

J. Leather equipment – All leather equipment worn by uniformed personnel will be of the "basket weave" pattern and will be kept in a polished condition. Nylon duty belts will be issued to sergeants and officers. Nylon gear is optional for all other sworn personnel. However, leather equipment shall be worn by sergeants and above for formal occasions such as funerals, DPSST graduations, etc.

K Identification name bar – Members of the Police Department, when wearing a Class A uniform (with ballistic vest under the uniform shirt), will wear their name bar centered over the right shirt pocket, immediately above and adjacent to the seam of the pocket flap. When wearing a uniform jacket, the name bar will be centered above the pocket flap.

L. Service stripes – Service stripes are a required part of the police uniform and will be worn centered on the left sleeve of the long sleeved uniform shirt just above the cuff. The left side of the stripe, looking down the sleeve, will be even with the crease of the sleeve and the right lower corner of the stripe will be at the top of the cuff. Those eligible to wear the service stripes shall wear one service stripe for every five years of service. Seniority time for service stripes includes all time served as a sworn, full-time, paid Police Officer.

M. Badge – While in uniform, the badge will be worn publicly displayed on the outermost garment. The Police Department identification card and badge shall be carried at all times by all

personnel on official duty. Officer badges will be primarily silver; Sergeants will be a combination of silver with gold banners and Lieutenants and above will be primarily gold colored.

N. Whistle and lanyard – On formal occasions, the whistle and lanyard will be worn attached to the button or epaulette on the right shoulder of the uniform shirt.

O. Authorized police pins – These pins are authorized for wear on the regulation navy blue police uniform shirt, outer vest carrier, and/or command staff dress jackets.

1. Definitions:
   a. Award Pins – Pins presented to represent a Department Medal or award and the FBI National Academy Pin. In order of precedence they are the Medal of Honor, Medal of Valor, Distinguished Service Medal, Purple Heart, Lifesaving Award, Merit Award and/or Federal Bureau of Investigation National Academy pin.
   b. Specialty Pins – Pins received upon completing specialty training, i.e., Motorcycle Pin or DRE Pin, CIT pin, or Veteran Pin.
   c. Armed Forces Veteran Pins – Department pin awarded to personnel who served on active military duty and were discharged or released under conditions other than dishonorable.
   d. Personnel currently serving in a Reserve Component (Reserves/National Guard) of the Armed Forces may wear the appropriate and approved pins of the branch of the Armed Forces in which they serve. These are optional wear items and will not be provided by the Department. When worn they will be worn as a Specialty Pin.
2. CALEA accreditation pin or American Flag Pin is to be worn centered ½ inch above the uniformed employee's metal nametag or above the Merit, Valor or other Department issued award pin.
3. Award pins may be worn centered ¼ inch above the officer's metal nametag in the order of precedence with the highest award on the left closest to the heart.
4. Specialty pins authorized are the Motorcycle pin for currently assigned and trained motor officers, and/or Drug Recognition Expert (DRE) pin for currently assigned DRE Officers. These may be worn equally spaced on the pocket flap under the nametag from right to left and top to bottom of the pocket flap, and with at least 1 inch between badges. If only one is authorized, it will be centered right to left and top to bottom of the pocket flap. Pins shall be placed beginning on the right and continue to the left. Other specialty pins may be worn provided the employee receives prior written approval from the Chief of Police via the chain of command. A maximum of two specialty pins may be worn at any time.
5. A maximum of seven approved police award pins may be worn over the employee's metal nametag configured in equal rows of three and the seventh centered in the top row.
6. On Veterans Day, Memorial Day and Armed Forces week, employees who have completed Honorable service in one of the US Armed Forces may wear the appropriate and approved pins of the branch of the Armed Forces in which they served. These are optional wear items and will not be provided by the Department. When worn they will be worn as a Specialty Pin.

P. Uniform lockers

1. Sworn employees and cadets will be assigned a locker in the appropriate basement locker room. The equipment custodian maintains a list of assigned lockers and will provide to the employee a printed name label to be affixed to the locker door identifying the person assigned to that locker. The label will contain only the name and radio identification number of the employee. The label is to be affixed centered within 2 inches of the top of the locker door.
2. Unassigned lockers without name labels, which appear to be occupied, will be posted with a notice that the lock will be cut and the property removed unless the person using the locker contacts the property custodian within two weeks of the posting of the notice. After that time,

the property custodian will cut the lock and remove the contents. If the property cannot be attributed to a current CPD Employee, the property will be given to the appropriate patrol staff to be placed in evidence for safekeeping using normal found property procedures.

41.3.11 Protective Vests (CALEA Stds 41.3.5, 41.3.6)

A. Protective vests are provided to all sworn officers. Protective body armor will be worn at all times by police officers, sergeants and lieutenants while in uniform. Lieutenants wearing a Class A uniform may elect to do so without the protective vest. All personnel will wear a protective vest when participating in pre-planned tactical operations. Pre-planned tactical operations include:

1. Planned Warrant Execution
2. Drug Related Raids
3. Surveillance Operations
4. Undercover Operations
5. Decoy Operations
6 Any pre-planned operation that may expose personnel to risk of life or injury.

B External ballistic vest carriers will be provided to sworn officers (as optional equipment). Specific external vest carriers and pouches will be provided for department issued equipment. Vest carrier pouches for non-issue equipment outside the specifications listed in 41.3.8 may be worn with prior approval of the CSD Manager.

1. External vest carriers will have the officer's last name affixed to the right front chest area and "CORVALLIS POLICE" in white lettering across the back of the carrier.

41.3.12 Court/Grand Jury Attire (CALEA Std 26.1.1)

Except as otherwise authorized, one of the following may be selected for Court and Grand Jury appearances:

A. Full Class A uniform and equipment; outer vest carrier not allowed.

B. Traditional, professional business attire, such as a full business suit/pantsuit. Personnel wearing business attire shall possess an approved and fully operational loaded firearm, department badge, handcuffs and department ID card during all court/grand jury appearances.

C. Or, as directed by the District Attorney's Office.

41.4 PATROL OPERATIONS: POLICE SERVICE DOGS; DRUG DETECTION DOGS; TRAFFIC UNIT

41.4.1 Police Service Dogs (CALEA 33.6.1, 41.1.3, 41.1.5)

The Police Department is committed to ensuring that police service dogs are utilized in a manner that reflects the values of the community.

A. Uses for Police Service Dog

1. A police service dog is used for tracking, trailing, wind scenting, building/area searching, locating evidence or suspects of crime, apprehension of suspects, and for the protection of officers or other persons.
2. A police canine team (an officer and police dog) will generally respond to in-progress calls where the suspect has recently fled on foot and is believed to still be in the area. A police canine team is used for community policing, public education activities and non-criminal applications such as searching for lost or missing persons.

B. Request for Use of Police Service Dog

1. Any officer may request assistance of a police canine team when the team is on-duty. In situations where use of a police canine team would be advantageous, the officer(s) should not search the area, but set up a perimeter for containment. It is important that the area not be contaminated. The officer should be prepared to brief the responding police canine team, including information as to where the officer(s) or other non-suspect(s) have been. During times where there is no on-duty canine team, the Watch Commander will determine the necessity to call-in a police canine team.
2. The canine team called in must be currently certified by the Oregon Police Canine Association.
3. A canine team may respond to an outside agency's request for assistance with the approval of the Watch Commander and consistent with the mutual aid agreement.

C. Control of a Police Service dog

1. Police Department personnel shall not feed, tease, harass or give commands to a police service dog except as directed by the police service dog's handler. Police Department personnel shall refrain from engaging in "horseplay" in the presence of a police service dog.
2. It is the handler's responsibility to know the capabilities and limitations of his/her police service dog and to recognize any changes in the police service dog's ability or demeanor.
3. Each police service dog handler shall maintain an Electronic Activity Log containing pertinent information on the police service dog's activities. The activity log shall record the police service dog's performance, public demonstrations, captures, and deployments. Any changes in the police service dog's performance shall be noted in the Activity Log. If additional training is necessary due to a change in the police service dog's performance, it shall be under the direction of the Police Service Dog Supervisor.
4. A monthly report will be submitted to the CSD Manager through the chain of command. The Electronic Activity Log shall be kept current and copies maintained on the electronic server and is viewable by the Police Service Dog Team Lieutenant.

D. Guidelines for the Use of Police Service Dogs

1. A Police Service Dog may be used to locate a suspect if the Police Service Dog handler reasonably believes the individual has committed a crime or is about to commit a crime. The Police Service Dog handler must analyze the totality of the circumstances, including the following factors to determine if deployment of the canine is reasonable:
   a. The severity of the crime;
   b. Whether the suspect poses an immediate threat to the safety of law enforcement officers or others,
   c. And whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
2. The proper use as a means of force will be applied in accordance to Oregon State Law and the policies and procedures of the Corvallis Police Department.
3. Use of police service dogs by handlers may, depending on the circumstances, be considered a force response. When police service dogs are used in such a manner, the Force Response Policy and Procedures shall apply.
4. The police canine team will not be used for crowd control except when necessary to prevent death or injury to persons or to prevent assault to police officers.
5. It is recognized situations may arise which will not fall within the provisions set forth in this policy. In such cases, a standard of "reasonableness" should be used to review the decision to use a police service dog in view of the totality of the circumstances.
6. The decision to apply the police service dogs in any situation shall be the responsibility of the dog handler. It shall also be the handler's responsibility to know the capabilities of the dog and recognize any changes in the dog's demeanor. The watch commander has authority to override the handler and choose not to deploy the police service dog.
7. Whenever a police service dog overcomes, resists, or defends another person, and the police service dog grabs, bites, or seizes any person, and causes any injury or is alleged to have caused an injury, other than during a controlled training exercise, the following procedure shall be followed:
   a. The on-duty Sergeant will be called to the scene and a Supervisors Force Response Report shall be completed. The police service dog handler will complete an Incident Report which will include a complete description of the police service dog's actions and a conclusion of whether or not the police service dog acted according to its training and the handler's direction. The supervisor will submit a copy of the Incident Report with the Supervisor's Force Response Report through the chain of command as outlined in *General Order 1.7*.
   b. Identify the person affected by the police service dog's action.
   c. Attempt to determine the extent of injury, and photograph if possible.
   d. Any person sustaining an injury by the police service dog shall be taken to the hospital for examination by a physician.

E. Announcements

Unless it would otherwise increase the risk of injury or escape, a clearly audible warning announcing a police service dog will be released if the person does not come forth, shall be made prior to releasing a police service dog.

F. Injury to the Police Service Dog Handler

1. In the event a police service dog handler is injured to the extent the service dog cannot be controlled, another person capable of exercising control over the animal will be called to the scene immediately.
2. In order of preference, another service dog handler and then an officer who has worked as an agitator will be called to the scene.

3. If the person is unable to control the animal or is unavailable, the Animal Control officer and/or the animal control tools may be utilized. Force response against a police service dog shall only be applied in life threatening situations.

41.4.2 Drug Detection Dogs (CALEA 41.1.5)

The Police Department is committed to ensuring that police drug detection dogs are utilized in a manner that reflects the values of the community. Use of drug detection dogs is authorized under the following circumstances:

A. A Drug Detection Dog may be used in a manner consistent with applicable statutory and case law, to sniff vehicles, buildings and other locations, to determine if illegal drugs are present.

B. The dog may be used any time the handler receives valid consent to search. Absent this consent, the dog may generally be used when:
   1. There is reasonable suspicion that illegal drugs are present,
   2. To assist in the service of a search warrant which authorizes a search for illegal drugs,
   3. The dog/handler team is in an area where it would otherwise be permissible for a police officer to be,
   4. The dog will not be deployed to sniff people.

C. The dog may be deployed in public spaces and facilities (shipping offices/transportation depots) with supervisory authorization, in situations as listed below, or in circumstances where there is a reasonable belief illegal drugs may be present.
   1. The dog may be used to sniff luggage or other personal effects of individuals on a random or selective basis when such items are not in the possession of the owner.
   2. The dog may not be used to sniff personal effects in the physical possession, control or close proximity of an individual in a public facility or place unless:
      a. There is reasonable suspicion that the item to be sniffed contains illegal drugs or evidence of a drug related crime.
      b. The time required to conduct the sniff is limited in duration.
   3. Whenever possible, sniffing in public facilities should be conducted with the advance knowledge of an authorized official of the facility. When possible, sniffing should also be conducted without interference or annoyance of the public or interference with facility operations. If the area in which the dog is to be used is not open to the public, consent to use the dog should be obtained from an official or employee of the facility.

D. Sniffs to the exterior of residences- individual dwellings or common areas of multiple dwellings are permitted only with a valid search warrant or as permitted by state and federal law.

E. Detection dog sniffs of motor vehicles may be conducted when there is reasonable suspicion that the vehicle contains illegal drugs or as otherwise permitted by state or federal law.

F. If the handler becomes aware of the dog's alert to the presence of illegal drugs in a place or during a time when the dog was not specifically being deployed to sniff for drugs, the handler will normally follow up on that alert as s/he would with any situation where there was a reasonable suspicion illegal drugs were present.

41.4.3 Utilization of Drug Detection Dog Team (CALEA 41.1.5)

A. The drug dog handler is available to cover other officers on calls for service and to handle calls for service like any other Corvallis Police Department patrol officer.

B. The Drug Detection Dog team is expected to conduct on-duty training exercises. When possible the team should remain available for calls when possible during on-duty training. When training would preclude the Drug Detection Dog team from being available for calls, the handler shall advise dispatch of the team unavailability.

C. The dog may be present at events for community interaction and public presentations where the intent of the dog's presence is not to locate illegal drugs.

D. A detection dog team may respond to an outside agency's request for assistance with the approval of the Watch Commander and consistent with the mutual aid agreement.

E. The K9 handler must confirm the reason for the search and detention prior to an open air sniff absent a search warrant.

41.4.4 Requesting Officer Responsibilities (CALEA 41.1.5)

A. If the drug dog team is requested, the requesting officer should ensure the conditions are as conducive as possible to the successful use of the dog. The requesting officer should brief the handler on what was done prior to the arrival of the team. It is generally preferable to allow the dog to be used prior to officers conducting a search.

B. Prior to deployment of the dog, the requesting officer should advise the handler of any known hazards to the handler or the dog.

C. The requesting officer will be responsible for handling, seizing, securing, and placing into evidence any illegal drugs found, unless another officer is assigned to do so by a supervisor.

D. If illegal drugs are found by the dog, the requesting officer shall not attempt to document specific actions of the dog or handler team in the incident report. This will be documented by the handler.

E. Control of a Drug Detection dog

1. Police Department personnel shall not feed, tease, harass or give commands to a Drug Detection Dog except as directed by the police detection dog's handler. Police Department personnel shall refrain from engaging in "horseplay" in the presence of a detection dog.
2. It is the handler's responsibility to know the capabilities and limitations of the detection dog and to recognize any changes in the dog's ability or demeanor.
3. Each handler shall maintain a Drug Detection Dog Activity Log containing pertinent information on the dog's activities. The activity log shall record the dog's training, performance, public demonstrations, finds, and deployments. Any changes in the dog's performance shall be noted in the Activity Log. If additional training is necessary due to a change in the dog's performance, it shall be under the direction of the Drug Detection Dog Supervisor.

41.4.5 Police Service Dog/Drug Detection Dog Care and Maintenance (CALEA 33.6.1, 41.1.5)

A. Police Service Dog/Drug Detection Dog Care and Maintenance

The police service/detection dog handler shall ensure the police service dog receives proper nutrition, grooming, medical care, socialization and living conditions. The handler will be responsible for the following:

1. The handler shall maintain all department equipment under his/her control in a clean and serviceable condition.
2. When an on-duty dog is outside the police car for exercise or other non-deployment purposes, verbal and/or physical control shall be maintained by the handler at all times.
3. Handlers shall permit the dog supervisors and/or CSD Lieutenant to conduct spontaneous inspections of the area of their residence as well as the police service/detection dog unit to verify conditions and equipment conform to this policy.
4. Any changes in the living status of the handler that may affect the lodging or environment of the police service dog shall be reported to the CSD Lieutenant as soon as possible.
5. When off-duty, police service/detection dogs shall be maintained in kennels provided by the City, within a fenced yard at the home of their handler. Police service dogs may be let out of their kennels while under direct control of their handler or while in a secure, fenced yard at the handler's residence.
6. Whenever a police service/detection dog handler anticipates taking vacation or an extended number of days off, it may be necessary to temporarily relocate the police service dog. In

those situations, it is the handler's responsibility to arrange for safe, sanitary housing. The CSD Lieutenant shall be notified of the arrangements.

7. After an absence from work of two weeks or longer without maintenance training, the police service/detection dog handler shall subject the dog to any needed refresher training until the dog's performance level is satisfactory to resume regular duty. The police service dog handler will then report the police service/detection dog's status to the CSD Lieutenant and/or the police service dog team supervisor.
8. Special costs for materials and services to maintain the police service/detection dog are borne by the Police Department. All costs related to the Police Service Dog program require pre-approval.

B. Police Service Dog/Detection Dog Training **(CALEA 33.6.1)**

1. A police service/detection dog must annually pass the minimum certification standards test before being deployed in police service. This test will be conducted by an Oregon Police Canine Association (OPCA) trainer not currently employed by the Corvallis Police Department.
2. A continual, ongoing training program shall be developed by the police service/detection dog handler and the canine team supervisor, which includes 16 hours monthly unless circumstances make this impractical. The training program may include training with other Departments and Oregon Police Canine Association training events.
3. All training activity shall be documented in the Electronic Canine Activity Log by the handler and a maintained on the server.

C. Service/Detection Dog Vehicle/Equipment **(CALEA 41.1.5)**

1. A patrol vehicle assigned to a canine team will be modified to allow for safe transportation and for safe, quick deployment of the dog. In addition to equipment maintained in other marked patrol vehicles, a vehicle assigned to a canine team will include a caged area for the transportation of the police service dog, a door opener, a cellular phone and a first aid kit designed specifically for dogs. In addition to these items, specific equipment is issued and maintained by the specific handler:

Patrol Canine	Drug Detection Canine
Water Dish	Water Dish
Leads x 3 various lengths	Leads x 3 various lengths
Temperature Control Fob with Door Popper Remote	Temperature Control Fob with Door Popper Remote
Muzzle	Muzzle
Harness	Harness
Water Carrier	Water Carrier
Bite Sleeve	Cable Tie Off
Electronic Control Collar	Drug Training Aid Safe
Electronic Control Collar Remote	Keys to Drug Training Aid Safe

It shall be the responsibility of the canine handlers to keep all equipment clean and properly maintained while assigned to the position.

2. The canine handler has sole authority to operate the canine vehicle and its equipment. Any other use of the canine vehicle and equipment shall be authorized by the Watch Commander.
3. When the handler is away from work for annual vacation or an extended period of time, the controlled substance training aids shall be stored in the Patrol Lieutenant's secure storage

locker. The handler's vehicle will also remain at the Law Enforcement Building, with sensitive equipment such as weapons, secured in the Law enforcement building.

D. Selection of Dog Handlers **(CALEA 11.5.1)**

1. Selection of the best-qualified handler is critical to the success of the police canine team. A police service/detection dog handler shall continue to have the same responsibilities as other officers, with the additional responsibilities of handling their individual dogs. A handler is subject to frequent call-outs, civic and school demonstrations and specialized training. An officer selected to this position must be willing to dedicate the necessary time and effort to maintain the police service dog's care, health and proficiency.
2. Duration of assignment to the position of a canine handler will be based on the service life of the police canine, the handler's job performance or by mutual agreement.
3. In addition to the requirements set forth in *GO 11.5.2*, a canine handler must:
   a. Reside at a location adequate to house the police service/detection dog, including a fenced yard where an outdoor kennel can be installed and allow for necessary uninterrupted rest for the police service dog during off-duty hours.
   b. Have an agreement with other adults residing at the officer's residence.
   c. Be a non-probationary, sworn police officer.
   d. Maintain an active, proficient level of performance in all phases of law enforcement.
   e. Possess excellent verbal and written communication skills.
   f. Receive "Meets Expectations" or "Exceeds Expectations" on all required performance measures on his/her most recent performance appraisal.
   g. Possess a commitment to Community Policing.
   h. Possess a dependable attendance record.
   i. If the handler changes residences, agree to replace any non-portable portion of the kennel or separate from the canine handler assignment.
   j. Commit to the position of canine handler throughout the service life of their assigned canine.

E. Reporting Police Service/Detection Dog Injuries

1. In the event a police service/detection dog is injured, the injury will be reported to the watch commander as soon as possible.
2. Depending on the severity of the injury, the dog shall either be treated by the designated veterinarian or transported to a designated emergency medical facility for treatment. If the handler and dog are out of the area, the handler may use the nearest available veterinarian.
3. The injury will be documented in the police service/detection dog activity log.

F. Requests for Demonstrations

All public requests for a police dog team shall be approved by the unit supervisor prior to making any commitment.

G. Pursuits

1. In the event a vehicle pursuit involving a Corvallis police officer occurs, the police service dog team may respond to offer assistance with the location and capture of those involved.
2. If another agency becomes involved in a pursuit that ends in the City of Corvallis, the police service dog may respond to the area and offer assistance with the location and capture of those involved.
3. If another agency's pursuit should pass through or begin in the City of Corvallis, the watch commander shall determine the involvement of the police service dog team.

41.4.6 Traffic Unit **(CALEA 33.6.1, 41.1.3)**

The traffic unit is intended for use in addressing neighborhood traffic enforcement and education, selective enforcement and those special events best suited for traffic officers.

A. Primary Traffic Officer Duties

The primary assignment for traffic officers will be traffic enforcement. Deployment will be assigned by the traffic unit supervisor and be based on the selective traffic law enforcement program, neighborhood traffic concerns, civic and school presentations and other special events.

B. Uses for Traffic Officer

Although the main focus of the traffic unit is traffic enforcement, traffic officers will respond to police calls for service as directed by a supervisor or the Corvallis Regional Communications Center. The traffic officer will also be assigned to work special events, community policing, and public education activities. Traffic officers will use marked motorcycles, patrol vehicles and bicycles in performance of their uniformed traffic duties.

C. Riding Season

1. Motorcycles will be used whenever practical. Weather permitting, motorcycles will be used year-round.
2. Motorcycles shall not be operated when there is snow, ice or slush on the roadway; when icy conditions exist; or when the temperature is 35 degrees Fahrenheit or below.
3. Traffic officers and supervisors are responsible for determining when to discontinue motorcycle operations during adverse weather conditions. Traffic officers shall advise the unit supervisor or Watch Commander when they determine it is unsafe to ride. The decision to ride or not will be made by the Traffic Supervisor or the Watch Commander in the Traffic Supervisor's absence.

D. Maintenance of Motorcycles

Traffic officers are responsible for inspecting their equipment at the beginning of each shift and for the maintenance of their assigned motorcycles. Each officer will arrange for all regular maintenance and repairs with the Police Department's authorized repair shop. Prior to making arrangements, officers will receive authorization for the repairs from the Traffic Supervisor. Officers will be familiar with the warranty period and have all warranty items repaired accordingly. All maintenance will be done during regular scheduled duty time and coordinated with the officer's supervisor. The equipment assigned to the officer listed in CPD Form 27, Motorcycle Inspection Form, will be kept in a clean and presentable condition.

E. Selection of Traffic Officer

The selection of the most qualified officer is critical to the success of the department's traffic enforcement efforts and services. A traffic officer will have the same responsibilities as other officers, with additional responsibilities of operating and maintaining a motorcycle. A traffic officer will also participate in civic and school demonstrations and specialized training. The duration of the assignment as a motorcycle officer is for a minimum of three years contingent upon satisfactory performance. The assignment may be less than three years by mutual agreement to separate from the position. In addition to the requirements set forth in *GO 11.5.2*, a traffic officer must:

1. Possess excellent verbal and written communication skills,
2. Receive "Meets Expectations" or "Exceeds Expectations" on all required performance measures on his/her most recent performance appraisal.
3. Have a dependable attendance record, and
4. Have or be able to obtain a motorcycle endorsement on his/her Oregon driver's license which authorizes operation of a motorcycle of 500 cc's or greater.
5. Demonstrate a commitment to Community Policing.
6. Be physically able to operate the Police Department motorcycles.

F. Traffic Officer Training

Each officer selected for an assignment to ride a motorcycle will attend and successfully complete:

1. The Team Oregon Motorcycle Safety Program training course. Traffic officers are required to pass this initial training before proceeding to a DPSST certified training course.
2. After successful completion of Team Oregon training, traffic officers will attend a DPSST certified police motorcycle training course selected by the Police Department. Only traffic

officers who successfully complete the required training and become state certified will be assigned to ride a motorcycle.

3. Traffic officers will successfully complete an Advanced Roadside Impairment Driving Enforcement (ARIDE) training course within one year of filling the position.
4. Traffic officers will successfully complete an advanced traffic crash investigation training course within one year of filling the position.
5. Traffic officers must successfully complete an annual recertification training course selected by the Police Department.
6. Ongoing training will be required of all traffic officers. The frequency and type of training will be determined by the Traffic Supervisor.
7. Only police officers completing the prescribed training are authorized to ride a department owned motorcycle.

41.5 DOMESTIC VIOLENCE INVESTIGATIONS

41.5.1 Domestic Violence Policy

It is the policy of the Corvallis Police Department to apply thorough investigative techniques that will increase the likelihood of successful prosecution of domestic violence cases, to take appropriate enforcement action if a violation of law has occurred, and to ensure all parties involved are fully informed as to their rights and responsibilities in domestic violence situations.

41.5.2 Initial Response and Investigation

A. The CRCC shall dispatch two officers to all domestic disturbance calls. Upon receipt of a domestic disturbance complaint officers shall respond without delay.

B. Officers will provide for medical attention if needed for any injuries.

C. Officers must determine whether or not a violation of law has occurred, including violation of laws which mandate arrest.

D. Officers will attempt to record the statements of all involved parties.

E. Officers shall elicit details from the victim about the degree of pain and the extent of any injury(ies).

F. Officers will take photographs of injuries and the crime scene. Injuries that were not visible on the date of the initial investigation should be documented (including photographs) once an officer becomes aware of them.

G. Investigating officers will determine if a child was present during the incident and whether or not the child is a potential witness. The identity of any child witness will be included in the investigative report. The child will be interviewed about what he/she heard or saw of the incident being investigated.

1. Any incident of domestic violence witnessed by a minor child shall be cross reported to Department of Human Services (DHS) prior to the end of the investigating officer's work shift.
   - a. Investigations resulting in probable cause for the arrest of one, or both, of the involved parties for a crime related to domestic violence shall be reported via phone. During normal business hours the phone report may be made to the DHS screening unit. After normal business hours the phone report may be made to the on-call DHS worker.
   - b. Investigations that do not establish probable cause for arrest should be cross reported to DHS.
   - c. Investigations that do not rise to the level of requiring documentation with a case number and a written police report are not required to be cross reported to DHS.

H. Victims will be provided with victim's rights information, per Oregon law.

41.5.3 The Domestic Violence Report

A. Consistent with other investigations of criminal activity, an incident report will be written.

1. Officers should describe the behavior of all involved parties that may indicate their emotional state at the time a statement is being given.
2. If the victim called/texted 911 to report the domestic violence, the officer should secure a copy of the communication for evidentiary purposes.
3. Incident reports regarding domestic violence that result in an arrest or that develop probable cause for a mandatory arrest that has not been made yet will be completed prior to the officer going off-duty. The report will be forwarded to the District Attorney's Office at the beginning of the next day.
4. If a physician or hospital report exists regarding any injuries, the investigating officer will request a copy for the case file. If necessary, a subpoena will be requested through the District Attorney's Office during normal business hours and the investigating officer will normally be responsible for serving the subpoena. A supplemental report will be prepared regarding such a physician or hospital report.

41.5.4 Domestic Violence Lethality Screens (CALEA 55.2.2)

It is the policy of the Corvallis Police Department to attempt to identify victims of domestic violence (regardless of gender) in potentially lethal situations, and place those victims in immediate and direct contact with a Center Against Rape and Domestic Violence (CARDV) counselor/advocate. The Domestic Violence Lethality Screen shall be used at the scene of all domestic violence incidents to assist officers in identifying high risk situations and follow the established criteria to place the victim in direct contact at the scene with a domestic violence counselor/advocate. Officers conducting a Domestic Violence Lethality Screen will ask the victim all questions included on the screen and when a victim is assessed as being in danger, immediately contact the Center Against Rape and Domestic Violence (CARDV) and encourage the victim to speak with a counselor/advocate.

41.5.5 Initiating a Domestic Violence Lethality Screen (CALEA 55.2.2)

A. General. In addition to investigative procedures as outlined in other Department General Orders, investigating officers will complete the Domestic Violence Lethality Screen when they respond to a domestic disturbance and one or more of the following conditions exist:
   1. There is reason to believe an assault or an act that constitutes domestic violence has occurred, regardless of whether an arrest is made.
   2. There is a belief or sense on the part of the investigating officer that once the victim is no longer in the care or presence of the responding officer the potential for assault or danger is high.
   3. Repeated calls for domestic complaints at the same location or involving the same parties have occurred.
   4. The investigating officer believes a lethality screen should be conducted based on their experience and training.

B. Lethality Screening Questions
   1. See CPD Form 127.
   2. Investigating officers should:
      a. Advise the victim they will be asked a series of questions to help the officer determine the immediate potential for danger to the victim.
      b. Ask the questions in the order they are listed on the form.
      c. Ask all the questions on the screen when assessing the victim. The more questions the victim responds to positively, the clearer and more immediate the potential for danger is to the victim.

C. Assessing the Responses to the Lethality Questions
   1. After the responding officer asks the questions on the Domestic Violence Lethality Screen, they will handle the information as follows:

a. A single "yes" or positive response by the victim to questions #1, 2 or 3 reflects a high danger situation and automatically triggers the protocol referral.
b. If the victim gives negative responses to questions #1-3, but positive responses to <u>four</u> or more of questions #4 thru 11, reflects a high danger situation and triggers the protocol referral.
c. "No" or negative responses to all of the assessment questions or positive responses to less than four of questions #4 thru 11, may still trigger the referral if the investigating officer believes it is appropriate. The officer should ask the victim the following question; "Is there anything else that worries you about your safety? If yes, what worries you"? The response to the question may aid in your decision.
d. Use of the Domestic Violence Lethality Screen takes your training and experience into account. If the victim's responses don't trigger the referral, but the officer's assessment of the situation indicates high danger, the officer will trigger the referral.

41.5.6 Referral (CALEA 55.2.2, 55.2.3)

- Not Triggered

If the referral is not triggered or the victim does not answer the screening questions, the officer will:

A. Advise the victim that domestic violence is dangerous and sometimes fatal.
B. Inform the victim to watch for the signs listed in the assessment because they may convey to the victim that they are at an increased level of danger.
C. Refer the victim to the Center Against Rape and Domestic Violence (CARDV).
D. Provide the victim with the Department's telephone number, the case number, and the officer's contact info in the event the victim wants to talk further or needs help.

- Triggered

A. If a high danger assessment is made or the officer believes it is appropriate, the referral will be implemented as follows:
   1. Advise the victim that their situation has shown that the victim is at an increased level of danger, and that people in the victim's situation have been killed or seriously injured.
   2. Advise the victim that you would like to call the Center Against Rape and Domestic Violence (CARDV) and have the victim speak with a counselor/advocate.
      a. If the victim initially declines to speak with the counselor, the first responder will:
         1) Tell the victim that the officer will contact the domestic violence hotline to receive guidance on how to proceed with the situation;
         2) Tell the victim that they would like the victim to reconsider speaking with the hotline counselor/advocate; and
         3) After the officer concludes the conversation with the counselor/advocate, ask the victim if they have reconsidered and would now like to speak with the counselor/advocate.
      b. If the victim continues to decline to speak with the counselor/advocate, the officer should do the same thing they would do for a victim who did not trigger the referral, including conveying information that the counselor/advocate has suggested and going over some safety tips when the victim does not want to leave.
      c. If the victim agrees to speak with a counselor/advocate, the officer will advise the counselor/advocate that they have made a high danger assessment or believe the victim is in danger, and would like the counselor/advocate to speak with the victim.
   3. Officers will not provide the name of the victim to the counselor/advocate without the consent of the victim.

a. At the appropriate time during the conversation between the victim and the counselor/advocate, the counselor/advocate will ask the victim to speak with the officer about the situation.

b. The officer will then be guided by the discussion with the counselor/advocate for further assistance. Officers will provide reasonable assistance to the victim if the victim wants to leave the residence/location.

4. When a referral is triggered the victim shall be considered "in immediate danger of abuse by the family or household member" per the language of ORS 133.035, which authorizes Emergency Protective Orders (EPOs). The officer will advise the victim of the existence of EPOs (*ORS 133.305*) and inquire if the victim consents and/or gives permission for the application for an EPO. If the victim consents/gives permission, the protocol in General Order 41.5.8 will be followed.

41.5.7 Assessment Reporting

A. Officers shall fax a completed copy of the Lethality Assessment to Center Against Rape and Domestic Violence (CARDV) as soon as possible after contacting the victim, but no later than the end of that work shift.

B. Original Lethality Assessment shall be filed with the incident report.

41.5.8 Emergency Protective Orders

A. ORS 133.035 authorizes officers to apply for and serve temporary restraining orders, known as Emergency Protective Orders (EPOs). EPOs are only authorized for domestic disturbance situations that meet the criteria in ORS 133.035.

1. Officers are encouraged to evaluate the entire situation and consider EPOs as a resource that may be utilized. However, since every situation is different, officers are given discretion in advising about EPOs with the exception of when a CARDV referral is triggered by a lethality Assessment under General Order 41.5.5, the victim will be advised about EPOs.
2. If an EPO is requested and granted, service of that EPO will be a high priority.
3. Violation of an EPO is a mandatory arrest under ORS 133.310. Be aware, though, that EPOs are only valid inside the state of Oregon: an arrest for a violation of the EPO cannot be made in another state outside of Oregon.

B. CPD will maintain a supply of four-part EPO forms to use for service. If not available, officers can also obtain an EPO form on the LEDS website: http://www.oregon.gov/osp/CJIS/Pages/index.aspx, and copies will need to be made prior to attempting service.

C. The following steps will apply to the process for serving and/or applying for an EPO:

STEP ONE: Determine if the criteria for an EPO is met under ORS 133.035 and decide if the endangered person will be advised about EPOs.

STEP TWO: If the person will be advised about EPOs, notify them of the following:

1. Inform the person about the officer's ability to apply for an EPO.
2. Consent and/or permission from the person is required prior to applying for an EPO.
3. If a Domestic Violence Lethality Screening has not already been completed, the officer should complete this step now, *per GO 41.5.5*.

STEP THREE: Complete the EPO form and apply for the EPO.

STEP FOUR: Contact the Circuit Court to apply for the EPO:

1. During business hours contact the Benton County Circuit Court Calendaring Office.
2. After hours contact the on-call Circuit Court judge.
   a. If the EPO is done over the phone, call the judge through dispatch on a recorded line;
   b. Read the Peace Officer Declaration VERBATIM;
   c. The officer will handle this recording as evidence;

d. If approved by the Judge, they will either sign the EPO (in person) or give authority to sign (by phone);

e. If the EPO is not approved, the officer will advise the petitioner.

STEP FIVE: Service of copies (if EPO is approved).

1. The officer will complete a Leal Process Service Form (CPD Form 170), including obtaining a log number from the Legal Process Service Log.
2. Attempt to serve the EPO on the respondent – ALL attempts will be documented on the form.
3. If the officer is unable to serve the respondent prior to going off-duty, they will brief the oncoming patrol supervisor and provide the EPO (along with the Legal Process Service Form) and contact information for the petitioner – name, address, phone number. The patrol supervisor will assign the EPO to an officer for service. This step will repeat, as necessary.
4. When an officer serves the respondent, the officer must complete Item 8 and Item 9 on the EPO and then provide a copy of the EPO to the respondent.
   a. If possible, the officer should advise the respondent of the information in Items 1-5, suggest the respondent read the "Warnings and Information" on the back of the EPO and inquire if the respondent understands.
   b. The officer should maintain the original EPO face sheet so it can be returned to the court.
5. Once the EPO has been served, that officer will notify the petitioner of service by phone (if possible) without delay.
6. The officer that served the EPO will:
   a. Complete the Legal Process Service Form;
   b. Note the service in the Legal Service Log; and
   c. Enter (or cause to be entered) the EPO into the Law Enforcement Data System (LEDS) without delay.
   d. Those two forms will be stapled together and turned into Records for retention purposes.
7. The serving officer or on-duty patrol supervisor will ensure the original EPO is returned to the court no later than next business day.
8. If the EPO is not served within 24 hours of being signed by the judge, the holder of the EPO at that time will notify the court as early as possible during business hours (there is no need to contact an on-call court employee then the court is closed) and note the advisement on the Legal Process Service Form.
9. The EPO remains in effect until the order expires (7 days after it is signed) or is terminated by court order.
10. Officers will continue to attempt service off the EPO with diligence until it is served or, if it is not served, until the EPO expires.
11. If an EPO expires without being served, the officer who is in possession of the EPO at that time will notify both the petitioner, the authorizing judge, and the original officer that the EPO has expired without being served. The officer will note the advisements on the Legal Process Service Form then return the EPO to the supervisor, who will return the EPO and attached form to the Records Unit.

D. If the court terminates the EPO before it expires they will notify CPD. Whomever receives this notification will ensure both Records personnel and the patrol supervisor are notified. Records personnel will be responsible for promptly removing the entry from LEDS and the patrol supervisor will be responsible for retrieving the EPO (if still in the service process), completing the service form and log, and writing a supplemental report.

41.6 CUSTODIAL INTERFERENCE INVESTIGATIONS

41.6.1 Custodial Interference Policy

It is the policy of the Corvallis Police Department to ensure the welfare and rights of all children involved in custodial interference investigations, while also protecting the rights of parents, relatives and/or any other persons who may be involved and to apply thorough investigative techniques that will increase the likelihood of successful prosecution of these cases.

41.6.2 Initial Response and Investigation

A. Upon arrival at the scene, the officer's primary concern will be for the safety and welfare of the child/children involved.

B. Custodial Interference cases will be thoroughly investigated in a timely manner to determine the appropriate custody and/or visitation rights of the person/s involved as well as identifying, apprehending and prosecuting person/s responsible for criminal activity relating to these issues.

C. Many Custodial Interference cases will involve instructions in the form of court orders. The investigating officer will need to determine the validity of all related court orders and questions of a child's custody and/or the parent's visitation rights will be determined primarily by referring to these valid court documents.

41.6.3 Custodial Interference Arrests

Violation of O.R.S. 163.257, Custodial Interference I, is a class B felony; and violation of O.R.S. 163.245, Custodial Interference II, is a class C felony and arrests should be handled accordingly.

41.6.4 Community Resources/Referrals (CALEA Std 1.1.3)

The investigating officer/s may find it helpful to refer the involved person/s to other organizations or agencies that will be able to assist in the resolution of any remaining problems or disagreements. Some available resources are Services to Children & Families, Dads Against Discrimination, Center Against Rape & Domestic Violence, the Community Mediation and Dispute Resolution Services, and the Benton County District Attorney's Office Victim Assistance Program.

41.7 MISSING PERSON INVESTIGATIONS

41.7.1 Missing Person Investigations (CALEA Stds 41.2.5, 41.2.6)

The Corvallis Police Department is occasionally called upon to investigate cases of missing persons. It is the policy of the Police Department to investigate each report and to follow-up each report to its logical conclusion.

A. The responding officer will gather all needed information regarding subject description and circumstances surrounding the disappearance to complete an incident report, as well as information needed to complete a LEDS and/or NCIC entry. Officers will complete as much of the requirements as possible until the case is assigned to a detective for follow-up or the person is located. A recent picture of the missing person should be obtained if available.

1. If the initial officer is given sufficient information of the missing person's whereabouts, the officer will make a reasonable effort to locate the individual.
2. Depending on the circumstances of the disappearance, such as the individual's age, physical condition and/or mental capacity, the search may involve using the Canine Team, A Child Is Missing Alert (ACIMA) system, Amber Alert System, Auxiliary, Cadets, Search & Rescue, Radio Help, Neighborhood Watch groups, Business Watch participants, TCI Cablevision, radio and television media, the National Center for Missing and Exploited Children (NCMEC) and/or other appropriate organizations.
3. Per ORS 146.181, when a person is reported as missing, the reporting officer, within 12 hours of taking the report, shall have the missing person's information entered into LEDS/NCIC. Per US Code, Title 42, Chapter 72, subchapter IV, section 5780, when the missing person is under the age of 21, the information must be entered into NCIC/LEDS within 2 hours.

B. The completed report on the missing person and the photograph will be distributed to media when appropriate and as determined by the investigating officer, supervisor, or Watch Commander.

C. The investigating officer will ensure the missing person information is entered into LEDS and/or NCIC as soon as possible after taking the report, but no later than the end of the investigator's current shift. Additionally, information will be provided to NCMEC if the missing person is 18 or younger or the missing person is a college student under the age of 21.

D. The follow-up investigation may be assigned to and completed by an Investigations Detective and include follow-up contact with the reporting person.

E. If the missing person has not been located within 30 days after the missing person report was made, the officer assigned the follow-up, usually a detective, shall attempt to obtain a DNA sample of the missing person or from family members of the missing person in addition to any documentation necessary to enable using the sample in conducting searches of DNA databases in accordance with Chapter 25 of the Oregon State Police Physical Evidence Manual.

1. All DNA samples will be submitted to Evidence with the completed lab forms.
2. When the detective receives the test results, he/she is responsible for ensuring the results are entered into LEDS and/or NCIC.

F. The missing person information will be cleared from LEDS and/or NCIC when:
1. The missing person has been located.
2. The person is no longer considered to be missing.

41.7.2 Runaway Juveniles (CALEA Std 41.2.6)

A. Officers will respond to take police reports on runaway juveniles utilizing the runaway report form (CPD Form 147). All reports of runaway juveniles require a signed authorization from a legal parent/guardian.

B. Officers will gather all needed information regarding the runaway juvenile including: subject description and circumstances surrounding the disappearance, to complete an incident report, as well as information needed to complete a LEDS and/or NCIC entry. A recent picture of the juvenile should be obtained, if available.
1. Officers will attempt to obtain sufficient information on the juvenile's whereabouts and make a reasonable effort to locate the juvenile.
2. If this is a first-time runaway juvenile then officers may activate the ACIMA in accordance with *GO 41.7.4 A Child is Missing Alert Program (see below).*
3. If the conditions are suspicious, officers will notify their sergeant of the circumstances and the sergeant will determine whether ACIMA and/or Amber Alert may be used in accordance with *GO 41.7.4 A Child is Missing Alert Program (see below).*

C. Once an officer is in possession of a signed original runaway form they will present the form to Records during business hours or Dispatch after hours, for entry into LEDS/NCIC. When the LEDS/NCIC entry is completed officers will then fax the signed runaway form to the Benton County Juvenile Department. A printed copy of the LEDS/NCIC entry will be attached to the original signed runaway form and the now combined document will immediately be placed in the black binder located in the warrant cart. This binder will now travel with the warrant cart so it will always be immediately available to the employees completing the LEDS/NCIC entry.

D. The Officer will ensure the runaway juvenile information is entered into LEDS and/or NCIC as soon as possible after taking the report, but no later than 2 hours after taking the report if the juvenile has not been located.

E. The Investigations Lieutenant will review all runaway juvenile reports and assign follow-up investigations as appropriate based on the circumstances in the report.
1. The officer taking the original juvenile runaway report will be responsible for the additional investigation or follow-up until that report is assigned to a detective. This means officers should be checking back/following through to see if they can locate the juvenile or if the juvenile has returned, or other investigative steps appropriate to the circumstances. A Sergeant/AIC can always discuss the case with the Investigations Lieutenant if they feel there are more urgent circumstances associated with a case that may require the review of a detective.

F. If the juvenile who has been reported as missing has not been located within 30 days after the missing person report is made, the detective assigned shall attempt to obtain a DNA sample of the missing person or from family members of the missing person in addition to any documentation necessary to enable the use the sample in conducting searches of DNA databases 41.7.1E above.

G. When the runaway juvenile has been located or is no longer considered a runaway, the original runaway form will be updated with proper recovery information. The completed original runaway form will be faxed once again to the Benton County Juvenile Department and the juvenile's information will be cleared from LEDS and/or NCIC.

41.7.3 Abducted Juveniles: Amber Alert System (CALEA Std 41.2.6)

The purpose of this directive is to provide guidelines for when a child is abducted and the subsequent activation of the Amber Alert System. Amber Alert is a cooperative program between law enforcement agencies and local area radio, television stations and the Oregon Department of Transportation to broadcast and disseminate information about an abducted child using the Emergency Broadcast System.

A. Responding Officer: When dispatched on a child abduction call, the officer will:
   1. Respond to the call and determine if enough information exists to issue an Amber Alert. The following four criteria must apply:
      a. Confirm that an abduction has occurred.
      b. The abduction involves the taking of a child that is 17 years or younger, or a dependent person that has a proven physical or mental disability.
      c. The child/person is in danger of serious bodily harm or death.
      d. There is adequate descriptive information available to believe that its dissemination to the public could help locate the child/person, suspect, or suspect vehicle.
   2. If the abduction meets the criteria for activation of the Amber Alert:
      a. The officer must complete the CPD Form 019 Amber Alert Checklist.
      b. The officer will contact the on-duty supervisor for Amber Alert and the ACIMA activation.
      c. The officer will complete the CPD Form 020 Amber Alert Message Form.
      d. Maintain original forms for report attachments.
      e. Assign an officer to complete any additional requirements, as needed, with the parent/guardian/next of kin.

B. Responding Supervisor: Once contacted by the on-scene officer, the responding supervisor will:
   1. Determine whether or not the incident fits the criteria for Amber Alert activation. If the incident does not meet all criteria for an Amber Alert, ACIMA should be used while coordinating with the OSP for assistance.
   2. Contact the Investigations Lieutenant or designee. The Investigations Lieutenant may activate the major crimes team.
   3. Provide a copy of the Amber Alert message form to CRCC. Radio broadcast of information shall be requested for local patrol units.
   4. Notify OSP of Amber Alert Activation. Fax Amber Alert Message to OSP regional dispatch.
   5. Notify the Public Information Officer that an Amber Alert has been issued.
   6. Report the missing person to the National Center for Missing and Exploited Children.
   7. Assign an officer, as needed, to obtain any additional information from the parent/guardian/next of kin.

C. Follow up investigation will be conducted by the Investigations Division per paragraph 41.7.1e above.

41.7.4 A Child Is Missing Alert Program (CALEA Std 41.2.5, 41.2.6)

The purpose of this directive is to provide guidelines for the use of A Child Is Missing Alert program (ACIMA), a valuable tool if used properly. ACIMA will generate telephone calls to local residents within fifteen (15) minutes after initiation by law enforcement. This program will not replace or preclude a thorough investigation and/or search by law enforcement officers in the field.

A. Authority

   It is the policy of the Corvallis Police Department to use ACIMA only for missing children, elderly, a currently enrolled college student living in the City of Corvallis, and disabled persons meeting the criteria outlined in this policy.

B. Criteria for ACIMA

The approving supervisor may take into account exigent circumstances that would influence using ACIMA, even if the person is a habitual runaway or walk-away (e.g., suspected foul play, imminent severe weather, etc.). The criteria listed below will be used as guidance for when to use ACIMA.

1. Juveniles
    a. Should be 18 years or younger (age will depend upon the state regulations).
    b. Reporting person must be an adult family member, teacher, or another adult who is responsible for the child/individual.
    c. If the juvenile is a habitual runaway ACIMA would only be used if foul play is suspected, with a Watch Commander's authorization/confirmation.
    d. If a first-time runaway, ACIMA may be utilized.
    e. Stranger abduction prior to calling the Amber Alert. This may generate additional leads or descriptors to add to the amber alert.
    f. Currently enrolled college students living in the City of Corvallis.
2. Senior Citizens
    a. Person must be sixty-five (65) years of age or older.
    b. Being missing must be out-of-character for the elderly person.
    c. ACIMA can be utilized even if the elderly person frequently walks away from a nursing facility.
    d. A known Alzheimer's patient.
3. Disabled Person
    a. There is no age stipulation for a disabled person.
    b. Caution must be used when determining whether a person is truly disabled because there are many definitions of a disabled person. For purposes of this guideline, a disabled person will fall into one of the following categories:
        - person has a physical or mental impairment that severely limits self-care
        - person is disoriented or unable to respond to simple questions
        - person is dependent upon life sustaining medication or unconscious

C. Initial Response and Assessment

The responding officer will gather all needed information regarding subject description and circumstances surrounding the disappearance to complete an incident report, as well as information needed to complete a LEDS and/or NCIC entry.

1. Objectives
    a. Determine if the person was abducted, voluntarily walked away/ran away, or is uncharacteristically unaccounted for.
        1). If the initial officer is given sufficient information of the missing person's whereabouts, the officer will make a reasonable effort to locate the individual. Depending on the circumstances of the disappearance, such as age of the individual, physical condition, and/or mental capacity, the search may involve using the Canine Team, ACIMA, Amber Alert, Auxiliaries or Cadets, Search & Rescue, Radio Help, Neighborhood Watch groups, Business Watch participants, local media (radio and television), social media, the National Center for Missing and Exploited Children (NCMEC) and/or other appropriate organizations.
    b. Determine age and/or any medical or psychological conditions that increase the dangers to the victim.
    c. Ascertain descriptors, photographs, and circumstances surrounding the disappearance of the victim.
    d. Organize a hazard search, then a grid search of the appropriate area.
    e. Set up an Incident Command Post and coordinate outside resources.
3. Supervisor Notification.

The primary officer will advise their Sergeant once the initial investigation is completed and the situation is known. Based on the circumstances and known information, the sergeant will determine any additional steps to be implemented. If not initiated already, the Sergeant will determine if ACIMA, Amber Alert, or NCMEC criteria are met and are appropriate. At this point, the Sergeant will become the Incident Commander, until relieved, and establish an Incident Command Post, if necessary.

a. If an abduction has occurred, the Command Post will be at least 5 blocks away from the site of the abduction and/or home of the victim.

b. Appropriate notification(s) will be made after the Sergeant has determined the need for a Command Post. The Patrol Lieutenant will be notified regarding the circumstances of the missing person, as well as the implementation of a Command Post. The Investigations Lieutenant will be advised of the current situation, the actions taken up to this point, and the location of the command post.

1) Information will be provided to NCMEC if the missing person is 18 or younger or the person is a college student under the age of 20.

2) The Watch Commander will ensure all necessary notifications are made (CSD Manager, etc.).

D. Mobilization

The CSD Manager (or, if not available, the PSSD Manager) will consult with the Watch Commander and decide if and when to mobilize / begin call-back and the level of response necessary. The Chief will serve as the Incident Commander and assume that role from the CSD Manager when the decision is made for full mobilization. The CSD Manager will serve as the Operations Chief and begin setting up an operations center at the LEC or Emergency Coordination Center. The Investigations or Patrol Lieutenant will serve as Field Commander and will run the field Command Post.

1. Mutual aid decisions will be made at the Coordination Center with adherence to the existing mutual aid procedures.

2. The CSD Manager will ensure the City of Corvallis Fire Emergency Planning Manager is notified and request the coordination of any additional resources needed to manage the ongoing operations.

E. Employee Call-Back/BCSO Notification

A person will be designated by the Command Center staff to make the notifications to those being called back to duty. Call-back will begin with Patrol Lieutenants. Responding officers (and others) will report to the LEC for a briefing with the Operations Chief (or designee) prior to deployment. BCSO will be notified, in the same order, and advised of the mobilization.

F. Tactical Assessment

The Operations Chief will continually assess the situation and make decisions based on the changing situation. Updated information will be phoned to the operations center for briefing purposes. When necessary, the Operations Chief will identify a staging site for back-up personnel and necessary transportation. For unity of command the Site Incident Commander will express control over all the other resources committed to the operation. The operations center will make arrangements for a transport vehicle when appropriate. As needed, the Corvallis Fire Department will be notified and requested to supply a standby ambulance. Investigations Detectives will process the scene and conduct follow-up interviews with the family / caretakers or witnesses.

G. ACIMA Protocol

When the decision to use ACIMA has been made the primary officer will notify their Sergeant / AIC.

1. Suggested calling times for ACIMA to alert community members are from 6:00 AM to 10:30 PM. Alerts can be sent after 10:30 PM only with a supervisor's approval, based on the threat assessment.

2. The supervisor will determine what phone number will be supplied to ACIMA for the public to contact the department with information about the missing person. During business hours (0800 to 1700) the telephone number Records will be used (541-766-6924). After business hours (1700 to 0800) the telephone number for CRCC will be used (541-766-6914). Contact the Communications Center to make them aware ACIMA will be working on the case with the officer.
3. The primary officer will call ACIMA (1-888-875-2246) or page the operator (1-954-492-4778). Tips received from other than the Communications Center will be documented. If abduction is expected, the supervisor should take steps to initiate an Amber Alert. Nothing in ACIMA precludes the use of an Amber Alert.
4. If the missing person is not found in twenty-four (24) hours, the supervisor may pass the case on to the next shift and make them aware that ACIMA is working with them on the case and, if additional calls are necessary, ACIMA will know what areas have been called and can assist the officer in further searches.

H. Missing Person Found

When the missing person is found, the supervisor / officer on scene will call ACIMA to report the recovery. A "Case Follow-Up Report" will be faxed to the department. The supervisor in charge will fill out the report and fax it back to ACIMA (954-763-4569). This report will be maintained with the original case report.

1. Once the missing person is located or the person is no longer considered missing, the Operations Chief shall ensure all officers and equipment engaged in the incident are accounted for and an assessment will be made of any personnel injuries and/or equipment damage.

41.8 PEACE OFFICER CUSTODY OF MENTALLY ILL PERSONS

It is the purpose of this policy to provide guidance to police officers when dealing with suspected mentally ill persons. Mental health issues can be defined as any of various conditions characterized by impairment of an individual's normal cognitive, emotional, or behavioral functioning, and caused by social, psychological, biochemical, genetic, or other factors, such as infection or head trauma.

41.8.1 General Information

Occasionally, police officers may encounter persons who exhibit behaviors indicative of mental instability to the extent that custody or protective custody appears necessary. Officers encountering such persons will be courteous and ensure for them the legal rights and privileges granted all community members. Officers should also be cognizant of the philosophy of Oregon law, which encourages informal treatment in the "home" community as an alternative to institutional confinement.

Dealing with individuals in law enforcement and related contexts who are known or suspected to be affected by mental health issues carries the potential for violence, requires an officer to make difficult judgments about the mental state and intent of the individual, and requires special police skills and abilities to effectively and legally deal with the person so as to avoid unnecessary violence and potential civil litigation. Given the unpredictable and sometimes violent nature of those affected by mental health issues, officers should never compromise or jeopardize their safety or the safety of others when dealing with individuals displaying symptoms of mental health issues. In the context of law enforcement and related activities, officers shall be guided by Oregon statute and the Benton County Mental Health Department regarding the detention of the mentally ill. Officers shall use this policy to assist them in defining whether a person's behavior is indicative of mental health issues and dealing with the mentally ill in a constructive and humane manner.

A. Recognizing Abnormal Behavior:
Mental health issues are often difficult for even the trained professional to define in a given individual. Officers are not expected to make judgments of mental or emotional disturbance but rather to recognize behavior that is potentially destructive and/or dangerous to self or others. The following are generalized signs and symptoms of behavior that may suggest mental health issues although officers should not rule out other potential causes such as reactions to narcotics or alcohol or temporary emotional disturbances that are situationally motivated. Officers should evaluate the following and related symptomatic behavior in the total context of the situation when making judgments about an individual's mental state and need for intervention absent the commission of a crime.

1. Degree of Reactions:
Mentally ill persons may show signs of strong and unrelenting fear of persons, places, or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.
2. Appropriateness of Behavior:
An individual who demonstrates extremely inappropriate behavior for a given context may be emotionally ill. For example, a motorist who vents his frustration in a traffic jam by physically attacking another motorist may be emotionally unstable.
3. Extreme Rigidity or Inflexibility:

Emotionally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.

4. In addition to the above, an individual affected by mental health issues may exhibit one or more of the following characteristics:
   a. Abnormal memory loss related to such common facts as name, home address, (although these may be signs of other physical ailments such as injury or Alzheimer's disease).
   b. Delusions, the belief in, thoughts or ideas that is false, such as delusions of grandeur ("I am Christ.") or paranoid delusions ("Everyone is out to get me.").
   c. Hallucinations of any of the five senses (e.g. hearing voices commanding the person to act, feeling one's skin crawl, smelling strange odors, etc.).
   d. The belief that one suffers from extraordinary physical maladies that are not possible, such as persons who are convinced that their heart has stopped beating for extended periods of time; and/or
   e. Extreme fright or depression.

B. Determining Danger:

Not all mentally ill persons are dangerous, while some may represent danger only under certain circumstances or conditions. Officers may use several indicators to determine whether an apparently mentally ill person represents an immediate or potential danger to himself, the officer, or others. These include the following:

1. The availability of any weapons to the suspect.
2. Statements by the person that suggest to the officer that the individual is prepared to commit a violent or dangerous act. Such comments may range from subtle innuendos to direct threats that, when taken in conjunction with other information, paint a more complete picture of the potential for violence.
3. A personal history that reflects prior violence under similar or related circumstances. The person's history may be known to the officer, or family, friends, or neighbors may be able to provide such information.
4. Failure to act prior to arrival of the officer does not guarantee that there is no danger, but it does in itself tend to diminish the potential for danger.
5. The amount of control that the person demonstrates is significant, particularly the amount of physical control over emotions of rage, anger, fright, or agitation. Signs of a lack of control include extreme agitation, inability to sit still or communicate effectively, wide eyes, and rambling thoughts and speech. Clutching ones self or other objects to maintain control, begging to be left alone, or offering frantic assurances that one is all right may also suggest that the individual is close to losing control.
6. The volatility of the environment is a particularly relevant factor that officers must evaluate. Agitators that may affect the person or a particularly combustible environment that may incite violence should be taken into account.

Behavior changes may be intensified by alcohol use, illicit drug use or failure to take prescribed medications.

C. Dealing with Mental Health Issues:

Should an officer, during the course of a field contact or during an interview or interrogation, determine that an individual may be affected by mental health issues and/or a potential threat to himself, the officer, or others, or may otherwise require law enforcement intervention for humanitarian reasons as prescribed by statute, the following responses may be taken.

1. Request a backup officer, and always do so in cases where the individual may be taken into custody.
2. Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet non-threatening manner when approaching or conversing with the individual. Where violence or destructive acts have not occurred, avoid physical contact, and take time to assess the situation.
3. Move slowly and do not excite the disturbed person. Provide reassurance that the police are there to help and that he will be provided with appropriate care.
4. Communicate with the individual in an attempt to determine what is bothering him. Relate your concern for his feelings and allow him to ventilate his feelings. Where possible, gather information on the subject from acquaintances or family members and/or request professional assistance if available and appropriate to assist in communicating with and calming the person.
5. Do not threaten the individual with arrest or in any other manner as this will create additional fright, stress, and potential aggression.

6. Avoid topics that may agitate the person and guide the conversation toward the subjects that help bring the individual back to reality.
7. Always attempt to be truthful with a mentally ill individual. If the subject becomes aware of a deception, he may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.

41.8.2 Criteria for Custody

A. Officers exercising Peace Officer Custody of a Mentally Ill Person(s)" will do so in accordance with Oregon Revised Statutes 426.228(1) and 426.228(2).

B. Officers must have probable cause to believe the person is a mentally ill person who is dangerous to him/herself or others and in need of immediate care, custody or treatment for mental illness.

C. Officers may be directed to take custody of a suspected mentally ill person by the Benton County Mental Health Disabilities Program Director pursuant to ORS 426.228 (1) and ORS 426.233.

1. Officers shall take a person into custody when the Benton County Mental Health Disabilities Program Director directs the officer to do so. When so directed by written order, officers shall remove the person to the Good Samaritan Hospital Emergency Room. The Director shall provide in advance a written report that the officer shall deliver to the treating physician. The report shall state:
   a. The reason for custody;
   b. The date, time and place the person was taken into custody; and
   c. The name of the Benton County Mental Health Disabilities Program Director and a telephone number where the director may be reached at all times.
2. The Program Director's written report shall support the custody and serve as probable cause to take the person into custody.

41.8.3 Procedures for Custody

A. The detaining officer(s) will utilize reasonable precautionary measures to insure that the detained person or any others will not be injured.

B. After the subject is taken into police custody, the on-call Benton County Mental Health worker will be notified and requested to respond to Good Samaritan Hospital Emergency Room for interview and evaluation. The officer will immediately transport the subject to the Good Samaritan Hospital Emergency Room and release them to the responding Mental Health worker and treating physician.

C. The officer will prepare and deliver the "Report of Peace Officer Custody of an Allegedly Mentally Ill Person" form to the treating physician. The officer shall request a photocopy of the form for his/her report.

D. If the patient is violent the Emergency Room staff may ask the officer to stand by until adequate hospital staff is available.

41.8.4 Transports of Suspected Mentally Ill Persons (CALEA 70.3.1)

Persons suspected to be mentally ill shall be transported in accordance with GO 71.3.2 Transporting Mentally Disturbed Persons.

41.8.5 Criminal Charging of Suspected Mentally Ill Persons

A. People suffering from mental health issues are generally in acute need of understanding and assistance. All officers must be constantly mindful that the people with whom they are dealing are individuals with human emotions and needs. In confronting these individuals who become involved in minor misdemeanor offenses, officers should utilize discretion in realizing that medical and psychological assistance may achieve more progress toward correction and prevention than would arrest.

B. When an officer arrests a suspected mentally ill person who is a danger to themselves or others or in need of immediate care or treatment for a serious felony crime, s/he will immediately transport the person to Good Samaritan Emergency Room. Routine procedures for custody listed in section 41.8.2 shall be followed. Copies of the completed local custody sheets will accompany the "Report of Peace Officer Custody of an Allegedly Mentally Ill Person" form. The treating physician should also be verbally notified of the criminal police hold and the need to notify the Police Department when the patient is ready for release.

C. When the patient is ready for release from the treatment facility, s/he may be transported to Benton County Corrections Facility and booked or cited and released at the treatment facility.

41.8.6 Community Resources (CALEA 1.1.3)

The Corvallis community has many resources for those affected by mental health issues. Agencies such as the IRIS Project, Alliance for the Mentally Ill (AMI), The ARC, and Oregon Family Support Network are just a few referral resources listed on the 211.org website. Officers that come into contact with community members in need of such referrals are encouraged to facilitate the connections with these agencies when probable cause does not exist for Peace Officer Custody. Steps for accessing local resources include:

- Hand out a 211 card outlining how to contact 211.org directly, a resource that connects individuals with local resources.
- Provide direction to the Benton County Mental Health office located in Corvallis that is open Monday through Friday during normal business hours.
- Call Benton County Mental Health directly to request their assistance on scene.
- Direct individuals to the offices of organizations located within Corvallis, such as Community Outreach, Inc., or The ARC, or provide a handout listing these additional resources.

41.8.7 Training (CALEA 41.2.7)

All entry-level personnel will receive approved training on responding to and/or dealing with people experiencing mental health issues. Training may consist of, but not be limited to:

- Academy courses;
- Video training specific to dealing with mental health issues;
- Policy review;
- Scenario-based training from Survival Skills Instructors;
- Agency-approved training courses; or
- Courses offered through Mental Health Department or similar agencies.

All personnel will receive department-approved annual refresher training related to mental health issues, which will be documented in the department training database by the Training Sergeant or designee.

41.9 BLOODBORNE PATHOGEN RULE/EXPOSURE CONTROL PLAN

41.9.1 Purpose

A. A major goal of the Occupational Safety and Health Administration (OSHA) is to regulate facilities where work is carried out to promote safe work practices in an effort to minimize the incidence of illness and injury experienced by employees. Relative to this goal, OSHA has enacted the Bloodborne Pathogens Standard, codified as 29 CFR 1910.1030. The purpose of the Bloodborne Pathogens Standard is to "reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV) and other bloodborne pathogens" that employees may encounter in their workplace. It is the policy of the Corvallis Police Department to minimize risk of bloodborne pathogen exposure by employees. Good general principles that should be followed when working with bloodborne pathogens include:

1. Minimizing all exposure to bloodborne pathogens,
2. Never underestimating the risk of exposure to bloodborne pathogens; and
3. Implementing as many work practice and engineering controls as possible to eliminate or minimize employee exposure to bloodborne pathogens.

B The following Exposure Control Plan has been implemented to meet the letter and intent of the OSHA Bloodborne Pathogens Standard. The objective of this plan is two-fold:

1. To protect employees from the health hazards associated with bloodborne pathogens.
2. To provide appropriate treatment and counseling should an employee be exposed to bloodborne pathogens.

41.9.2 General Program Management

A. Categories of Responsibility

There are four major "Categories of Responsibility" that are central to the effective implementation of the Exposure Control Plan. These are the Risk Manager, Department Managers and Supervisors, Education/Training Instructors, and Employees. The roles played by each of these groups in carrying out this plan are listed below. Throughout this written plan, employees with specific responsibilities are identified. If, because of promotion or other reasons, a new employee is assigned any of these responsibilities, the Risk Manager shall be notified of the change.

1. The Risk Manager (or designee) is responsible for overall management and support of the Police Department's Bloodborne Pathogens Compliance Program. This includes, but is not limited to, the following:
   a. Overall responsibility for implementing the Exposure Control Plan for the Police Department.
   b. Working with management and other employees to develop and administer any additional bloodborne pathogens related policies and practices needed to support the effective implementation of this plan.

c. Identifying ways to improve the Exposure Control Plan and to revise and update the plan when necessary.
d. Collecting and maintaining required reference materials related to the Bloodborne Pathogens Standard.
e. Staying abreast of current legal requirements concerning bloodborne pathogens.
f. Acting as the Police Department liaison during OSHA inspections.
g. Conducting periodic audits/reviews to maintain an up-to-date Exposure Control Plan.

The Police Department Safety Committee, which is comprised of representatives from line-staff and management, assists the Risk Manager in fulfilling assigned responsibilities.

2. Department Managers and Supervisors

Managers and Supervisors are responsible for enforcement of the exposure control in their respective areas of assignment.

1. The CSD Manager will assign a Police Department safety equipment officer to act as an exposure control resource, to maintain supplies, and to coordinate equipment and compliance inspections, when necessary.
2. Officers shall inspect vehicles at the beginning of each shift to ensure they are properly equipped, which includes the proper engineering control, such as a sharps container and personal protective equipment.

3. Education/Training Instructors

The Professional Standards Lieutenant or designee is responsible for coordinating training for all employees who have the potential for exposure to bloodborne pathogens. This includes:

a. Coordinating suitable education/training programs.
b. Scheduling periodic training seminars for employees.
c. Maintaining appropriate training documentation such as attendance rosters and examinations.
d. Periodically reviewing the training program. .

4. Employees

Employees have the most important role in the bloodborne pathogens compliance program, for the ultimate execution of much of the Exposure Control Plan is their responsibility. Employees must:

a. Know what tasks they perform that have occupational exposure.
b. Attend bloodborne pathogens training sessions.
c. Plan and conduct all operations in accordance with proper work practice controls.
d. Develop good personal hygiene habits.

B. Availability of the Exposure Control Plan to Employees

The Exposure Control Plan is available to employees *in General Order 41.9*. Employees are advised of the plan during their orientation/education/training sessions.

C. Review and Update of the Plan

The plan will be reviewed and updated:

;

1. When new or modified tasks and procedures are implemented which affect occupational exposure to employees;
2. When employees' jobs are revised such that new instances of occupational exposure may occur; and
3. When new functional positions within Police Department operations are established that may involve exposure to bloodborne pathogens.

