



BOISE POLICE DEPARTMENT



POLICY MANUAL

4/1/2024



CHIEF'S PREFACE

The Boise Police Department is committed to the protection of constitutional, human, and civil rights. We strive to make sure community members are not only safe in our city but feel safe as well.

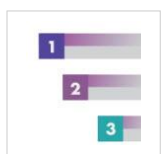
It's my belief that anyone who enters the police profession is willing to put service and commitment to others above themselves. To help our officers and our professional staff achieve these goals we will provide best in class training, policies, and procedures. We will also give our staff ongoing education to ensure they can work with discretion and excellence in execution of duty.

This Policy Manual is our collective commitment as a Police Department to do our jobs in the most professional, ethical, and legal manner possible. This Policy Manual will help guide employees of the Boise Police Department in carrying out their assigned responsibilities.

All Boise Police Officers have taken an oath to protect and serve. To do that effectively we must have the trust of our community. We will gain and maintain that trust through a community policing model. We will work with our community and partner agencies to help people in Boise fulfill their right to live and work in freedom and safety.



Ron Winegar
Chief of Police





IDAHO LAW ENFORCEMENT CODE OF ETHICS / STANDARDS OF CONDUCT

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against 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; and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

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

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

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

I will constantly strive to achieve these objectives and ideals, dedicating myself with sincere and unfaltering commitment to my chosen profession . . . law enforcement.

Reference: [IDAPA 11.11.01.057.07](#)





MISSION OF THE BOISE POLICE DEPARTMENT



*To Protect, Serve and Lead Our
Community to a Safer Tomorrow*





BOISE POLICE DEPARTMENT CORE VALUES

The following are core values of the Boise Police Department, in no particular order of priority:

SAFETY: Safety is of paramount importance in all aspects of our work. We regard the safety of our employees, our citizens, and our communities as our highest priority.

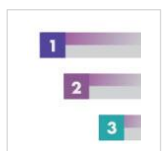
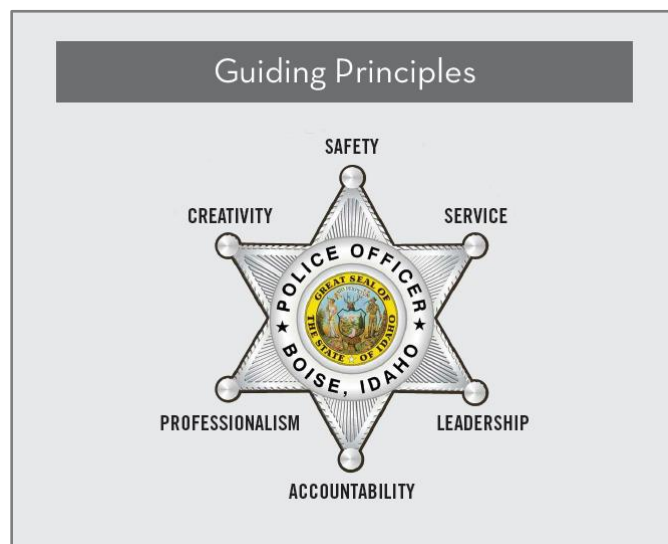
SERVICE: We are committed to making decisions in the best interests of the community we serve, providing the highest quality police services, and exceeding our customers' expectations. We embrace community input and involvement to enhance public safety, prevent and solve crime, and address quality of life issues.

LEADERSHIP: We strive to maintain the proud tradition of our past while meeting the challenges of our future. We expect our employees to be leaders in our organization and community. We believe in doing the right thing, in the right way, at the right time, and for the right reasons.

ACCOUNTABILITY: We strive to be courageous, fair, and decisive and hold ourselves accountable for our actions and decisions. We operate openly, maintaining public trust and confidence.

PROFESSIONALISM: We require the highest professional and ethical standards and demonstrate honesty and integrity in our words and actions. We treat everyone with respect and dignity, preserve life, protect property, and respect constitutional rights while enforcing the law with fairness and impartiality.

CREATIVITY: We provide an environment that fosters creative thinking and an individualized and innovative approach to each situation. We continuously seek employee input to improve our practices, programs, and services.





GO TO LEGACY POLICY & PROCEDURE MANUAL

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CHAPTER 1 – LAW ENFORCEMENT ROLE AND AUTHORITY





100 POLICE AUTHORITY

Effective Date:	08/17/2022
Revised Date:	7/27/2022
Issuing Authority:	Chief Ryan Lee

100.1 Purpose and Scope

State

The purpose of this policy is to affirm the authority of the members of the Boise Police Department to perform their functions based on established legal authority.

100.2 Policy

Best Practice

It is the policy of the Boise Police Department to limit its members to only exercise the authority granted to them by law. While this department recognizes the power of police officers to make arrests and take other enforcement action, officers are encouraged to use sound discretion in the enforcement of the law. This department does not tolerate abuse of police authority.

100.3 Police Officer Authority

State

The authority of certified full-time police officers of the Boise Police Department whose duties include and primarily consist of the prevention, investigation and detection of crime shall apply when performing their assigned functions and duties outside the City when any of the following exist ([Idaho Code 67-2337](#)):

1. When a request for police assistance is made by another law enforcement agency.
2. When the officer has probable cause to believe a crime is occurring involving a felony or an immediate threat of serious bodily injury or death to any person.
3. When the officer is in fresh pursuit as defined in and pursuant to [ID Statute, Title 19 Chapter 7 Fresh Pursuit Law](#).
4. As authorized by this department pursuant to an existing mutual assistance compact with an outside jurisdiction.

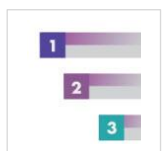
Officers of this department will not routinely perform police duties outside of the City limits except as approved by the Division Captain or Chief of Police or designee.

100.3.1 Police Officer Powers of Arrest

State

An officer may make an arrest in obedience to a warrant, or may, without a warrant, make an arrest under any of the following circumstances ([Idaho Code 19-603](#)):

1. For a misdemeanor or felony committed or attempted in his/her presence.





2. When probable cause exists to believe that a person has committed a felony not in his/her presence.

100.3.2 Other Authority

State

Sworn members of this department who enter the state of Oregon in order to provide or attempt to provide police assistance have Oregon peace officer authority within 50 miles of the Idaho-Oregon border ([ORS 133.405](#)). Such authority shall only apply when officers are acting:

1. In response to a request for police assistance initiated by an Oregon sheriff, constable, marshal, municipal police officer, or member of the Oregon State Police.
2. In response to a reasonable belief that emergency police assistance is necessary to preserve life and circumstances make it impractical for Oregon police officials to formally request assistance.
3. For the purpose of assisting Oregon police officials with emergency assistance in response to criminal activity, traffic accidents, emergency incidents, or other similar public safety situations, regardless of whether an Oregon police official is present at the scene of the incident.

Boise Police Department officers have no authority to enforce Oregon traffic or motor vehicle laws.

Whenever practicable, officers should seek permission from a department supervisor before entering Oregon to provide police services. As soon as practicable, officers exercising police authority in Oregon shall submit any appropriate written reports concerning the incident to the Oregon agency having primary jurisdiction over the area in which the incident occurred.

100.4 Interstate Police Officer Powers

State

Police officer powers may be extended to other states:

1. As applicable under interstate compacts, memorandums of understanding, or mutual aid agreements in compliance with the laws of each state.
2. When an officer enters the following states while in pursuit of a person who the officer has probable cause to believe has committed a felony:
 - a. [Utah \(Utah Code 77-9-1\)](#)
 - b. [Nevada \(NRS 171.158\)](#)
 - c. [Oregon \(ORS 133.430\)](#)
3. When an officer enters Montana while in pursuit of a person who the pursuing officer has probable cause to believe committed a crime ([§ 46-6-411, MCA](#)).
4. When an officer enters Washington while in pursuit of a person who the pursuing officer has probable cause to believe has committed a felony; or a violation related to driving while intoxicated, driving while under the influence of drugs or alcohol, driving while impaired, or reckless driving (RCW 10.89.010).

Whenever an officer makes an arrest in Montana, Utah, Nevada, Oregon, or Washington, the officer shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable ([Utah Code 77-9-2](#); [NRS 171.158](#); [ORS 133.440](#); [§ 46-6-411, MCA](#); [RCW 10.89.020](#)).



100.5 Constitutional Requirements

Federal

All members shall observe and comply with every person's clearly established rights under the United States and Idaho Constitutions.





101 CHIEF EXECUTIVE OFFICER

Effective Date:	08/17/2022
Revised Date:	7/27/2022
Issuing Authority:	Chief Ryan Lee

101.1 Purpose and Scope

State

This policy provides guidelines for the appointment of the Chief Executive Officer of the Boise Police Department, who is required to exercise the powers and duties of the office as prescribed by state law.

101.2 Policy

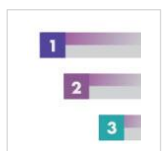
Best Practice

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

101.3 Chief of Police

State

All law enforcement chief executive officers employed within the State of Idaho are required to meet Idaho Peace Officer Standards and Training Council (POST) certification requirements within the prescribed time periods ([Idaho Code 19-5109](#)).





102 POLICY MANUAL

Effective Date:	08/17/2022
Revised Date:	7/27/2022
Issuing Authority:	Chief Ryan Lee

102.1 Purpose and Scope

Discretionary

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

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

The manual is in addition to the City of Boise's Employee Policy Handbook, except as necessary to give effect to the express terms of the Collective Labor Agreement between the City of Boise and Local 486 of the International Brotherhood of Police Officers. Due to legal and/or safety concerns related to law enforcement services, it may be necessary for the Boise Police to implement rules and procedures that vary from the City of Boise's Employee Policy Handbook. In such cases, the variance will be clearly identified and, in the event of a conflict, the department policy and procedure will prevail. The Policy Committee Chairperson will work with Boise City Human Resources to resolve any policy conflicts.

Additional resources for direction include:

- [City of Boise's Employee Policy Handbook](#) (applicable to all City of Boise employees)
- [Collective Labor Agreement](#) (applicable to contract employees)
- [The Officer's Resource Guide](#) (ORG)
- [Critical Incident Task Force Manual](#)

102.2 Policy

Best Practice

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





102.2.1 Disclaimer

Best Practice

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

102.3 Definitions

Best Practice

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

Cadet - A non-sworn volunteer position used to prepare an individual for a potential career in policing through job orientation and first-hand experience, with cadet assignments restricted to non-enforcement police-related functions.

CFR - Code of Federal Regulations.

City - The City of Boise.

Department/BPD - The Boise Police Department.

Employee/personnel - Any person employed by the Department.

IDAPA - Idaho Administrative Procedure Act (Example: IDAPA 16.02.24.110).

ITD - The Idaho Transportation Department.

Juvenile - Any person under the age of 18 years.

Manual - The Boise Police Department Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

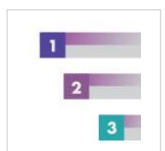
Member - Any person employed or appointed by the Boise Police Department, including:

5. Full- and part-time employees
6. Sworn peace officers
7. Reserve, auxiliary officers
8. Professional Staff employees
9. Volunteers

Officer - Those employees, regardless of rank, who are sworn peace officers of the Boise Police Department.

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.





POST - The Idaho Peace Officer Standards and Training Council.

Professional Staff - Employees who are not sworn peace officers.

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

Shall or will - Indicates a mandatory action.

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

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

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

USC - United States Code.

Volunteer - Individuals or organized community groups who voluntarily perform services for the Boise Police Department without compensation. Volunteers serve "at-will" and are not considered employees of the City of Boise.

102.4 Authority

Discretionary

The Chief of Police shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Chief of Police or the authorized designee is authorized to issue Executive Orders, which shall modify those provisions of the manual to which they pertain. Executive Orders shall remain in effect until rescinded, or until such time as they may be permanently incorporated into the manual.

102.5 Issuing the Policy Manual

Best Practice

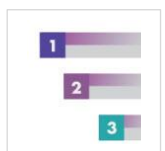
An electronic version of the Policy Manual will be made available to all members on the department network for viewing and printing. No changes shall be made to the manual without authorization from the Chief of Police or the authorized designee.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and Executive Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

102.6 Periodic Review of the Policy Manual

Best Practice

The Chief of Police will ensure that the Policy Manual is periodically reviewed and updated as necessary.





102.7 Revisions to Policies

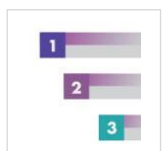
Best Practice

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

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

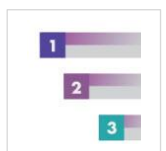
Each Division Captain will ensure that members under his/her command are aware of any Policy Manual revision.

All department members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Division Captains, who will consider the recommendations and forward them to the Policy Committee Chair, as appropriate.





CHAPTER 2 - ORGANIZATION AND ADMINISTRATION





200 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY

Effective Date:	08/17/2022
Revised Date:	7/27/2022
Issuing Authority: Chief Ryan Lee	

200.1 Purpose and Scope

Discretionary

This policy establishes the organizational structure of the department and defines general responsibilities of department members.

200.2 Policy

Discretionary

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

200.3 Divisions

Discretionary

The Chief of Police is responsible for administering and managing the Boise Police Department. There are six divisions in the department as follows:

1. Administrative Support Division
2. Patrol Division
3. Criminal Investigations Division
4. Community Outreach Division
5. Professional Standards Division
6. Training Division

In addition, the organizational structure includes a cross-divisional Special Operations Group (SOG) and a Public Safety Communications team.

200.3.1 Administrative Support Division

Discretionary

The Administrative Support Division (ASD) performs administrative functions and internal support services to each division and the organization as a whole. The Administrative Support Division is led by the Chief Administrative Officer, whose primary responsibility is to provide general management direction and control for the Administrative Support Division and serves as a liaison on behalf of the Department with City of Boise internal service departments. The Administrative Support Division consists of Support Services, Records, Crime Analysis, Crime Lab, Crime Prevention, Project Management, Fleet Services, Facilities, and Supply & Inventory.





200.3.2 Patrol Division

Discretionary

The Patrol Division provides 24/7 citywide policing services, responding to calls for service and protecting life and property. The Patrol Division is led by a Captain, whose primary responsibility is to provide general management direction and control for the Patrol Division. The Patrol Division consists of uniformed Patrol and specialized operations, which includes the Canine, Community Service Specialist and Telephone Reporting units.

200.3.3 Criminal Investigations Division

Discretionary

The Criminal Investigations Division (CID) conducts criminal investigations to hold offenders accountable and provides comprehensive victim services. The Criminal Investigations Division is led by a Captain, whose primary responsibility is to provide general management direction and control for the Criminal Investigations Division. The Criminal Investigations Division consists of a Special Investigations Group (SIG) responsible for drug and organized crime investigations, and also the Violent Crimes, Special Victims, Property Crimes, Financial Crimes, and Victim Witness units.

200.3.4 Community Outreach Division

Discretionary

The Community Outreach Division (COD) provides community-oriented policing services, with a goal of building partnerships and collaborating with neighborhoods on innovative solutions to address and prevent crime issues across the city. The Community Outreach Division is led by a Captain, whose primary responsibility is to provide general management direction and control for the Community Outreach Division. This division consists of uniformed Traffic, Bike, Neighborhood Contact, School Resource, Airport, and Boise State University teams; and Criminal Intelligence Unit (CIU), Behavioral Health Unit, and Special Events.

200.3.5 Professional Standards Division

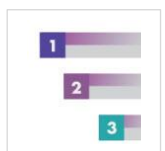
Discretionary

The mission of the Professional Standards Division is to protect the public, the employee, and the Department by conducting fair, thorough, and proactive investigations of alleged police misconduct. The Professional Standards Division is led by a Captain, whose primary responsibility is to provide general management direction and control for the Professional Standards Division. The Professional Standards Division includes the Office of Internal Affairs, departmental policy process, backgrounds/onboarding, and recruiting functions.

200.3.6 Training Division

Discretionary

The Training Division (Training) manages and administers department-wide programs and processes for standardized training, leadership development, and to promote employee safety and wellness. The Training Division is led by a Captain, whose primary responsibility is to provide general management direction and control for the Training Division. This division consists of the Training unit, Armory, Patrol Academy, and the Range.





200.3.7 Special Operations Group

Discretionary

The Special Operations Group (SOG) is a cross-divisional group of officers specially trained in advanced tactics and deployed for special or high-risk police operations. The Special Operations Group is led by a Commander, whose primary responsibility is to provide general management direction and control for the SOG units. The SOG is comprised of a Special Operations Unit (SOU) Explosive Ordnance unit (EOD), and a Crisis Negotiation Team (CNT).

200.3.8 Public Safety Communications Team

Discretionary

The Public Safety Communications Team creates and facilitates clear, concise, and accurate communication between the Boise Police Department and both news media outlets and the general public. Information is shared through the publication of press releases, social media, other electronic communication and in person dialogue. The Public Safety Communications Team is led by a Communication Sr. Manager, whose primary responsibility is to provide general management direction and control over staff in the Public Safety Communications Team and fulfilling the role of Communication Manager on the Community Engagement Team.

200.4 Command Protocol

Best Practice

Members of the Boise Police Department shall recognize and utilize established command protocol for succession of command and unity of command, in accordance with the standards detailed below.

200.4.1 Succession of Command

Best Practice

The Chief of Police exercises command over all personnel in the Department. During planned absences, the Chief of Police will designate the Deputy Chief to serve as the acting Chief of Police.

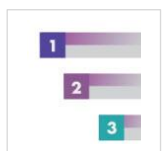
Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police and Deputy Chief is as follows:

1. Patrol Division
2. Community Outreach Division
3. Criminal Investigations Division
4. Training Division
5. Professional Standards Division

200.4.2 Unity of Command

Best Practice

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



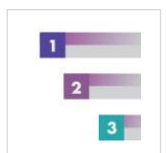


200.5 Authority and Responsibilities

Best Practice

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

Current Organizational Chart





201 EXECUTIVE ORDERS

Effective Date:	08/17/2022
Revised Date:	7/27/2022
Issuing Authority: Chief Ryan Lee	

201.1 Purpose and Scope

Discretionary

Executive Orders establish an interdepartmental communication that may be used by the Chief of Police or designee to make immediate changes to policy and procedure consistent with the current Memorandum of Understanding. Executive Orders will immediately modify or change and supersede sections of this manual to which they pertain.

201.1.1 Executive Order Protocol

Discretionary

Executive Orders will be incorporated into the manual as required upon issuance. Executive Orders will modify existing policies or create a new policy as appropriate and will be rescinded upon incorporation into the manual.

All existing Executive Orders have now been incorporated in the updated Policy Manual as of the below revision date.

Any Executive Orders issued after publication of the manual shall be numbered consecutively starting with the last two digits of the year. For example, 2023-01 signifies the first Executive Order for the year 2023.

201.2 Responsibilities

Best Practice

201.2.1 Employees

Best Practice

All employees shall review and acknowledge revisions of the Policy Manual, which will incorporate changes originally made by an Executive Order.

201.2.2 Chief of Police

Best Practice

The Chief of Police or designee shall issue all Executive Orders. Upon issuance, Executive Orders will be communicated to all employees impacted by the Order in a timely manner.

201.3 Acknowledgement of Executive Orders

Best Practice

All employees are required to read and obtain any necessary clarification of all Executive Orders. All employees are required to acknowledge the receipt and review of any new Executive Order.





Boise Police Department Policy Manual

Failure of a member to review Executive Orders and changes in Policy shall not be an excuse for violation of policy. Signed acknowledgement records will be maintained by the Captain of the Training Education and Development Division.





202 EMERGENCY MANAGEMENT PLAN

Effective Date:	08/17/2022
Revised Date:	7/27/2022
Issuing Authority: Chief Ryan Lee	

202.1 Purpose and Scope

Best Practice

This policy clarifies the role of the Boise Police Department, the City of Boise Emergency Operations Plan (EOP), the Ada County Emergency Operations Plan and responsibilities of its members pertaining to large scale emergencies and the Idaho Emergency Operations Plan (IDEOP).

202.2 Policy

State

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

The City Emergency Operations Plan complies with IDEOP ([Idaho Code 46-1006](#); [Idaho Code 46-1009](#)). This plan provides guidance for City emergency operations within and outside its borders, as may be required.

202.3 Activating the Emergency Operations Plan

Best Practice

The Mayor or Mayor's designee is the only person who can declare a local disaster emergency. This declaration activates the City's EOP. Law enforcement may respond and participate in an immediate response to a disaster-type scenario in the course of their duties. This response falls within guidelines under the National Incident Management System (NIMS). However, an official declaration is needed in order to activate the EOP. This unlocks additional resources. Once the mayor or their designee declare a disaster, they will then activate the EOP for the City of Boise. Emergency operations will be managed by the City Coordination Center (CCC). The CCC is similar to an **Emergency Operations Center (EOC)**.

Upon activation of the plan, the Chief of Police or their authorized designee shall contact the CCC and [Boise's Office of Emergency Management \(OEM\)](#) to assist with mutual aid response from local, state and federal law enforcement agencies. All requests for assistance will be made through the CCC and/or Boise OEM.

This department shall operate under the National Incident Management System (NIMS) and the Incident Command System (ICS).

202.3.1 Recall of Personnel

Best Practice

In the event that the Emergency Operations Plan is activated, all employees of the Boise Police Department are subject to immediate recall to service as soon as is practicable. Employees may





also be subject to recall during extraordinary circumstances as deemed necessary by the Chief of Police or the highest ranking on-duty supervisor.

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

202.3.2 Continuity of Operations Plan

Discretionary

The Continuity of Operations Plan (COOP) establishes the chain of command for the city during a disaster response. In the event the Mayor or the Mayor's designee is incapacitated and/or unavailable, the COOP designates the next in command of the city. The COOP is located with the City's EOP.

202.4 Location of the Emergency Operations Plan

Best Practice

Copies of the Emergency Operations Plan are available in the Boise City Hall Emergency Management Office, the City Hall Security Office, BPD's Criminal Intelligence Unit, and via the Boise Office of Emergency Management SharePoint (restricted access). All supervisors should familiarize themselves with the Emergency Operations Plan; especially the EOP's Concept of Operations, Emergency Support Function (ESF) roles, and the Disaster Declaration checklist. Personnel wishing to review the EOP and/or supporting documents may contact the Criminal Intelligence Unit or Boise OEM for copies. The Administrative Support Division Captain will ensure that department members are familiar with the roles they will fulfill when the plan is implemented.

202.5 Emergency Operations Plan Review

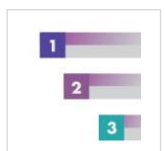
State

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

202.6 Training

Best Practice

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





204 ELECTRONIC MAIL

Effective Date:	4/01/2024
Revised Date:	2/15/2024
Issuing Authority:	Chief Ron Winegar

204.1 Purpose and Scope

Best Practice

The purpose of this policy is to establish guidelines for employees' proper use and application of the electronic mail (email) system operated by this department. Email is a communication tool available to employees to enhance efficiency in the performance of job duties and is to be used in accordance with City of Boise Policy 4.30 Acceptable Use of Information Technology, related city regulations, and current law (e.g., Idaho Public Records Act). Messages transmitted over the email system must only be those that involve official business activities or contain information essential to employees for the accomplishment of business-related tasks and/or communication directly related to the business, administration, or practices of this department.

204.2 Email Right of Privacy

Best Practice

All email messages, including any attachments, that are transmitted over department networks are considered department records and therefore are the property of the department. The Boise Police Department reserves the right to access, audit or disclose for any lawful reason, any message, including any attachment, that is transmitted over its email system or that is stored on any department system.

The email system is not a confidential system and therefore is not appropriate for confidential communications. If a communication must be confidential, an alternative method to communicate the message should be used instead of email. Employees using the department email system shall have no expectation of privacy concerning communications transmitted over the system.

Employees should not use personal accounts to exchange email or other information that is related to the official business of the Department.

204.3 Prohibited Use of Mail

Best Practice

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing, or any other inappropriate messages on the email system is prohibited and will not be tolerated and may result in discipline.

Email messages addressed throughout the entire department are only to be used for official business-related items that are of particular interest to all users.

It is a violation of this policy to transmit a message under another user's name. Users are strongly encouraged to log off the network when their computer is unattended. This added security measure would minimize the misuse of an individual's email, name and/or password by others.





204.4 Reference

State

Email may, depending upon the individual content, be a public record under the Idaho Public Records Law and must be managed in accordance with the established records retention schedule and in compliance with state law.

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





205 ADMINISTRATIVE COMMUNICATIONS

Effective Date:	4/1/2024
Revised Date:	2/15/2024
Issuing Authority:	Chief Ron Winegar

205.1 Purpose and Scope

Discretionary

Administrative communications of this department are governed by the following.

205.2 Correspondence

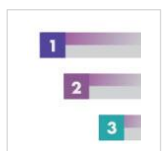
Discretionary

In order to ensure that the letterhead and name of this department are not misused, all external correspondence shall be on Boise Police Department letterhead. All Boise Police Department letterhead shall bear the signature element of the Chief of Police. Personnel should use Boise Police Department letterhead only for official business, with approval of their supervisor, and utilizing City of Boise Community Engagement standards, templates, style guides, and approved logos.

205.3 Surveys

Discretionary

All surveys made in the name of this department shall be authorized by the Chief of Police or a Division Commander.





207 RETIREE IDENTIFICATION CARD / CONCEALED FIREARMS

Effective Date:	1/1/2023
Revised Date:	12/2/2022
Issuing Authority: Chief Ron Winegar	

207.1 Purpose and Scope

Federal

The purpose of this policy is to provide guidelines for the issuance, denial, suspension, or revocation of Boise Police Department identification cards to qualified former or retired law enforcement officers under the Law Enforcement Officers' Safety Act (LEOSA) ([18 USC § 926C](#)).

207.2 Policy

Federal

It is the policy of the Boise Police Department to provide identification cards to qualified former or retired officers to facilitate the lawful carrying of concealed weapons by those individuals.

207.3 Definitions

Federal

Retired/Separated in Good Standing: Individuals are deemed to have retired or separated from service in "good standing", unless, at the time of separation:

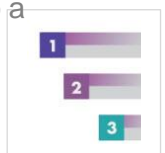
1. There was a determination made or action initiated to remove, or proposal to remove, the employee from employment;
2. The employee was the subject of a pending psychological fitness for duty evaluation or had been found not fit for duty based on a psychological determination;
3. There was an unadjudicated allegation of misconduct against the employee, the investigation of which produced evidence sufficient to support an adverse personnel action;
4. The employee left the agency following formal allegations of misconduct and/or unsatisfactory performance, or after being advised they would be removed from the agency; and/or
5. The employee was indefinitely suspended from duty with or without pay.

207.4 LEOSA

Federal

The Chief of Police may issue an identification card for LEOSA purposes to any qualified former officer of this department who ([18 USC § 926C\(c\)](#)):

1. Separated from service in good standing from this department as an officer.
2. Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a





service-connected disability as determined by this department.

3. Has not been disqualified for reasons related to mental health.
4. Has not entered into an agreement with this department where the officer acknowledges that they are not qualified to receive a firearm qualification certificate for reasons related to mental health.
5. Is not prohibited by federal law from receiving or possessing a firearm.

207.4.1 LEOSA Identification Card Format

Federal

The LEOSA identification card should contain a photograph of the former officer and identify them as having been employed as an officer.

If the Boise Police Department qualifies the former officer prior to its issuance, the LEOSA identification card or separate certification should indicate the date the former officer was tested or otherwise found by the Department to meet the required standards for qualification to carry a firearm.

207.4.2 Authorization

Federal

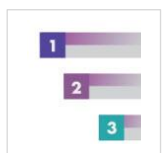
Any qualified former law enforcement officer, including a qualified former officer of this department, may carry a concealed firearm under [18 USC § 926C](#) when they are:

1. In possession of photographic identification that identifies them as having been employed as a law enforcement officer, and one of the following:
 - a. An indication from the person's former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.
 - b. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.
2. Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.
3. Not prohibited by federal law from receiving a firearm.
4. Not in a location prohibited by Idaho law or by a private person or entity on his/her property if such prohibition is permitted by Idaho law.

207.5 Former Officer Responsibilities

Best Practice

A former officer with a card issued under this policy shall immediately notify the On-Duty Supervisor of their arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Employee Charges and Convictions Policy.





207.5.1 Responsibilities Under LEOSA

Federal

In order to obtain or retain a LEOSA identification card, the former officer shall:

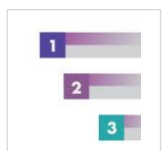
1. Sign a waiver of liability of the Department for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Department.
2. Remain subject to all applicable department policies and federal, state, and local laws.
3. Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.
4. Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

The Captain of the Training Division or designee will be responsible for ensuring BPD compliance with LEOSA standards and maintaining required records.

207.6 FIREARM QUALIFICATIONS

Discretionary

The Rangemaster or designee may provide former officers from this department an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster or designee will maintain a record of the qualifications and weapons used.



A large, faded, light gray police officer badge is centered in the background. The badge is a seven-pointed star with a circular seal in the center. The seal contains the text "POLICE OFFICER" at the top and "BOISE, IDAHO" at the bottom, with a small emblem in the middle. The points of the star also contain text, though it is difficult to read due to the fading.

CHAPTER 3 – GENERAL OPERATIONS





300 USE OF FORCE

Effective Date:	4/01/2024
Revised Date:	2/15/2024
Issuing Authority:	Chief Ron Winegar

300.1 Purpose and Scope

This policy sets forth criteria governing the use of force. All officers and Community Service Officers (CSO) are responsible for knowing and complying with this policy. Violations of this policy may result in disciplinary action, up to termination, and may subject the officer to criminal prosecution. Supervisors shall ensure that all personnel in their command know the content of this policy and operate in compliance with it.

300.1.1 Sanctity of Life

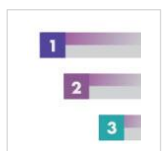
The Boise Police Department’s highest priority is safeguarding the life, dignity, and liberty of all persons. Officers shall demonstrate this principle in their daily interactions with the community they are sworn to protect and serve. The Department is committed to accomplishing this mission with respect and minimal reliance on the use of force by using rapport-building communication, crisis intervention, and de-escalation tactics. Officers must respect the sanctity of all human life, act in all possible respects to preserve human life, do everything reasonably possible to avoid unnecessary uses of force, and minimize the force that is used, while still protecting themselves and the public.

300.1.2 Use of Force Standard

It is the policy of the Boise Police Department to value and preserve human life without prejudice to anyone. Officers shall use only the force that is objectively reasonable to effectively bring an incident under control, while protecting the safety of the officer and others. Officers shall use force only when no reasonably effective alternative appears to exist and shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances. This policy takes into consideration that there are a range of reasonable responses to each situation. Officers are expected to use de-escalation techniques when reasonably possible to reduce or eliminate the use of force, and without increasing the risk of harm to officers.

The U.S. Supreme Court in *Graham v. Connor* (1989) determined that "objective reasonableness" is the Fourth Amendment standard to be applied in assessing claims of excessive force by police. Per *Graham V. Connor*, the decision to use force “requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officer or others, and whether he is actively resisting arrest or attempting to evade arrest by flight.”

In addition, “the ‘reasonableness’ of a particular use of force must be judged from the perspective of a reasonable officer on the scene, rather than with the 20/20 vision of hindsight. The question is whether the officers’ actions are “objectively reasonable” in light of the facts and circumstances confronting them. Any evaluation of reasonableness must allow for the fact that officers are often forced to make split-second decisions in circumstances that are tense, uncertain and rapidly evolving.





When making use of force decisions, officers should be mindful that subjects may be physically or mentally incapable of responding to police commands due to a variety of circumstances, including, but not limited to, alcohol or drugs, mental impairment, medical conditions, or language and cultural barriers.

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

In deciding what type of reasonable force to use, officers and CSO's must use sound judgment and their training to assess the degree of threat in a given situation, and to determine what BPD authorized force techniques or weapons will bring the situation under control in a reasonable manner. It is also recognized that circumstances may arise in which officers reasonably believe that it would be impractical or ineffective to use any of the tools, weapons, or methods provided by the Department. Officers may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

300.1.3 Factors to Include the Reasonableness

When determining whether to apply force and evaluating whether an officer has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

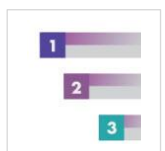
- The severity of the crime.
- Whether the subject poses an immediate threat to the safety of officers or others.
- Whether the subject is actively resisting arrest or attempting to evade arrest by flight.
- The influence of drugs/alcohol or the mental capacity of the subject.
- The time available to an officer to make a decision.
- The availability of officers or resources (including the number of officers present at the time) to de-escalate the situation.
- The proximity or access of weapons to the subject.
- The environmental factors and/or other exigent circumstances.

300.2 Definitions

Conducted Energy Weapon (CEW) A CEW can either be used in “probe” or “drive stun” mode. The probes are deployed from the CEW with the intention of causing neuromuscular incapacitation. The “drive stun” is deployment against a body part to complete the circuit and or gain pain compliance. The CEW is considered an intermediate weapon.

Control Hold -Any hold designed to allow an officer to control the movement of a subject (e.g., twist lock, rear wrist lock, finger lock, etc.). A control hold can be applied without causing pain.

Deadly force - Any force that creates a substantial risk of causing death or serious bodily





injury.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. This includes the pointing of a firearm, launcher, or CEW laser while challenging, detaining, or taking any person into custody. It is not a use of force when a person allows themselves to be searched, escorted, handcuffed, or restrained.

Hard Empty Hand Techniques – Techniques most commonly used to overcome active aggression or life-threatening circumstances.

