Stevensville Police Department

General Orders

Table of Contents

Chapter 1 Law Enforcement Role and Authority

Low Enforcement Agency Bolo	Dago 1
Law Enforcement Agency Role	Page 1
Oath of Office & Code of Ethics	Page 1
Criminal Just and Social Service Diversion Programs	Page 2
Consular Notification	Page 2
Legally Mandated Authority & Constitutional Rights	Page 2-3
Legally Mandated Authority	Page 3
Legal Authority to Carry and Use Weapons	Page 3
Constitutional Requirements	Page 3-4
Processing for Search Seizure and Arrest	Page 4
Search and Seizure/Arrests	Page 4
Search Warrants	Page 4-5
Seized Vehicle or Property	Page 5
Arrest	Page 5-6
Immunity	Page 6
Alternatives to Arrest	Page 6
Citations	Page 6
Warnings	Page 6
Referrals	Page 6
Informal Resolutions	Page 7
Pretrial Release	Page 7
Discretion	Page 7
Recording Arrest Information	Page 7
Preparing reports	Page 7
Fingerprinting and Photographing	Page 8
Strip and Body Cavity Search	Page 8
Strip Search	Page 8-9
Body Cavity Search	Page 9-10
Biased Based Profiling	Page 10
Use of Force Definitions	Page 10-11
General Policy	Page 11-12
Rendering Aid after Use of Force	Page 12
Reporting Use of Force	Page 12-13
Annual Analysis of Use of Force Reports	Page 13
Use of Verbal Force	Page 13
Use of Less Lethal Physical Force	Page 13

Primary Force	Page 13
Intermediate Force	Page 13-14
OC Spray	Page 14
Expandable Baton	Page 14
Conducted Electrical Weapon – Taser	Page 14
Use of Deadly Force	Page 14-15
Prohibitions	Page 15
Use of Force when Suspect Resists or Flees Arrest	Page 15
Warning Shots	Page 15
Animals	Page 15
Deadly and Less Than Lethal Weapons	Page 15-16
Criminal Investigation Procedures	Page 16
Temporary Removal From Line of Duty	Page 16
Authorized Duty Weapons	Page 16-17
On Duty Carry Firearms	Page 17
Revolvers	Page 17
Semi-Automatic Pistols	Page 17
Back Up Firearms	Page 17-18
Off Duty Firearms	Page 18
Shotguns	Page 19
Patrol Rifles	Page 19-20
Restrictions to Carrying of Firearms off Duty	Page 20
Less than Lethal Weapons	Page 20
Ammunition	Page 20-21
Additional Firearms and Ammunition	Page 21
Maintenance and Inspection of Weapons	Page 21
Serviceability of Firearms	Page21-22
Replacement Firearms	Page 22
Required Training	Page 22
Annual Re-Qualification Policy	Page 22
Safe and Proper Storage of Agency-	
Authorized Firearms	Page 23
Transportation of Rifles and Shotguns-	
in Agency Vehicles	Page 23
Weapons Proficiency, Training and Qualifications	Page 23
Annual Firearms Qualification	Page 23-24
Training Proficiency Monitoring and Documentation	Page 24
Policy Distribution	Page 24-25
Oath of Office	Page 26
Law Enforcement Code of Ethics	Page 27
Civilian Law Enforcement Professional Code of Ethics	Page 28

Geographic Boundaries	Page 1
Concurrent Jurisdiction and Responsibilities	Page 1
Mutual Aid Agreements	Page 1-2
Ravalli County Mutual Aid Agreement	Page 2
Emergency Assistance	Page 2
Emergency Federal Law Enforcement Assistance	Page 2-3
Requests for National Guard Assistance	Page 3
Statewide Criminal Information System	Page 3

Chapter 3 Contractual Agreements for Law Enforcement Services

Written Agreements Governing Contractual Law Enforcement Services	Page 1
Statement of Services	Page 1
Financial Agreements	Page 1
Records	Page 1
Contract Parameters	Page 2
Contract Legal Contingencies	Page 2
Personnel	Page 2
Provisions for Equipment	Page 2
Review and Revisions	Page 2
Employment Rights	Page 2

Chapter 4 Organization and Administration

Organizational Structure	Page 1-2
Unity of Command, Employee Accountability,	
Direct Command Component and Notification of Incident with Liability	Page 2-3
Supervisory Span of Control	Page 2
Notifying Chief of Police of Significant Incidents/	
Liability Issues	Page 2-3
Authority and Responsibility	Page 3
General Management and Administration	Page 3-4
Administrative Reporting Program	Page 3
Daily Reports	Page 4
Annual Reports	Page 4
Summary of Administrative Reporting Activities	
Required by Policy	Page 4-6
Accreditation Management	Page 6-7
Staff Inspections	Page 7
Command Staff	Page 7

Meeting Schedules	Page 7
Suggestion Management	Page 7
Accountability for Department Forms	Page 7-8

Chapter 5 Direction

Authority and Responsibility of the Chief of Police	Page 1
Command Protocol	Page 1-2
In Absence of the Chief of Police	Page 1
In Exceptional Situations	Page 2
Combined Operations	Page 2
Normal Operations	Page 2
Lawful Orders of a Superior	Page 2
Functional Communication/Cooperation	Page 2 and 3
Written Directive System	Page 3-9
Mission Statement	Page 3
Vision Statement	Page 3
Value Statement	Page 3-4
Application of Values	Page 4
Written Directive System	Page 4-5
Authority and Control of Written Directive System	Page 5
Agency Directives	Page 5-6
Policy	Page 5
Procedure	Page 6
General Orders	Page 6
General Orders Addendums	Page 6
Special Orders	Page 6
Memorandums	Page 6
Training Bulletins	Page 6
General Orders Format	Page 6-7
Policy Review	Page 7
Issuing Policy Additions, Revisions, and	
General Orders Addendums	Page 7-8
Operational Directives by Memorandum	Page 8
Permanent Directives	Page 8-9
Temporary Directives	Page 9
Policy Dissemination	Page 9-10