41.9.3 Exposure Determination

A bloodborne pathogen exposure is generally defined as an event where an employee comes into unwanted contact with another person's bodily fluid(s) while on duty for the Corvallis Police Department. Examples include puncture with a used syringe; mucous membrane or open wound contact with blood, vomitus, or seminal fluid.

A. Exposure Control Plan

A key to implementing a successful Exposure Control Plan is to identify exposure situations employees may encounter. To facilitate this in department operations, the following have been prepared to be used as a guideline:

1. Job classifications in which employees have occupational exposure to bloodborne pathogens.
2. Job classifications in which <u>some</u> employees have occupational exposure to bloodborne pathogens.
3. Tasks and procedures in which occupational exposure to bloodborne pathogens occur.

<u>JOB CLASSIFICATIONS IN WHICH **ALL** EMPLOYEES HAVE EXPOSURE TO BLOODBORNE PATHOGENS</u>

<u>All</u> employees in the following job classifications may come into contact with human blood or other potentially infectious materials that may result in possible exposure to bloodborne pathogens including:

JOB TITLE/ASSIGNMENT	
Police Officer	Sergeant
Lieutenant	Community Service Officer
Detective	Parking Enforcement Officer
Captain	Chief of Police
Property/Evidence Specialist	

<u>JOB CLASSIFICATIONS IN WHICH **SOME** EMPLOYEES HAVE EXPOSURE TO BLOODBORNE PATHOGENS</u>

<u>Some</u> employees in the following job classifications may come into contact with human blood or other potentially infectious materials that may result in possible exposure to bloodborne pathogens including:

JOB TITLE	
Records Specialist	Tasks: Public reception, receipt and release of property/evidence
Administrative Specialist	Tasks: Public reception, receipt and release of property/evidence

<u>Some</u> volunteers may come into contact with human blood or other potentially infectious materials that may result in possible exposure to bloodborne pathogens including:

VOLUNTEER TITLE	
Cadet	Tasks: All, as with Police Officer
Auxiliary	Tasks: All, as with the Property/Evidence Custodian
Interns	Tasks: All, as with the Property/Evidence Custodian

<u>WORK ACTIVITIES INVOLVING POTENTIAL EXPOSURE TO BLOODBORNE PATHOGENS</u>

Below are listed the tasks and procedures in department operations where employees may come into contact with human blood or other potentially infectious materials which may result in exposure to bloodborne pathogens:

TASK/PROCEDURE	JOB CLASSIFICATION	DIVISION
Arrest	Any Sworn Employee	All
Searches/Pat Downs	Any Sworn Employee	All
Evidence Handling	All Sworn Employees	All
	Community Service Officer	CSD
	Property/Evidence Personnel	PSSD
	Interns in Evidence	PSSD
First Aid/CPR	All Sworn Employees	All
	Community Service Officer	CSD
	Parking Enforcement Officer	CSD

Investigation	Any Sworn Employee	All
Search Warrant Execution	Any Sworn Employee	All

41.9.4 Methods of Compliance

A number of areas must be addressed in order to effectively eliminate or minimize exposure to bloodborne pathogens in department operations. By rigorously following the requirements of OSHA's Bloodborne Pathogens Standard in the following areas, occupational exposure to bloodborne pathogens will be minimized or eliminated to the greatest extent possible.

A. Universal Precautions

All human blood and body fluids such as semen and vaginal secretions will be handled as if it is known to be infectious for HBV, HIV and other bloodborne pathogens. These include cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid visibly contaminated with blood. In circumstances where it is difficult or impossible to differentiate between body fluid types, all body fluids will be assumed to be potentially infectious. Sergeants are responsible for insuring compliance with these Universal Precautions.

B. Engineering Controls

A key aspect of the Exposure Control Plan is the use of Engineering Controls to eliminate or minimize employee exposure to bloodborne pathogens. Employees shall clean, maintain, and use equipment designed to prevent contact with blood or other potentially infectious materials to reduce exposures. In addition to the engineering controls identified the following engineering controls are used throughout department operations:

1. Hand washing facilities (or antiseptic hand cleansers and towels or antiseptic towelettes), which are readily accessible to all employees who have the potential for exposure and are located in the First Aid Bag in the trunks of all field personnel vehicles.
2. Containers for contaminated sharps.
3. Secondary containers that are:
   a. Leak-proof.
   b. Color-coded or labeled with a biohazard warning label.
   c. Puncture-resistant, if necessary.

C. Work Practice Controls

The following Work Practice Controls are required as part of the Bloodborne Pathogens Compliance Program:

1. Employees shall wash their hands immediately, or as soon as feasible, after removal of potentially contaminated gloves or other personal protective equipment.
2. Following any contact of body areas with blood or any other infectious materials, employees shall wash their hands and any other exposed skin with soap and water as soon as possible. They also shall flush exposed mucous membranes with water.
3. In the event of a bloodborne pathogen exposure, employees who shower at the LEC to decontaminate themselves can obtain a cloth towel(s) from the bin on the top shelf of the Laundry closet. Upon completion of the decontamination process, employees shall place the towel in a red, biohazard material bag and place the bag in the cleaning closet with appropriate directions for the cleaners. Use of a department towel(s) shall be documented in the employee's report which will alert the appropriate staff of the need to re-supply towels.
4. Contaminated sharps shall be placed in appropriate containers immediately or as soon as possible after use. Refuse sharps shall be placed in red sharps containers for disposal. Evidentiary sharps will be placed in appropriate puncture-proof containers with provided handling tools.
5. Eating, drinking, smoking, applying cosmetics or lip balm, and handling contact lenses is prohibited in work areas where there is potential for exposure to bloodborne pathogens until

such time as the area and the contaminated persons/clothing have been thoroughly decontaminated.

6. Food and drink are prohibited in refrigerators, freezers, on counter tops, or in other storage areas where blood or other potentially infectious materials are present.
7. Mouth pipetting/suctioning of blood or other infectious materials is prohibited.
8. All procedures involving blood or other infectious materials shall minimize splashing, spraying, or other actions generating droplets of these materials.
9. Equipment that becomes contaminated shall be examined prior to servicing or shipping and decontaminated as necessary (unless it can be demonstrated that decontamination is not feasible).
    a. An appropriate biohazard warning label shall be attached to any contaminated equipment, identifying the contaminated portions.
    b. Information regarding the remaining contamination shall be conveyed to all affected employees, the equipment manufacturer, and the equipment service representative prior to handling, servicing or shipping.
10. New employees shall be trained in appropriate work practice controls prior to starting an assignment that places them at risk of exposure.
11. If an employee's uniform apparel becomes contaminated, the clothing item(s) will be placed in a biohazard material bag and put into the cleaning closet with appropriate directions for the cleaners.
12. Officers are responsible for decontaminating patrol vehicles and ensuring all contaminants (blood, urine, vomit, etc.) are removed and surfaces are appropriately disinfected.
    a. In extreme circumstances, an outside vendor may be utilized to decontaminate a vehicle, which would be coordinated through the Administrative Sergeant, as necessary.
13. Handcuff sanitizing supplies are available for officers to employ, as needed, when cuffs have been contaminated.

D. Personal Protective Equipment

1. Personal Protective Equipment is the employee's "last line of defense" against bloodborne pathogens. Employees whose activities place them at risk of exposure to bloodborne pathogens will be provided the Personal Protective Equipment (PPE) they need to protect themselves against such exposure. This equipment includes, but is not limited to:
    a. Gloves,
    b. Splash guards/face shields,
    c. Gowns and or scrubs,
    d. Antiseptic wash, and
    e. Clean cloth, paper towels or towelettes.
2. All patrol vehicles shall be equipped with sealed First Aid kits. It is the responsibility of the on-coming shift employee to ensure the kit is sealed and in place at the beginning of every shift. If the seal on the First Aid kit is broken, the officer shall replace the kit with another sealed First Aid bag from the designated vehicle supply storage area. The Administrative Sergeant or their designee is responsible for restocking and resealing the PPE/First Aid bags.
3. Employees will be trained regarding the use of the appropriate personal protective equipment for their job classifications and tasks/procedures they perform.
4. To ensure personal protective equipment is not contaminated and is in the appropriate condition to protect employees from potential exposure, employees will adhere to the following practices:
    a. All personal protective equipment will be inspected periodically and repaired or replaced as needed to maintain its effectiveness.

b. Reusable personal protective equipment shall be cleaned, laundered, and decontaminated as needed.

c. Single-use personal protective equipment (or equipment that cannot, for whatever reason, be decontaminated) shall be disposed of properly.

5. To ensure equipment is used as effectively as possible, employees will adhere to the following practices when using personal protective equipment:

a. Any garments penetrated by blood or other infectious materials shall be removed immediately or as soon as is feasible.

b. All potentially contaminated personal protective equipment shall be removed prior to leaving a work area or accident/incident site if possible (or as soon as is feasible).

c. Gloves or full PPE gear will be worn in the following circumstances:

(1) Whenever employees can reasonably anticipate hand contact with potentially infectious materials such as a death investigation, response to a medical emergency or evidence or sharps handling.

(2) When handling or touching contaminated items or surfaces.

d. Disposable gloves must be replaced as soon as practical after contamination or if they are torn, punctured, or otherwise lose their ability to function as an exposure barrier. Unused disposable gloves should be kept in zip-lock type bags to extend their useful life.

e. Utility gloves shall be decontaminated for reuse unless they are cracked, peeling, torn, or exhibit other signs of deterioration, at which time they will be disposed of and replaced.

f. Masks and eye protection (such as goggles, face shields, etc.) shall be used whenever splashes or sprays may generate droplets of infectious material.

g. Protective clothing (such as gowns) shall be worn whenever potential exposure to the body is anticipated.

E. Housekeeping

It is important that safety equipment and the facility are maintained in a clean and sanitary condition.

1. Sergeants and Lead Workers are responsible to ensure the following practices are adhered to:

a. All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials:

(1) Immediately (or as soon as feasible) when surfaces are overtly contaminated.

(2) After any spill of blood or infectious materials.

(3) At the end of the work shift if the surface may have been contaminated during that shift.

b. Protective coverings (such as linens, plastic trash bags or wrap, aluminum foil, or absorbent paper) are removed and replaced:

(1) As soon as it is feasible when overtly contaminated.

(2) At the end of the work shift if they may have been contaminated during the shift.

c. All trash containers, pails, bins, and other receptacles intended for use, if visibly contaminated, will be cleaned and decontaminated appropriately.

d. Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).

e. Contaminated reusable sharps are stored in containers that do not require “hand processing.”

2. Employees must be careful in handling regulated waste (including disposal of personal protective equipment and other potentially infectious materials). The following procedures will be used with all of these types of wastes:

a. Wastes shall be discarded or “bagged” in containers that are:

(1) Closeable,
(2) Puncture resistant if the discarded materials have the potential to penetrate the container,
(3) Leak proof if the potential for fluid spill or leakage exists,
(4) Red in color or labeled with the appropriate biohazard warning label.

b. Containers for the regulated waste are available in appropriate locations in all vehicles and the facility within easy access of employees and as close as possible to the sources of the waste.

c. Waste containers shall be maintained upright, routinely replaced, and not allowed to overfill.

d. Contaminated laundry shall be handled as little as possible and shall not be sorted or rinsed where it is used. Contaminated laundry will be biohazard red-bagged and labeled with the employee name, agency and the type of contaminant (i.e. blood, vomit, etc.) and placed in the designated clothes cleaning closets. Contaminated clothing shall be removed as soon as possible so as to avoid spreading the contaminant to a vehicle interior, other persons, or the work site.

e. Whenever employees move containers of regulated waste from one area to another, the containers shall be immediately closed and placed inside an appropriate secondary container if leakage is possible from the first container.

3. Sergeants will oversee and direct the collection and handling of the Police Department's contaminated waste.

41.9.5 HIV and HBV Research Laboratories and Production Facilities

There are special requirements for HIV and HBV research laboratories and production facilities in the areas of construction, engineering controls, work practices, the use of containment equipment, as well as employee education and training. Since Corvallis Police Department is not attached to one of these types of operations, these special requirements do not apply. Therefore, this exposure control plan does not address these requirements.

41.9.6 Hepatitis B Vaccination, Post-Exposure Evaluation & Follow-up

Even with sound adherence to the specified exposure prevention practices, exposure incidents can occur. As a result, the Police Department provides for Hepatitis B Vaccinations and set up procedures for post-exposure evaluation and follow-up, should exposure to bloodborne pathogens occur.

A. Vaccination Program

1. To protect employees as much as possible from the possibility of Hepatitis B infection, Corvallis Police Department has implemented an HBV vaccination program. This program is available, at no cost, to all employees who have occupational exposure to bloodborne pathogens. The vaccination program consists of a series of three inoculations over a six-month period. Employees who elect to have the inoculations must make an appointment with The Corvallis Clinic (Occupational Medicine) and bring a completed CPD Hepatitis B Acceptance / Declination form to the appointment.
2. The Risk Manager or designee is responsible for setting up and operating the vaccination program, which has been in effect since 1991. Employees will be informed through which medical facility the vaccination is currently available. Confidential employee medical records documenting HBV vaccinations and titer testing or an employee's declination of vaccination are maintained by Human Resources.
3. Information about the vaccination program is provided to those newly hired employees whose jobs place them at exposure risk.
4. Employees who do not want the vaccination must sign the Vaccination Declination Form.

B Post-exposure Evaluation and Follow-up

1. If an employee is involved in an incident where exposure to bloodborne pathogens may have occurred, his/her supervisor will immediately:
   a. Investigate the circumstances surrounding the exposure incident.
   b. Ensure the employee receives medical consultation and treatment (if required) as expeditiously as possible by calling NursePlus 24/7 call center at 1-866-209-7711. NursePlus will be an advocate for the exposed employee during medical consultation and/or treatment.
2. It is essential for a medical evaluation and subsequent treatment to be initiated in a timely manner after some types of exposures. The highest risk category is a blood-to-blood exposure with a known infected source. However, as a general guideline, if the exposure is from a needle stick, splashed into or onto mucous membrane(s) or onto an open area including scrapes, scratches and abrasions the employee should seek medical evaluation within two hours of the exposure. Exposures with less risk of infection should be evaluated by medical personnel within 24 hours.
3. Depending on the type and severity of the exposure and the medical condition of the source, the physician may offer, recommend or strongly suggest medical treatment as a preventive measure. The decision to accept the medical treatment lies with the employee.
4. The responsible Sergeant/Supervisor will investigate every exposure incident occurrence in department operations and document the information contained in an online City Accident/Near Miss form. These investigations will be initiated upon notification of an exposure utilizing the CPD Form 152-P Procedures and Forms for On-Duty Biohazard Exposure packet.
   a. These packets can be found in both the Administrative Services Unit and the bullpen forms storage where physical copies are maintained.
5. The completed documents will be routed through the chain of command to the Risk Manager within 24 hours of the exposure (excluding weekends).
6. An employee's supervisor will be responsible for ensuring the steps outlined in the CPD Form 152-P Procedures and Forms for On-Duty Biohazard Exposure packet are appropriately followed and forms filled out, as well.
   a. The Administrative Services Unit can provide guidance/assistance with this process, as needed.
7. The information involved in this process must remain confidential. Sergeants and supervisory personnel will do everything possible to protect the privacy of the employees involved in an exposure incident. As the first step in this process, the following confidential information will be provided to the exposed employee:
   a. Documentation regarding the routes of exposure and circumstances under which the exposure incident occurred.
   b. Identification of the source individual (unless infeasible or prohibited by law).
8. If possible, the source individual will be interviewed and his/her blood will be tested to determine HBV and HIV infectivity. The Sergeant/AIC will give the source a copy of the Information for the Source Person in Blood and Body Fluid Exposure document and will also encourage the source to complete the "Source HIV and Bloodborne Pathogen Risk Assessment" evaluation form. This information will be made available to the exposed employee if it is obtained. At that time, the employee will be made aware of any applicable laws and regulations concerning disclosure of the identity and infectious status of a source individual.
   a. The collecting and testing of the source individual's blood and the exposed employee's blood will be conducted at the Occupational Medicine Office of the Corvallis Clinic. This will be at the Police Department's expense.

b. If the source or employee wants to have a different medical professional collect and test their blood, the expense will not be paid by the Police Department.

9. The Sergeant/AIC will ensure all steps in the CPD Form 152-P Procedures and Forms for On-Duty Biohazard Exposure packet are completed/followed, as necessary.

C. Information Provided to the Health Care Professional

To assist health care professionals, the Sergeant/AIC will make sure all necessary documentation, as provided in the CPD Form 152-P Procedures and Forms for On-Duty Biohazard Exposure packet, is completed. Employees will ensure they bring all documentation required to any medical appointments that are associated with the exposure.

D. Health Care Professional's Written Opinion

After the consultation, the health care professional will provide the Police Department with a written opinion evaluating the exposed employee's situation. A copy of this opinion will be furnished to the employee within 15 days of receipt of the physician's evaluation. In keeping with an emphasis on confidentiality, the written opinion will contain only the following information:

1. Whether after exposure medical treatment is offered, recommended or strongly encouraged for the employee.
2. Whether Hepatitis B vaccination is indicated for the employee.
3. Whether the employee has received the Hepatitis B vaccination.
4. Confirmation that the employee has been informed of the results of the evaluation.
5. Employer's copy of the health care professional's written opinion.
6. Confirmation that the employee has been told about any medical conditions resulting from the exposure incident which requires further evaluation or treatment.

All other findings or diagnoses will remain confidential and will not be included in the written report.

E. Medical Record Keeping

To make certain as much medical information as possible is available to the participating health care professional, the City Personnel Division will maintain pertinent and necessary medical records on all employees. These records will be kept secured, separate from regular personnel files and confidential at all times. As with any confidential employee information, these records will be kept confidential and inaccessible to any individual except those with the express authorization of the Chief of Police. Information will not be disclosed or reported to anyone without the employee's written consent (except as required by law).

41.9.7 Labels and Signs

Biohazard labels will be utilized to warn employees of contaminated materials. Red, "color-coded" containers will also denote biohazard materials. Patrol Lieutenants are responsible for ensuring proper labeling and availability of biohazard containers. The following items will be biohazard labeled:

A. Contaminated equipment.
B. Containers of regulated waste.
C. Sharps disposal containers.
D. Other containers used to store, transport, or ship blood and other infectious materials.
E. Laundry bags and containers for suspected contaminated clothing.

41.9.8 Information and Training

Having well informed and educated employees is extremely important when attempting to eliminate or minimize exposure to bloodborne pathogens. Because of this, all newly hired employees who have the potential for exposure to bloodborne pathogens will be trained and furnished with as much information as possible on this issue. Employees will be retrained annually to keep their knowledge current. Employees changing jobs or job functions will be given any additional training their new position requires at the time of their new job assignment. Division Managers are responsible for seeing that all employees who have

potential exposure to bloodborne pathogens receive this training. Excellent resources within the City of Corvallis include Good Samaritan Emergency Room Staff, Corvallis Clinic Occupational Medicine Staff, and Corvallis Police Department Bloodborne Instructors and Safety Committee members.

A. Training Topics

The topics covered in the training program include, but are not limited to:

1. The Bloodborne Pathogens Standard itself.
2. The epidemiology/symptoms of bloodborne diseases.
3. The modes of transmission of bloodborne pathogens.
4. The Exposure Control Plan (and where employees may obtain a copy).
5. How an employee can obtain a copy of the regulatory plan.
6. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
7. A review of the use and limitations of methods that will prevent or reduce exposure, including:
   a. Engineering controls,
   b. Work practice controls, and
   c. Personal protective equipment.
8. An explanation of the basis for selection of PPE's.
9. Selection and use of personal protective equipment, including types available, proper use, location of PPE, removal, handling, decontamination, and disposal.
10. Visual warnings of biohazards within our facility, including labels, signs, and "color-coded" containers.
11. Information on the Hepatitis B Vaccine.
12. Actions to take and persons to contact in an emergency involving blood or other potentially infectious materials.
13. The procedures to follow if an exposure incident occurs, including incident reporting.
14. Information on the post-exposure evaluation and follow-up, including medical consultation that the department will provide.

B Training Methods

The department's training presentation may utilized a variety of training techniques, including, but not limited to:

1. Classroom-type atmosphere with personal instruction.
2. Video instruction.
3. Training manuals or bulletins/employee handouts.
4. Online course/software.
5. Question and answer sessions.

C. Record Keeping

All training records related to this topic will be maintained and managed by the Training Coordinator, the same as any other department training record. Training records are available for examination and copying to employees and their representatives, as well as OSHA and its representatives.

41.9.9 Engineering Control Equipment

The following operations have Engineering Control Equipment to eliminate or minimize employees' exposure to bloodborne pathogens.

UNIT	CONTROL EQUIPMENT
Patrol	Sharps Containers/Patrol Vehicles
Patrol	Biohazard Red Bags/Patrol Vehicles
Patrol	Handcuff Sanitizing Supplies
Evidence	Sharps Containers/Evidence Room

Evidence	Biohazard Material/Red Bag
Records/Reception	Sharps Container
Records/Reception	Biohazard Material/Red Bag
CSO's	Sharps Container/CSO Vehicle
CSO's	Biohazard Material/Red Bag
Parking Enforcement	Sharps Container
Parking Enforcement	Biohazard Material/Red Bag
Detectives	Sharps Containers-All Vehicles
Detectives	Biohazard/Red Bag-All Vehicles
Admin	Sharps Containers - All Vehicles
Admin	Biohazard/Red Bag - All Vehicles
All	1st Aid Kit/Vehicles, Records, 9-1-1

41.9.10 Counteracting Opioid Overdose

The problem of rising opioid addiction rates being seen throughout our country also precipitates the unfortunate rise in opiate overdose. Higher incidences of opioid overdose means it becomes more likely for police to encounter and deal with this issue in their day-to-day jobs. It is also a safety concern for police personnel as they could accidentally be exposed to this dangerous drug. Naloxone (Narcan) is a readily available tool that can reverse opioid overdose. Naloxone is easy to use and already widely utilized by many police agencies to save lives through the application of this medication that effectively counteracts an opioid overdose.

A. Purpose

To establish guidelines governing the utilization of naloxone (Narcan) used by the Corvallis Police Department.

B. Authorization

It is the policy of the Corvallis Police Department that all police officers are required to be trained in the proper use of naloxone. The naloxone training program used by our department was created by Corvallis Fire Department staff and is endorsed by the physician prescribing the medication.

1. Only sworn personnel with the required training will be authorized to apply the naloxone on subjects that are not law enforcement personnel. This is a safety issue since the individual reviving from an overdose may be agitated.
2. Naloxone will be located within our department facilities where non-sworn personnel have access to it, but non-sworn employees may only utilize the naloxone on police department personnel for the purpose of counteracting an opioid overdose.

C. Training

1. Initial Training

   All officers will receive initial training describing and demonstrating proper use of the medication. This initial training will also include how to recognize the symptoms of an overdose as well as what drugs would be included within the opiate drug family.
2. Naloxone Deployment

   Naloxone will be deployed in all department medical bags for the treatment of opiate overdose victims. The goal of the responding officers shall be to provide immediate assistance via the use of naloxone when appropriate.

   a. Naloxone may also be placed at various locations within our department facilities. For safety reasons, a patrol unit shall be dispatched if there is ever a situation where a member of the public is experiencing an opiate overdose in, near, or around our department facilities (for example, if an opiate overdose took place in the Records lobby, a trained officer will still need to handle the incident).
3. Naloxone Use

When an officer of the Corvallis Police Department has arrived at the scene of a medical emergency prior to the arrival of EMS and makes the determination that the patient is suffering from an opiate overdose, the responding officer should administer a dose of naloxone to the patient by way of the nasal passages.

The following steps should be taken:

a. Officers shall use universal precautions.
b. Officers should conduct a medical assessment of the patient, to include taking into account statements from witnesses and /or family members regarding drug use.
c. If the officer reasonably believes there has been an opiate overdose, the naloxone kit should be utilized.
d. The patient should continue to be observed and treated as the situation dictates.
e. The treating officer shall inform incoming EMS about the treatment and condition of the patient, and shall not relinquish care of the patient until relieved by a person with a higher level of training.

4. Maintenance/Replacement
   a. Naloxone kits will be maintained and replaced, as necessary, by the Administrative Sergeant or his/her designee.
   b. Missing or damaged naloxone kits will be reported to the Administrative Sergeant or his/her designee.

D. Documentation

Upon use of naloxone, the officer will complete an incident report detailing the incident, the care the patient received, and the factors leading to the use of naloxone. All used naloxone canisters will be booked as evidence under the associated case number.

41.10 CONSULAR NOTIFICATION AND ACCESS: ARRESTS, DETENTIONS, DEATHS, AND SERIOUS INJURIES OF FOREIGN NATIONALS

41.10.1 General (CALEA Std 1.1.4)

A It is the policy of the Corvallis Police Department to comply with all United States Government treaty obligations regarding the arrest, detention and incarceration of foreign nationals.

B. The mutual obligations listed below also pertain to American citizens abroad. In general, we should treat a foreign national as we would want an American citizen to be treated in a similar situation in a foreign country. This means prompt, courteous notification to the foreign national of the possibility of consular assistance, and prompt, courteous notification to the foreign national's nearest consular officials so that they can provide whatever consular services they deem appropriate.

C. See U.S. Department of State website or refer to Consular Notification and Access: Instructions (4th Edition, August 2016) for additional information regarding consular notification, identification documents, fax forms (foreign national arrest or death), and contact information.

41.10.2 Definitions and Information Specific to Incidents Involving Foreign National:

A. *Arrest* - Any arrest, detention or other commitment to custody which results in a foreign national being incarcerated for more than a few hours triggers the consular notification requirements under this procedure. A brief traffic stop or a citation in lieu of custody for an infraction or misdemeanor would not require that consular notification be provided. On the other hand, requiring a foreign national to accompany a law enforcement officer to a place of detention may trigger the consular notification requirements, particularly if the detention lasts for a number of hours or overnight. The longer a detention continues, the more likely it is that a reasonable person would conclude that the consular notification obligation is triggered.

B. *Foreign National* - any person who is not a U.S. citizen. The term foreign national and alien are used interchangeably. Resident aliens who have a resident alien registration card, commonly known as a "green card," are considered foreign nationals for the purposes of consular notification, as are undocumented (or “illegal”) aliens.

C. *Consular Officer or Consul* - a citizen of a foreign country employed by a foreign government and authorized to provide assistance on behalf of that government to that government's citizens in a foreign country. The term "consul" should not be confused with "Counsel", which means an attorney authorized to provide legal counsel and advice.

D. *Diplomat* - an official of a foreign government assigned to an embassy in Washington, D.C. Diplomats may also perform consular functions, and should be treated the same as a consular officer.

E. *“Without Delay”* – term contained in the Vienna Convention on Consular Relations generally understood to mean that there should be no deliberate delay, and that notification should occur as soon as reasonably possible under the circumstances. Nevertheless, notification to consular officials should have been made within the first 24 hours of the detention, and certainly within 72 hours.

41.10.3 Interacting with Foreign Diplomats/Consular Officials. (CALEA Std 1.2.5)

A. Diplomatic and consular officers shall be accorded their respective privileges, rights, and immunities as directed by International and Federal statute. These officials shall be treated with the courtesy and respect that befit their distinguished positions. At the same time, it is the duty of all persons enjoying such privileges and immunities to respect local laws and regulations.

B. Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction accorded to duly accredited diplomatic officers, their families, official staff, and servants, who are not nationals of nor permanently reside in the receiving state. They are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense under current U.S. Law (22 U.S.C. 252).

C. Ambassadors and ministers are the highest ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary, and Attaché. Diplomatic officers, their families, official staff and servants are protected by unlimited immunity from arrest, detention or prosecution with respect to any civil or criminal offense.

D. Career counselor officials can be identified by credentials issued by the State Department. The State Department credential bears its seal, the name of the officer, his title, and the signatures of the State Department officials. Honorary consular officials do not receive identification cards from the State Department, but may exhibit reduced size copies of the diplomatic note evidencing recognition by the United States Government. These individuals are not immune from arrest or detention. Family members of a Consular Officer cannot claim immunity.

41.10.4 Consular Notification Process. (CALEA Std 1.2.5)

A. Requirements Pertaining to Foreign Nationals:

1. When foreign nationals are arrested or detained for more than an hour, they must be advised of the right to have their consular officials notified. The notification process will begin at the time the arrested foreign national is booked into the detention facility or when the detention exceeds one hour. The officer who processes the detainee will be responsible for implementing the notification process when a citation in lieu of custody is issued and the detention is longer that one hour. (See Attachment A for a graphic of this process.) Benton County Correctional Facility corrections officers will be responsible for implementing the notification process for custody arrests.
2. Determine the foreign national's country - in the absence of other information, assume it is the country on whose passport or other travel documents the foreign national travels. Absent any citizenship documentation or other evidence to the contrary, accept the foreign national's own statement as to nationality. In some cases, the nearest consular officials ***must*** be notified of the arrest or detention of a foreign national, **regardless of the national's wishes**. Open the following link for a sample fax sheet: suggested fax sheet for notifying consular officers of arrests or detentions.
3. Consular notification must be done for all deaths of foreign nationals.
4. When a guardianship or trusteeship is being considered with respect to a foreign national who is a minor or incompetent, consular officials must be notified.
5. When a foreign ship or aircraft wrecks or crashes, consular officials must be notified.
6. Notify the consulate of the foreign national's country immediately via fax. Notification should occur as soon as is reasonably possible under the circumstances, but in no case longer than the end of the shift. For certain nations, notification must be made regardless of whether the foreign national desires notification. (For phone and fax numbers – see State Department web site at https://travel.state.gov/content/travel/en/consularnotification.html). Consular officials

are entitled to access to their nationals in detention, and are entitled to provide consular assistance.

(a) Inform the foreign national of the notification of arrest/detention to the consulate of the foreign national's country (for example statements – see Attachment C; these statements, along with many foreign language translations, can also be found on the State Department Website at https://travel.state.gov/content/travel/en/consularnotification.html). Make a note of the completed notification in the Incident Report (or use the fax confirmation sheet as the record).

(b) Always take precautions regarding the disclosure of inappropriate information to a foreign government, i.e. if a detainee has applied for asylum or refugee status. If a consular officer insists that they are entitled to information about a detainee that the detainee does not want disclosed, please contact your shift commander/supervisor or the State Department for guidance.

(c) Mandatory Notification Countries and Jurisdictions are listed here: Countries and Jurisdictions with Mandatory Notifications. These are updated by the State Department. They are also listed on the "Consular Notification and Access Reference for Arrests and Detentions of Foreign Nationals pocket card disseminated to all officers and recruits.

41.10.5 Facility Access/Visitation Privileges of Consular Officers

A. Consular officers and diplomats will be afforded the same access and visitation privileges as Attorneys. Consular officers and diplomats will be required to adhere to the same visitation guidelines as Attorneys.

B. Consular officers or diplomats must have proper identification to gain facility access. Diplomats and consular officers have identification cards issued by the Department of State. If the authenticity of the identification card is in question, you may call the State Department's Office of Protocol (phone 202-647-1985 during business hours, 202-647-7277 outside business hours).

41.10.6 Documentation/Recordkeeping

A. Notification or offer of notification to the foreign national's consulate will be documented in the officer's incident report. Whenever possible, notification must be made by fax. A copy of the fax and the fax confirmation receipt must be placed in report file. The fax sheet found on the State Department's consular notification web site can be used to document and transmit the notification of detention.

B. If notification must be made by telephone, the arresting officer will note the name and location of the embassy or consulate notified, the name of the person to whom the information was given, and the date and time notification was made. Telephone calls to provide arrest/detention notification to an embassy or consulate should be recorded whenever possible and the recording preserved as part of the case record.

C. The on-duty supervisor is responsible for ensuring the proper notifications are made.

41.10.7 Death or Serious Injury of a Foreign National

A. Notification of the death or life-threatening injury must be made immediately to the nearest consulate of the national's country. The notification will be documented in the incident report documenting the death or serious injury.

B. Whenever possible, notification must be made by fax (See Attachment B). A copy of the fax and the fax confirmation receipt must be placed in incident record file. The fax sheet found on the State Department's consular notification web site can be used to document and transmit the notification of death or serious injury.

41.10.8 Phone/Fax Numbers for Foreign Embassies and Consulates in the U.S.

A. Consular notification should be made to the listed location nearest to the place of arrest or detention. Washington, DC information is generally for embassies to the United States; numbers for other locations are for consular offices outside of Washington or, in the case of some countries without embassies or consular offices in the United States, for the country's mission to the United Nations in New York. **Updated versions of the list can be found on the Department of State web site at** https://travel.state.gov/content/travel/en/consularnotification.html

41.11 IDENTITY CRIMES: IDENTITY THEFT

41.11.1 General

A The Corvallis Police Department will provide assistance to community members and visitors to our city when they are victims of identity theft as defined in ORS 165.800. Corvallis Police Department will take all reports of identity theft. If the victim resides in Corvallis but the offense occurred elsewhere, the report will be forwarded to the appropriate agency.

B. Patrol Officers will complete initial reports and take appropriate steps to capture perishable evidence, such as surveillance videos or Internet Service Provider information, when possible. Subpoenas will be requested through the DA's office when needed for perishable evidence. Reports will be assigned for follow-up by the Investigations Support Lieutenant as appropriate.

1. When necessary, Corvallis Police Department will seek assistance from and/or cooperate with other agencies in matters of identity theft.

41.11.2 Identity Theft LEDS Entry Form

A. Identity theft reports may be entered into the computerized Identity Theft File, pursuant to the Oregon Law Enforcement Data System (LEDS) Manual.

B. Identity theft victims may complete the Identity Theft System Entry Consent Form (CPD Form 07) if they are willing to have their information entered in to that database. If they choose not to, the officer will document that in his/her report.

C. If they should agree to complete the Identity Theft System Entry Consent Form, officers shall then complete the Identity Theft LEDS File Entry Form (CPD Form 07) and submit it with their report for records entry. The second copy of the form will be provided to the victim for their records. It provides needed information for removal of the information from the Database if they should change their mind as well as action steps to reestablish their identity and credit.

D. Officer shall obtain a password submitted by the victim that is alphanumeric and no more than 20 characters maximum. Passwords associated with the Identity Theft System File **shall not be broadcast over the radio**.

E. Records staff will complete the LEDS entry and document it on the form. The complete entry will be filed with the report.

F. Officers receiving positive responses on routine record checks through the Identity Theft File should not make an arrest based solely on the hit from the file, but should instead inquire further.

41.11.3 Identity Theft Resources

A. Victims of identity theft can be provided with the Corvallis Identity Theft Pamphlet, which will advise them of steps to take to help them through the process and to protect their credit. They also should be advised to contact the Federal Trade Commission website for further information.

41.12 Elder Abuse Investigations

41.12.1 Elder Abuse Policy

It is the policy of the Corvallis Police Department to apply thorough investigative techniques that will increase the likelihood of successful prosecution of elder abuse cases, to take appropriate enforcement action if a violation of law has occurred, and to ensure all parties involved are fully informed as to their rights and responsibilities in situations.

Elder Abuse victims have special needs and considerations. Care should be given when interviewing a victim of elder abuse. The victim may not be able to communicate, may have diminished memory, dementia or feel embarrassment.

A. Per Oregon Revised Statute (ORS) 124.050(1) abuse is defined as:
   1. Any physical injury caused by other than accidental means, or which appears to be at variance with the explanation given of the injury.
   2. Neglect which leads to physical harm through withholding of services necessary to maintain health and well-being.
   3. Abandonment, including desertion or willful forsaking of an elderly person or the withdrawal or neglect of duties and obligations owed an elderly person by a caretaker or other person.
   4. Willful infliction of physical pain or injury.
   5. An act that constitutes a crime under ORS 163.375, 163.405, 163.411, 163.415, 163.425, 163.427, 163.465 or 163.467.
   6. Wrongfully taking or appropriating money or property, or knowingly subjecting an elderly person or person with disabilities to alarm by conveying a threat to wrongfully take or appropriate money or property, which threat reasonably would be expected to cause the elderly person or person with disabilities to believe that the threat will be carried out.

B. Per ORS 124.050(2), “Elderly person” means any person 65 years of age or older who is not subject to the provisions of ORS 441.640 to 441.665.

C. Cascade West Council for Government is contracted by Department of Human Services to act as their agent for Elder Abuse cases in the Tri-County Area, Linn, Benton and Lincoln Counties.

41.12.2 Initial Response and Investigation

A. Upon receipt of an elder abuse complaint, officers shall respond without delay.

B. Officers shall investigate fully the circumstances regarding the elder abuse investigation whether it is of a neglect, abuse or financial complaint.

C. A complete and comprehensive investigative report must be made for all cases.
   1. In addition to other pertinent information, officers shall always describe in their reports the victim’s emotional state at the time she/he is giving her/his statement.
   2. If the victim is still upset, officers will attempt to audiotape the statement of the victim. The recording will not only capture the victim’s emotional state, but it will record precisely what the victim actually said. If taping is impossible, the officer should make a detailed written report of the statement as opposed to an “in-substance” summary.
   3. If the incident involves physical assault, photographs should be taken of any injuries to the victim at a later date to insure documentation of bruises, or other injuries, that were not visible on the date of the initial investigation.

4. Investigating officers will determine if a child (under the age of 18) was present during the incident and whether or not the child is a potential witness. The identity of any child witness will be included in the investigative report. The child will be interviewed about what he/she heard or saw of the incident being investigated.
5. The investigating officer should determine if the victim has provided a Power of Attorney for his/her care to someone else. Identify all medical doctors associated with the victim, in some cases this will be one physician, in others the list can be quite long. Knowing the total medical care being provided to the victim will greatly assist in the prosecution of the case.

41.12.3 The Domestic Violence Report

A. Completed reports and other evidence shall be made available to the District Attorney.
B. Photographs of the victim's injuries and the crime scene will be taken and included with the report.
C. The presence of "substantial pain" elevates Harassment to Assault IV. Officers shall elicit detail from the victim about the degree of pain and the extent of any injury.
D. The investigating officer/assigned investigator will obtain a copy of a physician's or hospital report to be included with the investigative report. If consent cannot be obtained or the victim is judged not capable of giving consent, request a subpoena through the District Attorney's Office during normal business hours. The investigating officer/assigned investigator will normally be responsible for serving the subpoena. A supplemental report will be prepared with the physician's or hospital report and submitted to records.

41.12.4 Referrals

The reporting officer shall advise the victim of the services provided by the Center Against Rape and Domestic Violence (CARDVA) and/or Cascade West Council for Government. The victim will be provided with the Victim's Legal Rights and Remedies Statement. Senior Services, Elder Abuse Multi-Disciplinary Team **must** be notified of any cases involving Elder Abuse to include cases of Criminal Mistreatment I where money or support is involved without physical injury. The referral should be submitted to the MDT prior to the end of the officer's shift. The Elder Abuse Referral Form will be attached to the report.

41.13 Vehicle and Body Worn Audio and Video Recording Systems

41.13.1 Vehicle and Body Worn Audio and Video Recording Systems (VBWS) (CALEA Stds 1.2.3, 41.3.7, 41.3.8)

The use of a vehicle and body worn camera systems provides persuasive documentary evidence and assists in the investigation of civil litigation and allegations of officer misconduct. Officers assigned these devices for use during official duties shall adhere to the operational objectives and protocols outlined herein so as to maximize the effectiveness and utility of these systems, thereby protecting the integrity of evidence and related audio/video documentation.

41.13.2 Definitions

A. Recorded Media — Refers to audio-video signals recorded on any storage device.
B. VBWS – Video and Body Worn Camera Systems
C. In-Vehicle Recording System (IVRS) – This refers to any system installed in a vehicle that captures audio and video signals.
D. Body Worn Camera (BWC) – This refers to the wearable body camera systems issued on a permanent or temporary basis to individual officers.
E. Technician – Personnel trained in the operational use and repair of audio, video, duplicating methods, storage and retrieval methods and procedures (IT staff), and/or who possess a working knowledge of video forensics and evidentiary procedures (police forensic examiners).

41.13.3 Procedures (CALEA Stds 1.2.3, 41.3.7, 41.3.8)

A. VBWSs are used to accomplish the following objectives:
   1. Enhance officer safety;
   2. Accurately capture statements and events during the course of an incident;
   3. Enhance the officer's ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation;
   4. Provide an impartial measurement for self-critique and field evaluation during new officer training;
   5. Capture visual and audio information for use in current and future investigations.

   Staff must keep in mind that all video/audio technology has limitations and may not be able to capture the most accurate depiction of the actual events.
B. General Procedures. It shall be the responsibility of the Corvallis Police Department to ensure that the audio-video recording equipment is properly installed according to the manufacturer's recommendations. All recordings whether stored on City of Corvallis servers or cloud based storage are the property of the City of Corvallis Police Department to be used for legitimate law enforcement purposes only, no vendor has any rights to use any of the recordings for any purpose

1. IVRS equipment shall automatically activate when emergency equipment (lights) or a wireless transmitter is operating. The system may also be activated manually from the control panel affixed to the interior of the vehicle (if so equipped). The camera will remain on continuously until the end of the contact.
2. Officers who are assigned a BWC will manually activate the wearable camera system from the time reasonable suspicion or probable cause exists to believe a crime or violation has been committed, is being committed, or is about to be committed. The camera will remain on continuously while in contact with that person.
3. Placement and operation of system components within the vehicle or on the officer shall be based on officer safety requirements.
4. All officers shall successfully complete Corvallis Police Department approved training prior to being deployed with IVRS or BWC systems.

C. Officer Responsibilities.
1. Inspection and general maintenance of IVRS and VBWS equipment shall be the responsibility of the officer assigned to the equipment.
   a. Both IVRS and BWC equipment shall be operated in accordance with 41.13.3B above and departmental training and policies.
   b. At the beginning of each shift, during the vehicle inspection, the assigned officer shall perform an inspection to ensure that the IVRS is performing properly by activating the camera to ensure it is ready to capture video and audio.
   c. BWC equipment shall be inspected for proper functionality at the beginning of an officer's shift.
2. Malfunctions, damage or theft of in-vehicle or body worn camera equipment shall be reported to the immediate supervisor as soon as practical
   a. A subsequent written electronic report (Email) shall include information on the equipment failure with as much detail as available. The supervisor shall determine if the system or vehicle shall be placed out of service. If an officer places a patrol vehicle without an operating IVRS into service, the officer will inform the on-duty supervisor as soon as possible.
   b. Should an officer's BWC malfunction or become lost/stolen, the supervisor will issue them another camera as long as a spare camera is available.

D. IVRS Mandatory Recording. Officers must comply with Oregon Revised Statutes and case law when a person is contacted or a suspect is interviewed utilizing a video or audio recording device. Officers are encouraged to narrate events using the in-car audio recording, so as to provide the best documentation for pretrial and courtroom presentation (*Example: During a pursuit the pursuing officer may state/narrate that the suspect threw an object out the driver's window at a certain location)*. Officers shall use the video and in-car audio components of the IVRS during the following:
1. Traffic stops (to include, but not limited to traffic violations, stranded motorist assistance and crime interdiction stops).
2. Priority response to calls-for-service (code responses where you are using your lights or lights and sirens).
3. Vehicle pursuits.
4. Prisoner transports of subjects who are combative, violent, claim injury, or are behaving in such a way additional charges or complaints will likely result.

Officers may cease recording (audio and/or video) should a traffic stop evolve, i.e., for the development of confidential information.

E. BWC Mandatory Recording: Officers must comply with Oregon Revised Statutes and case law when using BWC devices. Per Oregon Law (ORS 133.741), officers shall manually activate the wearable camera system (BWC) from the time reasonable suspicion or probable cause exists to believe a crime or violation has been committed, is being committed, or is about to be committed

and the law enforcement officer begins to make contact with the person suspected of committing the offense. The camera will remain on continuously until the end of the contact with the person suspected of committing the offense. If, during an investigation or incident, an officer temporarily ends their participating in the contact for other reasons, officers may cease recording as long as they reactivate the BWC prior to re-contacting the subject suspected of committing the offense. Officers may be exempt from the *mandatory recording law*, but only if there is an articulated and reasonable privacy concern, exigent circumstance, or for the safety of officers or other persons. These exemptions will be few, and must be articulated in the incident report.

F. Discretionary Recording. Any situation or incident that the officer, through training and experience, believes should be audibly and visually recorded to include the statements of witnesses, victims, or simple field interviews.

G. Operational Protocols.

1. Officers shall activate both audio and video recordings from the time reasonable suspicion or probable cause exists to believe a crime or violation has been committed, is being committed, or is about to be committed and the law enforcement officer begins to make contact with the person suspected of committing the offense or when responding in a support/cover officer capacity in order to obtain additional perspectives of the incident scene. The camera will remain on continuously until the end of the contact with the subject suspected of committing the offense by the officer
2. Officers shall announce that they are recording as soon as practical, at the beginning of the interaction, unless it would jeopardize the safety of the officer or any other person, or unless it would reasonably impair a criminal investigation. The announcement of the recordings should be made as soon as it is safe to do so. Any such exception should be documented in the report with an explanation of the circumstances as to the delayed announcement.
3. Officers may review the recordings when preparing written reports of incidents in order to assist with accuracy and consistency of accounts. If delays occur with automatic downloading, the officer may review the recording directly from the vehicle computer (IVRS) or office computer terminal (BWC).
4. With the exception of police radios, officers shall ensure that the volume from other electronic devices within the police vehicle does not interfere with recordings.
5. Officers are unable to erase, alter, reuse, modify or tamper with VBWS recordings.
6. All recordings captured by in-car recording equipment is automatically downloaded and kept on the Department server for a period of 200 days. Only IT Staff may make modifications to the secure server with authorization from the Chief of Police. IT Staff will never erase, alter, reuse, modify or tamper with recordings. Officers using wearable camera systems must download the video files from their device no later than the end of the shift each day. These files will be retained on the storage provided by the current software for 210 days. If the recording is subject to a litigation hold, it shall be maintained in the same manner as recordings of a criminal investigation detailed in subsection 7 of this section. The Department may determine that retention of any particular video is necessary for risk management purposes and retain that video in the same manner as recordings of a criminal investigation detailed in subsection 7 of this section.
7. Any recording of a criminal investigation or subject to a litigation hold shall be downloaded by the investigating officer or risk manager and recorded on a storage media, and placed into the evidence under the appropriate case number. The recording shall also be tagged in the BWC storage software using the corresponding case number (Example: 18-#####). The evidence custodian will retain all such recordings in accordance with General Order 84.1.12. VBWS recordings shall also be recorded on a storage media as evidence when they record any of the following:

a. Prisoner transports of subjects who are combative, violent, claim injury, or are behaving in such a way additional charges or accusations will likely result.
b. If any person states they intend or desire to file a complaint.
c. When any part of the recording captures video or audio that can be used as evidence or may be needed for civil litigation purposes.

H. Supervisor and Police Training Officer (PTO) Responsibilities.

1. When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, departmental shootings, departmental accidents), a supervisor shall ensure that the involved VBWS system is returned to the Law Enforcement Building (LEB) as soon as possible for automatic download. The supervisor shall review the video to ensure it was appropriately captured and is available as evidence.
2. Supervisors who are informed or otherwise become aware of malfunctioning equipment shall ensure that authorized personnel replace the camera or make repairs in a timely manner using standing maintenance procedures.
3. Supervisors shall conduct a minimum of three (3) random reviews of officer assigned media during each uniform inspection in order to periodically:
   a. Assess officer performance.
   b. Ensure VBWS equipment is functioning properly.
   c. Determine if VBWS equipment is being operated properly/in accordance with General Orders.
   d. Identify recordings of incidents that may be appropriate for briefing or other training.
   e. Supervisors may conduct reviews at any time they believe it would be necessary for quality control.
4. Police Training Officers (during recruit officer training) shall conduct periodic reviews of personnel who are newly assigned VBWS equipment in order to ensure compliance with departmental General Orders during the PTO training program.
5. Minor unintended deviations from department policy by the officer (not criminal or purposeful in nature) discovered during the routine review of recorded material shall be viewed as training (counseling) opportunities and not as routine disciplinary actions. If the behavior or action becomes habitual after being informally addressed through oral and/or written counseling, or is an intentional act, appropriate disciplinary or corrective action shall be taken by the respective supervisor.
6. If a supervisor is made aware of accidental, unintended activation of a camera that has no evidentiary purpose or citizen contact (such as, but not limited to, the bathroom or locker room), the supervisor shall bring this to the attention of their Division Manager via their chain of command. Only Division Managers or the Chief of Police may authorize the deletion of any videos. Upon making a deletion under this section of the policy, it will be noted in the comments field of the BWC software as to the reason for deletion.

I. Media Duplication.

1. All recording media, recorded images and audio recordings are the property of the Corvallis Police Department. Dissemination outside of the agency is strictly prohibited without specific written authorization of the Chief of Police or his/her designee. This includes recordings requested as part of a Public Records request. Such recordings may be exempted and must be reviewed before dissemination.
2. To prevent damage to, or alteration of, the original recorded media; it shall not be copied, viewed or otherwise inserted into any device not approved by the VBWS technician or forensic media staff.
3. When possible and practical, a copy of the original media shall be used for viewing by investigators, staff, training personnel, and the courts (unless otherwise directed by the courts) to preserve the original media in pristine condition.

J. Restrictions.

1. It is prohibited to use facial recognition or other biometric matching technology to analyze recordings obtained by VBWS.
2. Recordings are exempt from disclosure under ORS 192.410 to 192.505 unless the public interest requires disclosure in a particular instance
    a. For recordings resulting from VBWS subject to disclosure, the following apply:
        1) Recordings that have been sealed in a court's record of a court proceeding or otherwise ordered by a court not to be disclosed may not be disclosed.
        2) A request for disclosure must identify the approximate date and time of an incident for which the recordings are requested and be reasonably tailored to include only that material for which the public interest requires disclosure.
        3) A video recording disclosed for public interest must, prior to disclosure, be edited (redacted) in a manner as to render the faces of all persons within the recording unidentifiable.

41.14 PATROL OPERATIONS: USE OF SMALL UNMANNED AIRCRAFT SYSTEMS

41.14.1 Purpose

The purpose of this policy is to establish guidelines for the use of Small Unmanned Aircraft Systems (sUAS / drones). This policy should be used in conjunction with all other applicable policies and procedures and does not supersede any applicable state or federal law governing the use of sUAS.

41.14.2 Policy

Drones, also referred to as Small Unmanned Aircraft Systems (sUAS), may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or may be less effective. sUAS may also be utilized to capture scene data to assist in the investigation of a crime or crash scene. All sUAS operations will be in accordance with constitutional and privacy rights, Federal Aviation Administration (FAA) regulations, Oregon Department of Aviation rules, and Oregon Revised Statutes.

1. 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.

2. Definitions

   Due to the technical nature of sUAS, following are definitions applicable to the use of this equipment:

   a. **14 CFR Part 107 (Part 107)**
      FAA regulations regarding sUAS.

   b. **Aircrew Member**
      Department personnel designated and selected as either "PIC," a "Student Operator," or any personnel operating, observing as a crewmember or maintaining a sUAS.

   c. **Certificate of Waiver**
      Certificate issued by the FAA authorizing a deviation from any regulation specified in 14 CFR §107.205.

   d. **Federal Aviation Administration**
      Federal governing authority for the use of all civilian aviation systems operated within the United States.

   e. **Hazard**
      Something that has the potential to cause harm.

   f. **Occurrence**

An unplanned safety related incident, including accidents or damage to aircraft or property.

g. **Pilot in Command (PIC)**
sUAS Operator who is certified under CFR 14 Part 107 and who has met specified requirements of knowledge, training, and operational proficiency. The PIC is directly responsible for the safety and operation of the sUAS. The PIC is the sole person responsible for control of the sUAS and has the final responsibility and authority to conduct flight operations within the National Airspace System as defined by the FAA.

h. **Small Unmanned Aircraft System (sUAS) / Drone**
An unmanned aircraft of any type (weighing less than 55 pounds) that is capable of sustaining directed flight, whether preprogrammed or remotely controlled, and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means. For the purpose of this policy, a sUAS includes a drone as defined by ORS 837.300.

i. **Student Operator**
An individual who has not yet earned a remote pilot certificate but is authorized to operate a sUAS under the direct supervision of a PIC.

j. **Visual Observer (VO)**
A trained individual who assists the PIC and/or the person manipulating the controls of the sUAS to see and avoid other air traffic or objects aloft or on the ground. The use of a VO provides an optional and additional means of airspace and obstacle de-confliction.

41.14.2 Program Positions/Assignments

1. Program Manager
The Investigations Lieutenant is responsible for the overall management of the sUAS program (hereafter referred to as the "Program Manager"). The responsibilities of the Program Manager include but are not limited to:
   a. Recordkeeping and reporting to appropriate governmental authorities.
   b. Review and updates of program policies and procedures as needed.
   c. Evaluation of sUAS based on case uses and replacement needs.
   d. Establishing a review process to monitor program objectives, aircrew member performance, proficiency and use of sUAS.
   e. Approve and remove aircrew members from flight status as needed. Any aircrew member may be temporarily removed from flight status at any time by the Program Manager for reasons including, but not limited to, performance or proficiency.
2. Pilot-in-Command (PIC)
The primary operational responsibility of the PIC is the safe and effective use of sUAS in accordance with the user's manual provided by the manufacturer, federal and state law, and City policies and regulations. Ultimately, it is the responsibility of the PIC to ensure aircrew members meet current qualifications to operate a sUAS.
3. Visual Observers (VO)
The role of a VO is to alert the PIC and the rest of the aircrew about potential hazards during sUAS operations. The use of a VO is optional, but is recommended to enhance situational awareness. The PIC may use one or more VOs to supplement situational awareness and visual loss of sight responsibilities. If a visual observer is used during the sUAS operation, all of the following requirements must be met:
   a. The PIC, the person manipulating the flight controls of the sUAS, and the VO must maintain effective communication with each other at all times.
   b. The PIC must ensure that the VO is able to see the sUAS and position of other aircraft in the area.
   c. The PIC and the VO must coordinate to do the following:

1) scan the airspace where the sUAS is operating for any potential collision hazard; and
2) maintain awareness of the position of the sUAS through direct visual observation.

4. Student Operators
A Student Operator may operate a sUAS under the direct supervision of a PIC as approved by the Program Manager. A Student Operator must be accompanied by a PIC at all times while at the controls of a sUAS. A Student Operator is responsible for the safety and operation of the sUAS; however, the PIC has final authority over and responsibility for the sUAS at all times. Student Operators may not operate a sUAS without PIC supervision until training requirements have been met and the Student Operator is approved as a PIC.

41.14.4 Training and Proficiency

Before an aircrew member can function as a PIC, they must complete a training course to understand the federal guidelines for use of a sUAS and obtain their Remote Pilot Certificate through the FAA. Operators must demonstrate they can operate the sUAS in a safe manner that is consistent with the manufacturer's guidelines and understand procedures to take under emergency circumstances. Upon documented proficiency, an operator may then be certified as a PIC by the Program Manager.

1. For ongoing training, all flights or exercises will be documented and count toward an aircrew member's training. Aircrew members shall complete ongoing training every calendar year in the use and operation of the sUAS. This training should include, but is not limited to the following topics:
   a. Department commitment to safety and member's role.
   b. Review of sUAS program and emergency safety procedures.
   c. Medical conditions affecting operations and self-assessment.
   d. Airspace, weather, and FAA regulations.
   e. sUAS performance and deployment.
   f. Maintenance, repair and storage of airframes.
2. Successful completion of the FAA Part 107 sUAS Certification or Recurrent Knowledge Test will fulfill the annual training requirement for the year it was completed.
3. All training shall be documented in the aircrew member's file maintained by the Program Manager or in a centralized system. It is incumbent on the aircrew member to ensure compliance and proper documentation of training and flight time. Failure to maintain or document operational proficiency can result in removal from sUAS responsibilities.

41.14.5 Pre and Post Flight Checklists

PICs are responsible for a thorough pre-flight and post-flight inspection of the sUAS. Before and after each flight, the PIC shall:

1. Conduct a thorough inspection of the sUAS in accordance with the user's manual provided by the manufacturer and complete the pre-flight potion of the sUAS Flight Report checklist.
2. Any physical equipment or firmware/software discrepancy that cannot be resolved and which has a potential impact on flight safety will override the deployment of sUAS, and any discrepancy shall be resolved before flight. If issues are unresolved the sUAS will be removed from operation until all discrepancies have been resolved.
3. Conduct a post flight inspection of the sUAS and document any discrepancies in the sUAS's maintenance and flight time log.
4. Complete the sUAS Flight Report and provide to the Program Manager.

41.14.6 Requirements for Use

The sUAS shall only be operated in accordance with FAA Part 107 regulations and applicable Oregon Revised Statutes listed under section 837. Only authorized operators who have completed the required training (including FAA Part 107 Remote Pilot Certification) shall be permitted to operate department

sUAS. Student Operators may operate department sUAS. Student Operators may operate a sUAS under the supervision of a certified PIC.

1. sUAS shall only be operated under the following circumstances:
    a. Pursuant to a valid warrant authorizing the use of a sUAS, in which the period of time for operation of the sUAS is specified; in no event may a warrant provide for the operation of a sUAS for a period of more than 30 days (*ORS 837.320*).
    b. Probable cause to believe that a person has committed a crime, and exigent circumstances exist that make it unreasonable to obtain a warrant authorizing the use (*ORS 837.320*).
    c. Written consent of an individual for the purpose of acquiring information about the individual or the individual's property (*ORS 837.330*).
    d. As part of search and rescue activities, as defined in *ORS 404.200*, meaning, searching for, rescuing, or recovery of any person who is to be missing, injured, or deceased (*ORS 837.335*).
    e. When assisting an individual in an emergency if there is a reasonable belief that there is an imminent threat to the life and safety of the individual (*ORS 837.335*); a PIC initiating an operation under this section shall do the following:
        1) A report shall be prepared documenting the factual basis for the belief.
        2) Within 48 hours of the emergency, a sworn statement shall be filed with the circuit court describing the nature of the emergency and the need for the use of the sUAS.
    f. During a state of emergency declared by the Governor, if (*ORS 837.335*):
        1) the sUAS is used for preserving public safety, protecting property or conducting surveillance for the assessment and evaluation of environmental or weather related damage, erosion or contamination; and
        2) the sUAS is operated only in the geographical area specified in the Governor's proclamation.
    g. For the purpose of reconstruction of a specific crime scene or accident scene, or similar physical assessment, related to a specific investigation; under this statute, the operations may not exceed 5 days (*ORS 837.340*).
    h. For the purpose of training in the use of sUAS and acquisition of information through the operation of a sUAS (*ORS 837.345*)
    i. To assist other city departments, or "public body," as defined in *ORS 174.109*, with approval from the Program Manager or their designee. Any evidence obtained by a public body through the use of a sUAS is not admissible in, and may not be disclosed in any judicial proceeding, administrative hearing, arbitration proceeding or other adjudicatory proceeding, and may not be used to establish reasonable suspicion or probable cause to believe that an offense has been committed.

41.14.7 Prohibited Use

1. The sUAS shall not be used:
    a. Over the boundaries of privately owned premises in a manner so as to harass or annoy the owner or occupant of the privately owned premises (*ORS 837.370*).
    b. Conduct random surveillance activities.
    c. Target a person based solely on individual characteristics, such as, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation, housing status, or source of income.
    d. Harass, intimidate, or discriminate against any individual or group.
    e. Conduct personal business of any type.
2. sUAS shall not be weaponized (*ORS 837.365*).

3. sUAS shall not interfere with aircraft operations to include directing a laser at an aircraft while the aircraft is in the air, crash into an aircraft while the aircraft is in the air, or prevent the takeoff or landing of an aircraft (*ORS 837.374*).

41.14.8 Emergency Procedures

Emergency procedures are specific to each sUAS type as designed by the manufacturer. It is the responsibility of the flight crew to be proficient with the sUAS operational manual provided by the manufacturer before any flight operations are conducted. Many sUAS have a number of failsafe options in the event of signal loss, such as the setting of a Home Location, automated Hover, or Return to Home mode. The specific failsafe options available for each type of sUAS are listed in the documentation for that sUAS (Operator's Manual, Checklists, etc.).

1. The PIC will ensure they understand the emergency procedures and steps are taken to activate all failsafe options prior to any operation. The PIC will also be responsible to make any required notifications should an emergency occur (e.g., notifying Air Traffic Control).

41.14.9 Occurrence and Hazard Reporting

The PIC will immediately notify the Program Manager of any hazard and/or occurrence involving the operation of a sUAS and provide the specifics as to the incident. The PIC will also make an appropriate notifications, such as Air Traffic Control, should this be necessary. The Program Manager will determine what actions should occur and if any investigation should be initiated from that point. The sUAS will not be returned to service until the Program Manager, or their designee, has determined the airworthiness of the unit. At the discretion of the Program Manager, the PIC may also be required to demonstrate operational proficiency before returning to active service operating a sUAS.

1. As required by FAA Part 107, any operation that results in any of the following situations will be reported to the FAA, either electronically (www.faa.gov/uas) or telephonically, within 10 calendar days of the incident by the Program Manager, or their designee:
   a. serious injury to any person or any loss of consciousness; or
   b. damage exceeding $500 to any property (other than the sUAS).

41.14.10 Records

1. Flight Logs
   PICs shall maintain a personal flight log (electronic or paper) documenting the time, location, duration, purpose of flight, and type of sUAS. PICs shall provide flight and maintenance logs at the request of the Program Manager or higher chain of command.
2. Data Recording
   a. Video recordings and photographs will only be taken during missions where there is a reasonable expectation that the data will contain evidentiary value, or in situations where it may provide transparency of police department operations. All such recorded data will be submitted into CPD evidence according to applicable policies.
   b. Video recordings and photographs obtained during the course of training may not be retained. Any such image or other information that is acquired through the use of a sUAS while utilized for training is not admissible in, and may not be disclosed in any judicial proceeding, administrative hearing, arbitration proceeding or other adjudicatory proceeding, and may not be used to establish reasonable suspicion or probably cause to believe that an offense has been committed.
3. Retention and Release of sUAS Data
   All evidentiary data will be maintained in accordance with established CPD evidence policies and retention standards, including applicable state law.

41.14.11 Care and Maintenance

Compliance with the manufacturer's scheduled maintenance, preflight inspections and immediate repair of any mechanical problems will ensure the availability, reliability and safety of the sUAS. This will be the responsibility of the PIC to check prior to use and ensure when secured at the end of any operation. Any maintenance will be documented in the maintenance log.

41.14.12 Reporting

The Program Manager, or their designee, shall ensure that an annual report is provided to the Oregon Department of Aviation as required by *ORS 837.360* that summarizes the following:

1. frequency of sUAS use during the preceding calendar year;
2. purpose for the sUAS use during the preceding calendar year; and
3. how the public can access the department's policies and procedures regarding the use of data resulting from the use of sUAS.

42.1 CRIMINAL INVESTIGATION: ORGANIZATION AND ADMINISTRATION

42.1.1 Criminal Investigation Function

It is the function of the Community Services Division (CSD) to investigate crimes committed within the City of Corvallis. The Investigations Unit operates within CSD under the command of a Lieutenant with a Sergeant that supervises all Detectives. Detectives are sworn police officers assigned to the Investigations Unit *in accordance with G.O. 16.3.2* and are not a promoted rank. Detectives will have an annual performance evaluation to ensure performance levels are maintained and to establish career goals and development. Officers assigned as detectives are eligible for specialty pay in accordance with the City of Corvallis/Corvallis Police Officer's Association Labor Agreement.

42.1.2 Utilization Of Uniformed Officers (CALEA Std 42.1.2)

In general, uniformed officers will be the initial responding officer to cases requiring investigation. Uniformed officers will conduct preliminary investigations unless it is determined by the officer and his/her supervisor that a detective should respond. In many cases, uniformed officers will satisfactorily complete and conclude a case based on their initial investigation. The responding officer is responsible for the investigation until otherwise notified by a supervisor.

42.1.3 Case Screening System (CALEA Std 42.1.2)

A. The Investigations Lieutenant (or their designee) will determine if a case needs to be assigned to a detective and to which detective that case will be assigned. Multiple avenues exist whereby a case file is referred to and/or reviewed by the Investigations Unit to determine if it does need to be assigned to a detective for further investigation.
   1. The Sergeant/AIC, as they review and approve case reports, may determine a case should be brought to the attention of the Investigations Lieutenant (or their designee) for review and possible assignment to a detective.
   2. The Crime Analyst, as they review case reports, will bring a specific case(s) to the attention of the Investigations Lieutenant (or their designee) for possible assignment to a detective.
   3. The CSD Daily Report is distributed by the Sergeant/AIC at the end of each shift with a summary of that shift's activity, including a brief recap of each case report taken. The Investigations Lieutenant (or their designee) reviews this and may decide a case(s) should be assigned to a detective.
   4. A case may be assigned to a detective at the time of the occurrence. Detectives may respond to the scene of a crime, as directed by their supervisor, and be assigned responsibility for the investigation due to the nature/circumstances of the crime.

B. The Investigations Lieutenant (or their designee) determines which cases will be assigned to a detective. There may be multiple factors used by the Lieutenant (or designee) to help with the decision-making process, including the use of solvability factors. The Lieutenant (or their designee)

also recommends which case reports will be referred back to a uniformed officer for additional follow-up.

1. The following crimes will be investigated by Detectives, unless otherwise directed by the Chief of Police or designee:
   a. Deaths of a violent or suspicious nature, excluding suicides, unless the investigating officer requests assistance from Investigations staff.
   b. Felony sex crimes of a violent nature
   c. Felony assaults involving serious injury
   d. Shootings involving a police officer
   e. Financial institution - armed robbery, and
   f. Any crime requiring the expertise of detectives.

C. The following are solvability factors that may help the Investigations Lieutenant in determining if the Investigations Unit will follow-up on a case report.

- Is stolen property traceable?
- Can a suspect be named?
- Is the suspect known?
- Can the suspect be described?
- Can the suspect be identified?
- Can the suspect vehicle be identified?
- Was there a witness to the crime?
- Is there significant physical evidence?

In addition to solvability factors, there may be other circumstances or considerations that determine if a detective is assigned to follow-up on a particular case report. Some of these considerations could be: a politically sensitive or high profile case; a potential serial crime trend or a related series of crimes; an assist to another law enforcement agency; a required area of expertise or proficiency; or, as deemed necessary by a higher level of supervision, such as the CSD Manager or Police Chief.

D. Whether a patrol officer or detective, once an assignment is determined the Investigations Lieutenant (or their designee) will update/record this information in Case Management.

42.1.4 Case Management (CALEA Stds 42.1.2, 42.1.3, 82.1.5, 82.3.5)

An effective case management system is important to ensure all investigations are addressed in some manner. It can also be an important tool for supervisors to use, providing the ability to track active investigations and providing accountability for and oversight of investigations.

A. Case Status Control System

Case Management is a completely separate and distinct module from the Records Management System (RMS). Case Management will be utilized for tracking the status of case files that have been assigned to an investigator (a detective or patrol officer). Case Management will be the responsibility of the Investigations Lieutenant (or their designee) who will assign a status designator indicative of the status in relation to the Investigations Unit status.

1. Typically, the Case Management status will be reflective of the RMS status designator, but this may not always be the case. An example of this might be when a cluster of smaller cases are individually designated as “discontinued” in RMS, but all these cases collectively are assigned in Case Management to one officer or a detective for further investigation.
2. Information entered into the Case Management system will minimally include:
   - Case number/type.
   - Assigned date and due date.
   - Assigned investigator.
   - Case status.

3. Upon completion of an assigned investigation, a supplemental report is submitted for review and approval by the appropriate supervisor. The status of the case is then updated in Case Management.