Less-Lethal Force – Any use of force which, due to possible physiological effects of application, presents less potential for causing death or serious injury than conventional deadly force options. Less-lethal force options include, but are not limited to, a specialized launcher, CEW, chemical agent, or other authorized device that can discharge, fire, launch or otherwise propel single or multiple flexible, or non-flexible projectiles, or chemical agents designed to cause physiological effects to avoid a higher level of force.

Objectively Reasonable – An objective standard of force viewed from the perspective of a reasonable officer, without the benefit of 20/20 hindsight, and based on the totality of the circumstances presented at the moment the force is used.

Pain Compliance Technique – Involves the manipulation of a person's joints or pressure points intended to create sufficient pain for the purpose of motivating a person to comply with verbal commands.

Serious bodily injury – A serious impairment of physical condition, including but not limited to loss of consciousness, concussion, bone fracture, protracted loss or impairment of function of any bodily member or organ, a wound requiring extensive suturing, and/or serious disfigurement.

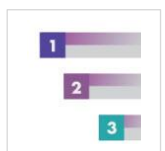
Soft Empty Hand Techniques – Techniques most commonly used to overcome obstructive resistance. This includes low levels of control other than officer presence and verbal direction.

Totality of the circumstances – All facts known to the officer at the time, including the conduct of the officer and the subject leading up to the use of force

300.3 Duty to Intervene and Duty to Report

Any employee who observes another officer, CSO, or supervisor, from this agency or another agency using force that is clearly unreasonable under the circumstances shall immediately take reasonable action to attempt to mitigate such use of force. This may include verbal intervention or, when in a position to do so, physical intervention. Further, any officer or CSO who learns of a potentially unauthorized use of force, even if they did not witness it personally, shall promptly report this information to an on-duty supervisor at the first opportunity. If an officer or CSO witnesses or learns of their own supervisor using unauthorized force, they shall report the incident to the next level of supervision. Supervisors must respond and document the incident.

Retaliation The department or any employee will not retaliate or discipline an employee who intervenes to stop any unjustified or unreasonable use of force or subsequent reporting.





300.4 Medical Considerations

When an officer or CSO uses force that results in injury, complaint of an injury, or difficulty breathing, the officer or CSO shall promptly summon medical assistance, when reasonable and safe to do so, in order to ensure that the subject receives appropriate medical care. Officers will be mindful that persons in a prolonged physical encounter with officers may be at an increased risk of medical distress or medical emergency. Officers will monitor for signs of life (e.g., pulse, respiration, and chest movement) and update responding medical personnel via Dispatch with any changes in the subject's condition. Officers should render medical aid within the scope of their departmental training and skill level while awaiting the next level of medical care.

Officers will not restrain subjects who are in custody and under control in a manner that compromises their ability to breathe. Prone handcuffed subjects will be immediately placed in a recovery or seated position once safe to do so (i.e., the placement of a subject's body in a manner that does not restrict breathing or obstruct the airway, such as on their side or upright). While handcuffed subjects are seated, they will not be forcefully bent forward at the waist, and pressure will not be applied to their back, neck, or head.

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

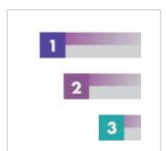
Medical attention shall be required for the following applications of force regardless of visible injury or complaint of injury:

1. Impact weapons /all strikes
2. Conducted Energy Weapon (CEW) usage
3. Any firearm usage where the subject is struck by a bullet or projectile
4. Less Lethal Force:
 - 40mm Impacts
 - FN303 Impacts
 - Oleoresin capsicum (OC) / chemical exposure
 - All canine bites

The primary officer or on-scene supervisor shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force.

300.5 De-Escalation Tactics

De-escalation tactics and techniques are actions used by officers which seek to minimize the need to use force during an incident. Such tactics and techniques may increase the likelihood of voluntary compliance when employed and shall be used when it is safe to do so. De-escalation tactics emphasize slowing an incident down to allow time, distance, and flexibility for the situation to resolve. Officers shall continually assess the dynamics of a situation and modulate their response and actions appropriately.





The application of these tactics is intended to increase the potential for resolution with a minimal reliance on the use of force, or without using force at all. If immediate action is not necessary, an officer(s) shall attempt to use verbal de-escalation techniques.

Officers shall gather information about the incident, assess the risks, assemble resources, attempt to slow momentum, and communicate and coordinate a response. In their interaction with subjects, officers should use advisements, warnings, verbal persuasion and other tactics and alternatives to force. Officers may move to a position that is tactically more secure or allows them greater distance to consider or deploy a greater variety of force options.

- De-escalation techniques may include verbal persuasion, warnings, and tactical de-escalation techniques, such as: slowing down the pace of an incident; “waiting out” subjects; creating distance (increasing the reactionary gap) between the officer and the threat; and requesting additional resources (e.g., specialized units, mental health care providers, negotiators, etc.) to resolve the incident.
- Officers should recognize that they may withdraw to a position that is tactically advantageous or allows them greater distance to de-escalate a situation.
- Officers should consider a variety of options, including lesser force or no force options.
- Officers should attempt to understand and consider possible reasons why a subject may be noncompliant or resisting arrest.
- A subject may not be capable of understanding the situation because of a medical condition; mental, physical, or hearing impairment; language barrier; drug interaction; or emotional crisis and have no criminal intent. These situations may not make the subject any less dangerous but understanding a subject’s situation may enable officers to calm the subject and allow officers to use de-escalation techniques while maintaining public and officer safety.
- Officers should continue de-escalation techniques, when feasible and appropriate, and take as much time as reasonably necessary to resolve the incident, in effort to avoid and/or minimize the use of force.

When time and circumstances allow, officers shall consider the following tactical principles:

1. Make a tactical approach to the scene.
2. Maintain a safe distance.
3. Use available cover or concealment and identify escape routes.
4. Stage EMS.
5. Control vehicle and pedestrian traffic.
6. Establish communication, preferably with one officer.

300.6 Use of Force

300.6.1 Levels of Resistance

Compliant – Cooperative and/or responsive to lawful commands and offers no resistance.





Obstructive Resistance – Resistance where the subject is uncooperative, not complying with an officer’s commands, or their physical actions are intended to prevent an officer from placing the subject in custody or under control; the subject’s actions are not directed at harming the officer or others.

Examples Include:

- Standing stationary and not moving upon lawful direction
- Becoming “dead weight”
- Holding onto a fixed object (e.g., steering wheel or utility pole) or locking arms with another during a protest
- Walking or running away
- Breaking an Officer’s grip

Active Aggression - Physical actions or battery against the officer or another person with less than deadly force.

Examples Include:

- Punching
- Kicking
- Grabbing
- Biting

Life Threatening- Any action likely to result in serious bodily injury or death of the officer or another person.

300.6.2 Levels of Control

Levels of control are established to identify the force intervention and at what level it is being applied. The risk for injury to the officer and subject is also taken into consideration when determining levels of control. Officer presence and verbal direction are not considered force.

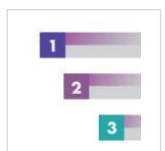
Low level force

1. Pointing of a firearm while challenging, detaining, or taking any person into custody.
2. Pointing of a CEW laser at a person while challenging, detaining, or taking any person into custody.
3. Control holds - A physical control technique that has minimal risk of injury and does not include any impact tools or strikes.
4. Pain compliance techniques – use of wrist lock, arm bar, or pressure points to gain compliance.

Officers utilizing any pain compliance technique should consider:

- Whether the person can comply with the direction or orders of the officer.
- Whether the person has been given sufficient opportunity to comply.

The purpose of pain compliance is to direct a person's actions. The application of any pain compliance technique shall be discontinued once the officer determines that compliance has been achieved.





Intermediate level force

1. Strikes or kicks.
2. Less-Lethal Force Methods:
 - Blunt impact. Officers may use a baton or projectile to immobilize a suspect who is actively resisting.
 - Chemical. Officers may use chemical sprays or projectiles embedded with chemicals (e.g., pepper spray, Pava, or similar) to restrain an individual who is actively aggressive.
 - Conducted Energy Weapon. Officers may use a CEW to restrain a suspect who is displaying active aggression.
 - Canine (with bites)

Deadly Force

300.6.3 Lateral Vascular Neck Restraint Prohibited

The use of a Lateral Vascular Neck Restraint (LVNR), Carotid Control Hold, choke hold or any similar technique is prohibited unless deadly force is authorized.

The term choke hold refers to a technique that may inhibit breathing by compression of the airway in the neck. LVNR or Carotid Control Holds may inhibit blood flow to the brain by compression of the blood vessels and arteries in the neck.

300.7 Use of Deadly Force

Where feasible, the officer shall, prior to the use of deadly force, make reasonable efforts to identify themselves as a peace officer and to warn that deadly force may be used, unless it is objectively reasonable that the person is aware of those facts.

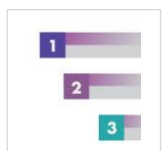
An officer shall not use deadly force against another person if it reasonably appears that doing so would unnecessarily endanger innocent people. Officers should only use deadly force when:

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

An “imminent” threat of death or serious bodily injury exists when, based on the totality of the circumstances, it is objectively reasonable to believe that a person has the present ability, opportunity, and apparent intent to immediately cause death or serious bodily injury to the officer or another person.

300.7.1 Drawing and Pointing Firearms

Officers should carefully evaluate each tactical situation and use sound discretion when drawing a firearm in public by considering the following guidelines:





1. If the officer does not initially perceive a threat but it is objectively reasonable that the potential for such threat exists, firearms should generally be kept in the low-ready or other position not directed toward an individual.
2. If it is objectively reasonable that a significant threat exists based on the totality of circumstances presented at the time (e.g., high-risk stop, tactical entry, armed encounter), firearms may be directed toward said threat until the officer no longer perceives a threat.
3. Once it is reasonably safe to do so, officers should carefully secure all firearms.

300.7.2 Shooting at or from Moving Vehicles

Absent exigent circumstances, officers shall not discharge firearms from a moving vehicle.

Firearms shall not be discharged at a stationary or moving vehicle, the occupants of a vehicle, or the tires of a vehicle unless a person in the vehicle is imminently threatening an officer or another person present with deadly force. The moving vehicle alone does not presumptively constitute a threat that justifies the use of deadly force.

Officers shall not move into, remain, or otherwise position themselves in the path of a vehicle in an effort to detain or apprehend the occupants. Any officer in the path of a moving vehicle shall immediately attempt to move to a position of safety rather than discharging a firearm at the vehicle or any of the occupants.

Because this policy may not cover every situation that may arise, a deviation from this policy may be objectively reasonable and objectively necessary depending on the totality of the circumstances. A deviation from this policy would, for instance, be justified if the officer used a firearm in an attempt to stop an imminent vehicle attack on a crowd or a mass casualty terrorist event.

300.8 Use of Force Performance

The Boise Police Department utilizes a decision-making model for analyzing the performance of officers and CSOs who are involved in a use of force event. When an officer or CSO uses force, they will describe their decision making at each significant point of the contact. The officer or CSO's decisions will be assessed during the review to ensure compliance with this policy has been met. Refer to Use of Force Procedure for Decision Making Model diagram and description.

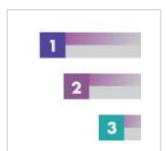
300.9 Reporting Requirements

300.9.1 Officer Responsibility

All use of force involving soft empty hand techniques shall be documented in a detailed report in the report writing system, checking the box indicating the use of soft empty hand techniques, by the officer.

Any officer or CSO who uses reportable force involving hard empty hand techniques shall, as soon as practical, make an oral report to an on-duty sergeant or command officer in the following situations:

- When an officer discharges a firearm (intentional or unintentional) while on duty, except during a supervised training session.





- When an officer discharges a firearm while off-duty pursuant to his or her authority as a law enforcement officer.
- When an officer or CSO uses force that results in death or injury, or when a subject complains that an injury has been inflicted.
- When an officer or CSO uses an intermediate force option(s) (e.g., strikes, oleoresin capsicum, CEW, or baton) on a person, whether or not an injury is sustained.
- Whenever an officer points a firearm or points a CEW laser during the performance of his/her duties to challenge, detain or take any person into custody.
- When a canine is deployed and bites a member of the public.

The officer or CSO must complete all appropriate reports including a use of force report based on the type of force used.

Exceptions to reportable force a Use of Force Report is not required when no injury or complaint of injury occurs as a result of:

- Low profile pat down/high profile pat down/arm lock/standing search.
- Routine handcuffing.
- When an officer uses a hobble or WRAP device to control a suspect.
- Felony prone handcuffing (front and rear).
- Felony prone search/felony kneeling.
- Baton escort technique.
- Dispatching and injured or dangerous animal.

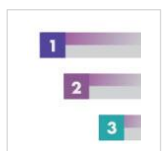
300.9.2 Supervisor and Chain of Command Responsibility

A sergeant shall be assigned and respond to the scene if available in the following situations:

1. When an officer engages in any reportable use of force involving hard empty hand techniques.
2. When an officer discharges a firearm (intentional or unintentional) while on duty, except during a supervised training session or when dispatching an injured animal.
3. When an officer discharges a firearm while off-duty pursuant to his or her authority as a law enforcement officer. (Refer to Policy 338).
4. When an officer or CSO uses force (including, but not limited to, a less-lethal weapon) that results in death or injury, or when a subject complains that an injury has been inflicted.
5. When an officer or CSO reports a use of force by another officer or CSO, or of any other law enforcement agency, that he or she believes is unauthorized.

300.10 Training

Sworn officers and Community Service Officers will receive periodic training on this policy and demonstrate their knowledge and understanding.





Subject to available resources, the Training Division Captain should ensure that officers receive periodic training on de-escalation tactics, including alternatives to force. Training Division members will conduct a training review of every use of deadly force. Training Division members may also conduct reviews of other uses of force by request.

Training shall be conducted on a regular basis following the requirements set by Idaho POST. The Training Division may exceed the required training set by Idaho POST in any topic as determined appropriate.

300.11 Use of Force Annual Review

The Training Division Captain or his or her designee should complete a comprehensive annual review on use of force incidents. The review shall not contain the names of officers, suspects or case numbers, and should include but not be limited to:

- An analysis of use of force patterns and trends
- Training needs recommendations
- Equipment needs recommendations
- Policy revision recommendations

300.12 Policy Review and Updates

This policy shall be regularly reviewed and updated to reflect developing practices and procedures.





304 CONDUCTED ENERGY WEAPON

Effective Date:	10/05/2023
Revised Date:	08/30/2023
Issuing Authority:	Chief Ron Winegar

304.1 Purpose and Scope

Best Practice

This policy provides guidelines for the issuance and use of the Conducted Energy Weapon (CEW).

304.2 Policy

Best Practice

The CEW is intended to control a violent or potentially violent individual, while minimizing the risk of serious injury. The appropriate use of such a device should result in fewer serious injuries to officers and suspects. Deployment of the CEW shall be in compliance with this policy and in accordance with Department training.

304.3 Definitions

Conducted Energy Weapon (CEW) - A CEW can either be used in “probe” or “drive stun” mode. The probes are deployed from the CEW with the intention of causing neuromuscular incapacitation. The “drive stun” is deployment against a body part to complete the circuit and or gain pain compliance. The CEW is considered an intermediate weapon.

CEW Deployments - The following methods of deployment may be utilized:

1. Discharging CEW probes
2. Conducting a drive stun with CEW
3. Arc warning – visual and/or auditory warning used in an attempt to gain compliance
4. Laser warning – visual warning used in an attempt to gain compliance

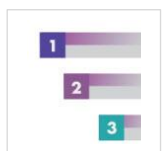
304.4 Issuance and Carrying the CEW

Best Practice

Only officers who have successfully completed department-approved training may be issued and carry the CEW. CEWs are individually issued to sworn officers of this Department.

Officers shall only use the CEW and cartridges that have been issued by the Department. Uniformed officers who have been issued the CEW shall wear the device in a department approved holster on their person. Non-uniformed officers may temporarily secure the CEW in a locked compartment of the vehicle while on duty.

Officers wearing an Honor Guard uniform or class A uniform at a ceremonial event are exempted from wearing a CEW.





Officers carrying the CEW shall perform a function test prior to deploying in the field with the CEW. CEW batteries shall be docked on the provided docking station a minimum of every 30 days, in accordance with manufacturer guidelines.

When carried while in uniform, officers shall carry the CEW in a support-side holster attached to the duty belt or external vest carrier, on the opposite side of the duty weapon. The CEW holster may be attached to allow a cross draw or support side draw. Any exceptions require prior authorization from the Chief of Police or designee.

1. All CEWs shall be clearly and distinctly marked to visually differentiate them from the duty weapon and any other device.
2. Whenever practicable, officers should carry two or more cartridges on their person when carrying the CEW.
3. Officers shall be responsible for ensuring that their issued CEW is properly maintained and in good working order.
4. Officers shall not deploy both a firearm and the CEW at the same time.

304.5 Verbal and Visual Warnings

Best Practice

A verbal warning of the intended use of the CEW shall precede its application unless it would otherwise endanger the safety of officers or when it is not practicable due to the circumstances. The purpose of the warning is to:

1. Provide the individual with a reasonable opportunity to voluntarily comply.
2. Provide other officers and individuals with a warning that the CEW may be deployed. If, after a verbal warning, an individual is unwilling to voluntarily comply with an officer's lawful orders and it appears both reasonable and feasible under the circumstances, the officer may, but is not required to, display the laser and or arc warning in a further attempt to gain compliance prior to the application of the CEW. The aiming laser should never be intentionally directed into the eyes of another as it may permanently impair his/her vision.

304.6 Use of the CEW

Best Practice

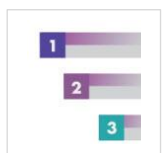
The CEW has limitations and restrictions requiring consideration before its use. The CEW should only be used when its operator can safely approach the subject within the operational range of the device. Although the CEW is generally effective in controlling most individuals, officers should be aware that the device may not achieve the intended results and be prepared with other options. Officers should, if practicable, ensure a plan is in place for taking physical control of the subject once the CEW has been deployed.

304.6.1 Application of the CEW

Best Practice

The CEW may be used in the following circumstances, when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to control a person:

- The subject is violent or is being actively aggressive (as defined in the Use of Force Policy)





Mere flight from a pursuing officer, without other known circumstances or factors, is not sufficient cause for the use of the CEW to apprehend an individual. Officers should continually assess the totality of the circumstances to include potential risks to the suspect as well as the continued threat to the public if not apprehended prior to considering the use of the CEW to apprehend a fleeing suspect.

Once the suspect is restrained or has complied, there shall be no further use of the CEW.

304.6.2 Special Deployment Considerations

Best Practice

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

Added caution is warranted when considering the use of a CEW against individuals in an elevated risk population group, including individuals who appear to be or are known to be:

1. Pregnant
2. Elderly
3. Individuals with obviously low body mass, including small children;

as well as individuals who are vulnerable due to situational factors, including:

4. Individuals who have been recently sprayed with a flammable chemical agent or who are otherwise in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray
5. Individuals whose position or activity may result in collateral injury (e.g., falls from height, operating vehicles, or close proximity to deep or swift water)
6. Officers shall not use a CEW to disperse an active crowd

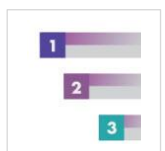
Because the application of the CEW in the drive-stun mode (i.e., direct contact without probes) relies primarily on pain compliance, the use of the drive-stun mode generally should be limited to supplementing the probe-mode to complete the circuit, or as a technique to gain separation between officers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

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

304.6.3 Targeting Considerations

Best Practice

Officers shall avoid the head, neck, chest and groin on the front of the body and avoid the head and neck on the back of the body. If the dynamics of a situation or officer safety do not permit the officer to limit the application of the CEW probes to a precise target area, officers shall monitor the condition of the subject if one or more probes inadvertently strikes the head, neck, chest or groin until the subject is examined by paramedics or other medical personnel.





304.6.4 Multiple Applications of the CEW

Best Practice

Officers shall apply the CEW for only one standard cycle and then evaluate the situation before applying any subsequent cycles. Multiple applications of the CEW against a single individual are generally not recommended and should be avoided unless the officer reasonably believes that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

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

- Whether the probes are making proper contact.
- Whether the individual has the ability and has been given a reasonable opportunity to comply.
- Whether verbal commands, other force options or tactics may be more effective.

Officers should generally not intentionally apply more than one CEW at a time against a single subject. Officers should generally not intentionally deploy CEW probes from one CEW on multiple individuals.

304.6.5 Actions Following Deployments

Best Practice

Officers shall notify a supervisor of all CEW deployments. The probes and wire should be secured in a fashion so as not to expose the probe ends and be discarded in a sharps container or turned over to medics on scene to be disposed of. If a subject dies or experiences significant injury subsequent to the use of the CEW, the cartridge and probes should be photographed and collected as evidence or left on scene for CITF investigators. This is also the case if the CEW was used in conjunction with a lethal force option. The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.6.6 Dangerous Animals

Best Practice

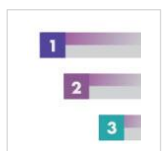
The CEW may be deployed against an animal as part of a plan to deal with a potentially dangerous animal, such as a dog, if the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

304.6.7 Off-Duty Considerations

Best Practice

Officers are not authorized to carry department CEWs while off-duty.

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





304.7 Documentation

Best Practice

Officer Responsibilities:

1. Officers shall document all CEW deployments in the related arrest/crime report. The report should include, at a minimum:
 - The crime(s) committed.
 - Threat posed to innocents and/or officers by the suspect.
 - Description of type/level of resistance.
 - Warnings given prior to deployment of CEW. If no warning was given, an explanation of why.
 - Approximate distance suspect was from the officer when the CEW was deployed.
 - Plan and or assignments made to take suspect into custody after CEW deployment. If no plan and or assignments were made an explanation of why.
 - Where the CEW probes impacted the suspect and was the deployment successful.
 - Medical care that was provided to suspect.
2. Unintentional discharges shall be reported to a supervisor as soon as practicable.
3. Gaining compliance by pointing the CEW at a person, activating the CEW laser or performing an arc warning shall also be reported to a supervisor and documented in an ITS report. Within the Probable Cause block of the report, the verbiage “CEW display”, “CEW laser” or “CEW arc warning” shall be included, along with details for the justification for the use of the CEW.

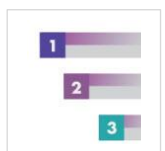
304.8 Medical Treatment

Best Practice

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel should remove CEW probes from a person’s body. Used CEW probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. An exception to this requirement would be incidents when a subject continues to be combative, and the officer determines that the subject requires being maximally restrained. Officers may remove the probe using the approved removal device and technique if leaving the probes in the subject while applying a form of maximum restraints would result in intensified pain or injury to the subject.

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

1. The person is suspected of being under the influence of controlled substances and/or alcohol
2. The person may be pregnant
3. The person reasonably appears to be in need of medical attention





4. The CEW probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck)
5. The person requests medical treatment

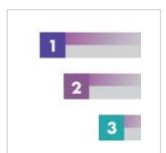
Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications (i.e., more than 15 seconds) shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed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

The transporting officer shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CEW.

304.9 Supervisor Responsibilities

Best Practice

1. A supervisor shall respond to all incidents where the CEW was deployed, in accordance with the Use of Force policy. When practicable, a supervisor should respond to developing incidents where CEW usage is reasonably likely to occur.
2. A supervisor shall ensure all associated reports are completed by officers involved in the use of force.
3. A supervisor shall review all CEW deployments and document them in BlueTeam, in the form of the CEW deployment mask and the Sergeants Use of Force Supplement. Data captured should include, at a minimum:
 - Crime(s) committed
 - Threat suspect posed to innocents and or officers
 - Type/level of resistance of the suspect
 - The distance the suspect was from the officer when the CEW was deployed
 - Type of mode used (probe or drive stun)
 - Medical care provided to the suspect
 - Any injuries sustained by the suspect
 - Any injuries sustained by responding officers
4. A supervisor shall review all associated body worn camera video and attach video to the associated BlueTeam.
5. A supervisor shall ensure the batteries from all CEWs that were used to gain compliance of a suspect are docked prior to the officer going off-duty.
6. Supervisor shall ensure photographs of probe sites are taken and witnesses interviewed.
7. A supervisor shall review the device logs of the CEWs that are assigned to the officers on their respective teams at the start of each shift rotation to ensure officers are in compliance with section 304.3 of this policy.
8. Any policy violations will be investigated through the Policy 1010.00 Complaint process.





304.9.1 Lieutenant Responsibilities

Discretionary

The lieutenant shall review the supervisor's investigation and all attached documentation, to include video footage, and associated evidence in BlueTeam to ensure accuracy and completeness.

304.9.2 Captain Responsibilities

Discretionary

The captain will be responsible for the following:

1. Complete the Use of Force Administrative Review by reviewing the BlueTeam, to include associated video and evidence to ensure accuracy and completeness.
2. Once the review is complete, forward it to Professional Standards Division.

304.10 Training & Review

Best Practice

The Training Division will provide annual training on the CEW in compliance with manufacturer's suggested requirements.

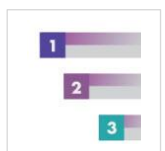
A reassessment of an officer's knowledge and/or practical skill may be required at any time if deemed appropriate by the Chief of Police or designee. All training and proficiency for CEWs will be documented in the officer's training file.

CEW exposures during training could result in injury to personnel and shall not be mandatory for certification.

The Training Division Captain should ensure that CEW training includes:

1. A review of this policy
2. A review of the Use of Force Policy
3. Performing draws to reduce the possibility of unintentionally drawing and firing a firearm
4. Target area considerations, to include techniques or options to reduce the unintentional application of probes near the head, neck, chest, and groin
5. Handcuffing a subject during the application of the CEW
6. De-escalation techniques
7. Restraint techniques that do not impair respiration following the application of the CEW
8. Transition drills, both escalation and de-escalation, between CEW and other weapon systems, including firearm transitions
9. A review of manufacturer minimum certification requirements, to ensure alignment

The Training Division Captain or designee should periodically analyze the report forms to identify trends, including deterrence and effectiveness.





311 SEARCH AND SEIZURE

Effective Date:	09/30/2022
Revised Date:	09/16/2022
Issuing Authority:	Chief Ryan Lee

311.1 Purpose and Scope

Federal

Both the **federal** and **state** Constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Boise Police Department personnel to consider when dealing with search and seizure issues.

311.2 Policy

Best Practice

It is the policy of the Boise Police Department to respect the fundamental privacy rights of individuals. Members of this department will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this department will comply with relevant federal and state law governing the seizure of persons and property.

The Department will provide relevant and current training to officers as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

311.3 Searches

Federal

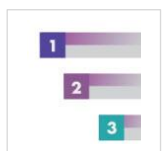
The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include, but are not limited to, searches pursuant to the following:

1. Valid consent
2. Incident to a lawful arrest
3. Legitimate community caretaking interests
4. Vehicle searches under certain circumstances
5. Exigent circumstances

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that also do not require a warrant. Such activities may include seizure and examination of abandoned property, and observations of activities and property located on open public areas.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this department is expected to act in each situation according to current training and his/her familiarity with clearly established rights as determined by





case law.

Whenever practicable, officers are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action. If the supervisor is unsure of the answer, they should contact the Boise City Attorney's Office for assistance.

311.4 Search Protocol

Best Practice

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

1. Members of this department will strive to conduct searches with dignity and courtesy.
2. Officers should explain to the person being searched the reason for the search and how the search will be conducted.
3. Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.
4. In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.
5. When the person to be searched is of the opposite sex as the searching officer, a reasonable effort should be made to summon an officer of the same sex as the subject to conduct the search. When it is not practicable to summon an officer of the same sex as the subject, another officer or a supervisor should witness the search.

Boise Police Department [Procedures Manual: 311.1](#) Search Protocol for Persons of the Opposite Sex

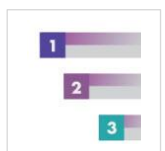
311.5 Documentation

Best Practice

Officers are responsible to document any search and to ensure that any required reports are sufficient including, at minimum, documentation of the following:

1. Reason for the search
2. Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
3. What, if any, injuries or damage occurred
4. All steps taken to secure property
5. The results of the search, including a description of any property or contraband seized
6. If the person searched is the opposite sex, any efforts to summon an officer of the same sex as the person being searched and the identification of any witness officer

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented, and that current legal requirements and department policy have been met.





322 NEWS MEDIA RELATIONS

Effective Date:	4/1/2024
Revised Date:	2/15/2024
Issuing Authority:	Chief Ron Winegar

322.1 Purpose and Scope

Best Practice

This policy provides guidelines for media contact, releases, and access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

322.2 Responsibilities

Best Practice

The ultimate authority and responsibility for the release of information to the media shall remain with the Chief of Police. However, in situations not warranting immediate notice to the Chief of Police and in situations where the Chief of Police has given prior approval, the Deputy Chief of Police, Division Commanders, Lieutenants, and designated Public Information Officer(s) may prepare and release information to the media in accordance with this policy and the applicable law.

322.2.1 Media Request

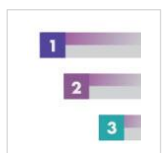
Best Practice

Any media request for information or access to a law enforcement situation shall be referred to the media representative as designated by this department, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, employees shall consider the following:

- At no time shall any employee of this department in their official capacity make any comment or release any official information to the media without prior approval from the Chief of Police, Deputy Chief of Police, Division Commander, Lieutenant, or Public Information Officer.
- In situations involving multiple law enforcement agencies, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this department.
- Under no circumstance should any member of this department make any comment(s) to the media regarding any law enforcement incident not involving this department without prior approval of the Chief of Police.
- Restricted information not authorized for release (e.g., as outlined in the restricted Information subsection of this policy).

Information authorized for routine release includes:

- **Defendant information:** Defendant's name, age, city of residence, unless juvenile.
- **Violations:** The substance of the charge and statutes violated.





- **Agency:** The identity of the investigating and/or arresting agency and the Duration of the investigation.
- **Circumstances:** The circumstances immediately surrounding an arrest or incident including the time and place, resistance, if any, and description of items seized at the time of arrest.
- **Victim information:** The name, age and city of residence of the victim should be protected unless the investigating officer deems the disclosures necessary due to the state of the investigation.

322.3 Media Access

Best Practice

Authorized members of the media shall be provided access to scenes of disasters, criminal investigations, emergencies, and other law enforcement activities subject to the following conditions:

1. Media representatives shall be allowed in any area legally open to the public.
2. Media representatives may be prevented from interfering with emergency operations and criminal investigations.
 - Reasonable efforts should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency operations or a criminal investigation. All information released to the media should be coordinated through the Public Information Officer or other designated spokesperson.
 - Whenever the presence of media or other aircraft poses a threat to public or officer safety or significantly hampers incident operations, the field supervisor should consider requesting a Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Watch Commander. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).
3. No member of this department who is currently under investigation shall be subjected to media visits or interviews without his or her consent.
4. Media interviews with individuals who are in custody of BPD shall not be permitted without the approval of the Chief of Police and the express consent of the person in custody. A tactical operation should be handled in the same manner as a crime scene, except the news media should be permitted within the outer perimeter of the scene, subject to any restrictions as determined by the supervisor in charge. Department members shall not jeopardize a tactical operation in order to accommodate the news media.

322.3.1 Providing Advance Information

Best Practice

To protect the safety and rights of officers and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the news media, nor should media representatives be invited to be present at such actions except with the prior approval of the Chief



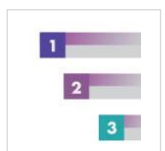
of Police.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Chief of Police will consider, at minimum, whether the release of information or presence of the media would unreasonably endanger any individual, prejudice the rights of any person, or is otherwise prohibited by law.

322.4 Restricted Information

Best Practice

It shall be the responsibility of the authorized employee dealing with media requests to ensure that restricted information is not inappropriately released to the media by this department. When in doubt, authorized and available legal counsel should be obtained.





336 SERVICE ANIMALS

Effective Date:	2/10/2023
Revised Date:	1/11/2023
Issuing Authority:	Chief Ron Winegar

336.1 Purpose and Scope

Federal

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with [Title II of the Americans with Disabilities Act \(ADA\)](#).

336.2 Policy

Federal

It is the policy of the Boise Police Department to provide services and access to persons with service animals in the same manner as those without service animals. Department members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

336.3 Definitions

Definitions related to this policy include:

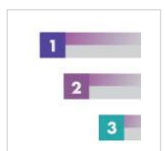
Service Animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability. Service animal also includes a dog-in-training for an individual with a disability ([28 CFR 35.104](#); [Idaho Code 56-701A](#)).

Under IC 56-701A and Title II and III of the ADA, service animals are limited to dogs. However, reasonable accommodation is required by ADA to also include a miniature horse if the horse is specifically trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler's control, the facility can accommodate the horse's type, size, and weight, and the horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility ([28 CFR 35.136\(i\)](#)).

336.4 Reference

Below are legal references applicable to this policy:

- [Title II of the Americans with Disabilities Act \(ADA\)](#)
- [28 CFR 35.104](#)
- [28 CFR 35.136](#)
- [28 CFR 36.302](#)





- [Idaho Code 56-701A](#)

336.5 Identification and Use of Service Animals

Federal

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar. Service animals are not pets and may be trained by an individual or organization to assist people with disabilities.

The following examples are some of the ways service animals may be used to provide assistance:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.
- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

336.6 Member Responsibilities

Federal

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Department members are expected to treat individuals with service animals with the same courtesy and respect that the Boise Police Department affords to all members of the public ([28 CFR 35.136](#)).