Chapter 6 Panning and Research, Goals and Objectives, and Crime Analysis

Crime Analysis Function	Page 1-3
Source Documents	Page 2

Distribution of Crime Analysis Information	Page 2-3
Effectiveness and Utilization of Crime Analysis	Page 3
Crime Analysis Patterns and Problems	Page 3-4

Chapter 7 Allocation and Distribution of Personnel & Personnel Alternatives

Position Management System	Page 1
Personnel Allocations to Organizational Components	Page 1-2
Procedures Used for Allocation and Distributing	
Patrol Division Personnel	Page 2
Specialized Assignments	Page 2-3
Criteria for Specialized Assignments	Page 3
Temporary Assignments	Page 3
Reserve Officer Program	Page 4-6
Recruitment and Selection	Page 4
Authority	Page 4
Training	Page 4-5
Assignments	Page 5
Work Requirements and Criteria	Page 5
Performance Evaluations	Page 5
Uniforms	Page 5
Auxiliary Program	Page 6
Auxiliary Training	Page 6
Auxiliary Uniforms	Page 6
Intern Program	Page 6

Chapter 8 Fiscal Management and Agency Owned Property

Fiscal Manag	ement Responsibility	Page 1
Fiscal Manag	ement Function	Page 1-2
	Budget Preparation Process	Page 2
Purchasing		Page 2
	Equipment Requisitions and Purchases	Page 2
	Emergency Purchases	Page 2
Accounting S	ystem	Page 2
Cash Manage	ement	Page 3
	Persons Authorized to Accept and Disburse Funds	Page 3
	Property/Evidence Custodian	Page 3
	Internal Audits	Page 3
	Preparation of Financial Statements	Page 3
External Aud	its	Page 3
Agency Owne	ed Property	Page 4

Procurement	Page 4
Monitoring and Inventory of Agency Owned Property	Page 4

Distribution of Agency Owned Property	Page 4-5
Maintenance of Agency Owned Property	Page 5
Personally Assigned Vehicles	Page 5-6
Vehicle Operation	Page 5
Vehicle Maintenance	Page 6
Grant Funding-Conflict of Interest	Page 6-7

Chapter 9 Classification and Delineation of Duties and Responsibilities

Job Task Analysis	Page 1
Job Task Analysis Content	Page 1-2
Classification Plan	Page 2
Maintenance of the Classification Plan	Page 2-3

Chapter 10 Compensation, Benefits, and Conditions of Work

Salary Progr	am	Page 1-2
	Salary Program Elements	Page 2
	Salary Augmentation	Page 2
Leave Benef	its	Page 3-4
	Vacation Leave	Page 3
	Sick Leave	Page 3
	Leave without Pay	Page 3
	Holiday Leave	Page 3-4
	Jury Duty	Page 4
	Military Leave	Page 4
	Bereavement Leave	Page 4
	Maternity Leave	Page 4
	Parental Leave	Page 5
	Family Medical Leave	Page 5
<u>Retirement</u>		Page 5
Health Insurance		Page 5
Disability and Death Benefits		Page 6
Personnel Support Services		Page 6
Personal Identification		Page 6-7
Assistance to Agency Personnel and Families		Page 7-8
Liability Protection		Page 9
Clothing and Equipment Allowance		Page 9
Employee Assistance Program		Page 9

General Health and Physical Fitness Criteria Page 11	-
Off-Duty Employment Page 11	<u>-12</u>
Extra Duty Employment Page 12	<u>-13</u>
Extra Duty Employment Conditions Page 13	<u>}</u>
Light Duty Assignments Page 13	<u>-14</u>
Temporary Light Duty Assignments in Cases of	
Pregnancy Page 14	<u>l</u>
Requests for Assignment to Temporary Light Duty Page 14	<u>l</u>
Unavailability of Temporary Light Duty Assignments Page 14	<u>l</u>
Separation from Agency Page 15	<u>,</u>
Equipment and Supplies Page 15	<u>,</u>
Lost or Damaged Equipment Page 15	<u>,</u>
Meal Periods Page 15	<u>-16</u>
Restrictions for Officers Wearing the Official Uniform	
Or A Special Duty Uniform Page 15	<u>-16</u>
Procedures for Plain Clothes Officers Page 16	<u>j</u>

Chapter 11 Collective Bargaining

Collective Bargaining and Contract Management Page 1

Chapter 12 Grievance Procedures

Establishment of Grievance Procedures	Page 1
Information Included in a Grievance	Page 1
Procedures for Responding to a Grievance	Page 1
Grievance Procedures and Records	Page 2
Annual Analysis of Grievances	Page 2

Chapter 13 Disciplinary Procedure

Law Enforcement Code of Ethics	Page 1-2
Civilian Code of Ethics	Page 2
Code of Conduct and Appearance	Page 2
Discipline Philosophy	Page 2
Agency Response to Violations	Page 3-4
Intra-Agency Relationships	Pages 4-5
Unform and Personal Appearance	Page 5-6
Hairstyle and Facial Hair	Page 6
Body Ornaments and Accessories	Page 6-7

Clothing	Page 7
Uniforms	Page 7
Social Networking	Page 7-8
Voice and Email	Page 8
Disciplinary System	Page 8-9
Harassment in the Workplace	Page 9-12
Role of Supervisors in the Disciplinary System	Page 12-13
Appeals Procedure	Page 13
Dismissal	Page 13-14
Records Maintenance Procedures	Page 14

Chapter 14 Recruitment

Recruitment Responsibilities	Page 1-2
Recruitment/Equal Employment Opportunity Plan	Page 2-3
Annual Analysis	Page 3
Job Announcements and Recruitment Notices	Page 3
Community Assistance with Recruitment	Page 3
Applicant Process	Page 4