B. Case Status Designators

1. Open

   A criminal case that is under investigation. An open investigation may have one of the following case designators:

   - Pending review by DA
   - Pending warrant
   - Warrant issued
   - DNA hold
   - Pending lab results

   Essentially these are status designators used to specify a case is open, but the investigation is awaiting a "next step" or further action, which these identify.

2. Discontinued

   All available leads have been exhausted and there is no further action to take unless further investigative leads are developed.

   a. Suspension of investigative efforts by the assigned officer/detective must be approved by their supervisor. Criteria to be considered when suspending investigative effort will include:
      1) Absence of further leads or solvability factors.
      2) Unavailability of investigative resources.
      3) The degree of seriousness of the offense(s).

3. Exceptionally

   All leads are exhausted and everything possible has been done to clear a case. If the following questions can <u>ALL</u> be answered "yes," the offense can then be cleared exceptionally:

   a. Has the investigation definitely established the identity of the offender?
   b. Is there enough information to support an arrest, charge and turning over to the court for prosecution?
   c. Is the exact location of the offender known so they could be taken into custody now?
   d. Is there some reason outside the police control that stops the arrest, charging or prosecution of the offender?

   The recovery of property alone is not cause to clear the case exceptionally.

4. Unfounded

   The incident is false or baseless. An offense did not occur and was not attempted.

5. Arrest

   At least one person is:

   a. Arrested and;
   b. Charged with the commission of the offense, and;
   c. Turned over to the court for prosecution.

   Clearance by arrest can be claimed when the offender is a person under 18 years of age and is cited to appear in juvenile court or receives notice to appear before other juvenile authorities including diversion. This clearance can be used even though <u>no</u> physical custody was made.

6. Referred to Other Agency

   This is a closed case and there will be no further investigative activity. The crime occurred in another agency's jurisdiction and we simply assisted by taking the initial report.

C. Records to be Maintained

Assigned detectives may maintain a working case file for each active investigation. Working case files may contain copies of preliminary investigative reports, investigation notes, lab reports, statements and other reports and records needed for investigative purposes. The Records Unit will manage and process all original documents and digital documentation. Evidence shall not be kept in working case files.

D. Accessibility to Files

Access to a working case file will be with the permission of the assigned investigator or the Investigations Lieutenant (or their designee).

1. A case file is the case investigation that has been processed by the Records Unit. Case files consist of all pertinent documents relating to a particular file. Investigators can electronically access all records managed and maintained by the Records Unit, including Evidence records.

E. Procedures for Purging Files

A working case file will be purged upon the completion of a case investigation. Once a case is fully investigated and a final disposition made by the assigned investigator any supplemental reports will be processed/approved by a supervisor and forwarded to the Records Unit for permanent filing.

1. The Investigations Lieutenant will have final oversight and responsibility for working files within the Investigations Unit. If, for whatever reason, a working case file is left behind by a detective, the Investigations Lieutenant will ensure all materials are reviewed and properly distributed and/or destroyed.
2. Once the working case file has been disposed of, the Investigations Lieutenant (or their designee) will ensure the Case Management status has been updated.

42.1.5 Informing Crime Victims Of Case Status (CALEA Std 55.2.3)

A. The investigating officer will make every effort to inform all persons who file a criminal complaint with the Police Department of the status of their complaint.

B. In cases where follow-up investigation is conducted, by patrol officers or detectives, the investigating officer will keep the complainant advised of the status of the case and note in their supplemental report when they contacted the complainant. Investigators assigned a follow-up investigation will make every effort to contact the complainant within 72 hours (weekends/holidays not included). Anytime there is a significant change in the status of the case, the follow-up investigator will contact the complainant within 5 working days to notify them of the change.

1. For minor property crimes where there is very little or no investigative leads, the officer may contact the complainant within a 14-working day window. It is still important for officers to reach out and connect with complainants, even with little to no investigative activity to report. This effort provides an opportunity for one-on-one community policing, helping to create greater trust and build relationships with the community we serve. A successful interaction with a community member always matters, even with the reported crime unresolved due to a lack of investigatory leads.

C. Prior to a case being closed, the investigating officer will make a final contact with the complainant to advise them of the final disposition of the case.

42.1.6 Preliminary and Follow-up Investigative Accountability (CALEA Stds 42.1.2, 42.1.4)

A. Uniformed patrol officers shall conduct preliminary investigations on all dispatched calls. Detectives may be called in immediately to conduct investigations depending on the seriousness of the crime, the need for special expertise and the staffing required.

1. Requests for a detective shall be made to the Investigations Lieutenant or to the CSD Manager if the Investigations Lieutenant is not available. In situations where neither can be located, the Patrol Watch Commander shall assess the need and call in investigative staffing deemed necessary.

B. Once a preliminary investigation is conducted, the case may be assigned to either investigative or uniformed personnel (*see also GO 42.1.3*). Once assigned, that individual shall be accountable for the follow-up investigation.

42.1.7 Monthly Activity Report

The Investigations Lieutenant or designee will be responsible for preparing and submitting a monthly report on the Investigations Unit's activity to the CSD Manager.

42.1.8 Cold Case Investigations (CALEA Std 42.2.7)

A. Due to limited resources not all cases will be solved and investigative resources will focus upon those cases with active leads and physical evidence. Cold cases are defined as previously investigated cases in which the investigation is discontinued due to a lack of evidence or leads.

B. Cold Cases can be reactivated by the Investigations Lieutenant (or their designee) and assigned to the caseload of a detective when new evidence or new investigative techniques provide active leads.

C. The Investigations Lieutenant will periodically check in with detectives assigned a Cold Case investigation to receive any updates or determine if progress is being made. The Investigations Lieutenant will utilize this information to help determine the continued allocation of resources towards the ongoing investigation of the Cold Case assignment: should it continue as is? are more resources necessary? or should it be set aside or discontinued at this time?

42.1.9 Temporary Assignment Of Uniform Officers (CALEA Std 11.5.1)

If staffing considerations permit, uniform officers may be assigned to the Investigations Unit on a temporary basis. These assignments may vary in length but are generally for one year or less and should serve to strengthen the officer's investigative ability and enhance his/her career development. This will also enhance the officer's preliminary investigative ability and create a pool of uniform officers with investigative ability.

42.2 CRIMINAL INVESTIGATIONS: OPERATIONS

42.2.1 Procedures Used in Criminal Investigations (CALEA Stds 1.2.3, 42.2.8, 83.2.1)

Officers in every incident will conduct thorough and timely investigations. Investigations will be conducted professionally and impartially. Victims and witnesses will be contacted promptly. The following techniques may assist in solving a case.

A. Information Development
   1. Information may be developed from a wide variety of sources. These may include but are not limited to witnesses, victims, neighbors, friends, other public agencies, other law enforcement agencies and informants.
   2. All information obtained will be kept confidential and consistent with public information and record keeping laws and in accordance with *GO 82.1*.
   3. Certain investigations have a checklist that aids in ensuring critical areas of the investigation are not overlooked.

B. Interviews and interrogations are useful tools in guiding the officer in establishing the truth.
   1. Interviews are conducted for information and fact gathering with subjects not considered the focus of the investigation, but who may have knowledge of the incident.
      a. Since the information must be voluntarily given, time of day, length, focus and the number of officers involved in the interview should be considered when planning the interview.
   2. Interrogations are to be used with subjects directly involved in a criminal investigation.
      a. Whether a subject is in custody or should be advised of his/her rights is to be evaluated prior to the interrogation.
      b. The subject will be advised prior to any interrogation being tape-recorded or videotaped.
   3. Officers will not negotiate pleas or promise leniency with a suspect without prior consultation with the District Attorney's Office.

C. Collection, Preservation, and use of Physical Evidence
   1. Physical evidence will be searched for, collected and preserved during the course of any criminal investigation. Police officers will examine or cause to be examined physical evidence collected from a crime scene and ensure its use and applicability in the investigation.
      a. All evidence will be processed and collected in accordance with *G.O. 83.1*.
      b. To maintain the chain of custody, at any point that a transfer of custody for physical evidence occurs it shall be documented.

D. Surveillance
   1. Surveillance activities are necessary in criminal investigations to observe suspects, probable targets of victimization and other conditions related to criminal conduct.

2. Officers assigned to the CSD must obtain supervisory permission prior to conducting any surveillance of two hours or greater duration.
3. Officers assigned to the CSD must obtain supervisory permission prior to using any unmarked police vehicle or specialized equipment. Equipment will be checked out from the Investigations Lieutenant. The Investigations Lieutenant will keep an equipment/vehicle check out log. Equipment will be returned ready for immediate use i.e. vehicle fully fueled, evidence kit stocked, camera with film replaced etc.
4. During the course of surveillance, if a crime is observed, consideration regarding the safety of the community, the officer, and the on-going investigation should be evaluated prior to affecting an arrest.

42.2.2 Conducting Preliminary Investigations (CALEA Stds 42.2.1, 55.1.3, 83.2.1)

The Corvallis Police Department will record and report all incidents brought to the Police Department's attention requiring action, even if the complainant does not wish to be identified, or pursue charges.

A. Patrol will generally be responsible for conducting initial, preliminary investigations.

B. The officer initially assigned will be responsible to conduct the preliminary investigation to its final conclusion or until other duties or circumstances direct otherwise at the discretion of the Sergeant or Watch Commander.

C. The nature of certain incidents may require the immediate assignment of Investigations personnel. Such cases include:
   1. Deaths of a violent or suspicious nature,
      a. Physician-assisted suicide (PAS).
         A PAS with the attending physician present will be treated as an expected death and neither law enforcement nor medical examiners need to be involved.
         (1) A PAS death may not always be obvious. Death may occur in a place or manner that initially triggers a law enforcement and medical examiner investigation, but is later discovered to be a PAS. In such cases, a death investigation will be initiated per ORS 146.090. If/when an officer develops probable cause to believe the death is a PAS, the officer should cease the investigation and notify the attending physician and family that the death is being treated as a planned death under the Oregon Death with Dignity Act. Officers will document their activities and actions in these instances.
   2. Felony sex crimes of a violent nature,
   3. Felony assaults involving serious injury,
   4. Shootings involving a police officer,
   5. Armed robbery of a financial institution, and
   6 Any crime requiring the expertise of a Detective.

D. If Investigations personnel respond to an incident, the original officer will retain responsibility for the initial investigation unless specifically relieved.
   1. Officers conducting preliminary investigations will follow these steps when appropriate:
      a. Observe all conditions, events and remarks,
      b. Canvass, locate and identify witnesses,
      c. Maintain the crime scene and protect evidence,
      d. Interview the complainant and witness(es),
      e. Interview or interrogate suspects as appropriate,
      f. Arrange for the collection of evidence,
      g. Affect the arrest of suspect in conforming to state statutes and city ordinances, and
      h. Document the entire incident fully and accurately.

E. Collection of Sexual Assault Forensic Evidence (SAFE) Kits

Definition: Senate Bill 960 defines an **anonymous kit** as "a sexual assault forensic evidence kit collected from a victim who has not participated with a law enforcement agency in the creation of a report of the sexual assault." The intent of this is to capture those cases when a victim has made an initial report, but fails to respond to investigative efforts or follow-up requests, and/or failed to indicate a willingness to support prosecution.

1. Medical facilities are required to offer victims of sexual assault a complete medical assessment (medical exam, SAFE Kit collection, STI prophylaxis and EC prophylaxis) to all victims who request it within 84 hours post assault, regardless of whether they choose to report the assault to law enforcement. Law enforcement authorization for SAFE Kit collection is not required. The medical facility shall collect SAFE Kits and maintain records in a manner that protects the identity of the victim.
    a. The SAFE Kit number, located on the outside of the OSP SAFE Kit, shall be recorded in the medical/patient record.
    b. The name of the victim shall not be recorded on the outside of the OSP SAFE Kit envelope.
    c. Consent forms to be signed by the victim shall clearly specify whether the SAFE Kit and other evidence collected will be turned over to law enforcement for "investigation purposes" or for "storage only."
    d. Medical facilities shall maintain chain of evidence until SAFE Kits and other evidence are turned over to law enforcement.
    e. Medical facilities shall turn SAFE Kits and other evidence over to law enforcement in a manner that protects the identity of the victim.
    f. All documentation turned over to law enforcement should be sealed in the SAFE Kit envelope to protect the identity of the victim.
2. Officers are responsible for maintaining chain of evidence for all SAFE Kits and associated evidence for victims of sexual assault collected by medical facilities.
3. SAFE Kits should be retrieved within 24 hours of receiving a call from the medical facility. Dispatchers will enter the SAFE Kit number and Sexual Assault Nurse Examiner's (SANE) name in the CAD.
4. SAFE Kits and other evidence collected for sexual assault investigations, including those cases where victims are anonymous, should be maintained in accordance with *GO 84.1.7 Perishable Evidence*. All Safe Kits will be held in evidence for a period of 60 years after the collection of the evidence.
5. SAFE Kits, excluding anonymous kits, will be submitted to the OSP Forensic Laboratory for testing within 14 days after taking possession of the kit from a medical facility.
6. SAFE Kits submitted to OSP for testing will be accompanied by sufficient information to allow the lab to prioritize the testing per OSP lab rules.

Anonymous SAFE Kits

1. SAFE Kits, where the identity of the victim is unknown, will need to be assigned a case number and entered into evidence. The case number will be drawn specifying SAFE KIT as the offense type.
2. The SAFE Kit number should be entered as a serial number of the property record for the case report. This will be used as a reference to ensure that victims who choose to report the assault at a later date are able to have their evidence readily retrieved using the numbers they were provided with by the medical facility. In order to retain proper chain of custody, the officer will document the name of the person from whom s/he received the SAFE Kit in the case report.
3. SAFE Kits and other evidence collected for victims whose identity is unknown should be maintained in the same manner as other SAFE Kits and evidence as outlined in 84.1.7 Perishable Evidence.

a. SAFE Kits collected for victims whose identity is unknown should not be opened until or unless the victim reports the assault. Opening SAFE Kits will compromise the admissibility of evidence for the purposes of prosecution. Anonymous kits will NOT be forwarded to the OSP Crime Lab for testing, unless the victim comes forward at a later date to initiate an investigation.

F. Preliminary Investigation of Sexual Assaults when the victim comes forward

1. There are five variations of how the victims of sexual assault may come forward to report the sexual assault crimes.
   a. New report where the victim was never treated or seen by medical personnel.
   b. Anonymous victim treated at a local medical facility where the crime happened in Corvallis.
   c. Anonymous victim treated at a local medical facility where the crime happened outside Corvallis.
   d. Anonymous victim treated other than at a local medical facility where the crime happened in Corvallis.
   e. Anonymous victim treated other than at a local medical facility where the crime happened outside Corvallis.
2. Preliminary reports or courtesy reports will be written for a, b, c and d above. In cases where the SAFE Kit is in our evidence room and has a case number assigned, the original case number will be used.
3. In cases where we do not have the SAFE Kit and the crime was not committed in our jurisdiction, officers will make every effort to contact the agency with jurisdiction to determine if they object to a courtesy report being taken. If not, officers will complete the courtesy report and forward it. Every effort should be made to minimize the impact on the victim.

G. Victim Follow-up for SAFE Kits

1. The Investigations Lieutenant will be the primary point of contact for a victim(s) wishing to know the status or findings of their SAFE Kit, and will act as a liaison with the OSP Crime Lab to obtain the requested information. Inquiries will be responded to as soon as possible, but within 30 days.
2. The Investigations Lieutenant may deny the release of information to a victim if the release will interfere with the investigation or prosecution.
3. Upon investigating a report of sexual assault where a SAFE Kit was provided, the investigating officer will provide the victim with the contact information for the Investigations Lieutenant in order for the victim to inquire about the SAFE Kit status or findings.
4. Victims may provide written authorization for his/her designee to inquire about the status of their SAFE Kit from the Investigations Lieutenant.
5. Victims may request to be anonymous after first making a named report, or become named after initially being anonymous. In either case, the Investigations Lieutenant will make the appropriate notifications to the OSP Crime Lab regarding a status change to the evidence.

42.2.3 Conducting Follow-up investigations (CALEA Stds 42.2.2, 83.2.1)

A. Misdemeanor and non-criminal incidents.

1. Misdemeanor and non-criminal incident follow-up investigations will generally be the responsibility of the initial officer assigned.
2. Misdemeanor follow-up investigations may be assigned by the sergeant/AIC to the initial officer assigned, be assigned to another officer, or assigned to a detective, depending on the circumstances.

B. Felony crimes

1. The Investigations Lieutenant will review all felony crimes reported to the Police Department and assess follow-up assignment needs. Criteria for follow-up assignment by investigators may include, but is not limited to:
   a. Specific investigator expertise;
   b. A requirement for extensive staff hours;
   c. Out of town travel;
   d. Complexity of the investigation;
   e. Related incidents;
   f. Time factors; and
   g. Other relevant considerations.
2. The following guidelines will be used when conducting a follow-up investigation to the extent necessary.
   a. Review and analyze all previously submitted reports with reference to the investigation,
   b. Conduct additional interviews and interrogations,
   c. Review Police Department records,
   d. Gather additional information from sworn personnel, informants, and others,
   e. Arrange for dissemination of appropriate information,
   f. Arrange for evidence testing and review of laboratory results,
   g. Plan, organize and conduct searches,
   h. Prepare investigation for court presentation,
   i. Assist in prosecution,
   j. Identify and apprehend suspects,
   k. Collect physical evidence,
   l. Determine involvement of suspects in other crimes, and
   m. Check suspect's criminal history.

42.2.4 Follow-up Case Assignment Responsibilities (CALEA Std 42.1.2, 82.1.5)

Follow-up investigations will be assigned according to GO 42.1.3. In addition, the Investigations Lieutenant will review all incident reports s/he receives and may assign incidents for follow-up investigation back to the original investigating officer or to a detective and enter the assignment in the Case Management System.

A. Second Contact

The assigned officer/investigator will re-contact victims, complainants, witnesses of Part I (Murder, Rape, Robbery, Burglary/Theft I, Aggravated Assault, Auto Theft, and Arson) crimes within 72 hours – not including weekends/holidays – of the reported incident to elicit information that could lead to the case clearance. Maintaining a policy of "second contact" is valuable in building public confidence in the Police Department as well as communicating that police are genuinely concerned about the welfare of the victim and other citizens associated with the case.

42.2.5 After-Hours Availability of Investigations (CALEA Std 42.1.1)

It is the policy of the Corvallis Police Department to have investigators available on a 24-hour basis. When investigators are needed after hours, on weekends or holidays, the on-duty Watch Commander shall attempt to contact the Investigations Lieutenant who is the primary after-hours contact person. The Investigations Lieutenant and the CSD Manager will provide 24-hour, seven day per week availability by cell phone. The CSD Manager will provide the Watch Commander and the 9-1-1 Communications Center with the name, and phone number of any assigned alternate after-hours contact person along with the duration of the alternate contact person's assignment.

42.2.6 Investigations and Patrol Liaison (CALEA Std 42.2.3)

There is enormous value that comes from Patrol and Investigations personnel communicating and exchanging information on a regular basis. One way this can occur is for Investigations personnel, which could be any of the detectives, the Lieutenant, or Crime Analyst, to attend briefing when possible. Ideally, at least once a week there should be Investigations personnel attending a patrol briefing to facilitate a greater level of communication. Sometimes conflicting schedules can make this difficult, so there are certainly other ways this information exchange can take place, such as patrol members attending a detective briefing or the Investigations Lieutenant or CSD Manager sharing information during any of our regular, ongoing department meetings.

42.2.7 Polygraph as an Investigative Tool (CALEA Std 42.2.5)

Polygraph and other detection-of-deception equipment are generally inadmissible in criminal court cases in the State of Oregon. The use of such devices, however, is a legitimate investigative tool in certain criminal investigations. Officers requiring the use of a polygraph examination must receive prior supervisory approval from their Sergeant/AIC and the Investigations Lieutenant.

A. Polygraph examinations shall not be used without the consent of the person on whom the examination is to be used.
B. The Investigations Lieutenant will assist the patrol officers in scheduling the exam.
C. Only polygraphers licensed by the Department of Public Safety Standards and Training shall administer polygraph examinations for Corvallis Police Department.

42.2.8 Investigative Task Force (CALEA Std 42.2.4)

A. It is the CSD Manager's responsibility to develop and direct inter and intra-agency investigative task forces initiated by Corvallis Police Department. Consideration shall be given to available staffing, nature of criminal activity, probability of successful prosecution, and availability of funds for needed equipment and resources.
B. All Corvallis Police Department task force members shall be accountable to the CSD Manager or designee. The Manager will evaluate overall effectiveness of the particular operation annually and develop additional investigative plans as needed.
C. The Investigations Lieutenant will record and report expenditures used during the course of an investigation and shall advise the CSD Manager of any special funding, equipment or staffing needs that may be required for the particular task force investigation.
D. The use of a task force will not be limited to certain types of crime. Task forces may be implemented on any investigation based upon frequency, scope and jurisdictional boundary. Authorization to develop and implement a task force will be the decision of management staff.
E. Participation in a task force requires the implementation of an inter-governmental agreement (*see also GO 3.1 Contractual Agreements*)

42.2.9 Constitutional Rights (CALEA Std 1.2.3)

A. It is important in any criminal investigation to ensure an individual's Constitutional rights are preserved and any statements or confessions given by a suspect are legally obtained and permissible in a criminal proceeding.
    1. Officers shall advise a suspect of his/her Constitutional rights prior to any custodial interrogation. The statement of rights used by Police Department members shall follow the guidelines established by the District Attorney's Office.
    2. Officers may question persons during general, on-the-scene investigations of the facts surrounding a crime. Persons questioned during this time need not be advised of their Constitutional rights until the person is taken into custody or otherwise deprived of or may reasonably believe that they have been deprived of their freedom.

3. Information volunteered or spontaneous statements made by suspects are admissible as evidence and need not be preceded by warnings. Any follow-up questioning initiated by an officer shall be preceded by a warning.
4. Officers must comply with Oregon Revised Statutes and Case Law when a suspect is interviewed utilizing a video or audio recording device.
5. After a suspect has been advised of his/her rights and requests to speak to an attorney, no further questioning shall take place. Officers shall make a reasonable effort to provide a custodial suspect access to legal counsel. Statements made after a suspect invokes his/her rights are not admissible in court, unless the suspect initiates the conversation and has been re-advised of his/her Miranda rights and wishes to continue the conversation.
6. Suspects shall not be coerced into giving involuntary statements or confessions.
7. Suspects' rights to a speedy arraignment shall be protected.
8. Pretrial publicity which would tend to prejudice a fair trial shall be avoided.

42.2.10 Background Investigations (CALEA Stds 40.2.1, 42.2.2)

A. Criminal investigations frequently involve background investigations of persons, particularly as they relate to white collar crime, organized crime, and vice activities. The Corvallis Police Department will conduct background investigations of persons only in correlation with an ongoing criminal investigation or as a condition in the licensing of some businesses pursuant to Corvallis City Ordinance. Such investigations must be conducted discreetly and within provisions of the Law Enforcement Data System (LEDS) and all applicable local, state, and federal guidelines and regulations. This section does not apply to background investigations of Police Department employee candidates. Police Department staff shall not use the LEDS/NCIC/RMS or any other available law enforcement data system or information for personal reasons.

B. Various sources of information are available in conducting a background investigation and may include:
   1. Business associates;
   2. Financial institutions;
   3. Former employers;
   4. Informants;
   5. Utility companies;
   6. Public records;
   7. Intelligence reports, i.e., WSIN. OSIN, etc;
   8. Criminal history (CCH);
   9. Pawn shops/secondhand dealers;
   10. Other law enforcement agencies.

C. All information obtained in a background investigation will be incorporated into the criminal case file or placed into the CSD's intelligence files after review by the Investigations Lieutenant. Computerized Criminal Histories (CCH) printouts will only be made part of the record if the investigation is prosecutable, being prosecuted, or part of court adjudication. CCH, LEDS, DMV or RMS printouts shall not be given to non-criminal justice personnel. RMS printouts may be released by Records Unit staff in accordance with release of public information laws.

D. All information placed into intelligence files will adhere to the criteria outlined in the intelligence files administrative rules, which in part, outline distribution of related records and purging schedules.

42.2.11 Habitual/Serious Offenders (CALEA Std 42.1.5)

A. Efforts shall be made to identify and assist in the apprehension and prosecution of habitual/serious offenders. In cooperation with the Benton County District Attorney's Office, the Career Criminal

Profile criteria that their office has established will be considered by the CSD when screening cases with known suspects.

B. Career Criminal Profile Criteria

1. The Career Criminal Profile criteria applies to any:
   a. Defendant with two or more prior felony convictions, excluding Driving While Suspended or Driving While Revoked,
   b. "High Impact Offender" - those offenders who generate numerous crimes and/or victims but have few, if any, prior convictions.
2. Career Criminal Profile Criteria may apply to any prosecution as determined by the Prosecuting Attorney, or the CSD Manager or designee.

C. Any case which the CSD Manager or designee identifies as involving suspects who meet this criteria should cause the Investigator to contact the prosecutor's office for assistance in case preparation.

42.2.12 Eyewitness Identification – Photo or Physical Lineups and Show-ups (CALEA Stds 42.2.9, 42.2.10)

Eyewitness identification is extremely compelling evidence at trial. The reliability of such testimony is extremely important to the prosecution as well as the defendant. Due diligence should be taken by officers/detectives in evaluating the use of a lineup in terms of the following factors that the courts have found to be relevant in identification testimony. Namely:

1. The witness' opportunity to view the criminal during the crime,
2. The length of time between the crime and subsequent identification,
3. The level of certainty demonstrated by the witness at the identification
4. The accuracy of the witness' prior description of the suspect, and
5. The witness' degree of attention during the crime.

In addition the confidence level of the witness should be evaluated in terms of the witness' statement, conduct, or other relevant observations.

A. **Definitions**

1. Blind Presentation - The presenter does not know who the suspect is. This is also known as a Double Blind Presentation.
2. Blinded Presentation - The equivalent of a blind presentation; conducted when the presenter knows who the suspect is. Also known as functionally equivalent presentation.
3. Presenter –The officer presenting a lineup.
4. Lineup - A lineup is any procedure in which a witness to a crime or other incident is asked to identify a suspect from among a grouping of individuals with very similar features in order to eliminate or confirm the identity of the suspect. Such procedures may involve actually viewing live individuals or viewing photographs of individuals.
5. Photo Lineup - An identification procedure, in which photographs, including a photograph of both the suspect of an offense and additional photographs of other persons not suspected of the offense, is displayed to an eyewitness either in hard copy form or via computer for the purpose of determining whether the eyewitness identifies the suspect as the perpetrator. This procedure is often used when a suspect has not been identified or when such person has not been located or arrested.
6. Show up - An identification procedure in which an eyewitness is presented with a single suspect within a short time following the commission of a crime (generally within one hour) for the purpose of determining whether the eyewitness identifies this individual as the perpetrator.
7. Physical Lineup - An identification procedure, in which a group of persons, including both the suspect of an offense and other persons not suspected of the offense, is displayed to an eyewitness for the purpose of determining whether the eyewitness identifies the suspect as the perpetrator.

8. Filler - Either a person or a photograph of a person who generally fit the description of the perpetrator/suspect and who is NOT suspected of an offense and is included in an identification procedure.
9. Sequential Lineup – Can be a physical or photo lineup in which persons or photos are presented to the witness one at a time, rather than in any sort of grouping. Each photo or person is retrieved/removed before presenting another.
10. Simultaneous lineup - Can be a physical or photo lineup in which persons or photos are presented to the witness at the same time, in a group.
11. Confidence Statement – A witness's statement about his selection and of his confidence that his selection is the suspect; taken immediately after a pick has been made.

B. **General Guidelines for all lineups:**

1. AVOIDING OFFICER AND WITNESS "SUGGESTION"
   a. Officers must not, by word or gesture, suggest opinions to any witness concerning the guilt or innocence of a suspect in any identification procedure. Witnesses making inquiries about an officer's opinion shall be informed of this restriction.
   b. Officers should not confirm or deny to the witness that s/he identified the suspect. They will be required to testify at the trial and their testimony should not be influenced in this manner.
   c. A witness who has taken part in an identification procedure must not be permitted to state conclusions within earshot of another person who is about to be, or has been, a viewer of the identification procedure.
   d. Ensure that no writings, radio traffic, comments or other information concerning the suspect in this or previous arrests will be seen or overheard that might influence the decision of the witness.
2. MULTIPLE WITNESSES / SUSPECTS
   a. Each witness is to view any identification procedure separately. Witnesses shall not be permitted to communicate with each other until all identification procedures are completed, and should be instructed not to discuss their identifications with anyone else.
   b. When there are multiple suspects, each identification procedure shall include only one suspect.
3. VIDEO AND/OR AUDIO RECORDING & DOCUMENTATION
   Whenever practical, officers will video and/or audio record any witness identification procedure from start to finish.
4. DOCUMENTATION:
   a. All information regarding any identification procedure shall be documented in the officer's written report, to include:
      1) All identification and non-identification results.
      2) Confidence or certainty statements made by the witness (these should be quoted).
      3) Names of all persons present.
      4) Date, time, and location.
      5) Names of all persons and/or photos used, and source of the photos.
      6) Any significant remarks made by an officer, lawyer, or suspect.
5. WHEN IDENTIFICATION PROCEDURES MAY BE UNNECESSARY
   a. When the witness knows the identity of the suspect before the offense occurred or learned the suspect's identity without police assistance after the offense. A single photograph of the suspect named by the witness may be shown to the witness for confirmation that the person named is the perpetrator, or a photo lineup can be performed to establish additional probable cause.

b. When the witness would be unable to recognize the suspect of the offense, such as when a suspects face is completely covered during the commission of a crime.

C. **WITNESSES WITH LIMITED ENGLISH PROFICIENCY**

If a witness to a criminal offense does not fluently speak the English language or otherwise has difficulty communicating (e.g. hearing impaired), officers should make reasonable efforts to arrange for an interpreter before proceeding with eyewitness identification.

Before the interpreter is permitted to discuss any matter with the witness, the investigating officer should explain the process that will be utilized 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.

D. **Producing a Photo Lineups**

1. When a photo lineup is used for suspect identification, a blind or blinded sequential presentation should be made; consequently, the procedures that appear below are designed primarily for blind or blinded sequential presentations. If another photo lineup method is used including a simultaneous presentation or a sequential presentation that is not blind or blinded the reason(s) for using that method shall be documented.
2. Officers should obtain a thorough suspect description from each witness before developing a photo lineup. (Note that variant witness descriptions may require the presentation of different photo lineups to different witnesses.) All photos should be similarly sized and none should be easily distinguished from the others. The photo of the suspect must be contemporary, shall resemble as much as possible their appearance at the time of the offense, and shall reasonably resemble the witness's description of the perpetrator. All photos will be black and white or all will be color.
   a. Filler photographs (not of a suspect) should generally fit the witness'(es') description of the suspect. Because all photographs possess both common and variable features, the common features should be those that match the witness'(es') description, whereas the remaining (i.e., non-recalled or undescribed) features may vary.
   b. When there is limited or insufficient suspect description or when the suspect description differs significantly from the available photograph(s) of the suspect, the filler photographs should resemble the suspect photograph, not the description.
   c. The officer/detective should document the person's name of the filler photos with their report or the lineup.
   d. Avoid using photographs when the suspect is obviously wearing prisoner apparel.
3. As a minimum, six photos will be used for any lineup. In a sequential lineup, the photos will be numbered and shall be loose or in individual folders. When conducting a single line up for multiple witnesses, the photographs should be renumbered for each witness. If the photos for one witness are color or black and white, the photos for all subsequent witnesses will be the same.
4. If more than one suspect is involved in the crime and shown for eyewitness identification, a separate lineup will be created for each suspect. Each person's photograph used in a lineup will only be used one time. Ensure each photograph is of a different person and not another photograph of a person already included in one of the lineups. In using a simultaneous lineup, the grouping will be changed so that the suspect's photos are not always in the same position in the grouping. In a sequential lineup, each suspect photo will be placed in a grouping of six folders separately from any other suspect, and the grouping will be changed so that the suspect's photos are not always in the same numbered folder in the grouping.
5. If there is more than one witness each witness will be shown the lineup separately. To the extent legally possible, the witnesses will be discouraged from communicating with each other until after the lineup procedure has been completed.

6. In a sequential lineup, the photos will be placed in identical individual folders. The folders will be numbered only. There will be no other identifying information on the folders. The folders will be shuffled and shown to the witness one at a time and in random order. Photos will be number from one to six in simultaneous lineups.

E. **Presentation of Photo Lineup**

1. Instructions to Witnesses
   Prior to a presentation, the presenter shall read the witness instructions from CPD Form 159 Eyewitness Identification Form - Photo Lineups , ensuring and documenting that the witness understands the instructions.
2. Blind Presentation
   a. In a blind presentation, the identity of the suspect is not known to the presenter.
   b. The presenter shall present the photos to the witness sequentially, with one photo replacing another so that no two are presented at the same time.
   c. The presenter shall present each photo to the witness, even if the witness identifies a previous photo as the suspect.
   d. If, during the same presentation, the witness asks to see one or more photos again, the presenter may conduct the same presentation a second time but must present all of the photos, using the same method.
3. Blinded Presentation
   If the presenter knows who the suspect is, an extra measure should be taken to prevent the presenter from knowing which photo is being shown to the witness.
   1. The photos shall be placed in identical folders, with the folders shuffled and numbered, and each photo shall be presented such that only the witness can see the photo; the presenter is thus "blinded" to the process and cannot be suggestive.
   2. The presentation shall continue as in 2b above.

F. **Post-Presentation Interview and Documentation**

1. Following the presentation of a photo lineup, the presenter should avoid any words or actions that might identify the suspect or hinder further investigation.
2. If the witness picks a photo, the presenter shall ask the witness to describe why the photo was selected and to describe the confidence he or she has in the selection. The presenter should obtain a description of that confidence, not just a scaled assessment (e.g., not "90% sure" or "six out of ten"). The witness' responses to the questions—commonly referred to together as a "confidence statement"—shall be carefully documented on the Eyewitness Identification form and, later, more completely in the report.
3. The presenter shall ask the witness to affirm the confidence statement on the Eyewitness Identification form.
4. Officers shall not disclose to the witness if their choice is the subject of the lineup. If the person picked is the subject of the lineup, the witness will have to testify to that at trial. Disclosure could taint their testimony.
5. If the person is not the subject of the line-up he/she could be the perpetrator and more follow up investigation will be required to determine that fact.
6. Any and all photo lineups created, viewed, identified or not identified must be kept together, and submitted into evidence with the officer's case.

G. **Duplication of Presentations**

Presentations separated by time but involving the same suspect are discouraged. It is recommended that a suspect not be presented for identification more than once in any form. If this does occur, the reason(s) why a subsequent presentation was made shall be documented.

H. **Conducting Physical Lineups.**

Due to the limitations of space and security for the witness, the Corvallis Police Department does not conduct physical lineups.

I. Conducting Show ups

Photo lineups are preferable to show ups; however, some circumstances require the prompt display of a suspect to a witness. A suspect cannot be detained for longer than a reasonable period of time to confirm or refute whether the suspect is the perpetrator. When conducting a show-up, officers will use the following guidelines:

1. Description: Officers at the scene and in contact with the witness will obtain a detailed description of the perpetrator before the suspect is shown to the witness. An officer needs to establish that the witness will be able to recognize the person who committed the crime prior to the show-up.
2. Location: A suspect should not be taken to the police station for a show-up. The suspect should be detained at the place he/she was located, in the least restrictive manner possible that will ensure the suspect remains with the officer. The witness should be transported to the suspect's location for the show-up. Suspects should not be transported to the witness's location unless exigent circumstances exit. Efforts should be taken to protect the identity of the witness during the show up.
3. Minimize Suggestiveness: Ensure all officers avoid suggestive words or conduct while preparing for the presentation. If possible, do not show the suspect handcuffed, or in the back seat of a patrol car. If the suspect is handcuffed, take measures to conceal this fact from the witness when possible. Suspects may not be required to put on clothing worn by the perpetrator. Read the instructions from CPD Form 160 Eyewitness Identification Form - Showup , ensuring and documenting that the witness understands the instructions. Advise the witness that the person detained may or may not be the perpetrator. The witness should not feel compelled to make an identification. If the witness makes identification, do not confirm or corroborate the identification.
4. Multiple Witnesses: Show-ups should not be conducted with more than one witness present at a time. If there is more than one witness, the show-up must be conducted separately for each witness, and witnesses should not be permitted to communicate before or after any show-up regarding the identification of the suspect. The same suspect should not be presented to the same witness more than once.
5. Witness Confidence: Assess witness confidence immediately following the show-up identification. Document the witness's statement on the Eyewitness Identification form.
6. Multiple Suspects: If there are multiple suspects, the suspects must be separated and subjected to separate show-up procedures.
7. Record the presentation using the in-car camera whenever possible.
8. Emergency / Exigent Circumstances: In emergency circumstances, such as when a witness is in danger of imminent death or blindness, or when a suspect is in danger of imminent death, an immediate show-up may be arranged if medical authorities permit. In these situations, time and location limitations contained in the preceding guidelines can be disregarded. If there is any doubt about an emergency show-up, officers should contact a supervisor and/or the prosecutor immediately for guidance.
9. Cruising Area of Offense: Nothing in these guidelines prohibits the common procedure of transporting a witness in a patrol car to cruise the general area in which a crime has occurred in hopes of spotting the perpetrator and arranging a show-up identification procedure.
10. Release After Show-up: If the detained suspect is not identified by a witness as the perpetrator, and officers lack any other probable cause for an arrest, the suspect should be released after obtaining basic information. Consideration should be given to taking a photo of the subject prior to releasing them.

J. Training

All sworn personnel shall receive training on this policy and the presentation of lineups and show ups.

43.2.10 Oregon Medical Marijuana Act (OMMA)

A. Purpose

The purpose of this order is to establish law enforcement guidelines pertaining to the Oregon Medical Marijuana Act (OMMA), ORS 475.300-345.

B. Background

1. In November of 1998, ballot measure 67 was passed by Oregon voters legalizing the personal possession of marijuana for medical purposes after May 1, 1999, if prescribed by a medical doctor. The act was amended by the Oregon Legislature on July 21, 1999, and is included in ORS in Chapter 825. On December 15, 1999, the Oregon Attorney General's Office provided enforcement guidelines. However, some areas of these guidelines were unclear and suggested that each law enforcement agency should develop a policy addressing OMMA. All law enforcement agencies in Benton County have met with the Benton County District Attorney and the Corvallis and Philomath City Attorneys and complete guidelines have been developed. The OMMA was again amended by SB 1085 during the 2005 legislative session. This amendment was effective January 1, 2006.
2. Medical use of marijuana means the production, possession, delivery, or administration of marijuana, or paraphernalia used to administer marijuana, as necessary for the exclusive benefit of a person to mitigate the symptoms or effects of his or her debilitating medical condition. The OMMA is intended to make only those changes to existing Oregon laws that are necessary to protect patients and their doctors and "designated primary caregiver" from criminal and civil penalties, and are not intended to change current civil and criminal law governing the use of marijuana for non-medical purposes.
3. Senate Bill 1085 created three classes of cardholders for OMMA, the "patient", the "primary caregiver" and the "person responsible for the marijuana grow site." LEDS can identify who is a card holder and what type of card has been issued.
4. A "designated primary caregiver" is defined as an individual eighteen years of age or older who has significant responsibility for managing the well being of a person who has been diagnosed with a debilitating medical condition and who is designated as such on that person's application for a registry identification card or in other written notification to the Health Division of the Oregon Department of Human Resources. "Designated primary caregiver" does not include the person's attending physician.
5. A "person responsible for marijuana grow site" is defined as the person who has been selected by the patient to produce marijuana for the patient, ***and*** who has been registered with the Health Department for this purpose.
6. A registry identification card is a document issued by the Health Division of the Oregon Department of Human Resources that identifies a person authorized to engage in the medical use of marijuana and the person's designated primary caregiver, if any. The patient must designate and request a Grow Site Registration Card" and provide it to the Person

Responsible for the Marijuana Grow Site. The patient must possess their OMMA card whenever he/she uses or transports the marijuana in a location other then his/her residence. Cardholders are required to update their cards annually.

7. Usable marijuana is defined as dried leaves and flowers of the plant Cannabis family Moraceae, and any mixture or preparation thereof, that are appropriate for medical use as allowed in the OMMA.
8. Usable marijuana does not include seeds, stalks and roots of the plant. A seedling or start is defined as a plant with no flowers, and is less than 12 inches in height and less than 12 inches in width. A marijuana plant shall be considered mature when it exceeds one of the three criteria for a seedling.
9. POSSESION LIMITS:
    a. The patient, primary caregiver and grower may possess in combination up to six mature plants, 18 seedlings or starts and 24 ounces of usable marijuana.
    b. The mature plans and seedlings can only be grown at one location and not spread amongst the patient, caregiver or grower. The three classes of cardholders can possess a combined total of 24 ounces and it can be spread out amongst them.
    c. The grower is restricted to growing for no more than four patients per year. This means the grower could have 24 mature plants, 72 seedlings or starts and 96 ounces of marijuana for four patients.
    d. The patient can grow their own marijuana and be the designated grower for four other patients. This would allow them to possess 30 mature plants, 90 seedlings or starts and 120 ounces of usable marijuana.
    e. The caregiver is not limited to the number of patients that they can be designated as a caregiver. Therefore, the caregiver can have up to the possession limits for each patient who lists them as a caregiver.
10. No person authorized to possess, deliver or produce marijuana for medical use pursuant to OMMA shall be exempted from the criminal laws of the State of Oregon or shall be deemed to have established an affirmative defense to criminal charges of which possession, delivery or production of marijuana is an element if the person, in connection with the facts giving rise to such charges:
    a. Drives under the influence of marijuana as provided in ORS 813.010;
    b. Engages in the medical use of marijuana in a public place as that term is defined in ORS 161.015, or in public view or in a correctional facility as defined in ORS 162.135(2) or youth correction facility as defined in ORS 162.135(6);
    c. Delivers marijuana to any individual who the person knows in not in possession of a registry identification card;
    d. Delivers marijuana for consideration to any individual, even if the individual is in possession of a registry identification card;
    e. Manufactures or produces marijuana at a place other than one address for property under the control of the patient and one address for property under the control of the primary caregiver of the patient or the Marijuana Grow Site displaying a Marijuana Grow Site Card for each patient for whom he/she provides marijuana that have been provided to the Health Division; or
    f. Manufactures or produces marijuana at more than one address.
11. A person who has applied for a registry identification card pursuant to OMMA, but whose application has not yet been approved or denied, and who is contacted by any law enforcement officer in connection with his or her administration, possession, delivery or production of marijuana for medical use may provide to the law enforcement officer a copy of the written documentation submitted to the Health Division pursuant to OMMA application procedures and proof of the date of mailing or other transmission of the

documentation to the Health Division. This documentation shall have the same legal effect as a registry identification card until such time as the person receives notification that the application has been approved or denied.

C Operational Procedures

The Corvallis Police Department will follow the guidelines established by the Oregon Attorney General's office on December 15, 1999. The following are local guidelines and/or clarifications established by the Benton County District Attorney and City Attorney of Corvallis. Due to the ambiguity in the current law, officers should check with the District Attorney's Office for clarification on case law whenever time and conditions permit.

1. Driving

   If a person is simply transporting less than one ounce of marijuana and that person possesses a valid OMMA card, the person is not "using" marijuana in a public place. If there is evidence that the driver is under the influence, the officer should simply conduct a standard DUII investigation.

2. Possession

   If three people who all lawfully possess OMMA cards reside together at the same address, the maximum number of plants they can legally possess is six mature plants 18 seedlings or starts and 24 ounces of useable marijuana PER PERSON for a total of 18 mature and 54 seedlings or starts and 72 ounces of useable marijuana at that address, provided all three persons are properly registered at that address.

   a. In cases of suspected abuse of the OMMA, officers shall conduct a detailed investigation. In so doing, they shall ask the suspect to sign a medical release form so that the officer can learn the details about a person's medical condition in all cases where the person is asserting the OMMA under questionable circumstances.

   b. If law enforcement officers discover an OMMA card holder growing more than, possessions limits of ORS 475.320, the officer shall:

      (1) In cases where the grow does not substantially exceed the number of plants authorized, the officer shall harvest all plants in excess, but shall NOT destroy the harvested plants. Further, the officer shall NOT seize the growing equipment.

      (2) In cases where the grow substantially exceeds number of plants authorized and the officer has probable cause to believe that the grow is a commercial operation, then harvest all the plants and seize the grow equipment on the theory that the OMMA defense will not apply. Do NOT destroy the seized plants. The officer shall conduct a thorough investigation into the suspect's medical condition. All harvested plants will be processed through evidence

44.1 JUVENILE OPERATIONS: ORGANIZATION AND ADMINISTRATION

44.1.1 Commitment (CALEA Std 44.1.1)

The Corvallis Police Department is committed to the development and perpetuation of programs directed to the prevention and control of juvenile delinquency. The Police Department's role in these programs will be reflective of, and consistent with, community needs and expectations regarding juvenile issues. It is the policy of the Police Department to handle juveniles in a manner consistent with Oregon Revised Statutes, Chapter(s) 419A, 419B and 419C.

44.1.2 Juvenile Operations – Activities (CALEA Stds, 41.2.6, 44.1.1)

The juvenile operations function of the Corvallis Police Department shall include, at a minimum, the following activities:

A. Conducting child abuse and neglect investigations;
B. Participating in criminal incident investigations where juveniles are victims or suspects;
C Participating in the investigation of child welfare cases, including juvenile runaways and missing persons;
D. Assisting in the coordination, reporting and routing of all juvenile cases to the appropriate prosecution, protection, counseling or support agency (see 44.2.2, and 3);
E. Participating in multi-agency groups (Youth Services Team, Child Protection Team - as examples) offering services to juveniles and their families;
F. Providing liaison and support to schools and other juvenile justice/juvenile service agencies;
G. Providing resource and training regarding juvenile issues to all components of the Corvallis Police Department, and/or other agencies or groups as requested and appropriate to the fulfillment of the Police Department's mission;
H. Developing, coordinating, implementing and monitoring programs and activities directed to prevent and/or control juvenile delinquency.

44.1.3 Juvenile Operations - Designated Positions

Positions designated to fulfill juvenile operations functions shall be:

A. Investigations Lieutenant
B. Selected CSD Officers shall be trained in and utilized for initial child abuse/neglect investigations;
C. The Investigations Lieutenant shall select one or more Detectives for training in juvenile-related areas. The designated personnel will be utilized, as practical, to investigate child abuse/neglect and/or juvenile-related incidents, and to participate in related activities as outlined in section 44.1.2.

44.1.4 Policies and Procedures - Development and Review (CALEA Std 44.1.2)

A. The Police Department's juvenile operations functions are only one component of the juvenile justice/juvenile welfare systems. Therefore, the Police Department's juvenile operations policies and procedures must be compatible with other elements of these systems in Benton County.
B. The Corvallis Police Department will solicit review of proposed and/or revised juvenile operations policies or procedures. Requests for comment will be made of juvenile justice and/or governmental juvenile service agencies in Benton County. The Police Department shall review and consider any comments received prior

to the implementation of a juvenile operations policy or procedure. The PSSD Manager will coordinate this effort with other juvenile systems in Benton County as needed.

44.1.5 Juvenile Operations - Police Departmental Support (CALEA Std 44.1.1)

The responsibility of promoting, modifying, implementing and supporting the Police Department's juvenile operations is shared by all members of the Corvallis Police Department. All members of the Police Department shall be familiar with policies, procedures and resources for investigating and resolving juvenile issues.

44.1.6 Evaluation (CALEA Std 44.1.3)

The following personnel shall meet annually to review programs and activities directed to juvenile operations:

A. The PSSD Manager;
B. The CSD Lieutenant and/or designee;
C. The Investigations Lieutenant;
D. Other personnel as requested or appropriate.

This review will include consideration of information and statistical data available to assess the impact of these programs and activities. The review will make appropriate recommendations for revisions, deletions and/or additions to juvenile operations activities, programs, policies or procedures. A written evaluation incorporating this review process will be provided, via chain of command, to the Chief of Police.

44.2 JUVENILE OPERATIONS

44.2.1 Liaison with Juvenile Victims/Offenders (CALEA Stds 44.2.1, 44.2.2)

It is the policy of the Corvallis Police Department to assure any juvenile coming to the attention of a member of the Police Department shall be treated with the same courtesy, respect and consideration shown an adult. The welfare and best interests of the child are a primary responsibility of the Police Department. Those juveniles who are alleged to have been harmed, are in danger of harm, have committed an offense, or who have demonstrated they are in need of assistance will be taken into protective custody or referred to the appropriate agency for help or follow-up, or returned to a parent/guardian with no further action. Officers are expected to use enforcement discretion consistent with the best interests of the juvenile, public safety and protection, individual rights and provisions of this General Order.

44.2.2 Referral for Disposition (CALEA Std 44.2.1)

All reports involving juveniles taken into custody or charged with an offense shall be forwarded/transmitted by Records to the Benton County Juvenile Department for disposition.

44.2.3 Referral to Community Agencies (CALEA Stds 1.1.3, 1.2.6, 44.2.1)

In addition to the routing of cases to the Juvenile Department, officers may refer juveniles and/or their families to community agencies which offer services appropriate to the circumstances of a given incident. Examples of such agencies include, but are not limited to: State Office for Services to Children and Families, Benton County Mental Health, Victim Assistance, Community Outreach Mediation Services, public or private medical or substance abuse treatment facilities, and the Center Against Rape and Domestic Violence. If an officer determines assistance from a community agency is needed during the course of an investigation or incident resolution, the officer shall make contact with the appropriate agency or agencies and facilitate their participation in the incident.

A. Diversion

Eligibility for juveniles to participate in a diversion program will be determined by the Juvenile Department. They provide a continuum of prevention, supervision, and rehabilitation services to youth and families with the goals of protecting the community, holding youth accountable for their actions, and helping youth develop competency. Officers should make every effort to document effectively within their report any circumstances or relevant factors – both favorable and/or adverse – that should be considered by the Juvenile Department when reviewing a juvenile's case.

1. The School Resource Officer may collaborate with the Corvallis School District regarding minor offenses by students occurring on school property. The School Resource Officer can work directly with school administrators when determining the most appropriate solution to apply to an individual juvenile's circumstances.

44.2.4 Issuance of Citations in Lieu of Custody (CALEA Std 1.2.6)

A. To accelerate the handling of delinquency cases and to deliver a clearer message to arrested youth and their families that an arrest is a serious matter and has immediate consequences the following procedure shall be followed:

1. Benton County resident juveniles shall be cited to appear at the Benton County Juvenile Department. The chosen appearance date shall be at least two weeks, but not more than three weeks, from the date of arrest/custody. In conjunction with the issuance of a citation, the arresting officer will give the juvenile written instructions regarding their appearance at the Benton County Juvenile Department.
2. Officers shall use the standard Uniform Citation form and mark the box "Juvenile" and fill out the appearance date section as indicated above.
3. Accompanying reports must be delivered to the Benton County Juvenile Department within 72 hours of arrest. Reports must list the custodial person's name, address, day and evening telephone numbers and the time the department notified the parent of the arrest.
4. This procedure does not apply to juveniles who reside outside of Benton County or to juveniles who are placed in detention.
5. This procedure does not apply to juvenile arrests for traffic, game, boating, or tobacco/MIPT cases. Continue to cite such cases directly into Circuit or Municipal courts as adults.

44.2.5 Custody Criteria (CALEA Stds 44.2.1, 44.2.2)

A. ORS 419B.150, section 1 and 419C.080, sections 1 and 2 provide criteria for taking a juvenile into custody, including incidents related to alleged criminal offenses, welfare concerns/status offenses and court orders.

B. Custody of a juvenile shall be premised upon the concept of "protective custody," not arrest, as provided for in ORS 419B.150, 419B.155 and 419C.091 and officers shall ensure that the rights of juveniles are protected.

C. Officers may use enforcement discretion unless otherwise indicated by policy or statute.

D. A juvenile shall be taken into custody if the officer has probable cause to believe the juvenile has committed any of the following:

1. All felony crimes;
2. Any misdemeanor crimes against persons.
3. A booking report will be completed for all juvenile arrests when the juvenile has been fingerprinted and photographed at the LEC.
4. Officers are to include in their report a statement indicating whether or not the juvenile has been printed and photographed in all cases where the juvenile was cited or arrested on criminal charges.
5. Completion of the booking process (fingerprinted and photographed) is mandatory for all juveniles not being transported to a detention facility.

E. A juvenile shall be physically placed in a detention facility, if the officer has probable cause to believe the juvenile has committed any of the following:

1. Homicide;
2. Felony sex crime where the offender used force or a weapon;
3. Burglary in the first degree where the offender caused or threatened to cause physical injury to the occupant or was in possession of a firearm;
4. Unprovoked felony assault where there is no substantial claim of self-defense.

F. A youth may be placed directly in detention as set out in ORS 419C.145 which allows youth 12-17 years of age to be detained if they meet any of these circumstances:

1. A fugitive from another jurisdiction
2. Charges with a crime involving physical injury to another
3. Any felony crime

4. Has violated probation or conditions of release
5. Has failed to appear in Juvenile Court by having disobeyed a summons
6. Is alleged to be in possession of a firearm
7. Pursuant to a court order

G. Detention will be at the Linn-Benton Juvenile Detention Center located within the Oak Creek Correctional Facility in Albany, Oregon.
   1. Officers shall call the detention center prior to transporting a youth to ensure there is an available reserved bed and to allow staff time to prepare the intake. If the detention center is full and an officer has a youth in custody who warrants detention based on the offense and circumstances, the officer will call the Benton County Juvenile Department for assistance. The assigned juvenile counselor or the on-call worker (if the youth in custody does not have an assigned juvenile counselor) will make a determination as to where the youth shall be placed.

H. Measure 11 requires charges against a juvenile be filed before a judge prior to the juvenile being lodged in an adult correctional facility. In the event the juvenile is to be lodged in an adult correctional facility under the provisions of Measure 11, the following procedure is to be utilized.
   1. During normal business hours the arresting officer will, prior to lodging the juvenile at an adult correctional facility, contact the District Attorney to have appropriate charges filed before a judge.
   2. After normal business hours the arresting officer will, prior to lodging the juvenile in an adult correctional facility, contact the on-call District Attorney who will respond and file the charges with a judge.

44.2.6 Custody Procedures (CALEA Std 44.2.2)

A. Juveniles taken into custody who do not meet the booking process criteria, should be released in the field to a parent or guardian whenever possible. Juveniles taken into custody who require medical treatment shall be transported to Good Samaritan Hospital prior to release.
   1. Officers shall notify Dispatch of the custody and their destination. The transporting officer shall notify their on-duty supervisor of any medical condition requiring hospital treatment, or of any other unusual circumstance or condition regarding the juvenile in custody.

B. Officers shall notify the juvenile's parent(s) or guardian(s) as soon as practicable as to the custody, nature of the incident, and release options or conditions. Release options for juveniles include:
   1. Release to parent or guardian,
   2. Release to another responsible adult, extended family member, family friend or school official,
   3. Foster placement,
   4. Detention facility placement if circumstances meet the criteria of ORS 419C.145 as amended by 1995 Senate Bill 1.
   5. Detention in an adult correctional facility if the juvenile falls under the provision of Measure 11 and appropriate charges have been filed before a judge.
   6. Own recognizance when appropriate pursuant to ORS 419C.109(b).

C. Juveniles will only be detained at the LEB in accordance with state statute.

D. Officers shall ensure they abide by the time limitations imposed within ORS 419B.160.

44.2.7 Interviews/Interrogations (CALEA Std 44.2.3)

A. Custodial Interviews/Interrogations
   1. Officers taking juveniles into custody need to be aware of current statutory and case laws regarding advisement of rights to juveniles prior to any interrogation.
   2. Per School Board Policy, interviews and interrogations of juveniles at public schools require that the school notify parents of the police contact, and/or the school official, acting in loco

parentis, be permitted to attend the interview/interrogation unless there have been allegations of neglect or abuse.

3. Interrogations shall be of reasonable duration and the juvenile involved shall be given opportunities for rest and personal necessities.
4. Typically, no more than two officers will be involved in the conduct of an interrogation at any given time unless otherwise directed by a supervisor. This does not mandate only two particular officers may talk with a juvenile, rather only two at one time will typically be present.
5. Listed below are the requirements associated with recording a juvenile custodial interview:
    a. Officers conducting a custodial interview of a juvenile **within** the law enforcement building in connection with an investigation into a misdemeanor or a felony, or an allegation that the person being interviewed committed an act that, if committed by an adult, would constitute a misdemeanor or a felony, shall electronically record the interview per ORS 137.400.
    b. Officers conducting a custodial interview of a juvenile **outside** of the law enforcement building in connection with an investigation into a misdemeanor or a felony, or an allegation that the person being interviewed committed an act that, if committed by an adult, would constitute a misdemeanor or a felony, shall electronically record the interview ***if*** equipped with a body worn camera per ORS 137.400.
    c. Any failure or inability to record (i.e., equipment malfunction) during the above listed circumstances shall be documented in the incident report, outlining the reason a recording was not captured.
6. Prior to release or other custodial disposition or placement, the officer shall inform the juvenile of the possible subsequent actions or procedures for resolution of the incident.
7. Prior to release, the officer shall make every effort to notify the parent(s)/guardian of the juvenile about the interview and of the possible subsequent actions or procedures for resolution of the incident. Notification of the parent(s)/guardian shall be noted in the incident report.
    a. This information is not to include any specific references which could jeopardize or hamper an investigation, threaten any person or party to the investigation, or that binds another officer or agency to a particular course of action.
    b. Some exceptions may apply to the preceding General Orders, as outlined in ORS 419C.349 and ORS 419C.364.

B. Non-custodial Interviews

1. Officers shall make every effort to notify the juvenile's parent(s)/guardian prior to a pre-planned, non-custodial interview (i.e., the juvenile is a victim or a witness) unless the parent(s)/guardian is the suspect or such notification would jeopardize the investigation.
    a. Notification of the parent(s)/guardian shall be noted in the incident report.
2. Per School Board Policy, interviews and interrogations of juveniles at public schools require that the school notify parents of the police contact, and/or the school official, acting in loco parentis, be permitted to attend the interview/interrogation unless there have been allegations of neglect or abuse.
3. When interacting with a juvenile in a non-custodial interview, if at any time the juvenile wishes to leave, officers shall not restrict their freedom of movement, prevent the juvenile from leaving, or compel the juvenile to answer any questions.
4. A non-custodial interview should be limited to a reasonable time-duration with opportunities for periodic rest breaks.

44.2.8 Social Service Agency Listing (CALEA Std 1.1.3)

The Police Department has access to a complete listing of social service agencies available through the 211.org website.

44.2.9 School Resource Officer Program (CALEA Std 44.2.4)

A. The Corvallis Police Department shall work in collaboration with the 509J School District to assist in providing a safe and secure learning environment for students and staff. The School Resource Officer(s) will strive to project a positive image of law enforcement and be a resource to all students and staff while helping to deter crime and educate students on laws in our community.

B. The operational philosophy of the School Resource Officer program will include crime prevention, education and intervention. Criminal incidents, on school property, require enforcement action or investigation will be handled by the School Resource Officer(s) or referred to the appropriate police division (Patrol, Investigations), Benton County Juvenile Department or appropriate social service agency.

C. The School Resource Officer(s) will work under the direction of Community Services Division Manager and will create and maintain effective working relationships with the community, school district personnel, other law enforcement agencies, juvenile agencies and social service agencies. The School Resource Officer(s) will participate in student Support Team meetings, which support delinquency prevention, with the 509J high school(s) and middle schools.

D. The School Resource Officer(s) will submit a report every other month, describing their activities; to include meetings and classroom presentations

E The School Resource Officer(s) will periodically review and evaluate all programs, presentations and materials used by the unit to determine if the information disseminated is useful, up to date and helpful to the students and/or school staff.

44.2.10 Department Participation in Recreational Youth Programs (CALEA Std 44.2.5)

The City of Corvallis has a number of established recreational youth programs. These include Boy Scouts and Girls Scouts of America, 4-H, Boys and Girls Club, and a wide variety of sports programs for all ages. Department members are encouraged to volunteer their time in these programs at their discretion.

44.2.11 Custodial Processing Procedures (CALEA Stds 82.1.1, 82.1.2)

A. Juveniles taken into custody shall be fingerprinted and photographed in compliance with ORS 419A.250 and ORS 419c.080.

B. Fingerprinting of juveniles shall be limited to one state card and one left and right palm card, unless unusual circumstances require additional fingerprints. If the Juvenile is lodged at Linn Benton Juvenile Detention Center, the Center will complete the fingerprints at booking.

C. Photographing of juveniles shall consist of two photographs, face front and side. Additional identifying photographs may be taken if warranted by the particular circumstances of the incident. If the Juvenile is lodged at Linn Benton Juvenile Detention Center, the Center will complete the photographs at booking.

D. Custody files shall be maintained by the Police Department in compliance with ORS 419A.250, ORS 419A.255 and ORS 419A.260.

E. All items seized from a juvenile in custody shall be receipted as per juvenile booking procedure. All property that is not evidence or contraband shall be returned to the juvenile at the time of release.

F. All items seized as evidence from a juvenile in custody shall be inventoried, processed and secured according to G. O. 83.1 through 83.4.

44.2.12 Juvenile Records: Maintenance and Disposition (CALEA Stds 82.1.1, 82.1.2)

A. As per O.R.S. 419A.250, juvenile custody records shall be maintained separately from adult custody files.

B. Access to juvenile custody files is restricted to provisions listed in O.R.S. 419A.250, section (4), subsections 4A - 4G.
C. Juvenile custody files shall be destroyed in compliance with O.R.S. 419A.250, sections 5A - 7A.
D. Juvenile records, including reports, are subject to expunction orders and provisions as contained in O.R.S. 419A.262, sections 1 - 25. The Corvallis Police Department shall comply with these provisions.

44.2.13 Newborns (CALEA Std 41.2.6)

The purpose of this policy is to comply with Oregon Revised Statutes 418.017 - 418.018 which allows a parent to anonymously leave a newborn child at hospitals, birthing clinics, sheriff offices, doctor's offices, police stations, fire stations and county health departments.

A. Any on-duty Corvallis Police Department employee is required by this ORS to receive an infant at any time and with no prior notice. A parent may leave a newborn at an authorized facility in the physical custody of an agent, employee, doctor, or other medical professional working at the authorized facility if the newborn:
   1. Is 30 days of age or younger as determined to a reasonable degree of medical certainty; and
   2. Shows no evidence of abuse as defined in ORS 419B.005.
B. A parent leaving a newborn is not required to provide any identifying information about the newborn or the parent, and may leave the facility at any time.
C. Immediately upon receipt of a newborn the employee shall:
   1. Retrieve "A Safe Place for Newborns" packet. Packets are maintained in the Records section.
   2. Confirm that the person leaving the newborn is the child's parent.
   3. Ask the parent if they wish to identify either him/herself or the child. The parent is not required to provide any identifying information.
   4. Perform all reasonable acts to ensure the health and safety of the child including:
   5. Check infant for any visible signs of abuse.
   6. Estimate if the infant is 30 days old or younger.
   7. If the baby seems to be a newborn and there are no signs of abuse:
      a. Give the parent the "Letter for Parents", "County Child Welfare Offices Phone List" and the "A Safe Place for Newborns" brochure contained in the packet.
      b. Ask if the parent would fill out a voluntary health questionnaire about the infant. The parent can take the questionnaire with them, fill it out and mail or deliver it to any Child Welfare Office.
      c. Notify the local Child Welfare Office that a newborn has been left at the facility and arrange for immediate delivery of the infant to a Child Welfare Office worker.
      d. Record the receipt of the infant on the "Drop-Off Report Form."
      e. Provide the Child Welfare Office with all information the facility has regarding the newborn, including the "Drop-Off Form.
      f. Any subsequent inquiry regarding a surrendered newborn should be directed to the Child Welfare Office.
   8. If the baby shows signs of abuse or appears ill it shall be immediately transported to the hospital.
   9. If there is evidence of physical abuse or if the child is obviously greater than 30 days old, the provisions of ORS 418.017 do not apply and an investigation shall be immediately conducted using the protocols in General Order 44.3 Child Abuse Investigations: Multi-disciplinary Protocol.
D. Under all circumstances, an incident report documenting the surrender of the infant shall be completed. The incident should be titled "Infant Surrender," and a copy of the "Drop-Off Report Form" shall be attached.

44.3 CHILD ABUSE INVESTIGATIONS: MULTI-DISCIPLINARY PROTOCOL

44.3.1 Multi-disciplinary Protocol

A. The Multi-disciplinary protocol for child abuse investigations is based upon the premise that the agencies responsible for the investigation of child abuse complaints shall work together to ensure the investigations are thorough and allow as little trauma to the abuse victim as possible.

B. The Corvallis Police Department has entered into an agreement with other Benton County agencies to establish a Multi-Disciplinary Team (MDT) and a Child Abuse Response Team (CART) for the investigation of allegations of child abuse. In general, the Department of Human Services' (DHS) Community and Human Services Child Welfare Program will be responsible for assessing family dynamics and social issues, as well as for the protection and treatment of the victim and family. Law enforcement will be responsible for investigation related to criminal prosecution, including evidence collection, interviewing, and interrogation of suspects. The principals of the protocol are meant to compliment each other so that the agencies work together in partnership in the best interests of the victim and the community.

44.3.2 Operational Procedures

A. Child Abuse investigations are one of the most important investigations any law enforcement officer will undertake. Children are often unable to escape or report abuse and law enforcement officers are often the last resort or hope for the child. Probing questions, collection of evidence, verification of statements/stories, interviews of witnesses/neighbors/family members are all part of the investigation and need to be precisely documented.

B. Definitions

1. Imminent Abuse Case

   A child abuse case is considered to be an "Imminent Abuse Case" if one or more of the situations listed below are present:

   a. Sexual and/or physical abuse of a child has occurred and the alleged perpetrator is in the child's home or has ready access to the victim. It is understood that there is an increased level of risk to children under twelve years of age, as they are less able to flee, seek assistance, or defend themselves.
   b. Abuse or neglect of a child resulting in a need for medical treatment has occurred.
   c. An infant is born drug-affected and the hospital is planning to release the child to the parent.
   d. There is a child fatality.

2. Trained Officer - A "trained officer," as referenced in this section, is one who has successfully completed training in the areas of child abuse risk assessment, dynamics of child rape and sexual abuse, and age appropriate interview and investigatory techniques **in accordance with the Oregon Interviewing Guidelines**.

3. Per 2007 Oregon Laws Chapter 674, Karly's Law, Suspicious Physical Injury includes but is not limited to:

   a. Burns or scalds
   b. Extensive bruising or abrasions on any part of the body
   c. Bruising, swelling, or abrasions on the head, neck or face
   d. Fractures of any bone in a child under the age of three

e. Multiple fractures in a child of any age
f. Dislocation, soft tissue swelling or moderate to severe cuts
g. Loss of the ability to walk or move normally according to the child's developmental abilities
h. Unconsciousness or difficulty maintaining consciousness
i. Multiple injuries of different types
j. Injuries causing serious or protracted disfigurement or loss or impairment of the function of any bodily organ
k. Any other injury that threatens the physical well-being of a child.

4. Designated Medical Professional – ORS 418.474 (9) a Physician, Physician Assistant or Nurse Practitioner who has been trained to conduct child abuse medical assessments, as described by ORS 418.782, and who is or who may designate another physician, physician assistant or nurse practitioner who is regularly available to conduct the medical assessment described in Section 3 of House Bill 3338. (For Benton County, ABC House, in Albany, is staffed with Designated Medical Professionals.)