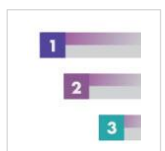
336.6.1 Inquiry

Federal

If it is apparent or if an officer is aware the animal is a service animal, the owner should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the officer should ask the individual only the following questions ([28 CFR 35.136\(f\)](#)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal's status should be asked. The person should not be questioned





about his/her disabilities nor should the person be asked to provide any license, certification or identification card for the service animal.

336.6.2 Contact

Best Practice

Service animals are not pets. Department members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

336.6.3 Removal

Federal

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, an officer may direct the handler to remove the animal from the premises. Barking alone is not a threat, nor does a direct threat exist if the person takes prompt, effective action to control the service animal [\(28 CFR 35.136\(b\)\)](#).

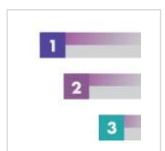
Each incident must be considered individually, and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this department are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

336.6.4 Complaints

Federal

When handling calls of a complaint regarding a service animal, members of this department should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their owner into all areas that other customers or members of the public are allowed [\(28 CFR 36.302\)](#).

Absent a violation of law independent of the ADA, officers should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).





338 OFF-DUTY LAW ENFORCEMENT ACTIONS

Effective Date:	1/1/2023
Revised Date:	12/2/2022
Issuing Authority: Chief Ron Winegar	

338.1 Purpose and Scope

Best Practice

The decision to become involved in a law enforcement action when off-duty can place an officer as well as others at great risk and must be done with careful consideration. This policy is intended to provide guidelines for officers of the Boise Police Department with respect to taking law enforcement action while off-duty.

338.2 Policy

Best Practice

Initiating law enforcement action while off-duty is generally discouraged. Officers should not attempt to initiate enforcement action when witnessing minor crimes, such as suspected intoxicated drivers, reckless driving or minor property crimes. Such incidents should be promptly reported to the appropriate law enforcement agency.

Officers are not expected to place themselves in unreasonable peril. However, any sworn member of this department who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage may take reasonable action to minimize the threat.

When public safety or the prevention of major property damage requires immediate action, officers should first consider reporting and monitoring the activity and only take direct action as a last resort.

Officers should remember that their authority as a peace officer may not extend to actions taken outside their jurisdiction unless there is probable cause to believe the crime to be addressed is a felony or presents an immediate threat of serious bodily injury or death ([Idaho Code 67-2337](#)).

338.3 Firearms

Best Practice

Officers of this department may carry firearms while off-duty in accordance with federal and state regulations and department policy, procedures, and directives.

338.4 Decision to Intervene

Best Practice

There is no legal requirement for off-duty officers to take law enforcement action. However, should officers decide to intervene, they must evaluate whether the action is necessary or desirable, and should take into consideration the following:





1. The tactical disadvantage of being alone and the fact there may be multiple or hidden suspects.
2. The inability to communicate with responding units.
3. The lack of equipment, such as handcuffs, OC or baton.
4. The lack of cover.
5. The potential for increased risk to bystanders if the off-duty officer were to intervene.
6. Unfamiliarity with the surroundings.
7. The potential for the off-duty officer to be misidentified by other peace officers or members of the public.

Officers should consider waiting for on-duty uniformed officers to arrive and gather as much accurate intelligence as possible instead of immediately intervening.

338.4.1 Intervention Procedure

Best Practice

If involvement is reasonably necessary, the officer should attempt to call or have someone else call 9-1-1 to request immediate assistance. The operator should be informed that an off-duty officer is on-scene and should be provided a description of the officer if possible.

Whenever practicable, the officer should loudly and repeatedly identify him/herself as a Boise Police Department officer until acknowledged. Official identification should also be displayed.

338.4.2 Incidents of Personal Interest

Best Practice

Officers should refrain from handling incidents of personal interest, (e.g., family or neighbor disputes) and should remain neutral. In such circumstances officers should call the responsible agency to handle the matter.

338.4.3 Professional Staff Responsibilities

Best Practice

Professional Staff personnel should not become involved in any law enforcement actions while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

338.4.4 Other Considerations

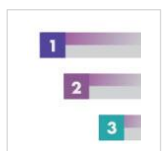
Best Practice

When encountering a non-uniformed officer in public, uniformed officers should wait for acknowledgement by the non-uniformed officer in case he/she needs to maintain an undercover capability.

338.5 Reporting

Best Practice

Any off-duty officer who engages in any law enforcement activity, regardless of jurisdiction, shall notify the On-Duty Supervisor as soon as practicable. The On-Duty Supervisor shall generate a

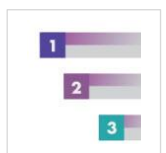




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command notification and may require a report to be filed by the employee.

An officer shall notify, as soon as safety conditions allow, the law enforcement agency having jurisdiction where an off-duty enforcement action took place and shall relinquish authority and control over any event to that agency ([Idaho Code 67-2337](#)). Officers shall cooperate fully with the agency having jurisdiction in providing statements or reports as requested or as appropriate. Nothing in this policy supersedes an employee's constitutional rights.





342 COMMUNITY ENGAGEMENT

Effective Date:	09/09/2022
Revised Date:	08/26/2022
Issuing Authority: Chief Ryan Lee	

342.1 Purpose and Scope

Discretionary

The purpose of this policy is to establish a standard procedure for the participation of Boise Police Department personnel in community engagement events.

342.2 Policy

Discretionary

It is in the best interest of both the Boise Police Department and the people it serves to foster positive relationship development under non-crisis conditions. Community events provide valuable opportunities for police department members to build legitimacy with the public. Supervisors will encourage their subordinates to engage in these activities whenever possible, consistent with the expectations outlined in this policy.

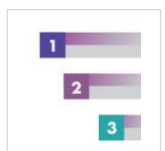
342.3 Definitions

Community engagement - The process of working collaboratively with and through groups of people affiliated by geographic proximity, special interest, or similar situations to address issues affecting their well-being. Community engagement is a powerful vehicle for bringing about environmental and behavioral changes that will improve the health of the community and its members, often involving partnerships and coalitions that help mobilize resources and influence systems, change relationships among partners, and serve as catalysts for changing policies, programs, and practices.

Fundraising- The collection and/or solicitation of money and/or the contribution of services or resources as a representative of the city, or while on duty, or on city property.

Liaison Officer - An identified officer who is specifically assigned to community groups or organizations with the intent to improve police/community relations

Public purpose doctrine- Under the Idaho State Constitution, municipalities may only expend public resources if the dedication of such resources serves a public purpose. The Idaho Supreme Court has held that a public entity cannot expend public funds or dedicate public resources for activities that do not have primarily a public, rather than a private purpose. Furthermore, the activity must benefit the community as a whole and be directly related to the function of government. The expenditure of public funds includes direct monetary contributions as well as indirect contributions such as lending employees or sharing public facilities to a private organization or enterprise.





342.4 Reference

- Board of County Commissioners v. Idaho Health Facilities Authority, 96 Idaho 495, 531 P.2d 588 (1975)
- Centers for Disease Control and Prevention. Principles of community engagement (1st ed.). Atlanta (GA): [CDC/ATSDR Committee on Community Engagement](#); 1997.
- [Idaho Water Resources Board v. Kramer, 97 Idaho 535, 548 P.2d 35 \(1976\)](#)
- [I.C. §67-4721](#)
- The U.S. Federal Emergency Management Agency (FEMA). 2019. "[Building Cultures of Preparedness: A report for the emergency management higher education community.](#)" Washington, DC: FEMA.

342.5 Officer Responsibilities

Discretionary

When representing the Department and/or the City of Boise at community events, members shall present and conduct themselves in a professional manner and adhere to the following standards.

1. When attending community events, department operations (e.g., calls for service, investigative call-outs) shall take precedence for on-duty personnel.
2. Officers will notify dispatch of their status (both arrival and clearance time), using the CPOL (Community Policing) type code.
3. Professional staff will obtain prior approval for event participation through their supervisor.
4. Officers will ensure event organizers are aware that they may be called away for more urgent matters (e.g., priority call) at any time.
5. Officers will record their activities in the approved reporting system for data tracking purposes.

342.6 Supervisor Responsibilities

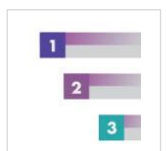
Discretionary

Supervisors will encourage on-duty staff to attend appropriate community events as resources allow.

1. Supervisors may authorize the use of flex time.
2. Supervisors should support the use of liaison officers and community-based organizations, to create trust building opportunities between Department staff and traditionally marginalized individuals or groups.

Supervisors will evaluate community events to determine if department participation is appropriate, considering the following criteria:

1. Staff participation must further a public purpose, consistent with the public purpose doctrine.
2. The following are prohibited:
 - a. Participation in an event where the primary aim is promotion or endorsement of a



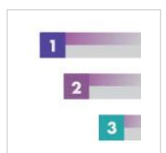


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candidate for public office, a ballot measure, or any other controversy of a political nature;

- b. Participation in an event where the primary aim is religious conversion;
- c. Participation in an event that provides a personal pecuniary benefit to any employee;
- d. Participation in an event that promotes values contrary to those of either the City of Boise or the Boise Police Department; and
- e. Fundraising.

Supervisors are responsible to ensure that accurate and complete reports are submitted for events in which their team attends/participates.





CHAPTER 4 - PATROL OPERATIONS





412 FOREIGN DIPLOMATIC AND CONSULAR REPRESENTATIVES

Effective Date:	2/10/2023
Revised Date:	1/11/2023
Issuing Authority:	Chief Ron Winegar

412.1 Purpose and Scope

Federal

This policy provides guidelines to ensure that members of the Boise Police Department extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 Policy

Federal

The Boise Police Department respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

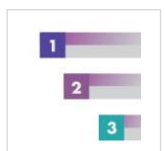
412.3 Claims of Immunity

Federal

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

1. Notify a supervisor.
2. Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person's status.
3. Request the person's identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.
4. Contact the [DOS Diplomatic Security Command Center](#) at (571) 345-3146 or toll free at (866) 217-2089, or at another current telephone number and inform the center of the circumstances.
5. Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications





System ([NLETS](#)), designating “US” as the state.

412.4 Enforcement Action

Federal

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

1. Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.
2. All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public and/or officer safety or the prevention of serious criminal acts.
3. An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

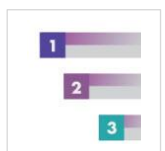
Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

4. The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:
 - a. Diplomatic-level staff of missions to international organizations and recognized family members
 - b. Diplomatic agents and recognized family members
 - c. Members of administrative and technical staff of a diplomatic mission and recognized family members
 - d. Career consular officers, unless the person is the subject of a felony warrant
5. The following persons may generally be detained and arrested:
 - a. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents.
 - b. Support staff of missions to international organizations
 - c. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries.
 - d. Honorary consular officers

412.5 Documentation

Federal

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS by the Chief of Police or designee.





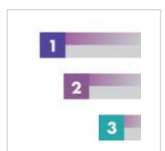
412.6 Diplomatic Immunity Table

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No, see note (b)	No	Yes	No	No	Same as sponsor full immunity and inviolability
Member of Admin and Tech Staff	No, see note (b)	No	Yes	No	No	Same as sponsor full immunity and inviolability
Service Staff	Yes, see note (a)	Yes	Yes	Yes	No for official acts. Yes otherwise, see note (a)	No immunity or inviolability, see note (a)
Career Consul Officer	Yes if for a felony and pursuant to a warrant, see note (a)	Yes, see note (d)	Yes	No for official acts. Testimony may not be compelled	No for official acts. Yes otherwise, see note (a)	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts. Yes otherwise	No for official acts. Yes otherwise	No immunity or inviolability
Consulate Employees	Yes, see note (a)	Yes	Yes	No for official acts. Yes otherwise	No for official acts. Yes otherwise, see note (a)	No immunity or inviolability
Int'l Org Staff (note (b))	Yes, see note (c)	Yes, see note (c)	Yes	Yes, see note (c)	No for official acts. Yes otherwise, see note (c)	No immunity or inviolability
Diplomatic- Level Staff of Missions to Int'l Org	No, see note (b)	No	Yes	No	No	Same as sponsor full immunity and inviolability
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts. Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

- (a) This table presents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.
- (b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public and/or officer safety, or in the prevention of serious criminal acts.
- (c) A small number of senior officers are entitled to be treated identically to diplomatic agents.
- (d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.





424 PORTABLE AUDIO/VIDEO RECORDERS

Effective Date:	10/05/2023
Revised Date:	08/30/2023
Issuing Authority:	Chief Ron Winegar

424.1 Purpose and Scope

Best Practice

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn (OBV), handheld, or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews, or interrogations conducted at any Boise Police Department facility, authorized undercover operations, wiretaps, or eavesdropping (concealed listening devices).

424.2 Policy

Best Practice

The Boise Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

424.3 Coordinator

Best Practice

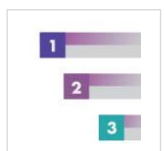
The Chief of Police or authorized designee should designate a coordinator responsible for:

1. Establishing procedures for the security, storage and maintenance of data and recordings.
2. Establishing procedures for accessing data and recordings.
3. Establishing procedures for logging or auditing access.
4. Establishing procedures for transferring, downloading, tagging, categorizing, or marking events.

424.4 Member Privacy Expectation

Best Practice

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity of this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.





424.5 Member Responsibilities

Discretionary

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder issued by the Department, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner which does not cover their name or badge.

Members who utilize an OBV will have the camera in READY mode when not in a Boise Police facility.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful.

When using a portable recorder, the assigned member shall record his/her name, BPD identification number, and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user's unique identification and the date and time of each recording.

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned, or the member deactivated the recording. Members should include the reason for deactivation.

Members should dock their cameras in the approved dock daily unless physically unable and then will do so the next available day.

424.6 Activation of the Portable Recorder

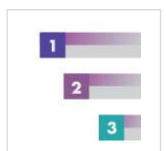
Best Practice

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder shall be activated in any of the following situations:

1. All enforcement and investigative contacts including stops and field interview (FI) situations;
2. Traffic stops including but not limited to traffic violations, stranded motorist assistance, and all crime interdiction stops;
3. Self-initiated activity in which a member would normally notify Ada County Dispatch;
4. Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.





424.6.1 Cessation of Recording

Best Practice

Once activated, the portable recorder should remain on continuously unless:

- The member reasonably believes that his/her direct participation in the incident is complete, or the situation no longer fits the criteria for activation; and/or
- During significant periods of inactivity such as report writing or other breaks from direct participation in the incident (i.e., traffic control or extended perimeters).

Members should verbally record the reason for deactivation of the recorder if still on scene or attached to a call for service.

Members may mute their portable recorder when:

1. They are engaged in legally protected communications with legal counsel or others covered in [Idaho Code 9-203](#).
2. Sensitive tactical information such as on-scene mission planning and / or when engaged in tactical discussions with or between Crisis Negotiators or members of the Special Operations Unit. This information should contain intelligence or information that creates current or future safety concerns if released.
3. Administrative concerns with another officer or supervisor which are not held during direct participation of the incident.

Members should verbally record the reason for muting on their recorder.

424.6.2 Surreptitious Use of the Portable Recorder

State

Members may inform individuals they are being recorded but are not required. Idaho law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission ([Idaho Code 18-6702](#)).

Members may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

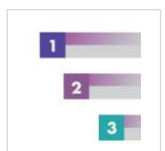
Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

424.6.3 Usage Restrictions and Prohibitions

Discretionary

Members should remain sensitive to the dignity of all individuals being recorded. The following circumstances should be considered when the interest of the public outweighs the interest to record. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

1. In locations where an individual has a reasonable expectation to privacy unless the recording is made pursuant to a valid investigation, arrest, or search from a place where the member is lawfully allowed to be present. Such locations include a private residence, medical facility, locker rooms, and restrooms.





2. Members shall not knowingly record undercover members or confidential informants.
3. Members shall not knowingly record Victim Witness Staff or Prosecutors Office Staff.
4. Members shall not record inside courthouses unless responding to a call for service that is in progress.
5. Members shall not knowingly record while in restricted law enforcement facilities that are not routinely accessible to the public, excluding holding cells or other locations where interactions with arrested subjects occur.

424.6.4 Explosive Device

Best Practice

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

424.7 Prohibited Use of Portable Recorders

Best Practice

Members are prohibited from using department-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment, or ridicule.

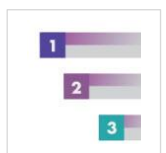
424.8 Identification and Preservation of Recordings

Best Practice

To assist with identifying and preserving data and recordings, members should download, tag, categorize, or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag, categorize, or mark recordings when the member reasonably believes:

1. The recording contains evidence relevant to potential criminal, civil or administrative matters.
2. A complainant, victim or witness has requested non-disclosure.





3. A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
4. Disclosure may be an unreasonable violation of someone's privacy.
5. Medical or mental health information is contained.
6. Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

424.9 Retention of Recordings

Best Practice

All recordings shall be retained for a period consistent with the requirements of the organization's records retention schedule.

424.9.1 Release of Audio/Video Recordings

Best Practice

Requests for the release of audio/video recordings shall be processed in accordance with Department policy.

424.9.2 Retention of Recordings of Evidentiary Value

State

Recordings of evidentiary value shall be retained pursuant to the organization's records retention schedule and/or at a minimum of 200 days ([Idaho Code 31-871](#)).

424.10 Review of Recorded Media Files

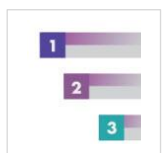
Best Practice

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are, reviewing submitted reports by members, investigating alleged misconduct or reports of meritorious conduct, or whenever such recordings would be beneficial in reviewing the member's performance.

Recorded files may also be reviewed:

1. Upon approval by a supervisor, by any member of the Department who is participating in an official investigation, such as a personnel complaint, administrative investigation, administrative review, or criminal investigation.
2. By a member of the Training Division participating in a review for training purposes.
3. Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.



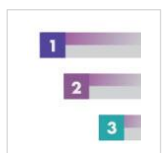


Boise Police Department Policy Manual

4. By media personnel with permission of the Chief of Police or authorized designee.

In compliance with a public records request, if permitted, and in accordance with Department policy.

All recordings should be reviewed by the designated Custodian of Records prior to public release in accordance with records maintenance and release policy. Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.





427 FOOT PURSUITS

Effective Date:	10/14/2022
Revised Date:	9/30/2022
Issuing Authority:	Chief Ron Winegar

427.1 Purpose and Scope

Best Practice

This policy provides guidelines to assist officers in making the decision to initiate or continue the pursuit of suspects on foot.

427.2 Policy

Best Practice

It is the policy of this department that officers, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to department members, the public or the suspect.

Officers are expected to act reasonably, based on the totality of the circumstances.

427.3 Decision to Pursue

Best Practice

The safety of officers and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Officers must balance the need to immediately apprehend a suspect with the importance of protecting the safety of the public and department members.

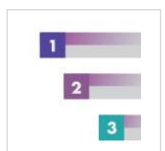
Officers may be justified in initiating a foot pursuit of any individual who the officer reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity shall not serve as the sole justification for engaging in an extended foot pursuit without the development of reasonable suspicion of the individual's involvement in criminal activity or being wanted by police.

Deciding to initiate or continue a foot pursuit is a decision that an officer must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place officers and the public at significant risk. Therefore, no officer or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, an officer should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

1. Containment of the area.





2. Saturation of the area with police personnel, including assistance from other agencies.
3. A canine search.
4. Thermal imaging or other sensing technology.
5. Air support, to include Unmanned Aerial Vehicles (UAV) and aircraft.
6. Later apprehension of the subject, if their identity can be determined, permitting the need to immediately apprehend the suspect does not reasonably outweigh the risk of continuing the foot pursuit.

427.3.1 Factors to Consider When Initiating/Continuing a Foot Pursuit

Best Practice

Officers should consider the following factors when making a decision to initiate or continue a foot pursuit:

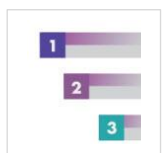
1. Whether the suspect is believed to be or known to be armed.
2. The suspect's behaviors, including (but not limited to):
 - a. Looking back, which may be an indication that the suspect is targeting or "sizing up" a pursuing sworn member.
 - b. Change in stride or pace, or efforts to draw a sworn member in or allow a sworn member to close (which may indicate that the suspect may be preparing for an attack)
 - c. Hand and shoulder movement, which may indicate that the suspect may be reaching into the waistband or other threat areas.
3. Officer's characteristics, including (but not limited to):
 - a. Physical conditioning and abilities
 - b. Availability and proximity of cover units
 - c. Familiarity with the area.

427.4 General Guidelines

Best Practice

When reasonably practicable, officers should consider alternatives to engaging in or continuing a foot pursuit when:

1. Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.
2. The officer is acting alone.
3. Two or more officers become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single officer keep the suspect in sight from a safe distance and coordinate the containment effort.
4. The officer is unsure of his/her location and direction of travel.





5. The officer is pursuing multiple suspects and it is not reasonable to believe that the officer would be able to control the suspect should a confrontation occur.
6. The physical condition of the officer renders him/her incapable of controlling the suspect if apprehended.
7. The officer loses radio contact with Dispatch or with backup officers.
8. The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient officers to provide backup and containment. The primary officer should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.
9. The officer becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to officers or the public.
10. The officer reasonably believes that the danger to the pursuing officers or public outweighs the objective of immediate apprehension.
11. The officer loses possession of his/her firearm or other essential equipment.
12. An officer or a third party is injured during the pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.
13. The suspect's location is no longer definitely known.
14. The identity of the suspect is established, or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to officers or the public if the suspect is not immediately apprehended.
15. The officer's ability to safely continue the pursuit is impaired by inclement weather, darkness or other environmental conditions.

427.5 Responsibilities in Foot Pursuits

Best Practice

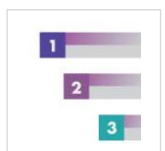
427.5.1 Initiating Officer Responsibilities

Best Practice

Unless relieved by another officer or a supervisor, the initiating officer shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating officer should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient officers are present to safely apprehend the suspect.

Early communication of available information from the involved officers is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Officers initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

1. Location and direction of travel
2. Designator
3. Reason for the foot pursuit, such as the crime classification





4. Number of suspects and description, to include name if known
5. Whether the suspect is known or believed to be armed with a dangerous weapon

Absent extenuating circumstances, any officer unable to promptly and effectively broadcast this information should terminate the pursuit. If the foot pursuit is terminated for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the officer will notify Dispatch of his/her location and the status of the pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for officers, suspects or members of the public.

Whenever any officer announces that they are engaged in a foot pursuit, all other officers shall minimize non-essential radio traffic to permit the involved officers maximum access to the radio frequency.

427.5.2 Supervisor Responsibilities

Best Practice

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor will respond to the area whenever reasonably feasible and, if necessary, assume incident command over the pursuit; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established department guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing officers or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity when reasonably feasible.

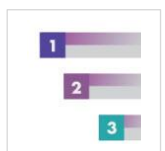
The supervisor will monitor reports and assess officer actions for alignment with policy and to determine if additional review or follow-up is warranted.

427.6 Reporting Requirements

Best Practice

The initiating officer shall complete the appropriate crime/arrest reports documenting the incident. in accordance with Boise Police Department Procedures Manual: 427.1 Reporting Requirements.

Assisting officers taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.





CHAPTER 6 – INVESTIGATION OPERATIONS





609 NATIONAL INTEGRATED BALLISTIC INFORMATION NETWORK (NIBIN)

Effective Date:	3/2/2023
Revised Date:	2/2/2023
Issuing Authority: Chief Ron Winegar	

609.1 Purpose and Scope

Federal

NIBIN stands for [National Integrated Ballistic Information Network](#). It is the local component of IBIS which stands for Integrated Ballistic Identification System. Together they form a database which captures, stores, and correlates digital images of fired cartridge cases recovered from a crime scene or from a test fired firearm. Individual characteristics can be used to show a common origin and possibly link crime scenes to specific firearms or to other crime scenes. If a potential link is found a lead notification is generated and sent to the investigating officer for further investigation and follow up.

The goals of the NIBIN program are to reduce firearms violence through promoting comprehensive evidence collection, timely entry and correlation of evidence, providing investigative support, and ongoing facilitation of feedback regarding the NIBIN program. The purpose of this policy is to establish standards for the handling, documentation, and submission of firearms evidence to the national NIBIN network. All employees of the Boise Police Department (BPD) will follow this policy where applicable.

609.2 Policy

Federal

The Boise Police Department and its members will participate within the NIBIN program whenever possible. Qualifying firearms will be test fired, and qualifying cartridge cases submitted for NIBIN entry in a timely manner, and in accordance with NIBIN program standards, with exceptions including (but not limited to) those noted in Boise Police Department [Procedures Manual: 609.7 IBIS/NIBIN ENTRY](#).

Employees will complete required training appropriate for their role in the NIBIN program.

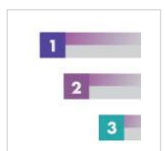
609.3 Definitions

Reference Boise Police Department [Procedures Manual: 609.2 DEFINITIONS](#).

609.4 NIBIN Evidence

Federal

Firearms related evidence, to include spent cartridge cases, will be collected in a manner which protects DNA evidence, latent prints, trace evidence and is conducive to future NIBIN testing (See Procedure) whenever possible. The Lead Investigator is responsible for informing the Boise Police Crime Lab of any additional processing or evidence collection needed prior to NIBIN test firing and





shall make such notifications, if needed, within 14 days of evidence being collected. If not notified within 14 days, BPD Crime Lab will consider that approval to proceed with test fire processes and entering records into IBIS/NIBIN.

609.5 NIBIN Test Firing

Federal

Firearms collected as evidence or as abandoned may be test fired by Department appointed test fire personnel. The test firing procedure, including all applicable safety rules and checklists will be followed at all times. No one other than Department appointed test fire personnel shall test fire firearms for NIBIN entry.

Any Department member who is appropriately trained and equipped may act as a scene safety monitor and shall follow all applicable safety rules and checklists.

No test firing will be conducted without at least two Department appointed test fire personnel or one Department appointed test fire personnel and one scene safety monitor.

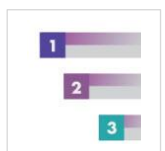
Test firing firearms and collecting cartridge cases shall be done in accordance with Department approved NIBIN Procedures (See Procedure). Only Department approved ammunition shall be utilized to conduct NIBIN test fires unless prior authorization is obtained from the designated Crime Lab NIBIN Technician and the Criminal Investigation Division (CID) Lieutenant.

NIBIN test fires will be documented in accordance with approved Department NIBIN Procedures (see Procedures Manual). A supplemental report will also be created by the Department appointed test fire personnel who conducted the test fire for any applicable criminal reports.

609.6 NIBIN Investigations

Federal

All NIBIN lead notifications will be sent to the NIBIN Leads Team. The Violent Crimes Unit (VCU) Sergeant or designee will determine assignment for further investigation and/or follow up based on the lead and Department needs. Any investigative actions taken shall be documented in the appropriate criminal reports.





CHAPTER 9 - CUSTODY





901 TEMPORARY CUSTODY OF JUVENILES

Effective Date:	2/10/2023
Revised Date:	1/11/2023
Issuing Authority:	Chief Ron Winegar

901.1 Purpose and Scope

Federal

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act (JJPA) for juveniles taken into temporary custody by members of the Boise Police Department ([34 USC § 11133](#)).

901.2 Policy

Best Practice

The Boise Police Department is committed to releasing juveniles from temporary custody as soon as reasonably practicable and keeping juveniles safe while they are in temporary custody at the Boise Police Department. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.3 Definitions

Definitions related to this policy include:

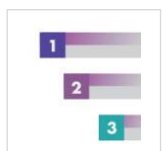
Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) or who has violated [Idaho Code 18-3302F](#) by possessing a handgun ([28 CFR 31.303](#)).

Non-secure custody - When a juvenile is held in the presence of an officer or other custody employee at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision, through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation. If the juvenile is free to leave a room, it is not considered secure custody, even if the room contains doors with delayed egress devices.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:





1. A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.
2. A juvenile handcuffed to a rail.
3. A juvenile being processed in a secure booking area when an unsecure booking area is available.
4. A juvenile left alone in a secure booking area after being photographed and fingerprinted.
5. A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.
6. A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, or truancy. Alcohol offenses are not classified as status offenses under the JJDP. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.4 Juveniles Who Should Not be Held

Best Practice

Juveniles who exhibit any of the following conditions should not be held at the Boise Police Department:

1. Unconscious
2. Seriously injured
3. A known suicide risk or obviously severely emotionally disturbed
4. Significantly intoxicated
5. Extremely violent or continuously violent

Officers taking custody of a juvenile who exhibits any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and notify a supervisor of the situation.

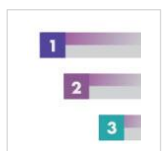
These juveniles should not be held at the Boise Police Department unless they have been evaluated by a qualified medical and/or mental health professional.

If the officer taking custody of the juvenile believes the juvenile may be a suicide risk, the juvenile shall be under continuous direct supervision until evaluation, release or a transfer is completed.

901.5 Custody of Juveniles

Federal

Officers should take custody of a juvenile and temporarily hold the juvenile at the Boise Police Department when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile that is suspected of





being a victim.

No juvenile should be held in temporary custody at the Boise Police Department without authorization of the arresting officer's supervisor or the On-Duty Supervisor.

Any juvenile taken into custody shall be released to the care of the juvenile's parent or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable and in no event shall a juvenile be held beyond six hours from the time of his/her entry into the Boise Police Department ([34 USC § 11133](#)).

901.5.1 Custody of Juvenile Non-Offenders

Federal

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Boise Police Department. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody ([34 USC § 11133](#)).

901.5.2 Custody of Juvenile Status Offenders

Federal

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, officers may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody ([34 USC § 11133](#)).

901.5.3 Custody of Juvenile Offenders

State

Juvenile offenders should be held in non-secure custody while at the Boise Police Department unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

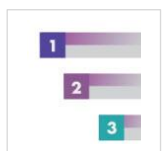
Generally, juvenile offenders may be taken into custody ([Idaho Code 20-516](#)):

1. When there is probable cause to believe the juvenile has committed an act which would be a misdemeanor or felony if committed by an adult without a warrant.
2. When, in the presence of an officer or private citizen, the juvenile has violated any local, state or federal law or municipal ordinance, excluding status offenses.
3. Upon written order or warrant signed by a judge (such as a detention order).

As soon as practicable after the juvenile is taken into custody, the officer shall notify the parents, guardian or other person responsible for the juvenile.

The officer taking the juvenile into custody shall release the juvenile to the custody of his/her parents, guardian or other responsible person in this state, unless the court has issued a warrant of arrest/detention or there is probable cause to believe that the welfare of the juvenile or others may be endangered by his/her release ([Idaho Code 20-516](#)).

If a juvenile is taken into custody and not released to the parent, guardian or other responsible person and the juvenile court has not instructed that he/she be released to an authorized person,





the officer shall take the juvenile to the Juvenile Detention facility, shelter care or public or private agency designated by the court and notify the court that the juvenile has been taken into custody.

Except where the juvenile is taken into custody under an order of the court, the officer taking the juvenile into custody shall promptly complete a report detailing the circumstances and actions taken. A copy of the completed report shall be sent to the juvenile prosecuting attorney's office and this department's juvenile detention unit.

901.6 Advisements

State

If an officer takes a juvenile into custody, the officer shall ([Idaho Code 19-853](#)) promptly and clearly inform the juvenile of his/her right to an attorney and the right of a needy person to be represented by an attorney at public expense.

901.7 Juvenile Custody Logs

State

Any time a juvenile is held in custody at the Department, the custody shall be promptly and properly documented in the juvenile custody log, including:

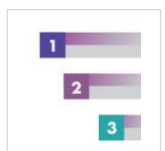
1. Identifying information about the juvenile being held (to include name, date of birth, sex, race/ethnicity).
2. Date and time of arrival and release from the Boise Police Department.
3. On-Duty Supervisor notification and approval to temporarily hold the juvenile.
4. Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.
5. Any changes in status.
6. Time of all welfare checks.
7. Any medical and other screening requested and completed.
8. Circumstances that justify any secure custody.
9. Details of release (releasing officer and who the juvenile was released to (such as parent/family, detention facility, etc.)
10. Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The On-Duty Supervisor shall initial the log to approve the custody, including any secure custody, and shall also initial the log when the juvenile is released. Logs shall be retained and made available by compliance inspectors.

901.8 No-Contact Requirements

Federal

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Department ([34 USC § 11133](#)). There should also be sight and sound separation between non-offenders and juvenile status offenders and juvenile delinquent offenders.





In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Boise Police Department shall maintain a constant, immediate presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

901.9 Temporary Custody Requirements

Best Practice

Members and supervisors assigned to monitor or process any juvenile at the Boise Police Department shall ensure the following:

1. The On-Duty Supervisor should be notified if it is anticipated that a juvenile may need to remain at the Boise Police Department more than four hours. This will enable the On-Duty Supervisor to ensure no juvenile is held at the Boise Police Department more than six hours.
2. A staff member of the same sex shall supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.
3. Personal visual checks and significant incidents/activities shall be noted on the log.
4. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware. Therefore, an employee should inform a juvenile under his/her care that the juvenile will be monitored at all times, unless he/she is using the toilet. This does not apply to surreptitious and legally obtained recorded interrogations.
5. Juveniles shall have reasonable access to toilets and wash basins.
6. Food should be provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.
7. Juveniles shall have reasonable access to a drinking fountain or water.
8. Juveniles shall have reasonable opportunities to stand and stretch, particularly if handcuffed or restrained in any way.
9. Juveniles should have privacy during family, guardian and/or lawyer visits.
10. Juveniles should be permitted to remain in their personal clothing unless the clothing is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.
11. Blankets should be provided as reasonably necessary.
12. Adequate shelter, heat, light and ventilation should be provided without compromising security or enabling escape.
13. Juveniles shall have adequate furnishings, including suitable chairs or benches.
14. Juveniles shall have the right to the same number of telephone calls as an adult in custody.
15. No discipline may be administered to any juvenile, nor may juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.