Chapter 15 Selection

Responsibilities of the Chief of PolicePage 1Appraisal InterviewPage 2Lateral EntryPage 2Selection Process and Job RelatednessPage 2-3Valid Selection ProcessPage 2-3Uniformity in SelectionPage 3Selection Process InformationPage 3Inelligible CandidatesPage 3Security of Selection MaterialPage 3Background InvestigationsPage 4Physical and Psychological RequirementsPage 4Probationary StatusPage 5Polygraph ExaminationsPage 5	Elements of the Selection Process	Page 1-2
Lateral EntryPage 2Selection Process and Job RelatednessPage 2-3Valid Selection ProcessPage 2-3Uniformity in SelectionPage 3Selection Process InformationPage 3Inelligible CandidatesPage 3Security of Selection MaterialPage 3Background InvestigationsPage 4Physical and Psychological RequirementsPage 4Physical RequirementsPage 4Probationary StatusPage 5	Responsibilities of the Chief of Police	Page 1
Selection Process and Job RelatednessPage 2-3Valid Selection ProcessPage 2-3Uniformity in SelectionPage 3Selection Process InformationPage 3Inelligible CandidatesPage 3Security of Selection MaterialPage 3Background InvestigationsPage 4Physical and Psychological RequirementsPage 4Physical RequirementsPage 4Probationary StatusPage 5	Appraisal Interview	Page 2
Valid Selection ProcessPage 2-3Uniformity in SelectionPage 3Selection Process InformationPage 3Inelligible CandidatesPage 3Security of Selection MaterialPage 3Background InvestigationsPage 4Physical and Psychological RequirementsPage 4Physical RequirementsPage 4Psychological RequirementsPage 4Probationary StatusPage 5	Lateral Entry	Page 2
Uniformity in SelectionPage 3Selection Process InformationPage 3Inelligible CandidatesPage 3Security of Selection MaterialPage 3Background InvestigationsPage 4Physical and Psychological RequirementsPage 4Physical RequirementsPage 4Psychological RequirementsPage 4Probationary StatusPage 5	Selection Process and Job Relatedness	Page 2-3
Selection Process InformationPage 3Inelligible CandidatesPage 3Security of Selection MaterialPage 3Background InvestigationsPage 4Physical and Psychological RequirementsPage 4-5Physical RequirementsPage 4Psychological RequirementsPage 4Probationary StatusPage 5	Valid Selection Process	Page 2-3
Inelligible CandidatesPage 3Security of Selection MaterialPage 3Background InvestigationsPage 4Physical and Psychological RequirementsPage 4-5Physical RequirementsPage 4Psychological RequirementsPage 4-5Probationary StatusPage 5	Uniformity in Selection	Page 3
Security of Selection MaterialPage 3Background InvestigationsPage 4Physical and Psychological RequirementsPage 4-5Physical RequirementsPage 4Psychological RequirementsPage 4-5Probationary StatusPage 5	Selection Process Information	Page 3
Background InvestigationsPage 4Physical and Psychological RequirementsPage 4-5Physical RequirementsPage 4Psychological RequirementsPage 4-5Probationary StatusPage 5	Inelligible Candidates	Page 3
Physical and Psychological RequirementsPage 4-5Physical RequirementsPage 4Psychological RequirementsPage 4-5Probationary StatusPage 5	Security of Selection Material	Page 3
Physical RequirementsPage 4Psychological RequirementsPage 4-5Probationary StatusPage 5	Background Investigations	Page 4
Psychological RequirementsPage 4-5Probationary StatusPage 5	Physical and Psychological Requirements	Page 4-5
Probationary Status Page 5	Physical Requirements	Page 4
	Psychological Requirements	Page 4-5
Polygraph Examinations Page 5	Probationary Status	Page 5
	Polygraph Examinations	Page 5

Chapter 16 Training and Career Development

Training Fund	ctions	Page 1
	Curriculum Development	Page 2
Attendance Requirements		Page 2
Agency Reim	bursement	Page 3
	Transportation	Page 3
	Meals, Lodging, Fees, Books and Materials	Page 3
Lesson Plans		Page 3-4
	Format	Page 3
	Statement of Performance Objectives	
	And Job-Related Objectives	Page 3
	Content and Instructional Technique	Page 3-4
	Lesson Plan Approval	Page 4
	Testing	Page 4
Instructor Tra	aining	Pages 4-5
Training Records		Page 5
Remedial Tra	ining	Page 5
Academy Tra	ining	Page 6
Field Training	g Program	Page 6
In-Service, Shift Briefing and Advanced Training		Page 6-9
	Proficiency In-Service Training	Page 7
	Shift Briefing	Page 7-8
	Advanced Training	Page 8
	Management and Techniques Training	Page 8
	Training in Victim/Witness Assistance Needs	Page 8
	Familiarization with the Accreditation Process	Page 9
Specialized In-Service Training		Page 9
Tactical Response Training and Readiness		Page 9
Training for Newly Appointed Civilian Employees		Page 10
Additional Training for Civilian Employees		Page 10
Career Development		Page 10-11
Skill Development Training		Page 11
Career Development		Page 11

Chapter 17 Promotion

Agency Role and Administering Authority	Page 1
Elements of the Promotion Process	Page 1
Job Related and Nondiscriminatory Testing Procedures	Page 2
Pre-Announcements	Page 2
Development and Use of Eligibility List	Page 2
Probation	Page 3