C. **Child Abuse Investigation Protocol** (Flow Chart)

1. Upon responding to a call for service regarding child abuse, the initial investigating officer shall conduct a complete and thorough investigation and determine if the situation meets the criteria of an "Imminent Abuse Case."
2. Only a trained officer may interview child **sexual** abuse victims who are age 12 or younger, except in those extreme cases envisioned in ORS 418.747(4). The initial investigating officer may take statements from witnesses to whom the victim has already disclosed information while conducting their investigation. The trained officer shall follow Oregon interviewing guidelines in the conduct of the investigation.
3. Imminent Abuse Cases - If the initial investigating officer determines the case to be an "Imminent Abuse Case," the officer shall:
   a. Determine if a need exists for immediate protective custody and removal of the child(ren) from the home, and if so, to coordinate removal and placement of the children with the on-call DHS caseworker.
   b. Notify their immediate on-duty supervisor, who will contact the Investigations Lieutenant for direction regarding assignment of the appropriate investigator. At least one CART team member shall participate in all investigations of "Imminent Abuse Cases."
   c. Complete the initial investigation.
4. If the initial investigating officer determines the case does not meet the "Imminent Abuse Case" criteria, the officer shall continue with his/her investigation. The Investigations Lieutenant shall review the case to determine appropriate follow-up investigation.
5. If the initial investigating officer does not observe injuries to the child who is the subject of the investigation, he/she will document the facts in the officer's report. The officer is encouraged to photograph the absence of injury, when feasible, and include it in the report.
6. If the initial investigating officer observes a child who has suffered a suspicious physical injury (as defined above) and **has reasonable suspicion to believe that the injury may be the result of abuse**, the officer will immediately photograph or cause to have photographed the suspicious physical injuries for purposes of preserving evidence of the child's condition at the time of the investigation. The photographs will be taken with overall perspective angle and a close up of each injury with a measuring device in the photo. Only medical personnel are to take the photographs of an anogenital injury. Officers are required to take photographs of all injuries during the initial call for service:
   a. A photograph MUST be taken each time suspicious physical injury is observed by Law Enforcement personnel during the investigation of a new allegation of abuse or if the injury was not previously observed by a person conducting an investigation.
   b. A photograph MUST be taken regardless of whether the child has been previously photographed or assessed during an investigation of an allegation of abuse.
7. The investigating officer shall:
   a. Provide hard copies or prints of the photographs and, if available, copies of the photographs in electronic format to the ABC House Physician, Investigations Lieutenant and/or CART Detective. Photographs and the history of how the injuries occurred will be delivered by the

officer via email or in person for the purpose of assessing the injury and/or determining if a medical examination is warranted. All photographs must be submitted within 48 hours or the end of the next business day (whichever occurs later).

1) Each photograph will contain only the child's name, date, part of the body being photographed and case number of the investigation. The electronic versions may be mailed to the ABC House for the physician's review. These will not be public information photographs as they are part of an open and ongoing investigation involving a child.
2) The ABC House Physician will be called by telephone prior to sending the photos and advised of the situation and reasonable suspicion.
3) If the ABC House Physician or designee is not available, the officer will present the photographs to the Family Physician along with the details of how the injury reportedly occurred. The Doctor's assessment should be documented in the report.
4) If neither the ABC House nor the family physicians are available, the officer will present the photographs to an on-call pediatrician, family practice or urgent care physician, or to the Emergency Room Physician on duty at Good Samaritan Hospital along with the details of how the injury reportedly occurred. The Physician's contact information and the results of the assessment should be documented in the report. The officer should be prepared to have the child transported to the physician, if requested.

b. Place hard copies or prints of the photographs and, if available, copies of the photographs in electronic format in the officer's report.

8. The Investigations Lieutenant will be called if the physician believes that the injuries and circumstances could be indicators of abuse and a medical examination will need to be coordinated with the ABC House or family physician. The CART Detective will coordinate the examination date as part of their follow-up actions.
9. The CART Detective having received the primary officer's photographs and report will make the photographs available to CART at the earliest possible meeting
10. There is nothing to prevent the initial investigating officer from seeking immediate medical treatment from a hospital emergency room or other medical provider for a child who is physically injured or otherwise in need of immediate medical care. Additionally nothing in Karly's Law limits the rights provided to the minor in ORS chapter 109 or the ability of the minor to refuse to consent to the medical assessment.
11. If a case is assigned for follow-up investigation, a CART team member shall make contact with the victim and/or the victim's legal guardian within 7 calendar days of the initial report.

D. **Drug Endangered Children**

Drug Endangered Children (DEC) are children exposed to **controlled substances or illegal drug manufacturing activities, distribution** or have been abused or neglected as a result of such activity. Law enforcement officers should notify Child Protective Services when there is reason to believe that a child is a Drug Endangered Child.

1. Environmental Levels

The following levels are provided as guidelines for response levels to a DEC investigation:

a. Level I environment: Methamphetamine manufacturing.
b. Level II environment: Heavy use or distributing of methamphetamine or other illegal drug by household members.

2. Primary Officer Protocol for all levels of environment
   a. Secure the scene and ensure the safety of initial responders and civilians present.
   b. Contact dispatch for EMT support if a child has obvious injuries or illness.
   c. Take child into protective custody and notify CPS to respond to the scene.
   d. Transfer custody of the child to CPS. Law Enforcement does not release children to family members or neighbors. CPS oversees placement of children.
3. Level I Environment
   a. Coordinate with Fire HAZMAT for decontamination of all exposed to the hazard
   b. Scene Assessment: (Level I)

1) Scene assessment will be completed by Corvallis Police Department Clandestine Lab Safety Certified Investigators. If not available coordinate for other law enforcement Clandestine Lab Teams.

2) Protocol of Scene assessment

(a) Take measurements comparing the height and reach of the child in relation to the location of the lab items/equipment/drugs.

(b) Document and video or photograph the scene giving particular attention to the following risk factors:

(c) Children's accessibility to drugs, chemical, syringes, and drug paraphernalia

(d) Proximity of hazards to children's play and sleep areas

(e) Non-drug hazards and other indications of neglect

(f) Access to pornography/Access to weapons

(g) Food quantity and quality

(f) Sleeping conditions/Sanitary conditions

4. Level II Environment

a. The primary officer will complete the investigation for level II environments.

b. Remove and bag as evidence the children's clothing and coordinate with CPS for fresh clothing.

c. Send clothing to OSP Crime Lab for analysis to the presence and levels of Hazardous Material.

d. Scene Assessment:

1) Take measurements comparing the height and reach of the child in relation to the location of the lab items/equipment/drugs.

2) Document and video or photograph the scene giving particular attention to the following risk factors:

3) Children's accessibility to drugs, chemical, syringes, and drug paraphernalia

4) Proximity of hazards to children's play and sleep areas

5) Non-drug hazards and other indications of neglect

6) Access to pornography/Access to weapons

7) Food quantity and quality

8) Sleeping conditions/Sanitary conditions

E Cross Reporting to DHS

1. Cross reporting requirements:

a. When a report of child abuse is received by the Corvallis Police Department, the initial investigating officer must make cross report notification to the local office of DHS as described below.

(1) **Immediate Response:** The initial investigating officer must cross report to DHS immediately when it is determined that a report of alleged child abuse requires a joint immediate response. The cross report must be made verbally to the local office of DHS without delay.

(2) **End of Shift:** The initial investigating officer must cross report to the local office of DHS all other reports of child abuse no later than the end of that officer's shift after receiving the report.

b. The initial officer shall complete their police report during the shift. The report shall be submitted to records and to the Investigations Lieutenant by the next scheduled work day. Initial reports shall indicate in the narrative that the reporting officer made the mandatory notification to DHS prior to the end of their shift.

45.1 CRIME PREVENTION

45.1.1 Crime Prevention Activities (CALEA Std 45.1.1)

The Corvallis Police Department is committed to crime prevention that encompasses organizing a wide range of proactive programs. The continued success of our programs will be ensured through ongoing community participation and a belief that crime is reduced through proactive partnership with the community. All department employees and volunteers are responsible for crime prevention efforts. Crime prevention is additionally developed using problem-oriented policing and/or community policing strategies implemented by the Police Auxiliary, Crime Analyst, and Community Livability Unit.

A. The effectiveness of all crime prevention programs will be evaluated at least every two years by the PSSD Manager or designee. This evaluation will include assessing program accomplishments with input from crime prevention personnel regarding the program's effectiveness, along with any other relevant means for measuring the impact and value within the community as a whole. The evaluation, with recommendations, will be forwarded via the chain of command to the Chief of Police for review.

45.1.2 Crime Prevention: Auxiliary Volunteers (CALEA Stds 45.1.1, 45.1.2)

The Auxiliary Volunteers assist the department by working to promote crime prevention and public education efforts to the community. They are responsible for managing several programs related to crime prevention and, through these programs, working with the community to help decrease preventable crimes. The Auxiliary Volunteers are a component of PSSD with a Lead Volunteer that is responsible for planning, coordinating, implementing, and evaluating crime prevention activities.

A. Neighborhood Watch
Residents may request to form a Neighborhood Watch Group, which is overseen by Police Auxiliary that provide the appropriate guidance, materials, and training.

B. Business Watch
This program works to address criminal activity such as frauds, thefts, or other crimes potentially affecting the business community. The Police Auxiliary will disseminate information to participants in collaboration with the Investigations Unit.

C. Citizen's Academy
A community-wide crime prevention program where residents learn about the Corvallis Police Department, the services we provide and how those services are delivered, as well as providing a forum for citizen input and feedback. The Police Auxiliary promotes this program, recruits participants, coordinates classroom activities and, in counsel with the PSSD Manager, sets the curriculum and list of instructors. Other customized Academies of short duration and select topics may be arranged with Department approval.

D. National Night Out

A component of the Neighborhood Watch Program, this social event is an opportunity to strengthen relationships between neighbors. Auxiliary Volunteers promote this program and help coordinate the department's participation in this annual event.

E. Other Services or Programs
Presentations and/or information covering a variety of topics related to crime prevention can be presented to any group or individual as the need arises. Patrol officers and other department members may be utilized to facilitate or act as a resource during community meetings and various presentations.

F. Liaison with Community Groups
To provide direct access by community members, the Police Auxiliary Volunteers monitors a published public telephone number as well as monitoring email for Neighborhood Watch, Business Watch and the Citizen Police Academy. Communication with local community organizations are maintained through visits and presentations, as well as participation in community events. In addition, the Auxiliary members will assist with ensuring that information posted to the Department's web site for the Neighborhood Watch, Business Watch, National Night Out, the Citizen's Academy and the Auxiliary remains current. Auxiliary members are encouraged to maintain membership in the Crime Prevention Association of Oregon and the National Crime Prevention Council.

1. While involved in a crime prevention function, Auxiliary Volunteers have 24-hour access to foreign language specialists through 911 Dispatch, who maintains a list of translators and has access to the current Language Line translation service.

45.1.3 Crime Prevention: Crime Analyst (CALEA Std 45.1.1)

The Crime Analyst assists with crime prevention efforts through providing data and identifying crime trends – information that can then be distributed within the Department, the community, and to businesses to address unlawful activity. Proper analysis of this data can enhance the focus of the Department's enforcement efforts, as well as provide for crime prevention programs based on crime type and/or geographic area to reduce the impact of crime.

45.1.4 Community Livability Unit (CALEA Stds 45.1.1, 45.1.2, 45.1.3, 45.2.1)

The Community Livability Unit (CLU) consists of Community Livability Officers supervised by a Community Livability Sergeant. The CLU works under the direction of the CSD Manager and the dayshift Lieutenant.

A. The goal of the CLU is to improve community livability by engaging neighborhoods, businesses, and students to reduce the impact of chronic unlawful activity. This can be achieved through relationships, partnerships, education, and enforcement with an emphasis on collaborative approaches to finding long-term solutions. Problem-oriented policing and community policing are cornerstone concepts for the CLU in addressing community concerns.

1. The CLU will build and/or maintain relationships with community groups, businesses, and Oregon State University students and staff in order to communicate crime trends and problems as well as to identify current and emerging concerns or problems. CLU will develop, recommend, and/or execute strategies to address these issues, collaborating with the community when feasible.
2. The CLU will work in partnership with other Department members and volunteers to promote crime prevention strategies and mitigate chronic unlawful behavior. This includes coordinating efforts with the OSU Greek Liaison Officers to address negative behaviors that impact the near-campus community as well as partnering with the Police Auxiliary to assist with community programming.

3. Community Livability Officers should be trained in the principles of Crime Prevention Through Environmental Design (CPTED) as a crime prevention method. The primary purpose of a CPTED is to prevent unlawful activity by altering the natural environment.
    a. If possible, CPTED-trained staff will assist with providing input into the development of zoning policies, building codes, fire codes, and/or building permits.

B. Information sharing is an important part of crime prevention. To ensure this is occurring, the CLU should share department objectives, community concerns or problems, and successes within the agency as well as with the public (in conjunction with the PIO) when appropriate. Additionally, the CLU will submit a report to the Chief of Police at least quarterly that documents the following:

- current community concerns;
- potential problems that have a bearing on law enforcement activities within the community;
- recommended actions that address previously identified concerns and problems; and
- progress made toward addressing previously identified concerns and problems.

46.1 CRITICAL INCIDENTS, SPECIAL OPERATIONS, AND HOMELAND SECURITY: ADMINISTRATION

46.1.1 Planning Responsibilities (CALEA Stds 46.1.1, 46.1.2)

The CSD Manager is responsible for the development of an All Hazard Plan and directing all field operations for the Corvallis Police Department during any unusual occurrence. The All Hazard Plan will use the Incident Command System (ICS) format. It will address operations during natural and man-made disasters, pandemics, civil disobedience, mass arrests, bomb threats, hostage/barricaded person situations, acts of terrorism, active threats and other unusual occurrences.

46.1.2 Annual Review, Updating of Plans and Training (CALEA Std 46.1.9)

The CSD Manager will review the plan annually and update as necessary with considerations for new developments, new equipment, shifts and increases in population and contact procedures. As part of the annual review of the All Hazard Plan, the CSD Manager will review the City of Corvallis Emergency Operations Plan and contact the Benton County Emergency Management Division to review local disaster plans, and review any agreements with Non-Government Organizations (NGO). This will permit coordination with state and federal disaster agencies. Training will be conducted on the All Hazard Plan on an annual basis for effected staff.

46.1.3 Legislation Addressing Emergency Situations (CALEA Std 46.1.2)

In the event of an unusual occurrence, the incident commander shall coordinate all law enforcement actions related to this section. In dealing with emergency situations, all officers should be aware of state and local laws which give additional powers to law enforcement officials for dealing with these circumstances.

A. Oregon Revised Statute 471.685 enables the Governor to suspend the sale of liquor in an affected area during an emergency.

B. Oregon Revised Statues 401.165 enables the Governor by proclamation to declare a state of emergency at the request of a county governing body or after determining that an emergency has occurred or is imminent.
   1. Oregon Revised Statutes 401.188 enables the Governor to control the distribution of food and fuel in affected areas.
   2. Oregon Revised Statutes 401.175 enables the Governor to close access to any roads or highways in the affected area.
   3. Oregon Revised Statutes 401.175 enables the Governor to assume control of all police functions in the affected area including those of local police agencies.

46.1.4 Special Equipment Inspection (CALEA Std 46.1.8)

The CSD Manager will be responsible to ensure an inspection is completed of the Incident Command Vehicle (ICV) and equipment designed for use in unusual occurrences per use or at least quarterly for

operational readiness. The mass arrest and civil disobedience kits located in the ICV are sealed. These kits will have the seals broken and the contents physically inventoried for operational readiness at least annually.

46.1.5 Emergency Operations Manual (CALEA Std 46.1.1)

A. The Department All Hazard Plan addressing natural and man-made disasters, pandemics, and civil disturbances will be distributed as follows:
   1. One copy for the Chief of Police
   2. One copy for the Professional Standards Lieutenant (Accreditation Reference)
   3. One copy for each Division Manager
   4. One copy in the Patrol LT Vehicle
   5. One copy in the Patrol Lieutenant's Office
   6. One copy in the 9-1-1 Center
   7. One copy in the Emergency Operations Center

B. The CSD Manager is responsible to see that the manual is reviewed annually and updated as needed.

46.1.6 Providing Aid to Other Jurisdictions (CALEA Std 2.1.3)

If another jurisdiction has an unusual occurrence and requests mutual aid, the Watch Commander will contact the CSD Manager or the next highest ranking manager or officer available. If the order to provide mutual aid is given, the recall procedure described in the All Hazard Plan will be followed to provide the necessary number of personnel required to the requesting agency.

46.9 FIRE EVACUATION POLICY: LAW ENFORCEMENT BUILDING

46.9.1 General

The safety and general welfare of all employees and visitors to the Law Enforcement Center is the responsibility of both City and County employees. Every employee shall make every effort to ensure that all employees and visitors are not exposed to any unnecessary safety or fire hazards.

46.9.2 Fire Safety

A. The Corvallis Police Department and the Benton County Sheriff's Office will request fire prevention and protection services from the Corvallis Fire Department. These services will include:
   1. Annual inspection of law enforcement building.
   2. A review of fire plan and evacuation procedures.
   3. Testing of all fire fighting and detection equipment at least bi-annually.
   4. Technical advice in establishing procedures for ensuring Fire Department assistance in the event of a fire.

B. Fire fighting equipment, including extinguishers, will be readily available throughout the law enforcement building. All exits will be distinctly marked, illuminated and free of obstacles.

C. A minimum of one fire drill annually will be conducted to ensure that all City and County personnel are capable of carrying out fire plans and procedures in a minimum amount of time. These fire drills will be documented and evaluated by the Risk Manager.

D. Upon conclusion of the annual fire drill, the Risk Manager will prepare a memorandum for both the City and County noting that a fire drill was conducted and noting any problems incurred during the drill. (Every attempt must be made to correct any problems that were identified in the evacuation.)

46.9.3 Evacuation Plan, Law Enforcement Building (CALEA Std 71.4.2)

A. In the event of a fire, all City and County personnel will immediately go to the nearest available exit. As employees leave offices and work areas, the last person in the area, is required to shut the door and both visually and verbally ensure that no other employees or visitors are in that area.

B. The on-duty City and/or County watch commander will, if possible, go throughout the law enforcement building to ensure that everyone has left. All employees are required to leave the building through the nearest exit.

C. Employees exiting the building will report to the following areas:
   1. Employees utilizing the Jackson Street exit will report to the NW corner of 5th & Jackson
   2. Employees utilizing the lobby and City/County meeting room exits will report to the parking lot of the library.
   3. Employees utilizing the 5th Street exit will proceed to the corner of 5th & Jackson.
   4. The on-duty watch commander, after visually and verbally clearing the building, will then go to the designated areas for roll call of on-duty personnel.

D. Arresting officers are responsible to evacuate any prisoners in their custody and control in the law enforcement building.

E. 9-1-1 center employees will utilize their evacuation/activation procedures to maintain communications.
F. A diagram of the evacuation routes will be conspicuously posted on all three levels of the law enforcement building. It is the responsibility of all employees to study the evacuation routes and be aware of the nearest available exit from their work area.

	Corvallis Police Department General Orders	
52.1	INTERNAL REVEIWS	SCOPE: ALL
ISSUED: 3/1/05	CALEA STANDARDS 1.2.9, 26.3.6, 26.2.1, 26.2.2, 26.2.3, 26.2.4, 26.2.5, 26.3.1, 26.3.2, 26.3.3, 26.3.4, 26.3.5, 26.3.6, 26.3.7, 26.3.8, 55.2.1	REVISED: 1/16/2020

52.1 INTERNAL REVIEWS

52.1.1 Philosophy (CALEA Stds 26.2.1, 26.3.1, 55.2.1)

The Internal Review function is established to enable the Corvallis Police Department to maintain the highest quality customer service and professionalism. Public confidence and agency integrity are maintained through a system where objectivity, fairness, and justice are assured by impartial self-examination to:

A. Ensure that questions concerning the actions of Police Department personnel are resolved in a timely manner, conducive to good order and discipline,
B. Protect the constitutional rights of all employees,
C. Protect the integrity and reputation of the City, the Police Department and innocent Police Department personnel,
D. Facilitate prompt corrective action when employees are responsible for improper actions or behaviors,
E. Identify and correct defective procedures, systems, equipment and training needs, and
F. Provides an opportunity to inform the public of police systems and procedures.

The Corvallis Police Department will conduct three types of Internal Reviews; Internal Affairs, Complaints and Administrative Reviews. The type of the review will be determined by the source through which the allegations become known and the seriousness of the alleged violation.

52.1.2 Responsibility (CALEA Stds 26.2.3, 26.3.1)

The Chief of Police is ultimately responsible for supervising the Internal Review function. Investigation of a serious allegation (an allegation which, if true, would result in a suspension greater than three days or termination) of employee misconduct will be conducted by an employee of the rank of Lieutenant or above and in accordance with this General Order. The employee assigned to complete the internal affairs investigation has the authority to report directly to the Chief of Police.

52.1.3 Internal Affairs (IA): Criminal Misconduct, Serious Non-criminal Misconduct, Profiling Complaint or Officer Involved Shooting Investigations (CALEA Stds 1.2.9, 26.2.3, 26.3.1, 26.3.2, 26.3.3, 26.3.8)

Allegations of criminal misconduct, serious non-criminal misconduct or a complaint of profiling will immediately be referred to the Chief of Police via the Chain of Command. The Chief will review the

allegation(s) and assign an investigator. More than one investigator may be assigned to an investigation at the discretion of the Chief. The employee assigned to complete the internal affairs investigation has the authority to report directly to the Chief of Police.

A. Criminal Misconduct - Criminal Investigations
   1. Allegations of criminal misconduct will usually be investigated by the Professional Standards Lieutenant under the direction of the PSSD Manager or by a designated outside agency and in accordance with criminal investigative rules or procedures.
   2. In an investigation of criminal misconduct on the part of an employee, the PSSD Manager will maintain close liaison with the appropriate prosecutor's office for legal advice and assistance in case preparation or with the outside agency conducting the investigation.

B. Serious Non-criminal Misconduct - Administrative Internal Affairs Investigations
   Serious non-criminal misconduct is conduct such that if sustained the employee(s) may result in discipline in excess of three days, suspension and/or termination.
   1. Allegations of serious non-criminal misconduct will usually be investigated by the Professional Standards Lieutenant as an administrative Internal Affairs investigation. However, the Chief of Police may designate a more appropriate manager/supervisor as the investigator.

C. Profiling Complaints – Administrative Internal Affairs Investigation
   All complaints alleging profiling will be investigated *in accordance with ORS 131.920*.
   1. Complaints alleging profiling can be made:
      a. In person;
      b. In writing signed by the complainant and delivered by hand, postal mail, facsimile, electronic mail, telephone, or;
      c. Anonymously or through a third party.
   2. The Department will cross report to the appropriate agency all complaints alleging profiling in accordance with the applicable timelines and requirements outlined by Oregon State law.

D. Officer Involved Shootings - Administrative Internal Affairs Investigations
   All Internal Review investigations of officer involved shootings shall be recorded as an Internal Affairs Investigation. The assigned investigator will conduct an internal affairs investigation and submit a written report, along with conclusions, which includes a determination of facts, compliance with policy and training to the Chief of Police via the chain of command.
   1. The Chief of Police/Designee will assign a lieutenant who does not directly manage the involved employee(s) to act as the Internal Affairs Investigator.
   2. The primary responsibility for proper completion of the investigation lies with the assigned Internal Affairs Investigator. The assigned Internal Affairs Investigator may be assigned a confidential administrative assistant to assist with the investigation.
   3. The investigator will fully investigate any necessary and available information pertaining to the incident.

52.1.4 Complaint Investigations: Police Service or Alleged Personnel Misconduct (CALEA Stds 26.2.1, 26.3.1)

A proper relationship between the public and its police, fostered by confidence and trust, is essential to effective community policing. In order to create and maintain the atmosphere of trust, the community must feel free to communicate its concerns and objections to the Police Department. It is essential that the Corvallis Police Department determine, by impartial investigation, whether Police Department personnel have conducted themselves properly, meeting the needs and standards of the community, and have rendered acceptable levels of service to citizens in accordance with existing policy, directives and the rules and regulations of the Corvallis Police Department. This review also provides a mechanism for administration to review policies which may be causing conflict between Police Department employees and the public.

A. The Corvallis Police Department will accept and investigate any complaint against police service or alleged personnel misconduct; *refer to GO 52.1.3C* for specific requirements imposed by ORS 131.920 regarding profiling complaints.
   1. A complaint is any expression of dissatisfaction regarding services or policy, or an allegation of misconduct.
   2. The investigation of complaints will include those which are anonymous or through a representative of the complainant.
      a. If the anonymous complaint cannot be verified by other evidence or the representative refuses to identify the complainant, the employee's response will be considered conclusive.
   3. Those assigned a complaint number will be documented for investigation, review and final disposition according to the procedures set forth in this General Order.
   4. Generally, complaints will be investigated at the lowest appropriate supervisory/management level in the organization.
   5. No member shall conceal information related to the violation or alleged violation of Police Department policy nor shall any member of any rank impede, influence, or interfere with the reporting or investigation of any violation or alleged violation of this policy.

52.1.5 Administrative Reviews: Threshold Incidents or Tort Claim Notification (CALEA Stds 26.2.3, 26.3.1)

A. A threshold incident is defined as an unusual situation where the employee, supervisor or manager believes that the City or Department may potentially be named in a law suit. Most actions the Department takes exposes the City and Department to liability, but these would be situations that are unusual in procedure, process or involve injury or when the involved party's behavior or words indicate the likelihood of a claim.

B. A Tort Claim is a notice of intent to file a civil lawsuit for injury. Injury could be physical, financial or constitutional. These are not all significant cases and may or may not have a report associated with them at the time. The Department takes each of these seriously. Tort Claims can be filed up to 6 months after the incident. Once the Tort Claim is served to the Department or employee, the complainant has two years to actually pursue the suit. This long duration could allow important information to be destroyed due to retention rules and memories fade over time. It is important to conduct an Administrative Review to preserve all relevant information and evidence.

C. Administrative Reviews will be conducted by a Lieutenant or above assigned by the Division Manager after consulting with the Chief.

52.1.6 Overview of the Process

Internal reviews will proceed through a standard process to ensure all requirements are met for the employee, the citizen, the City and the Police Department. The goal is consistent, timely investigation and corrective action, if needed. Internal Reviews are a fact finding investigation to determine if a violation of policy or procedure occurred or if a policy or procedure cause an undesirable effect. The completion of the investigation could result in prescriptive training or discipline should the allegations be sustained. The investigator will prepare a separate document on the relevant historical data and submit this through the involved employees' chain of command for recommendations to the appropriate approval level. The approval authority will prepare the discipline documents and plan the pre-disciplinary hearing, if appropriate. If discipline is warranted and administered, these documents will be kept separate from the fact finding investigation upon completion of the entire process.

A. The process will begin with the intake and acknowledgement of the complaint or claim. This will include the review by the chain of command to determine appropriate level of the review and assigning an investigator, process the control number with the Administrative Specialist,

acknowledge the complaint to the complainant for citizen complaints, and notify the involved employee(s), and their union representatives, if appropriate.

B. The investigation will follow and include the documentation of the investigation to support its findings and notification of the involved employee(s) of the preliminary results and any delays beyond standards provided and finally it will include the submission of the investigation report and approval. It will also include the notification process after final approval of the findings.

C. The final stage will be Corrective Action. This would include recommend policy or procedure changes or prescriptive training or discipline for the employee.

D. The last stage will be the filing and retention of the Internal Review Investigations, Relevant History Data and disciplinary documents.

52.1.7 Intake and Acknowledgment (CALEA Stds 26.2.2, 26.2.4, 26.3.1, 26.3.2, 26.3.3, 26.3.4, 26.3.5, 26.3.8)

A. Internal Affairs Intake

Allegations of criminal misconduct, serious non-criminal misconduct or any complaint of profiling will immediately be referred to the Chief of Police via the Chain of Command, using the Internal Review Intake Form and attach a memorandum explaining the allegations if necessary. The Chief/designee will review the allegation(s) and assign an investigator. The Chief/designee will brief the assigned investigator's Division Manager, the assigned investigator and the involved employee's Division Manager. If more than one investigator is assigned, the Chief will designate the lead investigator.

1. Criminal Misconduct - Criminal Investigations
   a. Allegations of criminal misconduct will usually be investigated by the Professional Standards Lieutenant under the direction of the PSSD Manager or by a designated outside agency and in accordance with criminal investigative rules or procedures.
   b. In an investigation of criminal misconduct on the part of an employee, the PSSD Manager will maintain close liaison with the appropriate prosecutor's office for legal advice and assistance in case preparation or with the outside agency conducting the investigation.
2. Serious Non-criminal Misconduct - Administrative Internal Affairs Investigations

   All administrative Internal Affairs investigations shall be recorded on an Internal Complaint report form, logged into the IA register, assigned a control number, and have a case file prepared by the Chief's Administrative Specialist. Serious non-criminal misconduct is conduct such that if sustained the employee(s) likely would be subject to discipline in excess of three days suspension and/or termination. Allegations of serious non-criminal misconduct will usually be investigated by the Professional Standards Lieutenant as an administrative Internal Affairs investigation. However, the Chief of Police may designate a more appropriate manager/supervisor as the investigator.
3. Profiling Complaints- Administrative Internal Affairs Investigations

   Intake and acknowledgment procedures will include a cross report, when required, to the appropriate agency in accordance with the current requirements of Oregon State law. The PSSD Captain/designee will ensure all reporting requirements are met within the proper time frame and in accordance with the provisions outlined by Oregon State law.
4. The assigned investigator will provide a memorandum to the involved employee and his/her union board member/steward that establishes an interview time, length and place, identifies the source and subject of the allegations as well as specific General Orders or policies allegedly violated. The memorandum should also notify the employee they may have their union representative present. The memorandum will be provided to the involved person in sufficient time to review the allegations and to prepare for the meeting.
5. Internal Affairs Acknowledgment

Persons initiating a complaint against the Police Department or an employee(s) that is investigated as an internal affairs investigation will receive a written acknowledgment of the complaint filing as soon as possible once the investigator is assigned. A copy of the letter will be kept in the assigned complaint file.

B. Complaint Intake

Complaints can be made in person, in writing, via postal mail, facsimile, electronic mail, telephone, or anonymously or through a third party. The Citizen Comment/Complaint brochure and intake form is available to the public on the Department's web page and in the reception area of the Police Department. A complaint allegation may also be made by any person to any member of the Corvallis Police Department, to the City Manager's Office using the City's Employee Behavior Comment Form. To improve response to the citizen and to expedite the overall complaint investigation process, the following should occur:

1. For complaints received by a member of the Police Department, the initial intake employee (person who first comes into contact with the complainant) should attempt to provide the necessary service and satisfy the citizen. If the citizen's concerns have been addressed and the issues have been resolved to their satisfaction, no further action or documentation is necessary.
    a. If the supervisor of the employee(s) or services complained about is on-duty, the initial intake should be referred to that person.
    b. If the employee(s) or service area's supervisor is not available, the intake should be referred to the on-duty Watch Commander for initial intake.
2. Any complaint regarding a claim that a person was subjected to a stop, detention, or search by members of this agency when such a stop, detention, or search was based solely on the real or perceived characteristic or status characteristic, to include, but not limited to age, citizenship status, color, familial status, gender, gender identity or expression, marital status, mental disability, national origin, physical disability, ethnicity, language, race, religion, religious observance, sex, sexual orientation, political affiliation, homelessness and source or level of income, will be handled in accordance with 52.1.3C.
2. If the initial intake employee is other than the on-duty Watch Commander and s/he is unable to satisfy the citizen, the employee will take the citizen's name, telephone number and type of complaint and forward that information to the on-duty Watch Commander. If the Watch Commander is unavailable, the information shall be related to the respective Division Manager. The Watch Commander should contact the citizen as soon as possible and preferably not later than the end of the shift.
3. The intake supervisor should take a complete statement from the citizen at this time on a Corvallis Police Department Complaint form, and inform the citizen that an investigating supervisor will re-contact him/her at a later date. This procedure will eliminate the needless repetition of a complaint by the citizen and will aid the investigator by providing information necessary to the investigation. If the intake supervisor determines that the complaint or allegation involves criminal wrong-doing or serious non-criminal misconduct, the complaint will immediately be referred to the Office of the Chief via the Chain of Command. The involved employee's Division Manager will complete the Internal Review Intake form and provide it to the Chief of Police who will make the appropriate assignment to complete the investigation.
4. The intake supervisor will submit the completed Corvallis Police Department Complaint form to the Chief's Administrative Assistant for assignment. The Administrative Assistant will prepare the Internal Review Intake Form and make distribution to:
    a. Involved Employee's Division Manager
    b. Chief of Police

5. All persons filing a complaint shall be provided written information regarding the Community Review Board and the request for review process included on the Complaint Form.
6. Complaint Acknowledgment
   Persons initiating a complaint against the Police Department or an employee(s) will receive a written acknowledgment of the complaint filing as soon as possible once the investigator is assigned. A copy of the letter will be kept in the assigned complaint file.
7. Employee Notification and Rights
   a. Notification
      Affected employee(s) will be notified in writing of a complaint investigation, if a complaint number is drawn, unless such notification would jeopardize the investigation. Notification of the employee by the investigating supervisor will be made as soon as possible on the employee's next scheduled work day. Sensitivity on the part of the supervisor is critical. The following should occur:
      (1) The meeting should be conducted in private, out of regard for the employee and to ensure confidentiality.
      (2) The meeting will be held as soon as possible on the employee's next scheduled duty day.
      (3) The employee shall be given a copy of the completed complaint form.
      (4) The employee will have the option of discussing the complaint and making a statement at that time, or may establish another time mutually agreeable to the investigator and the employee. During the employee interview, the supervisor and the employee together will determine if the employee's statement will be verbal, in writing, or both.
      (5) The employee shall have an opportunity to review his/her statements to determine that they have been recorded accurately.
      (6) The employee shall be informed of the steps in the complaint process and what to expect.
      (7) The supervisor shall also inform the employee that the entire incident will be investigated and that other issues may develop during the course of the investigation. Any additional allegations will be addressed in the report, and the employee will be notified of any new allegations.
   b. Rights
      (1) Contractual
         If the employee is covered by a collective bargaining agreement, provisions of the prevailing agreement will apply and be adhered to.
      (2) Statutory
         Employees not covered under a collective bargaining agreement are protected by the requirements of Oregon Revised Statutes 236.350 to 236.370. All employees are entitled to all other rights and privileges guaranteed by the laws of the State of Oregon and the Constitution of the United States.
   c. Profiling Complaints received by the Law Enforcement Contacts Policy and Data Review Committee (LECC), or any other outside agency, will be delivered to the Police Department Administration Office for distribution.

C. Administrative Review
1. Employees, who observe a threshold event, should document it in a memorandum and forward it through the chain of command to the Professional Standards and Support Services Division (PSSD) Manager who is responsible for Risk Management. Tort Claim Notices served on employees or the department should be provided as soon as possible to the PSSD

Manager for review. The PSSD Manager will discuss the claim with the Chief and Community Services Division Manager. The Chief will designate an investigator. The PSSD Manager will complete the Internal Review Intake form and brief the investigator, providing him/her the form and memorandum or Tort Claim Notice.

2. The assigned investigator will provide a memorandum to the involved employee and his/her union board member/steward that establishes an interview time, length and place, identifies the source and subject of the allegations as well as specific General Orders or policies allegedly violated. The memorandum should also notify the employee they may have their union representative present. The memorandum will be provided to the involved person in sufficient time to review the allegations and to prepare for the meeting.

52.1.8 Polygraph Use in Internal Affairs Investigations (CALEA Std 26.3.6)

A. Per ORS 659A.300, no employee is required to submit to a polygraph test for continued employment.

B. The investigator may request, but cannot compel, the complainant to take a polygraph examination when there are no independent sources of verification.

52.1.9 Evidence Collection (CALEA Std 26.3.6)

Evidence collection for internal review investigations involving Corvallis Police Department personnel will be conducted in accordance with these guidelines:

A. Criminal Investigation

Evidence collection in a criminal investigation shall be consistent with the rules and/or procedures outlined in the Oregon Revised Statutes, Oregon Constitution and the United States Constitution.

B. Serious Non-criminal Misconduct Investigation

When specifically directed, employees may be required to submit to evidence collection in serious non-criminal misconduct investigations when there are reasonable grounds to believe it is necessary to complete the investigation and the procedure(s) is narrowly related/material to the particular investigation being conducted:

1. Visual, field sobriety and blood alcohol/urine tests for on duty use of alcohol or illegal drugs/controlled substances.
2. For the protection of the officer(s) and the Police Department, in investigation of shooting incidents, the officer(s) who used their firearm(s)s will be required to submit to a blood and/or urine test within 1 hour of or as soon as practical after the incident to determine any use of alcohol or prescription medication. The results of the test will be sealed until the criminal investigation, if any, is completed so as to not jeopardize the criminal investigation and still collect the evidence for the administrative investigation. The collection of blood and/or urine for the Internal Affairs Investigation is an immediate requirement (as outlined above) for involved employees. Failure to comply with this requirement may result in corrective discipline, up to and including termination. The collection of blood and/or urine for a criminal investigation by an outside law enforcement agency is to be considered a separate draw and may be requested/conducted at a different time than the required administrative collection of these specimens.
3. Submit photographs or participate in a line up.
4. Audio and/or video recordings, as part of the investigatory process.
5. Provide financial disclosure statements.
6. Submit to medical and /or psychological fitness for duty when the examination(s) related directly to the alleged policy/procedure violations or under court order.
    a. Mandatory medical and/or psychological examinations will be at the Police Department’s expense.

b. Mandatory medical and/or psychological examinations will be conducted by a qualified person of the Police Department's choosing.

7. Other reasonable investigative tools.

52.1.10 Relief From Duty (CALEA Std 26.3.7)

A. Administrative Leave - One Day

1. The Chief of Police, Captains and Lieutenants may issue a temporary administrative leave with pay for up to one day to an employee under the following circumstances:
   a. Employee conduct personally observed by the supervisor is serious in nature and/or creates actual or potential harm to the employee or others, and/or
   b. The employee is unfit for duty due to physical or psychological reasons (i.e. intoxication), and/or
   c. The employee's action warrants administrative leave as outlined in the City of Corvallis Employee Handbook.
2. The employee receiving notice of administrative leave shall report to his/her Division Manager, the Chief of Police or as directed by their supervisor.
3. The Lieutenant or Division Manager imposing the administrative leave will also report through the chain of command to the Chief of Police with all necessary reports at the time of the action and will be present when the affected employee reports as directed.
4. The Chief of Police/designee will review the incident and reinstate the employee or continue the administrative leave.

B. Administrative Leave - Longer than one day

1. Administrative leave of longer than one day may be with or without pay, at the discretion of the Chief of Police or designee.
2. Employees placed on administrative leave shall be supervised by their respective Division Manager/designee. Employees designated shift for Administrative Leave is Monday through Friday, 8:00 a.m. - 5:00 p.m., with one hour off for lunch, unless otherwise directed and shall remain available for contact.
3. Depending on the circumstances, employees may be required to surrender these items to the Division Manager/designee:
   a. Police Department identification card
   b. Police Department badge(s)
   c. Police Department-owned firearm(s)
   d. Police Department key(s)
   e. Police Department locker(s)
   f. Other Police Department items as requested
4. Employees will be directed on how to communicate with the Police Department (i.e., Telephone daily at a specific time and speak with a designated supervisor.)
5. Depending on the circumstances, employees may not be allowed to enter the police facility or perform any police related duties, including testifying in court. If an employee needs to pick up paychecks, mail, or other official notices, s/he shall use the public entrance and remain in the lobby while a supervisor brings such materials as required to the employee.
6. The PSSD Manager/designee will notify the courts in writing that an employee is on Administrative Leave and is not available to testify.

C. Return to Duty

Employees shall report as directed when the Administrative Leave is terminated. Surrendered Police Department property will be returned to the employee on their first duty day after their leave. The employee's Division Manager/designee will notify the courts in writing when the employee is no longer on Administrative Leave and is available for court proceedings.

52.1.11 Investigative Procedures (CALEA Stds 26.3.4)

A. Investigation

1. Primary Investigation

Once the investigation has been assigned, the investigator shall immediately re-contact person initiating the complaint to conduct an interview. If the investigator is unable to reach the complainant within ten days, the investigator will send a certified letter to the complainant requesting contact and will proceed with the investigation. If necessary, the investigating supervisor and the involved manager will meet to discuss the scope of the investigation to ensure all pertinent points are covered in the investigation. Issues to be discussed include:

a. List of complaint allegations,
b. Extent of the investigation,
c. Additional questions/issues involved, and
d. Differentiation between policy complaint and employee conduct complaint.
c. Complaints received by the Law Enforcement Contacts Policy and Data Review Committee (LECC), or any other outside agency, will be delivered to the Police Department Administration Office for distribution. When the investigation is completed, the PSSD Manager/designee is responsible for ensuring, if necessary, the appropriate notifications regarding the complaint disposition occur.

2. Continuing Investigation

The primary responsibility for proper completion of the investigation lies with the investigator. The investigator will commence his/her investigation on the basis of the allegations contained in the intake report. The investigator will investigate and report all aspects of the case in a manner that is fair and impartial to all persons (reporting person, witnesses and employee(s) involved) and according to procedures as set forth in this General Order and the appropriate labor union agreement.

a. The investigator is responsible for informing the Chief of Police of the continuing developments in the investigation to determine whether to:
   (1) Retain the involved employee(s) in present assignment,
   (2) Assign the involved employee(s) to some other duty with close supervision and limited contact with the public or other police officers,
   (3) Place the involved employee(s) on administrative leave and/or seek immediate suspension.
b. The investigator will complete and submit his/her report to the Division Manager of the involved employee for review and approval. The Manager will submit the report to the Chief of Police for review and approval.

3. Investigation Time Line

The investigator shall complete the Internal Review investigation within thirty calendar days of receipt.

a. In cases where extenuating circumstances exist, the time limit may be extended with approval of the Chief of Police or designee. Requests for extensions shall be in writing via the chain of command on the Review Extension Form. A verbal status report will be given to the Chief of Police/designee at least every five days.
b. When the investigation is completed, the employee shall be informed by the investigator of his/her recommendation and that the report has been forwarded to the division manager for review. The employee shall also be informed of the investigator's recommendations in writing regarding the disposition of the investigation and any disciplinary action that may result.

B. Written Report

1. Internal Review Investigations should be written in memorandum form and addressed to:

a. Chief of Police for Internal Affairs Investigations
b. The investigator's immediate supervisor for Citizen Complaints
c. PSSD Manager for Administrative Review Investigations

2. The three main headings in an investigation are synopsis, investigation, and conclusion.
   a. Synopsis - this is a brief summary of what is alleged, but is detailed enough to inform the reader of the specific nature of the allegations. It should include the number the allegations if there are more than one. The last line of the synopsis should explain the disposition(s) of the allegations.
   b. Investigation - this is the body of the investigation. It should contain the date the complainant's statement was taken. Any explanation of what the investigator believes happened is contained in this portion of the investigation. Here the author can discuss witness statements or other pertinent information that would not be found in the complainant's or employee's statement. By the end of the investigation section, all facts and evidence should have been presented so that it is clear to the reader what occurred.
   c. Conclusion - the conclusive statement summarizes the complainant's allegations and why they were or were not sustained. This section should be brief; ideally, one sentence for each allegation. If multiple allegations were made, number them in the order that they were numbered in the synopsis. The approved conclusions are:
      (1) Exonerated - when the acts did occur and were consistent with department policies and procedures.
      (2) Unfounded - when it can be demonstrated that the alleged actions did not occur, or did not involve police personnel.
      (3) Unsubstantiated - when the investigation does not present sufficient evidence to clearly prove or disprove the allegations.
      (4) Sustained - when the investigation does disclose sufficient evidence to clearly prove the allegations.
      (5) Failure of Policy/Training – when the investigation determines that the employee complied with policy and training and the complaint is solely against a Department policy or procedure.

3. Officer Involved Shooting (OIS)
   a. OIS are handled as an Internal Affairs (IA) Investigation. The investigator will complete and submit his/her report to the PSSD Manager for review. The PSSD Manager will submit the report with the Chief of Police for review and approval.
      (1) The investigation will generally be completed within 30 days. A verbal status report will be given to the Division Managers and Chief of Police at least every five days.
      (2) In cases where extenuating circumstances exist, the time limit may be extended with approval of the Chief of Police or designee.
   b. The conclusion shall include an overview of the incident and a determination of what factors led up to the use of deadly physical force, if the force response was in compliance with department policy and training, if the force response was lawful, and a final classification as follows:
      (1) Justified Shooting - the use of deadly physical force was within department policy and consistent with training. Legal clarification for the shooting should be outlined in this section (i.e., Self-defense of the officer).
      (2) Unjustified Shooting - the use of deadly physical force was not consistent with department policy, training and/or law. Legal clarification for the force response should be noted.

51.2.12 Signature/Review

1. Internal Affairs and Administrative Review
   a. After the investigation is completed, the investigator will verbally notify the involved employees of the conclusions submitted in the final report and submit the report to the Chief of Police.
   b. The Chief of Police will review the report and case file with the involved employee(s) Division Manager. The Chief of Police will approve the investigations and finds or return it for corrections or further investigation.
   c. Notification of the involved employee of the final report will be handled by the chain of command.
   d. Disposition of profiling complaints will be appropriately distributed by the PSSD Manager or their designee.
2. Citizen Complaints
   a. All management signatures will be required as noted on the Corvallis Police Department Citizen Complaint form. If additional time is necessary to make corrections or clarify specific points, the employee will be notified as soon as possible. This verbal status report will be forthcoming at any stage or level where a delay occurs. The manager at each level will be responsible for the timely review of the report and will ensure that the employee is kept informed of any delays.
   b. The review will occur in the following sequence:
      (1) Lieutenant to Division Manager: seven working days or a status report is required.
      (2) Division Manager to Chief of Police: ten working days or a status report is required.
      (3) Chief of Police will review the complaint investigation and forward it to the Investigator as approved or requiring additional investigations.
   c. The complainant will be kept informed of the status of the complaint investigation by the assigned investigator. The complainant will be informed of the final disposition of the complaint in writing by the Chief of Police or designee. The Investigator upon receiving an approved report will notify the complaint of the findings verbally, record the notification time and date on the Internal Review Intake Form and prepare a draft written response for the Chief's signature to be sent to the complainant.
   d. Notification of the involved employee of the final report will be handled by the chain of command.

52.1.13 Follow up Action

A. No Sustained Finding(s).
Upon approval of the investigation, the report will be returned to the investigating officer. If there are no sustained findings, the report will be provided to the Administrative Specialist for filing and distribution to the involved employee through his/her chain of command. The employee's supervisor may take this opportunity to re-enforce what actions could have prevented or mitigated the situation which generated the internal review. Specific attention should be paid to unsubstantiated findings. .

B. Sustained Finding(s).
Once the investigation is approved, the report will be returned to the investigating officer for recommended corrective action. The investigator will coordinate with the Administrative Specialist and prepare a memorandum containing the relevant historical data to append to the investigation. This will include:

1. Performance Report Analysis – Review the Performance Evaluations in the employee's Personnel File and identify trends in performance that are relevant to the investigation. Look

back a minimum of five years, but the investigator has the latitude to go back further if s/he determines it relative.

2. Code of Ethics/Oath of Office – From the employee's Personnel file, list the initial date the employee read and signed their Code of Ethics and, if appropriate, Oath of Office. Also, list any additional Ethic's or Oath of Office training since the original signing.
3. General Orders – When the employee first received a copy of the General Orders and the last time they accessed the General Orders on-line. This can be obtained from the Training Officer or Professional Standards Lieutenant.
4. Commendations – Review the employee's Personnel File and note commendations, awards, recommendations for awards and other accomplishments of the employee going back five years. For Department awards, list the award in the remarks column.
5. Discipline – Review the employee's Personnel File and note discipline listed in the file. Specifically, noting discipline received for similar violations of policy. Do NOT go beyond what is listed in the personnel file and do not list the type of discipline. The investigator should focus on the reason for the discipline.
6. Training – Review the employee's Training File and document training that the employee attended which is relevant to the investigations findings. This is of specific note when addressing force response related issues.
7. Disciplinary Matrix – This will be provided by the Administrative Specialist. It will list all discipline administered by the department without names. This will be used to help balance consistency and severity of the violation. This tool assists in ensuring consistency department-wide when administering corrective measures.
8. Other – The investigator may add in any additional data for the chain of command to review that is relevant to the findings and doesn't fit in the categories above.

C. Recommendations

b. The respective Division Manager will forward the report for review and recommendations to the involved employee's(s) immediate supervisor. The involved employee's immediate supervisor will review the report and make recommendations for corrective action and will forward the recommendations through the chain of command for additional comments and recommendations.

c. The Division Manager will review the comments and/or recommendations; will add comments and/or recommendations and forward the report to the Chief of Police.

d. The staff review of the completed investigation, signature and recommendation process should be completed within 10 calendar days.

The Chief of Police will make his decision concerning the appropriate corrective action. GO 26.2 will be followed, if any training, counseling or administrative discipline is decided as a result of the investigation.

52.1.14 Disposition

The completed investigation will be provided to the Administrative Specialist who will provide a copy of the completed investigation to the employee's supervisor to review with the employee within ten days. Notification of the final disposition for Profiling Complaints is the responsibility of the PSSD Captain of their designee. .

A. The Division Manager shall ensure that the employee is informed of the disposition after the completion of the investigation and recommended actions. Verbal notification is sufficient with the understanding that documentation will follow within ten days.

B. Documentation

Once the investigative report and recommendations have been approved by the Chief of Police, the review will be processed for closure of the incident. Closure will consist of the following steps:

1. The Administrative Specialist will provide the Division Manager of the involved employee(s) with a copy of the completed investigation.
2. The completed investigation will be filed in a locked and secure filing cabinet by the Administrative Specialist. If the allegation(s) are sustained and discipline is imposed, a copy of the related disciplinary documents will be filed in the involved employee(s) personnel file(s) and the department discipline file.
3. The Division Manager or designee will ensure the complaint form is signed and acknowledged by the employee.
4. Each Internal Review record will be maintained in the Internal Review Investigation file; *see also GO 52.1.15* for retention of internal review records.

C. Citizen/Employee Meeting
1. Whenever a manager deems it appropriate, a citizen/ employee meeting may occur to enhance the employee's understanding and awareness of the citizen's perception and concerns as well as to improve the citizen's understanding and perceptions of the Police Department and the employee's actions.
2. The following guidelines are recommended to ensure a productive meeting for all parties involved:
   a. Citizen/employee meetings are voluntary. The possibility of a meeting should be discussed with the employee. Willingness on the part of all parties is essential for any benefit to occur.
   b. The employee should be advised of the process and what to expect.
   c. The structure and purpose of the meeting should be discussed and a time limit established with the involved parties.
   d. Meetings should be held in a timely manner. A long-delayed meeting may not be productive.
   e. The supervisor and manager will support the employee and maintain control of the meeting.

D. Community Police Review Board
1. **Mission.** *The mission of the Community Police Review Board is to provide the Corvallis community with an objective, unbiased, citizen-based, accessible process for the review of complaints against the Police Department and Police Officers, and to provide the Corvallis community with information regarding the accountability of its Police Department in a way that builds trust and enhances communication between the Police and all members of the community. To this end, the Board advocates fairness, respect for all individuals, accountability of public employees, equal access to this forum, and open communication of concerns to all citizens of goodwill.*
2. Complainants who are dissatisfied with the outcome of the complaint investigation may request a review by the Community Police Review Board.
3. The City of Corvallis Community Police Review Board Bylaws and Rules of Procedure outlines the entire citizen review process.

52.1.15 Internal Review Records (CALEA Std 26.2.2)

A. Completed Internal Review reports will be maintained in a separate and confidential Internal Review Investigation file in a locked file cabinet under the control of the Administrative Services Unit.
B. A master Internal Review record listing Investigation documents by number, name of employee(s), name of complainant, date, nature and disposition of the investigation will be maintained for statistical, training, risk management and research purposes.
C. Sustained allegations and the related documents of discipline will be included in the employee's personnel files and in the Discipline File.

D. Documents of discipline placed in an employee's personnel file(s) may be removed at the employee's written request as stipulated in the City of Corvallis Employee Handbook or collective bargaining agreements as applicable.

E. Retention
Retention schedules vary based on various collective bargaining agreements, the City of Corvallis Employee Handbook and the State Archive Rules: the retention of all internal review records will be in accordance with these various requirements. Discipline relevant historical data and discipline recommendations contained in the discipline file are kept indefinitely. Only disciplinary documents in the personnel file will be used to recommend any progressive discipline.

52.1.16 Annual Summary (CALEA Std 26.2.5)

The Administrative Services Manager will ensure quarterly and annual summary reports of complaints, and internal affairs investigations are prepared and disseminated to the Chief of Police, Police Department employees and the public through the Community Policing Forum.

53.1 INSPECTIONAL SERVICES: LINE INSPECTIONS

53.1.1 Line Inspections (CALEA Std 43.1.4, 53.1.1)

A. All employees and physical resources of the Corvallis Police Department shall be subject to line inspections.

B. Line inspection is the process by which any supervisor can review and observe subordinates' activity to insure the proper compliance with departmental procedures, rules and regulations. These inspections are not limited to persons, but also include all physical resources and facilities used by the Corvallis Police Department. In such inspections, the supervisor will, upon observing substandard conditions, take immediate corrective action. A copy of all completed inspections will be forwarded through the chain of command to the respective Division Manager.

C. Personal appearance

1. The line inspection of personal appearance is the duty of all supervisors, made on a daily basis to insure proper appearance of assigned personnel. If substandard appearance is observed, the supervisor will take whatever corrective action is necessary.
2. In conjunction with the performance evaluation process, CSD Sergeants will complete a uniform inspection of each member of their team utilizing CPD Form 33 and submit the completed inspection form to the CSD Lieutenants for signature.
3. Uniform inspections will include a review of the uniform and personal equipment. Service weapons are inspected by the range master during qualifications. The inspection results will be returned to the Sergeant for filing at the shift level for the annual evaluation.

D. Vehicle inspections

1. The line inspection of vehicles is the duty of team officers and first line supervisors, made on a daily basis to insure proper care of departmental vehicles. Any changes found in the condition of vehicles shall be noted on the officer's daily form and, if necessary, an equipment repair form filled out to have repairs completed.
2. The CSD Sergeants are responsible to verify that each vehicle is inspected regularly for the general condition of the exterior, interior and supplies such as radio equipment, shotgun, light bar, siren, first aid supplies, haz-mat supplies and flares. Any equipment that is no longer in good condition will be repaired or replaced through the Admin Sergeant.

E. Police Facility Inspection

1. All supervisors are responsible for the ongoing condition and cleanliness of the department's facilities and furniture and for reporting any problems to the CSD Manager, with a memorandum or repair form describing the problem and recommending a solution.
2. On a monthly basis the CSD Lieutenants will complete an inspection of the facility utilizing CPD Form 129 Monthly Building and Temporary Detention Facility Inspection Checklist and forward the completed form to the CSD Manager noting any discrepancies or problems. The checklist should note what problems the Lieutenant solved and any needing further attention. The Manager will work with the Facilities Manager as necessary to resolve problems.

F. Special Purpose Line Inspection

1. The Chief of Police may direct special purpose line inspections on an as needed basis.
2. Examples of special purpose inspections include policy and procedure manuals, controlled substance evidence, training manuals and property/evidence room audits.

53.2 INSPECTIONAL SERVICES: STAFF INSPECTIONS

53.2.1 Staff Inspections (CALEA Std 53.2.1)

A. Staff Inspection Procedure

1. Staff inspection involves inquiring into the manner in which personnel and material resources are utilized in achieving the department's goals and insuring adherence to the orders and directives declared by the Chief of Police. The staff inspection function in the police profession is similar to the quality control process of self examination and evaluation. Staff inspections assure the Chief of Police that:
   a. Established policies, procedures and rules are being followed and in the spirit for which they were designed.
   b. Resources at the department's disposal, both personnel and material are being utilized to their fullest extent.
   c. Resources are adequate to carry out the department's goals and objectives.
   d. If deficiencies exist, they are corrected or removed.
2. All staff inspections:
   a. Will be conducted by Department personnel assigned by a Division Manager or the Chief of Police, or from an external professional source.
   b. An assigned inspector(s) will generally not inspect unit(s) within their current Division; rather, inspection teams should inspect unit(s) of another Division.
3. Notification will be made prior to initiating any general inspection.
4. Staff inspections will be conducted with as little disruption of routine as possible.
5. Staff Inspections will utilize the Staff Inspection Template, which outlines all the steps of the inspection process and areas to be inspected: this form will act as a guide for completing the inspection.
6. At the completion of the inspection, the inspector will discuss the result with the Manager of the unit(s) being inspected and note what recommendations will be made to the Chief of Police.

B. Reporting procedure

1. The staff inspector(s) will complete the Staff Inspection Template. Once it has been completed, the final report will be turned in to the Chief of Police for review and approval. The report should strive to discuss strengths and weaknesses identified and make recommendations for improvement of the operation.
2. All reports will be clear and concise. All conclusions shall be supported with adequate documentation. Each section of the Staff Inspection Template should be completed and not left blank – if it does not apply, make a notation.

C. Staff Inspections follow-up

1. Following the staff inspection report to the Chief of Police, the Manager responsible for the unit(s) inspected will be responsible for development of an action plan for the

implementation of the staff inspection report/recommendations. The Manager will document deficiencies that cannot be immediately corrected and those that can be addressed.

2. The Manager will direct a follow-up inspection for the area(s) originally identified needing correction.

D. Frequency of Staff Inspections

1. Staff inspections will be conducted within all organizational components at least once every four years.

54.1 PUBLIC INFORMATION AND COMMUNITY RELATIONS: PUBLIC INFORMATION

54.1.1 Policy

It is the policy of the Corvallis Police Department to closely observe the right of the community to be informed through print and broadcast media of events occurring with the community that are handled by or involve the police department. Consistent with protection of the legal rights of involved individuals and the consideration of the necessity for maintaining the confidentiality of Police Department records and of other primary Police Department responsibilities, the Police Department will disseminate accurate and timely information of occurrences of public interest.

54.1.2 Guidelines for Disseminating Public Information (CALEA Std 54.1.1)

A. In instances where members of the Police Department are either actively involved in or have just concluded a police action, care should be exercised before talking with media representatives. In these instances, members will consult their immediate supervisor, watch commander, or the public information officer prior to releasing information.

B. Members of the Police Department should only release information to the media in conjunction with the following guidelines:

1. Information released in cases regarding arrest of person(s):
   - a. Name(s), age, residence, and employment.
   - b. The charge(s).
   - c. The amount of bail or conditions of release, scheduled court appearance and place of detention.
   - d. General information regarding both the nature of the complaint and the victim.
   - e. The identity of the investigating and arresting agency and the duration of the investigation.
   - f. The circumstances of the arrest, including time, place, resistance, pursuit and weapons used.
   - g. Such information as may be necessary to enlist public assistance in apprehending fugitives from justice.
   - h. Upon request or out of public necessity the arrested person(s) mug shot or photograph if available.
2. Information released in cases regarding juvenile custody:
   - a. Name, age, and address of the juvenile and the name of the juveniles' parent or legal guardian.
   - b. The circumstances giving rise to and grounds for the temporary custody.
3. Information released in cases regarding a deceased person, only after a reasonable attempt has been made to first notify the immediate next of kin and then any relative:
   - a. The deceased's name, age, residence, marital status, employment, and similar biographical information.
   - b. Deceased's location at the time of death.

c. In the case of an accidental death or confirmed suicide, the circumstances of how it occurred after cause of death has been satisfactorily determined by medical examiner or autopsy.

d. In an undetermined cause of death case such as a suspected suicide or homicide, a news release will be prepared following the procedures in this Order.

4. Based on Oregon Bar/Press Guidelines and O.R.S., information shall not be released to the media or general public under the following conditions:

a. When the release of information would jeopardize the successful conclusion of an investigation or trial, it is not appropriate to release or disclose prior to trial:

(1) The contents of any confession or the fact that one was made or not.

(2) Opinions relative to an arrested person's character, guilt, or innocence.

(3) Predictions concerning the outcome of the trial.

(4) Statements concerning the credibility of anticipated testimony or the truthfulness of prospective witnesses.

(5) Description of evidence seized or the results of analysis conducted.

(6) Prior criminal charges or convictions or Computerized Criminal History information, or character/reputation of the defendant.

(7) Photographs of the arrested person or suspect.

(8) Opinions concerning evidence or argument in the case.

(9) Evidentiary details that were excluded in prior judicial proceedings in the same case.

b. The circumstances and names of involved parties in a child or parental abuse case.

c. The names of complainants and patients contained in reports of suspected abuse of patients.

d. Detoxification reports.

e. Information relating to personnel disciplinary action or materials supporting any disciplinary action are conditionally exempt from disclosure and will not be released without authorization of the Chief of Police.

f. Information of a personal nature about employees or volunteers including but not limited to medical or psychological information.

g. Peace Officer Custody (POC)/Mental Commitments.

C. Dissemination of Information by Department Members

1. The existence of the PIO does not preclude other members of the police department from speaking to the media concerning criminal investigations or other events that fall within the scope of their assignment with the express knowledge and consent of their immediate supervisor. Under normal circumstances, the lead investigator or Sergeant will prepare and disseminate news releases concerning major crimes or incidents.

2. Should a serious situation occur such as a hostage or barricaded suspect, criminal homicide, officer-involved shooting, natural disaster or other event that generates a great deal of media interest, the PIO should be called in to manage the media inquiries so that officers and investigators will be free to conduct their investigation. If the PIO is called to a scene of major importance, the on-duty watch commander will be responsible for the release of information to the media until the PIO arrives.

3. For major incidents, written news releases will be utilized whenever possible. Information may also be recorded on a published telephone line that the public can access that will also include the date and time of the next update.

4. Information regarding routine criminal investigations and the arrests of individuals will be released, following departmental guidelines and Oregon Revised Statute, as a matter of public record. All information cleared for public access will be posted on a news board and shall include:

a. Motor Vehicle Crashes
b. Crime Reports
c. Arrest Reports
d. News Releases

5. All inquiries relating to personnel investigations (internal affair matters) shall be referred to the Chief of Police or their designee. Inquiries relating to cases in which the department is a party to a civil suit are to be referred to the PSSD Manager or PIO.

D. Release of Information by Department Members Other than the PIO.
When information is disseminated by any other person but the PIO, the PIO will be notified in writing as soon as practical of the content of the material released, who released the material and when it was released.

E. Multiple Jurisdictions (Responsibilities for Release of Information)
In situations where multiple jurisdictions or agencies are present (Police, Fire, Medical Examiner), supervisory persons representing involved agencies shall be consulted by the PIO as to a plan for coordinating the dissemination of information to the news media. The agency with jurisdiction is responsible for the media plan and approval of media releases.

54.1.3 News Media Relations (CALEA Stds 54.1.1, 54.1.2, 54.1.3)

A. The function of the Public Information Officer includes:
1. Assistance to news personnel covering routine stories and unusual occurrences.
2. Availability at all times on an on-call basis to assist and respond to the media when the need arises.
3. Preparation and distribution of media releases as directed.
4. Arranging for, and assisting at, news conferences.
5. Coordinating and authorizing the release of information about victims, witnesses and suspects.
6. Assisting in crisis situations at the Police Department when appropriate.
7. Coordinating and authorizing the release of information concerning confidential agency investigations and operations.

B. It is the responsibility of all personnel to cooperate with those who gather and report the news. Cooperation does not require disclosure which is not in compliance with this policy.

C. Assignment and Duties
The Chief of Police shall appoint a primary Public Information Officer with the authority to speak publicly on behalf of the Chief of Police.

D. When available, the Public Information Officer will coordinate dissemination of public information to the media concerning disasters, special events, unusual occurrences and significant Police Department operations. When not available, the ranking officer in charge will assume the responsibilities using the Media Release Template.

E. Dissemination of Information to the Media
During major incidents, the Public Information Officer will obtain approval from the Chief of Police or designee on the frequency and content of media releases. The Public Information Officer will have responsibility for managing the release of information to the media. All disseminated information will be made available to all media sources on an equal basis. Methods for disseminating information include:
1. Electronically transmitted to valley area radio, television and newspaper media,
2. During formalized press conferences,
3. Media interviews with the PIO or designee.
4. Police Department or City publications and/or social media.

F. Actions of the Media at Crime Scenes

1. At the direction of the Incident Commander, the Public Information Officer or their designee will coordinate the activities of the media at the scene of a major crime or activity.
2. The scene supervisor has the authority to restrict access of the media when:
   a. The owner of the property requests that media be excluded.
   b. There is a possibility that evidence will be damaged, tampered with or removed from the scene of a crime and the investigation will be hampered.
   c. During a tactical police operation, the media's presence would disrupt operations or place a citizen or police officer in substantial risk of injury or loss of life.
3. The Deputy Medical Examiner can restrict entry to a death scene to preserve evidence in accordance with Oregon Revised Statutes.
4. A member of the news media shall not be prevented from having access to an area solely because of the possibility of injury or death to that person. If that is the only consideration, the member of the news media should be advised of the danger and then allowed to make the decision whether or not to enter the area.

G. Guidelines Recognizing or Revoking Media Credentials
1. The Corvallis Police Department will not issue formal media credentials.
2. Members of the media who interfere or jeopardize public safety or police activities shall be brought to the attention of the Chief of Police.
3. The Chief of Police shall determine what, if any, action shall be taken against the offender to include the notification of their employer.

H. Departmental Policy Changes Concerning the Media
If a Police Department policy or procedure change develops concerning the news media, representatives from the various media will be encouraged to participate in the development of the policy or procedure.
1. The Chief of Police or designee will meet, as needed, with local media representatives to review media policies and procedures.
2. The Department media policy will be reviewed, as needed, by the City Attorney and District Attorney for compliance with state law and Press/Bar Guidelines

54.1.4 Use of Department's Social Media (CALEA Std 54.1.1)

Social media is a valuable tool that can provide a positive interface with the public, serve as a tool for the dissemination of necessary information, or become a vital link to keep the public informed during a critical incident. Corvallis Police Department has an overriding interest and expectation in deciding what is "spoken" on its behalf on social media sites. It is important to ensure social media is used appropriately and stays aligned with the Department's goals and mission. This policy establishes guidelines for the use of the Department's social media (see also *City of Corvallis Administrative Policy #9.03 Social Media*).

A. Authority
Only individuals authorized by the Department may publish content to any of the Department's social media sites or accounts. The addition of new social media accounts or sites requires the approval of the Police Chief or their designee.
1. The Public Information Officer function will be the main point of contact for all social media activities. On a day-to-day basis, it is the responsibility of the Public Information Officer to maintain all departmental social media sites and/or accounts. As needed, all lieutenants have the ability to access and utilize the Department's social media sites and/or accounts.
   a. The Community Livability Sergeant will be provided access to and the ability to use all social media sites and/or accounts for the sole purpose of promoting or sharing information that relates to the Community Livability Unit (CLU).
      1) As needed, the scope and extent of the CLU's social media management may be expanded, with the approval of the Police Chief. This may include

additional CLU personnel or include information related to the entire department, not just CLU.

b. All sergeants will be provided access to the Department's Twitter (or equivalent) account in order to provide current and immediate information to the public in cases where timely dissemination matters. For example, an incident with a road closure(s) could be immediately broadcast to the public. Information disseminated shall not be of a sensitive nature that could potentially jeopardize an investigation or the safety of involved officers.