901.10 Use of Restraint Devices

Best Practice

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Boise Police Department when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the On-Duty Supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained juveniles or monitored in such a way as to protect the juvenile from abuse.

901.11 Personal Property

Best Practice

The officer taking custody of a juvenile offender or status offender at the Boise Police Department shall ensure a thorough search of the juvenile's property is made and all property is removed from the juvenile, especially those items that could compromise safety, such as pens, pencils and belts.

The personal property of a juvenile should be placed in a property bag. The property should be inventoried in the juvenile's presence and sealed into the bag. The property should be kept in a monitored or secure location until the juvenile is released from the custody of the Boise Police Department.

901.12 Secure Custody

Best Practice

Only juvenile offenders 14 years of age or older may be placed in secure custody. On-Duty Supervisor approval is required before placing a juvenile offender in secure custody.

Secure custody should only be used for juvenile offenders when there is a reasonable belief that the juvenile is a serious risk of harm to him/herself or others.

Members of this department should not use secure custody for convenience when non-secure custody is, or later becomes, a reasonable option.

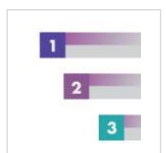
When practicable, handcuffing one hand of a juvenile offender to a fixed object while otherwise maintaining the juvenile in non-secure custody should be considered as the method of secure custody, rather than the use of a locked enclosure. An employee must be present at all times to ensure the juvenile's safety while secured to a stationary object.

Generally, juveniles should not be secured to a stationary object for more than 60 minutes. Supervisor approval is required to secure a juvenile to a stationary object for longer than 60 minutes and every 30 minutes thereafter. Supervisor approval should be documented.

901.12.1 Locked Enclosures

Best Practice

A thorough inspection of the area shall be conducted before placing a juvenile into the enclosure. A second inspection shall be conducted after removing the juvenile. Any damage noted to the





room should be photographed and documented in the crime report.

The following requirements shall apply to a juvenile offender who is held inside a locked enclosure:

1. The juvenile shall constantly be monitored by an audio/video system during the entire detention.
2. Juveniles shall have constant auditory access to department members.
3. Initial placement into and removal from a locked enclosure shall be logged.
4. Random personal visual checks of the juvenile by a staff member, no less than every 15 minutes, shall occur.
 - a. All checks shall be logged.
 - b. The check should involve questioning the juvenile as to his/her well-being (sleeping juveniles or apparently sleeping juveniles should be awakened).
 - c. Requests or concerns of the juvenile should be logged.
5. Males and females shall not be placed in the same locked room.
6. Juvenile offenders should be separated according to severity of the crime (e.g., felony or misdemeanor).
7. Restrained juveniles shall not be mixed in a cell or room with unrestrained juveniles.

901.13 Suicide Attempt, Death, or Serious Injury of a Juvenile

Best Practice

The On-Duty Supervisor will ensure procedures are in place to address the suicide attempt, death or serious injury of any juvenile held at the Boise Police Department. The procedures will address:

1. Immediate notification of the on-duty supervisor, Chief of Police and Criminal Investigation Division supervisor.
2. Notification of the parent, guardian or person standing in loco parentis, of the juvenile.
3. Notification of the appropriate prosecutor.
4. Notification of the City Attorney.
5. Evidence preservation.

901.14 Interviewing or Interrogating Juvenile Suspects

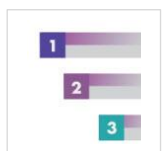
Best Practice

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent and does consent to an interview or interrogation.

901.15 Restriction on Fingerprinting and Photographing

Best Practice

A juvenile offender may be photographed or fingerprinted in connection with being taken into custody. The fingerprints and photographs of juveniles will be maintained separately from those of adults.

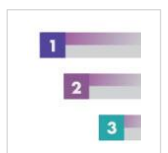




901.16 Records of Juveniles

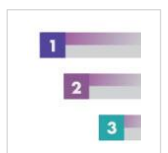
State

Records of juveniles shall be kept separate from records of adults and shall be subject to disclosure according to [Chapter 1, Title 74](#) of the Idaho Code and ([Idaho Code 20-516](#)).



A large, faded, light gray police officer badge is centered in the background. The badge is a seven-pointed star with a central seal. The text "POLICE OFFICER" is arched across the top, and "BOISE, IDAHO" is arched across the bottom.

CHAPTER 10 - PERSONNEL





1010 COMPLAINTS

Effective Date:	10/05/2023
Revised Date:	9/01/2023
Issuing Authority:	Chief Ron Winegar

1010.1 Purpose and Scope

State

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of employees of the Boise Police Department. This policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment or other routine or unplanned contact of an employee in the normal course of duty, by a supervisor or any other employee, nor shall this policy apply to a criminal investigation.

1010.2 Policy

Best Practice

The Boise Police Department takes seriously all complaints regarding the service provided by the Department and the conduct of its employees.

The Department will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local law, municipal and county rules and the requirements of any collective bargaining agreements.

It is also the policy of this department to ensure that the community can report misconduct without concern for reprisal or retaliation.

1010.3 Definitions

Best Practice

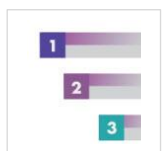
Garrity Decision - Referring to the case of Garrity v. New Jersey (1967) in which the Supreme Court held that officers are not required to sacrifice their right against self-incrimination in order to retain their jobs.

- An officer cannot be compelled, by the threat of serious discipline, to make statements that may be used in a subsequent criminal proceeding
- An officer cannot be terminated for refusing to waive his Fifth Amendment Right

Standard of Proof - The standard of proof for internal investigations shall be the preponderance of evidence..

1010.4 Reference

- [City of Boise Employee Policy Handbook](#)





1010.5 Complaints

Best Practice

Complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of department policy or of federal, state or local law, policy or rule. Complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate department policy or federal, state or local law, policy or rule may be handled informally by a supervisor and shall not be considered a complaint. Such inquiries generally include clarification regarding policy, procedures or the response to specific incidents by the Department.

Complaints will be accepted if received within 90 days of the incident generating the complaint. An exception by the Chief of Police, Deputy Chief, or the Professional Standards Captain or designee will be allowed in cases where the complainant has a legitimate and involuntary incapacity to make the complaint within the 90-day period. Additionally, in cases where the initial evidence presented constitutes a serious allegation of misconduct.

Complaints for sworn employees and uniformed Community Service Specialists (CSS) will follow policies and procedure within this manual and may include any appropriate City of Boise Employee Handbook rules. Complaints on all other professional staff / non-sworn employees will be managed following the City of Boise Employee Handbook and HR processes.

1010.5.1 Complaint Classifications

Best Practice

Complaints shall be classified in one of the following categories:

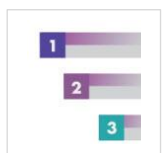
- **Inquiry** - An inquiry is not a formal complaint but involves questions of the propriety of an employee's actions or questions as to whether proper policy, procedure, or law was followed.
- **Formal** - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused employee or referred to the Professional Standards Division, depending on the seriousness and complexity of the investigation.

1010.5.2 Sources of Complaints

Best Practice

The following applies to the source of complaints:

1. Individuals from the public may make complaints in any form, including in writing, by email, in person or by telephone.
2. Any department employee becoming aware of alleged misconduct shall immediately notify a supervisor.
3. Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.
4. Anonymous and third-party complaints will be accepted if the complainant was present and observed the incident / interaction. The investigator will first contact the alleged aggrieved party and determine if they wish to proceed with an investigation. Otherwise, the complaint will be closed with the appropriate disposition. This will not preclude a supervisor or command





staff employee from continuing the investigation if it would be in the Department's best interest.

5. Tort claims and lawsuits may generate a personnel complaint.
6. Complaints from a parent or guardian made on behalf of a juvenile shall be investigated as though the complaint were made directly by the juvenile.
7. If an intoxicated person requests to file a complaint, the department employee shall gather all of the individual's contact information along with the nature of the complaint. The supervisor or investigator will re-contact the complainant within a reasonable amount of time to confirm if they wish to pursue a complaint. This will not preclude a supervisor or command staff employee from continuing the investigation if it would be in the Department's best interest.
8. Employees wishing to file an internal complaint may report it to their immediate supervisor or to the Office of Internal Affairs (OIA). Employees who go to another city department with an internal complaint will be re-directed back to OIA for complaint acceptance and intake. If the alleged conduct implicates the City's Equal Employment Opportunity (EEO) policies, OIA will contact Boise Human Resources and work in conjunction to determine how best to manage the investigation.
9. Employees wishing to file an internal complaint against the Chief of Police, Deputy Chief of Police, or the Professional Standards Division Captain shall be directed to Human Resources for complaint acceptance and intake. All BPD Policies and City of Boise Rules apply to this investigation.

1010.6 Availability and Acceptance of Complaints

Best Practice

1010.6.1 Complaint Forms

Best Practice

Public complaint forms will be maintained in a clearly visible location in the public area of the police facility and will be accessible through the department website.

Public complaint forms in languages other than English may also be provided, as determined necessary or practicable.

1010.6.2 Acceptance

Best Practice

All public complaints will be courteously accepted by any department employee and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving employee shall obtain contact information sufficient for the supervisor to contact the complainant. Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

The supervisor, upon contact with the complainant, shall complete a BlueTeam submission as



appropriate.

1010.7 Documentation

Best Practice

All formal complaints shall be documented in BlueTeam which records and tracks complaints. The supervisor shall ensure the nature of the complaint is defined as clearly as possible.

Inquiries should have documentation in the Computer Aided Dispatch (CAD) system referencing the contact and resolution by the supervisor. Supervisors can document an inquiry in BlueTeam if they deem it appropriate.

1010.8 Administrative Investigations

Best Practice

Allegations of misconduct will be administratively investigated as follows.

- Complaints alleging needless or excessive force, brutality, violations of criminal law (excluding minor traffic violations), corruption, breach of civil rights, abuse of authority, false arrest, biased policing, patterns of similar lower-level complaints, and others as designated by the Chief of Police or designee shall be documented by the supervisor and routed to Professional Standards for investigation and/or assignment.
- Complaints alleging inadequate services, discourtesy, minor performance issues, improper procedure, or other less serious and non-criminal conduct will be investigated by personnel assigned to the employee's Division or may be assigned to other Divisions or Professional Standards for investigation.
- Incidents involving allegations of demeanor, failure to take a report, or non-criminal driving violations made by a citizen, or third party may be handled by video review (if the entire incident was captured on audio/video recording) and do not require an interview of the employee.
- If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1010.8.1 Supervisor/Investigator Responsibilities

Best Practice

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the employee's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action or has any personal involvement regarding the alleged misconduct. The Professional Standards Division Captain or the authorized designee may direct that another supervisor investigates any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

1. Ensuring that upon receiving or initiating any formal complaint, an entry in BlueTeam is completed.





The BlueTeam will be directed to the Professional Standards Division Captain to determine who will have responsibility for the investigation.

2. Responding to all complainants in a courteous and professional manner.
3. Resolving those personnel complaints and inquiries that can be resolved immediately.
 - a. Follow-up contact with the complainant should be made within 24 hours of the Department receiving the complaint or inquiry.
 - b. If the matter is resolved and no further action is required, the supervisor will follow the documentation requirements in 1010.5.
4. Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Chief of Police is notified via the chain of command as soon as practicable.
5. Promptly contacting the Office of Internal Affairs for direction regarding the supervisor's role in addressing a complaint that relates to prohibited harassment or discrimination.
6. Investigating a complaint as follows:
 - a. Making reasonable efforts to obtain names, addresses and telephone numbers of witnesses.
 - b. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.
7. Ensuring the procedural rights of the accused employee are followed.
8. Ensuring interviews of the complainant are generally conducted during reasonable hours.

1010.8.2 Completion of Investigations

Best Practice

Internal investigative timelines will begin on the date the complaint or inquiry is received by the Department. The investigating supervisor and their chain of command are responsible for ensuring the timely completion of received complaints. Internal investigations will be completed as quickly as possible.

1010.8.3 Investigative Report Handling

Discretionary

Investigative files are classified as personnel files and are considered confidential. When a complaint is forwarded from Professional Standards to a Division for investigation, the Division shall not make copies of the documents involved and only Professional Standards shall maintain files relating to internal investigations, unless approved by the Professional Standards Captain or designee.

Investigative reports, supporting documents, and electronic files shall be forwarded to and maintained by Professional Standards only. No electronic copies, other than working copies, shall be maintained at the division level. Working copies shall be deleted once uploaded to BlueTeam.





1010.8.4 Dispositions

Best Practice

Each complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve department employees. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the employee.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

No Finding – The investigation cannot proceed because the complainant failed to disclose promised information to further the investigation, the complainant wishes to withdraw the complaint, or the complainant is no longer available for clarification. This finding may also be used when the information provided is insufficient to determine the identity of the employee involved.

Administrative Closure – The investigation is closed at the discretion of the Chief of Police, Deputy Chief of Police, or Professional Standards Captain. This disposition will require a justification memo.

Administrative Case Suspension – The investigation is temporarily suspended due to factors beyond the control of OIA, such as a criminal investigation. During suspension, the investigation will be reviewed every 60 days to determine if completion can be reached.

1010.8.5 Notice of Investigation Status

Best Practice

The employee conducting the investigation should provide the complainant and involved employee(s) with periodic updates on the status of the investigation, as appropriate, if there is abnormal delay in completing the investigation.

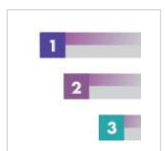
1010.9 Administrative Searches

Best Practice

Storage spaces and other areas, including desks, offices and vehicles, may be searched as part of an administrative investigation upon a reasonable suspicion of misconduct.

Such areas may also be searched any time by a supervisor for non-investigative purposes, such as obtaining a needed report, radio or other document or equipment.

Searches of assigned lockers owned and/or leased by the City of Boise will follow the procedures in the collective labor agreement.





1010.10 Modified Duty Status

Best Practice

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the employee to continue to work would adversely affect the mission of the Department, the Chief of Police or the authorized designee may temporarily re-assign an employee to a modified duty status for the duration of the investigation or other limited time period.

1010.10.1 Authority to Suspend With Pay or Without Pay

Best Practice

A ranking employee (lieutenant, mid-level manager or higher) may place a subordinate on restricted or paid administrative leave status. The supervisor shall notify the Chief of Police or designee through the chain of command as soon as possible.

Only the chief or designee may place an employee in a suspended without pay status pending an administrative investigation. An employee placed on this status is relieved of all duties and all pay and benefits normally accrued (with the exception of those designated by the City of Boise to continue pending final appeal). Suspension without pay may be ordered if the following condition is met:

- There is a reasonable basis to believe the employee committed any felony criminal offense, or other illegal, or immoral act that would bring significant discredit upon the employee and/or the Department.

1010.10.2 Conditions of Suspension

Best Practice

The employee shall immediately surrender any department badge, identification, assigned weapons, radio, and any other requested equipment to their commanding officer or designee. A suspended employee is not permitted to wear any part of the official uniform or act in the capacity of or represent himself/herself as a current Department employee in any manner, except that the employee may testify in court as to his/her status as an employee at the time of action leading to the court hearing.

Employees shall be required to continue to comply with all policies and lawful orders of a supervisor. Employees will be required to call the Internal Affairs Office phone line Monday-Friday at 1100 hours and verify they are able to respond to the station if required; unless on approved leave.

1010.10.3 Temporary Re-Assignment

Best Practice

Employees may be temporarily reassigned to a different assignment during the investigation, at the direction of the Chief of Police or designee.

1010.11 Criminal Investigation

Best Practice

Where an employee is accused of potential criminal conduct, a separate supervisor or investigator may be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.





The Chief of Police shall be notified as soon as practicable when an employee is accused of criminal conduct. The chief may request a criminal investigation by an outside law enforcement agency.

An employee accused of criminal conduct shall be provided with all rights afforded to a civilian. The employee should not be administratively ordered to provide any information in the criminal investigation.

No disciplinary action should be taken because of a criminal investigation until an independent administrative investigation is conducted.

1010.11.1 Duty to Disclose Brady Material and/or Exculpatory Evidence in Criminal Proceedings

Best Practice

The Boise Police Department recognizes its duty and obligation to document and provide all evidence, including potentially exculpatory evidence, to the prosecuting agencies, with the exception of confidential personal information. (Refer to Brady Material Disclosure Policy)

1010.12 Notice of Final Disposition to the Complainant

Best Practice

The Chief of Police or the authorized designee should ensure that the complainant is notified of the complaint resolution.

1010.13 Resignations/Retirements Prior to Discipline

Best Practice

Any employee may submit their resignation from employment from Boise Police Department and the City of Boise in lieu of proposed termination with the understanding that they will not separate in good standing. However, acceptance of that resignation in lieu of termination is at the discretion of the Chief of Police.

1010.13.1 Determination of Good Standing

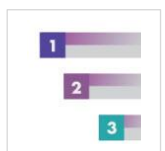
Best Practice

In the event an employee tenders a written resignation or notice of retirement prior to the imposition of any discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline. The Department may continue the investigation to conclusion even if an employee resigns or retires during the investigation to determine if the employee left in good standing. (Refer to the Retiree Identification Card / Concealed Firearms Policy for a definition of good standing).

1010.14 Post-Discipline Appeal Rights

Best Practice

The employee has the right to appeal using the procedures established by any collective bargaining agreement or city policy.





1010.15 Probationary Employees and Other Employees

Best Practice

Any employee on an initial probationary period does not have the right to grieve or appeal any disciplinary or other adverse actions taken against them.

1010.16 Retention of Personnel Investigation Files

State

All personnel complaints shall be maintained in accordance with the established records retention schedule.

1010.16.1 Release of Personnel Investigation Files

Best Practice

Employees may request access to their personnel records at any time, including records created and retained by the Office of Internal Affairs, by making a public records request in accordance with the Idaho Public Records Act. Information on how to make a public records request is available on the City's website.

Employees will not be provided with records relating to active internal or criminal investigations until the investigation is completed. An investigation is considered "completed" after the employee receives a Findings Memorandum stating allegations are "not sustained," "exonerated," or "unfounded" or, in the case of any sustained findings, after the issuing of the Corrective Action Order that has been signed by the Chief of Police or designee. Suspended investigations are not considered completed.

Certain records will be made available to an employee who has received a Notice of a Review Board:

1. Report(s) completed by the Office of Internal Affairs, a supervisor, or Human Resources investigators to include an Abbreviated Incident Review (AIR), an Internal Incident Review (IIR), the Investigator's Report, Findings Memorandum, or Controversion Memorandum(s);
2. Any evidence relied upon by the investigators in drafting their report(s);
3. Audio recordings of employee and witness interviews.

Reports and on-body video related to an internal investigation may be viewed unredacted in the Office of Internal Affairs. Unredacted copies will not be provided to the employee. If employees wish to receive additional documents, or redacted copies of DRs or OBV, they may file a public records request. Fees may apply in accordance with the Idaho Public Records Act.

1010.17 Notification to Idaho Peace Officer Standards and Training Council

State

The Chief of Police or authorized designee shall notify the Idaho Peace Officer Standards and Training (POST) Council whenever any officer resigns or is terminated as a result of any disciplinary action. The notification shall be made within 15 days of the resignation or termination (Idaho Code 19-5109).





1011 SEAT BELTS

Effective Date:	4/01/2024
Revised Date:	2/15/2024
Issuing Authority: Chief Ron Winegar	

1011.1 Purpose and Scope

Best Practice

This policy establishes guidelines for the use of seat belts and child restraint systems. This policy will apply to all members operating or riding in department vehicles.

1011.2 Policy

Best Practice

It is the policy of the Boise Police Department that members use seat belts and child restraint systems to reduce the possibility of death or injury in a motor vehicle collision, in accordance with federal and state laws and City of Boise policy.

REFERENCE

- 49 CFR § 571.213 Child Restraint Systems
- Idaho Code § 49-672 Passenger Safety for Children
- Idaho Code § 49-673 Safety Restraint Use
- City of Boise Regulation 4.80a Vehicle Usage (Section XIII., A.)

1011.3 Definitions

Federal

Definitions related to this policy include:

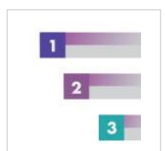
Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

1011.4 Wearing Seat Belts

State

All members shall wear properly adjusted seat belts when operating or riding in a seat equipped with restraints, in any vehicle owned, leased, rented, or operated by this department, while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained (Idaho Code 49-673).

Exceptions to the requirement to wear safety restraints seat belts may be made only in situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.





1011.5 Transporting Children

State

Children 6 years of age and under should be transported in compliance with Idaho's child restraint system requirements (Idaho Code 49-672).

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of seat belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles, provided this positioning meets federal safety standards the vehicle and child restraint system manufacturer's design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side airbag should be deactivated. If this is not possible, members should consider arranging alternative transportation when feasible.

1011.6 Transporting Suspects, Prisoners or Arrestees

Best Practice

Suspects, prisoners and arrestees should be in a seated position and secured in the rear seat of any department vehicle with a prisoner seat belt system or, when a prisoner seat belt system is not available, by seat belts provided by the vehicle manufacturer. The prisoner seat belt system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraint Policy.

1011.7 Inoperable Seat Belts

Best Practice

Department vehicles shall not be operated when the seat belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the seat belt is inoperable.

Department vehicle seat belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Chief of Police.

Members who discover an inoperable seat belt system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1011.8 Vehicles Manufactured Without Seat Belts

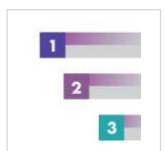
Best Practice

Vehicles manufactured and certified for use without seat belts or other restraint systems are subject to the manufacturer's operator requirements for safe use.

1011.9 Vehicle Airbags

Best Practice

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.





1023 PERSONAL APPEARANCE STANDARDS

Effective Date:	4/01/2024
Revised Date:	2/15/2024
Issuing Authority: Chief Ron Winegar	

1023.1 Purpose and Scope

Discretionary

This policy establishes guidelines for the use of seat belts and child restraint systems. This policy will apply to all members operating or riding in department vehicles.

1023.2 Grooming Standards

Discretionary

Unless otherwise stated, and because deviations from these standards could present officer safety issues, the following appearance standards shall apply to all employees, except those whose current assignment would deem them not appropriate, and where the Chief of Police has granted exception.

1023.2.1 Hair

Discretionary

Hairstyles of all members shall be neatly trimmed, clean, and well groomed. Hairstyles will be professional looking and limited to natural colors. Head hair will not be styled, sculpted, or carved in extreme fashions. The hairstyle shall not interfere with the proper wearing of the uniform hat, helmet, or air purifying respirator. The Chief of Police has the final discretion on approving a hair style.

For male sworn members, hair must not extend below the top edge of the uniform collar or cover any portion of the ear while assuming a normal stance. An officer assigned to investigative duties shall be allowed to maintain a hairstyle to the midpoint of the ears or cover no more than half of their ear.

For female sworn members, hair must be a short style or no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail.

1023.2.2 Mustaches

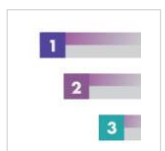
Discretionary

A short and neatly trimmed mustache of a naturally occurring color may be worn. Mustaches shall not extend below the corners of the mouth, over the upper lip, or beyond ½ inch of the corner of the mouth.

1023.2.3 Sideburns

Discretionary

Sideburns shall be trimmed and neat not extend below the bottom of the inner ear opening (the top





of the earlobes). They shall end in a horizontal line. The flare (lower portion of the sideburn) shall not exceed the width of the main portion of the sideburn by more than $\frac{1}{4}$ of the unflared width.

1023.2.4 Facial Hair

Discretionary

Facial hair is authorized, within the following guidelines. Authorization to grow facial hair is considered a privilege and shall remain at the discretion of the Chief of Police.

- Beards and goatees must be kept tidy, clean, and professional in appearance, and shall not exceed $\frac{1}{2}$ inch in length.
- Facial hair must be natural in color, complete, neatly trimmed, and shall not display exotic patterns, designs, or extreme styles.
- The neckline shall be kept clean shaven at all times.
- Employees in assignments which may require the use of an air purifying respirator mask may only be permitted to maintain a style of approved facial hair that does not interfere with a complete seal.

1023.2.5 Fingernails

Discretionary

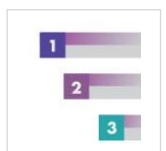
Fingernails extending beyond the tip of the finger can pose a safety hazard to officers or others. For this reason, fingernails shall be trimmed so that no point of the nail extends beyond the tip of the finger.

1023.2.6 Jewelry

Discretionary

For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the department member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

- Necklaces shall not be visible above the shirt collar.
- Earrings shall be no greater than $\frac{3}{16}$ inch in diameter and worn only in or on the earlobe.
- One ring or ring set may be worn on each hand of the department member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.
- One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.
- Wristwatches shall be conservative and present a professional image.
- Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.





1023.3 Tattoos

Discretionary

Employees are allowed to have visible tattoos with the following exceptions:

- No tattoos or body art shall be visible on the head, face, neck, scalp, hands, or visible teeth (excluding orthodontic appliances).
- A tattoo on a finger depicting a ring as long as it does not extend beyond the normal area a piece of jewelry would be worn and complies with the number of rings authorized in 1023.2.6.
- At no time while the member is on-duty or representing the Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material.

The Chief of Police has sole discretion in determining if a tattoo is offensive. If there are any questions about whether a tattoo would be in violation of this policy, the member shall request review by the Chief of Police prior to obtaining the tattoo.

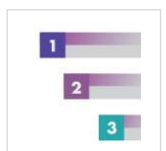
1023.4 Body Piercing or Alteration

Discretionary

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 alteration includes, but is not limited to:

- Tongue splitting or piercing.
- The complete or transdermal implantation of any material other than hair replacement or other reasonable cosmetic alterations.
- Abnormal shaping of the ears, eyes, nose or teeth.
- Visible branding or scarification.

If there is any question about a body piercing or alteration being in violation of this policy, the member shall request review by the Chief of Police prior to obtaining the procedure.





1026 POLICE DEPARTMENT BADGES

Effective Date:	10/6/2022
Revised Date:	9/29/2022
Issuing Authority: Chief Ron Winegar	

1026.1 Purpose and Scope

Best Practice

The Boise Police Department badge and uniform patch as well as the likeness of these items and the name of the Boise Police Department are property of the Police Department and their use shall be restricted as set forth in this policy.

1026.2 Policy

Best Practice

The uniform badge shall be issued to Police Department members as a symbol of authority and the use and display of issued or purchased badges shall be in strict compliance with this policy. Only authorized badges issued by the Police Department shall be displayed, carried or worn by members while on duty or otherwise acting in an official or authorized capacity.

1026.3 Definitions

Retired/Separated in Good Standing: Individuals are deemed to have retired or separated from service in "good standing" unless, at the time of separation:

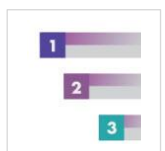
1. There was a determination made or action initiated to remove, or proposal to remove, the employee from employment;
2. The employee was the subject of a pending psychological fitness for duty evaluation or had been found not fit for duty based on a psychological determination;
3. There was an unadjudicated allegation of misconduct against the employee, the investigation of which produced evidence sufficient to support an adverse personnel action;
4. The employee left the agency following formal allegations of misconduct and/or unsatisfactory performance, or after being advised they would be removed from the agency; and/or
5. The employee was indefinitely suspended from duty with or without pay.

1026.4 Flat Badges

Best Practice

Sworn officers, with the written approval of the Chief of Police may purchase, at his/her own expense, a flat badge capable of being carried in a wallet. The use of the flat badge is subject to all the same provisions of policy as the uniform badge.

1. An officer may sell, exchange or transfer the flat badge he/she purchased to another officer within the Boise Police Department with the written approval of the Chief of Police.
2. Should the flat badge become lost, damaged or otherwise removed from the officer's control,





he/she shall make the proper notifications in accordance with BPD policy.

3. Officers who retire in good standing may keep their flat badge upon retirement.
4. The purchase, carrying or display of a flat badge is not authorized for non-sworn personnel.

1026.5 Professional Staff Personnel

Badges and Police Department identification cards issued to non-sworn personnel shall be clearly marked to reflect the position of the assigned employee (e.g. Community Service Specialist).

1. Non-sworn personnel shall not display any law enforcement badge except as a part of his/her uniform and while on duty, or otherwise acting in an official and authorized capacity.
2. Non-sworn personnel shall not display any law enforcement badge or represent him/ herself, on or off duty, in such a manner which would cause a reasonable person to believe that he/she is a sworn peace officer.

1026.6 Retiree Uniform Badge

Officers who retire in good standing may be gifted their assigned duty badge by the Department upon retirement, for display purposes. It is intended that the duty badge be used only as private memorabilia as other uses of the badge may be unlawful or in violation of this policy.

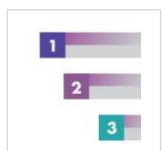
1026.7 Unauthorized Use

Except as required for on-duty use by current employees, no badge designed for carry or display in a wallet, badge case or similar holder shall be issued to anyone other than a current sworn officer, or sworn officer who has retired in good standing.

Department badges are issued to all sworn employees and professional staff uniformed employees for official use only. The badge, shoulder patch or the likeness thereof, or the name shall not be used for personal or private reasons including, but not limited to, letters, memoranda and electronic communications such as electronic mail or web sites and web pages.

The use of the badge, uniform patch and name for all material (printed matter, products or other items) developed for use shall be subject to approval by the Chief of Police.

Employees shall not loan their badge or identification card to others and shall not permit the badge or identification card to be reproduced or duplicated.





1030 EMPLOYEE SPEECH, EXPRESSION AND SOCIAL NETWORKING

Effective Date:	4/1/2024
Revised Date:	2/15/2024
Issuing Authority:	Chief Ron Winegar

1030.1 Purpose and Scope

Best Practice

This policy is intended to address issues associated with employee use of social networking sites and to provide guidelines for the regulation and balancing of employee speech and expression with the needs of the Department.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected or privileged under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit an employee from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, about matters of public concern, such as misconduct or corruption.

Employees are encouraged to consult with their supervisor regarding any questions arising from the application or potential application of this policy.

1030.1.1 Applicability

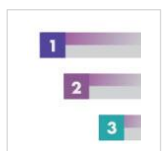
Best Practice

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech, use of all Internet services, including the World Wide Web, e-mail, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

1030.2 Policy

Best Practice

Public employees occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of this department. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that employees of this department be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Boise Police Department will carefully balance the individual employee's rights against the department's needs and interests when exercising a reasonable degree of control over its employees' speech and expression. Additionally, BPD employees are expected to adhere to City policy and any changes or updates that are implemented (reference Regulation 4.30n).





1030.3 Safety

Best Practice

Employees should consider carefully the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of the Boise Police Department employees, such as posting personal information in a public forum, can result in compromising an employee's home address or family ties. Employees should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any employee, an employee's family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

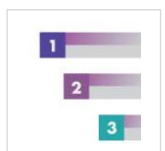
- Disclosing a photograph and name or address of an officer who is working undercover
- Disclosing the address of a fellow officer.
- Otherwise disclosing where another officer can be located off-duty.

1030.4 Prohibited Speech, Expression and Conduct

Best Practice

To meet the department's safety, performance and public trust needs, the following are prohibited unless the speech is otherwise protected (for example, an employee speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or officer associations, on a matter of public concern):

1. Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Boise Police Department or its employees.
2. Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Boise Police Department and tends to compromise or damage the mission, function, reputation or professionalism of the Boise Police Department or its employees. Examples may include:
 - a. Statements that indicate disregard for the law or the state or U.S. Constitution.
 - b. Expression that demonstrates support for criminal activity.
 - c. Participating in sexually explicit photographs or videos for compensation or distribution.
3. Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the employee as a witness (e.g., posting statements or expressions to a website that glorify or endorse dishonesty, unlawful discrimination or illegal behavior).
4. Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the employees of the Department. For example, a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape.
5. Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Boise Police Department.





6. Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment with the Department for financial or personal gain, or any disclosure of such materials without the express authorization of the Chief of Police or the authorized designee (Idaho Code 74-402).
7. Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Boise Police Department that could intentionally discredit the Department or propagate misinformation about BPD on any personal or social networking or other website or web page. An employee shall not distribute or utilize their department-issued photo for personal use.
8. Accessing websites for non-authorized purposes, or use of any personal communication device, game device or media device, whether personally or department-owned, for personal purposes while on-duty, except in the following circumstances:
 - When brief personal communication may be warranted by the circumstances (e.g., inform family of extended hours).
 - During authorized breaks, such usage should be limited as much as practicable to areas out of sight and sound of the public and shall not be disruptive to the work environment.