Chapter 18 Performance Evaluation

Performance Evaluation System		Page 1
Scheduled Performance Evaluations		Page 1-2
	Annual Evaluations	Page 1
	Probationary Employee Evaluations-Sworn	Page 1-2
	Probationary Employee Evaluations-Non-Sworn	Page 2
Criteria and I	Performance Evaluations	Page 2-3
	Employee Assignment	Page 2
	Rating Period	Page 2
	Explanations for Performance Ratings	Page 2
	Evaluation by Immediate Supervisor	Page 2-3
	Review by Supervisor of Rater	Page 3
	Employee Provided a Copy of Performance	
	Appraisal Report	Page 3
	Process for Contesting Performance Appraisals	Page 3
	Retention of Performance Appraisal Reports	Page 3
Employee Involvement in Performance Evaluations		Page 4-5
	Below Standard Performance Notification for	
	Non-Probationary Employee	Page 4
	Review of Performance Evaluations by Employees	
	Following the Rating Period	Page 4
	Employee Performance Goal for Beginning	
	Of New Rating Period	Page 4
	Employee Career Development Goals	Page 4-5
Review of Supervising Rater		Page 5
Personnel Early Warning System		Page 5-8
	Early Warning System Application	Page 6-7
	Early Warning System Reporting	Page 6
	Early Warning System review Process	Page 6-8

Chapter 19 Patrol

Field Operations Division Functions	
Emergency Response Availability	Page 2
Shift Assignments	
Assignments	Page 2
Span of Control	Page 2
Shift Briefing Frequency and Procedure	Page 3
Assignment of Officers to Calls For Service	Page 3-4
Response to Calls for Service	
Routine Response	Page 4
Emergency Response	Page 4-5
Use of Authorized Emergency Equipment	

Use of Force		Page 6
On-Scene Supervisor Needs		Page 6
Conducting Preliminary Investigations		Page 6-7
Conducting F	ollow-up Investigations	Page 7
Field Intervie	WS	Page 7
First Respond	ler Notification Requirements	Page 8-9
	Fire/Rescue/EMS	Page 8
	Medical Examiner	Page 8
	Street/Highway Agency Personnel and Public	
	Utilities Personnel	Page 8
	News Media	Page 8
	Critical Incident Notification-Command Staff	Page 8
	On-Duty Supervisor	Page 8
	Incidents Requiring Notification of Chief of Police	Page 8-9
	Notification of Next of Kin	Page 9
	Line of Duty Deaths/Officer Deaths/Funeral	
	Attendance	Page 9
Identifying Po	olice Hazards	Page 9-10
Pursuit of Mo		Page 10-16
	Authorized Pursuit Vehicles	Page 10
	Following a Vehicle	Page 11
	Reasonable Suspicion	Page 11
	Termination of Pursuit	Page 11
	Vehicle Pursuit	Page 11
	Violent Felony	Page 11
	Decision to Pursue	Page 11-12
	Initiating Officer	Page 12-13
	Secondary Unit	Page 13
	Telecommunications	Page 13-14
	Inter and Intra-Jurisdiction Pursuits	Page 14
	Forcibly Stopping Vehicles	Page 14-15
	Terminating Motor Vehicle Pursuits	Page 15
	Critique of Motor Vehicle Pursuits	Page 15-16
Missing Perso	ons	Page 16-17
	Procedures	Page 16-17
Missing Child	ren	Page 18-20
	Procedures	Page 18-19
	Supervisor/Investigations Notifications	Page 19
	Located Juveniles	Page 19-20
	Amber Alert System	Page 20
	Requirements of Law Enforcement Agencies	Page 20
Incidents of Domestic Violence		Page 21-29
Officer Response to Domestic Violence Calls		
	On-Scene Investigation	Page 21-22

	Determination of Probable Cause	Page 22
	Primary Aggressor	Page 22
	Mutual/Dual Arrest	Page 22-23
	Suspect Not on Scene	Page 23
	Arrests Prior to the Issuance of Domestic	rage 23
	Violance Oudens of Ducto stice	Page 24
	Violence Orders of Protection Incident Reporting	
	Arrest with Violation of Domestic Violence	Page 24-25
		Dece 25
	Orders of Protection	Page 25
	Other Jurisdiction Orders	Page 25
	Other Criminal Action	Page 25
	Federal Crimes	Page 25-26
	Arrest Under Special Conditions	Page 26
	Juveniles	Page 26
	Mental Illness/Substance Abuse	Page 26
	Public Officials	Page 26
	Agency Employee Involvement in Domestic	
	Abuse	Page 26-27
	Evidence Collection and Documentation	Page 27
	Excited Utterances	Page 27
	Photographs	Page 27
	Evidence	Page 27
	Crime Report	Page 28
	After the Arrest	Page 28
	Victim Safety	Page 28
	Related Calls for Service	Page 28-29
	Civil Stand By	Page 28-29
	Warrant Service	Page 29
	Professional Conduct	Page 29
Dealing with	the Mental Health Consumer	Page 29-30
	Recognizing Mental Illness	Page 29
	Commitments or Referrals	Page 29-30
	Guidelines for Dealing with Someone Suspected	
	Of Mental Illness	Page 30
	Involuntary Commitments	Page 30
	Mental Illness Training	Page 30
Uniform Spec		Page 30-32
	Uniform Specifications for Agency Funerals	
	And Special Functions	Page 30
	Funerals	Page 31
	Agency Ceremonies and Special Functions	Page 31
	Uniform Specification for Patrol	Page 31
	Shirt and Tie	Page 31
	Pants	Page 31
	. unto	1 450 91

	Shoes and Socks	Page 31
Wearing of Approved Uniform and Equipment		Page 31
	Hat	Page 31
	Winter Shirts	Page 31
	Summer Shirts	Page 32
	Badge	Page 32
	Name Tag	Page 32
	Accessories, Pins, Insignia	Page 32
	Whistle	Page 32
	Jackets	Page 32
	Gear	Page 32
	Uniforms and Clothing Allowance	Page 32
	Termination of Employment	Page 32
Protective V	ests	Page 33
Town Vehicl	e Marking and Equipment	Page 33-34
	Marked Vehicles	Page 33-34
Seatbelts		Page 34
Personally A	ssigned Vehicles	Page 34-36
	Vehicle Operation	Page 35
	Vehicle Maintenance	Page 35-36
	Vehicle Inspection	Page 36
<u>Mobile Data</u>	Access Capabilities	Page 36-37
	System Access and Use	Page 36-37
	System Security	Page 37
<u>Citizen Obse</u>	rver Program	Page 37-39
	General Requirements for Participants	Page 37-38
	Approval Procedure	Page 38
	Guidelines Governing Citizens Observing Law	
	Enforcement Activities	Page 39
<u>Routine Eme</u>	rgencies	Page 39-40
	In Progress Robbery/Burglary Calls	Page 39-40
	Robbery/Burglary Calls Already Occurred	Page 40
	Stopping Suspicious Persons	Page 40
	Stopping Suspicious Vehicles	Page 40