2. Individuals given access to any of the Department's social media accounts must first receive training related to social media and/or the PIO function. Training must be approved by the Professional Standards Lieutenant and consist of either Department-provided training or outside vendor training, or any combination of these.

B. Limitations

Personnel representing the Corvallis Police Department through social media outlets or participating in social media features on agency websites must maintain a high level of ethical conduct and professional decorum. Failure to do so is grounds to revoke the privilege to participate in agency social media sites, blogs, or other social media features. Personnel may not publish information on Corvallis Police Department social media sites or accounts that includes:

- Confidential information
- Copyright violations
- Profanity, racist, sexist, or derogatory content or comments
- Campaign, political or religious beliefs
- Commercial endorsements or SPAM

C. Refer to GO 54.3 Social Media/Social Networking by Department Staff for guidance related to the personal use of social media/social networking by Department personnel.

54.1.5 PIO Training (CALEA Std 54.1.4)

Personnel assigned to the PIO function shall receive the appropriate training necessary to perform the duties of the assignment. Training may occur through mentoring or on-the-job training in addition to approved classroom training.

54.2 PUBLIC INFORMATION AND COMMUNITY RELATIONS: COMMUNITY RELATIONS

54.2.1 Function (CALEA Std 45.2.1)

Corvallis Police Department recognizes the importance of building relationships with community partners to create solutions, keep the lines of communication open, and increase trust in police. Community relations is a function that is shared by all members of the Corvallis Police Department. Every member of the Police Department is therefore responsible for promoting excellent community relations to meet the goals of the City, the Police Department and the needs of the community.

A. The PSSD Manager is generally responsible for planning and coordinating all community relations programs and reports directly to the Chief of Police.
   1. Most requests for programs or speakers come directly to the work group responsible for coordinating those efforts, such as Auxiliary or CLU.
   2. All officers are encouraged to be involved in community relations activities and can expect that they will be requested to make presentations to community groups. Officers desiring to give a presentation will advise their supervisors via the chain of command of the presentation and receive approval prior to the date of the presentation.

B. While effective community relations are the responsibility of all members of the Police Department, the objectives of effective community relations are to establish direct contact with the community to gain support and understanding of police activities.
   1. Department personnel work closely with community organizations to establish effective partnerships that promote a greater understanding of police activities including, but not limited to:
      a. Community Livability Unit members work to build/maintain relationships with community groups, businesses and Oregon State University students and staff to formulate solutions for identified issues and concerns, and to promote strategies that mitigate chronic unlawful behavior.
      b. Liaisons have been established with organizations such as the Corvallis Area Chamber of Commerce, the Downtown Corvallis Association, OSU Student and Faculty Councils, Benton County United Way, Neighborhood Associations, American Association of Retired Persons, 509J School District, Corvallis City Council, Corvallis Budget Commission, and the faith-based community.
      c. The Police Department also participates in numerous Commissions and Boards, including but not limited to, the Bicycle and Pedestrian Commission, the Community Policing Forum, and the Willamette Criminal Justice Council (WCJC).
      d. The Auxiliary program, under the direction of the PSSD Manager, has primary responsibility to seek and receive input from community groups such as Neighborhood Watch, Park Watch, Business Watch, Neighborhood Associations, and other related groups to ensure the appropriate response to community concerns and suggestions.

e. Information, such as neighborhood concerns and traffic issues, from community organizations is shared in daily briefings, weekly staff meetings, monthly manager/supervisor meetings and periodic inter- departmental meetings including the Traffic Management Meeting with City Engineering, Public Works and Community Development staff.

f. The Community Policing Forum receives, reviews, analyzes, and makes recommendations based on input from citizens concerning police practices and services, including training needs. The results of citizen complaint investigations and the citizens' attitude survey are also used to review, analyze, and make necessary adjustments to Police Department practices, policies and training.

54.2.2 Community Relations Reports (CALEA Std 45.2.1)

A. In the quarterly report to the Chief, Division Managers will include the following:

1. Current community concerns;
2. Potential problems that have a bearing on law enforcement activities within the community;
3. Recommended actions that address identified concerns and problems; and
4. Progress made toward addressing previously identified concerns and problem.

54.2.3 Citizen Survey (CALEA Std 45.2.2)

The Accreditation Manager will be responsible for ensuring a survey is conducted that meets the current accreditation standards for this requirement. Typically, this occurs through coordination with the City Manager's Office, which regularly conducts a community survey. Through whatever means, the Accreditation Manager will oversee and coordinate this process, as needed. The survey results will be provided to the Chief of Police. This survey will include at a minimum:

A Overall agency performance.

B. Overall competency of agency employees;

C. Community members' perception of officers' attitudes and behavior;

D. Concern for safety and security within our community.

E. Suggestions and recommendations for improving service to the community.

54.2.4 Citizen Ride-Along Program

B. Procedures:

1. Ride-Along requests or inquiries will be referred to the Records Unit for scheduling. Records personnel will use and maintain an electronic calendar to schedule riders, which is available for viewing by all Department personnel.
2. The following guidelines apply to the request and approval process:
   a. Ride-along applications (CPD Form 38) are available at the LEC or can be downloaded from our web page.
   b. Completed Ride-along forms are submitted to Records for records checks and tentative scheduling. The request form and records information are then forwarded to the respective shift supervisory personnel for review and scheduling confirmation. Respective shift supervisory personnel will contact the respective rider and either confirm the date and time of the ride-along or coordinate a different date and time for the ride-along as needed.
   c. The form must be submitted at least ten (10) days in advance of the intended ride-along date or it may be immediately denied. All riders, including family members and friends of Department staff, must complete a ride-along form for every ride-along. Corvallis Police Department Cadets, Auxiliary personnel, and Corvallis Police Department staff members are not considered "Riders" for the provisions of this general order. Exceptions to the ten (10) day in-advance submission requirement

may be granted for family members, friends, and job applicants at the discretion of supervisory personnel.

d. Records personnel shall conduct a records checks (RMS, DMV, CCH, and CopLink) on all ride-along applicants. Employees inviting family members to ride-a-long who are known not to have a criminal record are not required to complete a records check. A record of criminal history or association for any person may, at the discretion of the Department, be grounds to deny a ride-along request. Additionally, a demonstrated lack of respect for the law, as exemplified by but not limited to numerous traffic citations, more than one Minor in Possession of Alcohol, involvement other than as a witness or victim in criminal incidents, demonstrated association with known criminals, and/or any combination of the above are grounds for disapproval. The timeframe between the violations/involvements and the request will be taken into consideration by the respective shift supervisory personnel.

e. Unless otherwise approved by a Division Manager or above, all applicants must be at least 14 years of age and be able to communicate verbally with the officer assigned.

f. Persons between the age of 14 and 18 must have parental approval, and the Ride-along Agreement Form must be signed by the parent or guardian.

g. Riders are assigned to officers based on the needs of the officer and the Department. Requests to ride with specific officers may or may not be approved at the discretion of supervisory personnel.

h. The time and date of the assigned ride-along will conform, as much as possible to the convenience of the requesting person and the Department. The needs of the Department will prevail in cases of unavoidable conflict. Scheduling riders during major community events and holidays will generally be denied, but exceptions may be granted at the discretion of supervisory personnel.

i. Riders may be scheduled at any time during the day or night on any shift, but will normally be limited to a three (3) hour ride. Specific time periods and duration when riders are permitted to ride are noted on CPD Form 38. Extensions to the duration of rides may be granted at the discretion of supervisory personnel; exceptions will not interfere with other scheduled riders and will comply with all other provisions of this general order. Unavoidable extensions to a ride-along will not adversely impact a following rider on the same shift; officers will make every effort to safely conclude an unavoidably extended ride-along as soon as possible.

j. Riders will be limited to one ride-along per calendar year, excluding Department family members and friends. Current applicants for sworn staff positions may be approved for up to three ride-alongs per calendar year. Exceptions may be granted at the discretion of supervisory personnel.

k. Only one (1) rider will normally be allowed to ride on any given shift for any one time period, unless unavoidable extensions occur. Exceptions may be granted at the discretion of supervisory personnel.

l. Riders will not normally attend briefing. Exceptions may be granted at the discretion of supervisory personnel.

m. CPD Cops-and-Robbers program participants will take precedence over any other riders during an active Cops-and-Robbers program period. Cops-and-Robbers program riders will not “bump” riders scheduled prior to establishing this block of time. The respective shift supervisors are responsible for blocking this period of time out for Cops-and-Robbers participants following notification by PSSD or CSD Managers.

n. In-progress ride-alongs may be stopped at the discretion of the officer after notifying on-duty supervisory personnel.

3. Documents of the Ride-along Program will be maintained as follows:
   a. Pending Ride-along Agreement Forms will be maintained in the Community Services Division Shift notebook by shift supervisors. Supervisors will check pending ride-along requests at the beginning of each shift and make assignments as necessary.
   b. Agreement forms for completed ride-alongs will be returned to the Records Unit for filing at the end of the respective shift.
   c. Agreement forms for disapproved ride-alongs will have the reason for disapproval noted along with the badge number of the supervisor who disapproved the request. The form will be maintained in a file in the Records Unit.

54.2.5 Community Input in Police Departmental Policies (CALEA Std 45.2.1)

Police Departmental policies and procedures that reflect the needs of the community should be formulated with community input. This input can be in the form of suggestions or opinions obtained from the general community in a variety of methods including:

A. The Citizen Survey conducted by the City Manager's Office.
B. Feedback from Neighborhood Watch and Council Ward meetings.
C. Direct and indirect feedback from citizen complaints, community meetings and other community contacts.
D. Community Policing Forum

54.3 SOCIAL MEDIA/SOCIAL NETWORKING BY DEPARTMENT PERSONNEL

54.3.1 Purpose

A. The purpose of this policy is to give employees guidance regarding appropriate content for **personal** website, social media or networking websites, web pages and other electronically transmitted or hard copied material with respect to the use of the Corvallis Police Department images, material, logos, or any reference to official Department activities, training or investigations. All members of the Corvallis Police Department are reminded that professionalism, ethics, and integrity are of paramount importance in the law enforcement community. The integrity of the Corvallis Police Department and its employees must be above reproach. Therefore, all employees must avoid any conduct which would compromise our integrity and thus, undercut the public confidence in the Department or this profession.

B. For the purpose of this policy Social Media is any or all current or future online sources that allow people to communicate, share information, share photos, share videos, share audio and exchange text and other multimedia files with others via some form of online or cellular network platform.

54.3.2 Policy

By virtue of your chosen profession you are held to a higher standard than members of the general public and your online activities should reflect such professional expectations and standards. Employees are prohibited from posting content of any type that would compromise the integrity of the employee and the Department or reference any past or present investigation. Questions concerning the appropriateness of on-line postings should be addressed with your Division Manager.

54.3.3 Rules and Regulations

In accordance with City of Corvallis Administrative Policy 9.01, Acceptable Use of Information Systems , Department members are prohibited from using department computers or cell phones /devices for any unauthorized purpose, including participation in their personal social media or social networking. All authorized department social media/social networking will be done with a department account by investigators, Public Information Officers (PIO) or others authorized to establish a department account for official business.

55.1 VICTIM/WITNESS ASSISTANCE: ORGANIZATION AND ADMINISTRATION

55.1.1 Summary of the Rights for Victims and Witnesses (CALEA Std 55.1.1)

A. Crime Victims' Bill of Rights:
"We, the people of the State of Oregon, declare that victims of crime are entitled to fair and impartial treatment in our criminal justice system. The purpose of chapter 2, Oregon Laws 1987, is to declare to our legislature and our courts that victims' rights shall be protected at each stage of the criminal justice system. We reject the notion that a criminal defendant's rights must be superior to all others. By chapter 2, Oregon Laws 1987, we seek to secure balanced justice by eliminating unbalanced rules." (ORS 147.410)

B. The crime victim's compensation program (ORS 147.005 through 147.415) was enacted to lessen the financial burden on citizens who become victims of crimes through no fault of their own. Medical, hospital, funeral expenses, loss of earning, and support for dependents may be compensable under this program. Program benefits are defined in ORS 147.035. Criteria for eligibility are listed under ORS 147.015 and on citizen information cards or brochures provided by members of the Corvallis Police Department for issuance to victims.

C. The Corvallis Police Department recognizes the need for victim/witness assistance. It is the position of the Department that victims and witnesses will be treated with fairness, compassion and dignity. The Corvallis Police Department is committed to the development, implementation and continuation of appropriate victim/witness assistance programs and activities.

D. If one is a victim of domestic violence, elder abuse or abuse of persons with disabilities, law requires (ORS133.055) each victim be provided a copy of the "Legal Rights and Remedies" which states:

"Whenever any peace officer has reason to believe that a family or household member, as defined in ORS 107.705, has been abused as defined in ORS 107.705 or that an elderly person or a person with disabilities has been abused as defined in ORS 124.005, that officer shall use all reasonable means to prevent further abuse, including advising each person of the availability of a shelter or other services in the community and giving each person immediate notice of the legal rights and remedies available. The notice shall consist of handing each person a copy of the following statement:

IF YOU ARE THE VICTIM OF DOMESTIC VIOLENCE OR ABUSE, you can ask the district attorney to file a criminal complaint. You also have the right to go to the circuit court and file a petition requesting any of the following orders for relief: (a) An order restraining your attacker from abusing you; (b) an order directing your attacker to leave your household; (c) an order preventing your attacker from entering your residence, school, business or place of employment; (d) an order awarding you or the other parent custody of or parenting time with a minor child or children; (e) an order restraining your attacker from molesting or interfering with minor children in your custody; (f) an order awarding you other relief the court considers necessary to provide for your or your children's safety, including emergency monetary assistance. Such orders are enforceable in every state.

You may also request an order awarding support for minor children in your care or for your support if the other party has a legal obligation to support you or your children.

You also have the right to sue for losses suffered as a result of the abuse, including medical and moving expenses, loss of earnings or support, and other out-of-pocket expenses for injuries sustained and damage to your property. This can be done without an attorney in small claims court if the total amount claimed is under $3,500.

Similar relief may also be available in tribal courts.

For further information you may contact: _____."

E. In keeping with this policy, victims/witnesses can expect to:
   1. Receive a timely, courteous response to their calls for service.
   2. Be notified of the status of their case.
   3. Be notified of an arrest or charges being filed concerning their case.
   4. Be notified when their case is cleared.
   5. Be notified when property is recovered and/or return of property when appropriate.
   6. Be notified of services available to victims of particular crimes.
   7. Receive assistance with liaison between the prosecutor's office and the court system.
   8. Receive a prompt, courteous response to their questions and concerns surrounding their case.
   9. Receive assistance in locating appropriate and needed assistance from community resources such as social service agencies, counselors, churches, volunteer resources, etc.

55.1.2 Identification of Person Responsible for Administration

The PSSD Manager shall be responsible for the administration and coordination of victim/witness assistance.

55.1.3 Analysis of Service Area (CALEA Std 55.1.2)

The PSSD Manager will work with the Benton County District Attorney's Victim/Witness staff to coordinate the analysis described in this section. An analysis will be completed at least every three years to ensure that the information is current. If available, an analysis from another source may be used, if it meets the requirements of this order. The analysis will capture the following information:

A. The extent and major types of victimization within the jurisdiction of the City of Corvallis.
B. A list of the types of assistance necessary to meet the needs of victims and witnesses. This list should include the needs of victims and witnesses in general as well as the special needs of those victimized by specific crimes including domestic violence, abuse, neglect, sexual crime, and intoxicated drivers. The needs of those losing a close friend or loved one to homicide or suicide will also be taken into consideration.
C. A current list of resources available to assist victims and witnesses.
D. Identification of those needs appropriate for the Corvallis Police Department to meet.
E. Identification of those needs appropriate for referral to, or being provided by other agencies.
F. What needs remain unfulfilled?

The results of this analysis will provide information and guidance as to those services the Corvallis Police Department can provide to victims and witnesses.

55.1.4 Goals and Objectives

It is the goal of the Corvallis Police Department to ensure victims/witnesses in general (including homicide or suicide survivors) and special victims, such as those victimized by domestic violence, abuse and neglect (especially children and the elderly), sexual crimes, and drunken drivers receive assistance and related community services. Such services are provided by the Benton County District Attorney's Office Victim's Services Division and by other community support organizations.

55.1.5 Policies and Procedures (CALEA Std 55.1.3)

A. The Department will strive to implement and deliver victim/witness services which do not duplicate the services provided by other agencies in the jurisdiction.

B. The Benton County District Attorney's Victim Services Division is the primary source of victim services in Benton County. Services provided include prosecution support, crime victim support, assistance in state restitution application, case management, and crisis response. All cases sent to the office of the District Attorney for prosecution are routinely referred to the Victim Services Division. The Benton County District Attorney's Office Victim Services Division ensures the confidentiality of these victim and witness records and files. This Division has primary responsibility for educating the public and the media.

C. Victim services organizations in Benton County are listed in General Order 55.2.3 (B). All first responders shall keep a supply of the cards and brochures listing the services of these agencies. First responders shall provide this referral information to victims as required in ORS 147.005 through ORS 147.415. A supply of these brochures will also be made available in the lobby display.

D. The Department provides referral services to individuals in need of such information. The website 211.org provides resources for the tri-county area. This directory is a listing of community services and support groups. It is designed to be used by human service workers, community organizations, professionals and individuals who need information about community resources offered throughout Benton and Linn counties.

55.1.6 Liaison (CALEA Std 55.1.3)

The PSSD Manager or designee is responsible for maintaining liaison with local, county, state and non-governmental agencies offering victim/witness assistance. The purpose of the liaison with the outside agencies is twofold:

A. To ensure that agency referrals of victims/witnesses to outside sources are based on accurate and up-to-date knowledge of the services offered by those organizations.

B. To maintain an ongoing channel of communication by which to offer and receive suggestions about how agency and outside sources can more effectively work together to better serve the victim/witness.

55.1.7 Training

The Corvallis Police Department provides training for all Department personnel regarding the rights and need of victims/witnesses and the role of the Department in handling matters involving victims and/or witnesses. The Department includes this training as part of employee orientation for all newly hired employees (sworn and non-sworn) who serve as first-responders. This includes patrol officers, investigators, and dispatchers. The Department provides additional training in this area for sworn first-line patrol personnel during the Field Training Program.

55.2 VICTIM/WITNESS ASSISTANCE: OPERATIONS

55.2.1 Victim/Witness Information (CALEA Stds 55.2.1, 81.2.6)

Victim/witness referral information will be made available to the public 24 hours a day. The information will be available on the published (541) 766-6911 police non-emergency phone line. This number will put the victim/witness in contact with the Corvallis Regional 911 Communications Center, a 24 hour service. 911 dispatchers are trained regarding the rights and needs of victims/witnesses and the role of the Department in handling matters involving victims and/or witnesses.

55.2.2 Victim/Witness Protection (CALEA Std 55.2.2)

A. Assistance will be provided to those who have been threatened or who express specific, credible reasons for fearing intimidation or further victimization. Assistance would be provided through referring individuals to the appropriate resource (*see also GO 41.5.6 Referral*).

B. If the Department becomes aware of danger to a victim or witness, prompt action shall be taken to notify the victim/witness of the situation. If the victim/witness is in another jurisdiction, the appropriate law enforcement agency shall be contacted and informed of the situation.

55.2.3 Services Provided at Preliminary Investigation (CALEA Stds 55.1.1, 55.2.3)

A. In addition to the normal investigative routines involved in preliminary investigations, victims and witnesses will be given the following additional information:

1. Victim/witness services available as defined in section 55.1.3.C.
2. Procedures to follow if the suspect or the suspect's associates threaten or intimidate the victim/witness.
3. The case number assigned to the incident and an overview of subsequent steps to be taken to resolve the incident.
4. The telephone number of the Investigations Unit so that additional information may be obtained about the status of the case.

This information may be on the back of a card given to the victim/witness at preliminary investigations, see sections 41.2.1 and 42.2.2.

B. Below are a list of services which officers can provide to the victim(s) and/or witness(es) as potential resources:

- Center Against Rape and Domestic Violence (CARDV)
  Crisis Line: (541) 754-0110
  Business Line: (541) 758-0219 or 800-927-0197
- Benton County District Attorney's Office
  Victim Assistance Program
  (541) 766-6815
- Mothers Against Drunk Driving (MADD)
  www.madd.org
- Community Outreach, Inc.

(541) 758-3000

- Senior and Disability Services
  (541) 967-8630

55.2.4 Information Provided During Follow-up Investigation (CALEA Std 55.2.4)

A. The Police Department does not have a victim/witness advocate, but the assigned police investigator will work with other service providers such as those listed above, to provide the victim/witness with advocate services during the follow-up investigation process. The assigned investigator will periodically contact the witness/victim to determine whether their needs are being met. Information may be provided to the victim/witness about the status of the case, procedures involved in the prosecution, and other pertinent information provided it does not hinder the investigation or prosecution.

B. When feasible, scheduling line-ups, interviews and other required appearances of victims/witnesses should be done at their convenience. If necessary and available, transportation of witnesses/victims may be provided by the Department.

C. Impounded or recovered property of victims and witnesses should be returned as soon as possible. An exception is made for disputed property, or weapons used in the course of a crime. The laws and rules of evidence must be followed.

D. Copies of incident and supplemental reports will be forwarded to the appropriate prosecuting body, if required.

55.2.5 Victim/Witness Notification (CALEA Std 55.2.5)

Victim(s)/witness(es) will be notified of arrestee's charges, custody status, and changes thereto as soon as possible.

55.2.6 Officer's Family Notification (CALEA Std 22.1.5)

In the event a Police Department member dies or is seriously injured, the watch commander or designee will contact the Division Commander and Chief of Police to make notification to the family. The family shall be assisted at the hospital and supported at the funeral. The family shall be provided with information regarding legal matters, counseling and the criminal process if it applies. The Police Department will maintain contact with the family and keep informed of the family's needs.

61.1 TRAFFIC ADMINISTRATION: ORGANIZATION

61.1.1 Traffic Component (CALEA Std 61.1.1)

The Patrol Section of CSD shall have the primary responsibility for coordination and delivery of the department's traffic enforcement efforts and services.

61.1.2 Traffic Functions (CALEA Std 61.1.1)

A. The Patrol Section shall have primary responsibility for traffic functions to include:
   1. Enforcement of all traffic laws.
   2. Investigation of all crashes including fatal and serious injury crashes, crashes involving departmental vehicles, hit-and-run crashes and crash investigation follow-up.
   3. Compilation and review of traffic collision/crash reports and traffic enforcement activities data.
   4. Selective Enforcement
      a. Operation of speed measuring devices, video cameras and any other equipment used in the detection and recording of traffic law violations
      b. Parking control
      c. Traffic complaints
      d. Directing traffic at special events

61.1.3 Shared Responsibility

Because of the close relationship between traffic enforcement and other law enforcement activities, the responsibility for enforcing traffic laws is shared by all uniformed patrol officers of the Corvallis Police Department.

61.2 TRAFFIC ADMINISTRATION: RECORDS

61.2.1 Traffic Records (CALEA Stds 61.3.1, 82.3.3)

A. The Corvallis Police Department traffic records are maintained by the Records Unit in compliance with the guidelines established for all other Police Department records. Traffic records not specifically filed in the Records Unit are maintained by the section generating the record.
   1. All approved traffic crash reports will be forwarded to the Records Unit for processing and distribution, as necessary.
   2. All major (i.e., an arrest or fatality) traffic offense case reports shall be forwarded to the prosecuting District Attorney's Office. Citations shall be forwarded with the completed report.
   3. Copies of all traffic crash reports will be forwarded to the Traffic Engineer.
   4. Retention of all traffic records shall comply with the retention requirements outlined within *GO 81.2 Records: Administration*.

B. The traffic records system is comprised of the following records or data:
   1. Traffic crash data (reports/investigations) and traffic enforcement data (citations/arrests), which are filed in the Records Unit.
   2. Roadway hazard reports that are reported by officers directly to the 9-1-1 Dispatch center who, in turn, notify the appropriate resource needed to address or correct the hazard.
   3. Traffic volume data and distribution reports are compiled and maintained by the Traffic Engineer and will be provided to the Police Department on a request basis.
      a. The Traffic Engineer will also analyze crash data and traffic volume data and provide feedback to the Police Department for enforcement action, if needed.
   4. Traffic enforcement activities performed by uniformed officers are recorded on their daily activity logs and then compiled into a monthly report along with other enforcement activities.

61.2.2 Computerized System (CALEA Stds 61.1.1, 82.3.3)

A. Traffic records (citations, arrests and crash reports) are entered into the RMS computer system.

B. Citation data is available on demand from the RMS system. The system can be queried to show patterns of offenses and locations within the City and Benton County.

C. Traffic data from RMS will be utilized to facilitate the quarterly review of both traffic crash data and traffic enforcement data (*see also GO 61.3 Traffic Administration: Selective Enforcement*).

61.2.3 Traffic Report Processing

Officers must be cognizant of the timeliness required for completing/turning in traffic reports and citations. It is important that traffic reports be completed in a prompt manner so they are processed and available, as soon as feasible, for the involved parties. *See also GO 82.1 Records: Administration* for the associated policies detailing the submittal, processing, and review of all reports.

A. Records personnel shall review traffic reports, enter all necessary information into RMS, and forward copies of reports to the appropriate agencies or City departments.

61.3 TRAFFIC ADMINISTRATION: SELECTIVE ENFORCEMENT

61.3.1 Selective Traffic Enforcement (CALEA Stds 61.1.1, 61.3.1)

Crashes, safety violations and citizen concerns drive the police department's deployment efforts. Traffic safety is a neighborhood livability issue in the Corvallis community and often times safety hazards and concerns are brought to the attention of the department by citizens. Crash and citation report data from the RMS system is also a source of information that is used to identify problem areas that must be addressed. Selective traffic enforcement is an activity of the CSD, Patrol Section. Selective traffic enforcement functions include the following procedures:

A. Review of traffic crashes, including factors such as location, month, day, and time, will be done by the CSD Manager or designee in conjunction with the annual review (*see GO 61.3.4*).

B. On a quarterly basis the CSD Manager or designee will review a compilation of both traffic crash data and traffic enforcement data. By comparing the crash data to the enforcement data this ensures ongoing selective enforcement activities remain focused where additional attention is needed to potentially impact and reduce crash statistics at these locations. This comparison will help to determine if adequate enforcement is being applied.

   1. A memo outlining the results of this quarterly review will be provided to the Chief of Police.

C. Selective enforcement will be applied to those areas where review of traffic crashes and violations indicates further attention is needed. Patterns of causes and/or sudden increases in the number and severity of crashes or violations are reasons for extra enforcement activity at a given location. When the Traffic Engineer or the Police Department becomes aware of a particular problem that may or may not be reflected in crash report data, communication between the departments will occur as necessary and steps will be taken to correct the problem.

D. In addition to the utilization of officer-operated RADAR and LIDAR for speed enforcement, radar speed signs, the radar trailer, and a variety of educational programs may be used to reduce traffic violations and increase traffic safety. Officers patrolling on foot and on bicycles may also be used as an educational resource and to enforce traffic laws.

E. Safety hazards and concerns brought to the department by the community will be placed on a Directed Patrol list and disseminated to officers for selective enforcement activities. To ensure resources are being utilized efficiently all community generated traffic complaints will be assessed for sufficient information prior to being placed on a Directed Patrol list.

61.3.2 Assigning Selective Enforcement Activity (CALEA Std 61.1.1)

Selective enforcement activities will be based upon analyses of the traffic crash data compiled from traffic crash reports to provide effective countermeasures against factors contributing to crashes.

61.3.3 Activities Related to Traffic Engineering (CALEA Std 61.3.1)

Any recommendations, suggestions, or solutions relating to traffic conditions that arise from the selective traffic law enforcement program annual review will be transmitted to the appropriate traffic engineer for consideration.

A. If necessary, the CSD Manager or designee will be responsible for working with the appropriate traffic engineer or other applicable resource in regards to a specific identified issue(s). The CSD Manager or designee will determine if further evaluation is necessary and what the proper action, if any, should be to resolve the identified issue(s).

61.3.4 Program Evaluation (CALEA Std 61.1.1)

The CSD Manager or designee will annually evaluate the selective traffic law enforcement program. This review will attempt to ascertain whether selective enforcement efforts have met their objectives and to establish new objectives for the following year. This annual evaluation will provide an overview of all enforcement efforts, such as directed patrols, use of the speed watch trailer or other radar signs, any traffic-related TAPs, neighborhood traffic complaints, etc. A report will be submitted to the Chief of Police through the CSD Manager summarizing the evaluation.

61.4 TRAFFIC ADMINISTRATION: DEPLOYMENT

61.4.1 Personnel Deployment (CALEA Std 61.1.1)

Based on the information obtained from the analysis of traffic crash reports and citizen requests for service, selective enforcement personnel shall be deployed to the locations suffering the highest number of crashes and citizen complaints. These personnel shall take steps to reduce the safety hazard and traffic violations at these locations that may include working with City Engineering to correct or post signage, educational efforts, and/or enforcement action. The number of personnel deployed, locations assigned and the time of the assignments shall also be based on information from the crash reports.

61.4.2 Deployment Based on Past Three-Year period (CALEA Std 61.1.1)

Deployment of patrol personnel for selective traffic law enforcement shall be based on analysis of traffic crashes, traffic-related calls for service, and citizen requests covering the most recent three-year period. This information will be obtained from the last three annual traffic crash report summaries and citizen requests. These summaries will be updated once each year in order to follow any new trends. These summaries shall be examined to provide data that includes all seasons of the year and allows for variation that occur as the result of weather, population shifts and monthly or seasonal increases or reductions in the traffic volume.

62.1 TRAFFIC LAW ENFORCEMENT

62.1.1 Enforcement Action (CALEA Std 61.1.2)

The goal of traffic enforcement is to achieve voluntary compliance with traffic laws, which should reduce the number of traffic crashes and increase community safety. While on patrol, officers are expected to take reasonable steps to address traffic violations that come to their attention or are assigned to the officer. Enforcement actions will be accomplished in a fair, impartial and courteous manner using one of the following three methods:

A. Verbal Warning
A verbal warning is a proper action in response to some violations. Officers may use verbal warnings at their discretion when traffic crash potential is minimal.

B. Citation
A traffic citation is typically the appropriate enforcement action when an officer determines a traffic violation has occurred, to include all moving, parking, safety, and/or equipment offenses.

C. Arrest
Officers may affect the arrest of any person in violation of a traffic crime as allowed by Oregon Revised Statute. All decisions relating to physical custody must be based on sound legal principles and consistent with G.O. 1.2.3, Alternatives to Arrest and/or Pre-arraignment Confinement.

Also, officers shall ensure they drive all patrol vehicles in a safe, responsible, and courteous manner, and in accordance with applicable traffic laws. This could potentially influence other drivers by providing not only a visual police presence, but as an example of a higher driving standard.

62.1.2 Special Processing Requirements (CALEA Stds 1.1.4, 61.1.3)

A. Non-Resident Traffic Violators
Non-resident traffic violators shall be handled in the same manner as a resident violator.

B. Juveniles
1. Juveniles who have committed a traffic violation may be issued a traffic citation as allowed by Oregon law.
2. When an officer develops probable cause that a juvenile has committed any of the following traffic crimes and the officer is going to charge the juvenile, the juvenile should be taken into custody until the juvenile can be released to a parent or guardian:
   a. Driving Under the Influence of Intoxicants,
   b. Failure to Perform the Duties of a Driver,
   c. Manslaughter or assault committed with a motor vehicle,
   d. Felony/misdemeanor suspended or revoked,
   e. Attempting to Elude a Police Officer or
   f. Reckless Driving.
3. In all cases where a juvenile is taken into custody, the officer is responsible for notifying the juvenile's parent or guardian as soon as possible.

C. Foreign Diplomats/Consular Officials **(CALEA Std 1.1.4)**

1. Diplomatic and consular officers shall be accorded their respective privileges, rights, and immunities as directed by International and Federal statute. These officials shall be treated with the courtesy and respect that befit their distinguished positions. At the same time, it is the duty of all persons enjoying such privileges and immunities to respect local laws and regulations.
2. Diplomatic immunity, a principle of international law, is broadly defined as the freedom from local jurisdiction accorded to duly accredited diplomatic officers, their families, official staff, and servants, who are not nationals of nor permanently reside in the receiving state. They are protected by unlimited immunity from arrest, detention, or prosecution with respect to any civil or criminal offense under current U.S. Law (22 U.S.C. 252).
3. Ambassadors and ministers are the highest ranking diplomatic representatives of a foreign government. Other diplomatic titles are Minister Counselor, Counselor, First Secretary, Second Secretary, Third Secretary, and Attaché. Diplomatic officers, their families, official staff and servants are protected by unlimited immunity from arrest, detention or prosecution with respect to any civil or criminal offense.
4. Career counselor officials can be identified by credentials issued by the State Department. The State Department credential bears its seal, the name of the officer, his title, and the signatures of the State Department officials. Honorary consular officials do not receive identification cards from the State Department, but may exhibit reduced size copies of the diplomatic note evidencing recognition by the United States Government. These individuals are not immune from arrest or detention. Family members of a Consular Officer cannot claim immunity.

D. United States Congressman/State Legislators

Members of the United States Congress shall, in all cases except treason, felony and breach of the peace, be immune from arrest during their attendance at the session of their respective Houses, and in going to and returning from the same; and for any speech or debate in either House. They shall not be questioned in any other place.

E. Military Personnel

Military personnel and their spouses are granted driving privileges as outlined in ORS 807.020.

62.1.3 Service of a Traffic Citation **(CALEA Std 61.1.4)**

A. At the time a person is charged with a traffic violation, the officer will provide them with a copy of the citation. The citation will be legible and filled out completely.

B. The officer will explain the citation and the appropriate court appearance date to the person in a courteous manner.

C. When a citizen reports a traffic violation and wishes to sign a citation against the violator, the officer should investigate and determine if the reported actions would constitute an offense. The officer will complete a report and, if the reported actions would constitute an offense, the officer will submit a citation completed except for the signature box and court appearance date. The citation shall be submitted with the report to the City Attorney for review and consideration of endorsement.

62.1.4 Uniform Traffic Enforcement **(CALEA Stds 1.2.3, 61.1.5)**

All officers of the Corvallis Police Department are responsible for maintaining a working knowledge of traffic offenses. Consistency, fairness, and voluntary compliance with traffic laws and regulations, are critical elements of the traffic enforcement practices for Corvallis Police Department. This policy is meant as general guidance for officers when enforcing traffic violations and it is still expected they will apply discretionary authority, as it is not possible to foresee every conceivable situation an Officer may encounter.

A. Driving Under the Influence of Intoxicants

Individuals operating a vehicle while under the influence of intoxicants present a serious threat to the safety of others. It is a policy of the Corvallis Police Department to actively and strictly enforce the

law(s) that prohibit this conduct. In general, based upon probable cause, violators will be arrested for this crime.

B. Speeding Violations

Excessive speed in the operation of motor vehicles presents a real danger to the safety of others and is frequently the cause of motor vehicle crashes. It is a policy of the Corvallis Police Department to strictly enforce the laws prohibiting this conduct.

C. Other Hazardous Violations

1. A number of violations of the Oregon Revised Statutes applicable to the operation of vehicles can be considered hazardous. Some violations considered hazardous include, but not limited to:
   a. Disregarding a traffic control device/signal,
   b. Failure to yield to a vehicle and/or pedestrian,
   c. Reckless and/or Careless Driving,
   d. Improper lane usage and/or change, and
   e. Operating motor vehicle while using a mobile electronic device.
2. The propensity for causing traffic crashes demands officers take enforcement action when hazardous violations occur. Citations shall be issued at the scene of a crash when the officer's investigation establishes sufficient evidence to support an offense has been committed that contributed to the crash.

D. Equipment Violations

Vehicles must be properly equipped as provided by law to ensure safe use of public roadways. In some instances, the operator of a vehicle may be unaware certain equipment has malfunctioned or failed. A warning may be all that is necessary to bring about compliance with the vehicle equipment laws. A driver knowingly operating an improperly equipped vehicle may require more strict enforcement.

E. Public Carrier/Commercial Vehicle Violations

Public/Commercial carriers will be treated the same as the general motoring public.

F. Non-hazardous Violations

The enforcement action required in non-hazardous violations remains at the discretion of the officer. Training, experience, and common sense will guide the officer in selecting the appropriate course of enforcement action.

G. Multiple Violations

The seriousness and circumstances of multiple violations are significant factors in the decision as to course of action to be taken by law enforcement officials. Consistent with other traffic procedures, the discretion of the officer will be the guideline for appropriate action.

H. Newly Enacted Laws

Officers should make an effort to issue warnings for a period of up to 30 days after a new law becomes effective (in lieu of any specific orders or directed enforcement to the contrary) in order to assist in educating the community and to develop a greater public awareness regarding the new law. Because traffic laws can change often, an effort will be made, as needed, to keep officers aware of new traffic laws when they come into effect.

62.1.5 Enforcement Practices (CALEA Std 61.1.6)

A. An effective deterrent to traffic law violations is visible patrol in a marked department vehicle and traffic enforcement will normally be conducted with a high-profile, preventative approach.

B. When stationary observation of traffic may assist in effective enforcement, officers should generally park in a conspicuous location and so that that traffic flow is not impeded. Stationary covert observation for enforcement is authorized if the covert method would assist in producing the ultimate goal of achieving voluntary compliance with traffic laws and reduce the number of traffic crashes.

C. Marked patrol vehicles shall be used for normal traffic enforcement activities. Shift supervisors may authorize unmarked and/or unconventional vehicles for traffic enforcement should an identifiable need be determined. However, these vehicles shall not be used as the pursuit vehicle in any pursuit *as per G.O. 41.2.8*.

62.1.6 Use of Emergency Equipment (CALEA Stds 41.2.1, 61.1.7)

Officers shall use emergency equipment in a manner consistent with the Oregon Vehicle Code and Police Department Policy.

A. Emergency (red/blue) Lights
   1. This equipment is used in conjunction with the siren to signal other users of the roadway that emergency conditions exist and the right-of-way should be relinquished to the patrol vehicle. It cannot be safely assumed by the officer that the lights and siren will be sufficient to assure the right-of-way, even though State law requires that emergency vehicles be yielded the right-of-way. (ORS 811.145) Even when both the emergency lights and siren are in simultaneous operation, officers are still obligated to drive with due regard for the safety of all persons using the street or highway.
   2. Emergency lights should be utilized in the following circumstances:
      a. In accordance with provisions *in G.O. 41.2, sections 41.2.8 and 41.2.9*.
      b. When conducting traffic stops.
      c. When there is reason to warn traffic of an emergency.

B. Siren
   1. The siren is to be used simultaneously with the emergency lights consistent with ORS 820.300 and ORS 820.320.
   2. The siren may be used to signal violators to stop when other means of attracting the violator's attention have failed.

C. Spotlight/Take-down light
   These lights may be used to illuminate situations in order to improve the visibility of people and objects. These lights should be used during enforcement activities as a protection for the officer, particularly when dealing with unknown individuals or suspected violent offenders.

62.1.7 Preparation of Citation/Report (CALEA Std 82.3.4)

A. Traffic citations and arrest reports form the basis for prosecution of traffic offenders.

B. Specific guidelines for citation and report preparation, processing, and distribution are as follows:
   1. Traffic Citations
      a. All handwritten citations shall be neatly and legibly printed or written using a black or blue ballpoint pen.
      b. All spaces requiring information shall be completed.
      c. The court date shall be assigned in accordance with court guidelines. The appropriate copy is then served to the violator.
      d. Officers shall write brief notes regarding the circumstances leading to the citation on the last page of the citation, in the officer notes section of the electronic citation software, or in the field notebook. Officers are to write notes in a manner that will enable the officer to recollect the relevant circumstances of the incident when necessary.
      e. Once reviewed and approved, the citation shall be forwarded to Records.
   2. Arrest reports shall be completed by the officer(s) when physical arrest of a traffic violator has occurred (*refer to GO 82.1)*. This report, together with the citation shall be submitted to the Records unit after supervisory review. Records personnel will be responsible for processing citations as detailed within *GO 82.2.6 Traffic Citation Records.*

62.1.8 Accountability for Traffic Citations (CALEA Std 82.3.4)

A. Traffic/criminal citation books shall be maintained and stored in a locked cabinet in the watch commander's supply cabinet. Access to the watch commander's supply cabinet is restricted to exempt sworn personnel and sergeants. The watch commander supply cabinet is to be kept locked at all times.
   1. Officers must contact the shift sergeant to obtain a citation book.
   2. The sergeant shall issue a citation book(s) to an officer, and enter the appropriate information in the citation log. The citation log is kept with the citations and will be completed by the sergeant each time a citation book is checked out.
   3. Information recorded on the log sheet will include the following:
      a. Officer's badge number,
      b. Date issued,
      c. Officer's shift, and
      d. Numbers of first and last citation in the book issued.

B. Handwritten citations shall be turned in to the patrol supervisor to be checked and then forwarded to the Records unit for processing *as outlined in G.O. 82.2.11*. From there, citations will be forwarded to the appropriate court.

C. Electronic citations, often referred to as e-cites or e-ticketing, provide an automated, fully electronic alternative in place of a paper-based process for issuing citations. Electronic citations are administered through the records management system (RMS). E-cites should be the primary means utilized by officers for issuing traffic citations.
   1. Issuance occurs individually, at the time an e-cite is actually written by the officer.
   2. E-cites will be electronically submitted by officers to the Records unit for processing. Once processed by Records, the e-cite will be distributed to the appropriate court and maintained in RMS.
   3. The security of electronic citations is managed by the security requirements associated with RMS.

D. Cancellation of citation(s) shall be handled as follows:
   1. If an error is made while writing a citation, or if citations have become damaged due to accidental exposure to rain, snow, etc., it may be administratively voided by the officer.
   2. A supervisor may direct an officer to dismiss or void a citation if upon investigation it appears the citation was improperly or inappropriately issued. This type of dismissal would require a written explanation to the appropriate judge for his/her approval.

62.1.9 Officer/Violator Relations (CALEA Stds 61.1.4, 61.1.8)

A. Traffic law enforcement is one of the regular tasks performed by patrol officers, but for the violator it may be an emotional and stressful experience. Officers shall be aware of this and strive to make each contact educational, leaving the violator with the impression that the officer has performed a necessary task in a professional and friendly manner.

B. Traffic stops have two objectives. The first objective is to take appropriate enforcement action, and the second is to favorably alter the violator's future driving behavior. Most likely, this will require some flexibility from the officer to work towards achieving these objectives. The following procedures are recommended to minimize conflict that may develop between the officer and the violator and assist with the achievement of these two objectives.

C. The Officer/Violator relations begin when a stop is initiated. It is expected that officers will maintain a professional and courteous bearing during the entirety of their interactions with all violators. The officer should:
   1. Be alert at all times for the unexpected.
   2. Enforcement actions will be based upon the violation, not the violator's attitude. Ideally, officers should determine any enforcement action(s) prior to contacting the violator(s).

3. Greet the violator with the appropriate title and in a courteous manner.
4. Inform the violator of the traffic law that was violated.
5. Ask for and accept the driver's license, registration and insurance.
6. Obtain a statement from the driver regarding the violation.
7. Take the chosen enforcement action.
8. Explain to the violator what s/he is supposed to do in response to the action taken.
9. Ensure the violator knows when and where to appear if the enforcement requires a court appearance. Explain any alternatives to the violator, but do not predict the actions of the court. Refer questions about the appearance to the court.
10. Be alert for any stress by the violator. If stress is present, the instruction may have to be repeated or the violator may have to calm down before resuming driving. Be prepared to assist the driver if appropriate.
11. Return the violator's license and information with a copy of the citation.
12. Offer a personal business card to the violator.
13. Assist the violator in safely entering the roadway.

62.1.10 Vehicle Stops (CALEA Std 61.1.7)

A. No two vehicle stops are exactly alike. This procedure is a guide as to how to conduct stops of traffic law violators (*see also GO 62.1.9 Officer/Violator Relations*).

B. Officers shall act in a courteous and prudent manner as dictated by the circumstances of the particular stop.

C. Officers will assess each stop on its own merits and determine the appropriate safety precautions.

D. Officers should perform in a manner consistent with their training in unknown and high-risk vehicle stops.

E. Suggested procedure for patrol officers when initiating an unknown-risk vehicle stop:
1. Choose the stop location carefully avoiding curves, crests and intersections. Choose stop locations where lighting and cover are advantageous.
2. Inform dispatch of the vehicle license number, state (if not Oregon), location, then color and make of vehicle if known.
3. Activate emergency lights to alert the driver to stop; use horn or siren if necessary.
4. Park the patrol car a safe distance behind the stopped vehicle (where practical) and offset to the left or right (i.e., one-way streets) into the traffic lane. Leave the engine running and the driver's door unlocked.
5. The officer should always maintain situational awareness and be observant of all people's hands and any indications of unlawful activity.
6. A passenger-side approach is recommended for safety, but officers may choose a driver-side approach as well.
7. When stopping an enclosed vehicle, to protect both the officer and the citizen, officers should request violators to remain in their vehicle during the stop. If the violator does not remain in the vehicle, they should be advised to move to a location away from traffic or other possible dangers. The officer should keep a safe distance from the violator while writing citations.

F. Procedure during the unknown-risk vehicle stop:
1. For safety, records inquiries should be done away from the violator. The violator should be checked for driver's license status and warrants. The vehicle should also be checked for proper registration, insurance and stolen status.
2. Citations should be written outside the patrol vehicle. Officers should maintain visual contact with all occupants throughout the stop.

G. Procedure for re-contact with the driver during the unknown-risk vehicle stop:
1. When returning to the stopped vehicle to advise the violator of enforcement action, observe for changes within the vehicle.

2. Advise the operator of departure instructions; the officer should usually allow the stopped vehicle to depart first but conditions may exist which necessitate the officer departs first.

H. High Risk Vehicle Stops

1. A high-risk vehicle stop is any vehicle stop the initiating officer reasonably believes to be dangerous, based upon the perceived circumstances of that stop. High-risk vehicle stops are justified under ORS 810.410 (3f), which states that an officer may use the degree of force reasonably necessary to make a stop and ensure the safety of the police officer, the person stopped or other persons present.
2. A high risk vehicle stop should only be conducted when two or more police vehicles (officers) are in position to participate in the stop.
3. Procedures of high-risk vehicle stops involve a tactical stop of the vehicle and removing and securing all occupants at gunpoint. This may involve placing the vehicle occupants into a prone position, and handcuffing them behind the back to allow for safe investigation. Occupants and the vehicle, itself, will be searched for weapons pursuant to current laws on search and seizure.

62.1.11 "No Driving Privileges" Procedures (CALEA Std 61.1.5)

The patrol officer is frequently in the position of encountering drivers who are unable to produce a valid driver's license. This could be the result of various actions not only of the driver, but of the court and/or the Department of Motor Vehicles (DMV). The officer should check the operator's driving record through DMV by name and date of birth or by Oregon Driver's license number for the current status of driving privileges. This check should include Oregon and any other state through which the driver may have a license. If the violator has a valid license, then the officer's actions should be dictated by the initial violation or contact.

A. If the driver does not have a valid driver's license through DMV on-line records, the officer should determine if the violator was ever issued a license through this state or their state of residency. If it can be determined that no license was ever issued, the officer should cite for "No Operator's License."

B. If the violator was issued a license in this state or their state of residence, and the violator's driving privileges have been revoked or suspended, the officer should:

1. Cite for "No Operator's License" for out-of-state licensed drivers, and
2. Cite for "Driving While Suspended" for Oregon licensed drivers.

C. In either case the driver should not be allowed to drive the vehicle from the location of the stop, and other arrangements should be made. If the vehicle is legally parked or on private property the vehicle should not be towed.

62.1.12 Speed Measuring Devices (CALEA Std 61.1.9)

It is the policy of the Corvallis Police Department to enforce the proper flow, movement, and speed of vehicular traffic within the incorporated city limits of Corvallis. The Department will utilize speed enforcement tools in a manner designed to create an appropriate deterrent, which will reduce speeding violations and crashes. This policy serves to provide guidelines for the patrol officer and to set maintenance and operating procedures for the use speed measuring devices.

A. Hand held equipment

1. Equipment Specifications
   All speed measuring devices utilized by Corvallis Police Department shall comply with local, state, and federal regulations. All equipment shall meet or exceed the specifications of the U.S. Department of Transportation′s National Highway Traffic Safety Administration.
2. Operational Procedures
   a. All speed measuring devices, other than Lidar units, shall be checked for accuracy at the beginning of each work shift and after each speeding citation/warning issued. Lidar units shall be checked for accuracy at the beginning and end of each work shift.

b. All tests performed prior to use shall be according to the manufacturer's instructions.

3. Proper Care and Upkeep
All speed measuring devices shall be maintained in good working order. Any device found not to be functioning properly shall be removed from service immediately. An equipment repair form shall be filled out and provided to the Administrative Sergeant who will arrange for the repair.

4. Programmed Maintenance and Calibration
The Patrol Lieutenant shall maintain calibration and maintenance records for each individual device. All records shall be kept in the Patrol Lieutenant's office. Each unit shall be factory calibrated as the Department deems necessary by an authorized technician.

5. Radar Equipment Location
The Administrative Sergeant shall assign speed measuring devices to patrol vehicles, which shall remain in the assigned vehicles unless otherwise authorized. All other devices shall be kept in the equipment room when not in use.

6. A serialized certified tuning forks shall be assigned to each radar unit. The tuning fork shall remain with the assigned radar unit. A speed reader board and a hand held radar unit is maintained for use with the "Citizen Radar Watch Program" and the speed monitoring radar trailer. The Administrative Sergeant shall be responsible for the care and maintenance of these radar units.

7. Operator Training
All speed measuring device operators shall be trained to properly set up, test, operate, and read the device used. Officers shall demonstrate proper testing and operational procedures prior to the use of any speed measuring device.

B. Radar Trailer
The purpose of the Radar Trailer is to educate and prevent traffic violations and thus assist in reducing property damage, injuries and fatalities within the City of Corvallis. The Radar Trailer will be used in those areas identified by citizens, police officers, and City officials as experiencing a traffic-related concern(s), as directed by the Administrative Sergeant, and/or as an added resource for a directed patrol. All requests relating to the use of the radar trailer will be forwarded to the Administrative Sergeant who has oversight for managing the deployment of this piece of equipment.

1. Deployment
   a. The Administrative Sergeant is responsible for determining where the radar trailer will be deployed. Police Auxiliary members will handle the placement and retrieval of the radar trailer under the direction of the Administrative Sergeant. The use of the radar trailer will be determined by the availability of the resources to utilize this piece of equipment and will be coordinated, as needed, through the Administrative Sergeant.
   b. Only those Police Auxiliary members that have been properly trained to handle and utilize the radar trailer will deploy this piece of equipment.

2. Maintenance of the Radar Trailer
The Administrative Sergeant will be responsible for the care and maintenance of the radar trailer. Any issues or needed repairs will be reported directly to the Administrative Sergeant.

This policy will apply the same to all radar-equipped apparatus that are implemented, such as trailers, signage, etc.

62.1.13 DUII Detection and Apprehension (CALEA Std 61.1.10)

Drivers impaired by alcohol and/or drugs pose a threat to community safety. The education, detection and apprehension of DUII drivers is an important role for the Corvallis Police Department.

A. Training

Officers shall be trained in the detection of impaired drivers at the Oregon Police Academy, during their Field Training Program and through advanced courses when available.

B. DUII Enforcement

Selective DUII enforcement should include assignment of personnel based on an analysis of times and locations where a significant number of violations and/or crashes involving impaired drivers have occurred.

C. Public Education

The Corvallis Police Department will work with community groups and institutions to provide information and instruction related to alcohol-impaired driving reduction through meetings and presentations.

62.1.14 DUII Investigation/Arrest (CALEA Std 61.1.11)

A. The goal of the Corvallis Police Department with DUII enforcement is to detect, investigate, and apprehend alcohol and drug affected drivers to reduce the number of crashes and violations involving this type of driver. This procedure involves four separate phases:

1. Vehicle operation,
2. Personal contact,
3. Pre-arrest screening,
4. Arrest and booking.

B. Vehicle Operation

Observe the vehicle in operation and note any initial cues of a possible Driving Under the Influence of Intoxicants (DUII) violation. These initial cues include, but are not limited to: problems maintaining proper lane position, speed and braking problems, vigilance problems and judgement problems. The officer must decide if probable cause exists to stop the vehicle for a traffic violation, or based on the totality of the circumstances, have reasonable suspicion the crime of DUII has been committed, to conduct further investigation to determine if the driver may be impaired. The officer is not committed to arresting the driver for DUII based on the initial observation, but should concentrate on gathering all relevant evidence that may suggest impairment.

C. Personal Contact

Approach, observe, and interview the driver and note any evidence of impairment. This may include face-to-face contact and conversation, and overall assessment of the driver's condition. During the initial contact with the driver, the officer should evaluate the driver's physical condition to determine if probable cause exists for conducting field sobriety tests. The Oregon Supreme Court has ruled standardized field sobriety tests are a search under both state and federal constitutions. This does not preclude an officer from seeking initial consent of the driver to perform standardized field sobriety tests. Areas of concern may include, but are not limited to: odor of alcoholic beverage, marijuana, and/or "cover up" odors; speech patterns; demeanor; ability to follow directions; coordination; and general appearance.

1. If the suspect refuses the standardized field sobriety tests, read the suspect the Rohrs Admonishment.
2. Advise the suspect of rights per Miranda at such a point as custodial interrogation begins. All marked patrol vehicles are equipped with a vehicle video and audio system that should be checked at the start of shift to ensure proper functioning. Audio and video recording of a DUII investigation will be done *in compliance with GO 41.13 Vehicle and Body Worn Audio and Video Recording Systems*.

Whenever circumstances do not permit the recording of conversations with the suspect, admissions or remarks should be included in the officer's preliminary investigative report.

D. Pre-Arrest Screening

Whenever possible, Corvallis Police officers will include standardized field sobriety tests in any DUII investigation. The following standardized field sobriety tests will be used:

1. Horizontal Gaze Nystagmus
2. Walk and Turn
3. One Leg Stand

Any combination of the following field sobriety tests may be used in conjunction with the above, if the officer has received DPSST certified and documented training:

1. Lack of Convergence
2. Modified Romberg Balance (Internal Clock)
3. Finger to Nose

The officer will note the responses to these and other tests given on the "Alcohol Influences Report" form or in the narrative of their incident report.

E. Arrest and Booking

Once the officer determines the suspect is DUII and the officer advises the suspect he/she is under arrest for Driving Under the Influence of Intoxicants, the suspect will be taken into custody and searched. The officer shall ensure the suspect's vehicle is secure and not a traffic hazard, and transport the suspect to the Benton County Correctional Facility, Law Enforcement Building, or other booking facility, with Intoxilyzer 8000 equipment.

1. A D07 printout from the Department of Motor Vehicles will be requested by the arresting officer.
2. The suspect shall be read the Rights and Consequences from the Implied Consent Combined Report, unless the investigation involves a fatal crash or serious physical injury to another person other than the suspect.
   a. If the suspect refuses to provide a breath sample, the arresting officer may consider applying for a search warrant to seize blood and/or urine.
3. If the breath test reading is under .08% and the officer suspects that the suspect was driving under the influence of drugs, a Police Department on-duty Drug Recognition Expert (DRE) shall be requested to assist with the processing. Should a Police Department DRE not be on-duty a Dispatcher will contact neighboring police agencies with DREs and determine availability. If none are available, the Watch Commander will be advised to assess the incident and determine if an off-duty DRE should be called in to work.
4. At the conclusion of the DRE's evaluation:
   a. If the suspect is found to be under the influence of a controlled substance and/or the suspect provided a breath sample with a measurable amount, the officer will complete the booking process.
   b. If the DRE determines the suspect is not under the influence of a controlled substance and the suspect provided a breath sample of .00%, the suspect will be released from custody after a urine sample is requested.
   c. When releasing a subject from custody, the officer will:
      1) Advise the subject that presently they are not being criminally charged with DUII,
      2) Advise the subject that if the urinalysis contains a positive assessment for controlled substances they may be charged in the future for DUII Drugs,
      3) Advise the subject that he/she is free to leave,
      4) Provide the subject with a business card and case number, and
      5) Escort the subject from the Benton County Correctional Facility or other detainment facility.
5. If a DRE is not available, officers who have attended the basic 8-hour course "Drug Impaired Driving" and passed the examination can ask the suspect to submit to a urine test. Reasonable suspicion is the only requirement needed for a trained officer to ask for a urine sample. A suspect who refuses to provide a urine sample under these conditions is subject to a license suspension under the implied consent law. If the officer has not had the

"Drug Impaired Driving" training, the suspect can consent to a urine test however, the implied consent law does not apply.

6. The officer cannot stand next to a person and watch the person give the urine sample. The person has a right to "some" privacy. The sample should be processed according to the Police Department evidence guidelines and the OSP form completed.
7. If a suspect provides a urine sample, an analysis of the sample shall be requested of the Oregon State Police Crime Laboratory, in accordance with Departmental and Oregon State Police Laboratory procedures. If the sample reveals the presence of a controlled substance, the suspect may be charged with Driving Under the Influence of a Controlled Substance.

F. The following forms shall be completed by the officer:
   1. Traffic citation;
   2. Implied Consent Combined Report (alcohol and urine portion if applicable);
   3. Intoxilyzer 8000 Operator's Checklist; and,
   4. Incident Report.

G. The following forms shall be completed by the DRE and attached to the arresting officer's report:
   1. DRE face sheet, and
   2. Evidence form.

H. All persons arrested for DUII shall be released to a responsible person. Juvenile arrestees shall be released to a parent or legal guardian.

62.1.15 Request for Re-examination of Driver (CALEA Std 61.1.12)

Routine enforcement, crash reporting and investigation activities may lead to the discovery of drivers who have suspected incompetency due to physical or mental disability, disease or other condition which might prevent the person from exercising reasonable and ordinary care over a motor vehicle. Officers detecting such a driver should complete the appropriate forms to request the person to be re-examined by the Department of Motor Vehicles.

62.1.16 Pedestrian and Bicycle Enforcement (CALEA Std 61.1.5)

A. Pedestrian and bicycles are involved in collisions with motor vehicles. Often these incidents result in injury or death to the pedestrian or bicyclist. In an effort to reduce the number of occurrences, it is the policy of the Police Department to actively enforce all applicable laws and ordinances pertaining to pedestrian and bicycle traffic enforcement.

B. Records will forward copies of all pedestrian and bicycle involved crashes to the Patrol Lieutenant in charge of the Traffic Management Plan.

C. On a regular basis, the Patrol Lieutenant in charge of the Traffic Management Plan shall review and analyze data from crashes involving pedestrians and bicycles. Particular attention shall be given to those crashes occurring repeatedly at the same location.

D. Citizen complaints received involving pedestrians and bicyclists shall be assigned to the patrol officer in whose district the hazard occurs. Officers shall patrol the area in an effort to reduce the number of violations.

62.1.17 Off-Road Recreational Vehicles (CALEA Std 61.1.5)

The use of off road recreational vehicles within the City limits is prohibited by Corvallis City Ordinance 6.13.010. If an off road, unlicensed vehicle is operated on the roadway, enforcement action for registration violations and related traffic offenses may be taken.

62.1.18 Parking Citations

Officers may issue a parking citation upon observing a parking violation. If the violation is a hazard and the officer is unable to contact the registered owner, the vehicle should be towed, in accordance with Corvallis Municipal Ordinance 6.14, specifically 6.14.060 ("exceptions") and General Order 66.1.

62.1.19 Parking Enforcement (CALEA Stds 41.1.3, 61.1.13)

The purpose of Parking Enforcement is to ensure the availability of safe parking by enforcement of State Statutes and Local Parking Ordinances and community education.

A. Citations

A Parking Enforcement Officer may issue a citation whenever a parking violation is observed. Cancellation of a parking citation should be handled in the following manner:

1. If an error is made while writing a citation, or if citations have become damaged due to accidental exposure to rain, snow, etc., they may be administratively voided by the officer.
2. A supervisor may direct an officer to dismiss or void a citation if s/he determines that the citation was improperly or inappropriately issued. This type of dismissal would require a written explanation to the appropriate judge for approval.

B. Deployment

Parking Enforcement Officer's responsibilities are apportioned according to parking needs of the community. Enforcement times are generally 9:00 am to 5:00 pm, Monday through Saturday, excluding City-recognized holidays.

C. Inclement Weather

1. Parking Enforcement scooters shall not be operated when there is ice or slush on the roadway without the approval of the Administrative Sergeant or Watch Commander. During the other inclement weather including but not limited to high gusting wind or heavy rain that may limit visibility, Parking Enforcement scooters may be used with the Administrative Sergeant or Watch Commander's approval. When the temperature is 32 degrees Fahrenheit or below and the roadway is clear and dry, Parking Enforcement scoots may be used.
2. Parking Enforcement officers and supervisors are responsible for determining when to discontinue parking enforcement operations during adverse weather conditions. Parking Enforcement officers shall advise the Administrative Sergeant or Watch Commander when they determine it is unsafe to use the scooters.
3. Parking Enforcement officers may use an administrative car, if available, to handle calls for such as handicap violations, blocked driveways, fire lane violations, etc.

D. Parking Enforcement Officer's areas of responsibility include, but are not limited to, the monitoring and enforcement of:

1. Parking Meters
2. Residential Parking Districts
3. All Limited Time Zones.
4. City owned Permit Lots in the downtown area, citing any vehicles not displaying a valid permit.
5. Downtown Free Parking District as designated by Corvallis Municipal Code.

E. Dead Storage Vehicles

Parking Enforcement Officers have the responsibility for abandoned vehicle abatement.

F. Equipment

Parking Enforcement Officers are responsible for the care and maintenance of the equipment they use including, but not limited to:

1. The scooters used for patrolling parking routes and as authorized in various situations including but not limited to monitoring special events and traffic control.
2. Uniforms and accompanying equipment.

G. Disabled Parking Volunteer Program

1. Corvallis Police Department Volunteer Disabled Parking Enforcement Program uses citizen volunteers who are trained in appropriate rules, regulations and laws pertaining to designated disabled parking spaces.

2. Their primary function is to educate citizens and/or cite violators parked in “Disabled Only” parking spaces on private property, that do not properly display current D.M.V. issued Disabled placards.
3. The program is limited to fifteen volunteers at one time.
4. The program is supervised by a CSD Lieutenant.

63.1 TRAFFIC CRASH INVESTIGATION: CRASH REPORTING AND INVESTIGATION

63.1.1 Crash Scene Response, Reporting and Investigation

Officers shall respond to and investigate, on a prioritized basis, all motor vehicle crashes within the City of Corvallis jurisdiction that occur on a public highway or premises open to the public as defined in ORS 801.400 and including crashes involving:

A. Death or injury,
B. Damage to public vehicles or property,
C. Hit and run,
D. Impairment due to alcohol or drugs or suspected involvement of alcohol or controlled substances.
E. Hazardous Materials.
F. Damage to vehicle(s) to the extent towing is required,
G. Danger to the public or significant disruption of orderly traffic patterns at the crash scene
H. Disturbances involving parties at the crash scene; and
I. Suspected cause of the crash involves a criminal or serious traffic offense.
J. Officers shall respond to and investigate crashes that occur on private property as any other reported incident requiring police investigation (when a crime, an on-duty City employee, or City property is involved).
K. The Chief of Police, or in the Chief's absence, the CSD Manager, may suspend the investigation of property damage crashes during emergency conditions.
L. Non-mandatory investigations of property damage crashes will be governed by current workload and availability of other officers, and assessment of the causal factors (i.e., no crime involved).
M. Requests for investigation by drivers or passengers involved in and still at the scene of the incident shall be assessed using the above criteria. A supervisor may deny a citizen request for investigation due to workload and/or personnel conditions. Parties involved in minor property-damage-only crashes may report these incidents for information purposes to the Records Unit of the Police Department, either in person or via telephone.

63.1.2 Crash Scene Responsibilities

The first officer(s) arriving at a traffic crash scene shall have the following responsibilities:

A. Administer emergency first aid and basic life support,
B. Determine the need for, and summon additional resources or personnel,
C. Protect the crash scene,
D. Establish safe traffic pattern around the scene,
E. Identify and preserve evidence,
F. Locate, identify and interview drivers, passengers and witnesses,
G. Record crash information, and
H. Expedite the removal from the roadway of vehicles, persons and debris.

63.1.3 Officers in Charge at Crash Scenes

Dispatch shall designate the primary officer to respond to a crash scene. This officer shall be considered "in charge" and shall be responsible for the conduct of the investigation until completed, or until relieved by supervisory

personnel. In the event the death of a person results, or is likely to result, a Deputy Medical Examiner shall be assigned to conduct the investigation. In addition, the Watch Commander shall respond to the scene and oversee the investigation as needed.

63.1.4 Procedures for Information and Evidence Collection

In the course of investigating a crash, officers shall collect, record and preserve information and evidence, in support of any potential enforcement action or traffic management planning including the following:

A. Identity and statements of drivers, passengers and witnesses,
B. Examination and record of damage to vehicles, roadways, fixtures and/or environment,
C. Photographs and/or video tape of vehicles and the scene in fatal or serious injury crashes, or other crash investigations where such information is deemed appropriate by the investigating officer (*see also GO 83.1.9 Crime Scene Photography*):
    1. Measurements for a diagram of the incident,
    2. Identification, location, preservation and relationship of evidence at the scene.
D. Officers should assist the parties involved in the crash in the exchange of information as required in O.R.S.811.700, .705, .710, .715 and .720. If one or more of the parties has been transported from the area, the investigating officer shall ensure that exchange information is provided to each party.

63.1.5 Follow-up Investigations

The investigating officer, or a designee, shall conduct follow-up investigation as necessary for the completion of a crash investigation. This follow-up investigation may include, but is not limited to:

A. Obtaining and recording formal statements from witnesses,
B. Collecting off-scene data and evidence,
C. Processing evidence or sending evidence to Oregon State Police crime lab or other appropriate facility for processing,
D. Reconstructing the crash, if appropriate or requested, and
E. Preparing all reports necessary to record the investigation, evidence and parties involved, and to support any prosecution arising from the crash.
F. Issuing citations or making arrests.

63.1.6 Use of Expert and Technical Assistance

Investigating officers may request the use of special equipment or technical personnel from outside the Police Department in the course of the on-scene or follow-up investigations. Such requests shall be made through the Watch Commander and shall include the nature of the special equipment or personnel needed, and an explanation of the necessary use of the resource(s). Equipment for, and assistance with, extrication shall be requested from the Fire Department.

63.1.7 Guidelines for Enforcement Actions in Crash Investigations

Any enforcement action taken must be supported by sufficient evidence to establish the elements of an offense and appropriate to the officer's assessment of all circumstances surrounding the cause(s) of the crash. Officers concluding that probable cause exists that an offense has been committed will take enforcement action – citation or arrest – for the appropriate offense. Warnings are only appropriate where insufficient evidence exists to establish the lements of an offense or for an offense(s) that did not contribute to the crash. When a Corvallis Police supervisor investigates a crash involving on-duty personnel and/or vehicles, enforcement action should not be taken prior to a Police Department review of the incident, unless such enforcement action is necessary to preserve evidence.

63.1.8 Guidelines for Enforcement Actions in Crash Investigations

Corvallis Police Department will promptly investigate any vehicle crash involving damage to City Property or involvement of an at-work City employee.

A. If an at-work City employee is involved in a crash, the investigating officer will ensure the involved employee's supervisor has been notified as well as the on-duty police supervisor.
B. If the crash requires hospitalization, the on-duty police supervisor shall respond to oversee the investigation.
C. If the crash involves apparent life-threatening injuries or death, the on-duty supervisor will ensure the Chief of Police is notified via the chain of command.