Employees must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

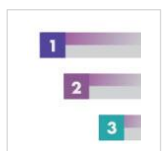
1030.4.1 Unauthorized Endorsements and Advertisements

Federal

While employees are not restricted from engaging in the following activities as private citizens or as authorized members of a recognized bargaining unit or officer associations, employees may not represent the Boise Police Department or identify themselves in any way that could be reasonably perceived as representing the Boise Police Department in order to do any of the following, unless specifically authorized by the Chief of Police (Idaho Code 74-402):

1. Endorse, support, oppose, or contradict any political campaign or initiative.
2. Endorse, support, oppose or contradict any social issue, cause, or religion.
3. Endorse, support, or oppose any product, service, company or other commercial entity.
4. Appear in any commercial, social, or nonprofit publication or any motion picture, file, video, public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization (e.g., bargaining group), is affiliated with this department, the employee shall give a specific disclaiming statement that any such speech or expression is not representative of the Boise Police Department. Employees retain their right to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of a recognized bargaining unit or officer associations, on political subjects and candidates at all times while off- duty. However, employees may not use their official authority or influence to interfere with or affect the result of an election or a nomination for office. Employees are also prohibited from directly or indirectly using their official authority to





coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1030.5 Privacy Expectation

Best Practice

Employees forfeit any expectation of privacy with regard to e-mails, texts or anything published or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any department technology system.

The Department reserves the right to access, audit and disclose for whatever reason any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Department, including the department e-mail system, computer network or any information placed into storage on any department system or device.

This includes records of all keystrokes or web-browsing history made at any department computer or over any department network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through department computers or networks.

1030.6 Considerations

Best Practice

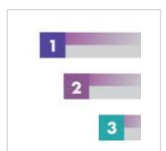
In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Chief of Police or authorized designee should consider include:

1. Whether the speech or conduct would negatively affect the efficiency of delivering public services.
2. Whether the speech or conduct would be contrary to the good order of the Department or the efficiency or morale of its members.
3. Whether the speech or conduct would reflect unfavorably upon the Department.
4. Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.
5. Whether similar speech or conduct has been previously authorized.
6. Whether the speech or conduct may be protected and outweighs any interest of the Department.

1030.7 Training

Best Practice

Subject to available resources, the Department should provide training regarding employee speech and the use of social networking to all members of the Department. As technology, media, and sources of information sharing and social networking evolve, BPD employees will be updated of any changes as it relates to this policy.



A large, faded watermark of a police badge is centered on the page. The badge is a seven-pointed star with a central seal. The text "POLICE OFFICER" is arched across the top, and "BOISE, IDAHO" is arched across the bottom. A small star is positioned between the two arches.

CHAPTER 11 - EXECUTIVE ORDERS





EO 2020-02 / ENTRIES IN PERFORMANCE MANAGEMENT SYSTEM

Effective Date:	8/25/2020
Revised Date:	8/25/2020
Issuing Authority:	Chief Ryan Lee

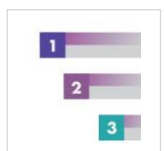
Section 1

Supervisors will not enter comments or criticisms into a performance management or appraisal system (GACR, ConnectBoise, or other such system) prior to discussing the comment or criticism with the involved employee in person. Once a comment is entered in the system, supervisors will not delete or amend the comment. Employees have the right to enter comments in response to supervisors' entries.

Section 2

It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual during the next update.

See signed order on next page.





EXECUTIVE ORDER



<i>Series</i>	<i>Number</i>	<i>Originating Date</i>	<i>Expiration Date</i>
2020	02	8/25/2020	N/A

Subject: *Entries in Performance Management System*

Section 1. Supervisors will not enter comments or criticisms into a performance management or appraisal system (GACR, ConnectBoise or other such system) prior to discussing the comment or criticism with the involved employee in person. Once a comment is entered in the system, supervisors will not delete or amend the comment. Employees have the right to enter comments in response to supervisors' entries.

Section 2. It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual during the next update.





EO 2020-03 / ROTATION OF PERSONNEL IN SPECIALTY UNITS

Effective Date:	9/10/2020
Revised Date:	9/10/2020
Issuing Authority: Chief Ryan Lee	

Section 1

Effective immediately, rotation of staffing in specialty units will be based on performance and the business needs of the organization, with the understanding that assignment to a specialty unit is a privilege rather than a right. Performance based rotation allows employees to stay in specialty positions so long as they are meeting, or exceeding, performance standards as determined by continual performance review.

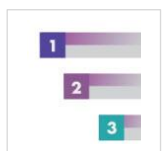
Other provisions:

- Officers assigned to all specialty units shall agree to stay in assignment for at least two (2) years, absent unforeseen circumstances. This will ensure the investment in training is partially realized and allow development of relationships. Unforeseen circumstances do not include the availability of a different assignment.
- The Department may eliminate specialty positions at the Chief’s discretion as discussed in the Collective Labor Agreement.
- Officers assigned to the Special Victims Unit, Narcotics positions, ICAC positions, and other positions as determined by the Chief shall undergo a mental health evaluation every two (2) years to determine whether they continue to be suited to the stress of working in the environment of the specialty unit to which they are assigned. A qualified, mutually agreed upon, mental health practitioner will issue a letter stating that he or she has conducted that evaluation and in his or her professional opinion the officer or task force agent is, or is not, suited to that specific environment or specialty assignment. The opinion letter will not contain specific results or discussion.

Section 2

It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual during the next update.

See signed order on next page.





EXECUTIVE ORDER



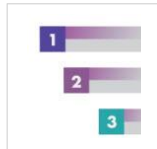
Series	Number	Originating Date	Expiration Date
2020	03	9/10/2020	N/A
Subject: <i>Rotation of Personnel in Specialty Units</i>			

Section 1. Effective immediately, rotation of staffing in specialty units will be based on performance and the business needs of the organization, with the understanding that assignment to a specialty unit is a privilege rather than a right. Performance based rotation allows employees to stay in specialty positions so long as they are meeting, or exceeding, performance standards as determined by continual performance review.

Other provisions:

- Officers assigned to all specialty units shall agree to stay in assignment for at least two (2) years, absent unforeseen circumstances. This will ensure the investment in training is partially realized and allow development of relationships. Unforeseen circumstances do not include the availability of a different specialty assignment.
- The Department may eliminate specialty positions at the Chief's discretion as discussed in the Collective Labor Agreement.
- Officers assigned to the Special Victims Unit, Narcotics positions, ICAC positions, and other positions as determined by the Chief shall undergo a mental health evaluation every two (2) years to determine whether they continue to be suited to the stress of working in the environment of the specialty unit to which they are assigned. A qualified, mutually agreed upon, mental health practitioner will issue a letter stating that he or she has conducted that evaluation and in his or her professional opinion the officer or task force agent is, or is not, suited to that specific environment or specialty assignment. The opinion letter will not contain specific results or discussion.

Section 2. It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual during the next update.





EO 2020-04 / RED CRIME SCENE TAPE

Effective Date:	11/01/2020
Revised Date:	10/26/2020
Issuing Authority:	Chief Ryan Lee

Section 1

Maintaining the inner crime scene area of a serious incident is essential to protecting and preserving evidence that requires documentation, processing and collection.

Section 2

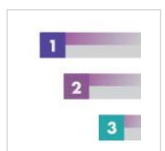
Currently, the Department uses yellow crime scene tape to cordon off the boundaries of the outer perimeter of crime scenes at serious incidents requiring the response of investigations. Members sometimes use additional yellow crime scene tape to identify areas within the inner crime scene where physical evidence has been located. As such, the use of the same yellow crime scene tape for the outer and inner perimeters makes it difficult to distinguish the identified areas.

Section 3

Effective November 1, 2020, members of the Boise Police Department will begin using red crime scene tape to identify the inner perimeter of a crime scene, where evidence processing and collection will take place.

In addition to identifying and marking the inner crime scene evidence area, the ranking member in charge of the crime scene shall assign an officer to protect this inner crime scene evidence area. The assigned officer will be responsible for notifying individuals within the crime scene that the area marked with red crime scene tape contains evidence requiring processing and should not be entered until processed, unless specific articulable circumstances require entry by a member. Entry shall be documented in the crime scene log.

See signed order on next page.





EXECUTIVE ORDER



Series	Number	Originating Date	Expiration Date
2020	04	10/26/2020	N/A
Subject: Red Crime Scene Tape			

Section 1. Maintaining the inner crime scene area of a serious incident is essential to protecting and preserving evidence that requires documentation, processing and collection.

Section 2. Currently, the Department uses yellow crime scene tape to cordon off the boundaries of the outer perimeter of crime scenes at serious incidents requiring the response of Investigations. Members sometimes use additional yellow crime scene tape to identify areas within the inner crime scene where physical evidence has been located. As such, the use of the same yellow crime scene tape for the outer and inner perimeters makes it difficult to distinguish the identified areas.

Section 3. Effective November 1, 2020, members of the Boise Police Department will begin using red crime scene tape to identify the inner perimeter of a crime scene, where evidence processing and collection will take place.

In addition to identifying and marking the inner crime scene evidence area, the ranking member in charge of the crime scene shall assign an officer to protect this inner crime scene evidence area. The assigned officer will be responsible for notifying individuals within the crime scene that the area marked with red crime scene tape contains evidence requiring processing and should not be entered until processed, unless specific articulable circumstances require entry by a member. Entry shall be documented in the crime scene log.

Ryan Lee, Chief of Police





EO 2020-05 / ITEMS GIFTED TO RETIRING OFFICERS

Effective Date:	1/04/2021
Revised Date:	12/31/2020
Issuing Authority: Chief Ryan Lee	

1185.1 Section 1

Boise Police Department Policy 8.006 lists items that are gifted to retiring officers, including their issued duty weapon and issued duty magazines. The policy states that the gifting “practice will be reviewed by the Department annually to determine whether it continues to serve the best interests of the City.”

1185.2 Section 2

The City of Boise is facing an unprecedented financial challenge and it is incumbent upon each Department to implement measures to save money.

1185.3 Section 3

It is no longer in the best interest of the City to gift valuable equipment to retiring employees. Retiring employees will now return all issued equipment, with the exception of a name tag and chest badge. In addition, one pair of handcuffs may be gifted for inclusion on a plaque. This measure will reduce BPD’s minor equipment costs without negatively affecting officer safety.

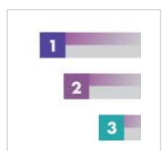
1185.4 Section 4

A retiring officer may purchase his or her duty weapon pursuant to the process and price established by DFA.

1185.5 Section 5

It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual in the next update.

See signed order on next page.





EXECUTIVE ORDER



Series	Number	Originating Date	Expiration Date
2020	05	12/31/2020	N/A
Subject: <i>Items Gifted to Retiring Officers- Amended</i>			

Section 1. Boise Police Department Policy 8.006 lists items that are gifted to retiring officers, including their issued duty weapon and issued duty magazines. The policy states that the gifting "practice will be reviewed by the Department annually to determine whether it continues to serve the best interests of the City."

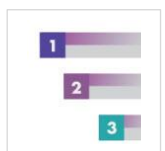
Section 2. The City of Boise is facing an unprecedented financial challenge and it is incumbent upon each Department to implement measures to save money.

Section 3. It is no longer in the best interest of the City to gift valuable equipment to retiring employees. Retiring employees will now return all issued equipment, with the exception of a name tag and chest badge. In addition, one pair of handcuffs may be gifted for inclusion on a plaque. This measure will reduce BPD's minor equipment costs without negatively affecting officer safety.

Section 4. A retiring officer may purchase his or her duty weapon pursuant to the process and price established by DFA.

Section 5. It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual in the next update.

Ryan Lee, Chief of Police





EO 2021-01/ OC AEROSOL USAGE

Effective Date:	5/21/2021
Revised Date:	4/26/2021
Issuing Authority:	Chief Ryan Lee

Section 1

Boise Police Department Policy 17.005 states the Department's policy for carrying and using OC (Oleoresin Capsicum, commonly known as pepper spray). The policy states situations where OC usage may be approved for use on a passive resistor during a peaceful demonstration. The policy does not require advance warning prior to OC usage.

Section 2

These practices do not align with current best practice and crowd management standards and have the potential to create legal risk to the Department.

Section 3

The following sentence will be removed from Policy 17.005 and this practice will be discontinued:

- "An officer's use of OC Aerosol on a passive resistor during peaceful demonstrations shall be determined by the Incident Commander."

Section 4

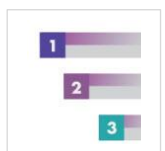
Two phrases will be added to the policy and implemented in practice:

- a. "An officer shall not use OC Aerosol indiscriminately against a crowd or group of persons, or against an individual or group of persons who is passively resisting arrest."
- b. "A verbal warning is required if feasible and unless giving the warning would compromise the safety of the officer or others."

Section 5

It is intended that this order, or similar language, will be incorporated into Section 17.005 OC Aerosol in its next regular revision.

See signed order on next page.





EXECUTIVE ORDER



<i>Series</i>	<i>Number</i>	<i>Originating Date</i>	<i>Effective Date</i>	<i>Expiration Date</i>
2021	01	4/26/2021	5/21/2021	N/A

Subject: *OC Aerosol Usage*

Section 1. Boise Police Department Policy 17.005 states the Department’s policy for carrying and using OC (Oleoresin Capsicum, commonly known as pepper spray). The policy states situations where OC usage may be approved for use on a passive resistor during a peaceful demonstration. The policy does not require advance warning prior to OC usage.

Section 2. These practices do not align with current best practice and crowd management standards and have the potential to create legal risk to the Department.

Section 3. The following sentence will be removed from Policy 17.005 and this practice will be discontinued:

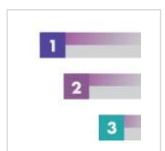
- “An officer’s use of OC Aerosol on a passive resistor during peaceful demonstrations shall be determined by the Incident Commander.”

Section 4. Two phrases will be added to the policy and implemented in practice:

- “An officer shall not use OC Aerosol indiscriminately against a crowd or group of persons, or against an individual or group of persons that are passively resisting arrest.”
- “A verbal warning is required if feasible and unless giving the warning would compromise the safety of the officer or others.”

Section 5. It is intended that this order, or similar language, will be incorporated into Section 17.005 OC Aerosol in its next regular revision.

Ryan Lee, Chief of Police





EO 2021-02 / DISSEMINATION OF INFORMATION

Effective Date:	5/09/2021
Revised Date:	4/29/2021
Issuing Authority:	Chief Ryan Lee

Section 1

The Boise Police Department Policy & Procedures Manual currently does not have a separate section covering the dissemination of information.

Section 2

Section 11.014 of the Manual (Conduct/Confidentiality) states that:

“No employee shall divulge any confidential information obtained in the course of employment with the Department unless released through public records request or through cooperation with other law enforcement agencies in furtherance of an investigation.”

Section 3

Section 12.006 of the Manual (Internal Investigations and Discipline/Confidentiality) states that:

“An investigating supervisor or any others involved in the investigative or disciplinary processes shall not divulge any information contained in the file to others not involved in the investigative or disciplinary processes. The Department may make synopses of investigations and outcomes of such investigations public, provided it is done in a manner which will not reveal employees’ identities to the general reader.”

Section 4

In order to document a standard to be universally applicable throughout the Department, additional language will be added to the Policy & Procedures Manual.

The title of Section 11.014 will be changed from “Confidentiality” to “Dissemination of Information”, and it will now state:

“Members shall treat the official business of the Department as confidential. Information regarding official business shall be disseminated only to those for whom it is intended, in accordance with established procedures and in compliance with Criminal Justice Information Services (CJIS) Security Policy. Members may remove or copy official records or reports from a police installation only in accordance with established procedures. Information obtained from any Boise Police data system, including but not limited to ITS, ACISS, NCIC, DMV or any similar systems are not for public disclosure, nor should they be accessed for personal reasons. Questions concerning the legality and appropriateness of document/record dispersal should be referred to the Records Division supervisor and/or City Attorney.

Members, in their official capacities, shall not betray the trust of any person who confides pertinent and confidential information to them. They shall not reveal information as to an informant’s identity or the information that was provided, unless otherwise directed by their supervisor or by a court of law.





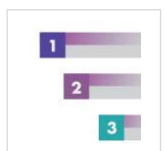
Boise Police Department Policy Manual

Members shall not provide information directly or indirectly that may enable any person to avoid arrest, punishment, or to conceal or dispose of goods, money, or other valuable things stolen or otherwise unlawfully obtained.

An investigating supervisor or any others involved in the investigative or disciplinary processes shall not divulge any information contained in the file to others not involved in the investigative or disciplinary processes. The Department may make synopses of investigations and outcomes of such investigations public, provided it is done in a manner which will not reveal employees' identities to the general reader.

No employee shall divulge any confidential information obtained in the course of employment with the Department unless released through public records request or through cooperation with other law enforcement agencies in furtherance of an investigation.”

See signed order on next page.





EXECUTIVE ORDER



Series	Number	Originating Date	Effective Date	Expiration Date
2021	02	4/29/2021	5/09/2021	N/A

Subject: *Dissemination of Information*

Section 1. The Boise Police Department Policy & Procedures Manual currently does not have a separate section covering the dissemination of information.

Section 2. [Section 11.014 of the Manual \(Conduct/Confidentiality\)](#) states that:

“No employee shall divulge any confidential information obtained in the course of employment with the Department unless released through public records request or through cooperation with other law enforcement agencies in furtherance of an investigation.”

Section 3. [Section 12.006 of the Manual \(Internal Investigations and Discipline/Confidentiality\)](#) states that:

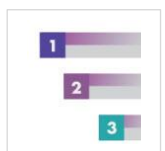
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Members, in their official capacities, shall not betray the trust of any person who confides pertinent and confidential information to them. They shall not reveal information as to an



informant's identity or the information that was provided, unless otherwise directed by their supervisor or by a court of law.

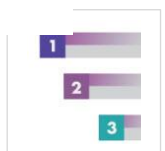
Members shall not provide information directly or indirectly that may enable any person to avoid arrest, punishment, or to conceal or dispose of goods, money, or other valuable things stolen or otherwise unlawfully obtained.

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No employee shall divulge any confidential information obtained in the course of employment with the Department unless released through public records request or through cooperation with other law enforcement agencies in furtherance of an investigation."



Ryan Lee, Chief of Police





EO 2021-03 / VOLUNTEERS

Effective Date:	6/20/2021
Revised Date:	6/09/2021
Issuing Authority: Chief Ryan Lee	

Section 1

Boise Police Department (BPD) believes that volunteers are a positive force within the organization, and uses volunteers where appropriate to enhance the mission, goals, and efforts of the BPD as well as to promote community involvement, awareness, and support. This order is intended to clarify the policy that governs BPD’s volunteer program.

Section 2

Regulation 2.01p in the City of Boise Employee Policy Handbook establishes uniform processes for onboarding and managing volunteers, and details responsibilities for volunteers and hiring departments. The regulation is applicable to all City departments who utilize volunteers, and to all volunteers and unpaid interns.

Section 3

Boise Police Department has established processes and procedures for volunteers but lacks a separate departmental volunteer policy. It is the expectation and requirement that all BPD employees involved in onboarding, supervising, and utilizing volunteers shall comply with Regulation 2.01p and ensure that all internal BPD processes and procedures align with City of Boise policy.

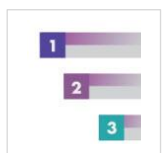
Section 4

At Department discretion, BPD may opt to implement volunteer screening processes that are more stringent than those specified in Regulation 2.01p. More stringent background check steps will be required for any volunteer where appropriate for their anticipated role, even when a background check is not expressly required by City policy. For example, BPD will require a background check for all volunteers who work inside a BPD facility, and/or have access to CJIS data or BPD networks, regardless of their level of supervision by BPD employees.

Section 5

It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual during the next update.

See signed order on next page.





EXECUTIVE ORDER



<i>Series</i>	<i>Number</i>	<i>Originating Date</i>	<i>Effective Date</i>	<i>Expiration Date</i>
2021	03	06/09/2021	06/20/2021	N/A

Subject: *Volunteers*

Section 1. Boise Police Department (BPD) believes that volunteers are a positive force within the organization, and uses volunteers where appropriate to enhance the mission, goals, and efforts of the BPD as well as to promote community involvement, awareness, and support. This order is intended to clarify the policy that governs BPD’s volunteer program.


Section 2. Regulation 2.01p in the City of Boise Employee Policy Handbook establishes uniform processes for onboarding and managing volunteers, and details responsibilities for volunteers and hiring departments. The regulation is applicable to all City departments who utilize volunteers, and to all volunteers and unpaid interns.

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Section 4. At Department discretion, BPD may opt to implement volunteer screening processes that are more stringent than those specified in Regulation 2.01p. More stringent background check steps will be required for any volunteer where appropriate for their anticipated role, even when a background check is not expressly required by City policy. For example, BPD will require a background check for all volunteers who work inside a BPD facility, and/or have access to CJIS data or BPD networks, regardless of their level of supervision by BPD employees.

Section 5. It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual in the next update.

Attachment: Regulation 2.01p


Ryan Lee, Chief of Police





EO 2021-04 / LATERAL VASCULAR NECK RESTRAINT (LVNR)

Effective Date:	6/28/2021
Revised Date:	6/14/2021
Issuing Authority:	Chief Ryan Lee

Section 1

Boise Police Department historically authorized the usage of the LVNR technique by trained officers. The usage of this technique was governed by Use of Force Policy 1.001, and Procedure P-1.001 in the Boise Police Department Policy & Procedure Manual detailed guidelines for LVNR use, medical checks, reporting, and Blue Team review practices.

Section 2

The use of LVNR by BPD officers ended on June 25, 2020, when a moratorium was announced by Acting Chief Ron Winegar.

Section 3

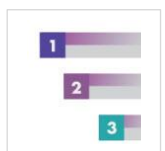
This moratorium will be extended indefinitely, and the Boise Police Department will suspend the use of LVNR, except in situations where deadly force is authorized.

This decision aligns with the 2020 recommendations by the International Association of Chiefs of Police (IACP) and the US Department of Justice and is due to the inherently dangerous nature of vascular neck restraints and associated liability and risks.

Section 4

It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual during the next update.

See signed order on next page.





EXECUTIVE ORDER



Series	Number	Originating Date	Effective Date	Expiration Date
2021	04	06/14/2021	06/28/2021	N/A

Subject: *Lateral Vascular Neck Restraint (LVNR)*

Section 1. Boise Police Department historically authorized the usage of the LVNR technique by trained officers. The usage of this technique was governed by Use of Force Policy 1.001, and Procedure P-1.001 in the Boise Police Department Policy & Procedure Manual detailed guidelines for LVNR use, medical checks, reporting, and Blue Team review practices.

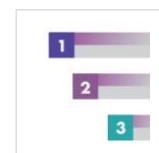
Section 2. The use of LVNR by BPD officers ended on June 25, 2020, when a moratorium was announced by Acting Chief Ron Winegar.

Section 3. This moratorium will be extended indefinitely, and the Boise Police Department will suspend the use of LVNR, except in situations where deadly force is authorized.

This decision aligns with the 2020 recommendations by the International Association of Chiefs of Police (IACP) and the US Department of Justice and is due to the inherently dangerous nature of vascular neck restraints and associated liability and risks.

Section 4. It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual in the next update.


 Ryan Lee, Chief of Police





EO 2022-02 / USE OF NALOXONE

Effective Date:	4/18/2022
Revised Date:	4/18/2022
Issuing Authority:	Chief Ryan Lee

Section 1

Boise Police Department does not currently have a policy or procedure in place regarding the use of naloxone for incidents of suspected opioid overdose.

Section 2

With the growing national trend of opioid use and resulting deaths, the Centers for Disease Control and Prevention (CDC) supports the administering of naloxone to individuals displaying symptoms consistent with opiate/opioid overdose. Naloxone is a medication designed to rapidly reverse the effects of an opioid overdose and restore normal breathing, with potentially life-saving results. Narcan is a commonly used brand of naloxone.

Section 3

Effective immediately, it shall be the policy of Boise Police Department that members who have been trained in the safe and proper use of naloxone may be issued a Narcan kit and shall be authorized to carry and administer the medication for incidents of suspected opioid overdose. Trained officers shall administer naloxone (Narcan) in accordance with applicable laws and CDC guidelines. The objective of deploying this program is to reduce the number of fatal opiate overdoses and to increase employee safety.

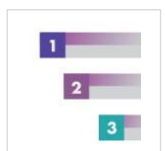
Section 4

The Training, Education, and Development Division Captain will be responsible for establishing best-practice procedures for the implementation of this program and for delivering training on the safe and proper use of naloxone.

Section 5

It is intended that this order, or similar language, will be incorporated into the Boise Police Department Policy and Procedures Manual in the next update. This Order will remain in effect until the policy is enacted in the Manual.

See signed order on next page.





EXECUTIVE ORDER



Series	Number	Originating Date	Effective Date	Expiration Date
2022	02	4/18/2022	04/18/2022	N/A

Subject: *Use of Naloxone*

Section 1. Boise Police Department does not currently have a policy or procedure in place regarding the use of naloxone for incidents of suspected opioid overdose.

Section 2. With the growing national trend of opioid use and resulting deaths, the Centers for Disease Control and Prevention (CDC) supports the administering of naloxone to individuals displaying symptoms consistent with opiate/opioid overdose. Naloxone is a medication designed to rapidly reverse the effects of an opioid overdose and restore normal breathing, with potentially life-saving results. Narcan is a commonly used brand of naloxone.

Section 3. Effective immediately, it shall be the policy of Boise Police Department that members who have been trained in the safe and proper use of naloxone may be issued a Narcan kit and shall be authorized to carry and administer the medication for incidents of suspected opioid overdose. Trained officers shall administer naloxone (Narcan) in accordance with applicable laws and CDC guidelines. The objective of deploying this program is to reduce the number of fatal opiate overdoses and to increase employee safety.

Section 4. The Training, Education, and Development Division Captain will be responsible for establishing best-practice procedures for the implementation of this program and for delivering training on the safe and proper use of naloxone.

Section 5. It is intended that this order, or similar language, will be incorporated into the Boise Police Department Policy and Procedures Manual in the next update. This Order will remain in effect until the policy is enacted in the Manual.

Ryan Lee, Chief of Police





EO 2022-03 / PERSONAL APPEARANCE-BEARDS AND GOATEES

This executive order was rescinded and replaced on 4/1/2024 with new Policy 1023





EO 2023-01 / PM 5.000 CRITICAL AND TRAUMATIC INCIDENTS

Effective Date:	1/30/2023
Revised Date:	1/31/2023
Issuing Authority:	Chief Ron Winegar

1100.1 Section 1

Boise Police Department Policy 5.005 Placement on Administrative Leave states "following an employee-involved critical incident, the involved employee will be placed on administrative leave for 40 hours, not to exceed 7 calendar days, to exclude previously scheduled overtime."

1100.2 Section 2

The Boise Police Department recognizes the need to provide paid administrative leave to involved employees of a critical incident. This administrative time is to allow the involved employee time to complete investigative requirements and provide the start of restorative wellness.

1100.3 Section 3

To achieve the objectives of paid administrative leave, the Boise Police Department will continue to place involved employees on administrative leave for a minimum of 40 hours. We recognize some employees may need additional time; therefore, the Chief of Police or their designee, are authorized to allow up to an additional 40 hours of paid administrative leave upon request of the involved employee. If the department is notified by an approved mental health professional the involved employee needs more than the allowed time beyond the additional 40 hours, the Chief of Police, or their designee, will work with Human Resources to address the needs of the involved employee.

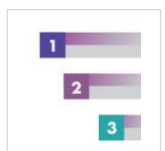
The department will work with the City and County Prosecutors offices to set over any court subpoenas while on paid administrative leave.

Involved employees on paid administrative leave will not be allowed to work any overtime or special event overtime while in this status.

1100.4 Section 4

It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual in the next update.

See signed order on next page





EXECUTIVE ORDER



Series	Number	Originating Date	Effective Date	Expiration Date
2023	01	01/26/2023	01/30/2023	N/A

Subject: PM 5.000 Critical and Traumatic Incidents

Section 1. Boise Police Department Policy 5.005 Placement on Administrative Leave states “following an employee-involved critical incident, the involved employee will be placed on administrative leave for 40 hours, not to exceed 7 calendar days, to exclude previously scheduled overtime.”

Section 2. The Boise Police Department recognizes the need to provide paid administrative leave to involved employees of a critical incident. This administrative time is to allow the involved employee time to complete investigative requirements and provide the start of restorative wellness.

Section 3. To achieve the objectives of paid administrative leave, the Boise Police Department will continue to place involved employees on administrative leave for a minimum of 40 hours. We recognize some employees may need additional time, therefore the Chief of Police or their designee, are authorized to allow up to an additional 40 hours of paid administrative leave upon request of the involved employee. If the department is notified by an approved mental health professional the involved employee needs more than the allowed time beyond the additional 40 hours, the Chief of Police, or their designee, will work with Human Resources to address the needs of the involved employee.

The department will work with the City and County Prosecutors offices to set over any court subpoenas while on paid administrative leave.

Involved employees on paid administrative leave will not be allowed to work any overtime or special event overtime while in this status.

Section 4. It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual in the next update.


 Ron Winegar, Interim Chief of Police





EO 2023-02 / REPORTING REQUIREMENTS FOR NALOXONE DEPLOYMENT, PROPERTY DAMAGE AND ANIMAL DESTRUCTION

Effective Date:	4/15/2023
Revised Date:	3/28/2023
Issuing Authority: Chief Ron Winegar	

Section 1

Boise Police Department Policies 9.001 (Firearms Authorization), 10.002 (Damage or Loss of Property), and 11.051 (Treatment of Animals) all list requirements that supervisors shall report intentional firearms discharges related to animal destruction and damage of property to the Office of Internal Affairs (OIA) through Blue Team. Boise Police Department Executive Order 2022-02 lists reporting requirements for the deployment of Naloxone.

Section 2

The BPD OIA, City Legal, and the Office of Risk Management have determined that these reports are no longer necessary.

Section 3

Effective immediately, property damage resulting from officers' performance of duty (such as door kicks to assist in medical emergencies or breaking out windows in vehicles) and firearm discharges related to dangerous or injured animals (animals are property under Idaho State Code) do not need to be documented in BlueTeam. Supervisors shall still be notified in these cases and will initiate a BlueTeam only if there appears to be a policy violation (e.g., unauthorized forced entry).

Officers will document the event in an ITS report, ensuring the following language is placed in the Probable Cause section:

"PROPERTY DAMAGE" for forced doors or broken windows **"ANIMAL DISPATCH"** for destruction of an animal

This ITS report will serve to memorialize the event, and the use of these words in the PC block will allow for collecting relevant statistics. Members will ensure that the "Claim for damage information" form is provided to responsible parties as appropriate, and document that this occurred in the report as well.

For a period of 90 days following the effective date of this executive order, Naloxone deployment will no longer be documented in BlueTeam, and officers will not necessarily need to document this information in ITS reports (unless the information is relevant to another documented police action). BPD Executive Order 2022-02 will also be held in abeyance during this 90-day period. Instead, supervisors will ensure that Naloxone deployment is documented through the "Naloxone Usage" form posted on the BPD Intranet under "Reference Material & Videos" and "Forms" section. This information is required to support a federal grant that provides funding for the Naloxone. At the end of the 90-day trial period, usage of the new form will be reevaluated and either implemented permanently, or EO 2022-02 will be reinstated (at the discretion of the Chief of Police).





Section 4

It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual in the next update.

See signed order on next page.





EXECUTIVE ORDER



Series	Number	Originating Date	Effective Date	Expiration Date
2023	02	03/28/2023	04/15/2023	N/A

Subject: **Reporting Requirements for Naloxone Deployment, Property Damage and Animal Destruction**

Section 1. Boise Police Department Policies 9.001 (Firearms Authorization), 10.002 (Damage or Loss of Property), and 11.051 (Treatment of Animals) all list requirements that supervisors shall report intentional firearms discharges related to animal destruction and damage of property to the Office of Internal Affairs (OIA) through Blue Team. Boise Police Department Executive Order 2022-02 lists reporting requirements for the deployment of Naloxone.

Section 2. The BPD OIA, City Legal, and the Office of Risk Management have determined that these reports are no longer necessary.

Section 3. Effective immediately, property damage resulting from officers' performance of duty (such as door kicks to assist in medical emergencies or breaking out windows in vehicles) and firearm discharges related to dangerous or injured animals (animals are property under Idaho State Code) do not need to be documented in BlueTeam. Supervisors shall still be notified in these cases and will initiate a BlueTeam only if there appears to be a policy violation (e.g., unauthorized forced entry).

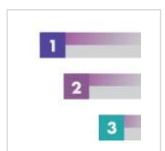
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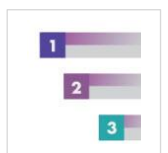
form will be reevaluated and either implemented permanently, or EO 2022-02 will be reinstated (at the discretion of the Chief of Police).

Section 4. It is intended that this order, or similar language, will be incorporated into the Policy and Procedures Manual in the next update.