Chapter 20 Criminal Investigations

Criminal Investigations Function	Page 1
Case Assignment for Follow-Up Investigations	Page 1-2
Suspension of Investigative Efforts	Page 2
Case Screening	Page 2

Designation of	of Case Management/Status/Disposition	Page 2-3
Accountability of Criminal Investigations		Page 3-4
Criminal Intelligence		Page 4-6
Habitual Offe	nders	Page 6
Procedures U	sed In Criminal Investigations	Page 6-9
	Interviews and Interrogation	Page 7
	Collection, Preservation and Use of Physical Evidence	Page 7
	Surveillance	Page 7
	Background Investigations for	
	Criminal Investigations	Page 8
	Field Interviews	Page 8-9
Conducting P	reliminary Investigations	Page 9-10
Conducting Follow-Up Investigations		Page 11-13
	Follow-up Contact with Victims and/or Complainants	Page 10-11
	Investigating Missing Persons	Page 11
Investigation's Checklist		Page 12
Photo Physical Line-Ups		Page 12
Law Enforcement Task Forces		Page 12
Polygraph Exa	aminations	Page 14-15
<u>Use of Inform</u>	ants	Page 13-14
	Protecting Informant Confidentiality	Page 13
	Precautions to Be Taken with All Informants	Page 13-14
	Additional Precautions for Juvenile Informants	Page 14
	Use of Informants by Patrol Officers	Page 14
	Guidelines for Paying Informants	Page 14
Identity Crim	e Investigations	Page 15
	Identity Crime Reports	Page 15
	Victim Assistance	Page 15
	Coordinating Investigations with Outside Agencies	Page 15
	Providing Information on Identity Theft Protection	Page 15
Cold Case Investigations		Page 16

Chapter 21 Vice, Drugs and Organized Crime

Commitment to Enforcement Activities	Page 1
Receiving and Processing Complaints	Page 1-2
Maintaining Investigative File Security	Page 2
Surveillance and Undercover Equipment	Page 2
Contingency Procedures for Surveillance, Undercover, Decoy,	
And Raid Operation	Page 3-7
Guidelines for Initiating and Conducting Covert	
Operations	Page 3
Intelligence Gathering	Page 3

Legal Ramifications	Page 3
Objectives and Details of the Operation	Page 3-4
Determining Operational Procedures	Page 4
Expense Funds	Page 4
Communication	Page 4
Equipment and Vehicles	Page 4
Officer Protection	Page 4
Officer Identity	Page 5
Confidentiality and Cover	Page 5
Authorization	Page 5
Designating Supervision	Page 5
Providing Close Supervision	Page 5
Contacts with Suspects	Page 5
Executing Search Warrants and Raids	Page 5-6
Emergency Assistance	Page 6
Searching for and Seizing Evidence or Contraband	Page 6-7
Coordination of Department and Interagency Efforts	Page 7
Reporting to the Chief of Police	Page 7

Chapter 22 Juvenile Operations

<u>Objective o</u>	f Juvenile Operations	Page 1-3
	Functions	Page 1
	Shared Responsibilities	Page 2
	Responsibility of Officers Concerning Juveniles	Page 2
	Evaluating Juvenile Programs and Policies	Page 2-3
Selection o	f Reasonable Alternatives	Page 3-4
	Criteria Governing DA Consultation of Juvenile	
	Offenders	Page 3-4
	Procedure for Release or Referral of Juvenile Cases	Page 4
	Issuing Written Citations to Juvenile Offenders	Page 4
Taking a Juvenile Into Custody		Page 4-7
	In Custody Procedures	Page 4-5
	Procedure for Processing Juvenile for Identification	Page 5
	Fingerprinting and photographs	Page 5-6
	Physical Line-Up Regardless of Age	Page 6
	Juvenile Charged with Offense	Page 6
Procedures for Custodial Interviews		Page 6-7
	Interviews of Juveniles	Page 7
School Liaison Program		Page 7

Chapter 23 Crime Prevention and Community Involvement

Commitment to Crime Prevention	Page 1-3
Crime Prevention Function	Page 1-2
Selection of Priority Crime Prevention Programs	Page 2
Prevention Input	Page 2
Crime Prevention Program Evaluation	Page 3
Commitment to the Community	Page 3-4
Shared Responsibility for Community Involvement	
Function	Page 3-4
Reporting on Community Involvement Activities	Page 4
Citizen Surveys	Page 4

Chapter 24 Critical Incidents, Special Operations and Homeland Security

Planning Responsibility		Page 1-3
	First Responders	Page 2
	Single Command	Page 2
	Incident Command Post	Page 2
	Initial Briefing	Page 2
	Staging Area	Page 2
	Rapid Deployment of Officers	Page 2-3
All Hazards &	& Emergency Mobilization Plan	Page 3-6
	Mutual Aid Agreements for Unusual Occurrence	Page 3
	System Activation	Page 3-4
	Command Function	Page 4-5
	Operations Function	Page 5
	Planning Function	Page 5
	Logistics Function	Page 5
	Finance/Administration Function	Page 5-6
Equipment and Training		Page 6
	Emergency response Equipment	Page 6
	Air Support	Page 6
	ICS Training	Page 6