D. The investigating officer will complete a full RMS police report *in accordance with GO 82.1* that will include:
   a. Oregon Police Traffic Crash Report (including diagram)
   b. Photographs of the scene, vehicles, and any other property damage.

If the involved at-work City employee is an employee of the Corvallis Police Department, the following additionally applies:

A. On-duty Department personnel shall immediately notify the on-duty supervisor when they are involved in a traffic crash. The on-duty supervisor shall respond to all crashes involving on-duty Department personnel that occur within city limits.
B. Department vehicles shall not be moved prior to the arrival of the crash investigator unless there is extreme traffic congestion or other danger to the public.
C. Crash investigations will be completed by a Department member of a higher rank than the involved employee. If hospitalization is required of any involved person, Oregon State Police shall be requested to investigate the crash. If the supervisor believes the circumstances warrant it, they may also request OSP to investigate.
D. On-duty police personnel involved in a motor vehicle crash outside the City are required to report the crash as soon as is practicable and are to request a prompt investigation by the appropriate law enforcement agency of that jurisdiction.

63.1.9 Police Department Employee Crash Reviews

A. Crash Review Board

To ensure a thorough review of all Police Department on-duty, employee-involved vehicle crashes a Crash Review Board will be convened both to establish facts and to prevent future crashes. Intentional crashes, where a police officer uses their vehicle as a force response technique or tactic and contact occurs will be reviewed by either a Pursuit Review or a Force Response Review. The completed police investigation, Crash Review Board findings (if any) and Accident/Near Miss form shall be forwarded to the Police Department Safety Committee for review.

1. Procedures
   a. The Division Manager or designee , upon learning of an on-duty, employee-involved vehicle crash, will be responsible for convening a Crash Review Board in accordance with the provisions of this policy.
   b. The Crash Review Board shall consist of three (3) members of equivalent or higher tank than the involved member, one of which will be a management representative of Lieutenant rank or higher.
   c. In cases where the member involved in a crash is covered by a collective bargaining agreement, the representative association shall appoint one of the three members to serve on the panel. The other two members shall be appointed by the respective Division Manager or designee.
   d. In cases where the member involved in a crash is not covered by a collective bargaining agreement, the Division Manager shall appoint all three panel members.
   e. The highest ranking management representative shall be appointed as the chair of the board.
   f. The board shall have access to all available materials that relate to the crash. These materials shall be furnished by the respective Division Manager to the Crash Review Board chair.
   g. If the board, after reviewing all available materials needs additional information, such requests shall be directed to the respective Division Manager through the Chair of the Board.
   h. Members involved in crashes under review may choose to appear at the Crash Review Board meeting for the purpose of addressing the board if they so desire. Board discussions and deliberations shall be in private.
   i. Crash Review Board meetings will general be held within five (5) working days of the crash subject to review.
   j. Members involved in crashes subject to review will be notified of the date, time and place of the Crash Review Board's meeting to review their crash.
   k. After the board has reviewed the matter, they shall submit their decision in writing including one of the following findings:
      (1) Not At Fault – Driver was not responsible for this crash.
      (2) At Fault – Crash was the result of the driver's negligence or inattention and was preventable/avoidable.

(3) At Fault, Justified – The employee's action may have contributed to the crash, however their actions were reasonable within the totality of the circumstances. Actions that are not legal are presumed to be not justified.

l. The chair of the review board shall prepare a typed summary of the board's findings including the vote of each board member. Simple majority (2 votes) shall prevail in crash review findings.

m. Dissenting votes shall be contained in the findings along with the dissenter's name and any reasons given by the dissenter. Any review board member dissenting may also attach a timely, separate dissention statement if s/he chooses to do so.

n. Crash Review Board findings shall be finalized in writing within 24 hours after the Crash Review Board reaches its decision and forwarded to the respective Division Manager. The Division Manager will notify the involved member and member's supervisor whose crash was reviewed of the board's findings. Notification to involved employees shall be without unnecessary delay.

o. Crash Review Board findings are advisory in nature and not binding. A Division Manager or, ultimately, the Chief of Police can choose to disregard these findings.

p. The supervisor(s) of the involved employee shall make appropriate recommendations after having read the decision of the Crash Review Board. The supervisor(s) shall indicate their concurrence, non-concurrence, comments, etc., and their recommended corrective and/or disciplinary action to the Division Manager.

q. The Chief of Police will review all findings. If discipline greater than a written reprimand is to be issued, the Chief will review these findings prior to the imposition of any disciplinary action taken.

The involved employee's respective Division Manager may waive the Crash Review Board if a crash does not meet the DMV reporting requirements, no other person (besides the employee) was involved, and the cause of the crash is unquestioned. The intent is to simplify the process for crashes fitting these criteria, but a completed Crash Review will still be required. This Crash Review will be completed by the employee's supervisor and routed via chain of command to the Chief with all findings/recommendations. As outlined above, Steps (o.) and (q.) are still applicable to a Crash Review completed without a Crash Review Board process. All questions or issues surrounding this more simplified Crash Review will be resolved by the employee's respective Division Manager. To follow the same timelines outlined above for a Crash Review Board process, this Crash Review shall be documented and finalized within five (5) working days of the crash being reviewed.

B. Safety Committee Review of Employee Involved Vehicle Crashes

All employee-involved accidents, including vehicle crashes, shall be reviewed by the Police Department Safety Committee according to Oregon Safety and Health Administration law. Crashes shall be reviewed in regularly scheduled Safety Committee Meetings in an effort to gather and assess information that will enable the Police Department to:

1. Determine surface and root causes of the crash,
2. Recommend appropriate corrective action including training, equipment, systems, policies and procedures,
3. Increase the likelihood of preventing avoidable crashes in the future.

The Risk Manager shall be responsible to bring employee-involved vehicle crash documentation to each monthly Safety Committee meeting. Safety Committee meeting minutes, including documentation of crash reviews, shall be submitted to the Chief of Police and distributed to all supervisory personnel for review with all employees following each Safety Committee Meeting. Department records of employee vehicle crashes including the Crash Review Board records described in 63.1.12.A and Safety Committee Meeting records shall be maintained by the designated Administrative Specialist. The Professional Standards Lieutenant shall prepare an annual summary and analysis of Police Department crashes which includes all employee-involved vehicle crashes.

63.2 TRAFFIC CRASH INVESTIGATION: AT-SCENE STABILIZATION ACTIVITIES

63.2.1 Traffic Control at Crash Scenes (CALEA Stds 61.2.2, 61.3.2)

A. A primary objective for officers at a crash scene is the restoration of normal traffic flow in a safe and timely manner. Officers shall restore normal traffic flow at a crash scene as soon as possible with due consideration to safety and investigative needs. Officers arriving at the scene of a crash should assess traffic control issues, pedestrian, fixture, building and environmental hazards, and potential evidentiary needs with this objective in mind.

B. Officers should consider the use of special equipment (traffic cones, flares, barricades) or positioning of emergency vehicles to create a safe traffic pattern and to protect people and property at a crash scene. Traffic flares should be used during hours or in lighting conditions where headlights are required. Safe traffic patterns may include detours around the crash scene.

C. Officers are responsible for the safety of persons (including passing motorists) and property at crash scenes where modified traffic patterns have been established. Officers shall wear reflective traffic safety vests while directing traffic or investigating a crash in the roadway.

63.2.2 Injuries, Fire Hazards and Hazardous Materials at Crash Scenes (CALEA Stds 61.2.2, 61.2.3)

A. Officers arriving at injury crashes shall provide basic first aid and emergency life support pending the arrival of and relief by Fire Department personnel. Officers shall carry out this responsibility with due regard for safety and in compliance with bloodborne pathogen and exposure control protocols.

B. Officers arriving at crashes where a fire or fire hazard exists shall summon Fire Department assistance. Officers may use fire suppression equipment in the patrol vehicles (extinguishers) if such equipment is appropriate to the nature of the fire (flammable, electrical or chemical cause). Officers shall take steps to secure the fire hazard area and to protect lives and property including restricting access to the area, detouring traffic, and/or moving property at risk.

C. Officers arriving at a crash involving a vehicle suspected of containing hazardous materials shall immediately request Fire Department assistance and shall cordon off the area.

1. Approach with caution—upwind and uphill, staying away from spills and wet areas, smoke or vapor clouds and park vehicles headed away from the incident. Look for signs of damage to life or the environment.
2. Identify the hazard—use information from 9-1-1 Dispatch and binoculars from a distance to identify placards or labels, license number, phone number of transporter or talk to the driver and obtain shipping papers, MSDS, etc.
3. Secure the scene—use DOT-ERG to establish safe distances for HOT-COLD ZONES. Flag the perimeter or use personnel and vehicles to temporarily mark boundaries. Isolate contaminated persons/vehicles at the hotline, stop traffic, deny entry and evacuate or shelter in place. Minimum safety perimeter for citizens is 1,000 feet.
4. Obtain help—technical help and expertise on hazardous materials involved:
   a. OERS 1-800-452-0311
   b. CHEMTREC 1-800-424-9300
   c. ORE POISON CTRL 1-800-452-7165

5. Decide on Entry/Action—follow Department of Transportation Guide or technical advise:
   a. Determine hazard, Identify/Monitor
   b. Determine proper level of personal protective equipment
   c. Take *DEFENSIVE* ACTION ONLY:
      (1) Confine/retain spill/release
      (2) Catch release in bucket/sump
      (3) Construct a dike, simple/complex dam
      (4) Call DEQ, (503) 229-5913 for clean up assistance
      (5) Terminate incident

      Officers shall at no time take any action which exposes them or another person to contact with the hazardous materials.

D. Officers shall identify the type of vehicle involved, attempt to identify the nature of the material by looking for the vehicle's Hazardous Materials insignia, and shall report the type of hazard - for example: leak, spill, fire, fumes.

E. The on-duty Sergeant shall be notified and will be responsible to provide supervision as needed. Following assessment of the incident, the on-duty Lieutenant will be notified.

F. Officers at the scene shall ensure that only properly trained and equipped personnel attempt to enter the contaminated area, or the area where hazardous materials may be.

63.2.3 Control of Property Belonging to Crash Victims (CALEA Std 61.2.3)

A. Officers shall ensure the safety and integrity of property belonging to victims at crash scenes as much as possible.

B. Officers recovering property at crash scenes shall inventory such property, package and label it, noting the name and/or other identifiers of the owner, date, time and location of recovery, and list the items included in the package.

C. Inventory of personal valuables such as wallets, money, jewelry, and/or credit cards shall be conducted by two officers wherever practical.

D. Officers should make every effort to return the property to its owner, or other responsible person, as soon as practical. Property may be secured at the LEC for safekeeping if an owner or responsible party cannot be contacted.

E. Removal or impounding of vehicles by police officers shall be done in accordance with General Order 66.1.

F. Inventory of vehicles shall be done in accordance with General Order 66.1.

63.3 TRAFFIC CRASH INVESTIGATION: CRASH REPORTS AND RECORDS

63.3.1 Crash Report Forms

A. Traffic crash investigations, as specified in General Order 63.1.1 and 63.1.2, "Traffic Crash Investigation: Crash Reporting and Investigation," will generally contain the following:
   1. Statements from drivers, passengers and witnesses;
   2. Photographs of serious injury or fatal crashes, or when the investigating officer feels photographs are necessary to the investigation;
   3. A diagram of the scene including street characteristics, placement of vehicles at points of rest, location of evidence, tire marks and approximate point of impact;
   4. Officer's statement regarding the evidence recovered, actions taken, actions to be taken, observations of the scene, and what occurred and conclusions regarding the primary collision factors.

B. Required Forms
   1. Officers shall complete the "Police Traffic Crash Report Form" and any "Supplement Report Forms" as needed to document crashes requiring investigation (See 63.1).
   2. Witness statements shall be completed and included with the completed crash report on separate forms.
   3. Tow Request Forms shall be completed and included with the completed crash report if applicable.
   4. If the crash involves a City employee or City vehicle, City of Corvallis Employee Crash Forms will be completed and included with the completed crash report.
   5. Evidence sheets, photographs, and requests for evidence processing or follow-up shall be attached to the investigative report when applicable.

C. Hit and run incidents involving no injury, no witnesses, no investigative leads and less than $1,500 in property damage may be reported on a Field Report.

D. Records personnel may take minor crash reports as described in section C above telephonically or in person at the LEC, unless the complainant requests contact by an officer.

E. In cases where criminal charges are being pursued attendant to the crash (such as DUII, assault, recklessly endangering, major traffic crimes), officers shall document the conduct of these investigations on the crash report form as well as any form appropriate for the additional crimes (i.e., DUII report).

F. Completed crash and incident reports are to be processed through regular report submission procedures to the Records Division.

G. A copy of all report information involving police employees as a driver or victim shall be forwarded by the approving supervisor to the appropriate Division Manager as well as to the Professional Standards Lieutenant for risk management reporting.

63.3.2 Crash Classification System

The City of Corvallis Police Department complies with statewide crash classification in reporting vehicle crashes.

64.1 TRAFFIC DIRECTION AND CONTROL

64.1.1 Traffic Direction and Control (CALEA Std 61.2.2)

The Corvallis Police Department performs traffic direction and control, where necessary, to ensure the safe and efficient movement of vehicles and pedestrians. Traffic direction and control are primarily functions of the patrol section, however, Parking Enforcement and Animal Control personnel may assist officers with traffic direction and control as directed.

64.1.2 Manual Traffic Direction Procedures (CALEA Std 61.3.2)

Personnel assigned to provide traffic control shall utilize the following traffic control signals and gestures:

A. Hand Signals
   1. Stop Signal - The basic signal to stop is an upraised hand at the end of an extended arm raised to at or above shoulder level, with the palm of the hand clearly facing the approaching driver for who, the signal is intended.
   2. Start Signal - The signal for a stopped vehicle to start moving begins with the officer extending his/her arm, at shoulder level, toward the stopped vehicle (pointing) and waving the car onward by bending his/her arm at the elbow and drawing his/her hand towards his/her chest. Once traffic in one direction starts to move, the officer turns and faces opposing traffic and delivers the same signal.
   3. Left turn - Once it is safe for the motorist to complete the turn, opposing traffic should be stopped using the standard stop signal. The officer then motions to the turning vehicle with a starting signal and points in the direction the driver intends to go.
   4. Right Turn - Right turning requires little traffic direction unless the turning movement is crossing a heavily traveled crosswalk or has to merge into heavy vehicular traffic. Natural gaps are best used for turning vehicles.

B. Whistle Signals
   1. Stop - single long blast
   2. Start - two short blasts
   3. Emergency stop - three or more short blasts

C. Flashlight Signals

   A flashlight may be used to halt traffic. To stop traffic, slowly swing the flashlight across the path of oncoming traffic. The beam from the flashlight strikes the pavement as an elongated spot of light. After the driver has stopped, hand signals may be given in the usual manner with the vehicles' headlights providing illumination.

64.1.3 High-Visibility Clothing (CALEA Std 61.3.2)

All sworn personnel below the rank of Lieutenant and non-sworn field personnel are issued reflective vests. Officers providing traffic direction or control shall wear the reflective vest as the outermost clothing to enhance officer safety and driver recognition and response.

64.1.4 Manual Operation of Traffic Control Signals (CALEA Std 61.3.2)

A. Patrol vehicle key-rings shall contain a key that will provide access to traffic signal control boxes at each electronically controlled intersection. All officers are provided training on the operation of the officer's

access control panel on the signal control box during the initial field training program. Circumstances that would warrant an officer placing a signal in "flash" mode or turn the signal off include:

1. Malfunctioning of the signal (notify Public Works),
2. To facilitate traffic movement at the scene of a traffic crash or other emergency,
3. Providing a thoroughfare for a motorcade,
4. Other circumstances where the safe, efficient movement of traffic may be jeopardized.

B. Officers changing the operation of a traffic signal shall notify the field supervisor of such action.

64.1.5 Temporary Traffic Control Devices (CALEA Std 61.3.2)

During emergencies and special events, the department may use temporary traffic control devices, such as reversible or temporary signs, moveable barriers, etc. The temporary control devices shall be deployed at the direction/approval of the field supervisor. Officers placing temporary control devices shall be responsible for their removal. In cases where the officer placing the temporary control device ends his/her tour of duty, the oncoming supervisor shall be notified and assume responsibility for directing its removal.

64.1.6 Special Events (CALEA Std 46.2.7)

A. A CSD Lieutenant shall examine all scheduled special events and evaluate the need for appropriate traffic control and staffing needs at those events. Consideration should be given to the following:

1. Day of week and time of day,
2. Route and/or location,
3. Duration of event,
4. Anticipated attendance,
5. Parking availability,
6. Spectator control,
7. Emergency vehicle access,
8. Ingress and egress of vehicles and pedestrians,
9. Public transportation,
10. News media access,
11. Alternate routes for through traffic,
12. Portable traffic control devices and signs,
13. Provisions for relief of personnel assigned to traffic control duties, and
14. Logistical requirements.

B. Department personnel assigned to traffic control duties shall provide continuous direction or control for no longer than two hours without a break.

C. If traffic control is to be provided by a group or organization other than Corvallis Police Department, the CSD Lieutenant will advise the organization of the above criteria to assist them.

D. It shall be the responsibility of a CSD Lieutenant to coordinate with the Public Works and Community Development Departments the appropriate utilization of traffic cones, barricades and sign/signals, and to ensure assignment of adequate personnel for traffic control as may be necessary at any special event to ensure the safe and orderly flow of traffic.

64.1.7 Fire Scenes (CALEA Std 61.3.2)

Officers assigned to traffic direction and control at fire scenes are responsible for assuring that roadways in the area are accessible to all emergency vehicles. Officers may close roads as necessary to facilitate the expeditious response of emergency vehicles. Officers assigned to traffic control at fire scenes shall continue traffic control until the conclusion of the incident or until properly relieved by another officer or released from traffic control duties by his/her supervisor.

64.1.8 Adverse Road and Weather Conditions (CALEA Std 61.3.2)

When, due to adverse road and/or weather conditions, the safe efficient flow of traffic is jeopardized, officers shall provide traffic direction and control and request the dispatch center to notify the appropriate agencies to correct the condition.

64.1.9 Law Enforcement Escorts (CALEA Std 61.3.3)

A. A CSD Lieutenant shall review all requests for police escort services. In cases of public officials, dignitaries, or funerals requesting a police escort, the Lieutenant shall be responsible for the coordination and implementation of the escort. In cases of oversize vehicles or hazardous or unusual cargo, the CSD Lieutenant shall coordinate the escort together with the City Department of Public Works.

B. In the event of an emergency or an unusual circumstance, escorts shall be provided at the direction of the field supervisor. Officers shall not provide escorts to private vehicles during medical emergencies. Escorts for emergency vehicles generally shall not occur, except in cases where the emergency vehicle requests assistance in finding a location or if there is a malfunction of a vehicle's emergency lights and/or siren.

64.1.10 Roadblocks (CALEA Std 41.2.3)

A. Assisting with traffic direction/control
An officer is authorized to temporarily close or block a road when assisting with emergency situations, or for previously arranged special events. During emergency situations, street closures provide for safe efficient movement of vehicles and pedestrians around hazards while maintaining security of the scene. The closure may be accomplished utilizing temporary traffic control devices or with a marked police vehicle with emergency lights on.

B. Roadblocks to apprehend
The use of roadblocks to apprehend a suspect is not authorized.

64.1.11 School-Crossing Guards (CALEA Std 61.3.2)

School-crossing guards are provided by the Corvallis School District. Crossing guards are not employees or agents of the Corvallis Police Department and possess no enforcement power.

64.1.12 Assisting School Authorities

The Corvallis Police Department is committed to assisting the School District in providing safe school zones for students. The Department provides ongoing enforcement of laws relating to school zones and provides instruction to students on varied topics including pedestrian and bicycle safety.

66.1 TRAFFIC ANCILLARY SERVICES:

66.1.1 General Assistance to Motorists (CALEA Std 61.4.1)

A. Because of the overall danger to a stranded motorist and other drivers, officers will offer reasonable assistance at all times to the motorist who appears to be in need of aid. This will apply at all hours of the day, but particularly during the nighttime hours when the hazards are greater.

B. Officers should be constantly alert for roadway users who appear to need assistance. Officers shall freely provide information and directions upon request. In an effort to better serve citizens, officers should not only become familiar with the streets and services of the City, but also the various services and facilities available in the area.

66.1.2 Tow Service (CALEA Stds 1.2.4, 61.2.2, 61.2.3, 61.4.3)

A. Towing Services

1. Citizens requesting towing assistance (e.g., disabled vehicles, vehicles involved in crashes) shall be asked if they have any personal local towing agency preference. If the citizen cites a preferred local towing agency, that agency will be requested without delay. If the citizen has no towing agency preference, the assisting officer shall request the 9-1-1 Center to notify the towing agency which is next in line in the rotational, non-preference, towing agency system. Citizen requested towing shall be at the expense of the citizen.
   a. The rotational towing agency system shall include information for each towing agency who has agreed to be included in the rotational, non-preference towing system and who meets these criteria:
      (1) 24 hour availability.
      (2) Liability insurance for bodily injury or property damage not less than $500,000 per occurrence.
      (3) Garage keepers policy limit not less than $50,000 for comprehensive and collision.
      (4) 30 minutes or less response time.
      (5) Successfully pass an inspection by the Corvallis Police Department of vehicle tow equipment and meet Oregon vehicle/operator licensing requirements.
   b. When an officer makes a request for a rotational, non-preference tow, the 9-1-1 Center shall dispatch the appropriate, non-preference towing agency. If that agency cannot respond at the time of the call with proper equipment and within 30 minutes, the next towing agency in line shall be called. The towing agency passed over shall go to the back of the rotation.
   c. Strict adherence to the rotation shall be followed. Unsolicited responses out of turn shall not be permitted and may result in the suspension of the towing agency from the rotational, non-preference towing system.

2. Information regarding each towed vehicle will be provided to the dispatcher, who will log the request in the towed vehicle log maintained by the dispatch center. That information will include the license number, license state, Vehicle Identification Number (VIN) and if the owner requested the tow. The officer shall verify the VIN listed on the registration is consistent with the VIN on the vehicle.
    a. The dispatcher will check the vehicle information to see if the vehicle is reported stolen.
3. It is the responsibility of the officer to complete an Impounded/Towed Vehicle report and a vehicle inventory per established policy when the vehicle towed is an unoccupied vehicle or is seized as evidence. All vehicles towed (except City owned vehicles) shall be appraised by a certified appraiser, supplied by the contract towing company. Towing fees for vehicles seized as evidence shall be the responsibility of the Police Department.
4. When the vehicle is to be processed for evidence it should be processed prior to towing if at all possible. When the vehicle is to be held as evidence, it shall be towed to a secure storage facility (contract towing company, evidence, City shops, etc.).
5. All other vehicles towed for the Police Department will be taken to the tow company lot.
6. The officer will remain at the scene until the vehicle has been removed by the tow truck. Only the vehicle keys will be turned over to the tow truck driver. Any other keys will be returned to the vehicle owner or placed in the evidence room for safe keeping.
7. The tow ticket and Impounded/Towed Vehicle report and the inventory report shall be submitted with the officer's report prior to the officer going off duty.
8. It is understood that the citizen requesting service and/or the taxpayers are the ones who ultimately pay for these services and poor quality service will not be tolerated. Officers shall notify their supervisors of any service agency who either renders poor service or is incapable of providing quality service because of inadequate equipment or personnel. This information will be forwarded through the chain of command to the CSD Manager.

B. Inventory of Towed Vehicles

It is important to conduct the inventory in a consistent and standardized fashion according to department policy and as authorized by Corvallis Municipal Ordinance. Failure to conduct inventories according to a consistent and standard procedure may result in the inadmissibility of contraband or evidence of a crime discovered in the process of the inventory. The Vehicle Inventory Form will be completed and included with the related vehicle tow and/or incident paperwork.

1. The officer requesting a vehicle tow will be responsible for conducting the inventory of the towed vehicle. An inventory of a towed vehicle will be conducted only under the following circumstances:
    a. Arrest of the driver,
    b. Vehicle is abandoned or has been declared a nuisance,
    c. Driver (if the only occupant) is removed to the hospital, and/or
    d. Seized as evidence, impounded or seized for forfeiture.
        (1) If the vehicle is seized to obtain evidence and the officer did not see the vehicle being operated on a roadway prior to making contact, a search warrant is required.
2. The officer will inventory the vehicle before leaving the scene. If this is not practical, then an inventory will be conducted as soon as possible. The location, date and time of the inventory will be noted on the inventory form. Any vehicle towed at the owner's request will not be subject to an inventory.
3. An inventory is conducted for the following reasons:
    a. For the protection of the owner's property in the vehicle.
    b. For the protection of the officers in the event that unjustified or theft claims are made.

c. The inventory will be as thorough as possible and will include the contents of locked and closed containers which are designed for, or could contain, money and/or small valuables inside the vehicle or which could be carried on or about the person. The vehicle trunk and glove box will also be inventoried. All monies and small valuables located in the above described areas will be inventoried and submitted to the evidence room for safekeeping.

4. All items unattached in the vehicle with an estimated value of $50.00 or more will be listed on the inventory report. Any item valued at more than $1,000 will be removed from the vehicle, listed on the inventory report and submitted to the evidence room for safe-keeping.

C. Release of Towed Vehicles

1. Officers who tow vehicles as evidence shall notify records in writing when the vehicle may be released to the legal owner.
2. The owner of the towed vehicle must present the title, registration or proof of ownership if the vehicle is towed as evidence or for any non-enforcement reason (victim of a crime, motor vehicle crash victim who was unable to give rotational or specific tow request, etc.)
3. The owner of the towed vehicle must present the title, registration or proof of ownership, proof that a person with valid driving privileges will be operating the vehicle, and proof of financial responsibility (insurance) for the impounded vehicle before release will be authorized if the vehicle was towed for DWS or DWR under ORS 811.182; DUII under ORS 813.010; or Operating without driving privileges or in violation of license restrictions under ORS 807.010.
   a. Vehicles towed for No Insurance, DWS or DWR under ORS 811.182; DUII under ORS 813.010; or Operating without driving privileges or in violation of license restrictions under ORS 807.010 require a processing fee payable to the City prior to the vehicle being released.
   b. For the safety and welfare of the driver and citizens of Corvallis, vehicles towed for DUII under ORS 813.010, when the owner was charged with DUII, will not be released to the owner prior to 12 hours from the time of the offense and the owner does not display signs of visual impairment. As an alternative, the owner may sign to release the vehicle to another driver who is not impaired provided they have a valid driver's license.
4. The impounded vehicle will not be released by any towing agency without a signed release form from the Police Department. Release of a vehicle without following the proper procedure will be considered a breach of the towing contract.
5. It is the responsibility of the person releasing the vehicle to verify the identity of and to obtain the signature and address of the person to whom the vehicle is released. The date of the release will be noted on the release form.
6. Vehicles towed or moved out of the roadway as a result of a crash may be released immediately to the driver at the scene of the crash.
7. Towing charges are between the tow company and the owner of the vehicle.

66.1.3 Stranded Motorists (CALEA Std 61.4.1)

A. Many occasions present themselves that call for the immediate removal of a disabled vehicle from a traveled highway so further traffic problems and/or the possibility of a serious collision may be diminished. At the discretion of the officer, the police vehicle may be used to move the vehicle to the nearest point of safety if the patrol car is equipped with push bumpers. Officers will not use their vehicles to "jump start" other vehicles.

B. Officers may, at their discretion, transport stranded motorists to the nearest convenient location where assistance may be obtained. However, officers should be certain that assistance is

available. When transporting stranded motorists, officers should give the dispatcher their starting and ending mileage and their beginning and ending locations.

C. Stranded motorists should not be abandoned when exposed to a hazardous situation. Consideration will be given to traffic hazards, location, time of day, weather conditions and priority of calls for service. This does not preclude placing devices to warn oncoming traffic and clearing the scene if conditions are such that this can be done safely. Officers should periodically check to ensure the condition does not deteriorate.

D. Officers who assist stranded motorists should remain alert to the following possibilities: the vehicle in the possession of the motorist has not been authorized for their use; the vehicle is in unsafe operating condition; the motorist is unlicensed to drive; the motorist is incapable of safely operating the vehicle; and/or the vehicle's occupants have engaged in criminal activity.

E. Officers may provide assistance to motorists in obtaining tow services, if needed, as outlined in 66.1.2.

66.1.4 Emergency Assistance (CALEA Std 61.4.1)

A. Officers will render all practical assistance to users of the roadway who are involved in emergency situations.

B. Vehicle Fires or Hazardous Material Incidents

1. Officers will immediately advise the dispatcher upon discovery of a vehicle fire or Hazmat incident. The location, type of vehicle, location of fire and cargo (if applicable) will be given to the dispatcher.
2. The dispatcher will notify the Fire Department of these facts so an appropriate fire department response can be made.

C. Medical Emergencies

1. Notification - Upon discovery of a medical emergency, the officer will request an ambulance. When requesting an ambulance, the officer will advise the dispatcher of the type of emergency, location, condition of the patient and any other information available regarding the emergency.
2. Assistance - After notifying the dispatcher of the nature of the emergency, officers will render as much first aid assistance as possible.

66.1.5 Escorts (CALEA Std 61.3.2)

A. Escorts of Emergency Vehicles

1. Officers will not initiate emergency escorts without first receiving clearance by a supervisor and notifying the dispatcher.
2. Emergency vehicles, particularly ambulances, will not be escorted by officers except under extreme circumstances with supervisory approval. Two emergency vehicles traveling together more than double the hazard to traffic.
3. An exception would be to escort an emergency vehicle to a hospital when the driver of the emergency vehicle is not familiar with the location of the hospital or when the emergency equipment on the vehicle needing to be escorted is malfunctioning. In unclear situations, a supervisor shall be consulted.
3. Civilian vehicles will not receive emergency escorts, instead officers will render appropriate aid and/or summon an ambulance or transport civilians in their patrol vehicle.

B. Scheduled Escorts

1. Legitimate requests for scheduled law enforcement escort services include, but are not necessarily limited to, those associated with motorcades and other traffic of public officials and dignitaries, oversize vehicles, parades, highway construction and maintenance vehicles, and vehicles with hazardous or unusual cargo.

2. When a request for scheduled escort service is approved, the trip route will be established in advance, as will the maximum speed to be maintained along each segment of the route.
3. Point traffic control will be established, as appropriate, at locations along the scheduled route sufficient to ensure safe passage.
4. Tactical control of the escort will be assigned to a specific supervisor or officer in accordance with the complexity of the escort services being provided. The tactical controller will set the pace of the escort in accordance with prevailing conditions, and under no circumstances exceeding the pre-specified maximum speed for any segment of the route. The tactical controller will terminate the escort and resume normal vehicular operation when, in their opinion, conditions are such that continuation of the escort would constitute unacceptable risk to the public.
5. The use of patrol vehicle emergency equipment during the escort will be specified in advance by appropriate supervisory or command personnel.
    a. Requests for non-emergency escorts should be referred to the CSD Lieutenant. Escort requests for funerals, oversized loads/vehicles or hazardous materials should be referred to private agencies equipped for such details.
    b. Escorts for public officials or other special requests are to be approved by the CSD Manager in advance.

66.1.6 Hazardous Roadway Conditions (CALEA Std 61.4.2)

A. Hazardous highway and/or environmental conditions are defined as:
1. Defects in the roadway itself (holes, ruts, or dangerous shoulders).
2. Lack of, or defects in, highway safety features (e.g., center and roadside striping and reflectors) or improper, damaged, destroyed or visually obstructed traffic control and information signs.
3. Lack of traffic control and information signs (curve and hill warnings, stop and yield signs, speed limit signs, street and highway identification).
4. Lack of mechanical traffic control devices or improperly located or malfunctioning traffic control devices.
5. Lack of roadway lighting systems or defective lighting systems.
6. Natural or man-caused obstructions (fallen trees and rocks, litter, debris, parts of vehicles, broken water mains and electrical wires).
7. Ice or heavy snow accumulations on roadway surfaces.
8. Fire and its attendant smoke in areas adjacent to the highway.
9. Vehicles parked or abandoned on or near the roadway.

B. The term “roadside hazard” will refer to all physical features of the roadside environment which are such that a vehicle leaving the road surface for any reason, even momentarily, can impact with them resulting in injury to people or damaged property. Roadside hazards included in the definition are:
1. Rigid, non-yielding supports for traffic control devices and lights, or the non-performance of safety installations (i.e., breakaway sign supports that fail to function properly).
2. Improperly engineered guard rails.
3. Unshielded bridge railings that may not be able to retain an impacting vehicle and redirect it parallel to the roadway, thereby minimizing damage to the vehicle and danger to traffic below the bridge.
4. Bridge abutments and other hazardous fixed objects built off the roadway, and into which the vehicle might crash with high injury probability.
5. Utility poles, trees, ditches, steep banks, culverts, rock formations, and other fixed objects and features of the roadside environment into which a vehicle might crash instead of being able to come to a stop in a clear distance.

C. The following procedure will be followed in identifying, reporting and correcting hazardous roadway, roadside, or environmental conditions:

1. When a hazard is identified and in the officer's opinion such hazard requires immediate correction (such as a fallen tree or downed electrical wire), the officer will immediately inform dispatch of this situation and identify the assistance or special equipment required. The officer will protect the scene and bystanders, and direct traffic or take any other action deemed necessary to correct the situation.
2. When a hazard is detected that represents a potential crash situation but the threat of such is not imminent (as in the case of a discarded muffler), the officer will inform dispatch. Dispatch will notify Public Works or other proper authority to have the hazard corrected. If the officer can correct the situation, s/he will take appropriate action.

66.1.7 Radioactive and Hazardous Materials (CALEA Std 61.2.3)

A. Background

1. A hazardous material is defined as: any element, compound, or combination thereof which is flammable, corrosive, explosive, toxic, radioactive, an oxidizer, or is highly reactive and which, because of handling, storing, processing, and packaging may have detrimental effects upon operating and emergency personnel, the public, equipment, and/or the environment.
2. Radioactive materials are in current use in hospitals, research laboratories, and numerous industrial and military applications, and are transported throughout the State by truck, rail, air and waterborne transportation.
3. In addition, numerous hazardous materials are transported throughout the State every day. While many of these are in common use, accidents or spills present a serious threat to the health and safety of the general public, especially the officer who happens to be first on the scene.
4. Many accidents and other emergencies involve more than one agency and require a cooperative emergency response. It is of extreme importance for all officers to be aware of what actions they should take during hazardous material emergencies.

B. Procedure

1. Radioactive Material
   a. Complete information concerning the incident will be forwarded to the on-duty Watch Commander by the quickest means available. This information will include:
      (1) Basic description (explosion, fire, etc.)
      (2) Exact location
      (3) If possible, all information contained on the Interstate Commerce Commission (ICC) label or labels.
   b. Upon being notified of any such incident, dispatch will notify the Corvallis Fire Department which will in turn notify any other appropriate emergency response agencies.
2. Atomic Weapons
   When it is believed that an accident or incident has occurred involving an atomic weapon (or weapon component) or radioactive material that can be identified with a military service, dispatch will, in addition to the notification specified in #2 above, request assistance from appropriate military headquarters.
3. Hazardous Material
   First, and most important, is the safety of the officers and bystanders at the Hazmat scene. Next an officer should identify the shipments considered hazardous. This is usually accomplished directly or indirectly by descriptive data in shipping documents, on containers, package labels, and vehicle placards.

a. Vehicle or spill sites will always be approached upwind with the officer's vehicle windows and vents tightly closed.

b. Personnel will refer to Department of Transportation resource books for identification of the dangerous substance.

c. If this information is not readily obtainable due to an incapacitated driver, destruction of a bill of lading or other shipping papers, dispatch will follow the Corvallis Fire Department procedures for notification and advise patrol personnel of notification then contact the Chemical Transportation Emergency Center (CHEMTREC) 800-424-9300. CHEMTREC provides technical expertise in handling hazardous material emergencies. Basic information needed:

(1) Name of caller and call-back number
(2) Location of problem
(3) Shipper or manufacturer
(4) Container type
(5) Rail car or truck number
(6) Carrier name
(7) Consignee
(8) Local Conditions

4. In the case of hazardous material incidents, officers will isolate the hazard area, evacuate non-essential personnel, and make preliminary hazard identification (spill, leak, fire). The Corvallis Fire Department will be notified immediately of the incident.

66.1.8 Abandoned Vehicles (CALEA Std 61.4.3)

A vehicle parked in the same place on a public street or in a City parking lot for longer than 48 hours will be treated as an abandoned vehicle (this includes any vehicle that has been declared a nuisance), in accordance with Corvallis Municipal Code 6.1.040.040.

A. Abandoned vehicles will be handled entirely by a Parking Enforcement Officer, unless otherwise directed by a supervisor.

1. Initially, both the license and VIN shall be verified to determine it is not a stolen vehicle.

B. Abandoned vehicle complaints will be processed using CPD Form 48 Vehicle Impound.

1. Abandoned vehicles will be logged/tracked utilizing the "Abandoned Vehicle Log" and all associated actions or findings will be noted within this log (e.g., parking ticket, GOA, etc.).

a. If the officer finds the vehicle unmoved after an initial 48 hours, a completed WARNING sticker will be affixed to the windshield allowing five (5) calendar days for the vehicle to be moved. At this time a citation for prohibited parking over 48 hours may also be issued, if parked on a City street.

i. CPD Form 48 Vehicle Impound shall be initiated once the WARNING sticker has been affixed to the vehicle. The completed form will then be turned into Records as soon as feasible.

b. If, after the five (5) calendar day grace period, an officer returns to find the vehicle has only been moved within the same block, the vehicle may be towed *per GO 66.1.2*.

C. For further reference, the following are those laws which pertain to or authorize the impoundment of abandoned vehicles:

- ORS 819.110 Custody, towing and sale or disposal of abandoned vehicle
- ORS 819.120 Immediate custody and towing of vehicle constituting hazard or obstruction
- ORS 819.180 Notice after taking into custody and towing
- Corvallis Municipal Code, Chapter 6.10 General Traffic Code

66.1.9 Tow Policy (CALEA Std 61.4.3)

A. Authorization to tow

1. The purpose of this directive is to establish guidelines regarding removal/towing of vehicles from public streets, highways and private property as authorized by Corvallis Municipal Ordinance and Oregon Revised Statutes. The towing procedure outlined in 66.1.2 is to be followed when a tow is authorized.
2. Officers are authorized, under the community caretaking authority, to remove (and/or impound) or cause to be removed to the tow company impound lot or to a secure storage facility a vehicle found upon a street, highway, public right-of-way or private property.
3. Community caretaking as it applies to the towing of vehicles is limited to impounding vehicles that jeopardize public safety and the efficient movement of vehicular traffic. Whether an impoundment is warranted under the community caretaking doctrine depends on the location of the vehicle and the police officers' duty to prevent it from creating a hazard to other drivers or being the target for vandalism or theft. Citing a driver for a non-criminal traffic violation, the drivers' non-criminal driving record, or the officer's belief that the driver will continue to drive after the stop, are not sufficient grounds to tow a vehicle unless the driver's inability to remove the vehicle from a location would jeopardize public safety or the vehicle is at risk of theft/loss.
   a. As Corvallis Municipal Ordinance and Oregon Revised Statutes allow officers to tow/impound a vehicle officers are to consider:
      (1) Whether the vehicle presents a clear and present traffic hazard or would interfere with the efficient movement of vehicular traffic, or
      (2) If the registered owner and/or a passenger present in the vehicle at the time of the stop do not possess a valid driver's license, are not legally able, or are unwilling to drive the vehicle at the time, or
      (3) The vehicle is legally parked but is located at a place where it is likely to be subject to theft and/or vandalism if left unattended.
   b. Vehicles are not to be towed and/or impounded under any of the following circumstances:
      (1) The vehicle is parked on private property where the registered owner or operator is legally residing, or the property owner does not object to the vehicle being left in the parked location.
      (2) The vehicle is legally parked at a time and place where the likelihood of it being subject to theft and/or vandalism is remote and traffic or public safety is not impeded.
   c. When a report has been made that the vehicle was stolen or taken without the owner's consent;
   d. When a vehicle upon a street is so disabled as to constitute an obstruction to traffic and the person or persons in charge of the vehicle are by reason of physical injury incapacitated to such an extent as to be unable to provide for its custody or removal,
   e. When removal is necessary in the interest of public safety because of fire, flood, storm, snow, or other emergency reasons,
   f. When a vehicle is the subject of an investigation and meets the criteria authorized by ORS 133.535, permissible objects of search and seizure

B. Special Considerations

1. In lieu of towing, the officer has the discretion to release the vehicle to a responsible person of the owner's choice once ownership has been verified.

2. If the vehicle is reported stolen, officers will determine who the reporting agency is and whether the vehicle should be held for evidentiary purposes. If another agency is the reporting agency, such agency will be contacted.
    a. If the stolen vehicle is not to be held for evidentiary purposes or other reasons, the officer or dispatcher will contact the owner with instructions to come to the scene and claim the vehicle.
    b. If the owner of the vehicle is unknown or unable to respond immediately, the vehicle will be towed. Financial settlement with the towing service prior to release is the owner's responsibility. There is no Police Department administrative processing fee for returned stolen vehicles.
        (1) It is the responsibility of the Records Lead Worker or designee to track all towed vehicles and send a certified return receipt requested letter, to the DMV registered owner(s) and lien holder(s), notifying the location of the vehicle, the procedure for claiming it, and advising the intended disposition of the vehicle if not claimed.
    c. If possible the vehicle should be processed for evidence at the scene and the owner notified to claim the vehicle there.
3. Vehicles parked unlawfully on the streets will be handled in the following manner:
    a. If the vehicle is parked in such a manner that there is no clear and present traffic safety need, the officer will take regular enforcement action but the vehicle will not be towed.
    b. Whenever an officer finds an unattended vehicle that constitutes an obstruction to traffic, then that vehicle may be towed.
4. When a vehicle is involved in a traffic crash, the officer will contact the dispatcher and have the appropriate tow company respond to the scene. If there is an owner's request for a tow company, every effort should be made to contact that tow company.

C. Court Ordered Vehicle Impounds

ORS 809.700(1)(a) provides for the Court to order the impoundment of a defendant's motor vehicle upon a conviction of driving while suspended or revoked under ORS 811.175 or ORS 811.182. The statute makes the owner of the vehicle responsible for paying reasonable towing and storage costs for the duration of the impoundment, which is determined by the court for up to, but not more than, 120 days.

1. For Court Ordered Vehicle Impounds, Municipal Court and the Police Department follow this process:
    a. Municipal Court Judge will order the impoundment of a vehicle upon a conviction of DWS.
    b. The Court Order will contain:
        (1) Date the vehicle is to be impounded;
        (2) Duration of impound;
        (3) Vehicle description;
        (4) Location of the vehicle;
        (5) Name and address of person in possession of vehicle at the time of Court Order; and
        (6) A **"For Officer's Use Only"** section on the back of the order.
    c. Municipal Court will telephone Dispatch on a non-emergency line and request an Officer respond to Municipal Court to enforce a Court Ordered Vehicle Impound. The call will be handled as any other request for service.
    d. The Officer will respond to Municipal Court and pick up the Court Order of Vehicle Impoundment document.

(1) The officer will respond to the location of the vehicle as listed on the Court Order of Vehicle Impoundment document.

(2) If the vehicle is at the listed location, the Officer will request a contract tow. Once the vehicle is towed, the Officer will complete the **"For Officer's Use Only"** section on the back of the Court Order. The Officer will submit the Court Order as an attachment with his/her report to Records. Records will return the original Court Order to Municipal Court after making a copy for the case file.

(3) If the vehicle is not at the location indicated on the Court Order, the Officer will complete the **"For Officer's Use Only"** section, clear the call "06", and submit the original Court Order to Records. Records will forward the Court Order to Municipal Court.

e. Officers will follow all other contract tow procedures and complete all required paperwork (ie. Inventory and Towed Vehicle form if vehicle is towed.).

f. Court Ordered Vehicle Impound paperwork must be completed and turned in to Records by the end of the officer's current shift.

g. To claim a vehicle impounded under Court Order, a person must come to the Records Unit at the Police Department and provide identification showing proof of ownership for the vehicle or the person in possession of the vehicle at the time of the impoundment and proof of current/valid automobile liability insurance; pay the Police Department's administrative fee and sign the appropriate vehicle release form. The claimant shall then provide the completed release paperwork to the tow company and pay the towing and storage fees to the tow company prior to the release of the vehicle.

66.1.10 Tow Records (CALEA Std 61.4.3)

A. Policy

1. Whenever a vehicle is removed or towed at the direction of an officer, a tow receipt and inventory report will be completed. The receipt will show the time, date, location, requesting officer, reason for the removal or tow, the towing service, vehicle information, and storage location of the vehicle. The inventory report will be completed as described in 66.1.2, B.
2. When a vehicle is impounded, and a responsible person is readily available, officers shall provide the person in possession of the vehicle with a Notice of Impoundment.
3. A dispatcher will check to see if the vehicle is wanted or stolen, determine the registered owner and forward this information to the officer requesting the tow.
4. It is the responsibility of the officer towing the vehicle to ensure the vehicle is entered into LEDS.
5. Upon completion of the tow receipt and the inventory report, a copy of the computer registration, the tow receipt and inventory report will be attached to the investigative report and forwarded to Records no later than the end of the officer's current shift.
6. Records personnel will send a certified return receipt requested letter to the DMV registered owner(s) and lien holder(s) within 48 hours, advising of the impound and the intended disposition of the vehicle.

B. Towed Vehicles

1. It is the responsibility of the Records Unit Lead Worker to track all towed vehicles and to make every effort to locate and notify the owner of the location of the vehicle and procedure for claiming it. If the registered and/or legal owner/s have not claimed the vehicle within the required time period (30 days or the time for return of the certified letter, whichever is longer), the vehicle will be disposed of according to Oregon law.

a. If the vehicle is valued at more than $1,000, the vehicle will be sold at public auction per ORS 87.192 and 87.196.
   (1) Contents of the vehicle (if any) will be disposed of at public auction.
   (2) Records will clear the LEDS entry.
   (3) Records will clear the incident "exceptionally".
   (4) Update the incident entry to "Vehicle Disp/Sale".
   (5) Notify the Corvallis Municipal Court, Violations Division of the vehicle sale and send them the outstanding parking citation, along with a note indicating that the vehicle has been sold.
   (6) Complete the report and file all paperwork in the incident file.

   NOTE: If a vehicle is sold at public auction per ORS 87.192 and 87.196, Records will make certain the recipient (Finance Department) is made aware of any outstanding towing/storage fees so these can be cleared.

b. If the vehicle is valued at $1,000 or less, the vehicle and contents will be sold to the towing agent in consideration for towing and storage charges, according to ORS 819.220, 87.192 and 87.196, Records will:
   (1) Complete the Abandoned vehicle affidavit and forward the original to DMV and a ensure copy is filed in the incident file.
   (2) Complete a Certificate of Sale of Abandoned Vehicle with the original sent to the lien holder/towing agent and a copy to the incident file.
   (3) Notify the City of Corvallis Municipal Court, Violations Division of the vehicle sale and send them the outstanding parking citation, along with a note indicating the vehicle has been sold.
   (4) Cancel LEDS entry.
   (5) Clear incident entry "exceptionally".
   (6) Update the incident entry to "Vehicle Disp/Sale".
   (7) Complete report and file all paperwork with the incident file.

66.1.11 Educational Materials (CALEA Std 61.4.4)

The Police Auxiliary and Traffic Officer(s) will have the responsibility to maintain educational materials on traffic safety. These materials will be made available to the public in the lobby of the Police Department, at appropriate programs and or in publications sponsored by the Police Department.

66.2 ROTATIONAL TOW COMPANIES

66.2.1 Purpose

The purpose of this policy is to provide staff with guidance on the proper procedure for a tow company applying to be a part of the rotational, non-preference towing list.

66.2.2 Towing Assistance (CALEA Std 61.4.3)

The Corvallis Regional Communications Center maintains a list of rotational tow companies for persons needing towing assistance, but whom have no preference which company responds. The rotational tow procedure is outlined in GO 66.1. Any tow company applying to be on the list must meet the Department's criteria in order to be placed on the list.

The criteria for rotational tow companies is outlined in the application form (CPD form 171 Rotational Tow Application). Tow companies applying for the rotational tow list must meet the qualifications of the application, and once accepted to the rotational tow list, must renew their application on an annual basis. The Professional Standards and Support Division will review and approve requests and renewals for the rotational tow list. Files for each company accepted to the list will be maintained by the Professional Standards and Support Division in order to receive and review annual applications or changes during the year.

72.9 LAW ENFORCEMENT FACILITY INTERVIEW AND BOOKING

72.9.1 Interview/Booking Rooms (CALEA Stds 42.2.8, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2)

The Law Enforcement Center (LEC) is not currently structured to provide for prisoner holding. Booking and interview rooms, however, are available for use within the specified limitations. The booking and interviewing rooms combined provide a Temporary Detention Facility (TDF) to book and/or test detainees. The time of use would be measured in hours.

Officer safety is critical and of the utmost importance, particularly when dealing with a subject(s) within the close confines of the TDF or interview rooms. Being in such close quarters with an individual, whether cuffed or uncuffed, creates real safety concerns for officers. Below are the expectations that apply when an officer utilizes either the TDF or an interview room.

A. Weapons

1. Firearms: Officers shall, as soon as it is feasibly reasonable, secure their firearm(s) in the lockers provided while interviewing an in-custody subject, administering the Intoxilyzer or while booking an arrested person. This applies to both the TDF, as well as the two interview rooms located upstairs. Officers will conduct a security inspection of the booking and interview rooms prior to and immediately after their use. The basement interview room should not have anything in it except for the bench and table affixed to the wall. Typically, it is recommended that a maximum of two officers will be involved in any interview/interrogation, but there may be more or less as determined by the lead investigator, Watch Commander, or Investigations Lieutenant.
2. Less-Lethal Weapons:
   a. Knives may be retained and worn by officers while in the TDF or interview rooms only if the knife is not “sticking out” or apparent. Any knife retained by an officer while inside the TDF or an interview room must be discreetly placed so that it is not visible or able to be potentially grabbed by a subject in close quarters.
   b. All other less-lethal options may be retained by an officer while inside the TDF or an interview room.
3. There will be times when it becomes unavoidable that a particularly high-risk subject is brought into the LEC for investigative purposes, such as detectives have a homicide suspect that needs to be interviewed. To provide an added layer of security, an armed officer could be placed outside the interview room while the unarmed detectives are inside with the suspect. Tactical placement of an armed officer is acceptable as long as they are not inside either the TDF or an interview room, and stay out of easy reach of the subject.
   a. For interviews/interrogations involving a high-risk subject there will be no less than two officers present.

B. The two interview rooms upstairs are primarily for the purpose of recording interviews. Dispatch should be advised that interviews are being conducted in these rooms and who are the officers/investigators involved.

1. Interview Room A is located just off the LEC lobby. This room is primarily used to interview/record interviews of victims and witnesses but could be used to interview suspects as the investigator deems appropriate. This room contains a couch, end and coffee tables with lamps, toys for children and additional chairs as needed. Typically, a maximum of two officers will be involved in any interview/interrogation, but there may be more or less as determined by the lead investigator, Watch Commander, or Investigations Lieutenant.
2. Interview Room B, located inside the hallway behind the secure door off the LEC lobby, is primarily used to interview/record suspects or persons of interest. The room contains a table and the minimum number of chairs needed to accommodate those present at the interview/interrogation. There are signs stored in this room for placement in the hallway to advise others that an interview is in progress, both for security and quiet. Typically, a maximum of two officers should be involved in any interview/interrogation, but there may be more or less as determined by the lead investigator, Watch Commander, or Investigations Lieutenant.
3. Personnel will familiarize themselves with ORS 133.400 Recording of custodial interviews and ensure they comply with the specific requirements therein. This statute specifies those circumstances under which it is mandatory that a custodial interview conducted by a peace officer in a law enforcement facility shall be electronically recorded.

C. Panic/duress alarm buttons are located in the booking/Intoxilyzer room and in the hallway adjacent to the basement City Interview room. These alarms sound in the Corvallis Regional Communications Center. Officers/Detectives will have a communication device (e.g., portable radio, cell phone, etc.) available while in the upstairs interview rooms to call for assistance. The fire safety and evacuation plan for the City interview room areas shall be followed as described in G.O. 46.9.

D. Booking and interview rooms are to be used only for their designated purpose; they are not holding rooms. Person(s) being booked and/or interviewed will be under constant supervision by an officer. If a detainee is uncooperative and/or violent in nature, they should not be brought to the LEC and instead be transported directly to the detention/jail facility. "Uncooperative" in this context means a suspect who is being hostile or who is being defiant to any direction or order intended to ensure the safety of the individual and/or officers. Detainees can be kept inside the interview room while handcuffed as a means for ensuring they stay secure and officers will continue to keep the prisoner under continual observation. At no time and under no circumstances can a detainee be handcuffed directly to the bench or any other object.

1. The County interview room next to the City interview has a locking mechanism on the door. Corvallis Police Department officers will not use this interview room under any circumstances.

E. Male arrestees will be kept separate from female arrestees. Juvenile(s) in custody must be kept separate from an adult(s) in custody. Although male and female adults could be held in separate interview rooms (CPD or BCSO), juveniles must *not be within sight or sound of an adult* in custody in the booking area. To prevent this, we use the "Time Phasing (TP)" model for handling prisoners versus the "Sight and Sound (SS)" model. In the TP model, we can use the same space but must ensure that the space is used by an adult or juvenile at different times. Officers will verify prior to bringing in a prisoner that there is no juvenile/adult conflict. There are signs mounted on the sally port door for adult and juvenile. The supervising officer will flip over the appropriate sign to advise there is someone in the TDF. Using the upstairs interview rooms for juvenile offenders and the basement interview room for an adult offender would be an example of using the SS model (separate areas for adults and juveniles). The supervising officer will ensure person(s) in custody have access

to drinking water, restroom facilities or other reasonable personal needs accommodations. The supervising officer is further responsible for escape prevention. A prisoner(s) will be held in the patrol car in the sally port until the interview/booking room, BCSO or Lin/Benton Juvenile Detention Center is available to process the prisoner.

a. Any detainee held inside a patrol car in the sally port will be kept under constant supervision.

F. Officers will document in their incident reports the reason for booking at the LEC, the times in and out of the LEC and any food/drink, restroom breaks, or other comfort items (such as a blanket) that were provided.

72.9.2 Violations/Crimes (CALEA Stds 1.2.5, 71.1.1. 71.3.3)

A. City Ordinance

1. When a City of Corvallis Ordinance has been violated and the violation constitutes a crime, officers may proceed with the booking process (fingerprints and photographs) in accordance with Oregon State Law. Under normal circumstances, the booking process should be conducted at the LEC. Officers shall use discretion in the decision to process the individual or issue a citation in lieu of custody. During any booking process, access to the booking area and prisoner is limited to authorized law enforcement personnel. When the booking process is conducted at the LEC, officers shall complete:
   a. State fingerprint card
   b. 2 palm print cards (one for each hand)
   c. 1 photograph
2. If the individual who is to be processed is violent, the officer should take the arrested person to Benton County Correctional Facility (BCCF) for the booking process. If BCCF is unable to book the person immediately, the officer shall wait in the BCCF sally-port with the person secured in the patrol car until booking can be completed.

B. State Statute

When a violation of Oregon State Statute has occurred the officer may process the individual at the jail. If the jail is at capacity the officer may process the individual at the LEC and/or issue a citation in lieu of custody if the crime is a class C felony or below. The booking process described in 72.9.2.A.1 will be used. If the crime constitutes a major crime (class A or B felony) the officer will process the individual at BCCF. In the event that the jail is at capacity and the violated crime is a class A or B felony, the on duty supervisor may contact another jail for the processing of the individual.

72.9.3 Detained Juveniles (CALEA Std 44.2.1)

A. In the event a juvenile has committed a crime, another violation or is detained as a runaway the officer shall detain the juvenile in accordance with Oregon State Law or Corvallis City Ordinance. The parent or guardian of the juvenile shall be contacted as soon as possible. Whenever practical the juvenile should be released to the parent/guardian in the field. If for any reason the juvenile's parent/guardian is not able to respond, the officer may transport the juvenile to their place of residence and release them to a responsible party. A transport may be made to any location within 1 hour distance from Corvallis (one way) with supervisory approval. If a parent/guardian is unable to be contacted, the officer shall notify the supervisor so arrangements with another juvenile services or juvenile detention agency may be made.

B. Juveniles arrested for status offenses (i.e., Runaway, MIP, Curfew violation) who can not be released in the field may be detained for no longer than five hours while attempting to release them to a parent or guardian. This five hours begins upon entering the facility and doesn't stop unless the juvenile is released. Moving them back to a patrol vehicle does not stop the clock. It is best to contact the parents and ensure they can arrive within that five hours prior to entering the

facility. They can be detained in the basement interview room and, if necessary, be handcuffed to themselves (as noted above in GO 72.9.1 (D), never to the bench or an object).

C. Juveniles arrested for a criminal offense may be detained in the CPD Interview Room for no more than five hours. Again, the clock starts as soon as you enter the facility. The only juveniles that the five hour rule does not apply to are juveniles who have committed a felony offense and have been transferred or waived into adult jurisdiction. However, sight and sound separation always applies no matter what as long as the individual is under 18.

D. Juveniles in custody brought to or who are taken into custody at the LEC will be logged in using the appropriate form provided outside both interview room B and the basement interview room.

72.9.4 Detoxification

Police officers have the duty to care for those individuals who are unable to care for themselves. Intoxicated individuals who are unable to care for themselves should be assessed by medical personnel. At the completion of the medical assessment, the individual may be transported by ambulance to the hospital or the officer may release the individual to the care of a responsible person. If appropriate the individual may be transported by the officer to their residence. At no time will the individual be detoxed at the LEC.

72.9.5 Medical Questions

All persons who enter the LEC for the purpose of booking or arrest-related interview, will be asked the following questions:

A. Do you have any pain, bleeding or other symptoms requiring medical attention?

B. Do you have existing medical conditions that require on-going treatment and/or medication?

C. Have you ever attempted suicide? Are you contemplating it now?

72.9.6 Inventory of property (CALEA Stds 1.2.4, 71.3.3)

A. City Municipal Code 5.03.010.110, Suspect Inventories, requires police officers to conduct an inventory of suspects at time of booking at any secure facility such as, but not limited to, the LEC. Such inventories are necessary to protect private property while in police custody, to reduce or prevent the assertion of false claims for lost or stolen property, and to protect people, including officers and suspects, from any hazardous condition or instrumentality that may be associated with the suspect. The inventory of personal property never replaces a search warrant requirement, as an inventory is not a search for criminality.

B. Any officer who lawfully books a suspect at any secure facility such as, but not limited to, the LEC, shall conduct an inventory of said suspect's property as soon as safely practical. It is important to conduct the inventory in a consistent and standardized fashion according to department policy. Failure to conduct inventories according to a consistent and standard procedure may result in the inadmissibility of contraband or evidence of a crime discovered in the process of the inventory. The Property/Evidence Inventory Form will be completed and included with the related incident paperwork.

1. The officer making the arrest will be responsible for conducting the inventory. An inventory of personal property will be conducted only if the suspect is taken into custody and booked and the property will be separated from the prisoner, i.e., placed into evidence for safe keeping or impounded.
2. The officer will inventory the personal items before separating the property from its owner. If this is not practical, then an inventory will be conducted with another officer present. The name of officers involved, location, date and time of the inventory will be noted on the inventory form.
3. An inventory is conducted for the following reasons:
   a. For the protection of the owner's property.

b. For the protection of the officers in the event that unjustified or theft claims are made.

c. The inventory will be as thorough as possible and will include the contents of locked and closed containers which are designed for, or which could contain, money and/or small valuables inside. All monies and small valuables located in the above described containers will be inventoried and submitted to the evidence room for safekeeping. All money items will be counted by two officers.

4. All money, jewelry, and any item with an estimated value of $50.00 or more are considered valuables. All valuables will be listed on the inventory form and placed in the evidence room for safekeeping.

C. If during the inventory, contraband or evidence of a crime is discovered the inventory will be stopped until a search warrant is obtained.

72.9.7 Training on the Use of Temporary Detention Facilities (CALEA Std 71.2.1)

Recruit officers will be trained on this policy and the use of the TDF and the training will be documented. In addition to recruit training, at least once every four years, the department will conduct training on this policy and the use of TDF. This training will include any updates to the facilities and/or case law or procedural changes.

72.9.8 Inspections/Administrative Review (CALEA Std 71.4.1, 71.4.3)

A. Annually, the CSD Manager or designee will be responsible for conducting an administrative review of the TDF. The review will ensure that agency policies and procedures governing temporary detention are being followed and that the original intent for authorization and use of the facility continues to be adequate for the agency's needs. The final report, including any recommendations, will forwarded to the Chief of Police for review and approval.

B. Once each month the TDF will be inspected in conjunction with the monthly building inspection. The date of the inspection will be documented and reported to the CSD Manager or designee on the Monthly Building and Temporary Detention Facility Inspection Checklist (CPD Form 129). Any issues found during the inspection will be documented and addressed the next business day with the appropriate resource to correct the issue.

74.1 LEGAL PROCESS: RECORDS

74.1.1 Maintenance of Warrants (CALEA Std 74.1.3)

A. Criminal and Traffic Warrants

The Records Unit is responsible for processing and maintaining all criminal and traffic related warrants issued by Benton County Circuit Court and Corvallis Municipal Court.

B. Original warrants will be filed in the warrant cart and available for verification 24 hours a day, 7 days a week.

1. Monday through Friday, 8 a.m - 5 p.m. Records staff will maintain warrant files.
2. Monday through Friday, 5 p.m. to 8 a.m., weekends, and holidays, the Corvallis Regional 9-1-1 Communications Center staff will maintain warrant files.

74.1.2 Legal Process (CALEA Stds 74.1.1, 74.1.3)

A. Documents to Be Served (including Subpoenas, Citations, Stalking Citations, Trespass/Exclusion Notices, Emergency Protective Orders)

1. The Records Unit receives all Municipal Court subpoenas, citations from other City sources (Fire, Planning, City Attorney's Office, etc.) and / exclusion notices via inter-office mail. Officers may generate other documents that need to be served, such as citations, stalking citations, trespass notices, and emergency protective orders; normally, the generating officer will serve the document, but there are times when a document(s) will need to be passed on to other staff for service.
   a. All documents for service received by Records will be date-stamped by Records personnel.
   b. Documents for service will be entered into the Police Department Legal Process Log Book. This log book will utilize the Legal Service Log (CPD Form 169) and will remain at the Records Unit counter for updating and referencing. The following information will be entered into the log:
      (1) Date and time received
      (2) Type of document to be served
      (3) Name of respondent
      (4) Court number, citation number, or incident number
      (5) Date of assignment (for service)
      (7) Date service due
      .
   c. All documents to be served will receive a log number and have a Legal Process Service Form (CPD Form 170) attached. Records personnel or the initiating officer will complete the top portion of the form, which is used for tracking.
   d. Documents that come in via the Records Unit will be placed in a file located on the back counter of Records along with the Legal Process Log Book. Documents for

service that are initiated by patrol will remain with patrol personnel for service, but the Legal Process Service Log and the Legal Process Service Form must be completed.

e. The receiving Sergeant/AIC will assign an officer to serve the document(s).

f. At the end of each work shift, the on-duty Sergeant/AIC will collect the assigned document(s) from the officers. The Sergeant/AIC will pass on the unserved document(s) to the supervisor of the on-coming shift. The on-coming supervisor will repeat the process. A document(s) received and processed by Records during a work shift will be left for the on-coming shift, unless a specific need for immediate service exists.

g. Served documents and the attached Legal Process Service Form will be placed in the incoming report basket located on the back counter of the Records Unit. Records personnel will update the Legal Process Log.

h. The Records Unit is the only authorized unit to receive and return subpoenas and citations to the Corvallis Municipal Court and/or City Attorney.

2. Court Notices and Transport Orders

Records staff will notify the on duty shift Sergeant/AIC by telephone that a court notice or transport order has been received.

a. Court Notices

Court notices will be the responsibility of the Court Liaison and will be handled as described in General Order 4.1.1.B.

b. Transport Orders

The on duty shift Sergeant or AIC will collect the transport order and ensure the transport is scheduled and completed.

3. Benton County Circuit Court Subpoenas

Subpoena service for the Benton County Circuit courts is performed by the Benton County Sheriff's Office.

B. Warrants

1. Records staff will receive all warrants issued by Benton County Circuit Court and those issued by Corvallis Municipal Court.

a. All warrants received will be date-stamped by Records personnel.

b. A warrant card will then be completed to include:

(1) Date and time received

(2) Type of warrant

(3) Name of defendant to be served

(4) Nature and source of warrant

(5) Date of Issue

(6) Court warrant number

C. Other Legal Processes

1. Civil Process Papers

The civil process is handled by the Benton County Sheriff's Office, as required by law.

2. Legal Process Function Funds

The Corvallis Police Department does not maintain or disburse funds for the service of legal process. No accounting system has been created for this purpose.

74.1.3 Attempted Legal Process Service (CALEA Std 74.1.2)

A. Documents to be Served

1. Officers who have a document(s) to be served will document attempted service on a Legal Process Service Form (CPD Form 170) that is attached to each document. Each unsuccessful service attempt will be noted, including:

a. Address of attempted service,
b. Date and time,
c. Name of officer,
d. Reason for non-service (e.g., not at home), and
e. whether or not a business card was left.

2. Emergency Protective Orders (EPOs) require special treatment and consideration. *See General Order 41.5.8(C)* for instructions that must be followed.
3. After 15 days, unserved documents (excluding Emergency Protective Orders) shall be placed in the incoming report basket located on the back counter of the Records Unit by the on-duty Sergeant/A.I.C. Records personnel will update the log. Unserved documents will be returned to the originating agency by Records personnel with the Legal Process Service Form attached.

B. Warrants

1. Prioritizing Warrant Service
It is the policy of the Police Department to attempt to serve all outstanding arrest warrants without delay, as outlined in General Order 74.3, Criminal Process - Arrest Warrants. Quick action on the part of law enforcement agencies in serving outstanding warrants can significantly increase the likelihood of apprehension. The priority of warrant service is as follows:
a. Felony warrants - because of the serious nature of felony offenses, all felony warrants should be served as expeditiously as possible.
b. Misdemeanor warrants - in the absence of any serviceable felony warrants, misdemeanor warrants should be served beginning with the most serious misdemeanors.
c. Consideration should be given to Failure to Appear and Failure to Comply warrants, as there is a greater likelihood that those who willfully Fail to Appear will not remain in the area for long.
2. The original warrant will remain with the warrant cart in the Records Unit or the Corvallis Regional Communications Center until it is served or recalled.
3. All warrants will be assigned to patrol for attempted service until such time as the warrant is served or recalled.
a. All warrant services and attempted warrant services will be documented in the CAD system.
b. If it is determined that the wanted person is not within the jurisdiction of the Police Department, Records will request an attempt for warrant service via teletype to the police agency in which the jurisdiction falls. This will occur at the time of warrant entry if the out of area address is listed on the warrant or at the request of the officer if that determination is made at the time of attempted service. A copy of the request for attempted service will be filed in the active warrant packet until the warrant is either served or recalled.

74.1.4 Legal Process Service (CALEA Stds 74.1.2, 74.1.3)

A. Served and Returned Documents Subpoenas/Citations

1. Documents that have been served will be returned to the Records Unit by the on-duty patrol Sergeant/A.I.C. The officer serving the document will fill out the Legal Process Service Form and shall include the following:
a. Date and time served,
b. Name of server,
c. Whom served, and
d. Location of service.