Ron Winegar, Chief of Police







Boise Police Department Organizational Chart

Revised: 1/16/2024

CHIEF OF POLICE
Ron Winegar

DEPUTY CHIEF OF POLICE
Tammany Brooks

COMMUNICATION SR. MANAGER
Haley Williams

COMMUNITY OUTREACH DIVISION
CPT Mike Ruffalo

CRIMINAL INVESTIGATION DIVISION
CPT Matt Jones

PATROL DIVISION
CPT James Quackenbush

TRAINING DIVISION
CPT Michael Hill

ADMINISTRATIVE SUPPORT DIVISION
CAO Jodi McCrosky

PROFESSIONAL STANDARDS DIVISION
CPT Jeff Niya

LT Tim Brady
• Criminal Intel (CIU)
• Neighborhood Contact Officers
• School Resource Officers
• Front Counter

LT Matt Sly
• Bike Patrol
• Behavioral Health Motors
• Night STEP
• Special Events

Airport
LT Dave Hunsaker

Boise State University
LT Chris Davis

LT Andrew Linn
• Property Crimes
• Financial Crimes
• Violent Crimes
• Domestic Violence
• CITF
• CID Community Service Specialists

LT Tim Kukla
• Narcotics

LT Josiah Ransom
• Special Victims
• ICAC/RCFL
• Victim Witness

Patrol Lieutenants:
• LT Corey Smith (XO)
• LT Steve Butler
• LT Kevin Wittmuss
• LT Scott Nicholls
• LT Terry Weir
• LT Travis Poore
• LT Russ Mengel

• Canine Unit
• Community Service Specialists (CSS)
• Telephone Reporting (TRU)
• UAS/Drone Unit

LT Doug Ericsson
• Training

• Armory
• Patrol Academy
• Range
• Special Ops Group (SOG)

Support Svcs Mgr
Chris W. Davis

• Archives
• Crime Analysis/NIBRS
• Police Stores & Supply
• Public Records Requests
• Records
• Strategic Services
• Transcription

• Abandoned Vehicles
• Crime Lab
• Crime Prevention
• Facilities
• Fleet
• Liaison for City Finance/IT / Legal
• Project Management
• Strategic Planning
• Volunteer/Greenbelt Program

LT Adam Nielsen
• Office of Internal Affairs
• Light Duty

• Background Investigations
• Professional Standards
• Policy
• Recruitment
• Liaison for City HR/Personnel



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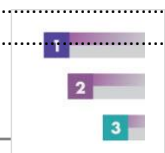
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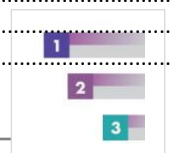
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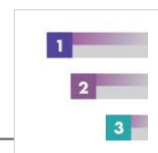
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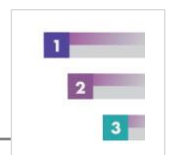
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BPD POLICY & PROCEDURES MANUAL (LEGACY)

[GO TO NEW MANUAL](#)



Policy & Procedures Manual

January 2019

Revision Effective 11/15/2023

PROTECT, SERVE, AND LEAD OUR COMMUNITY TO A SAFER
TOMORROW

4/1/2024



PROTECT, SERVE, AND LEAD OUR COMMUNITY TO A SAFER TOMORROW

7/27/2022 This page moved into Preface of new BPD Policy Manual (no change)

[POLICY MANUAL](#)

[PROCEDURE MANUAL](#)

BOISE POLICE DEPARTMENT

POLICY MANUAL

LAST UPDATE JANUARY, 2019



BOISE POLICE DEPARTMENT POLICY

POLICY MANUAL INTRODUCTION

It shall be the ultimate responsibility of the Chief of Police to deliver law enforcement services based on the needs of the City of Boise. The Boise Police Department enforces The Constitution of the United States, the laws of the State of Idaho and the City of Boise, in a fair and impartial manner.

Policing Intent

The Boise Police Department recognizes we derive our authority from the community we serve and we are an integral element of the community we serve; hence, we dedicate ourselves to working with our citizenry at all levels. We are committed to building and strengthening partnerships within our community, with the goal of preventing, lessening and solving crime and working with others on problems precluding us from achieving Boise City's vision of becoming the livable city in the country.

The Boise Police Department Policy Manual is organized by operational and administrative section. Policies reflect the Department's mission statement, core values, ethics, guiding principles, and the general parameters of Department operations.

The Boise Police Department Procedures Manual is a collection of both the generally applicable and division specific essential procedures, organized by operational and administrative section. Procedures shall not be in conflict with, replace, or supersede anything in the approved Policy Manual. Each procedure is a written directive, applicable to all who perform the action or task. The Division Commander may specify some procedures specific to the division. Division specific procedures included in the Procedure Manual shall be limited to those stating the essential elements of the law enforcement action. Failure to perform the specified action in accordance with the procedure is inconsistent with one or more department policies.

Controlling Terms

Shall: Mandatory

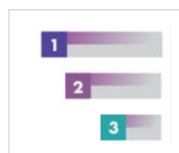
Will: Indicates compliance as conditions permit.

Should: Advisory.

May: Permissive, depending upon sound judgment.

Both the Policy Manual and the Procedures Manual are for department use only and do not apply to any criminal or civil proceedings. Department policy and procedure should not be construed as a creation of higher legal standards of safety or care in an evidentiary sense with respect to third party claims. The failure of an employee to conform to any provision of policy, procedure, or command directives related to the performance of their duty, may form the basis for an administrative investigation and any resulting discipline.

The manuals are in addition to the *City of Boise's Employee Policy Handbook*, except as necessary to give effect to the express terms of the *Collective Labor Agreement*



BOISE POLICE DEPARTMENT POLICY

between the City of Boise and Local 486 of the International Brotherhood of Police Officers. Due to legal and/or safety concerns related to law enforcement services, it may be necessary for the Boise Police to implement rules and procedures that vary from the *City of Boise's Employee Policy Handbook*. In such cases, the variance will be clearly identified and, in the event of a conflict, the department policy and procedure will prevail. The Policy Committee Chairperson will work with Boise City Human Resources to resolve any policy conflicts.

Additional resources for direction include:

City of Boise's Employee Policy Handbook (applicable to all City of Boise employees)

Collective Labor Agreement (applicable to contract employees)

The Officer's Resource Guide (ORG) (a Job Performance Aid)

Critical Incident Task Force Manual

In order to make the Policy Manual and Procedure Manual effective working documents for Department employees, it is encouraged for users to provide comments on their accuracy and usability. Any comments and recommendations for change should be directed to the Policy Committee Chairperson.

The manual is intended primarily as a reference document for Department employees.

BOISE POLICE DEPARTMENT COMMAND GROUPS

7/27/2022 This section replaced by new Policy 200 Organizational Structure and Responsibility

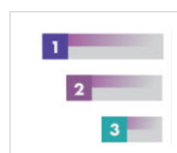
Group names follow a specified designation, based on the rank of the individual directly in command of the particular group.

COMMANDED BY	GROUP NAME	EXAMPLE
Chief	Department	Boise Police Department
Deputy Chief	Department	Boise Police Department
Captain/Commander	Division	Patrol Division
Lieutenant/Mid-Level Manager/ Watch Commander/Lieutenant	Section or Watch (multiple teams or functions)	Victim/Witness or Days Watch
Sergeant/Supervisor	Unit(s) or Team	Valley Nights SMT Team
Other small groups as defined by the Division Commander	Unit, Team, or Office	Purchasing Unit

CORE VALUES

7/27/2022 Added to preface of new policy (no change)

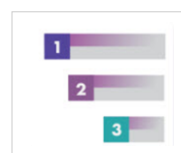
- **Safety:** Safety is of paramount importance in all aspects of our work. We regard the safety of our employees, our citizens, and our communities as our highest priority.
- **Service:** We are committed to making decisions in the best interest of the community we serve, providing the highest quality police services, and exceeding our customers' expectations. We embrace community input and



**BOISE POLICE DEPARTMENT
POLICY**

involvement to enhance public safety, prevent and solve crime, and address quality of life issues.

- **Leadership:** We strive to maintain the proud tradition of our past while meeting the challenges of our future. We expect our employees to be leaders in our organization and community. We believe in doing the right thing, in the right way, at the right time, and for the right reasons.
- **Accountability:** We strive to be courageous, fair, and decisive and hold ourselves accountable for our actions and decisions. We operate openly, maintaining public trust and confidence.
- **Professionalism:** We require the highest professional and ethical standards and demonstrate honesty and integrity in our words and actions. We treat everyone with respect and dignity, preserve life, protect property, and respect constitutional rights while enforcing the law with fairness and impartiality.
- **Creativity:** We provide an environment that fosters creative thinking and an individualized and innovative approach to each situation. We continuously seek employee input to improve our practices, programs, and services.



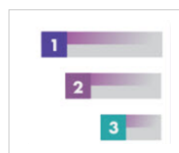
**BOISE POLICE DEPARTMENT
POLICY**

~~IDAHO LAW ENFORCEMENT CODE OF ETHICS~~

7/27/2022 Removed from BPD manual (not migrating to new manual, and planned to be replaced in the future with a BPD-specific code of ethics per Chief Lee.

~~As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality, and justice. I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. In furtherance of these duties, I hereby adopt and accept the following code of conduct:~~

- ~~• I shall conduct myself at all times in a manner that does not damage or have the likely result of damaging or bringing the public image, integrity, or reputation of my department or myself into discredit or disrepute.~~
- ~~• I shall not possess or consume alcoholic beverages on duty or while in uniform on duty or off duty, except as expressly required for the lawful performance of my duties. Nor shall I unlawfully possess, sell, consume, use or assist in the use of any illegal or unauthorized drugs or medications on duty or off duty. c. I shall not engage in any illegal or unlawful harassment or intimidation of another, nor shall I permit personal prejudices, political beliefs, animosities, or friendships to influence my decisions.~~
- ~~• I shall not lie, give misleading information, or falsify written or verbal communications in official reports or in my actions with another person or organization when it is reasonable to expect that such information may be relied upon because of my position or affiliation with my department.~~
- ~~• I shall willfully observe and obey the lawful verbal and written rules, duties, policies, procedures, and practices of my department. I shall also subordinate my personal preferences and work priorities to the lawful verbal and written rules, duties, policies, procedures and practices of my department, as well as to the lawful orders and directives of supervisors and superior command personnel of my department. I shall willfully perform all lawful duties and tasks assigned by supervisory and/or superior-ranked personnel. Direct, tacit, or constructive refusal to do so is insubordination.~~
- ~~• I shall obey the constitutional, criminal and civil laws of the city, county, state, and federal government. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers.~~



**BOISE POLICE DEPARTMENT
POLICY**

IDAHO LAW ENFORCEMENT CODE OF CONDUCT

7/27/2022 Migrated to new BPD Policy Manual with no changes

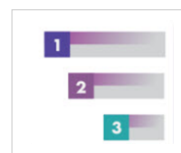
As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all to liberty, equality and justice.

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

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

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

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I will constantly strive to achieve these objectives and ideals, dedicating myself with sincere and unfaltering commitment to my chosen profession...law enforcement.



**BOISE POLICE DEPARTMENT
POLICY**

Boise Police Department Policy Committee

Committee Chair - Police Project Coordinator	Jodi McCrosky
Criminal Investigation Division	Lieutenant Pat Avella
Patrol Division	Lieutenant Brett Quilter
Community Outreach Division	Lieutenant Mark Barnett
Police Support Services	Mary Anderson
Professional Development and Standards Division	Captain Brian Lee
Internal Affairs	Joe Schott
I.B.P.O. Local No 486 Member	Cory Stambaugh
Advisory to the Committee – Boise Legal Department	Bryan Norton

APPROVAL

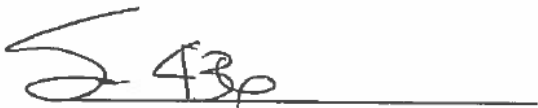
This manual has been recommended by the Boise Police Department Policy Committee and has been reviewed and approved by the BPD Executive Staff. The **Boise Police Department Policy and Procedures Manual**, January 3, 2019 is approved for distribution and implementation.



Captain Brian Lee

Professional Development and Standards

Date: 1/3/19



Scott Mulcahy

Deputy Chief

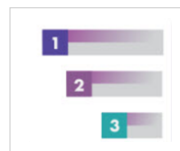
Date: 1-3-19



Chief William L. Bones

Chief of Police

Date: 1-3-19



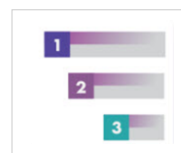
**BOISE POLICE DEPARTMENT
POLICY
SUMMARY OF CHANGES**

This Summary of Changes page provides a brief overview of what the changes involve; whether it was a NEW policy and a description of the policy or whether it was a revision to an existing policy and a description of the policy revision.


All employees shall check for and read electronic policy manual updates regularly.

Being aware of and understanding updates to the policy manual is the employee's responsibility.

	POLICY or PROCEDURE	CHANGE
	General Edits/ MISC Corrections	General Edits/ MISC Corrections: <ul style="list-style-type: none"> • Grammar corrections throughout • Formatting corrections throughout • Updated section headers with "Section Intentionally Left Blank" if no policy associated.
Item Number 1	P-1.001	LVNR – requirement for medical check for LVNR (Level 2 and Level 3).
Item Number 2	12.028	Performance Review Documents – change from 7 to 11 calendar days to submit through chain of command.
Item Number 3	17.002	Add language for mandatory wear of ballistic vest.
Item Number 4	P-30.001	Add language for definition of "Enduring Service Medal"



**BOISE POLICE DEPARTMENT
POLICY**

	<h2>Boise Police Department</h2> <h3>Policy Manual</h3>	
	Impacted Division/Unit: <p align="center">All</p>	Revision Date: 4/1/2021
		Version: 1.0

4/1/2021 Revision

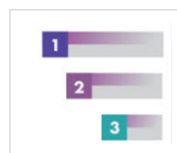
SUMMARY OF CHANGES

Section(s)	Page(s)	Change Requested By	Section Name	Description
2.031	30	Legal/Kim Smith	Enforcement of Camping Ordinances	1. Change section header to "Enforcement of Camping/Disorderly Conduct Ordinances" 2. Delete the following sentence: It is appropriate and encouraged for officers to provide a homeless person with information as to availability of shelter or other services.
P-2.031	142-143		Camping Ordinances (Procedure)	1. Change section header to "Camping and Disorderly Conduct Ordinances" 2. Major revision to Procedure P-2.031


APPROVALS

Deputy Chief: _____ Date: ____/____/____2021____
Signature

Chief:  _____ Date: 04/01/____2021____
Signature



**BOISE POLICE DEPARTMENT
POLICY**

	<h2 style="margin: 0;">Boise Police Department Policy & Procedures Manual 2020 Executive Orders</h2>	
	Impacted Division/Unit: All	Revision Date: 5/3/2021
	Version: 1.0	

Section(s)	Page(s)	Change Requested By	Section Name	Description
1.007	24	Chief Lee	Use of Force	New section titled "Duty to Intervene" implemented 8/25/2020 through Executive Order 2020-01
30.021	115	Chief Lee	Entries in Performance Management System	New section titled "Entries in Performance Management System" implemented 8/25/2020 through Executive Order 2020-02
11.064	82	Chief Lee	Rotation of Personnel in Specialty Units	New section titled "Rotation of Personnel in Specialty Units" implemented 9/10/2020 through Executive Order 2020-03
4.020	43	Chief Lee	Red Crime Scene Tape	New section requiring the use of red crime scene tape to identify the inner perimeter of a crime scene where evidence processing and collection will take place; implemented 10/26/2020 through Executive Order 2020-04
8.006	54	Chief Lee	Items Gifted to Retiring Officers	<p>Executive Order 2020-05 implemented 12/07/2020 and amended 12/31/2020 discontinues the previous practice of gifting equipment and weapons to retiring officers. Retiring employees will now be required to return all issued equipment to the Department, with the following exceptions:</p> <ul style="list-style-type: none"> • Retired officers immediately eligible to enter the PERSI system, receive the following: <ul style="list-style-type: none"> ○ Name tag ○ Chest badge ○ One pair of handcuffs (either chain or hinged), may be gifted for inclusion on a plaque • A retiring officer may purchase his or her duty weapon pursuant to the process and price established by DFA.

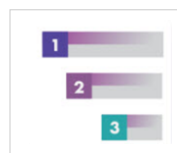


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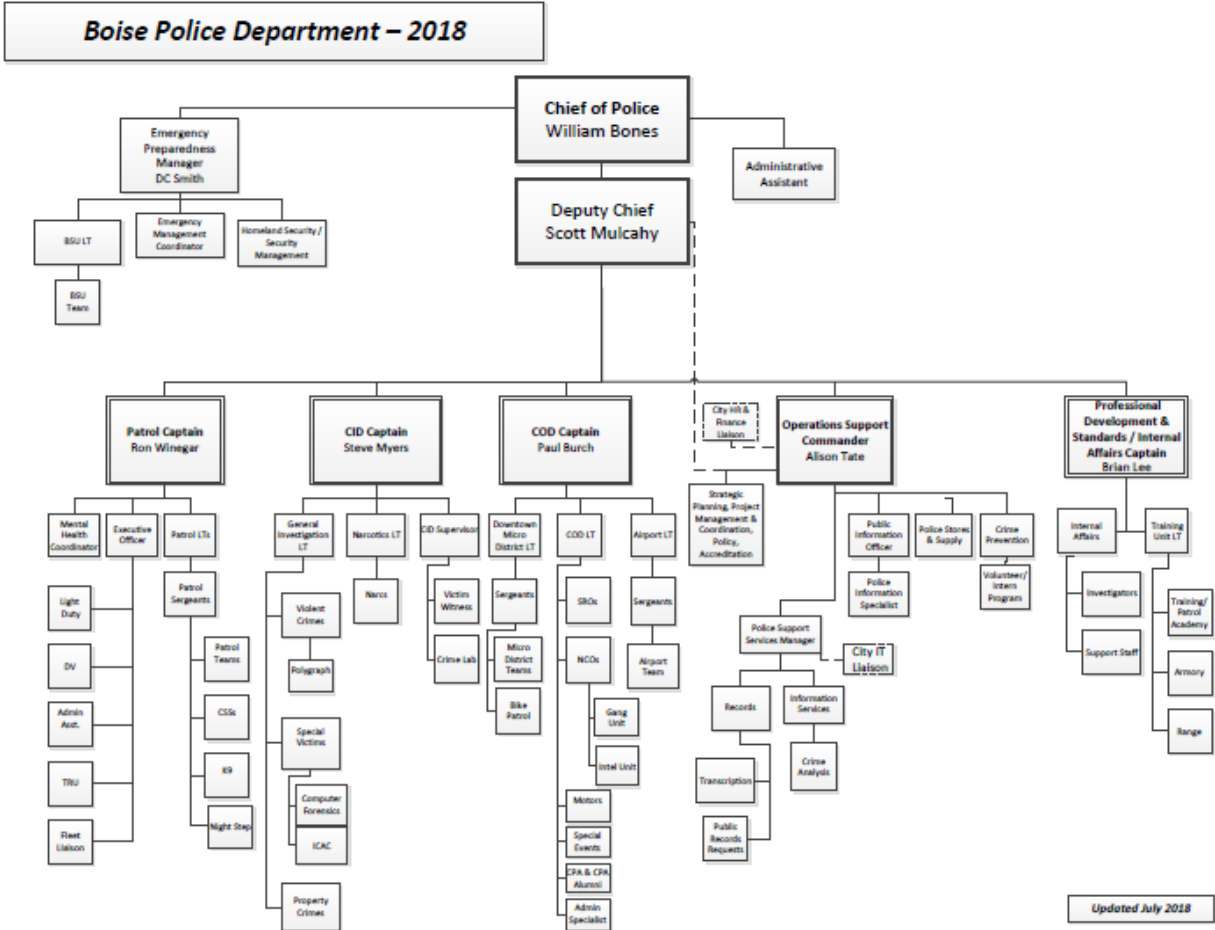
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LEGACY MANUAL/NEW BPD POLICY MIGRATION-SUMMARY

Release	Release Date	New Policy # and Title	BPD Policy Reference	Chapters/Sections Replaced	Pages
1	7/27/2022	70 Chief's Preface	N/A	N/A (new content)	
1	7/27/2022	80 Law Enforcement Code of Ethics / Standards of Conduct	Preface	Idaho Law Enforcement Code of Conduct	7
1	7/27/2022	90 Mission Statement	Preface	Mission Statement	2
1	7/27/2022	100 Law Enforcement Authority	Preface	Policy Manual Introduction	
1	7/27/2022	101 Chief Executive Officer	14.005	Supervision Authority and Responsibility	100
1	7/27/2022	102 Policy Manual	Preface	Policy Manual Introduction	5
1	7/27/2022	200 Organizational Structure and Responsibility	14.000	14.001-14.006 Command and Supervision	100-101
1	7/27/2022	201 Special Orders	N/A	N/A (new policy content)	
1	7/27/2022	202 Emergency Management Plan	3.000	3.009 Emergency Call Out 3.010 Authority to Place on Standby 3.011 Dept's Authority to Declare Emergency	36-37
2	8/26/2022	342 Community Engagement	N/A	N/A (New Content)	
3	9/16/2022	311 Search and Seizure	2.000	2.007 2.010 2.012	29 30 31
3	9/16/2022	Procedure 311 Search and Seizure	2.010	Procedure P-2.010	140
3	9/16/2022	Procedure 101 Glossary-Definitions		N/A	
6	12/2/2022	338 Off-Duty Law Enforcement Actions	11.000	11.054 (paragraphs 1-2 only)	82
7	1/11/2023	336 Service Animals	N/A	N/A (new content)	
7	1/11/2023	412 Foreign Diplomatic and Consular Representatives	N/A	N/A (new content)	
7	1/11/2023	Temporary Custody of Juveniles	6.000	6.001 – 6.004 only	50
8	1/31/2023	1100 Critical and Traumatic Incidents	5.000	5.005	
	10/5/2023	304 Conducted Energy Weapon	17.006	New policy 304 replaced Policy and Procedure 17.006	
	10/5/2023	424 Portable Audio/Video Recorders	17.020	New policy 424 replaced Policy and Procedure 17.020	
	10/5/2023	1010 Complaints (policy) P-1010 Complaints (procedure)	Chapter 12.000	New Policy 1010 and corresponding Procedure P-1010 replaced Chapter 12.000 in its entirety (with revised guide)	

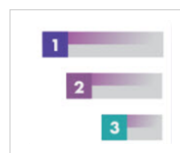


BOISE POLICE DEPARTMENT POLICY



Updated July 2018

Note: Org chart updated and posted on 7/27/2022; reference new BPD Policy 200 Organizational Structure and Responsibility (see current org chart in Appendix A)



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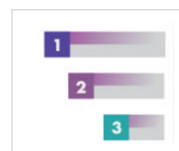
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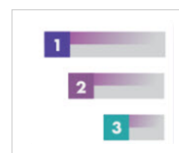
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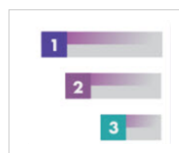
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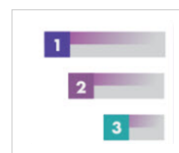
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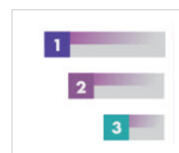
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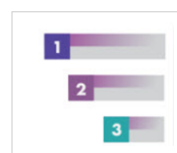
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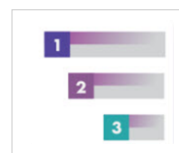
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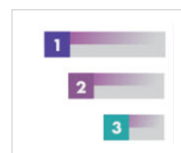
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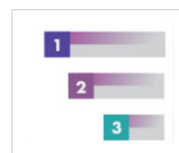
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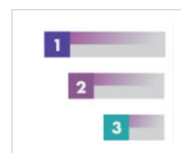
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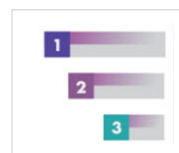
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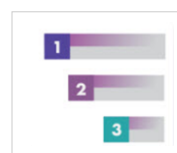
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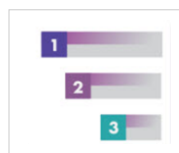
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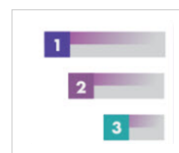
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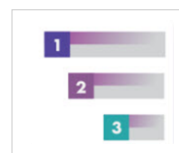
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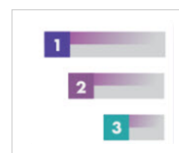
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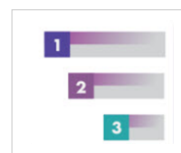
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1.000 Use of Force

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Sections 1.001, 1.002, 1.003, 1.004, 1.007 were rescinded on 4/1/2024 and replaced by New Policy 300 Use of Force

1.005 Section Intentionally left Blank

1.006 Pursuit Intervention Technique (PIT)

Officers are authorized to utilize Intervention Techniques to stop a vehicle when the situation warrants it. Circumstances warranting the use of PIT or other forced stop methods shall be as follows:

- Continued movement of the suspect vehicle would place others in significant danger of serious bodily harm and is so great as to outweigh the risk of harm in making the forcible stop and
- Other means of apprehension have been considered and rejected as impractical.

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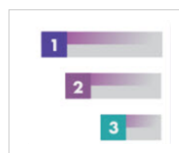
2.000 Arrests, Searches, Detentions, and Citations

2.001 Arrests

Officers on duty may effect an arrest, per state or city code, for misdemeanor or felony crimes. An arrest is a necessary job function to accomplish the goals and objectives of public safety. Physical custody arrests shall never be used to punish an offender for their acts or omissions if they would not otherwise have been taken to jail.

When an arrest is made for which there is both a city code and state code, the officer shall book the suspect under the state code unless approved by a supervisor.

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2.002 Arrests by a Private Person

Officers shall use their independent professional judgment and knowledge of the applicable criminal codes and procedural laws in determining whether to receive custody of a person arrested by a private citizen. Idaho Code (when private person may arrest) does not require an officer to receive custody of a person who has been unlawfully detained by another. The officer's determination shall be governed by Idaho Code. An officer shall not accept custody of the arrested subject without probable cause to believe the subject committed a crime for which an officer, standing in the place of the private citizen at the time of the arrest, might lawfully take the subject into custody. When the legality of the private citizen's authority to arrest the subject is not clear after reasonable investigation, the officer shall contact a supervisor before accepting custody of the arrested subject.

- If the officer determines there has been an excessive and unreasonable delay by the citizen, the officer will file the necessary crime report or issue a summons signed by the citizen.
- Upon accepting physical custody of the arrested subject, an officer shall either transport them to the place of detention for booking or release them with a citation. The signature of the private person making the arrest shall be placed on the space marked "Complainant or Officer."
- The Officer shall write a report to include a statement affirming the private person is the arresting party and the arresting party requested the officer take the arrested subject into custody.

Private citizens may sign complaints for infractions or misdemeanors. The officer shall complete a General Report.

2.003 Arrest for Domestic Violence

The BPD shall practice a pro-arrest procedure when dealing with domestic violence situations. The Ideology of the Predominate Aggressor is the standard for making an arrest.

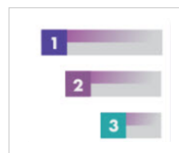
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2.004 Miranda Warnings

Miranda warnings apply to interrogations initiated by officers after a person has been taken into custody or otherwise deprived of their freedom of movement.

Miranda warnings are not required when:

- The statements are voluntary and unsolicited.
- The suspect is not in custody nor could reasonably believe they were under arrest based on the totality of the circumstances.
- The suspect makes statements in response to interrogation by a private citizen without police influence.



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- The suspect responds to questions necessary of a “general, on-the-scene” type of investigation.

2.005 Warrant Not in Arresting Officers Possession

Idaho Code allows for the arrest of a subject, listed in an Idaho warrant, without physical possession of the warrant by the arresting officer. Officers making such arrest shall:

- Reasonably ensure the warrant is valid.
- If requested, show it to the arrestee as soon as practical.

Out-of-state warrants have no validity in Idaho; however, knowledge of an extraditable out-of-state felony warrant is sufficient probable cause to arrest for fugitive to Idaho.

In cases where an arrest warrant is required to enter a residence to make an arrest, the officer shall obtain one of the following:

- Supervisory approval on a valid arrest warrant.
- An Idaho arrest warrant.
- Valid consent to search prior to entering a third-party residence without a search warrant.

2.006 Section Intentionally Left Blank

2.007 **Field Search Incident to Arrest (Rescinded 9/16/2022; reference new [Policy 311 Search and Seizure](#))**

2.008 Handcuffing Prior to Search

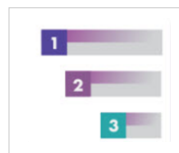
Arrested subjects will be handcuffed prior to being searched.

2.009 Stop and Frisk (Terry Stop)

Terry Stop detention requires a reasonable and articulated suspicion of criminal activity. An officer conducting a Terry Stop may frisk the subject when there is a reasonable suspicion that they are **armed and dangerous**. If an officer conducts a Terry Frisk, they shall document the frisk in the related reports, or document the circumstances of the Terry Frisk on a Field Interview Card.

2.010 **Searching of Female Prisoners-(Rescinded 9/16/2022; reference new [Policy 311 Search and Seizure](#))**

2.011 Strip Searches



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A strip search is defined, as a search of an individual requiring the removal or arrangement of some or all of their clothing to permit a visual inspection of the breasts or the genitals, buttocks, or undergarments of the individual.

An arresting officer may provide information to personnel in the jail, which may lead to a strip search of the arrested individual conducted by jail personnel. Strip searches not done by the jail shall be limited to those instances in which a search warrant authorizes the search of a named individual or when exigent circumstances exist. The officer conducting the strip search shall articulate reasons justifying the necessity of the strip search in a written report.

A supervisor shall be notified prior to the strip search. The strip search shall be conducted by an officer of the same gender as the person to be searched. Another employee of the same gender as the person to be searched will witness the strip search. The search shall be done in private, where the search will not be viewed by anyone other than the searching officer and the witness employee. Body cavity searches shall not be conducted, except by court order, in which case the suspect will be transported to the hospital for examination by medical staff.

2.012 Consent Searches-(Rescinded 9/16/2022; reference new [Policy 311 Search and Seizure](#))

2.013 Section Intentionally Left Blank

2.014 Use of Handcuffs

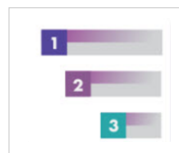
An officer shall employ the use of handcuffs when they have a subject under arrest. They may use handcuffs to detain a subject when:

- The officer can state reasonable suspicion that the subject has been, is, or is about to be engaged in criminal activity;
- When the officer believes their personal safety or the safety of others is at risk, except under the following conditions:
 - Young juveniles, elderly, injured, or deformed subjects, by the nature of the offense, demeanor or stature, who clearly do not present a threat to the officer during the search or while in transit.
 - Subjects who are suffering from an injury, disability, or deformity which makes handcuffing or hobbling impossible or impractical.

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2.015 Use of Hobbles and WRAP Restraining Device

Each uniformed officer shall possess a set of authorized hobbles on or about their person or in their assigned vehicle. A violent and uncontrollable handcuffed subject can be further restrained utilizing department-authorized hobbles, or WRAP restraint, to prevent injury to persons or property. The use of further restraint shall be documented in the General Report.



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2.016 Use of Flex Cuffs

Officers may use Department-approved flex cuffs as a temporary device in place of handcuffs. As soon as practical, they will be removed and replaced by handcuffs.

2.017 Restrictions on the Use of Handcuffs

An officer shall not handcuff a prisoner or detainee to any part of a vehicle, themselves, another, or use handcuffs as a leading device, with the exception of authorized compliance techniques. Prisoners will not be handcuffed to a stationary object, with the exception specified devices in detention facilities.

2.18 Transporting Prisoners /Use of Seatbelts/ Search of Vehicle

(This policy was rescinded on 4/1/24 and replaced by New Policy 1011)

2.019 Section Intentionally Left Blank

2.020 Requirement for Immediate Release

Removal of Handcuffs When Continued Detention is not Necessary

Prisoners/detainees shall immediately be released from custody when:

- The investigating officer determines there is lack of probable cause after the arrest of a subject.
- An officer detains a subject by the use of handcuffs and determines continued detention is not necessary.

A supervisor will be notified and a General/Miscellaneous Report shall be generated, which will contain sufficient information to support the arrest/detention and the subsequent release.

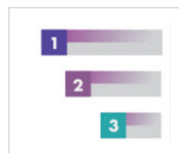
2.021 Medical Attention for Those Released from Arrest/Detention

Officers will offer medical attention to suspects released from custody who appear or claim to have an injury requiring medical attention.

2.022 Detainees and Prisoners Requiring Medical Treatment

BPD will facilitate medical treatment and security to an injured detainee/prisoner while in the Department's custody. BPD does not assume responsibility for costs incurred.

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2.023 In-Custody and Voluntary Department Interviews

All persons shall be escorted by an officer at all times while in the facility. Prior to any person being placed in an interview room pending an interview, the interview room shall be searched to ensure nothing is present that can be used by the person to harm themselves or others. When the interview is completed and the person removed from the interview room, it shall be searched again.

Suspects who are placed in the hard or soft interview rooms shall be monitored at all times. The primary officer/detective shall assign an officer to this duty.

The officer assigned monitoring responsibility shall:

- Monitor the subject at all times, even during the interview, for officer safety, by way of video monitor in the viewing room or through the one-way viewing port in the interview room door.
- Contact the suspect every 30 minutes to ensure they are not in distress.
- Ensure water is offered
- Afford the suspect reasonable opportunity to use the restroom. The restrooms shall be checked for contraband/weapons prior to and after the suspect's use of it. If an in-custody suspect needs to be monitored the door will remain open. Monitoring will be done by an officer of the same gender, unless no officer of the same gender is on duty and the suspect allows the monitoring.

[Click Here for Procedure](#)

2.024 Jail Telephone Monitoring

The BPD, for intelligence gathering purposes or the furtherance of criminal investigations, can intercept jail communications. A CID Lieutenant will determine who can monitor jail communications.