	Analysis of Incident	Page 6
Special Operations		Page 7-8
	Deployment of Additional Officers to Supplement	
	Other Operational Components	Page 7
	Coordination of Special Event/Operation Components	
	And Other Operational Components	Page 8-9
Emergency Re	esponse Team	Page 9
	Response Team Staffing	Page 9
	Emergency Response Team Equipment	Page 9-10
	Emergency Response Team Training and Documentation	Page 9
Hostage Nego	otiations	Page 9-11
	Hostage Negotiators	Page 9-10
	Eligibility and Criteria for Selection of Hostage	
	Negotiators	<u>Page</u> 10
	Hostage Negotiation Team Training and Documentation	Page 10
	Hostage Negotiation Team Equipment	Page 10-11
Search and Se	eizure	Page 11
VIP Security/	Dignitary Protection	Page 11-12
Special Event	s Planning	Page 12-13
	Traffic Direction and Control During Special Events	Page 12-13
Homeland Se	curity	Page 13-16
	Terrorism Defined	Page 13
	Types of Terrorism	Page 14
	Control Zones	Page 14
	Liaison For Training and Exchange of Information	Page 15
	Reporting and Relaying Information	Page 15
	Terrorism Awareness	Page 15
	Alert Codes	Page 15

Chapter 25 Internal Affairs

General Guidelines and Authority		Page 1-4
Inve	estigation Classifications	Page 2
	Non Disciplinary Matter	Page 2
	Internal Investigation	Page 2
	Class I and Class II	Page 2
	Class III, Class IV, and Class V	Page 2

	Authority of the Chief of Police	Page 2
	Authority of Sergeants	Page 2
	Authority to Impose Emergency Suspension	Page 3
	Authority to Allow Informal Guidance	Page 3
	Non Investigative Matter Process	Page 3-4
	Eligibility	Page 4
	Supervisor Responsibility	Page 4
	Chief of Police Responsibility	Page 4
<u>Citizen Comp</u>	laints	Page 5-9
	Supervisor's Responsibilities	Page 5
	Division Commander's Responsibilities	Page 5
	Supervisor's Responsibilities and Authority to	
	Investigate	Page 5-6
	Internal Affairs Staffing and Responsibilities	Page 6-7
	Confidentiality	Dece 7
	Investigation of All Citizen Complaints	Page 7
	Processing Complaints	Page 8
	Records Documentation	Page 8-9
	Purging Records	Page 9
Notification t	o Chief of Police	Page 9
Time Limits/Dispositions		Page 9-10
Notifications	and Written Acknowledgements	Page 10-11
	Notification to Citizens	Page 10-11
	Employee Notification and Rights	Page 11
Instruments		Page 11-12
	Investigative Tools	Page 11
	Agency Questioning	Page 11-12
	Medical, Chemical, or Laboratory Tests	Page 12
	Non-Testimonial Identification	Page 12
Relieved of Duty		Page 13
Statement of Conclusion of Fact		Page 13
Public Information and Statistical Summaries		Page 13

Chapter 26 Inspectional Services

Line Inspections	Page 2-3
Purpose of Line Inspections	Page 2

	Personal Appearance, Uniform and Equipment	
	Inspections	Page 2
	Vehicle Inspections	Page 2-3
	Police Facility Inspections	Page 3
	Special Purpose Line Inspections	Page 3
Staff Inspection	ons	Page 3-5
	Purpose of Staff Inspections	Page 3-4
	Staff Inspectors	Page 4
	Staff Inspections Procedures	Page 4-5

Chapter 27 Public Information

Commitment to the Community	Page 1-4
Public Information Function	Page 1
Public Affairs Responsibility	Page 1-2
Procedures for News Releases	Page 2
Personnel Authorized to Release Information	Page 2-3
Unavailability of the Public Information Officer	Page 3
Release of Information	Page 3-4
Media Participation in Policy Development	Page 4
Special Considerations at Incident Scenes	Page 4-5
News Media Credentials	Page 4-5
Scenes of Major Fires, Natural Disasters, or Other	
Catastrophic Events	Page 5
Access to Crime Scenes	Page 5

Chapter 28 Victim/Witness Assistance

Summary of Victim's Rights	
Treatment Due Victim/Witnesses and Responsibilities	
Of Law Enforcement	Page 1-3
Victim/Witnesses Assistance Activities	Page 3
Authority and Responsibility for Administering	
Victim/Witness Assistance	Page 3
Analysis of Needs	
Agency Response to Victim/Witness Needs	Page 4-5
Training	Page 5

Levels of Service Available Through the Agency	Page 5
Providing Assistance to Victim's	Page 6-7
Assistance During the Preliminary Investigation	Page 6
Assistance During the Follow-Up Investigation	Page 6
Assistance During Arrest and Processing of Suspect	Page 7
Notification of Next of Kin	Page 7

Chapter 29 Traffic

Traffic Safety Function		Page 1-4
	Traffic Enforcement Activity	Page 1-2
	Implementation of Selective Enforcement Techniques	
	And Activities	Page 2-3
	Deployment of Traffic Enforcement Personnel	Page 3
	Analysis of Traffic Collisions and Related Factors	Page 3-4
	Evaluation of Selective Enforcement Efforts	Page 4
Traffic Law Er	nforcement Action	Page 4-6
	Preparation of Citations/Reports	Page 5
	Uniform Traffic Citations	Page 5-6
	Arrest Reports	Page 6
	Accountability for Uniform Traffic Citations	Page 6
Special Processing Requirements		Page 6-10
	Non-Residents of Montana	Page 6-7
	Juveniles	Page 8
	Legislators	Page 8
	Individuals with Immunity	Page 8
	DIPLOMATIC OFFICERS	Page 8
	CONSULAR OFFICER	Page 8-10
	MILITARY PERSONNEL	Page 10
	TRAFFIC COLLISION	Page 10
	MILITARY PERSONNEL/NONRESIDENTS	Page 10
Information P	Provided to Traffic Law Violators	Page 10
<u>Uniform Enfo</u>	rcement Policy	Page 10-13
	Driving Under the Influence of Alcohol/Drugs	Page 11
	Speeding Violations	Page 11
	Other Hazardous Violations	Page 11
	Equipment Violations	Page 11
	Non-Hazardous Violations	Page 11
	Public Carrier and Commercial Vehicle Violations	Page 11
	Multiple Violations	Page 11-12