2. Documents returned to the Records Unit after service or attempted service will be logged out of the Legal Process log book indicating the return date to the originating authority and the reason for return (i.e., served, moved, etc.).
3. The completed Legal Service Log forms shall be retained by the Records Unit for three years.

B. Warrants
1. The officer serving the warrant will, upon returning to the LEC, locate the original warrant in either Records or the Dispatch Center and sign and date the warrant as being served. The officer will leave the signed original warrant with the warrant cart. The original warrant will be returned to the issuing Court by the Records Unit.
2. The Records Unit will remove the warrant information from the Active Warrant Card File and place it in the Inactive/Served Warrant Card File. The warrant card shall include the following:
   a. Date served,
   b. Name of server, and
   c. Agency of server.
3. Related documentation on served or recalled warrants are retained by the Records Unit a year from the month of service. The Inactive Warrant Cards are retained by the Records Unit for a minimum of one year.

74.1.5 Warrant Service in Foreign Jurisdictions

Refer to General Order 74.3 for guidelines on warrant service for other jurisdictions.

74.3 LEGAL PROCESS: CRIMINAL PROCESS

74.3.1 Arrest Procedures (CALEA Stds 1.2.1, 1.2.3, 1.2.5, 1.2.6)

A. Policy

It is the policy of the Corvallis Police Department to observe the rights of those placed under arrest. Not only will this uphold the Constitutional guarantees officers have sworn to protect, it will also increase the likelihood that violators will be convicted and punished for their acts.

B. Purpose

During the normal course of duty, Corvallis Police Officers are required to make a determination as to whether an arrest shall be made. This procedure provides a guideline for various types of arrests; i.e., probable cause, warrant, citizen, non-criminal custodies, etc.

C Definition

1. Probable Cause

ORS 131.005(11) states: "Probable cause" means there is a substantial objective basis for believing that more likely than not an offense has been committed and a person to be arrested has committed it.

D. Procedure

1. Arrest

Arrest is the taking of a person into custody so that the person may be charged with an offense.

a. In making an arrest, officers shall treat individuals with respect. Officers shall not physically mistreat or verbally harass any individual. In the event of injury or illness to the arrestee, medical treatment should be provided in accordance with G.O. 71.2 Prisoner Transportation.

b. Corvallis Police Department policy requires an officer to advise a suspect of his Constitutional rights regarding self-incrimination and counsel according to case law prior to a custodial interview. The Police Department recognizes that current case law may alter the definition of a custodial interview, and officers shall comply with case law updates provided by the Benton County District Attorney's Office as to when a suspect shall be advised of their Constitutional rights.

2. Citation in Lieu of Physical Custody

Sworn officers shall issue a citation in lieu of physical custody using criteria outlined in GO 1.2.3, Alternatives to Arrest and/or Pre-arraignment Confinement.

74.3.2 Execution of Warrants (CALEA Stds 1.2.1, 1.2.5, 74.3.1)

A. Notification

1. Officers are generally made aware of the existence of warrants of arrest by teletype, telephone, radio, mobile communications terminal, or through information filed in the records section of the Police Department.
2. Officers who are notified by other means shall consult with the on-duty supervisor prior to taking any action concerning the arrest warrant.

B. Verification

1. Prior to service of an arrest warrant, the originating agency will be contacted to verify the validity of the warrant and that it is serviceable at the time of day and location that contact is made with the person named in the warrant.
2. Verification may be telegraphic (ORS 133.360), or in the case of Corvallis Municipal arrest warrants and Benton County arrest warrants, by confirmation that the warrant is on file with the respective court of record. Immediate verification may be accomplished by telephone on the condition that teletype verification will follow from the originating jurisdiction.
3. Officers notified of valid arrest warrant/s utilizing the previously mentioned methods have the same authority to arrest as if they were in possession of the original warrant.
4. When an officer has probable cause to believe a warrant of arrest exists for a given person, that person may be detained while verification of the warrant is sought. In the event that the verification is not received within a reasonable length of time, the person shall be released from custody and information of the contact will be furnished to the originating agency. The officer will document the "Attempted Warrant Service" in a report.
5. Officers will verify the identity of the person named in the arrest warrant. If there is any doubt regarding positive identification, the person will be released and the officer will obtain adequate information to relocate the person.

C. Service of Arrest Warrants

1. Persons arrested on warrants are usually booked at Benton County Correctional Facility (BCCF). Per ORS 133.235 (3), the officer will show the arrest warrant to the subject while at BCCF and document it in their report. The warrant will be faxed to BCCF by dispatch/records. Officers shall insure that arrested persons who receive citations in lieu of custody receive proper notification of their court appearance.
2. Service of Municipal Court Downtown Employee/Resident Parking Warrants (Corvallis Municipal Code 6.11.300) requires verification of the person named in the warrant as the owner of the vehicle on the date of the violation. Generally, service of the warrant should not involve physical custody. If, however, the individual named in the warrant:
   a. Has been verified as the owner on the date of the violation;
   b. Has been made aware of the warrant;
   c. Has been given an opportunity to clear it; and
   d. Has refused or failed to clear the warrant within a reasonable time,

   The person may be taken into custody and the warrant or warrants served.

D. Cancellation and Arrest Warrant Returns

1. After an arrest warrant is served, the Corvallis Regional Communications Center or Records personnel will be notified so that the arrest warrant information can be removed from the LEDS and/or NCIC computer files.
2. The arresting officer will complete and sign the notice of service on the original warrant.
3. In cases where Corvallis Police Department personnel serve an arrest warrant for an agency outside of Benton County, a teletype notification of the service will be sent to the originating agency.

E. Bail

1. Bail on Circuit Court warrants will be accepted only at the Benton County Correctional Facility.

2. Bail on Corvallis Municipal warrants may be accepted at the Municipal Court or the Benton County Correctional Facility.

F. Forcible Entries to Serve Arrest Warrants

1. If there is an arrest warrant and the officer has probable cause to believe the subject is in a residence or other premise and the residence belongs to the subject or s/he otherwise dwells therein, and if, after giving notice of the officer's identity, authority and purpose, the officer is not admitted, the officer may enter the premises, forcibly if necessary (ORS 133.235).
2. Forcible entry should be conducted only as a final option. In such case, authority must be granted by the on-duty supervisor who will immediately notify the on-duty Watch Commander. The following factors will be considered if forcible entry is being contemplated:
   a. Seriousness of the offense,
   b. Risk to persons and property,
   c. Impact on public safety, and
   d. Ability to relocate the individual at a later time.

74.3.3 Defining Who Executes Warrants (CALEA Stds 1.2., 74.3.21)

Pursuant to ORS 133.140, sections 6 and 7, only peace officers as defined in ORS 161.015 (4), which includes the sworn members of the Corvallis Police Department, may execute the warrants described in General Order 74.3.1.

74.3.4 Arrest Without a Warrant (CALEA Stds 1.2.1, 1.2.5)

A. Pursuant to ORS 133.235 Corvallis Police Officers may arrest a person for an offense under ORS 133.005 through 133.033, 133.110 through 133.318 and 133.450 through 133.475, at any hour of any day or night.

B. A peace officer may arrest a person for an offense, pursuant to ORS 133.310 (1), whether or not such offense was committed within the geographical area of such peace officer's employment, and the peace officer may make such arrest within the state, regardless of the status of the offense.

1. Off duty enforcement is discouraged. If an officer takes enforcement action off-duty they will immediately notify the Corvallis on-duty Watch Commander of the incident and their involvement.

C. The officer shall inform the person to be arrested of the officer's authority and reason for the arrest.

D. In order to make a warrantless search/arrest, a peace officer in with "exigent circumstances"/"hot pursuit" may conduct a warrantless search where:

1. There is probable cause to arrest;
2. There is probable cause to believe the suspect is in the particular premises; and
3. There is an urgent need for immediate police action because delay would increase the risk of harm or escape or the destruction of evidence.

An officer making a "hot pursuit" exigent circumstances arrest must establish the above noted criteria and the arrest must be a felony or misdemeanor offense. Officers conducting a warrantless search/arrest will only use the amount of force reasonably necessary as described in General Order 1.3 Force Response.

E. Pursuant to ORS 133.310 Corvallis Police Officers may arrest a person without a warrant if the officer has probable cause to believe that the person has committed any of the following:

1. A felony
2. A misdemeanor
3. An unclassified offense for which the maximum penalty allowed by law is equal to or greater than the maximum penalty allowed for a Class A misdemeanor
4. Reckless driving under ORS 811.140
5. Driving while under the influence of intoxicants under ORS 813.010

6. Failure to perform the duties of a driver under ORS 811.700 or 811.705
7. Criminal driving while suspended or revoked or in violation of a hardship or probationary permit under ORS 811.182
8. Fleeing or attempting to elude a police officer under ORS 811.540
9. Any other offense in the officer's presence except traffic infractions as defined in ORS 153.008 and violations as defined in ORS 161.565.

F. A peace officer shall arrest and take into custody a person without a warrant when the peace officer has probable cause to believe that:
1. There exists an order issued pursuant to ORS 30.866, 107.095 (1)© or (d), 107.716, 107.718, 163.735, or 163.738 restraining the person; and
2. A true copy of the order and proof of service on the person has been filed as required in ORS 107.720 or 163.741; and
3. The person to be arrested has violated the terms of that order.

G. A peace officer shall arrest and take into custody a person without a warrant if:
1. The person protected by another jurisdiction's restraining order as defined by ORS 24.185 supplies a copy of the foreign restraining order to the officer and represents to the officer that the person has been located in this state for 30 days or less; and
2. The peace officer has probable cause to believe that the person to be arrested has violated the terms of the foreign restraining order.

H. A peace officer shall arrest and take into custody a person without a warrant if:
1. The person protected by another jurisdiction's restraining order as defined by ORS 24.190 has filed a copy of the foreign restraining order with a court under the provisions of ORS 24.115; and
2. The peace officer has probable cause to believe that the person to be arrested has violated the terms of the foreign restraining order.
3. In situations as required by law, including:
   a. Domestic Abuse Act
   b. Cruelty to Animals
   c. Stalking
   d. Violation of Domestic Abuse Release Agreement

I. A private person may arrest another person for any crime committed in the presence of the private person if the private person has probable cause to believe the arrested person committed a crime. ORS #133.225 requires the private person making such an arrest to take the arrested person before a magistrate or deliver the arrested person to a police officer.
1. Whenever an officer receives such an arrested person the officer shall, through investigation, ensure the validity of the arrest. Officers will document their investigation in an incident report.
2. In those cases where a private person desires to make an arrest, and it is clear to the investigating officer that such an arrest would be unlawful under the rules of law, the investigating officer will so advise the private person. If the private person still insists on making the arrest, the officer will decline to take enforcement action and will advise the private person an incident report will be prepared and forwarded to the office of the City Attorney for review. If the City Attorney determines an arrest would be lawful under the circumstance, then the City Attorney will direct the investigating officer to cite or arrest the violator after the private person has signed the Uniform Citation and Complaint form. The investigating officer shall investigate the matter sufficiently to determine whether the facts support charging an individual with an offense. If the officer can determine the identity of the offender, the officer should take whatever action, authorized by law, is appropriate under the circumstances.

74.3.5 Search and Seizure (CALEA Stds 1.2.4, 1.2.5, 1.2.8)

It is the policy of the Corvallis Police Department that searches conducted by officers will be consistent with ORS, applicable case law and conducted no more than is reasonably necessary, with the proper regard for the dignity of the individual, the personal safety of the searching officer and the preservation of evidence.

A. No person shall be subjected to any stop, detention or search by members of this agency when such a stop, detention or search is based solely and impermissibly on the person's age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income.

B. As a general rule, searches require a search warrant. Exceptions supported by valid probable cause include Plain View, Incident to Arrest, Consent, "Terry" type stops on less than probable cause, Community Caretaking Functions, Automobile Inventory Provisions, and Exigent Circumstances.

1. Warrant Searches
   - a. Unless exigent circumstances exist, officers must obtain a warrant before entering or searching a house, building, or secured vehicle. Exceptions include:
     - (1) Vehicles observed in motion by the officer, and
     - (2) Public areas of buildings.
   - b. The on-call Deputy District Attorney will provide assistance when applying to the court for a search warrant.
   - c. In the execution of search warrants, the following shall be utilized:
     - (1) Control: Full responsibility will be retained by a supervisor. The supervisor will make decisions on unusual circumstances and provide overall direction of the entry and search.
     - (2) Planning: A diagram of the premises to be searched and the immediate surrounding area will be made prior to the execution of the warrant.
     - (3) Coordination: All persons assigned to the search should be briefed on their specific assignment, the purpose of the search, possible suspects and who to report to by the supervisor.
     - (4) Uniformed Officers: The initial contact may be made in plain clothes, but the uniformed officers should be moved in as soon as possible, thereby affecting the presence of authority.
   - d. Officers must knock and announce police authority and purpose before entering any building to arrest or search.
   - e. Officers shall secure the premise by conducting a preliminary search for persons and then assembling them in one area. The search warrant must be read at this time, prior to any search beyond that required for officer safety.
   - f. Officers shall advise those present of the nature of the warrant and secure the premise, not allowing anyone to enter or leave the area being searched unless officer safety or safe search procedures requires movement.
   - g. Recording and seizure of evidence during the search shall be done by at least two officers. A copy of the warrant and receipt for all property seized must be left at/in the premises searched. The original search warrant, along with a list of items seized will be returned to the District Attorney.
2. Plain View
   - a. If officers are in a place where they have legal right to be and observe contraband, instruments, fruits or evidence of a crime, they may seize those items as evidence. The item seized must be immediately apparent as contraband or evidence of the crime.
   - b. Except in cases involving exigent circumstances or motor vehicles, a plain view observation of contraband or evidence does not justify a warrantless entry into a

constitutionally protected area to seize the item. This may establish probable cause and a search warrant should be utilized.

3. Searches Incident to Arrest
   a. A search subsequent to custodial arrest is permitted for the following reasons:
      (1) To preserve the safety of the arresting officer,
      (2) To prevent escape,
      (3) To collect and preserve evidence,
      (4) To prevent weapons and contraband from entering a custodial facility.
   b. The arrest must be valid and the search is conducted as soon as possible following the arrest.
   c. The search should not go beyond the person and the immediate area where that person could reasonably obtain a weapon or dispose of evidence.
4. Consent Searches

   Understanding that the State has the burden of proving a voluntary consent to search, officers will make sure that the consent is in fact voluntary, and that the defendant/subject has the authority to allow, and disallow the search. Coercion will not be used. Factors to be considered regarding consent searches may include:
   a. whether Miranda warnings have been given;
   b. whether the defendant/subject has been told s/he has the right to refuse to consent to the search;
   c. whether a written waiver of rights has been used; and
   d. the previous experience of the subject with the criminal justice system.

   Consent searches, of vehicles should be attempted by officers when they have articulable reasons for such searches. A written consent to search card should be used whenever possible to eliminate the "voluntary" question.
5. Stop and Frisk

   Individuals may be stopped and frisked for "observed, unusual conduct which leads the officer to reasonably conclude in light of his/her experience that criminal activity may be afoot and that the persons with whom s/he is dealing may be armed and presently dangerous. The officer is authorized to conduct a carefully limited search of the outer clothing of such persons in an attempt to discover weapons which might be used to assault him/her." Terry v Ohio, 392 U.S. 1 (1968), or subsequent case law should be followed, keeping in mind that the safety of all persons, including the officer is of highest importance.
6. Community Caretaking Function

   The Corvallis Police Department is committed to the safety of the citizens of the City of Corvallis. Warrantless searches that will help insure the safety of citizens and officers may be performed if clearly articulable reasons are present to justify such searches. Factors that may be considered in determining whether the search is justified without a warrant may include:
   a. immediate threat of danger to persons;
   b. imminent loss or escape of a fleeing, dangerous felon;
   c. if the search is performed as part of a continuous hot pursuit;
   d. if the search falls within the definition of "Community Caretaking"
   e. any searches performed when the officer reasonably believes that the delay caused by obtaining a signed search warrant will jeopardize the public safety.
7. Automobile Inventory Searches

   Automobile Inventory Searches shall be conducted in accordance with General Order 66.1.2.B.

C. Person Searches – Unclothed (Strip) and Body Cavity **(CALEA Std 1.2.8)**

A search of a person's unclothed body or body cavity is highly invasive and is reasonable only where there is probable cause to believe that the search is necessary for the preservation of evidence or the safety of the individual or the officer.

1. An unclothed (strip) search is a thorough inspection of an individual's unclothed body.
    a. The watch commander must authorize all unclothed searches, whether the search is pursuant to a warrant or exigent circumstances.
    b. Unclothed searches will normally be conducted at the Benton County Correctional Facility out of public view, and in compliance with BCCF policy.
    c. Unclothed searches will involve the fewest number of officers necessary to ensure the safety and security of those involved, however no less than two officers will be involved. Both involved officers will be of the same gender or gender identity / expression as the individual being searched.
    d. All officers involved in an unclothed search will document the details of the search in an incident report, including the following:
        - Reason the search was conducted;
        - Watch Commander who authorized the search;
        - Name and title of person who conducted the search;
        - Date/time the search began and ended;
        - Witness(es) present during the search; and
        - Items of evidence or contraband discovered during the search, if any.
2. A body cavity search is an internal search/examination of an individual's body cavities and subcutaneous tissues.
    a. The watch commander must authorize all body cavity searches, whether the search is pursuant to a search warrant or exigent circumstances.
    b. Body cavity searches shall be performed only by a licensed Physician or licensed Nurse at a medical or correctional facility and out of public view.
    c. Body cavity searches will involve the fewest number of officers necessary to ensure the safety and security of those involved. The involved officers will be of the same gender or gender identity / expression as the individual being searched.
    d. All officers involved in a body cavity search will document the details of the search in an incident report. Officers will request a copy of the Physician's report be provided to the Police Department following the search examination.
3. All of the above-outlined policy relating to both an unclothed (strip) search and a body cavity search would be applicable in relation to a juvenile. In addition, the following will also apply to juveniles:
    a. All attempts will be made to notify the parent or legal guardian of the juvenile prior to conducting a search.
    b. Persons conducting an unclothed search will not touch the juvenile's private body parts being searched except as reasonably necessary to effectuate the unclothed search of the juvenile.

74.5 LEGAL PROCESS: PROPERTY

74.5.1 Legal Process: Records

The Property Control Specialist shall maintain a complete record of all property seized by, or forfeited to, the Department. These records shall include a description of the property, identification numbers (where applicable), the case number and the name of the person or entity from whom the property was received. These records shall be maintained for both real and personal property.

74.5.2 Property Disposal: Authority

All property acquired through the legal process function is disposed of by the Department as outlined in General Order 84.1, or as directed by the Corvallis City Attorney or the Benton County District Attorney.

74.5.3 Property Disposal: Methods

The methods used in the disposal of property acquired through the legal process function are outlined in General Order 84.1. Legal seizures of property for Department usage will be coordinated by the Benton County District Attorney and approved by the Chief of Police.

81.1 COMMUNICATIONS: ADMINISTRATION

81.1.1 Administration (CALEA Std 81.1.1)

The Corvallis Regional Communications Center (9-1-1) is part of the Investigations and Support Services Division. The unit is staffed by public safety dispatchers, two Leadworkers, and a 9-1-1 Supervisor who are supervised by the PSSD Manager.

81.1.2 Communications Functions (CALEA Stds 2.1.3, 41.2.6, 81.1.1)

A. The Corvallis Regional Communications Center (9-1-1) is responsible for answering, evaluating, and coordinating public safety response to emergency and non-emergency calls for service within Benton County.

B. The Corvallis Regional Communications Center (9-1-1) is responsible for monitoring, coordinating, and responding to radio traffic generated by public safety personnel.

C. The Corvallis Regional Communications Center (9-1-1) is responsible for access tothe Law Enforcement Data System (LEDS), the National Law Enforcement Telecommunications System (NLETS) and the National Crime Information Center (NCIC), which provide vital communications links with other state and national law enforcement agencies, along with the ability to access automated files that are a necessity for criminal justice operations.

D. The Corvallis Regional Communications Center (9-1-1) is responsible for monitoring fire alarms, panic alarms, and video monitors which are located in the communications center.

81.1.3 Authority and Responsibilities

Duties of Public Safety Dispatchers include the following:

A. Answering incoming phone calls, evaluating the situation, obtaining pertinent information, and determining an appropriate response.

B. Providing citizens with alternative solutions or resources for situations not requiring a police response.

C. Responding to appropriate requests from other divisions within the Police Department and other departments of the city to include accessing computer files, paging personnel, making necessary phone calls, or dispatching additional personnel.

D. 9-1-1 Dispatchers may use any available police officer, regardless of district assignment, to meet the fundamental objective of expedient and professional service. Established procedures for dispatching personnel out of district shall be followed. Patrol supervisors shall work with dispatchers and keep them informed of any response changes (ie. officers not to be dispatched to calls due to report overload, etc.) Patrol supervisors may override a dispatchers decision when appropriate and necessary.

E. Concerns or objections to a particular dispatch shall be forwarded in writing by the Watch Commander or shift supervisor to the 9-1-1 Supervisor.

81.1.4 FCC Requirements (CALEA Std 81.1.2)

A. All Police Department radio communications will be transmitted in accordance with Federal Communications Commission (FCC) regulations.

81.1.5 Access to Communications (CALEA Std 81.3.1)

A. Only authorized personnel will be allowed in the Corvallis Regional Communications Center. Authorized personnel are:

1. Communications unit personnel,
2. Any command officer or duty Watch Commander in order to supervise or conduct official business,
3. Equipment repair persons in order to perform their duties,
4. Any employee on official business that must be conducted in the 9-1-1 Center, and
5. Law Enforcement trainees—as prearranged with the 9-1-1 Supervisor or Lead Worker.

B. Persons who have entered the Corvallis Regional Communications Center shall leave promptly upon completion of their business. It is desirable to have only one additional person conducting business in the Corvallis Regional Communications Center at a time. Dispatchers may request other persons to leave the room, and the entrance may become locked if necessary.

C. Tours of the Corvallis Regional Communications Center are permitted in order to encourage and promote public relations. The following provisions should be adhered to:
1. The 9-1-1 Supervisor and the Dispatchers on duty at the time of tour are notified in advance.
2. The tour is accompanied by a Police Department employee.
3. The tour is advised to be as quiet as possible while inside the Corvallis Regional Communications Center.
4. Citizens may observe 9-1-1 operations upon approval by the 9-1-1 Supervisor or designee.

81.1.6 Recording Equipment (CALEA Std 81.2.8)

Radio and emergency telephone transmissions are an indispensable source for criminal and internal investigations and for training purposes. Audio records of radio and telephone conversations are maintained on a Digital Recorder data base which is set up to retain media for a minimum of seven months.

81.1.7 Reviewing Recorded Conversations (CALEA Std 81.2.8)

A. Information contained on the recordings can be reviewed by using the Digital recorder software located in the Corvallis Regional Communications Center or the 9-1-1 Supervisor's office.

B. A non-urgent request to review recorded information should be made in writing and directed to the 9-1-1 Supervisor.

C. Urgent information may be played back immediately, copied onto a DVD, or sent via E-mail in a WAV file format by on duty dispatchers, but only upon request by a Command officer.

D. Information contained on the Digital Recorder can be released to the public for a fee. All such requests shall be in writing and directed to the 9-1-1 Supervisor.

E. Archived digital recordings will not to be removed from the Corvallis Regional Communications Center without permission of the 9-1-1 Supervisor or the PSSD Manager. Best evidence recordings (homicides, officer-involved shootings, etc.) may be set aside and secured at the direction of the Watch Commander until they can be duplicated and authorized for release by the 9-1-1 Supervisor or the PSSD Manager. Generally, information should be copied on a CD for removal from the Corvallis Regional Communications Center.

81.1.8 LEDS and NCIC (CALEA Stds 81.2.9, 82.1.7)

The Communications Unit is equipped with computers which give access to LEDS and NCIC. Access into these systems provides records information from local law enforcement agencies, along with state and national information such as wanted persons, stolen vehicles and property, and criminal history. Access to these systems will be in compliance with provisions outlined in the LEDS/NCIC manuals and General Order 81.2.

81.2 COMMUNICATIONS: OPERATIONS

81.2.1 24-hour Operation (CALEA Std 81.2.1)

A. The Corvallis Regional Communications Center (CRCC) will operate 24 hours a day to provide continuous radio communications with public safety personnel. If a failure of the primary transmitter or receiver occurs, the dispatcher will switch to alternate frequencies or back-up equipment to ensure continual service.

B. 24-Hour telephone service to the CRCC by the public is available. If the 9-1-1 telephone switching system is interrupted, CenturyLink Communications may be contacted by a Dispatcher so incoming calls can be re-directed and received on cellular phones or alternative landlines located within the CRCC. The CRCC also has the capability to receive calls for service from the hearing impaired.

81.2.2 Radio, Telephone, Law Enforcement Data System (LEDS) and National Crime Information Center (NCIC) Operations (CALEA Stds 74.1.3, 81.1.2, 81.2.2, 81.2.4, 81.2.10, 82.1.7)

A. Radio Policy

Members of the Police Department will use the police radio system for the sole purpose of police related messages in compliance with FCC regulations.

1. Members will strive to keep all radio transmissions professional, clear, concise, and complete.
2. Members shall not misuse or disrupt the radio system by transmitting lengthy, personal or unauthorized messages. Members will be mindful of other agencies using the same radio frequency. Routine radio transmissions should not be longer than 15 seconds without a 5 second break to allow other units with priority traffic airtime.
3. Members will use the 12 code as appropriate for day to day operations.
4. During a declared emergency (examples: Natural Disaster, Terrorist event), involving multiple emergency services disciplines (Local, State, Federal, law enforcement, fire, etc…) the 12 code will not be used, and all radio communications will be “Plain Language” NIMS (National Incident Management System) compliant.

B. Radio Communications

1. Dispatchers shall dispatch radio calls in the following manner:
   a. Non-Emergency Calls

      Call the unit number to alert officers of the forthcoming dispatch, and wait for a response. Units will answer by stating their unit number and location. Once the unit replies, the dispatcher will state the location, and nature of the call. Officers shall acknowledge calls by signing off with their radio number. Dispatchers will sign off with the time, indicating their message is complete.

b. Two or Multiple Unit Calls. Follow the above procedure and assign cover unit(s) when necessary after the initial call has been dispatched, using the current procedure for assigning cover units.

c. Emergency calls
Dispatch will transmit 3 short alert tones, and immediately alert the initial unit and broadcast the location and nature of the call. Once the initial unit has acknowledged the call information, dispatch will repeat the location and nature of the call and assign appropriate cover units.

d. Officer Initiated Activity
It is imperative for computer aided dispatch operations, that field units use the following procedure when notifying dispatch of car stops: Alert the dispatcher of the forthcoming stop by using radio call number and radio code, wait for a response, then give (in order):
(1) License number of vehicle
(2) Location of stop
(3) Color, make and model of vehicle (if known)

e. Other activity: Alert the dispatcher by using radio call number, give nature of activity and wait for a response (in order):
(1) Nature of activity
(2) Location

f. Clearing Units
Dispatchers shall acknowledge units clearing from activity by signing off with the time.

g. Use of the alert tone
The alert tone shall be used prior to dispatching emergency, life threatening calls, prior to restricting the air for emergency radio traffic, or any emergency situation the dispatcher deems necessary.

2. When field units are called by the dispatcher over the radio, they shall promptly reply to the dispatcher using established procedure. If an officer does not respond after several attempts, a patrol supervisor is to be notified. Proper radio procedure and communication with dispatch is essential for officer safety.

a. On-duty field officers will be responsible for maintaining contact with the dispatcher at all times. Dispatchers are responsible for knowing locations and status of field officers.

b. Patrol officers are required to carry a portable radio with them at all times while on duty and maintain communications with the dispatcher while away from the patrol car, unless otherwise approved by a supervisor.

c. Vehicle registration requests - Officers will inform the dispatcher of the registration request, wait for the dispatcher to respond, and then give the license number using the phonetic alphabet.

d. RMS checks - Officers will alert the dispatcher of the needed file check, wait for the dispatcher to reply, then advise the dispatcher of the appropriate information needed to complete the check.

e. Wants and Warrant checks (12-20) - Officers will alert the dispatcher of the needed wants or warrants check and the means by which the check will be made (Driver’s License number, Social Security number, name and date of birth), wait for the dispatcher to reply, then relay information. If the officer has not done so, s/he should give his/her location.

f. Drivers License checks - Officers will inform the dispatcher of the needed driver's license check and give the means by which the check will be made (Number, name), wait for a response, then relay information.

3. Officers shall utilize the MDT in their patrol vehicle when possible for:
   a. Vehicle Registration information
   b. LEDS and NCIC information
   c. Drivers License information
   d. Call clearance codes and comments
   e. Verification of routine (code 1) call for service (CFS) details

C. Radio codes, holding calls, and tactical channel(s)

1. Radio Codes

Radio codes shall be used by members of the Police Department when conveying messages over the radio:

12-1	In service
12-1 (Z)	On duty, but not available for calls
12-2	Arriving at location
12-3	Return to office/out at the office
12-4	Phone call
12-5	Repeat message
12-6	Contact address or complainant
12-7	Motor Vehicle Registration request
12-10	Check for operator's License
12-10 (R)	Drivers license revoked
12-10 (S)	Drivers license suspended
12-16	Motor vehicle crash (non-injury)
12-17	Motor vehicle crash (injuries or unknown)
12-19	Dispatch tow © contract, or ® rotational
12-20	Check for wanted/stolen
12-21	No record or report/not wanted/stolen
12-21 (C)	Not wanted/Corrections client
12-21 (G)	Not wanted/Gang member
12-21 (T)	Not wanted/Subject of terrorist information
12-22	Civil process/paper service
12-23	Probation home check
12-24	Subject wanted (A or B)

A - Felony want

B - Misdemeanor want

Suffix - RED will be used if a wanted person is known to be dangerous

12-25	Search Warrant
12-28	Suspicious person/circumstances
12-29	Disturbance
12-30	Reckless driver
12-31	Intoxicated driver
12-32	Intoxicated person
12-33	Emergency radio traffic only
12-34	Resume normal radio traffic
12-35	Abandoned automobile
12-39	Traffic stop
12-43	Fight

12-45	Burglary
12-47	Stolen auto
12-49	Death investigation
12-49 (A)	Possible homicide
12-50	Improper radio traffic
12-53	Escort (from, to)
12-55	Alarm
12-58	Narcotic activity
12-60	Mental subject
12-63	Bomb threat
12-80	Domestic
12/88	Suspect in Custody
12-99	Officer needs emergency assistance
Code 1	Non-emergency
Code 2	Non-emergency, direct response necessary
Code 3	Emergency
Code 4	Situation secure, no further assistance needed.
Code 5	Stake out. All unauthorized units stay away from area.
Code 6	Alerts Officers of upcoming officer safety information about suspect.
Code 7	Out to lunch
Code 8	Off duty
Charlie 1	Officer needs one cover unit, Code 2
Charlie 2	Officer needs two cover units, Code 2
Charlie 3	Officer needs three cover units, Code 2

3. Holding Calls
   a. Emergency calls will be dispatched immediately. If an officer(s) is not available to handle the call, the patrol supervisor shall be notified immediately.
   b. Non-emergency calls necessitating a direct response will be dispatched immediately using the current call assignment procedure. If the dispatcher cannot locate a unit to handle the call immediately, the patrol supervisor shall be notified.
   c. Non-emergency calls not requiring a direct response will be dispatched when the district car is available. Code 1 calls can either be held for the district car or dispatched to another unit depending on the type of call.
   d. If a delay is anticipated when the call is received, the complainant shall be given an estimated time of arrival. If the call cannot be handled in that time frame, the complainant will be re-contacted by the dispatcher and informed of the additional delay. The following order of response shall be used by dispatchers when determining call assignments:
      (1) District Officer
      (2) Rove Officer - will respond to Code 3 calls as either primary or back-up officer.
      (3) Neighboring district officer
      (4) Traffic unit officer
      (5) Special assignment officer (if feasible)
      (6) Shift Sergeant
      (7) Detective (on duty)
      (8) Patrol Lieutenant (on duty)
      (9) Mutual aid, BCSO, OSP, etc.

The patrol shift supervisor shall be notified when there are multiple calls holding, or a need for mutual aid.

4. Late or Near End of Shift Calls
   Any call requiring an emergency or direct response should be dispatched immediately, regardless of shift time remaining. Officer(s) responding to late or near end of shift calls should advise the patrol supervisor if assistance from the on-coming shift is needed, or if the call will result in overtime. Non-emergency calls should be dispatched if it appears an officer can complete it without overtime being incurred. If not, the caller will be advised of the anticipated delay, and the patrol supervisor notified of pending calls.
5. Out of City Calls
   The Police Department does not send patrol officers outside the City to handle incidents that may have occurred in the City.
   a. Callers should be advised to return to the City to make a report if possible.
   b. If a crash or crime victim is in a hospital outside the City, from an incident that occurred in the City, the patrol supervisor shall be notified to determine appropriate response.
   c. If the complainant is a short distance outside the City wanting to report an incident which occurred within the City limits, the patrol supervisor should be consulted for approval to send an officer.
   d. The patrol supervisor shall be notified prior to sending an officer outside the City in any case.
6. Tactical Channel(s)
   a. The CRCC, all police vehicles, and portable radios are equipped with the Police Department's tactical frequency.
   b. All law enforcement radio traffic that requires extended air time for NON-EMERGENCIES shall be transferred by dispatch to a channel which provides communication into the CRCC, for the duration of the event. The 911 Supervisor should be contacted for radio frequency assignments and dispatch staff needs to support pre-planned events. This includes extended radio transmissions for traffic enforcement, parties, planned demonstrations etc.
   c. It is the responsibility of the 9-1-1 Lead Worker or senior on-duty dispatcher to ensure all non-emergency extended radio traffic switches to an alternate channel, and is monitored by dispatch.
   d. The 9-1-1 dispatcher also has the authority to request units switch to another channel if s/he feels the radio traffic would be better served on that channel.
   e. In the event that City, Benton County or Philomath should have simultaneous emergencies, the city radio traffic shall either remain on the primary law enforcement frequency and dispatch will manage both events on the same frequency, or switch to an alternate frequency if constant radio transmissions are required.
   f. This frequency will be used in compliance with standard radio procedures and FCC regulations outlined in this order.
7. Animal Calls for Service:
   a. When a Community Service Officer is on-duty, they will respond to and investigate all animal calls for service with the exception of emergency situations where they are not available due to handling an existing call for service. Then a patrol officer may be dispatched to investigate the emergency.
   b. When a Community Service Officer is not on-duty, patrol officers will investigate emergency animal calls for service where:
      1. The animal is injured and in need of immediate medical attention for any reason including animal cruelty/abuse.
      2. There is a dangerous animal attacking people or another animal(s).
      3. There is a dangerous animal which poses an immediate threat to others.

4. There is a dog bite incident where rabies vaccination needs to be determined or the animal needs quarantined.
5. There is an animal in the public roadway creating a traffic hazard.
6. There is a barking dog, which is a neighborhood livability issue, but also an indicator of potential criminal activity.

c. Any officer, sergeant or watch commander may in the best interest of the community, considering any mitigating circumstances and the volatility of the situation respond to and investigate an animal call for service not meeting the criteria listed above in sections a and b.

E. Use of Telephone

1. Incoming Calls

When answering calls, all staff will be polite, patient and professional in the performance of their duties and shall carry out the Police Department's expectation of customer service.

a. Dispatchers:
   1) The dispatcher shall attempt to answer 9-1-1 calls within 2 rings and other lines within 3 rings.
   2) 9-1-1 lines shall be answered "9-1-1, what is the location of your emergency?", and all other incoming lines "Police and Fire Dispatch, this is (first name of person answering)."

b. Records/Administrative staff:
   1) The Records staff will attempt to answer calls within 3 rings.
   2) Records lines shall be answered "Law Enforcement Center. This is (first name of person answering). How may I help you?"
   3) Administrative staff shall answer, "Corvallis Police Department, this is (name of person answering), how may I help you?"

c. Sworn staff:
   1) Except while undercover, sworn staff will identify themselves during telephone calls. This will normally be done by providing title, name and agency affiliation but reasonable deviations are allowed**.**

2. Transferring Calls

When a call must be transferred, the caller shall be informed, given the appropriate phone number (in case of transfer failure) and the call transferred. When possible, the transfer should be announced by the dispatcher identifying themselves and giving a brief explanation of the call being transferred. This may include caller's name and location.

3. Since telephone boundaries and cellular towers dictate the route of 9-1-1 calls to a Public Safety Answering Point (PSAP), the CRCC will receive emergency calls for outside jurisdictions. Such calls will be promptly transferred o the appropriate PSAP and monitored until termination if possible. Non-emergency calls for other jurisdictions may be handled by providing appropriate telephone numbers to citizens.

4. Collect Calls

The Police Department will accept collect calls relating to police emergencies and or essential business.

5. Cellular Phones

a. The CRCC has cellular telephones and designated landlines for the purpose of emergency backup communications in the event of 9-1-1 system failure or 9-1-1 center evacuation. *If the need to evacuate the CRCC arises, a functional emergency communications backup center is available. (See CRCC evacuation procedures.)*

b. Cellular telephones are available as part of the regular equipment in marked patrol vehicles and are assigned to select other positions for use in conducting Police Department business. Use of cellular telephones is limited to business calls that must

be made immediately, and where the use of a regular telephone would be untimely or not suitable for the situation. Personal calls will only be allowed with supervisor approval, consistent with City policy.

(1) Each division manager or designee is responsible for reviewing the monthly City printout and officer log sheet of all cellular telephone calls made by members of his/her division. The Chief's Administrative Specialist will route the City print-out to each Division Manager as it becomes available. Each employee making personal telephone calls shall make payment to the City for the amount charged for the call(s). Payment shall be made to the routing Administrative Specialist in cash or by check. The Administrative Specialist shall complete a receipt and give the original to the employee and attach a copy to the back-up memorandum accompanying the funds when they are sent to City Finance.

(2) Any calls that could have been made on the regular telephone system will be referred to the employee's supervisor for appropriate action.

6. Mobile Data Terminals (MDT)

a. The CRCC has computer aided dispatch software which can transmit calls for service information to for the purpose of dispatching patrol units *via MDT. CAD to MDT call transmissions* operate as backup communications in the event of radio failure in the CRCC. This system is available in the primary and back up CRCC.

B MDTs are available as part of the regular equipment in marked patrol cars. Use of the text messaging, email and chatting is limited to business use when radio transmission would be inappropriate or could compromise an investigation.

(1) The Community Services Division (CSD) Manager or designee is responsible for reviewing monthly usage of the officers/dispatchers message traffic. Communications over the chat, email and talk feature must remain professional at all times. Message traffic could be determined to be public information; access to the information must never prove embarrassing to the department, city or the individual officers involved.

(2) Message traffic deemed inappropriate by the CSD Manager for officers will be handled by the CSD Manager. Inappropriate message traffic by dispatchers will be forwarded to the PSSD Manager for his/her action.

7. Personal Out-going Calls

a. Members of the Police Department are permitted to use Police Department telephones for personal matters within reasonable limits.

b. The use of Police Department telephones for personal reasons is a privilege and not a right. It may be withdrawn by a member's supervisor if abused through excessive use or if telephoning causes interference with assigned duties.

c. Personal long distance telephone calls shall not be made at City expense. Personal telephone calls outside the local free dialing area are permitted only when charged directly to the employee's personal telephone calling card. Personal calling cards may be used for placing long distance calls by dialing "9", "0", the number being called, followed with the calling card number and personal ID.

F. Use of Criminal Justice Information Systems (CJIS), Law Enforcement Data System (LEDS), and National Criminal Information Center (NCIC) data.

1. The law enforcement building is equipped with computers and the patrol cars are equipped with MDTs which provide access to CJIS, LEDS, NCIC, and local RMS files. CJIS, LEDS and NCIC data shall be accessed ONLY from computers in secure locations. A secure location is defined as areas of Corvallis Police Department that are not open to the public and

accessible only by authorized personnel. This term also includes official police vehicles that are locked and /or attended by authorized sworn police personnel.

2. The following information is currently available through LEDS:
   a. Stolen and registration checks on vehicles by license or VIN,
   b. Wants and warrants on persons by ODL, Name, Date of Birth, or Social Security Number,
   c. Criminal History,
   d. Persons of Interest (Corrections client, CCW permit holders, etc),
   e. Missing persons,
   f. Lost/stolen/recovered articles,
   g. Stolen securities,
   h. Restraining orders,
   i. APB, message sending state and nationwide,
   j. Aircraft registration and tracking,
   k. Road and weather conditions,
   l. Hazardous materials information,
   m. Unidentified persons records,
   n. Stolen and registration checks on boats,
   o. Lost, stolen, recovered and pawned firearms,
   p. ORION directory for law enforcement agencies,
   q. Stolen vehicle parts,
3. Persons authorized to use LEDS
   a. Only LEDS-certified or personnel in training shall use LEDS. Recertification is required every two years.
   b. Each Police Department employee must complete a LEDS SYSTEM TRAINING GUIDE at a level consistent with the employee's duties. The guide must be completed within 30 days of beginning use of the system, and within 60 days of the Training Guide issue date. Recertification must be completed within 60 days of the two year anniversary of the initial certification or last recertification. The recertification is accomplished through the LEDS On-line process. LEDS/NCIC will notify the LEDS Representative (LEDS Rep) of the required recertification. The LEDS Rep will notify each employee providing the web page log on information and the completion date. Failure to pass the recertification will require the LEDS Rep to terminate the employee's access to LEDS until the employee completes the LEDS SYSTEM TRAINING GUIDE.
   c. The Police Records Supervisor as the department LEDS representative and the CRCC LEDS representative shall review the list of Users/Operators annually and as needed documenting when this is performed. Changes in authorized personnel will be immediately reported to LEDS Training section.
   d. Separated or transferred staff from the department, IT or Corvallis Fire Department will not have access to CJI material and will not have unescorted access to the Law Enforcement Building. This applies to any employee that is suspended or placed on administrative leave pending an internal affairs investigation. Access keys and tags will be turned in to their supervisor until reinstated.
4. Personnel using LEDS shall be responsible for adhering to LEDS administrative rules including those that govern information access and dissemination and administrative messages.
   a. Information obtained from LEDS shall only be disseminated to law enforcement or criminal justice personnel for law enforcement purposes.
      (1) Police officers and police employees,

(2) Members of other law enforcement agencies,
(3) Court employees,
(4) District attorney employees,
(5) Upon direction of a supervisor,

b. Information may not be disseminated to private individuals or private security police.
c. All vehicles containing MDTs shall be securely locked when not in use.
d. The local CJIS network equipment shall be located in a physically secure location by MIS.
e. All computers used for processing CJIS Data shall have antivirus software installed; all will have latest available updates for the operating system & anti-virus. MDTs shall have a personal firewall enabled.
f. When transporting non-law enforcement personnel in police vehicles, officers will close the screen of the MDT or position it in a manner that will prevent unauthorized viewing of MDT data. LEDS terminal screens shall be positioned to prevent unauthorized viewing.
g. Printouts of LEDS material shall be promptly filed with the corresponding incident records. Otherwise, such printouts should be promptly placed in the locked grey shred bins to be shredded. Disposal or destruction is witnessed or carried out by authorized personnel normally a records specialist.
h. All computer equipment used for CJIS, LEDS or NCIC processing or storage that is no longer used shall be turned over to MIS for wiping and destruction.
i. Only city owned network computer equipment will be allowed access to the LEDS network. No personal computers or storage devices may be used at any time.
j. Any violation or unauthorized access to CJIS, LEDS, or NCIC information shall immediately be reported through the chain of command to the PSSD Manger who is the agency Security Officer for CJIS.

5. Verifications
   a. If a record is found on a warrant or other file check, the information will be verified with the originating agency or serving officer before any arrest is made.
   b. Verifications should be made by phone with a request of a confirming teletype from the originating agency.
   c. The employee handling the record confirmation is responsible for updating records (locate, clear, cancel) and sending a disposition teletype to the originating agency.
6. Entries
   Officers needing to enter information into the system or send administrative messages shall direct requests to the Records Unit during business hours. Priority after hour requests shall be handled by 9-1-1 dispatchers. Teletype requests and data entry updates (clear, locate, etc) should be initialed by the person handling the request and attached to the incident report.
7. Warrant Entries
   a. Active warrants issued to the Police Department shall be submitted to the Records Unit.
   b. The Records Unit will maintain an active warrant file and will complete warrant backgrounds, entry, and verifications functions.
   c. All warrants except parking citations will be entered into LEDS.

81.2.3 Duty and Personnel Rosters (CALEA Std 81.2.5)

Dispatch personnel will have available at all times:

A. The daily duty roster which includes the designated Watch Commander, officers on duty, patrol assignments, including assigned patrol vehicle number.

B. The Personnel Roster which includes the names, addresses and telephone numbers of all Police Department personnel.

C. The Monthly Assignment Schedule which includes assignment and work schedule for patrol, parking enforcement, animal control and dispatch personnel.

81.2.4 Emergency Contacts (CALEA Stds 41.2.4, 55.2.1, 81.2.5)

A. While providing for the safety and security of the City, services of other agencies and organizations are often requested. Generally these requests are received either through an officer in the field or by telephone. Communications personnel have access to these services, either by telephone, pager or dispatch tone.

B. Some of these agencies, followed by the situation for which they may be called, include but are not limited to:

1. Corvallis Fire Department
   - a. Fire/Explosion includes:
     - (1) Fires of all types,
     - (2) Hazardous materials incidents,
     - (3) Mutual aid rendered,
     - (4) Assistance to public with non-emergency fire situation, and
     - (5) Alarms.
   - b. Rescue calls include:
     - (1) Extrication,
     - (2) All medical calls, and
     - (3) Mutual aid rendered.
2. Towing Services
   - a. Tow services for Police Department vehicles, vehicles as evidence, and vehicles without insurance are provided by the current contract tow company.
   - b. Tow services for Benton County Sheriff's Office, Corvallis and Benton County Fire Departments, Philomath Police Department, and for the Police Department non-preference vehicle tows are obtained from the "Rotational Wrecker" list maintained in the CRCC.
   - c. Citizen requests for towing are handled pursuant to General Order 66.1.2.
3. Pacific Power and Light, Consumer's Power
   - a. Wires down or on fire; poles down or damaged,
   - b. Restoration of emergency power,
4. CenturyLink, Pioneer Telephone, Monroe Telephone, AT&T
   - a. Wires down,
   - b. Poles damaged or knocked down,
   - c. 9-1-1 line trace information,
   - d. Directory assistance,
   - e. Language interpreter assistance (AT&T),
   - f. Transfer of 9-1-1 lines to cellular telephones during 9-1-1 Center evacuation or power outages,
5. Benton County Mental Health
   - a. Assistance with mentally ill persons,
   - b. Crisis intervention, family problems,
   - c. Patient evaluation for Police Officer holds,
6. Services to Children and Families
   - a. Assistance with abuse cases,
   - b. Abandoned or neglected children,
7. Benton County District Attorney's Office

a. Legal advice in criminal cases,
b. Notification of unattended deaths,
c. Victim/Witness assistance,

8. Corvallis Public Works
   a. Traffic signal malfunction, missing or damaged,
   b. Emergency street repairs,
   c. Adverse weather conditions:
      (1) Icy roads
      (2) High water
   d. After hours water problems:
      (1) Turn off/on,
      (2) Floods,
      (3) Broken water mains.
9. Day Wireless
   a. Radio problems in the CRCC
   b. Repeater sites
   c. Stancil Recorder problems
10. Community Outreach/Sunflower House; Benton County agencies including Mental Health, and the Juvenile Department.
11. C.A.R.D.V. (Center Against Rape and Domestic Violence)
    a. Safe house for women and their children
    b. Counseling services
12. Other miscellaneous services include but are not limited to:
    a. Medical Examiner
    b. Oregon State Police SWAT Team
    c. Linn-Benton County Fire Task Force
    d. Major Crimes Team
    e. Oregon State Police Bomb Squad
    f. Benton County Public Works
    g. Philomath Public Works
    h. State Highway Maintenance
    i. State Forestry
    j. Accident Investigation Team

C Emergency contact lists for stores, office buildings, churches and other commercial buildings are maintained in the CRCC and may be used to notify the owner or proprietor of after hour's problems.

81.2.5 Misdirected Emergency Calls (CALEA Std 81.2.12)

A. In the event the CRCC receives a call for service that should be directed to another police or fire department, it shall first be determined if the call is an emergency.
B. If the call is not an emergency, the caller will be given the correct agency's phone number.
C. If the call is an emergency, the call will be promptly transferred to the appropriate department or agency.

81.2.6 Calls for Service (CALEA Std 81.2.3)

A. Calls for service will be entered into the CAD system or recorded on a dispatch incident card. The information to be recorded at the time of request for service will include:
   1. Date and time the call is entered into CAD or stamped on the incident card.
   2. Complainant's name, address, and phone number if possible; if refused, so indicate.
   3. Nature of call
   4. Location of the call

5. The proper "nature" code will be entered into the appropriate CAD field or box on the incident card.
6. The dispatcher will dispatch the call via computer aided dispatch or time stamp the incident card at the time the call is dispatched.
7. The officer will advise the dispatcher upon arrival and the dispatcher will enter the arrival into CAD or time stamp the incident card.
8. The dispatcher will enter the time the officer clears the call into CAD or stamp the incident card when the officer returns to service.
9. The dispatcher will indicate the status of the reported incident by making the appropriate entry into CAD or marking the appropriate activity box on the card.

B. Additional information required on the incident entry or dispatch card includes:
1. Incident number
2. Officer radio number
3. The reporting area will be determined by CAD, it will be noted on the incident card if necessary
4. The specific source of the call will be noted
5. The appropriate response code will be determined by CAD or noted on the incident card.
6. Suspect information if appropriate

C. If a complainant reports an incident to the dispatcher which would not normally require an officer to investigate, but the complainant demands to see an officer, the dispatcher will complete an incident entry or a dispatch card and either dispatch an officer or notify the watch commander of the situation.

81.2.7 Complaint Control Number (CALEA Std 81.2.3)

A. A unique complaint control number (incident number) can be assigned to calls for service requiring a police report.
1. This numbering is based upon the year with each agency starting with 1 at the beginning of the year (i.e., 202000001 and so on). *Refer also to GO 82.1.5 Report Numbering*.

81.2.8 Call for Service Information (CALEA Std 81.2.3)

A. Dispatchers will obtain as much information as possible on a call for service to assist responding personnel in anticipating conditions at the scene. The amount of information necessary will depend on the nature of the call. Dispatchers will routinely obtain the following information, referred to as "basic information":
1. Name, address, and phone number of caller
2. Nature of the call

B. In progress, or crimes that have just occurred should include additional information such as:
1. Suspect information (descriptions, direction of travel, etc.)
2. Weapons involved
3. Alcohol/drugs involved
4. Ambulance needed

81.2.9 Administrative Control System

A. When officers conduct activity that is not a call for service, the activity will be entered into the CAD system. The nature, location, times and disposition will be included on the CAD entry.

B. These administrative activities include, but are not limited to:
1. Traffic stops
2. Meals
3. Selective enforcement
4. Citizen contacts

5. Court or DA's office
6. Supervision
7. Vehicle and equipment service
8. Training (range, etc.)
9. Investigation of previous reports
10. 12-3 at LEC with various activity codes

81.2.10 Assist CADS (CALEA Std 74.1.3, 81.2.3)

A. When an officer is dispatched to assist an outside police or fire unit, an "agency assist" incident number may be issued, however the information shall be entered into CAD.

B. When an officer is dispatched to assist a primary officer on a call, the information shall be entered into CAD.

81.2.11 Emergency Telephone Numbers (CALEA Std 81.2.1)

A. The CRCC maintains a single emergency telephone number to facilitate easy and quick contact for citizens within its jurisdiction.

B. This number is 9-1-1 and will come into the CRCC on a "HUNT" system so that if the first circuit is busy, the call will automatically ring over to other available lines. A minimum of six lines are designated for Corvallis telephone prefixes.

C. This telephone number can be accessed by public pay phones without charge and is prominently displayed in the telephone directory and on police, fire, and other City vehicles.

81.2.12 Instant Play-Back Recorders (CALEA Std 81.2.8)

A. The CRCC maintains four instant playback systems, attached at each console position, that record telephone and radio conversations and allow for immediate playback.

B. Radio and telephone transmissions are recorded on a 24-hour basis.

C. These playback devices assist dispatchers in the event a phone conversation or radio transmission is missed or misunderstood.

81.2.13 Incomplete 9-1-1 Calls

A. An incomplete 9-1-1 call occurs when telephone contact has been made between a citizen caller and the CRCC, but the call is not completed:
   1. The dispatcher is unable to verify the address or nature of the call because the caller hangs up before speaking, is unable to speak, or the call has been disrupted by another individual or act of nature (power outage).
   2. The Automatic Number Identification (ANI) and the Automatic Location Identification (ALI) information should be displayed on the monitor screen at the dispatch console.

B. An incomplete 9-1-1 call shall be a Code 2 call and will be dispatched to the appropriate police agency as a call for service if viable location information is obtained.
   1. The call will be dispatched as soon as possible.
   2. If no officer/deputy is available, dispatch will notify the appropriate agency Watch Commander/Supervisor of the pending call and enter the Tone Time in CAD.

C. User Agency Responsibility
   1. When an agency is notified on an incomplete 9-1-1 call, the decision to respond or not will be the responsibility of that agency. The CRCC will provide as much detailed information as possible per Police Department G.O. 81.2.8.

81.2.16 Accepting and Delivering Emergency Messages (CALEA Stds 55.2.1, 81.2.11)

A. Emergency notification calls from citizens or other law enforcement agencies will be handled as calls for service.

B. These calls will be prioritized by dispatch based on the circumstances.

C. An officer will be dispatched to deliver death notifications in person.

81.2.17 Dissemination of Stolen Vehicle Information (CALEA Std 41.1.2)

A. Upon receipt of a local stolen vehicle call, dispatch will broadcast a description of the vehicle once the district officer has arrived on scene and has verified the information. If the vehicle has just been stolen, the information shall be broadcast immediately.

B. Dispatch will enter the information into LEDS and NCIC and send an APB as appropriate.

C. Copies of the APB and stolen vehicle entry will be placed in the dispatch pass-along log for the on-coming shifts to review.

D. Stolen vehicle information from surrounding agencies will be broadcast and placed in the dispatch pass-along log as well as copied for briefing.

81.2.18 CRCC Victim/Witness Procedures (CALEA Stds 81.2.6, 81.2.7)

Receipt of calls regarding victim/witness services is screened to determine proper agency referral. Communications personnel do not make the actual referral, but will dispatch a police officer to make the decision regarding the appropriate referral. Communications personnel can and do make minor referrals as in the case of homeless people looking for temporary shelter and services. The 211.org website is available in the CRCC as a resource for referrals to social service programs.

81.2.19 Emergency Medical Calls

When a call for service is an in-progress medical emergency, dispatchers shall utilize established emergency medical dispatch pre-arrival protocols as provided.

81.3 COMMUNICATIONS: FACILITIES AND EQUIPMENT

81.3.2 Emergency Service Agency Telephone Numbers (CALEA Std 81.2.5)

A list of local and regional emergency services telephone numbers such as those pertaining to police, fire, rescue, ambulance, and animal control is available at each Dispatch station.

81.3.3 Emergency Power Generator (CALEA Std 81.3.2)

The emergency power generator ensures continuous operation of emergency communications equipment. The PSSD Manager shall ensure that the emergency power generator is inspected and tested monthly by Benton County Law Enforcement Building Maintenance personnel.

81.3.4 Dispatch Service Area Maps (CALEA Std 81.2.5)

Enlarged maps detailing the Corvallis/Benton County service area are posted in the Corvallis Regional Communications Center. These maps outline patrol and emergency response districts and are designed to assist the Public Safety Dispatchers in finding map locations to dispatch units as quickly as possible.

81.3.5 Officer Status Indicators (CALEA Std 81.2.5)

Officer status will be monitored by Public Safety Dispatchers via the Computer Aided Dispatch system.

81.3.6 Separation Emergency and Non-emergency Calls (CALEA Std 81.3.6)

The Corvallis Regional Communication Center has six E 9-1-1 trunk lines to accommodate incoming emergency telephone calls to significantly reduce the possibility of a busy signal on any 9-1-1 emergency line. Three non-emergency telephone lines are designated for outgoing calls only. Four telephone lines are dedicated for non-emergency incoming calls. One additional trunk line is dedicated to transferring in-coming emergency calls to the appropriate jurisdiction.

81.3.7 Continuous Radio Communication (CALEA Std 81.2.2)

The radio system provides for 24 hour continuous two-way radio communication between public safety personnel and Communications.

81.3.8 Radio System Engineering (CALEA Std 81.2.2)

The radio system is engineered to produce a 12 decibel or greater Sinad ratio to the radio receivers in 95 percent of the agency service area.

81.3.9 Multichannel Radios

The frequencies of the radio system provide for an uninterrupted flow of information among law enforcement and public service organizations including other police agencies, fire departments, ambulance service and public utilities. This capability provides for the proper coordination and deployment of resources in emergencies such as riots, fires, and natural disasters.

82.1 RECORDS: ADMINISTRATION

82.1.1 Records Unit Responsibilities (CALEA Std 82.2.1)

The Records Unit is responsible for the following:

A. Report review: conduct a review of approved reports to ensure all attachments are submitted and process the reports for Uniform Crime Reporting/NIBRS purposes.

B. Report control: control the availability and confidentiality of all reports and records.

C. Records maintenance/distribution: maintain all reports and records, and distribute copies to authorized persons/agencies.

D. Records retrieval: scan/file and retrieve reports by the report case number.

E. Data/report entry: enter data from police reports and citations into the records management system (RMS).

F. Take police reports: Records personnel assist the public with taking case reports for specific types of non-felony property crimes (e.g., with no suspect information, no physical evidence, lost property, etc.).

G. Release of public information: process all Request for Information Release forms.

82.1.2 Documentation of Police Action (CALEA Stds 82.2.1, 82.2.2)

A. Documentation will be prepared for the following categories of incidents alleged to have occurred within the Corvallis Police Department's jurisdiction.
   1. Citizen reports of crime,
   2. Public safety complaints,
   3. Citizen requests for services of the Police Department in cases where: an officer is dispatched, an employee is assigned to investigate, or an employee is assigned to take action at a later date,
   4. Criminal and non-criminal cases initiated by Police Department personnel, and
   5. Incidents involving arrests, citations, or summons.
   6. A report will also be taken any time as directed by a supervisor.

B. This documentation may be in the form of one or more of the following documents, or other report forms approved by the Corvallis Police Department.
   1. Direct Entry into RMS
   2. Documentation in CAD
   3. Traffic Crash Report (DMV Form)
   4. Uniform Citation and Complaint
   5. Vehicle Impound Report
   6. Peace Officer Custody Report (NOT stand-alone, must include one of the other report forms)
   7. Bicycle Report

82.1.3 Specific Information for Documenting Police Action (CALEA Stds 82.2.1,)

A. All reports and records maintained to document police activity will contain at a minimum the following information if accessible:
   1. Date and time of the initial reporting,
   2. Name, if available, of the citizen requesting the service, or victim's or complainant's name,
   3. Nature of the incident,
   4. Nature, date and time of action taken by law enforcement personnel, and
   5. Name of business involved.
   6. Location of the occurrence.

B. Timeliness is important. Every effort should be made by the employee to complete all reports by the end of their work shift. Employees may not always be able to complete all reports taken during a single work shift by the end of that particular shift. The expectation is that all reports, including any associated paperwork, will be completed, turned in, and approved by the end of every employee's work week. Reports may be held over beyond this with prior authorization from the Sergeant/AIC/Supervisor. The supervisor will make sure, if they have approved a report to be held over, that the employee has entered a summary narrative into RMS (including involved person(s)/property information).
   1. Case reports involving an in-custody arrest or LEDS entry (e.g., a stolen vehicle or item with a serial number) will not be held over and must be completed by the end of an employee's work shift.
   2. Reports generated by Investigations personnel will be handled in accordance with *GO 42.1 Criminal Investigation: Organization and Administration*.

82.1.4 Report Forms (CALEA Stds 1.2.5, 82.2.1)

A. Policy

Members of the Police Department will use the appropriate report form(s) as indicated by the nature of the incident being reported. Reports shall be well written and complete. The police record system depends on the accurate and complete work product of those writing reports.
   1. All substantiated complaints of a criminal nature received by the Police Department that occurred within the Corvallis Police Department jurisdiction will be recorded in a police report in RMS. Reports will be made on criminal acts that are brought to the attention of the Police Department even if the complainant does not wish to file charges or have a report made.
   2. A police report will be made when a person is arrested for any criminal act occurring within the jurisdiction of the Corvallis Police Department.
   3. A police report may also be used to record information on an incident of a non-criminal nature.
   4. Follow up reports submitted will be clearly identified as such.

B. Computer Aided Dispatch (CAD) System

The CAD System may be used for documenting incidents only if the following criterion is met:
   1. Non-criminal matters where the circumstances for the incident cannot be located or verified. This includes circumstances where clearance comments would include unable to locate, gone on arrival, etc.
   2. Non-Criminal matters where there exists no need to document the incident as there is no contact with any party and the issue is not expected to involve further Department action, or continue to raise community concern, once the matter giving rise to the incident is resolved. This includes matters such as debris in the roadway, malfunctioning traffic signals, valid alarm cancellations etc.
   3. Criminal matters where there is no contact with any person related to the incident being reported, the complainant is anonymous/refuses to identify themselves, and/or there is no

information developed from a diligent investigation to indicate the event being reported ever occurred.

4. The CAD System may also be used to document the following incidents:
   a. False Alarms - Responsible person's information (if they've responded) and brief comments regarding the cause of the alarm must be included in clearance comments.
   b. Security/Welfare Checks
   c. Family Disputes - NOT Domestic Violence
   d. Lost Property
   e. Public Assistance
5. All calls for service documented in the CAD system require brief clearance comments, by the assigned officer, sufficient to give a clear picture of the outcome of the incident.

C. Reporting System

1. Report Forms

   A paper-based report form will be completed by an officer and forwarded to the Records Unit for data only entry into RMS when documenting the following types of incidents.
   a. Stolen/Recovered/Found Bicycles: complete a Bicycle Report form
   b. Impounded/Abandoned Vehicles: complete a Vehicle Impound form

   At times, some of these types of incidents may need to be written into RMS to accommodate the need for more narrative, because of the complexity of information or because of the involvement of civilian witnesses and/or multiple victims.
2. Direct Computer Entry

   All case reports of a more serious nature, that do not meet the criteria for the use of a Report Form (*see item C.1. above*) or for CAD documentation within RMS (*see item B.4. above*) will be electronically submitted into the RMS computer database.

D. Reporting Responsibility

1. Officers are responsible for including in the report the necessary and required information, as well as paper-based form reports, when necessary, which includes but is not necessarily restricted to:
   a. Occurred dates, times, and premise type.
   b. The name and radio call number of the person writing the report.
   c. a brief summary of the incident.
   d. The names, sex, race, addresses, phone numbers, and date of birth of the complainant, victim(s), person(s) contacted and business involved.
   e. All known information for which specific field are provided.
   f. A descriptive, itemized list of all stolen, found, lost, or damaged property including any identifying marks or numbers and the property value.
   g. The license plate, make, model, and color of any vehicles involved.

E. RMS Report Flow, Review and Approval

Every report submitted by an employee will be reviewed for completeness and accuracy as outlined in *GO 82.1.4* by the first line supervisor (Sergeant/AIC). Reports will be reviewed for content, accuracy, thoroughness, etc., to ensure police department standards are maintained. Reports shall not be approved until properly completed in accordance with policy.

1. Upon completion by the officer, the report will be forwarded to the on duty Sergeant/AIC for approval.
2. Sergeant/AIC is responsible for reviewing and approving all reports.
3. All approved reports will be forwarded to the Records Unit for processing, distribution and scanning/filing.
4. A copy of all Special Response Fee Notices will be forwarded to the Professional Standards Lieutenant or designee for processing.

5. All case reports generated through the on-line reporting system will be routed through and approved by the Records System Supervisor (or their designee).

82.1.5 Report Numbering (CALEA Std 82.2.3, 82.1.5)

The report numbering system used by the Police Department requires assigning a case number to all incident reports. Under this procedure, no case number will be duplicated or omitted. Incidents that are non-criminal in nature will be documented in the CAD system and may not receive a case number but would have a unique number for that event in the CAD system.

A. The assigned case number is auto-generated through CAD and unique to that individual case report. Once a report number has been drawn a "skeleton" report will be set up in RMS.
   1. At least once each month the Records System Supervisor (or their designee) will run a "missing" case number report. This report will list those case numbers drawn that do not yet have a completed report associated with them in RMS. This "missing" reports list will be distributed to supervisors to ensure officers are accounting for each case number they have drawn.

B. An incident that is reported through the on-line reporting system is not assigned a case number until it has been reviewed and approved by the Records System Supervisor (or their designee). Each case number assigned will be unique to that particular case report.

82.1.6 Distribution of Reports (CALEA Stds 82.2.1, 82.2.4)

All approved reports will be forwarded to the Records Unit for processing and retention. To assist with the effective dissemination of case reports, if specific directions for distribution are required then this information should be included in the case report.

A. The Police Records System Supervisor/designee may coordinate, as needed, with the Public Information Officer to provide information to the media. This will occur through the use of an approved method(s) for releasing general information to the media.

B. Non-evidentiary photos will be downloaded onto the server, to the location designated by Records. Records personnel will regularly check for newly downloaded photographs and ensure they are stored with the corresponding case report.
   1. File names for these non-evidentiary photos will utilize the case number so Records personnel can easily identify the corresponding case file.

82.1.7 Access Security and Password Audit (CALEA Std 82.1.6)

A. The Police Records System Supervisor (or their designee) will be responsible for completing an annual user audit, which verifies that all RMS user IDs are valid and up to date.
   1. The Law Enforcement Data System (LEDS) is a program organized within the Oregon State Police. It is a database created for law enforcement records such as warrants, protection orders, stolen property, criminal histories, and other vital investigative files. LEDS provides a criminal justice telecommunications and information system for the State of Oregon, and is the control point for access to similar programs operated by other states and the Federal Government. The Records System Supervisor will act as the agency's LEDS Representative and provide oversight for adherence to the applicable requirements for using and accessing LEDS.

B. Access to any software or computer program is only available once an employee has logged onto the City of Corvallis computer network. Corvallis Police Department relies upon the City IT Department to maintain the City-wide network and the security for this network. The IT Department is responsible for managing user access to the City of Corvallis computer network, which includes password-naming conventions as well as how often passwords must be changed. The IT Department, in cooperation with Corvallis Police Department, conforms to the applicable CJIS requirements and submits to CJIS audits, as required.

1. IT is responsible for the maintenance of the Department's computer systems and takes all necessary steps for maintaining our computer system, including oversight and management of the back-up process and storage of all back-up data.
2. If using, operating, purchasing or installing any software or hardware, personnel must comply with *the City's policy #AP 9-01 Acceptable Use of Information Systems.*

82.1.8 Records Security and Privacy (CALEA Std 82.1.1)

A. Access to physical documents located in Records is controlled by Records personnel. During hours when Records is closed, access to documents in Records will be limited to the on duty Sergeant/AIC or designee and 9-1-1 personnel. Other personnel are permitted access only with the express approval of the Sergeant/AIC or designee. A log is kept in Records to record all after-hours access into the Space Saver files. The log is located on the outside end cap of the closed Space Saver. The Space Saver will be locked during non-business hours.