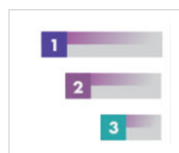
Under no circumstances will protected (attorney-client) conversations be monitored or recorded. Subjects working on behalf of attorneys, such as paralegals and private investigators, are entitled to the same attorney-client privileges.

The investigating/monitoring officer shall:

- Only use jail monitoring in relation to a criminal investigation, or to gather intelligence under 28 CFR Part 23 Guidelines;
- Attach a DR or another case number to each jail monitoring session;
- Document any exculpatory and impeaching statements on behalf of the suspect/defendant, which shall be disclosed to the Prosecutor; and
- Book a copy of audios into property as evidence or download the audio into the report writing/records management system.

A jail detainee's or inmate's conversations with their attorney may never be monitored. If a monitored communication is believed to be protected the officer(s) shall;

- Cease listening and recording immediately;



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- Document what occurred in a supplement to the criminal report under the DR or under the case number attached to the jail monitoring session;
- Report the incident to a CID Lieutenant.

When notified of an incident involving protected conversation the CID Lieutenant shall:

- Notify the Prosecutor with jurisdiction and confer with the Prosecutor with jurisdiction for appropriate handling.

2.025 Protected Conversations of Attorney/Client Privilege

Under no circumstances can the attorney/client information be used for furtherance of any investigation and no record will be kept on the substance of the privileged conversation.

2.026 Guarding Hospitalized Prisoners

BPD will guard hospitalized prisoners who are in the Department's custody.

[Click Here for Procedure](#)

2.027 Mental Holds

Under *Idaho Code 66-326*, officers may take a person into custody if the officer has reason to believe the person is gravely disabled due to mental illness or the person's continued liberty poses an imminent danger to person or others, as evidenced by a threat of substantial physical harm. In juvenile cases, an officer will use a hold pursuant to *Idaho Code 16-2411* only if the parents cannot (incapacitated) or refuse to admit the child voluntarily to a hospital. See *6.006 Protective Custody of a Juvenile*

[Click Here for Procedure](#)

2.028 Alcohol and Detoxification Holds

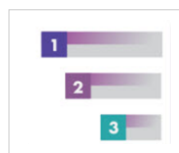
In accordance with Idaho Code officers may take individuals who are incapacitated (unable to provide for or make rational decisions for their own well-being) by alcohol into protective custody. If transport to a detox facility is facilitated by an officer, a Miscellaneous Report shall be written.

An officer may:

- Transport them to a detoxification, crisis center or health facility.
- Release them to a competent individual.
- Take them to the Ada County Jail.

An incapacitated subject being transported by an officer will:

- Be handcuffed.
- Be searched.



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- Be transported, for safety to all involved, in the same manner as a criminal arrestee.

Determination of where to transport/release the individual will be determined based on:

- The availability of a detoxification or other health facility.
- Individuals combativeness.
- Unconsciousness/ability to awaken:
 - Shall be considered a potential medical emergency call for EMS assistance.
 - Medical assistance shall be documented in a Miscellaneous Report.

2.029 Immigration Violations

An officer will not stop, detain, question, or arrest a subject solely on the basis that the subject might have unlawfully entered the country and/or exceeded their Visa. An officer shall not enforce immigration laws nor ask immigration status. However, if Immigration and Customs Enforcement (ICE) officers request assistance from a BPD officer in detaining a subject, the officer will provide such assistance; but only with the approval of a supervisor.

2.030 Unbiased Policing

BPD is committed to safeguarding the rights of all people while enforcing the State and City Ordinances. Employees will not engage in any law enforcement activities that are discriminatory based on race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability or any other applicable legally protected status.

2.031 Enforcement of Camping/Disorderly Conduct Ordinances

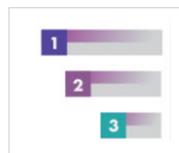
The BPD is committed to safeguarding the rights of all people. In furtherance of this goal, the department will work in partnership with other agencies and community groups, who have an interest in the well-being of homeless persons.

[Click Here for Procedure](#)

2.032 Enforcement Discretion

Officers have discretion to enforce camping/sleeping in public ordinances; however, no law enforcement action shall be taken when, the person is on public property and there is no available overnight shelter.
(Note: Officers should be aware that sleeping in a public park during park hours is not prohibited.)

2.033 Citations



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For all misdemeanors, an officer may issue a Uniform Citation in lieu of arresting the suspect or obtaining a warrant and arresting the suspect if:

- The violation is minor, and the booking information (such as mug shots and/or fingerprints) will likely be of little value in criminal identifications during future investigations.
- The prisoner requires medical attention to the extent a physical custody arrest is impractical.

Officers should, when allowed by law or ordinance, arrest on misdemeanor offenses:

- When acts are committed which are particularly offensive to witnesses or the victim.
- When acts of a violent nature are committed.
- For domestic violence.
- When there is reason to believe retribution against the victim or witness will result with the suspect's continued presence at the scene.
- When the officer believes the release of the suspect in the immediate area would pose a further threat to the safety of any person or property.
- When the suspect is attempting to agitate a negative or disorderly response in a group or crowd situation that could cause additional problems.
- When physical custody of the suspect would benefit ongoing investigations.

2.034 Citation Practice for Traffic Collisions

Upon response to, and investigation of, a traffic collision, the investigating officer will, based on probable cause, issue a citation to the driver or involved party whose violation of state code or city ordinance has been established as the cause of the collision. A supervisor is authorized to grant exceptions.

In collisions involving emergency vehicles, the investigating officer will:

- Complete an impact report and a General Report with the alleged charge.
- Forward reports to the appropriate Prosecutor's office for review.

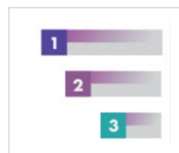
2.035 Traffic Stops

Officers shall ensure all traffic stops meet the legal minimal standard and are conducted utilizing safe practices, to include notifying dispatch of the stop location and vehicle information.

- Using situational awareness for determining the type, method, and location of the stop.
- Using good tactics that provide the best "Officer Safety" options.

2.036 Photo Line-Up and Field Show-Up

[Click Here for Procedure](#)



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3.000 Call Response and Incident Management

3.001 Operational Philosophy

BPD will begin its response on the assumption it can protect lives and property. We will risk our lives, if necessary, in a calculated manner to protect savable lives. We may risk our lives slightly and in a calculated manner to protect savable property. We will not risk lives to protect lives or properties that are already lost.

Priorities of Life:

1. Innocents
2. Hostages
3. Police Officers
4. Suspects
5. Property/Evidence

3.002 Risk Assessment

Officers are responsible for assessing the risks involved in all investigatory and/or enforcement activities.

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3.003 Call Response

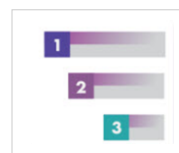
Every officer is responsible for responding to and appropriately handling calls for service.

Emergency responses shall be authorized only when one or more of the following emergency conditions exist or are believed to exist based upon reliable information:

- When the situation involves the imminent potential for serious injury or death to any person.
- In order to prevent or halt a crime of violence.
- When a serious public hazard exists.
- When an emergency response will enhance the likelihood of apprehending a felony suspect.
- When a critical or major incident has not yet been stabilized by on-scene units.

Response authority shall be as follows:

- **Authority of Dispatch:** The Department affords the Ada County Communications Center Dispatch the authority to dispatch Boise Police units to calls for service and to assign response code classifications according to written guidelines.
- **Authority of the Officer:** With regards to calls for service, the officer shall respond as assigned by dispatch, unless the officer's experience and judgment provide themselves with justification for choosing a more



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appropriate level of response. In such cases, the officer has the authority to alter their response accordingly and shall advise dispatch immediately.

- **Authority of Supervisors:** Any supervisor may overrule dispatch or the responding officer in assigning the appropriate response level.

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3.004 Response Outside the Boise City Limits

An officer may respond to an emergency outside of the Boise City limits, unless canceled by the jurisdiction or a supervisor. In these cases, officers will operate within BPD policy/procedure and a supervisor will monitor and respond, if necessary.

3.005 Mutual Aid

BPD may respond to requests for assistance from outside agencies. In these cases, officers will operate within BPD policy/procedure and a supervisor will monitor and respond, if necessary.

3.006 The Incident Command System (ICS)

The BPD will utilize the Incident Command System.

3.007 Evacuation Authority

Officers shall not order the evacuation of citizens from their homes or businesses or the isolation or quarantine of citizens within their homes or businesses unless directed by authorized authority.

When evacuation of citizens in a field operation is deemed appropriate, citizens shall be requested, but not forced, to comply.

Appropriate law enforcement action may be taken to move citizens interfering with a police or public safety operation and refusing an officer's lawful order.

3.008 Section Intentionally Left Blank

3.009 Emergency Call Out

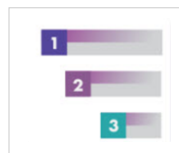
7/27/2022 Rescinded; reference new [Policy 202 Emergency Management Plan](#)

3.010 Authority to Place on Standby

7/27/2022 Rescinded; reference new [Policy 202 Emergency Management Plan](#)

3.011 Department's Authority to Declare Emergency

7/27/2022 Rescinded; reference



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4.000 Special Field Responses

4.001 Vehicle Pursuits

A vehicular pursuit is recognized as a valid law enforcement activity to attempt to apprehend a fleeing subject, under limited circumstances.

- Supervisor will take Incident Command of the pursuit.
- Officers will not pursue for infractions, misdemeanors or non-violent felony crimes.
- Pursuit shall be discontinued-if the danger posed by the continued pursuit outweighs the danger to the public of allowing the suspect to evade immediate capture.
- In addition to violent felonies, a pursuit may be initiated or re-initiated at direction of Watch Commander if the driving behavior of the suspect, independent of police presence, continues to be an imminent threat to the public if not stopped.
- Pursuit itself cannot be used as sole justification for continuing the pursuit.
- Officer shall not become engaged in direct pursuit in any manner if transporting a prisoner.
- If hosting a citizen ride-along, officer shall relinquish their position in the pursuit as soon as practical.
- Unmarked police vehicles, motorcycles or specialty vehicles not equipped with the standard patrol package system, light bar, and siren meeting state code shall yield direct pursuit positions to equipped, marked patrol vehicles at the earliest opportunity.
- Any other police vehicle may remain as secondary officer if no equipped marked patrol vehicles are available.

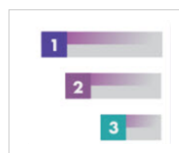
[Click Here for Procedure](#)

4.002 Discontinuing a Pursuit

An officer is not obligated to continue any pursuit. An officer shall continuously weigh the gravity of the offense against the emerging circumstances and to discontinue the pursuit if the danger created by the pursuit does not justify immediate apprehension of the violator. Most violations do not warrant continuing the pursuit beyond the initial attempts to stop the fleeing vehicle.

When discontinuing a pursuit, officer in direct pursuit, assisting or initiating a stop, will deactivate emergency lights and siren, notify dispatch, and make a 90 degree turn from the direction of the suspect vehicle. If a 90 degree turn is not practicable, the officers will stop their vehicles. Once a pursuit is discontinued, officers will not follow the path of the suspect vehicle.

Officers shall use the above pursuit procedure for eluding without a pursuit.



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Any responding assist units shall reduce their response to Code Two once the pursuit has been discontinued.

4.003 Section Intentionally Left Blank

4.004 Vehicle Force Methods

Forced-stop methods may be used, in the judgment of the officers, the fleeing vehicle has to be stopped immediately to safeguard life and preserve public safety.

Below is a list of vehicle force stop methods that may be used; the appropriate method should be selected based on the totality of the circumstances. These methods do not have to be used in any order.

- Stop sticks
 - Stop sticks shall not be used on a two-wheeled motor vehicle, unless deadly force is justified.
- Boxing in
- PIT
- Blocking

Administrative reporting shall be completed on all vehicle force stop methods used.

4.005 Extreme Measures

The use of extreme measures will have prior authorization by the Incident Commander, and is warranted only when other means of termination have failed or are impractical. The danger shall be clearly imminent and the officer shall be able to articulate the suspect's/driver's actions are life threatening to another person.

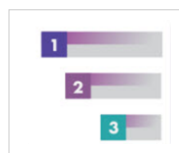
The following are considered extreme measures:

- Ramming
- Roadblocks
 - Note: An officer establishing roadblocks will follow the minimum requirements (relating to adequate visibility, placement of signs, and illumination of roadblocks) as established in Idaho Code. Roadblocks will allow time for the suspect to safely react and present a clearly marked, intended course of travel.

4.006 BPD Pursuits Leaving Boise City

When a pursuit leaves Boise City jurisdiction, the Incident Commander and involved officers shall continue to evaluate the feasibility of the pursuit, considering the familiarity of the area, ability to communicate, distance traveled, and other pursuit criteria in determining whether or not to continue the pursuit.

When BPD officers apprehend a suspect in another county, the arrested suspect shall be taken to that county's designated holding facility.



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4.007 Outside Agency Pursuits Entering Boise City

A supervisor should attempt to prevent another jurisdiction's pursuit from entering the City, employing intercepts on I-84 exits to encourage the fleeing driver to remain on the Interstate.

The agency originally initiating a pursuit will be responsible for the progress of the pursuit. A supervisor may assign BPD units to assist other agencies in pursuits entering the City limits, but officers should not enter into direct pursuit unless requested by the pursuing agency and approved by a BPD supervisor. If Boise Police units assume responsibility of the pursuit or act as an assist in a pursuit, all BPD policies and procedures shall apply.

4.008 Hostage and Barricaded Subjects

Officers will isolate, contain and make an initial assessment call at the direction of the IC. If readily available, a CNT member should make the call.

If the initial assessment call is impractical-or unproductive in gaining a resolution to the incident, an SOU consult call will take place.

4.009 Bomb Threats and Dangerous Devices

BPD Bomb Squad Technicians shall be notified and shall respond to all incidents involving an explosive or dangerous device known or suspected to be in an unstable condition. CID Property Crimes Unit will be notified of the existence of any explosive device appearing to be legitimate and will conduct the investigation.

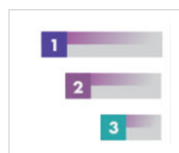
Exception:

- The Fire Department shall handle uncontained incendiary materials, such as gas spills.
- A Bomb Squad Technician should handle unstable or suspicious configurations.
- Only trained and qualified Bomb Technicians will move a suspected explosive device.

4.010 Clandestine Laboratories

When an employee receives or discovers any information that indicates a subject is operating or has the materials for a lab, they shall:

- Notify a supervisor immediately, describing the available information in detail.
- Exit the hazardous zone immediately and secure the location if a lab is discovered.
- Responding supervisor shall respond to the scene and notify a Narcotics supervisor.
- The multi-agency laboratory response team will handle potentially explosive drug laboratories.



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4.011 Section Intentionally Left Blank

4.012 Sexual Assault Response

Sexual assault calls shall be given a high priority. BPD will actively and thoroughly investigate all reported incidents with a victim-centered approach.

The victim's or the family's needs and desires will always have a high priority when considering the course of action to be taken in the initial response, investigation, and potential prosecution phases.

The Department recognizes there are special needs cases in which the victim-centered approach may include a third party's involvement.

4.013 Crimes Motivated by Hate and Bias

The BPD is committed to safeguarding the rights of all people regardless of race, religion, ethnic background, disability, sexual orientation and or gender identity. BPD is dedicated to investigation and prosecution of hate/bias motivated crimes and to addressing the security and related concerns of the immediate victims, as well as their families and others affected by these crimes.

When an officer at the scene of an incident believes or has reason to suspect that the incident may be a hate/bias motivated crime, the officer shall:

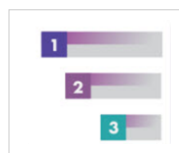
- Investigate the incident and ensure the physical safety and emotional well-being of the victim(s).
- Notify a supervisor while on scene.
- Complete and submit a General Report prior to the end of shift, noting the suspected crime and, in the crime block section, "Suspected Bias Incident" or "SBI."

The supervisor will respond to the scene as circumstances dictate and will ensure the following is accomplished:

- Express to the victim the Department's official position on the importance of such cases and assist the victim in identifying and contacting individuals or agencies may provide support and assistance.
- Notify the Watch Commander/Lieutenant and the Violent Crimes supervisor if the facts show an incident motivated by hate or bias.
- Notify a Victim-Witness coordinator.

4.014 Protection from Communicable Disease

An employee shall arrest, assist, and/or provide aid to all persons, regardless of fear of contracting a communicable disease. The employee shall perform the prescribed duties without discrimination and should use appropriate protective equipment. Protective equipment will be available in every police vehicle and will be worn and/or used according to the prescribed guidelines.



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4.015 Communication Regarding Persons with a Confirmed or Suspected Communicable Disease

In accordance with the Americans with Disabilities Act, the FCC has prohibited public safety employees from transmitting by radio whether a person has a communicable disease. An employee shall not notify other employees of potential hazards by radio communication. An employee may recommend assisting units should be prepared to use protective clothing or equipment. At the scene, verbal notification of the need for specific protective clothing or other precautions must be communicated in a way to protect confidentiality.

4.016 Biohazard Contamination Guidelines

BPD will protect employees and private citizens from exposure to biological hazards by requiring the posting of visible warning notices on contaminated items and areas, as well as initiate the actions necessary for decontamination.

4.017 Persons with Disabilities Policy

Title II of the American Disabilities Act (ADA) prohibits discrimination against persons with disabilities. It is the policy of the Department to protect the rights of the disabled. In furtherance of this policy, the Department will provide sign language interpreters or other trained persons, when necessary, to assist those with physical or mental disabilities when necessary to include, but not limited to, speaking, hearing, seeing, and learning.

4.018 Approval for Interpreter Services

Interpreters will be activated with the approval of a supervisor or Watch Commander/Lieutenant.

4.019 Unmanned Aerial Vehicle

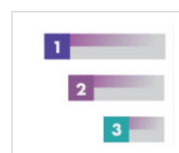
BPD shall utilize the Unmanned Aerial Vehicle (UAV) Program to obtain data and evidence in support of law enforcement investigations and public safety missions.

UAV shall not be used for surveillance activities or surreptitiously gathering evidence, where search warrant not secured.

Deployment of UAV in the following situations shall require supervisor authorization.

UAV may be used for incidents including, but not limited to:

- In progress incidents; where exigency exists
- Crime scene documentation
- Crash reconstruction
- Active pursuits



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- Search and rescue missions
- High risk warrant service; search or arrest
- Active shooter event

Use of the UAV during public special events is restricted to public safety concerns and requires the authorization by a Division Commander.

UAV will be operated in accordance with all FAA regulations, applicable state and federal law, court decisions. FAA Certificates of Authorization/Waiver and per UAV manufacturer's specifications.

UAV will be operated in a manner ensuring compliance with the Constitutions of the United States and the State of Idaho, upholding the civil right and liberties of citizens.

Release of UAV data shall follow process for public records request or through cooperation with other public safety agencies in furtherance of an investigation.

UAV will be equipped and operated with equipment capable of broadcasting and recording both moving and still images and sounds. Certain UAV may also be equipped with forward-looking infrared imaging systems capable of detecting heat differences and/or other equipment consistent with the purpose of the BPD UAV Program.

UAV shall not be equipped with any weapon.

BPD UAV will be operated by BPD Pilot in Command (PIC) personnel. Absent exigent circumstances, the PIC will be assisted by an Observer for each flight mission.

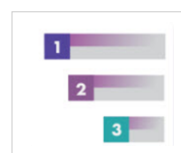
- PIC personnel will receive training in and be familiar with all applicable state and federal laws, rules and regulations regarding UAV flight and operation.

4.020 Red Crime Scene Tape

(New section created 10/26/2020 by Executive Order 2020-04)

Maintaining the inner crime scene area of a serious incident is essential to protecting and preserving evidence that requires documentation, processing and collection. Members of the Boise Police Department will use red crime scene tape to identify the inner perimeter of a crime scene, where evidence processing and collection will take place.

In addition to identifying and marking the inner crime scene evidence area, the ranking member in charge of the crime scene shall assign an officer to protect this inner crime scene evidence area. The assigned officer will be responsible for notifying individuals within the crime scene that the area marked with red crime scene tape contains evidence requiring processing and should not be entered until processed, unless specific articulable circumstances require entry by a member. Entry shall be documented in the crime scene log.



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5.000 Critical and Traumatic Incidents

5.001 BPD Critical Incidents Calling for CITF Protocol

[Click Here for Procedure](#)

Refer to BPD CITF Manual

The protocol serves as a guideline for the criminal investigation of employee-involved critical incidents resulting in death, life-threatening bodily injury, or other serious incidents with the concurrence of the other participating agencies' executives. CITF employees will share investigative responsibilities and resources. Invoking the CITF protocol is a joint decision among participating agencies.

When the CITF Protocol is invoked, CITF conducts the criminal investigation among participating agencies.

CITF participating agencies:

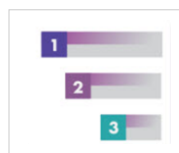
- Boise Police Department
- Meridian Police Department
- Garden City Police Department
- Ada County Sheriff's Office
- Idaho State Police

5.002 BPD Critical Incidents Not Calling for CITF Protocol

BPD may declare a critical incident within the City that does not call for the CITF Protocol.

The following guidelines shall be followed in critical incidents that are declared by BPD only:

- The Department will utilize CID and the Office of Internal Affairs (OIA) when investigating a critical incident.
- Investigations in anticipation of civil litigation will be conducted by OIA investigators in conjunction with the Boise City Attorney. An administrative investigation will be jointly conducted by OIA and the Office of Police Oversight. However, either of these offices may pursue leads independently at the discretion of the OIA Commander or the Office of Police Oversight.
- All critical incident investigations shall adhere to local, state, federal, and constitutional laws. An employee may have access to union or legal representation prior to the beginning of the CID, OIA, and/or Office of Police Oversight review processes.
- Only those persons with official investigative or medical service responsibilities shall enter the inner perimeter. BPD personnel entering the inner perimeter shall complete a miscellaneous report, with the exception of walkthrough of investigative personnel with CITF.



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- An initial interview will be conducted with the involved employee(s) by CID shortly after the incident to establish basic information for the investigators. All CID interviews will be audio recorded. An in-depth interview will be conducted at a time and place determined on an individual basis by CID and command personnel.

All reports, notes, recordings, video, and related information (except those generated by or at the direction of OIA and/or the Office of Police Oversight) will be forwarded to the lead CID investigator, who will be responsible for creating the entire case or incident report. CID reports will be reviewed by the involved employee for content and accuracy. The involved employee may be required to furnish written statements to OIA and/or the Office of Police Oversight during the administrative review process.

5.003 Alcohol and Controlled Substance Testing for Employees Involved in Critical Incidents

An involved employee may provide both blood and urine samples for the criminal investigation or shall provide breath and urine samples for the administrative investigation.

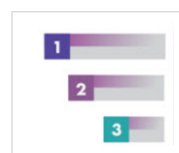
- The involved employee will be asked to voluntarily give samples as a part of the criminal investigation.
- If the employee consents to give samples the employee will not need to provide further samples
- If the employee refuses, the OIA investigator may order the employee to submit samples for the administrative investigation.
- The sample collection will be conducted under carefully controlled conditions to ensure the employee is accurately identified and the sample(s) is not contaminated.
- The urine sample will be split at the time it is taken to provide an opportunity for the employee to request a second specimen be tested at a different certified laboratory, in the event they disagree with the results of the first test.

The tests will be administered within the first four hours and not later than eight hours for alcohol or 24 hours for controlled substances.

An employee who refuses to take the administrative tests or who attempts to disrupt or tamper with the administrative or criminal tests in any way is subject to disciplinary action, up to and including termination.

5.004 Section Intentionally Left Blank

5.005 Placement on Administrative Leave-Rescinded 1/31/2023 and replaced by Executive Order [2023-01 PM 5.000 Critical and Traumatic Incidents](#).



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5.006 Psychological Consultation

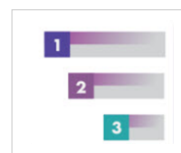
The involved employee, as determined by the department, shall be required to attend two appointments with a department-approved mental health professional. This is not a “fit-for-duty” evaluation.

The first consultation/visit shall occur prior to the employee returning to work. The second visit shall occur as determined between the employee and the provider, generally within 30 days of the incident. Provider will confirm employee has attended consultations with human resources personnel, with no additional information shared.

5.007 Return of CITF or Other Seized Firearms to Officers

The Department Armorer, after inventory and inspection, will initiate the return of firearms to the assigned officer.

The Officer will make arrangement with a BPD Firearms Instructor to qualify with the weapon prior to returning to duty. This process can be facilitated through the Department Firearms Program Manager or Range Master.



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6.000 Juveniles

6.001-6.004 rescinded on 1/11/2023. Replaced by new [Policy 901 Temporary Custody of Juveniles](#)

6.005 Transporting a Juvenile

Officers will not transport a juvenile prisoner with an adult prisoner.

6.006 Protective Custody of a Juvenile

When a juvenile meets the criteria for a mental hold, the officer shall:

- Notify the juvenile's guardian.
- If unable to make contact with a guardian or if the guardian refuses to obtain treatment for the juvenile transport the juvenile to the appropriate facility as outlined in ISC.
 - Contact supervisor to initiate an imminent danger investigation.

6.007 Runaway Juveniles

All reasonable efforts shall be made to locate and return a runaway juvenile to a parent or guardian.

The reporting employee will, within two hours of arriving on scene, contact Records so an NCIC entry can be made as soon as possible.

[Click Here for Procedure](#)

6.008 Missing Juveniles

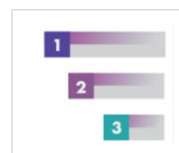
A missing juvenile is defined as a subject less than 18 years of age who cannot be located and has not exhibited a recent intent to leave without consent of a parent or guardian or who would not be capable of willingly running away. Reasonable efforts shall be made to locate and return a missing juvenile to safety.

If foul play is suspected or the juvenile is under 13 years of age, a supervisor will be notified.

The reporting officer will, within two hours of arriving on scene, contact Records so an NCIC entry can be made.

[Click Here for Procedure](#)

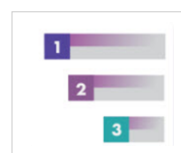
6.009 AMBER Alert



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An officer may request the activation of the AMBER Alert plan through the Idaho State Police to broadcast abduction information, upon authorization from a supervisor and after meeting criteria outlined in BPD procedure.

[Click Here for Procedure](#)



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7.000 Department Vehicles

7.001 Requirements for Operations

All Department emergency vehicles are equipped per *Idaho Code § 49-623*.

An employee who operates a City vehicle or operates a personal vehicle while conducting City business shall have a valid Idaho Motor Vehicle Operator's or Commercial Driver's License in their possession. An employee shall use seatbelt devices and ensure all occupants in the vehicle are seat belted. An officer will utilize a seatbelt during operation of a motor vehicle. An officer may choose to disengage their seatbelt prior to approach to scene or another law enforcement purpose.

Anti-Idling

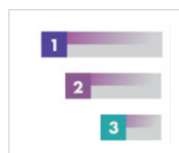
The Boise Police department recognizes the impact on the environment and the waste of fuel by unnecessarily idling vehicles. No vehicle shall be left idling in non-emergency situations. The operator of the vehicle shall turn off the vehicle and remove the keys from the ignition when it is not in use. The following situations are exempt from this policy:

- An emergency scene where the use of emergency lighting or equipment is required.
- Traffic control where the use of emergency lights is required.
- Inclement weather where the vehicle needs to remain idling to keep it serviceable. (i.e. cold enough to frost the windows over or extreme heat)
- K-9 vehicles when the outside temperature requires the use of heat or air conditioning for the animal's welfare.

Supervisors are expected to ensure the adherence and enforcement of the anti-idling policy.

In addition to the City Policy requirements applicable to all City employees, the following guidelines shall apply to the operation of City-owned vehicles by BPD employees:

- Officers shall have readily available, a Department-approved firearm, police identification, badge, and access to a police radio. If away from the police radio, an officer shall carry their assigned phone.
- Shall operate the City-owned vehicle in a manner that will not bring criticism or disfavor to themselves or the Department and in compliance with state and local laws.
- Non-emergency response shall not be unnecessarily delayed; however, an officer responding to a Code One call shall obey all traffic laws and shall not use the emergency lights or sirens.
- Shall not use handheld electronic devices to transmit text messages, emails, or access the internet while operating a City-owned vehicle. Such devices may be used, when necessary, in a hands free mode or through voice command controls. Employees are authorized to use a MDT or handheld



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electronic device to obtain geographical positioning system (GPS) information.

- Shall not operate a City-owned vehicle under the influence of alcohol and drugs. See *11.010 Use of Alcohol and Drugs*. When consistent with operational needs, a narcotics Lieutenant may authorize minimal use of alcohol during an investigation, provided the undercover employee is on duty and uses the vehicle to the minimum extent necessary.

7.002 Employee-Involved Vehicle Collisions and Investigations

Employees shall operate Department vehicles, as well as personal vehicles while on duty, in a safe and prudent manner. Involvement in a vehicle collision in which the employee is at fault is evidence of a violation of policy.

Employees shall operate department vehicles, as well as personal vehicles while on-duty, in a safe and prudent manner. Involvement in a vehicle collision in which the employee is at fault is evidence of a violation of policy.

If the collision whether on or off-duty occurs in a department vehicle and involves life-threatening injuries or a fatality, employees shall follow the CITF Protocol (PM5.000).

BPD will ensure impartial investigation of all collisions involving employees.

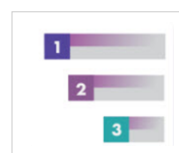
Refer to Boise City Policy 4.20a IX (C) regarding Post-Accident Testing.

For collision's involving a city vehicle on or off-duty and not having life threatening injuries or a fatality:

- If unable to determine who is clearly at fault, another agency will be requested to investigate the accident.
- BPD STEP officers will conduct a parallel investigation in some circumstances where an outside agency is the lead in the investigation.

Whenever any employee is involved in a vehicle accident while on-duty in a city vehicle they shall immediately do the following:

- Stop at the accident scene, render aid as appropriate, and remain there until the investigation is complete or a supervisor releases them, unless the employee has received injuries requiring them to leave the scene for medical treatment.
 - If during an emergency response (Code 3), immediately notify dispatch and request that the call be assigned to the nearest available officer.
 - Any employee involved in a vehicular accident which involves serious injury to any person shall remain at the scene of the accident and render aid, regardless of the nature of the original call.
 - Based on the nature of the original call, the supervisor shall determine whether the involved officer should continue to the emergency call



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based on the severity of the accident, the availability of other responding officers, and the nature of the original response situation.

- If no supervisor can be reached, the involved employee shall remain at the scene and notify dispatch to reassign the original call.

When an off-duty employee or immediate family member (spouse, child, or parents) of an employee is involved in a collision inside the City of Boise with a privately-owned vehicle. A BPD officer may investigate the accident unless they are unable to determine who is clearly at fault. In that case, another agency will be requested to investigate the accident.

7.003 Section Intentionally Left Blank

7.004 Collisions Involving Employees Out of Jurisdiction

Any collision involving employee's on-duty will be reported to the agency of jurisdiction and the on-duty BPD Watch Commander/Lieutenant as soon as possible.

7.005 Section Intentionally Left Blank

7.006 Use of the Opticom Traffic Control System

Use of the Opticom system on public highways is authorized by officers only for law enforcement needs.

7.007 Emergency Escort

An officer should not provide an emergency escort service to citizens. An officer should not transport injured or ill citizens to the hospital in their police vehicle, except for mental hold subjects or prisoners.

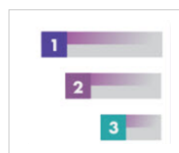
7.008 Assigned Vehicle Usage

An employee may be assigned a vehicle based upon the operational needs of the department. When assigned on-call status, an employee will have their assigned vehicle with them and be available for quick response. The Chief shall retain the right to authorize take-home vehicles for officers with the rank of Lieutenant or higher.

7.009 Restrictions on Use of Assigned Vehicles

Use of these vehicles is restricted as follows:

- Assigned vehicles shall only be used for official police business or when the employee is assigned on-call status.
- Assigned vehicles may be taken to and from duty assignments and home, with a supervisor's approval, as long as the domiciling of the assigned vehicle is within a 21-mile driving distance from Boise CHW, unless specifically exempted by Chief of Police.



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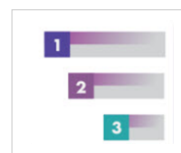
- Assigned vehicles shall not be used during off-duty employment, without consent from Chief of Police.
- Assigned vehicles may not be used to transport family, employees or other passengers, except when it is for official business, authorized by a supervisor, pursuant to policy, or when the employee is assigned on-call status. Any passengers will be discharged before responding to an emergency or engaging in any law enforcement action.

7.010 Criteria for Beginning and End of Duty Day

Employees assigned take-home vehicles shall not be considered "on duty" until arrival at the location of their assignment. Employees will be considered "off -duty" upon departure from their location of assignment. Commute time to and from identified location shall not be considered on-duty time.

Examples of assignment locations include, but are not limited to:

- City Hall West
- Meetings
- Activation for emergency situations
- Court
- Search warrant location
- Specific assigned location
- School
- Surveillance location
- BSU
- Task Force



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8.000 Uniforms and Appearance

8.001 Issuing Uniform and Equipment

Each employee will display professionalism in appearance and dress.

8.002 Initial Issue

Newly hired officers shall be issued a set of uniforms and related equipment items. Probationary officers shall not receive a clothing allowance.