	Traffic Collisions and (or Death by Makiela	Dece 12
	Traffic Collisions and/or Death by Vehicle	Page 12
	Newly Enacted Laws and/or Regulations	Page 12 Page 12 12
	Driver License and Registration Plates	Page 12-13
	Pedestrian and Bicycle Law Enforcement	Page 13
F (Off-Road Recreational Vehicles	Page 13
Enforcement		Page 13-14
	Patrol Techniques	Page 13-14
	Use of Authorized Emergency Equipment	Page 14-15
Vehicle Stop	S	Page 15
Officer/Viola	tor Relationship	Page 15-16
Speed Measu	uring Devices	Page 16-17
	Operational Procedures for Speed Measuring Devices	Page 17
Driving While	e Impaired	Page 17
Arrest and P	rocessing of Impaired Motorists	Page 18-20
	Right to Chemical Analysis	Page 18
	Arrest Following Establishment of Probable Cause	Page 19
	DUI RESULTING IN DEATH OR SERIOUS INJURY	Page 19
	Administering Chemical Analysis	Page 19-20
Request for Re-Examination		Page 21
Parking Enforcement Activities		Page 21
Collision Sce	ne Response, Investigation, Reporting,	
	e Responsibilities	Page 21-24
	Collision Response and Investigation	Page 21-22
	Collision Reporting	Page 22
	Collision Scene Responsibilities	Page 22-23
	Property Belonging to Collision Victims	Page 23
	Collecting Collision Scene Information	Page 23-24
	Collision Scene Conditions	Page 24
Collision Inve	estigation Follow-Up Procedures	Page 25
	Use of Expert or Technical Assistance	Page 25
Donortmont		
	Motor Vehicle Collisions	Page 25-26
Iraffic Direct	ion and Control	Page 26-31
	Procedures for Manual Traffic Direction	Page 26
	SIGNALS AND GESTURES FOR DIRECTING TRAFFIC	Page 27-28
	SIGNALING AIDS	
	Whistle	Page 28
	Verbal Commands	Page 28
	Illuminated Baton (Flashlight w/Traffic Wand)	Page 28-29
	Flashlight	Page 29
	Highway Flares	Page 29

Two Officers Directing Traffic	Page 29
Use of High Visibility Clothing While	
Directing Traffic	Page 29
Manual Operation of Traffic Control Devices	Page 30
Temporary Traffic Control Devices	Page 30
Traffic Direction and Control at Collision Scenes	Page 30
Traffic Direction and Control during	
Special Events	Page 30-31
Traffic Direction and Control at Fire Scenes	Page 31
Traffic Direction and Control during	
Adverse Conditions	Page 31
Vehicle Escorts	Page 31-32
Escorts for Emergency Vehicles	Page 31-32
Non-Emergency Escorts	Page 32
Funeral Escorts	Page 32
Escorting Civilian Vehicles in	
Medical Emergencies	Page 32
Use of Roadblocks and Roadchecks	Page 32-33
Traffic Engineering Responsibilities	Page 33-34
Local Regional Planning	Page 34
Participation in Transportation System Planning	Page 34
Traffic Safety Planning	Page 34
Aid to Motorists	Page 34-36
General Assistance	Page 34-35
Towing/Repair Services for Motorists	Page 35
Providing Protection to Stranded Motorists	Page 35
Emergency Assistance to Motorists	Page 35-36
Hazardous Highway Conditions	Page 36-37
Towing	Page 37-38
Abandoned Vehicles	Page 37
Towing or Removal of Vehicles by Personnel	Page 37-38
TOW RECORDS	Page 38
Traffic Safety Educational Materials	Page 38

Chapter 30 Detainee Transportation

Transport and Operations	Page 1-2
Detainee Search	Page 1
Transport Vehicle Inspection and Search	Page 1-2
Detainee Security and Safety During Transport	Page 2-4
Seating of Detainees and Officers	Page 2-3

	Visual Observation of Detainees and	
	Response to Detainee Needs	Page 3-4
Detainee Transport, Delivery, and Documentation		Page 4-5
	Identification of Detainees Being Transported	Page 4
	Detainee Transport Documentation	Page 4
	Notification of Special Risks or Requirements	Page 4
	Procedures for Officers upon Arrival at Destination	Page 4-5
Escape of Det	ainees Being Transported	Page 5-6
Detainee Res	Detainee Restraints	
	Restraint of Detainees during Transport	Page 6
	Use of Restraints on Sick or Injured Detainees	Page 7
	Use of Restraints on Mentally Disturbed Detainees	Page 7
Detainee Transport Conditions		Page 7-9
	Transporting Detainees to Court or another Agency	Page 7
	Transporting Detainees of the Opposite Sex	Page 7
	Transporting Handicapped Detainees	Page 8
	Transporting Sick or Injured Detainees	Page 8
	Security and Control of Detainees at Medical Facilities	Page 8
	Transporting Detainees in Special Situations	Page 8-9
Temporary Detention		Page 9-11
	Temporary Detainees	Page 9-10
	Testing/Interview Areas	Page 10
	Security	Page 10
	Training	Page 10

Chapter 31 Court Security

Policy	Page 1
Operation	Page 1-2
Physical Facilities	Page 2
Personnel	Page 2
Equipment	Page 2