B. Information contained in written reports stored in the Records Unit and computerized RMS records will be released outside the agency only in accordance with applicable Federal regulations, Oregon State laws, and/or the City of Corvallis Administrative Policies.
   1. All release of reports/records will be handled by the Records Unit. If additional distribution is required for reports/records, personnel will notify Records either by indicating the specific distribution required on the report itself or by e-mailing Records with the distribution request. It is critical the release of reports/records is both documented and processed correctly in order to comply with the applicable laws and regulations.
      a. The Department PIO, which is typically the Professional Standards Lieutenant, will have discretion to release reports/records.
   2. Fees for copies of reports/records will be in accordance with the fee schedule established by the Police Records System Supervisor. Copies of reports/records will be provided to other Government agencies and the media free of charge, unless significant time is involved in gathering the information/data requested.

82.1.9 Records Retention Schedule (CALEA Std 82.1.3)

A. The Records Unit shall maintain police records in accordance with the Oregon State Archives and the City Records Retention Schedule. No records are to be transferred, destroyed or otherwise disposed of in violation of the provisions of this schedule.

B. The Police Records System Supervisor is the Police Department's police records retention and destruction coordinator. Any questions regarding the retention, destruction or storage of police reports should be directed to him/her.
   1. The Administrative Services Unit is responsible for the internal administrative files and the applicable retention schedules for those types of records.

82.2 RECORDS: OPERATIONS

82.2.1 Records Operation (CALEA Std 82.1.1)

A. The Records Unit manages and maintains a repository of records, both digital and physical, that includes:
   1. Incident Reports
   2. Arrest Reports
   3. Traffic Crash Reports
   4. Warrants
   5. Juvenile Records
   6. Traffic Citation Records

B. Personnel assigned to the Records Unit will control the accessibility of all reports, records, and other information physically stored in the Records Unit. *See also G.O. 82.1.8 Records Security and Privacy* for accessing documents in Records after hours.

82.2.2 Master Name Index (CALEA Std 82.3.1)

The Records Unit maintains a computerized name index that can be accessed alphabetically. The system contains names of persons obtained from various field reports. Names placed into Master Names Index shall include but not be limited to:

1. Victims
2. Complainants
3. Suspects
4. Persons arrested
5. Witnesses
6. Traffic collisions; related drivers, registered owners, and victims
7. Other Involved persons

82.2.3 Index Files (CALEA Std 82.3.2)

The Records Unit maintains computerized files that contain information gathered by the various reports. This information can be accessed via the Records Management System (RMS). The computerized files allow for the retrieval of information based on the below listed criteria.

A. Incidents by crime type.

B. Incidents by location, date, and/or time.

C. Property types to include stolen property, found property, recovered property, and property of evidentiary rule.
   1. All stolen property over that lists a serial number or any other distinctive identifying number will be entered into the Law Enforcement Data System (LEDS). All property received by the Evidence Specialist is recorded by date received in a computerized system maintained by the

Evidence Specialist. Any property that bears a serial number is checked for stolen by the Evidence Specialist before it is released.

82.2.4 Arrest Records (CALEA Sts 1.2.5, 82.3.6)

A. In accordance with General Order 82.14, when an officer arrests an individual, including a physical arrest or traffic offense, an arrest record will be entered into RMS. The arrest record will include the associated case number, detail all charges and include the final resolution (such as booked into Benton County Jail or cited and released).

1. All correctional facilities will be responsible for processing individuals that CPD books into their facilities, including all fingerprints and photographs associated with the booking process. The LEC does not have the required resources for processing individuals being booked.
2. All photographs and/or fingerprints taken by CPD personnel are separate and distinct from photographs and fingerprints taken when an individual is booked into a correctional facility (e.g., Benton County Jail). For example, if a detective takes "major case prints" on a suspect / person of interest, this is evidence.

B. The officer's case report shall contain the facts supporting the probable cause to arrest, including the details / facts surrounding the arrest and processing of the suspect. The case report will be as complete as possible.

C. All physical documentation associated with an arrest will be turned into Records and scanned into the appropriate file by case number.

82.2.5 Warrant and Wanted Persons File

A. Warrant and wanted persons file is maintained by the Records Unit. During hours of Records closure, this file is maintained by Corvallis Regional Communications Center personnel. Procedures to maintain this file are:

1. Warrant entries will be made in accordance with the guidelines established *in G.O. 81.2, Section 81.2.2, Item F.7*.
2. All warrant entries will be verified by a second party in compliance with LEDS requirements.
3. The Records Unit is responsible for entering/updating all warrant information into RMS. 4. As indicated *in G.O. 74.3 Legal Process: Criminal Process*, the on- duty shift supervisor coordinates the assignment and execution of warrants.
5. Information from other jurisdictions addressing warrants and wanted persons may be received over the telephone or through the Law Enforcement Data System (LEDS) terminal. As a general policy, telephone communications will be followed up with written confirmation via the LEDS terminal.
6. All information about a warrant(s) must be verified before service of the warrant. Information received from other jurisdictions will be verified either over the telephone or the LEDS terminal before an arrest is made of a suspect when the computer indicates an outstanding warrant from another jurisdiction. *See also G.O. 74.3.2 Execution of Warrants*.
7. After a warrant is served, the entry must immediately be removed from the LEDS system. Officers will sign the original warrant, indicating it was served, and Records will ensure the warrant is returned to the issuing court.

82.2.6 Traffic Citation Records

The Records Unit is responsible for the processing of all traffic citations, whether electronic or paper copies. Records will ensure the correct distribution occurs, as needed, as well as scanning the citation into the appropriate case file. *See also G.O. 61.2.1 Traffic Records*.

82.2.7 Criminal History (CALEA Std 82.3.6)

When a person is arrested, the officer creates an arrest record in RMS. If not already present in the system, a number will be assigned to the arrestee in RMS and additional arrests and/or other police contacts will be associated with this number. Information regarding other arrests and convictions are available through county, state, and national computer files.

82.2.8 Records Maintained Outside of the Records Unit (CALEA Std 82.3.5)

A. All records that have been identified by the Records Unit as "permanent" will be retained/managed in a "Dead Records" facility subject to records retention procedures as outlined *in G.O. 82.1.9 Records Retention Schedule*.

B. Certain reports and records may be maintained by the various components within the Police Department in accordance with both the City Records Retention Schedule and the Oregon State Archives. Any questions regarding retention/destruction will be directed to that component's supervisor. For example, detectives may utilize a working case file for active investigations, which will be overseen by the Investigations Lieutenant (or their designee).

82.2.9 Juvenile Records (CALEA Std 82.1.1, 82.1.2)

A. Digital juvenile arrest records are distinguished in the RMS from an adult record by font color and the record will denote "JUVENILE."

B. *Refer to G.O. 44.2.11 Custodial Processing Procedures* for the requirements of fingerprinting / photographing juveniles.

C. Juvenile records and information will be handled in the same manner as all other criminal records maintained by the Records Unit (*see G.O. 82.1.8 Records Security and Privacy*). Records personnel are specifically trained to handle juvenile records when, or if, different processing/handling is required.

   1. Access to juvenile records in RMS can be managed in the settings for individual users, as needed. The Police Records System Supervisor has responsibility for oversight of the necessary settings for access to digital records by personnel.
   2. *Refer to ORS 419A.250 Authorit*y regarding juvenile fingerprint/photograph files or records.

D. There are no physical arrest records maintained for either adults or juveniles. All arrest records are digital and managed within RMS. Juvenile arrest records are maintained in the same manner after adult age is reached as they were when the individual was a juvenile. All juvenile contacts, including arrest records, are differentiated within RMS by the color of the record and a "J" for juvenile, which readily identifies a juvenile arrest record.

E. Refer to ORS 419A.262 Expunction proceeding for guidance regarding the expungement process.

82.2.10 Uniform Crime Reporting Procedures (CALEA Std 82.1.4)

All case reports received by the Records Unit are assigned a Uniform Crime Reporting code automatically through RMS. The Police Records System Supervisor (or their designee) will be responsible for submitting all necessary Uniform Crime Reporting information for the Department to LEDS in accordance with the applicable timelines.

83.1 COLLECTION AND PRESERVATION OF EVIDENCE: PROCESSING EVIDENCE AT THE SCENE

83.1.1 Responsibilities of Reporting Officers and Evidence Technicians (CALEA Std 83.1.1)

A. To reduce the possibility for damage, loss or movement of evidence, the first officer at the scene of a crime shall secure the scene from all nonessential personnel, including officer's not collecting evidence. The officer securing the scene will document the name, reason and time of all persons who enter the crime scene. Personnel at the scene shall not disturb, touch or handle physical evidence, unless danger exists that the evidence will be lost or destroyed prior to processing by an investigator or officer given that responsibility. Should such a situation arise, it becomes the responsibility of that officer to package, mark, and seal the property to preserve the evidence as outlined in G.O. 84.1.4. Qualified personnel are available on a 24-hour basis via department sworn personnel and/or the Oregon State Police.

B. Although all department sworn personnel are qualified and authorized to process crime/crash scenes, the Investigations Lieutenant should be contacted to determine if a detective will respond to evaluate, photograph and process the scene for physical evidence on the following incidents:
   1. Homicide
   2. Suicide
   3. Rape
   4. Arson
   5. Robbery
   6. Major assaults
   7. Serious injury or fatal traffic crashes
   8. Kidnap/Abducted children

C. The Oregon State Police provide crime scene and evidence assistance to all law enforcement agencies in Oregon upon request**.** The Oregon State Crime Laboratory Crime/Crash Scene Processors shall be called to assist in the collection of evidence in instances where such collection is of a complex nature or due to the seriousness of the crime. The Community Services Division Manager shall authorize all such requests for assistance.

D. The OSP Crime Scene Processor acts only in support of the investigating officer and as such may act as an advisor, but works at the request of the investigator.

E. CPD personnel assigned to process the scene shall be responsible for photographing, collecting, preserving, documenting, transporting and submitting all evidence to the Evidence Room.
   1. Personnel shall ensure both the security of and chain of custody for all evidence is maintained during transportation.

F. All evidence submitted to the Evidence Room shall be accompanied by a FileOnQ Barcode Label. The standard Oregon State Police Forensic Sciences Request form will be completed for all evidence that requires comparison or analysis by the State Police Crime Laboratory. This form will also be submitted with the evidence to the Evidence Room.

83.1.2 Evidence Processing and Submitting Procedures (CALEA Std 83.2.1, 83.2.3, 83.2.7, 83.3.2, 84.1.1)

A. General

1. All other items collected as evidence shall be collected following procedures established by the Oregon State Police Crime Laboratory Physical Evidence Manual. All evidence considered a hazardous material shall be handled according to applicable laws and policies. All evidence is to be submitted to the Evidence Room in accordance with G.O. 84.1 and the Packaging Guidelines Notebook or the evidence will be returned to the submitting officer or officer's supervisor. Physical evidence collected by officers shall be packaged and marked immediately. Every effort will be made to mark evidence in a location and manner that will not mutilate or destroy the value of the item.
2. If evidence is too large or unwieldy to package in a container, a property tag will be securely attached to the item, and the FileonQ label will be affixed to the property tag.
3. Whenever submitted evidence requires special processing, the officer will make contact with the Evidence Technician.
4. Evidence shall be packaged as outlined in the Packaging Guidelines Notebook located at the evidence intake counter.
5. All evidence seized will be submitted to the Evidence Room by the end of the officer's shift and will include the Forensic Sciences request form when applicable.
6. An entry into the FileOnQ system shall be completed for all property submitted. Entries should include as much detail as possible.
7. Entries into the FileOnQ system will be used to generate a barcode label for each item being submitted. Labels will be affixed to the item packaging per the example posted in the Evidence Intake Area.
8. Pre-Processing Storage Lockers (Patrol Report Writing Room)
   a. Pre-Processing Storage Lockers are to be used for the temporary, short duration storage of evidence until the officer has time to process the evidence for submission into the evidence room. The intent is to maintain a chain of custody of evidence when an officer is not able to complete processing due to call loads. They are not intended for use as convenience or to avoid overtime. The lockers will not be used for any reason other than the stated purpose. Any officer placing evidence in a Pre-Processing Storage Locker will not leave the evidence there past the end of their shift.
   b. The key to each individual locker will remain in the lock while the locker is not in use. The spare keys will be maintained by the Community Services Division Manager and will be signed out to the officer should the original key be lost.
   c. Any officer securing evidence in a Pre-Processing Storage Locker will place the article inside one of the available lockers and secure the door. Securing the door is accomplished by locking the lock, removing the key and keeping it with them. The officer will write his or her badge number, date and time the article was placed inside the locker on the available log sheet (CPD Form 36) located on the outside of the locker door. The officer will annotate the time out on the log sheet when the evidence is removed and processed and check the box indicating that the locker was cleared by the officer. Once the log sheet is filled up, the Patrol Sergeant will place it in a three ring binder for recorders retention (Records retention will be for 8 years.) and replace the log sheet next to the lockers.
   d. Any officer using the Pre-Processing Storage Lockers shall note its usage in their incident report documenting approximate date, time and reason the locker was used.
   e. No explosives, dangerous chemicals, pressurized tanks, unknown biological specimens, radioactive materials, or other dangerous/hazardous material or property will be stored in a Pre-Processing Storage Locker. Illegal drugs and money are high liability items and should be entered into evidence as soon as possible. A threshold of high liability items will be enforced for storage in the lockers. If any of the above thresholds are met, the officer will be taken off line until the processing of evidence is complete. Officers may use the Pre-Processing Storage Lockers if their case involves two hand guns or less, less than an estimated 2 ounces of white drugs or less than one pound of marijuana.

f. Firearm evidence will be rendered safe at the clearing station by the Sally Port door. Any officer securing a firearm in a Pre-Processing Storage Locker will be responsible for unloading the firearm and ensuring it cannot be discharged prior to securing it inside.

g. Cases involving "A" felonies will not use the Pre-Processing Storage Lockers. Evidence for such cases will be processed expeditiously

h. Should an officer become incapacitated before clearing the Pre-Processing Locker, his Sergeant/AIC will secure the key from the officer when he secures the department weapon. He will process the evidence in the locker as though he were seizing it himself. He will not use the original officer's property sheet. He will describe the evidence as he observes it. He will not open packaged evidence but will initial on the seal and identify it using his own item number. He will note on his property sheet the original officer's item number in the description. Evidence will be placed in to the evidence room and the sergeant will write a supplemental report to the original case number explaining how and where he obtained the evidence and why the original officer who seized it could not process the evidence.

i. The On-Coming Sergeant/AIC and the Off-Going Sergeant/AIC will check the lockers at shift change over to verify that the lockers are empty and all evidence was processed. It is the Off-Going Sergeant/AIC's responsibility to ensure his officers have processed the evidence prior to releasing them from their shift

B. Seizure/Collection of DNA/Blood/Urine/Body Fluids from persons

1. In any arrest or investigation where it is necessary to obtain a sample of blood or other body fluid or tissue from a person, the sample will be collected by a person qualified as authorized by Oregon Revised Statutes and following procedures established by the Oregon State Police Crime Laboratory.

2. All samples submitted as evidence that require refrigeration will be placed in the Evidence Room refrigerator by the Property Control Specialist. Storage temperature should be maintained between 30 and 38 degrees Fahrenheit.

C. Collection of DNA/Blood/Body Fluids at Crime Scenes

1. Blood, urine, semen, other body fluids or tissues that appear to be evidentiary will be collected by officers/investigators trained in collection procedures established by the Oregon State Police Crime Laboratory. As all body fluids are bio-hazards, strict adherence to collection procedures and laws regarding hazardous materials and the handling of potential blood borne pathogens (G.O. 41.9) shall be followed.

2. All specimens submitted in liquid form will be maintained by the Property Control Specialist in the Evidence Room refrigerator or freezer as appropriate.

3. To ensure identification and preservation for analysis, all specimens will be collected in accordance with the packaging criteria of Oregon State Police Crime Lab kit for the specific item.

D. Latent Prints

1. The investigating officer is responsible for fingerprinting of evidence unless special arrangements are made through his/her supervisor. The following general guidelines will be followed when processing a crime scene for latent prints:

a. Latent impressions developed with fingerprint powder may be photographed on the original object. After being photographed, the print should be lifted.

b. The lifted print is to be placed on a Latent Fingerprint card and the following information listed:

(1) Place of occurrence
(2) Complainant/Victim
(3) Complainant's address
(4) Type offense and date of offense
(5) Date and time latent lifted
(6) Lifted by (print name) and initials
(7) Location processed
(8) Case number

c. A drawing of the object printed and location of the lift(s) should be placed on the card.

d. If the latent evidence is to be sent to the Oregon State Crime Lab for comparison, the Oregon State Police Forensic Sciences Request form shall be completed by the officer and submitted to the Evidence Room with the latent cards and a copy of the incident report.

e. Latent print cards will be submitted in an evidence envelope, sealed with evidence tape. The seal shall be initialed and dated by the officer.

2. When requesting a comparison of latent prints with fingerprints of a known suspect, the requesting officer will include inked finger and palm print cards along with the request if available.

E. Other Items Collected as Evidence

1. Refrigerated evidence
A refrigerator and a freezer are located in the Evidence Room for perishable items such as urine and blood samples.

2. Wet Clothing/cloth type evidence
Wet evidence, such as clothing, leather or documents, degrades when not properly dried. The submitting officer will contact the Property Control Specialist at the time of submission for assistance in placing the items into one of the two drying cabinet located within Evidence. Wet evidence is not to be placed in an evidence locker. If after hours, the Property Control Specialist will be contacted to facilitate the placement of wet items into a drying cabinet. Once dried, the items will be packaged, marked and sealed in a paper container. Following each use, drying cabinets will be thoroughly cleaned by the Property Control Specialist, per the factory recommended procedures, to avoid any cross contamination.

3. All firearms must be submitted in a secure and safe manner as noted in G.O. 84.1.6.D. including the use of trigger security ties. All firearms submitted to the Evidence Room are to be unloaded and the ammunition packaged separately. All firearms will be checked for stolen by the submitting officer. All firearms test fired should include the target used as evidence and be marked appropriately.

4. Dangerous drugs (including, but not limited to narcotics, hallucinogens and narcotic paraphernalia and implements) submitted to the Evidence Room will be weighed, and counted if appropriate, by the submitting officer and as noted in G.O. 84.1.6.C. All containers will be sealed with evidence tape and the seal initialed and dated. All drugs will be weighed in grams on the electronic balance scale at the Evidence Intake Area. The weight will be noted in the FileOnQ Data Base. Pills and capsules will be counted and the count noted in the FileOnQ Data Base. Hypodermic needles will only be accepted into Evidence when secured in a plastic collection tube. Officers are to handle hypodermic syringes with the plastic tongs provided. Non-evidentiary needles and syringes will be disposed of by the officer in the sharps container in the lab, patrol vehicle or Evidence Intake Area.

5. All money submitted to the Evidence Room will be packaged separately from other items submitted. The item will be entered into the FileOnQ database utilizing the bill count and auto calculation fields. Two separate labels will be generated for all money items submitted, a standard barcode label and a secondary money label. The money label includes details of the package contents and a signature line for count verification. All bill counts will be verified by a supervisor. The supervisor's name will be entered into the "Verified by" field within the FileOnQ database and the supervisor will sign the money label in the provided space.

6 Volatile fluids are not to be submitted in an evidence locker at the Evidence Intake Area. Volatile fluids of evidentiary value will be stored outside in the metal Flammable Storage Locker and as noted in G.O. 84.1.9. The submitting officer will contact the Property Control Specialist to take custody of the volatile fluids. Excess volatile fluid, hazardous chemicals or nuclear waste will be disposed of in accordance with Environmental Protection Agency and Corvallis Fire Department procedures for hazardous materials. Pressurized tanks are to be taken to the Corvallis Fire Department for storage.

7. No explosives or ammunition greater than .50 caliber will be submitted to the Evidence Room. Explosive materials will be stored in the outside Explosives Storage Locker and in accordance with G.O. 84.1.8. The submitting officer or supervisor will contact the Property Control Specialist to secure explosives. The on duty Watch Commander will contact the Oregon State Police Bomb Squad to dispose of "live or non-inert" explosives such as a pipe bomb, grenade or ammunition greater that .50 caliber. All such items will be photographed by the officer before disposal by the handling agency. Fireworks seized as contraband which have no evidentiary value

will not be submitted to the Evidence Room, but will be taken to the Fire Department for disposal by the recovering officer.

8. Alcohol
   It is not necessary to preserve alcoholic beverages or their containers (cups, bottles, other containers) as evidence for MIP, Open Container, Consuming Alcohol in Public or other alcohol related violations or infractions. For cases tried in Municipal Court the observation of the Officer, properly documented in a police report, is sufficient. In all other cases a photograph of the item may be submitted in lieu of the actual item. When citations and/or arrests for the above listed charges are made and photographs taken of the evidence, the container shall be marked in some manner to indicate the level of contents. The contents shall then be poured out and the empty container returned to the individual charged. The photographs will be submitted to evidence following current protocol and the case number will be clearly indicated.
9. Marijuana Products
   It is necessary to seize marijuana products as evidence for all marijuana violations, infractions or crimes. All marijuana products will be weighed and photographed when submitted. For all criminal cases, marijuana products, with the exception of marijuana itself, will have a presumptive test performed to confirm the presence of marijuana. Evidence items will be marked for destruction upon final disposition of the case.

F. All items submitted to the Evidence Room will be placed and secured in an intake locker or given to the Property Control Specialist by the submitting officer or supervisor.

83.1.3 Crime Scene Reporting (CALEA Std 83.2.6)

A. An accurate record of events that transpire at the scene of a crime in connection with the investigation is required for prosecution and at the time of trial. It is the responsibility of the investigating officer or the officer who processes the crime scene to submit detailed reports describing the sequence of events associated with a crime scene investigation as related to the gathering of evidence. Included in the report shall be:
   1. Date and time of arrival at the crime scene,
   2. Location of the crime,
   3. Name, address, telephone number, and DOB of the victims (if known),
   4. Name, address, telephone number, and DOB of the suspect (if known),
   5. Actions taken at the scene (including number of photographs taken, measurements taken and a listing of the physical evidence recovered),
   6. Case number of the investigation,
   7. Date and time of request for investigator/specialist services, and
   8. Disposition of evidence collected or processed by investigators including measurements and photographs.

B. Reports from any specialists called to the scene shall be attached to the original incident report.

83.1.4 Evidence Processing Equipment Availability (CALEA Std 83.2.4)

A. The Police Department maintains all marked police vehicles with equipment for processing crime scenes in an effective and timely manner. The equipment maintained in each vehicle is to be utilized for the following purposes:
   1. Recovery of latent fingerprints
   2. Photography
   3. Crime scene sketches
   4. Collection and preservation of physical evidence

B. Equipment such as ladders, portable generators and lights are available from the Corvallis Fire Department.

C. Additional specialized evidence processing equipment is stored in the equipment room and in the Incident Command Vehicle and is available as needed.

83.1.5 Crime Scene Documentation (CALEA Std 83.2.6)

A. All sworn personnel shall be aware of what evidence is needed to meet the requirements of the offense being investigated.

B. If an officer decides that no evidence can be collected or no photographs can be taken at a crime scene, the incident report will outline the reasons.

83.1.6 Submission of Evidence to the Crime Lab (CALEA Std 83.3.2)

A. All evidence to be submitted to the Oregon State Police Crime Laboratory shall be accompanied by a Forensic Sciences request form and a copy of the investigating officer's report, unless the incident is a drug investigation.

B. Evidence will be secured in the Evidence Room until it is transferred to the Oregon State Police Crime Lab by the Property Control Specialist. Transfers to the Crime Lab will take place on a weekly or as needed basis.

C. In the event evidence requested to be submitted is delayed in submission to the Oregon State Police Crime Lab for any reason, it will be documented by the person responsible for the delay.

D. All evidence is to be marked and submitted following procedures outlined by the Oregon State Police Crime Laboratory and G.O. 84.1 and the Packaging Guidelines Notebook.

83.1.7 Collection of Known Standards for Comparison (CALEA Std 83.3.1)

A. When the following types of physical evidence/trace evidence are collected from a crime scene, a known standard sample must be collected, whenever available, for comparison by the Oregon State Police Crime Lab:
   1. Blood
   2. Hair
   3. Fibers
   4. Paint
   5. Glass
   6. Wood
   7. Metal
   8. Soil
   9. Tool marks
   10. Footwear

B. The location from which the samples are taken is critical and shall be documented in the incident report.

C. All standards for comparison will be collected by officers/investigators in accordance with procedures established by the Oregon State Police Crime Laboratory.

83.1.8 Crime Scene Sketches (CALEA Std 83.2.6)

A. When crime scene sketches are drawn pursuant to the collection and preservation of evidence, they will contain the following information:
   1. Dimensions,
   2. Relation of the crime scene to other buildings, geographical features, or roads,
   3. Address, floor or room number as appropriate,
   4. Location of significant features of the scene, including the victim,
   5. Date and time of preparation,
   6. Name(s) of person(s) preparing the sketch,
   7. Direction north, and
   8. Location of items of physical evidence recovered.

B. Generally the processor of the scene will make rough sketches and measurements, including sufficient additional information so a final drawing, to scale, can be made at a later time. These rough sketches are evidence and should be submitted to the Evidence Room.

83.1.9 Crime Scene Photography (CALEA Std 83.2.2)

A. Photography of crime scenes, traffic crashes and other incidents is the responsibility of the investigating personnel. All aspects of the incident will be photographed using photography equipment supplied by the department and may be either digital or conventional, as determined by the equipment used.
   1. The officer will maintain a record of photographic data including:
      a. Date and time the photographs were taken,
      b. Name and ID # of the photographer,

c. Address and location where photographs were taken, and
d. Case number of the investigation.

2. The report of the photographic data shall be included in the original incident report.

B. Imaging or video recordings may be used in conjunction with and as a supplement to photographs.

1. Video recordings can be made using in-car video or body-worn cameras, in accordance with current policy, as well as department-issued cell phones or, if available, more technical or specialized equipment. Training to video record is preferred, but not required. A lieutenant or lead investigator may task individual personnel with responsibility for video recording a scene.
2. Highly technical imaging equipment, such as total station or drones, shall only be operated by personnel that have received training for the specialized equipment.

C. Best practices for photographing an item(s):

1. When the exact size of an item being photographed is required, a scale will be placed next to the item to add dimension and aid in development for life-size prints. A second photograph of the item will be taken without the scale, using the same camera settings, position and lighting in the event the court desires photographs of evidence in which nothing has been introduced into the field of view.
2. If the evidence to be photographed is a fixed object, the dimension of that object should be taken to provide a scale of reference.

D. Upon completion of the photography and scene processing, the photographs will be submitted to the Evidence Room. A notation that photographs were taken at the scene will be made on the incident report.

1. Digital photographs will be copied onto a disc and submitted to the Evidence Room.
2. A developed, conventional photograph(s) will be submitted to the Evidence Room. Undeveloped film will be submitted to the Evidence Room and can be developed later, if needed.

E. Personally owned devices that capture any type of audio or video image shall not be utilized by personnel to document the scene.

83.1.10 Requesting Laboratory Examinations (CALEA Std 83.3.2)

A. The responsibility for requesting laboratory examinations lies with the submitting officer or the follow-up investigator.

B. The Property Control Specialist maintains a record of all evidence submitted to the Crime Lab for examination. The Property Control Specialist transports and safeguards all evidence taken to the Oregon State Police Crime Lab for examination and returned to the Evidence Room.

C. The Oregon State Police Crime Lab automatically sends a written report to the prosecuting venue and to the Records Unit of Police Department. The original is filed with the incident report in Records and a copy is given to the investigating officer.

D. It is the responsibility of the investigating officer and immediate supervisor/sergeant to review lab reports on submitted cases. If the lab report results are negative, the investigating officer and immediate supervisor/sergeant shall jointly review and discuss the incident report and investigation to determine if further investigation, additional arrests, additional crimes/charges, or dismissal of the crimes/charges are warranted. If additional lab services are necessary, or new or additional evidence becomes available, the investigating officer must submit a new Forensic Sciences Request Form.

83.1.11 Procedures for Processing Stolen Vehicles (CALEA Std 83.2.1)

A. Vehicles that are reported stolen from the city will be processed for evidence upon recovery. This examination may be conducted by the jurisdiction where the vehicle is recovered if it is outside the Corvallis city limits. The Police Department may provide assistance in processing another jurisdiction's stolen vehicle if requested.

B. The recovered vehicle should be processed for evidence at the recovery scene. If this is not practical, the recovered vehicle shall be towed to the Evidence Compound at Public Works. Any vehicle stored at the Evidence Compound shall be "submitted" to evidence by entering it into the FileOnQ database. Recovered vehicles shall be processed as soon as practicable. When the vehicle is not going to be processed immediately, the investigating officer shall take the necessary steps to maintain a chain of custody. If special processing is necessary, such as serial number restoration etc., the Investigations Lieutenant shall be notified of the need for such assistance.

C. Any evidence collected from the recovered vehicle will be submitted to the Evidence Room in accordance with G.O. 84.1.

D. The investigating officer will complete a recovered vehicle supplemental report if it is a Corvallis Police Department stolen vehicle report or shall initiate a new case if it is the recovery of another jurisdiction's reported stolen.

E. It is the investigating officer's responsibility to notify Records or Dispatch to teletype the originating jurisdiction with the following information:
   1. Time and date of recovery,
   2. Name and badge number of recovering officer,
   3. Vehicle location, condition, and name and telephone number of towing company,
   4. Time and date owner was notified or notification attempted.

F. The investigating officer will make every attempt to process the stolen vehicle to limit the number of days the vehicle is held.

G. Once the vehicle has been processed and is of no other evidentiary value, it may be released to the owner. If the vehicle is from another jurisdiction, that jurisdiction shall determine the disposition of the vehicle.

83.1.12 Seizure of Electronic Devices/Computer Equipment (CALEA Std 83.2.5)

A. General
   1. Electronic devices can be severely damaged or data lost due to improper handling. Systems can be programmed to delete all data if certain start-up or shut-down protocols are not followed resulting in the unintentional destruction of evidence by seizing officers. Because of this, it is critical to use every precaution in handling electronic device seizures and using available resources.
   2. In each criminal case, the role of the electronic device differs. It may be an instrumentality of the offense or merely an electronic filing cabinet, or both. In any case, its importance can be critical and its admissibility must not be jeopardized by improper handling.
   3. Most searches of computer systems should be pursuant to a warrant, but the recognized exceptions to the warrant requirement (plain view, exigent circumstance, consent) apply to the search and seizure of computers and peripheral equipment. The United States Department of Justice, Computer Crimes Unit, has published a manual of Federal Guidelines for searching and seizing computers. A copy of this manual is also available in the CSD Manager's office and in the Resource Room.

B. Seizure of Computers
   1. Once the computer's role is understood and legal requirements are fulfilled:
      a. Secure the Scene
         (1) Emphasize that officer safety is paramount.
         (2) Preserve area for potential fingerprints.
         (3) Immediately restrict access to computer(s).
         (4) Isolate from phone lines because data on the computer can be accessed remotely.
      b. Secure the Computer as Evidence
         (1) If computer is "off," do not turn "on."
         (2) If computer is "on," and is a stand-alone computer (non-networked), consult a computer specialist
         (3) If a specialist is not available, follow the procedures in the computer seizure checklist (CPD Form 43).
         (4) For networked or business computers, consult a computer specialist for further assistance.

C. Seizure of Cell Phones/Tablets
   1. Cell phones and tablets need to stay powered up, and unable to connect to a network in order to ensure a higher degree of access for forensic analysis. When seizing a cell phone or tablet:
      a. IF the device is ON when you seize it, attempt to:
         (1) Place the device in airplane mode if possible (do not turn it OFF).
         (2) Turn off Wi-Fi.
         (3) Turn off Bluetooth.
         (4) Utilize a faraday bag to block all data signals.

b. Return to LEC and submit the device into Evidence by following the electronic device procedures in the Packaging Guidelines Notebook.

(1) Electronic devices may be submitted into the electronic device evidence locker where the devices can be plugged-in to maintain power.

(2) Investigating officer should request exanimation of the Electronic Devices (i.e. warrants, consent search) as soon as possible.

83.3 COLLECTION AND PRESERVATION OF EVIDENCE: TRAINING

83.3.1 Crime/Crash Scene Processing Training for Recruits (CALEA Std 33.6.1)

A. Patrol Officers are first responders and generally the first to arrive at a crime/crash scene. They have a key function to perform in securing the scene and safeguarding evidence from damage or destruction.

B. As a part of the Police Department's basic training curriculum for police recruits, and in addition to any outside training academy curriculum, training in the following subjects will be provided:

1. Potential benefits and limitations of the examination of physical evidence.
2. Department written directives concerning the role of the officer, investigator and other personnel at a crime scene.
3. Identification, collection and preservation methods and procedures for evidence, including fingerprints, palm prints, footprints, tire impressions, blood, DNA, fibers and fabrics, weapons, hairs, paint, glass and tool marks, and the requirements for collection of materials from a known source for comparison purposes.
4. Procedures for requesting analysis of evidence.
5. Maintenance of the chain of evidence (marking, sealing, tagging, receiving).
6. Crime/crash scene sketches, photography, and records.

C. In addition to basic training, the Police Training Officer program will provide on-the-job training for the recruit in crime scene processing.

83.3.2 Crime/Crash Scene Processing Continuing Training (CALEA Std 33.6.1)

A. In-service training specific to the collection and preservation of evidence shall be provided when the need is identified, particularly when new techniques or technologies are developed. The training should update the knowledge of the Police Department's investigative and patrol personnel in laboratory abilities, new equipment and examination techniques. The Professional Standards Lieutenant will coordinate the planning and presentation of the training with the CSD Manager and PSSD Manager.

83.4 EVIDENCE COLLECTION AND PRESERVATION: ORGANIZATION AND ADMINISTRATION

83.4.1 Requirements For Crime Scene Processing Availability (CALEA Std 83.1.1)

A. Gathering and processing physical evidence is considered an essential function for sworn personnel. Training that includes crime/crash scene processing occurs through various means as part of a recruit officer's initial training, such as the in-house academy and/or DPSST. Police Training Officers will provide hands-on training to recruit officers for crime/crash scene processing as part of the PTO training program.

B. The department trains officers to provide for shift or on-call availability of crime/crash scene processing on a 24-hour basis. Sergeants will supervise crime scenes unless the crime scene is turned over to Investigations for processing.

83.4.2 Crime Scene Processor Notification (CALEA Std 83.1.1)

The Oregon State Crime Laboratory Crime/Crash Scene Processors shall be called to assist in the collection of evidence in instances where such collection is of a complex nature or due to the seriousness of the crime. The CSD Division Manager shall authorize all such requests for assistance.

83.4.3 Intra-Agency Coordination (CALEA Std 83.1.1)

A. The CSD Manager/designee is responsible for ensuring that officers are properly equipped and trained to process crime/crash scenes. The Watch Commander is normally responsible for supervising the processing of the crime scenes in their daily work. When detective personnel have been called out to manage an investigation, they are responsible for directing and supervising the involved patrol officers in the on-scene work related to that investigation. At all other times, this responsibility lies with the Watch Commander.

B. Investigations Personnel Call-out Criteria

1. The nature of certain crimes requires the immediate notification of investigators and their response to the scene. Such cases include:
   - a. Homicide
   - b. Serious Injury Assaults
   - c. Serious Sexual Assaults
   - d. Deaths of a violent or suspicious nature
   - e. Other situations where the uniformed officer believes that special assistance is required.

C. Investigations Personnel Call-out Procedure

1. In the event that a uniformed officer identifies criteria requiring the call-out of Investigations Personnel, the following procedure shall be followed:
   - a. The uniformed officer shall advise the Watch Commander of the circumstances. If the Watch Commander believes investigations personnel are required, they shall notify the Investigations Lieutenant.

b. If the Investigations Lieutenant determines Investigations Personnel are required, they shall make notifications to the desired Investigators. In the event of an unusual circumstance where the services of the Oregon State Police Technicians may be required at the scene of a major investigation, call out will be authorized by the Investigations Lieutenant, CSD Manager, CSD Lieutenant(s), PSSD Manager, or Chief of Police in that order of succession.

D Evidence collected from a crime scene and logged in for further processing will be transported to the Oregon State Police Crime Laboratory by the Property Control Specialist on a weekly basis or as needed in more urgent or evidence - volatile situations. Evidence that is a “rush” or requires expedient transport to the Crime Laboratory will be coordinated with Evidence personnel. Special delivery of evidence to the Crime Laboratory will be authorized by the Records Supervisor or the Investigations Lieutenant.

84.1 PROPERTY MANAGEMENT: ACQUIRED AND IN-CUSTODY PROPERTY

84.1.1 Evidence Control

The Evidence Rooms are used for the indefinite storage of most found, safekeeping and evidentiary property. It is the responsibility of the Corvallis Police Department's Evidence function to manage and control evidence, found property, and property for safekeeping. As part of this responsibility, accurate records will be maintained. Evidence, found property and property for safekeeping will be stored, released, and disposed of according to policies and procedures outlined in this Order, Oregon Revised Statutes, and Corvallis Municipal Code.

84.1.2 Evidence Management Responsibility (CALEA Std 84.1.4)

The Corvallis Police Department's Evidence Control function is managed by the staff in the PSSD.

A. The Police Records System Supervisor is responsible for the overall management of Evidence Control; supervises the Evidence Control Specialists; recommends policy changes to Chief of Police; ensures that the written directives for the property management system are followed by the Evidence Control Specialists and assists with evidence control and management in absence of the Evidence Control Specialists.

B. The Evidence Control Specialist is responsible for the control and management of all property submitted to the Evidence Room. This includes proper storage of property; responsibility for carrying out the final disposition of property as directed by the investigating officer or the courts; maintaining accurate records with bar coding and the FileOnQ database; and prompt disposition of property within 6 months after all legal requirements have been met.

C. The Evidence Unit facilities include the Evidence Rooms and Evidence Lockers, the Evidence Compound located at Corvallis Public Works, the Flammable Storage Locker, and the Explosives Storage Locker.

1 The Evidence Rooms consists of the main floor which maintains most of the property submitted to Evidence, the Security Room where firearms, narcotics, money and jewelry are stored and the Conex container in LEB parking lot where some of the homicide files are stored. The safe is located in the Security Room and contains money and jewelry valued at $25.00 or more.

2. The Evidence Compound is located behind the car wash at Corvallis Public Works. The Compound is an enclosure surrounded by chain link, razor wire topped fencing. The enclosure is secured by an electronic, key coded gate and is monitored by surveillance cameras. The Evidence Compound contains 4 bike sheds and space for parking seized vehicles. The bike sheds shall be used for the storage of found bicycles only. Bicycles seized as evidence or for safekeeping will be stored at the LEB.

3. The Flammable Storage Locker is located in the parking area of the LEB.

4. The Explosives Storage Locker is located in the parking area of the LEB.

84.1.3 Evidence Control Specialist

The Evidence Control Specialist is responsible and accountable for the management and control of found, safekeeping and evidentiary property that is submitted to the Evidence Unit Facilities. Functions designated to be performed by the Evidence Control Specialist, may also be performed by the Police Records System Supervisor in the absence of the Evidence Control Specialist.

84.1.4 Property Intake and Storage (CALEA Stds 3.1.1, 84.1.3, 84.1.4)

A. Property submitted to the Evidence Room must be entered into the FileOnQ database, packaged according the instructions in the Packaging Guidelines Notebook and have the system FileOnQ Barcode Label affixed to the exterior of the packaging. It is the responsibility of the submitting officer to properly tag, mark, package and/or photograph property submitted as outlined in the Packaging Guideline Notebook located at the intake counter. If not tagged, packaged or marked appropriately, or documentation is missing or inadequate, the Evidence Control Specialist will notify the submitting officer and coordinate a time for the issues to be corrected so that the item can be received into Evidence.

B. A property status must be assigned to all items submitted to Evidence. It is the officer's responsibility to determine if an item is evidence, found property, safe keeping or to be destroyed.

C. Property shall be placed inside the evidence slam and lock lockers. A large wire cage is available for submitting item either too big or too numerous to be contained in the slam and lock lockers. If additional assistance is required to safely and securely submit evidence, either of the Evidence Control Specialist (1st) or Police Records System Supervisor (2nd) shall be contacted for assistance in determining the best course of action.

D. Weapons, narcotics/dangerous drugs, money or items of very high value will be placed in the Evidence Lockers until secured by the Evidence Control Specialist.

E. No explosives, dangerous chemicals, pressurized tanks, unknown biological specimens, radioactive materials, or other dangerous/hazardous material or property will be submitted to the Evidence Rooms.

F. Alcohol

It is not necessary to preserve alcoholic beverages or their containers (cups, bottles, kegs etc.) as evidence for MIP, Open Container, and Consuming Alcohol in Public or other alcohol violations, infractions, or Class C Misdemeanors. These items will not be accepted by the Evidence Control Specialist. A photograph of the item (as noted in 83.1.2.E.8) shall be submitted instead. Alcoholic beverages and/or their containers will be accepted as evidence of Furnishing Alcohol to Minor or other alcohol involved Class B Misdemeanor(s) through Class A Felony(s). Kegs will be returned to the distributor by the Evidence Control Specialist within two weeks, unless notified by the District Attorney's Office or the City Attorney's Office.

G. Marijuana and Marijuana Byproducts

1. Marijuana and/or marijuana byproducts seized as evidence for all marijuana violations, infractions or crimes. These items will be accepted by the Evidence Control Specialist. All marijuana and/or marijuana byproducts will be weighed and photographed (as noted in 83.1.2.E.9) when submitted.
2. Marijuana and/or marijuana byproducts may come into an officer's possession during a custodial arrest and/or police officer hold (POH) where the possession of the marijuana and/or marijuana byproduct is not evidence of a marijuana violation, infraction or crime. In these instances, the marijuana and/or marijuana byproduct will be processed as above and submitted as "seized property."

H. Vehicles

A vehicle(s) seized as evidence will be secured inside the Evidence Compound. Access to the Evidence Compound shall be limited to only Evidence personnel. Anyone else that would need access inside of the Evidence Compound shall be escorted by Evidence personnel and sign in and out on the provided log.

84.1.7 Perishable Evidence (CALEA Std 84.1.2)

All body fluids are bio-hazardous and strict adherence to the handling of potential blood borne pathogens procedures as outlined in G.O. 41.9 will be followed.

A. Refrigerated property
A refrigerator is located in the Evidence Room for perishable items such as urine and blood samples and sexual assault kits. A constant temperature between 30 degrees and 38 degrees shall be maintained.

B. Wet Clothing/cloth property
Wet clothing or other wet materials such as leather or documents, degrade when not properly dried. The officer will contact an Evidence Control Specialist at the time of submission to receive the items - these items are not to be submitted into an evidence locker. The Evidence Control Specialist will dry the wet items in the Evidence Room. Once dried, the Evidence Control Specialist will coordinate with the submitting officer to package, mark and seal the items in a paper container and document the movement in the chain of custody of the FileOnQ Data Base.

84.1.8 Explosives (CALEA Std 84.1.4)

Items which contain explosive material are to be kept in the Explosives Storage Locker. The submitting officer will contact an Evidence Control Specialist to store the property, as explosives are never to be placed in an Evidence Locker at the Evidence Intake Area. Examples include evidentiary fireworks, gunpowder, or .50 cal. or greater munitions.

A. "Live" or "non-inert" explosives such as pipe bombs, grenades etc. will not to be stored in the Explosives Storage Locker. The on duty Watch Commander will notify the Oregon State Police Bomb Squad for disposal. Prior to disposal, the officer will photograph the evidence and submit the photograph instead of the evidence.

B. Fireworks seized as contraband which has no evidentiary value will not be stored in the Explosives Locker, but will be taken to the Fire Department by the submitting officer.

84.1.9 Flammable (Volatile Materials)

Items which are flammable or may contain a combustible fluid such as gasoline or lighter fluid are to be stored in the Flammable Storage Locker. The submitting officer will contact an Evidence Control Specialist to store the property as it is never placed in an Evidence Locker at the Evidence Intake Area.

A Hazardous chemicals, nuclear waste or pressurized tanks, etc. will not be stored in the Flammable Storage Locker as the Fire Department has deemed this a dangerous procedure. If these items must be taken in as Evidence and a photograph will not suffice, the items are to be stored at the Fire Department.

84.1.10 After-Business Hours (CALEA Std 84.1.3)

At times when the Evidence Room is closed, officers bringing property for submission will observe the guidelines outlined in 84.1.4. An Evidence Control Specialist or alternate is available to receive property after hours by telephone. The Evidence Control Specialist, Police Records System Supervisor and PSSD Manager shall coordinate after-hours availability to ensure that at least one person with key access to the Evidence Rooms Facility is accessible.

84.1.11 Transfer to Crime Lab, Court or Another Agency (CALEA Stds 83.2.1, 83.3.2)

A. The Evidence Control Specialist is responsible for conveying evidence from the Evidence Room to the Crime Lab or Identification Bureau.

1. The Evidence Control Specialist ensures the Forensic Sciences Request form is completed by the officer before conveying evidence to the Crime Lab or Identification Bureau.
2. The Evidence Control Specialist will sign and date the Forensic Sciences Request form indicating the date the evidence was transferred to the Crime Lab or Identification Bureau. The Evidence Control Specialist notes the items transferred and the date and time of the transfer in the FileOnQ Data Base.
3. The Evidence Control Specialist conveys the items to the Crime Lab or Identification Bureau in person or by certified mail. The lab technician receiving the property will sign the Forensic Sciences Request form when the property is turned over to him/her.
4. When the items are returned to the Evidence Room, the Evidence Control Specialist will enter the information into the FileOnQ Data Base indicating the date and time the evidence was returned.

B. Transfer to Court or to another Agency

The Evidence Control Specialist is responsible for releasing evidence to a police officer, an officer of the court or to another agency. Documentation will include the date and time of transfer, what agency and to whom the property was released.

84.1.12 Final Disposition of Property (CALEA Stds 84.1.1, 84.1.7, 84.1.8)

A. Final disposition of found, safekeeping and evidentiary property will be accomplished within 6 months after disposition by the officer or the courts and all legal requirements have been satisfied. In every case where property is released, the final disposition of that property will be documented in the FileOnQ Data Base. When applicable all property released whether auctioned, destroyed or returned to the owner shall be cleared from NCIC and LEDS by the Evidence Control Specialist.

B. Review Form:

1. The Evidence Control Specialist will, on a monthly basis, generate Property Review Form for review and final disposition on cases that are 2 years old or older. Routing of the Review Forms will be determined by the case status.Cleared by Arrest – Review forms will be sent directly to the prosecuting body (DA's office/Muni Court). If they determine the property should be retained, chain of custody will be updated and the case will be reviewed again the following year. If they determine the items can be disposed, the form along with the prosecuting body's notes will be forwarded to the officer for review. It will be up to the officer to make the final determination of how to dispose of the property. Completed forms will be returned to Evidence for disposition and chain of custody updates.
2. Discontinued/Cleared Exceptionally – Review forms will be sent directly to the case officer to determine the status of the property. Completed forms will be returned to Evidence for disposition and chain of custody updates.

C. Release of Property and Evidence:

The Evidence Control Specialist/designee will release all items from the Evidence Room.

1. To Rightful Owner

   Property may be released to the rightful owner once all police use of the property is satisfied and the officer who submitted the property has authorized the property for release.

   a. In every case the Evidence Control Specialist will make every reasonable effort to verify rightful ownership to property and the identity of the person to whom the property is being released.
   b. In every case the person to whom the property is released will sign indicating he/she has received this property from the Police Department. In addition, the person receiving the property will provide picture ID whenever possible.

c. Firearms taken as evidence, found property or for safekeeping will be released and disposed of according to the provisions of this order, state and federal law.

d. Federal Law prohibits the return of marijuana and/or marijuana byproducts after it comes into the possession of the police department. Accordingly, all seized marijuana and/or marijuana byproducts will be held for a period of 180 days then destroyed unless there is a court order directing other disposition.

e. Once an item has been cleared for release by the submitting officer and legal requirements have been met in ORS 142.040, the Evidence Control Specialist will make every reasonable effort to contact the owner and inform the owner when and where the property may be claimed.

f. The Evidence Control Specialist will send a letter to the owner to the last known address or the address listed by the DMV. The letter will inform the owner when, where, and how to claim the property.

g. If the owner cannot be located or fails to claim the property after a period of thirty days, the property will be considered unclaimed and disposed of according to 84.1.12.C

2. Used Merchandise:

All property taken from a Used Merchandise Dealer under the authority of Corvallis Municipal Code 8.09 shall be confiscated as evidence and held as such until the case is resolved. The seizing officer shall give the Used Merchandise Dealer a receipt listing all property taken into evidence.

a. Should the disposition of the property not be decided at trial, the Police Department shall either return the property to the Used Merchandise Dealer or, in accordance with administrative Rules, conduct an administrative hearing to determine ownership if rightful ownership is still disputed.

3. Release to Finder

Property, except contraband and marijuana and/or marijuana byproducts, may be released to the finder pursuant to O.R.S. 98.005.

4. Contraband/Forfeited Property

Property that is forfeited to the Police Department pursuant to Civil Forfeiture Proceedings, any municipal ordinance or other state statute will not be released to its owner or finder. Contraband will be handled the same as forfeited property and shall be disposed in accordance with O.R.S.133.623.

5. Evidence

Evidence will not be released until cleared for release by the investigating officer through the Review Form or the District Attorney pursuant to O.R.S.133.633 and O.R.S. 142.040

6. Weapons and Firearms

Weapons held as evidence may only be released after the court disposition and with permission of the investigating officer or the district attorney. The Evidence Control Specialist will run the firearm by serial number through NCIC to ensure it is not stolen prior to release to the rightful owner. This will be documented in the comment section of the FileOnQ Data Base. The Evidence Control Specialist will ensure the firearm is safe and the barrel is clear and unobstructed prior to the release of any firearm. If the weapon is a firearm, the Evidence Control Specialist will check the owner through LEDS and NCIC for the following: a felony record as outlined in O.R.S.166.250; a Restraining/Stalking Order; a domestic violence conviction; a warrant; probationary status; a prior commitment to the Mental Health and Developmental Disability Services as outlined in ORS 426.130.

a. If the owner has a felony record as outlined in O.R.S.166.250 the firearm cannot be released to him/her. If the owner has a Restraining/Stalking Order or has been convicted of domestic violence as outlined in the Federal Law Omnibus Consolidated

Appropriations Act of 1997 the firearm cannot be released to the owner. If the owner is on probation, the owner's Probation Officer must be contacted to determine if the conditions of his/her probation allow weapons. If not, the weapon will not be released to the owner.

b. If the owner cannot receive the firearm by law, the owner will be notified in writing by the Police Records System Supervisor that he/she is restricted under law from firearms possession and the weapon cannot be released to them.

c. In every case the Evidence Control Specialist will make every reasonable effort to verify proper ownership of the weapon and the identity of the person to whom the weapon is being released.

d. In every case the person receiving the weapon will sign indicating the weapon was released to that person. In every case the Evidence Control Specialist must see picture ID for the person receiving the weapon. The person receiving the weapon will sign a Weapon Release Form swearing to the conditions listed in General Order 84.1.12.B.6.

e. If the owner is not known, the weapon will be declared unclaimed after a period of thirty days and destroyed. The Evidence Control Specialist will annually destroy any weapons that are unclaimed or deemed to be illegal.

f. The Evidence Control Specialist will write a report of his/her findings any time a firearm is to be released and the report is reviewed and signed by the Police Records System Supervisor prior to release.

7. Weapons and Firearms – Safekeeping

Weapons held for safekeeping will be retained for a period of up to sixty days. At the conclusion of that time, the Evidence Control Specialist will notify the rightful owner by letter to the last known address or the address listed by DMV. If after thirty days the weapon has not been claimed by the owner, the weapon will be declared unclaimed property and disposed of according to this order.

8. Weapons and Firearms - Attempt Suicides/Peace Officer Custody

Any weapon submitted as "Safekeeping" connected to an attempted suicide or peace officer custody will be held for a period of 90 days. Upon completion of the 90 day period, the weapon release will be handled following the same procedures as firearms held as evidence and outlined in 84.1.12.C.6.

9. Money

Money held as evidence will be released to the rightful owner upon completion of the court case and upon approval of the investigating officer, District Attorney, and the PSSD Manager.

a. Money that is found may be released to the finder pursuant to O.R.S. 98.005.

b. Upon releasing money, the Evidence Control Specialist will open the sealed package in the presence of the owner/finder and count the contents together with the owner/finder. If there is any discrepancy, a supervisor will be notified immediately.

c. In every case the Evidence Control Specialist will make every reasonable effort to verify the ownership or right to possess the property, and the identity of the person to whom the property is being released. The person receiving the money will sign and present picture ID.

d. The Records System Unit Supervisor will approve the release of all money and witness the release of monies over $500. Money that is found and unclaimed, or forfeited under the provisions of O.R.S.98.005 or any state, local or federal law, will be disposed of in accordance with this order.

10. Disposition of Unclaimed Property or Evidence

Unclaimed property or forfeited property may only be disposed of in accordance with the provisions of ORS 98.005 (unclaimed property) and ORS 133.623, 133.633, 133.643 and 166.279 (evidence) or any City ordinance outlining the disposition of property held by a law enforcement agency.

a. Unclaimed property, except money, shall not be acquired for agency or other public use; all property shall be disposed of in accordance with the provisions of this Order.

b. Unless a court issues an order to the contrary, money, which cannot be lawfully returned to its owner, shall be deposited in the City general fund after consultation with the appropriate prosecuting attorney,

D. Items may be disposed of in one of the following ways:

1. Destroyed

a. Dangerous Drugs

The Evidence Control Specialist will notify the Police Records System Supervisor of drugs ready for destruction. . A manifest listing the drugs to be destroyed will be generated using the FileOnQ database. The Evidence Control Specialist and a designated sworn officer will transport the drugs to the incinerator and personally destroy them. The final disposition of drugs will be documented in accordance with the provisions of the Order.

b. Firearms

The Evidence Control Specialist will notify the Police Records System Supervisor of weapons to be destroyed. A manifest listing the firearms to be destroyed will be generated using the FileOnQ database. The Evidence Control Specialist and a designated sworn officer will transport the firearms to the incinerator and personally destroy them. The final disposition of the weapons will be documented in accordance with the provisions of this Order.

c. Obscene Materials

Obscene Materials are to be destroyed unless a release from the investigating officer or the District Attorney's office is received.

d. Miscellaneous property of no value

The Evidence Control Specialist may dispose of miscellaneous found property or property held for evidence, but no longer needed, that is of little of no monetary value. This would include DUII kits, small car parts, paint chips, ball bats, clubs, unusable clothing, trash etc.

e. Marijuana and/or Marijuana Byproducts

Anytime marijuana and/or marijuana byproducts are seized as evidence of an offense or a crime, it will be marked for destruction and destroyed pending final disposition of the court proceeding.

2. Auctioned

Property disposed of at Auction will be handled pursuant to the guidelines in this Order, the contract currently held by Property Room.com and State Law.

E. Final Disposition Record Keeping

The final disposition of all property is to be updated in the FileOnQ database The Evidence Control Specialist will contact the Police Records System Supervisor to discuss major property dispositions as needed.

84.1.15 Property Management Records (CALEA Std 84.1.5)

The Evidence Unit maintains a records system which reflects the location of the property stored in the property room; date and time when the property was received or released; character, type and amount of property on hand; and chain of custody of the property through its final disposition. The dates and results of all inspections, inventories, and audits will be kept by the Evidence Control Specialist.

A. The FileOnQ Evidence Tracking System

All information regarding found, safekeeping and evidentiary property will be entered into the Computerized Evidence Tracking System. The record will contain the following information on each item entered into the system:

1. Agency and Case number,
2. Incident type and crime class (felony or misdemeanor),
3. Bar code,
4. Item number,
5. Date property was submitted,
6. Bin location within the Evidence Room where that property is stored,
7. Description of property,
8. Type of property (found, evidence, or safekeeping) and whether it is to be destroyed.
9. Person information (name, DOB, etc) connected to the property.
10 Final release and/or disposition information and
11. Property movement information

84.1.16 Inspections/Inventories/Audits (CALEA Std 84.1.6)

The below list outlines those processes that shall be followed in relation to the property/evidence function which will help ensure best practices continue to be followed and maintained. Whenever an item of property is handled (inspected, inventoried, or audited) during any of these audits, etc., a notation shall be made in the comment section of the FileOnQ Data Base. The individual responsible for completing any of these processes will write a report in accordance with the expectations outlined below. This report should detail all property and/or paperwork reviewed, include any problems corrected or recommendations to correct any deficiencies, as appropriate, and forward these results to the Chief of Police via the chain of command. A copy of the report will be maintained by the Police Records System Supervisor.

A. New Evidence Control Specialist Inventory

Whenever a new Evidence Control Specialist is appointed, an inventory of property and evidence will be completed. The inventory will be performed by the newly appointed and outgoing Evidence Control Specialist. All firearms, monies and narcotics will be inventoried individually. 100 other pieces of evidence and corresponding records from the main Evidence Room will be randomly inventoried for accountability. If possible, the new Evidence Control Specialist will be given two weeks of training with the outgoing officer, prior to the inventory of evidence, to ensure an orderly change-over and to maintain the integrity of the system.

B. Semi-Annual Inspection to Determine Adherence to Procedures

Minimally, twice each year the Police Records System Supervisor will inspect the Evidence and Security Rooms; every effort should be made to ensure this occurs at least every six months. This inspection will determine the proper record keeping, accountability of property, proper storage and cleanliness, and proper disposal methods are followed by reviewing at least four cases. The inspection will also verify the weight scale at the Evidence Intake Area is accurate and the refrigerator temperature is between 30 and 38 degrees Fahrenheit.

C. Annual Audit

An annual audit of the Evidence and Security Room will be completed by a person designated by the Chief of Police. Neither the designated person nor any member of an inspection team will be connected with the routine control of property. This audit is for the purpose of ensuring the integrity of the system, not to account for every item in the Evidence and Security Room. All containers of narcotics and dangerous drugs shall be inspected for tampering as a safeguard against substitutions.

1. The annual audit shall ensure the security, accuracy and integrity of all narcotics, firearms and the safe contents is maintained by doing an individual inventory of all these items.

a. The audit includes inspection of the property records to ensure that all controlled substances, money and firearms received have been properly documented. The inspection of property is conducted to determine that no drugs, firearms or money have been lost or checked out for an unreasonable length of time.

b. The inspection team members are authorized to open controlled substance packages in the presence of the Evidence Control Specialist to verify weight/count of drugs and, if necessary, conduct qualitative analysis by a chemist. These packages are then resealed with red evidence tape, and the seal initialed and dated by the Inspectors in the presence of the Evidence Control Specialist. A chain of custody entry will be entered into the FileOnQ database noting the inspection. Drugs which have not been to court will not be opened until after the trial or with the permission of the District Attorney.

c. The inspection team members are authorized to open, in the presence of the Evidence Control Specialist, packages containing money and/or jewelry to verify contents and amount of cash. The inspectors must follow the guidelines as outlined above for repackaging and documentation.

2. Any problems/concerns discovered during the audit shall be corrected and noted in a final report by the Evidence Control Specialist.

D. Unannounced Inspections

An unannounced inspection of the Evidence Room shall occur at least once annually as directed by the Chief of Police. This inspection will include a random comparison of records with physical property to ensure the accuracy of records as well as an inspection of the evidence facilities to ensure they are continuing to operate efficiently and meeting the needs of the department.

84.2 AGENCY-OWNED PROPERTY

84.2.1 Property Requisition (CALEA Stds 17.5.1, 17.5.2)

A. Property Agent's Role

The Division Managers and Adminstrative Services Manager shall be responsible to oversee the purchasing of agency owned property. With the exception of some expendable items costing less than $25, all requests for police related property will be submitted on the Corvallis Police Department Purchase Order/ Requisition form to the employee's respective manager through the chain of command.

1. Purchase Requisitions Under $2500

   Once purchases are approved by the Division Manager or designee, the Purchase Requisition will be returned to the requisitioning employee to order the merchandise. After placing the order, the requisitioning employee will return the white copy of the Corvallis Police Department Purchase Order/Requisition form, marked "Ordered, date" to the designated Administrative Specialist for filing and tracking. The yellow copy will be given to the respective Division Manager/designee.

2. Purchase Requisitions - $2500 or more

   In the case of a purchase for $2500 or more to a single vendor, a City of Corvallis purchase requisition shall be entered into the City's financial system (HTE) and approved by all necessary levels of authority prior to placement of the order. City of Corvallis purchase requisitions are entered into HTE by the designated Administrative Specialist, after the related Corvallis Police Department purchase requisition has been approved through the chain of command to the Division Manager.

   a. When all necessary approval levels are completed, the Administrative Specialist will convert the purchase requisition to a purchase order.
   b. Once the requisitioning employee is notified the purchase has been authorized and is given the Purchase Order number by the Administrative Specialist, the requesting employee may place the order, either by telephone or by mailing the white, original copy, of the City of Corvallis Purchase Order to the vendor.
   c. After the order has been placed, the requisitioning employee will return the Corvallis Police Department purchase requisition form, marked, "ordered, date" to the Administrative Specialist for filing and tracking.
   d. The Administrative Specialist will file and track all approved and ordered purchases until such time as all related purchases are received and all related invoices are approved for payment by the appropriate Division Manager/designee.
   e. Employees receiving merchandise shall sign and date the packing slip and immediately forward same to the Administrative Specialist.

B. Admin Sergeant

The Admin Sergeant will be responsible for the requisitioning of uniform and equipment items stored in the Police Equipment Room for issuance to Corvallis Police personnel.

84.2.2 Property Distribution (CALEA Stds 17.5.1, 17.5.2, 22.2.7)

A. Department Property

Upon receiving requisitioned property, the requisitioning employee will verify that all items ordered have been received, the property is in good repair and proper working condition, and then sign, date and submit the invoice for payment to his/her respective Division Manager.

B. Police Badges

1. The Admin Sergeant is responsible for maintaining an inventory of all Corvallis Police Department badges. An inventory log of all badges, assigned and unassigned will be maintained by the Admin Sergeant. A supply of unassigned badges will be kept in a locked and secure place in the Police Equipment Room to allow for temporarily issued replacement badges, so necessary badge repairs or replacements can be made, and to enable the outfitting of newly hired personnel.
2. The Admin Sergeant shall include in the badge inventory log a record of all temporarily issued badges.
3. The Admin Sergeant will notify the Professional Standards Lieutenant if any employee reports a badge lost or stolen or is seeking replacement. Employees will immediately report any badge damage or loss, through the chain of command, to their respective Division Manager. The employee will write an original police report with a CPD case number, documenting the loss/theft. Records staff will enter the badge information into LEDS.
4. The Admin Sergeant is authorized to maintain all badges and to send away for repair any badge that is damaged or worn from routine wear. The specialist will issue a temporary replacement badge to the officer and note the replacement in the record book.
5. The Admin Sergeant will not issue to any person, a badge inconsistent with the person's rank or position.
   a. Promotions
      Employees promoted to a higher rank shall receive the badge and all other equipment and uniform details of the rank as soon as possible after the effective date of the promotion.
   b. Acting In Capacity Positions
      Employees in an Acting In Capacity (AIC) position shall maintain the badge, equipment, uniform details etc. of their permanent rank if the AIC duties will be for less than 90 days.
6. An employee may be granted permission by the Chief of Police to retain his/her current badge upon retirement and/or termination of service in good standing with the City and following a minimum of five consecutive years of service. The request for the badge will be made by the employee in writing to the Chief of Police.

C. Departmental Keys and ID Cards **(CALEA Std 22.2.7)**

1. All keys issued to Departmental employees including sworn and non-sworn staff, volunteers, and contract employees shall be issued by the Admin Sergeant. If a key is stamped with a number designating what level of access the key grants, that information will be documented at the time the key is issued. If not, a general description of the level of access the key grants will be documented.
2. Specialty keys shall only be issued to those persons authorized to access those areas. This includes, but is not limited to keys assigned to armorers, those authorized to access the watch commander's cabinet, etc.
3. Departmental Identification cards shall be issued by the Admin Sergeant. It will be documented whether or not the ID Card issued also allows access to the building by electronic means.
4. The annual Department inventory will be conducted by the Admin Sergeant and a Department Manager to be designated by the Chief. It shall include issued keys and ID Cards, including the key number and/or brief description of the access the key grants.
5. Upon separation from the Corvallis Police Department, all employees, volunteers, contract employees, or other persons who have been issued keys shall return them to the Admin Sergeant or to their immediate supervisor to be returned to the Admin Sergeant.

D. Uniform Accessories

1. The Admin Sergeant shall maintain a supply of uniform accessories and replacement items for issue to uniformed employees consistent with Police Department uniform guidelines (General Orders 22.2. and 41.3).
2. The Admin Sergeant will maintain inventory control records of all uniform accessories issued.
3. The Admin Sergeant will conduct a complete inventory of all uniform accessories on hand by the end of each calendar year. Items issued shall be reconciled with the inventory control records.

E. Departmental Forms

1. Each Division is responsible to maintain an adequate supply of departmental forms specific to their Division needs.
2. Forms that need to be stocked are ordered through the respective Division Administrative Specialist.
3. Prior to reordering forms, the respective Division Manager/designee will determine if a change needs to be made to a particular form.
4. The City purchasing policy will be adhered to when ordering forms.
5. The Adminstrative Services Manager retains a Master Forms Notebook. Whenever a Police Department form is created or revised, a copy of the new/changed form shall be given to the Adminstrative Services Manager for the Master Forms Notebook.

F. Non-issued equipment such as crime scene tape, flares, cameras, tape recorders, fingerprint supplies, police officer notebooks, etc. will be supplied and purchased by the respective Division where the supplies are used.

84.2.3 Property Accountability (CALEA Stds 17.5.1, 17.5.2,)

A. The Adminstrative Services Manager will coordinate a property inventory record of all agency owned property and equipment having a value of $5000 or more. An annual inventory of this property will be made in accordance with City policy and the results documented and reported to the Finance Department.

B. Police Department owned weapons will be under the control of the Admin Sergeant. The Admin Sergeant will be responsible for the accountability at all times of these items. Any unaccounted for change in the inventory will be immediately reported to the CSD Manager.

C. Munitions will be under the control of the CSD Manager or designee. A property inventory book of all munitions shall be maintained. All munitions issued shall be recorded in the inventory book. The CSD Manager or designee will be responsible for the accountability of all munitions.

D. Any agency owned property that becomes inoperable through normal use shall be reported to the immediate supervisor of the section where that property is assigned or used. It is the responsibility of that supervisor to notify the Division Manager, through the chain of command, of the problem.

1. If the property is not to be repaired or is no longer being used by the Police Department and the property has a fixed asset number (blue and silver tag), the Division Manager/designee shall ensure an Asset Retirement form (Attachment) is completed and forwarded to the Administrative Services Manager. An Asset Retirement form is also required for fixed assets (blue and silver tagged items) that are lost or stolen. Inoperable property can be destroyed, traded, sold at auction, or dismantled for parts.

E. Each employee is responsible for the proper care, use and custody of equipment used by or issued to them and to immediately report, in writing, any damage, malfunction or loss to their immediate supervisor.

84.2.4 Responsibility of Operational Readiness (CALEA Std 17.5.3)

A. Agency owned equipment and property stored in the Police Equipment Room will be kept in a condition of operational readiness by the Admin Sergeant. This includes proper care and cleaning, preventative maintenance, repair, workability and responsiveness. It is the responsibility of the CSD Manager to inspect said property annually.

B. Agency owned equipment and property stored and used in the various sections and units of the Police Department will be kept in a condition of operational readiness. The responsibility for the maintenance and inspection of such property rests with the Division Manager where the property is used or kept.

C. Problems regarding the condition or maintenance of agency owned equipment and property stored by the Admin Sergeant will be directed to the CSD Manager.