Chapter 32 Legal Process

Legal Process Function	Page 1
NCIC Warrants	Page 1
Warrant Service Procedures	Page 1-2
Warrant Service Records	Page 2-4

Department Assignment for Process and Service	Page 2-3
Civil Process	Page 3
Criminal Process	Page 3-9
<u>Citations</u>	Page 3-4
Warrant for Arrest	Page 4
Execution of warrants	Page 5
Process for Search and Seizure and Arrest	Page 5
Search and Seizure by Consent	Page 5-6
Other Searches and Seizures	Page 6
Search Warrants	Page 6
Non Testimonial Identification	Page 6
Exigent Circumstances	Page 7
Arrest	Page 7
Property Received Records	Page 8
Warrant/Wanted Person Procedures	Page 8-9
Canceling Information	Page 9

Chapter 33 Communication

COMMUNICATIONS FUNCTION	Page 1

Chapter 34 Central Records

Page 1-2
Page 1
Page 1
Page 1-2
Page 2
Page 2
Page 2
Page 3-4
Page 3
Page 3
Page 3-4
Page 4
Page 4
Page 4
Page 4-6
Page 4-5
Page 5
Page 5

Reporting Requirements	Page 5
Case Numbering System	Page 5
Report Review Procedures	Page 6
DISTRIBUTION OF REPORTS AND RECORDS	Page 6-7
Internal Distribution	Page 6
External Distribution	Page 6-7
RECORDS INDEX	Page 7-8
Master Name Index (Global Jacket)	Page 7
Calls for Service Records	Page 7
Stolen, Found, Recovered, and Evidentiary	
Property Index	Page 8
TRAFFIC RECORDS SYSTEM	Page 8-9
Citation	Page 8-9
Issue Citation Books	Page 8
Accounting for Citations and Citation Books	Page 8-9
OPERATIONAL COMPONENT RECORDS	Page 9
CRIMINAL IDENTIFICATION AND HISTORY	Page 9-10
Criminal History File	Page 9-10
Access and Dissemination of Criminal History Records	Page 10

Chapter 35 Collection and Preservation of Evidence

CRIME SCENE PROCESSING	Page 1-7
Availability of Forensic Services Officer	Page 1
On Scene Protocol	Page 1-2
Collecting Known Samples for Comparison	Page 2
Processing Evidence	Page 3
Collection and Preservation of Physical Evidence	Page 3
COLLECTION OF LIQUID BLOOD SAMPLES AND BODY FLUIDS	Page 3
COLLECTION OF WET OR BLOODY CLOTHING OR FABRIC	Page 3
COLLECTION OF BLOOD FOR DWI INVESTIGATIONS	Page 3
COLLECTION AND PACKAGING OF DRUGS	Page 3
COLLECTING AND PREPARING FIREARMS	Page 3-4
COLLECTING AND PACKAGING MONEY	Page 4
SYRINGES, SHARPS, AND OTHER BIO-HAZARDS	Page 4
OTHER TYPES OF EVIDENCE	Page 4
Processing Recovered Stolen Vehicles	Page 4-6
Crime Scene Sketches	Page 6
Sealing, Marking, and Labeling Physical Evidence	Page 6-7
Special Precautions for Contaminated Evidence	Page 7
PHOTOGRAPHY AND VIDEO	Page 8-11

Procedure for Storage, Retrieval and Management of

Digital Images and Recordings	Page 8-9
Image Storage Location	Page 10
Image Capture	Page 10
Image Processing	Page 10-11
Submission of Copies to District Attorney's Office	Page 11
COLLECTION AND PRESERVATION OF FINGERPRINTS AS EVIDENCE	Page 11
Collection of Prints	Page 11
EQUIPMENT AND SUPPLIES	Page 12
Crime Scene Search Vehicles	Page 12
SEIZURE OF MEDIA STORAGE DEVICES	Page 12-13
REPORTS PREPARATION	Page 13-14
Crime Scene/Traffic Collision Supplementary Reports	Page 13-14
Inventory of Evidence	Page 14
Documentation When Evidence Is Not Recovered	Page 14
EVIDENCE HANDLING	Page 14-16
Collection of Known Sources	Page 14
Request for Laboratory Analysis	Page 14-16
Record of Transfer of Evidence to Laboratories	Page 16
Written Laboratory Test Results	Page 16
EVIDENCE TRAINING REQUIREMENTS	Page 16-17
Recruits	Page 16-17

Chapter 36 Property and Evidence Control

PROPERTY AND EVIDENCE MANAGEMENT AND CONTROL	Page 1-2
Property and Evidence Submission	Page 1-2
SECURITY AND ACCOUNTABILITY	Page 2-3
Items Requiring Added Security	Page 2
Acceptance and Release of Controlled Substances	Page 3
Quality and Quantity Control System of Controlled Substances	Page 3
Controlled Substance Container Inspection System	Page 3
Perishable Items	Page 3
Bulk Items	Page 3
DOCUMENTATION OF PROPERTY/EVIDENCE ROOM CONTENTS	Page 3-4
Property/Evidence Management Records	Page 3-4
Inspections	Page 4
Annual Audit	Page 4
Unannounced Inspections	Page 4
DISPOSITION OF PROPERTY AND EVIDENCE	Page 4-7
Property/Evidence Review and Release	Page 4-5
Final Disposition of Found, Recovered, and	
Evidentiary Property	Page 5
EVIDENTIARY PROPERTY/GUILTY FINDINGS	Page 5

EVIDENTIARY PROPERTY/NOT GUILTY FINDINGS	Page 5
ONGOING INVESTIGATIONS/NO ARREST(S) MADE	Page 6
SPECIAL CIRCUMSTANCES	Page 6
Destruction of Property/Evidence	Page 6
Recovered or Found Property (Non-Contraband)	Page 6-7
SECURITY OF DRUGS/WEAPONS USED AS TRAINING AIDS	Page 7
Weapons and Explosives	Page 7
Controlled Substances	Page 7