8.003 Damage or Loss of Property Belonging to an Employee

An employee is responsible for the care, maintenance, and serviceable condition of City property assigned to them. Employees will report loss or damage of such property and the relating circumstances to Supervisor within seven calendar days. The supervisor will complete an AIR, as appropriate.

8.004 Replacement of Property/Uniforms

An employee will replace or compensate the Department for all uniform and required personal items that are damaged, lost, or stolen because of an employee's negligence.

Employees shall notify a supervisor upon discovery of damage or loss of the following items; firearms, mobile devices, intermediate weapons, department issued badge or identification.

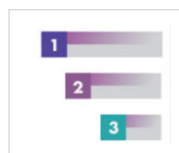
As a general rule, personally owned property used by an employee during their duty day is not covered for reimbursement by the Department.

- However, if damaged during Department duties, personal items that are required to perform work duties, including watches, safety eyeglasses, and sunglasses, may be reimbursed by the Department.

The Watch Commander, or their designee, shall review every incident and determine personal item replacement.

After receiving approval from the Watch Commander, monetary loss for uniform and required personal items that are damaged during Department duties will be recovered as follows:

- File a restitution request with the arrest report as appropriate to petition the court for damages from the defendant. All court-ordered restitution will be sent directly to Finance.
- Following submission of the restitution report, the Supply Specialist shall replace those items which are normally stocked.



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- Watches, safety eyeglasses, and sunglasses will be covered for no more than \$100 each.

8.005 Return Upon Termination

Terminated officers shall return all issued items to the Supply Office.

8.006 Items Given to Retiring Officers

Amended by [Executive Order 2020-05 issued on 12/07/2020 and amended on 12/31/2020](#)

Retiring employees immediately eligible to enter the PERSI system will return all issued equipment to the Department, with the following exceptions:

- Retired officers immediately eligible to enter the PERSI system, receive the following:
 - Name tag
 - Chest badge
 - One pair of handcuffs (either chain or hinged), may be gifted for inclusion on a plaque.
- A retiring officer may purchase his or her duty weapon pursuant to the process and price established by DFA.

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8.008 Uniform of the Day

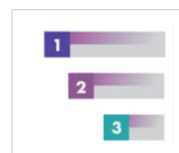
The uniform of the day is to be worn by an officer assigned to uniform duty. There are three types of uniforms that are authorized for daily wear. The types are Class A, Class B, and Class C.

The Class A uniform shall be considered a dress uniform for the Department. Every officer shall have sufficient, complete, and serviceable Class A uniform available for immediate use.

The uniform may be worn only during on-duty hours, when traveling to and from duty, and when otherwise authorized by the Chief (e.g. State visits, funerals, etc.).

Wool shirts shall be worn with wool or wool-blend trousers. Synthetic shirts shall be worn with synthetic trousers. Polyester blend shirts shall be worn with polyester blend trousers. Mixing of uniform items, except as authorized in this policy, is prohibited.

All uniforms shall be of Department approved brands and blends. Other uniform items not included in this policy may be approved by the Chief.



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8.009 Specialty Plates/Pins

Metallic specialty plates/pins may be worn on Class A and B uniforms. Only one specialty plate or pin shall be worn. All specialty plates/pins shall be approved by the Uniform Committee.

8.010 Department Authorized Awards

All shirt ribbons/awards approved by the Department may be worn on a Class A or B uniform.

8.011 Service Stripes

Service stripes shall be worn on the Class A shirts and Class B long-sleeved shirts. After their probationary year, for each five years of law enforcement service, an officer shall place one approved service stripe on the lower left sleeve of the long-sleeve uniform shirts.

8.012 Duty Belt

The regulation duty belt and all duty belt accessories shall be black and a basket weave design. All metal snaps or other metal accessories shall be chrome or nickel finish. Black or hidden snaps are also approved for use. The officer shall maintain their duty belt and accessories in a clean, polished, and serviceable condition. When the buckle-belt is worn, the right edge of the buckle shall be aligned with the trouser fly and the edge of the shirt closure.

8.013 Inspections

Supervisors of uniformed officers are responsible to conduct uniform inspections within two weeks of each shift change and shall require officers to replace worn and unserviceable items.

Supervisors are required to conduct Class A uniform inspections during the first shift change of the calendar year.

8.014 Administrative, Office, or Plainclothes Employees

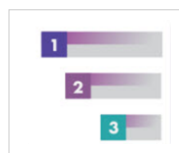
An employee wearing civilian clothes will wear apparel consistent with BPD policy, directives or as directed by unit supervisor and approved by Division Commander.

8.015 Casual Day

Friday is designated as Casual Day. For those who work on a Friday, all administrative, office, or plainclothes employees may wear relaxed professional attire.

This may include:

- Clean jeans or denim outfits without visible rips, tears, holes, or patches.



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- Polo shirts (including logo-embroidered shirts), banded collar shirts, and other buttoned collar shirts.
- Casual shoes, including clean athletic shoes.

Employees who have professional meetings, court, or any other appointment that would require professional attire during Casual Fridays shall wear the uniform of the day or professional attire.

8.016 Training Attire/Meeting Attire

Personnel attending classroom instruction, or Department or other professional meetings, will wear Department-issued uniforms or normal business attire. A supervisor or training facilitator may authorize the wearing of other clothing as required by the nature of the training or meeting.

8.017 Court Attire

An employee attending court shall be neatly and conservatively dressed to present a professional appearance. An officer may wear the authorized uniform of the day. At a minimum, an employee shall wear a button-up dress shirt with tie, dress or Dockers-style slacks, and dress shoes.

8.018 Exemptions From Wearing Uniforms

Executive Staff, Command Staff, and officers assigned to plainclothes or administrative duties are exempt from wearing the uniform of the day.

8.019 Adoption of New Items

Any changes to the approved uniform standards shall be approved through the Chief's office.

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8.021 Section Intentionally Left Blank

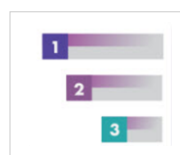
8.022 Uniform Appearance

All uniform articles shall be kept in good repair and maintained in a neat, clean condition.

8.023 Personal Hygiene

When reporting for duty, an employee shall maintain appropriate personal hygiene so as not to offend fellow employees or the public.

8.024 Jewelry



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A uniformed employee shall not wear jewelry visible around the neck. A female uniformed employee may wear one pair of earrings in the ear lobe, provided they shall be the post type for pierced ears and shall have a visible portion no greater than 3/16 inch in diameter. A male uniformed employee shall not wear earrings.

8.025 Body Piercings

No uniformed employee shall have visible body piercing jewelry, including all facial and tongue piercings, with the exception of ear piercings for female employees outlined in 8.024 Jewelry. This includes any piercings visible through the uniform.

8.026 Cosmetics, Perfumes, and Colognes

Cosmetics will be moderate and in good taste. Each employee shall not use makeup lending itself to a gaudy appearance or use excessively odorous perfumes or colognes.

8.027 Hair

A male employee shall wear his hair neatly trimmed, clean, and well-groomed while on duty. The hair shall not extend below the top of the shirt collar or cover any portion of the ears. The hair style shall not interfere with the proper wearing of the uniform hat, helmet, or chemical agents mask. An officer assigned to investigative duties shall be allowed to maintain his hairstyle to the midpoint of the ears or cover no more than half of his ear.

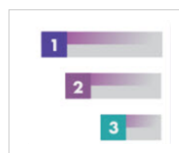
A female employee shall wear her hair in a clean and well-groomed manner while on duty. Each female officer shall wear her hair in a short style or worn fastened up off the neck and ears. The hairstyle shall not interfere with the proper wearing of the uniform hat, helmet, or chemical agents mask.

Each employee shall wear their hair in a naturally-occurring hair color that does not detract from professional decorum. If a wig is worn, it shall comply with the provisions in this section.

8.028 Sideburns

The sideburn shall be trim and neat in appearance. Sideburns shall not extend beyond the point even with the bottom of the ear's inner opening and shall end in a clean-shaven horizontal line. The flare (lower portion of the sideburn) shall not exceed the width of the main portion of the sideburn by more than 1/4 of the unflared width.

8.29 Facial Hair (Revised 12/24/2021 by Executive Order 2021-05)
This order was later modified through [EO 2022-03 on 6/7/2022](#).



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Facial hair is hereby authorized, within the following guidelines. Authorization to grow facial hair is considered a privilege and shall remain at the discretion of the Chief of Police.

A short and neatly trimmed mustache of a naturally-occurring color is acceptable. Mustaches shall not extend over the upper lip, may not extend to the side more than 1/2 inch beyond the corner of the mouth, and may not extend below the corner of the mouth.

- Beards and goatees must be kept tidy, clean, and professional in appearance, and shall not exceed one-half inch in length.
- Facial hair must be natural in color, complete, neatly trimmed, and shall not display exotic patterns, designs, or extreme styles.
- The neckline shall be kept clean shaven at all times.
- Employees in assignments which may require the use of an air-purifying respirator (APR) mask may only be permitted to maintain a style of approved facial hair that does not interfere with a complete seal.

8.030 Tattoos, Body Art, and Brandings (Revised 5/8/2023 by [Executive Order 2023-03](#))

An employee shall not have any tattoos, body art, decorative hardware, or branding on the head, face, neck, scalp, hands, or visible teeth (excluding orthodontic appliances); unless authorized by the Chief. Any pre-existing tattoos, body art, or branding on any of these areas will either be removed or covered by cosmetics or clothing.

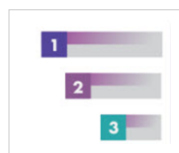
Any visible tattoos, body art, or branding that are obscene, advocate or symbolize gang, extremists' groups, drug use, or sexual discrimination shall not be permitted, unless authorized by the Chief.

8.30 Personal Appearance Exceptions

Replaced with New Policy 1023 on 4/1/2024

A supervisor may exempt any employee from the provision of the appearance standards for the purpose of completing a temporary special task or assignment that would require personal appearance in variance with these sections.

Refer to BPD Uniform and Appearance Directives Manual



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9.000 Firearms

9.001 Firearms Authorization

The following firearms safety procedures apply to all employees authorized to carry firearms.

Unnecessary Display

An officer shall not carelessly display any firearm. An officer is specifically prohibited from engaging in any form of "dry firing" in any police facility or public place, except as part of a training course under supervision. The term "dry firing" includes any form of weapon-drawing practice, trigger-pull, or sight-picture practice. Officers shall understand that the pointing of a firearm at a person is a use of force and requires an articulable reason for doing so.

The exceptions to this are:

- During authorized training exercises.
- When the firearm is used to deploy chemical agents or less-lethal munitions.
- During field operations when a supervisor orders the officer to aim a firearm at a person independent of the officer's knowledge of any threat.

Routine Handling of Firearms

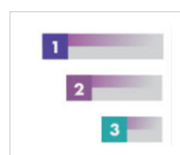
An officer in any police facility, or for administrative purposes, shall unload, load, and clean firearms only in a safe manner. A supervisor may order an officer to draw, unload, present, and reload service weapons for inspection, providing this is accomplished in a safe and orderly manner. If available, a safety barrel shall be used. When properly checking, unloading, or loading a firearm, the officer shall always point the muzzle in a safe direction and keep fingers outside of the trigger guard. When handing a firearm to any person, an officer shall cause the weapon to be unloaded and the action to be opened. When accepting a firearm from any person, an officer shall keep fingers outside of the trigger guard, maintain the muzzle in a safe direction, and manually and visually check the weapon chamber and ammunition feed source (magazine area) to ensure that safe conditions exist. The officer shall secure all carried firearms prior to entering the jail area, according to jail policy.

Storage of Firearms

An officer shall exercise due caution in the handling and storage of service firearms, whether on duty or off-duty. Service firearms shall be stored in such a way as to minimize the possibility of possession by unauthorized users and the resulting possibility of discharge of the weapon.

Unsafe Weapons

An officer shall not knowingly carry mechanically unsafe or deficient firearms. Any firearm discharge that is attributed to a mechanical defect in the safety mechanism or other mechanical defect, shall be presumed to be an unsafe weapon. The



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Range Master and Armorer shall immediately be notified of this condition. The unsafe weapon shall be immediately removed from service.

Weapon Cleaning

Each officer is responsible for cleaning their service weapon, emergency backup weapon, and off-duty weapon in a clean and serviceable condition at all times. They shall report deficiencies in the cleanliness, condition, and serviceability of any Department firearms, including the police shotgun and special weapons, to the Department Armorer or Range Master, who will forward to the Firearms Program Manager.

Firearms Discharge

(see [Executive Order 2023-02 effective 4/15/2023](#) for exception no longer requiring BlueTeam reporting for firearm discharges related to dangerous or injured animals)

The discharge of any Department-issued firearm while carried on or off-duty or any firearm authorized to carry during the course of duty is a serious matter, which will be investigated according to Department procedures.

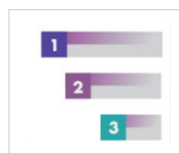
All firearm discharges shall be investigated by the Department. Discharges that are unintentional or negligent will be investigated. The supervisor shall complete the proper Department investigation and immediately generate an Unusual Occurrence Report to notify their chain of command.

- Intentional discharges will be handled either as a CITF/OIA investigation or as an Unusual Occurrence Report.
- Unintentional discharge is defined as the discharge of a firearm in a safe direction and manner when no safety violations have occurred.
- Negligent discharge is defined as any discharge that occurred because of a failure to follow established safety rules and protocols and/or discharged in a non-safe manner.

9.002 Responsibilities and Safety Procedures

An officer will be armed with an issued service weapon during on-duty hours, except when any of the following provisions apply:

- When directed to disarm by a ranking officer.
- When involved in authorized training or activities that make the wearing of a weapon impractical and inadvisable.
- When wearing a weapon would violate any provisions of this manual, the laws of the municipality, state, or nation, or rules of the court where the officer is located.
- When involved in a situation where the wearing of a firearm would pose an increased hazard to the officer.
- When on administrative assignment (Command level assignments, light duty, temporary assignment), the requirement to be armed shall be met as long as the employee has a weapon immediately accessible.
- An officer will not surrender their weapon to a criminal for any reason.
- Emergency or back-up weapons should be carried in a manner that is not visible to the public.



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- Officers shall submit all weapons intended to be used within the scope of their duties to a Department Armorer, or designee approved by Firearms Program Manager, for inspection once every 12 months.
 - Each weapon shall be certified safe before the officer can carry it on duty or off-duty.
 - Inspections shall be recorded in training records.
 - Officers shall re-submit any firearm for inspection by a Firearms Instructor, Department Armorer, or Range Master when any of the following conditions exist:
 - When so directed by a superior officer.
 - When there is reason to believe that the safety device designed by the manufacturer has been rendered ineffective.
 - When the weapon has functioned improperly.

9.003 Carrying of Firearms Off-duty

Officers, who successfully pass the required off-duty qualification, are authorized to be armed while off-duty.

An officer who elects to carry duty weapons off-duty, shall carry their police identification card and badge.

A probationary officer with prior law enforcement experience, who holds a current POST certificate in any state, has successfully completed The Department's firearms course of instruction and qualification and has reviewed BPD policy and procedures, can request approval from the Captain of the Professional Development and Standards Division to carry a firearm off-duty.

Upon entering the FTO program a probationary officer may carry authorized weapons on and off-duty once they have successfully completed the Department's course of instruction and qualification, have reviewed BPD policy and procedures and have had a prior conversation with the Patrol Division Captain.

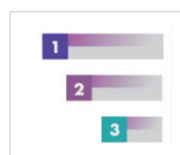
Employees shall not carry a firearm when they are under the influence of alcohol, drugs; to include prescription medications which cause impairment, except in an undercover capacity when approved by their commander.

[Click Here for Procedure](#)

9.004 Firearms Transfer

No Department-issued firearms shall be transferred from employee to employee unless emergency circumstances exist. Only the Firearms Program Manager or designee may transfer weapons.

9.005 Firearms Specifications and General Requirements



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The Department weapons issued to an officer and all personally owned weapons used by an officer in their capacity as a police officer shall be approved by the Firearms Program Manager or designee. All new equipment shall be reviewed and approved by Command Staff. No weapons shall be modified or altered without written approval of the Chief of Police.

[Click Here for Procedure](#)

9.006 Rifle Program

All officers who are issued a "Patrol Rifle" or carry their personally owned "Patrol Rifle" for use on duty will follow all *Firearms Directives*.

9.007 Firearms Program Administration

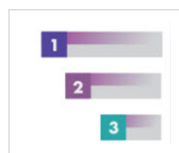
Refer to BPD Firearms Unit Directives

9.008 Qualifications Requirements and Training

Officers shall pass all qualification standards and meet all qualifications set forth by the Firearms Procedures.

Officers shall be required to attend all "Qualification Courses" during the year in order to be certified to carry a firearm. *Refer to BPD Firearms Unit Directives and Collective Labor Agreement.*

[Click Here for Procedure](#)



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10.000 Property and Evidence

10.001 Property and Evidence

All property shall be booked prior to the end of shift. An employee unable to book property prior to end of shift shall obtain authorization from a supervisor to secure the property at the police station or family justice center.

To prepare property for storage, the officer shall:

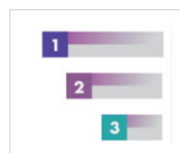
- Tag all items with appropriate evidence tags/evidence seals.
- Date and initial all items when possible (unless this would destroy the evidentiary value).
- Fill out chain of custody.
- Complete the Property Invoice Form (or the VDR for vehicles), carefully noting the reason for booking, including a waiver signature at the bottom of the form if appropriate and containing a list of all items booked.
 - VDR shall include all notable items of significant value within the vehicle.
 - Submit a copy of the Towed Vehicle Inventory Notice when a vehicle is seized and stored at a BPD or other law enforcement facility impound lot.

Body Fluids

- Urine shall be placed in the evidence/property room or family justice center freezer.
- Blood will be in the appropriate Forensic Services DUI blood kits or other approved container and stored in the evidence property room or family justice center refrigerator.

Monies

- Seized monies and other negotiable instruments likely to have greater value than indicated by their face value such as coin collections, stocks, or similar items shall be processed as property evidence and secured in a safe.
- Seized monies and other negotiable instruments not likely to have greater value than indicated by their face will be processed as property evidence.
- The case officer will:
 - Count the money with a witness present.
 - Make note of the number of bills and denominations or photocopy whenever practical.
 - All monies shall be counted individually by two employees. If the two employees cannot reconcile the count, a third employee shall conduct a count to reconcile the discrepancy.
 - Anytime an officer has money needing to be stored, they shall handle, mark and package the money according to this policy and the guidelines established in the Ada County Property/Evidence Procedure Manual.



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- If the amount of seized money exceeds \$1,000 a supervisor shall be notified.
- To book more than \$5,000 in cash, an employee from Ada County Property must be physically present at their location to take possession.
- If the amount of seized money appears to exceed \$10,000 the officer shall not conduct a count of the money.
 - The officer, with a witness present, will seize the money and book into Ada County Property.
 - A supervisor will then make an appointment with US Bank to have their personnel conduct the money count.
 - The supervisor and one witness, either sworn or civilian, will retrieve the money from the evidence area and take it to the US Bank branch located at 10556 W Fairview Ave where the count will be conducted and a currency verification form will be completed.
 - The money will then be taken to Ada County property and booked.
 - The supervisor will write a supplement to the original DR, detailing the handling of the money and amount seized.

Cell Phones

- Place seized cell phones in airplane mode.
- Process request for cell phone forensics with a trained Cell Phone Examiner.

Computers

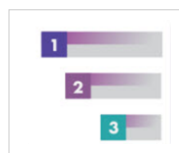
- Process request for computer forensics with the Department Computer Examiner.

Personal Property

- Found personal property
 - Provide the finder with reference to *I.C. §55-405*. If the finder does not want to go through the legally required process, BPD accepts the found property and attempts to find the owner. The finder is advised that they have relinquished any rights to the property.
 - Found property is entered into property and a written synopsis must describe where the items were found and by whom.
 - If found property has a value of \$100 or more the evidence custodian makes a reasonable attempt to determine the value and document the resources used.

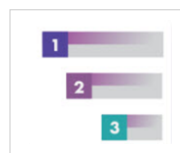
Seized stolen personal property

- Stolen property with evidentiary value (e.g. fingerprints, DNA, blood, bodily fluids, etc.) should be booked into evidence per standard procedures.
- Stolen property with no further need for processing **where owner is known**.
 - General:
 - Record verbal acknowledgement from owner that item cannot be altered or disposed of until case is complete.



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- Photograph, including serial numbers and identifying markings. Return to owner.
- Detail actions on DR and property invoice.
- Download photographs and documents into report writing system.
- If owner is known but not immediately available, item may be booked as "safekeeping" at Ada County Property for later release.
- Retail
 - Items stolen from a store and immediately recovered should be photographed and returned to store.
 - Photograph, obtain receipt and value, document value and responsible party in DR and return to owner.
 - Damaged items should be returned with restitution instructions, note request on DR.
- Pawnshops
 - If item was recovered from a pawnshop, photograph and return to the original owner per the general procedure above.
 - Document the restitution request of amount paid, pawnshop location and property owner(s) as victims on the DR or supplement(s).
- Stolen property with no further need for processing **where owner is unknown.**
 - If item has not been reported stolen, book property as "safekeeping", under unknown owner.
- Paraphernalia
 - Felony cases with paraphernalia
 - All paraphernalia (including marijuana paraphernalia related to a felony case should be booked into evidence per standard procedures.
 - Misdemeanor cases with paraphernalia
 - Photograph paraphernalia, including photos of any residue or identifying markings.
 - Download photographs into report writing systems under associated DR.
 - Detail identifying information in DR supplement (e.g. residue observed, color, smell, material/texture of item).
 - Destroy marijuana paraphernalia.
 - Paraphernalia in misdemeanor cases used to ingest felony level drugs may only be destroyed once it is determined felony charges will not be filed and the misdemeanor case is no longer pending.
 - To destroy paraphernalia, officers shall:
 - Place paraphernalia in the collection unit of the property room for destruction, clearly mark, 'DESTROY'.



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- Open Container, Illegal Consumption, Tobacco
 - Items related to open container, illegal consumption, and tobacco charges (e.g. beer cans, liquor bottles, cigarettes) do not need to be booked into evidence.
 - Photograph items and destroy or book into safekeeping (when item has value and is not contraband, e.g. metal flask, tobacco vaporizer, unopened bottles of alcoholic beverages. NOTE: Tobacco vaporizers/e-cigarettes should have batteries removed per Ada County Property booking policy.
 - Download photographs into report writing system under associated DR.
- Evidentiary Documents / Digital Media
 - Documents not requiring forensic processing, such as witness statements, photo line-ups, receipts, photos etc., should be scanned into report writing system. They do not need to be booked into evidence.
 - Third party digital audio and video, should be booked into property and evidence.
 - Photographs of children or adult victims of sexual assault, showing genitalia or breasts, will not be stored in report writing system.

10.002 Damage or Loss of Property Belonging to Others

(see [Executive Order 2023-02 effective 4/15/2023](#) for exception no longer requiring BlueTeam reporting for property damage resulting from officers' performance of duty, unless there appears to be a policy violation).

Each employee shall protect the property of another subject or entity from damage or loss. If an employee damages or loses property, the employee shall promptly notify their supervisor who shall report the incident on an AIR.

10.003 Abandoned, Stolen, and Seized Vehicles

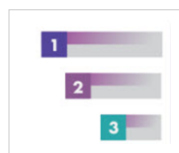
[Click Here for Procedure](#)

10.004 Towing from DUI Arrests

Upon a DUI arrest, the vehicle will be towed unless there is a sober, licensed driver at the scene who can take custody of the vehicle and the suspect has provided audio recorded consent for that individual to assume responsibility for the vehicle and its contents.

10.005 DUI Evidentiary Blood Samples

Absent exigent circumstances, all involuntary blood draws to obtain evidentiary samples require a Search Warrant.



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An AFC, Sergeant or Lieutenant shall be present to observe and advise whenever an involuntary blood draw is conducted.

An AFC, Sergeant or Lieutenant shall not assist with any blood draws.

DUI - Evidentiary Blood Samples:

Blood may be taken in any investigation of DUI when the suspect has been advised of their rights under *Idaho Code § 18-8002*, and has refused to provide either a breath or urine* sample as requested by the officer and the following circumstances are present:

- The suspect is in custody and the officer has reason to believe the suspect is under the influence of drugs/alcohol/or other intoxicating substances, AND
 - After consultation with the On-Call Prosecutor, a Telephonic Blood Draw Search Warrant has been obtained; or
 - The suspect voluntarily consents to a blood draw in lieu of providing a breath or urine sample.
- The blood is taken in a medically acceptable manner pursuant to *Idaho Code § 18-8003*.
- Soft Empty Hand Control may be used to restrain the suspect if necessary. If additional force is required beyond just holding the arm/shoulder, or if the suspect jerks, thrashes or physically resists at any time, the testing shall stop and a refusal shall be noted.
- A restraint chair may only be used in felony cases and requires the presence and approval of a supervisor.

* Pursuant to the above circumstances, urine or blood evidentiary samples should be obtained for a DUI case where drugs are suspected. If the suspect is believed to be solely under the influence of alcohol, breath or blood evidentiary samples should be obtained.

[Click Here for Procedure](#)

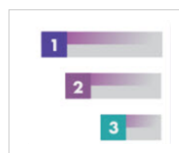
10.006 NCIC Entries

NCIC Entry Clearance

The officer who locates a missing person, runaway, stolen vehicle, or stolen property or receives information that the NCIC entry is no longer valid is responsible for contacting Records to have the NCIC entry cleared. The employee shall note on the report that NCIC was canceled, the Records clerk who took the information, and the date and time it was called in.

Other Agency Hit Confirmations: – If there is an NCIC hit from another agency, Records must be contacted to confirm NCIC hit with entering agency through a YQ/YR/Locate.

[Click Here for Procedure](#)



BOISE POLICE DEPARTMENT POLICY

10.007 Authority to Return/Dispose of Evidence or Property

Evidence will be returned to its proper owner or disposed of pursuant to *Idaho Code* and *Boise City Code* and the Boise City's Records Retention Schedule.

10.008 Evidence Seizures

All vehicles impounded for evidentiary purposes shall be towed to the city's designated evidence towing facility. Processing, including a complete inventory, shall be completed within one week, unless there are exceptional circumstances and supervisory approval.

If a vehicle cannot be adequately processed for evidence at its location, an officer may immediately impound a vehicle without notice for the purpose of obtaining evidence under the following conditions:

- If the vehicle was used as an instrument of a crime (e.g., felony hit and run, manslaughter, etc.).
- If the vehicle was the scene in which a crime occurred or was used to facilitate a crime or to transport suspects to/from a crime (e.g., location of a murder victim, used in a robbery or a narcotics case, etc.).
- When necessary to secure it until a search warrant can be obtained or pursuant to any other legal process or document.
- When the VIN is altered, obliterated, or missing or if the vehicle is suspected of being stolen.
- Other evidentiary purposes as deemed necessary.
- All impounds made for evidentiary or forfeiture purposes shall have supervisory approval.

10.009 Firearms

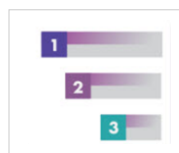
Firearms shall be unloaded prior to submitting them to the evidence room.

Officers submitting firearms into evidence will:

- Complete an Alcohol Tobacco and Firearms (ATF) National Tracing Center Request form ATF F3312.1, and forward to the proper unit to be processed.
- Package the firearm in a gun box, seal, date and label the box.
- Package the firearm and ammunition separately.
- Submit the firearm, the ATF form, and a copy of the NCIC check (which includes criminal history) to the evidence custodian.
- Enter the firearm into the ARS database.
- Document make, model and serial number in report.

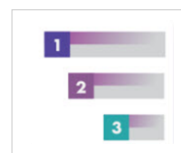
Firearms to be converted for use by the Boise Police:

- Firearms and ammunition shall not be converted for Boise Police use unless approved by the Deputy Chief prior to conversion.
- Prior to conversion, the case officer or Records Administrator again performs an NCIC check.



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- If the weapon is cleared for conversion to Boise Police, a Receipt for Property Form is completed - to include property bar code number and signature of the Armorer.



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POLICY**

11.000 Conduct

11.001 Conduct

Inappropriate conduct is defined as conduct, either on or off duty which may not reflect most favorably upon the employee but does not rise to the level of discrediting the employee or the department, nor does it impair the operation and efficiency of the Department or any of its employees.

Sexual Harassment

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature and can involve males or females being harassed by employees of either sex. Although sexual harassment typically involves a person in a greater position of authority as the harasser, individuals in positions of lesser or equal authority also can be found responsible for engaging in prohibited harassment. Third parties, such as customers and vendors, are also prohibited from harassing employees. The City, and the Police Department, will neither allow nor tolerate sexual harassment in any form by any employee or others. See *City of Boise's Employee Policy Handbook*.

Drug Free Workplace

The Boise Police Department is committed to having a drug and alcohol free work environment. Therefore, all employees must abide by the City's Drug-Free Workplace regulation. See *City of Boise's Employee Policy Handbook*

Violence-Free Workplace

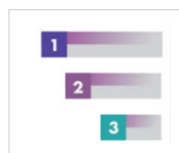
The Boise Police Department Supports the City Of Boise Violence Free Workplace Policy and will not tolerate acts of workplace violence committed by or against employees. All Boise Police Department Employees are strictly prohibited from making threats, whether direct or indirect, or engaging in violent acts. See *City of Boise's Employee Policy Handbook*.

11.002 Conduct Unbecoming an Employee

Each employee shall conduct themselves in such a manner as to reflect most favorably on the Department at all times. Conduct unbecoming an employee shall include conduct which brings the Department into disrepute or reflects discredit upon the individual as a Department employee, or conduct which impairs the operation or efficiency of the Department or any of its employees.

11.003 Conformance to Laws

Each employee shall obey all laws of the United States and of any state and local jurisdiction in which they are present. A conviction for the violation of any law shall be prima facie evidence of a violation of this section.



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11.004 Notification of Criminal Charges

An employee who is charged with a misdemeanor or felony offense shall immediately inform their supervisor. OIA shall be notified via the employee's chain of command.

11.005 Domestic Battery

Under federal law, no individual found guilty of domestic battery is allowed to carry a firearm. As police officers are required to carry a firearm as a part of their job, any officer found guilty of this offense is subject to immediate termination.

An officer who is the respondent of a protection order shall not be allowed to carry a firearm and all Department-issued weapons will be retained by the Department until adjudication.

11.006 Loyalty to the Department and Department Employees

An employee shall not criticize the Department, its employees, or its policies in a manner which is defamatory, obscene, unlawful, or when the criticism is false or malicious.

11.007 Insubordination

An employee shall not be insubordinate. Examples of insubordination include, but are not limited to:

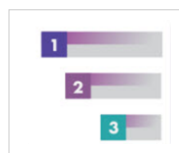
- Refusal to promptly obey a lawful order of a ranking employee or supervisor.
- Use of derogatory remarks or criticism directed toward or about a ranking employee or supervisor that affects the Department's operation or efficiency.
- Bypassing a ranking employee or supervisor in the chain of command.

11.008 Relationships with Others and Demeanor

An employee shall treat all other persons in a civil and respectful manner. They shall not use profanity or uncomplimentary speech in the presence of employees of the public, prisoners, or other persons they have contact with nor shall they intentionally antagonize any person.

11.009 Use of Tobacco Products

An employee shall not smoke tobacco products or use electronic smoking devices in any law enforcement facility or vehicle in use by Boise City Police. An employee shall also refrain from smoking or using tobacco products while on-duty when addressing the public in a structured group, forum setting, or participating in crowd or traffic control. The exception to this policy is interrogators and/or suspects who, upon mutual consent, may use tobacco products in interrogation rooms when necessary to facilitate the interview process.



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11.010 Use of Alcohol and Drugs

The Boise Police Department is committed to having a drug and alcohol free work environment. The Boise City policy on a Drug-Free Workplace applies to all employees, except in the performance of duty while acting under proper and specific orders from a ranking employee, during an undercover operation. See *City of Boise's Employee Policy Handbook*.

Each employee working their assigned hours, on an on-call paid status, appearing to be on duty, or while wearing any part of the uniform identifying themselves to be a Department employee shall not:

- Consume intoxicating beverages.
- Be under the influence of intoxicants to any degree whatsoever or with an odor of intoxicant on their breath.
- Operate a City vehicle or equipment while under the influence of intoxicants to any degree. This includes assigned vehicle for on-call employees
- Possess or use a controlled substance or prescription drug, except as prescribed by a physician.
- Employees being treated with drug or controlled substance that might adversely affect their ability to perform their essential job duties shall provide a written statement from their doctor regarding their ability to safely and effectively perform these duties. Employees are not required to divulge what drug or controlled substance they are being treated with or the medical condition necessitating the need for treatment, unless the City requests this information in accordance with applicable laws.
- Store or bring any alcoholic beverages, controlled substances, narcotics, or hallucinogens, except those which are held as evidence, for destruction, or for approved training purposes, into any City facility or vehicle.
- Carry a concealed firearm, either on-duty or off-duty, while under the influence of alcohol, drugs, or prescription medications which cause impairment based on a physician's assessment.

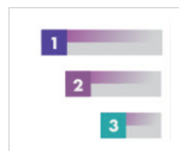
11.011 Associations

An employee shall avoid non-work related dealings with persons who they know are under criminal investigation or who have a reputation for present involvement in felonies or criminal behavior, except as necessary for the performance of official duties or where unavoidable because of the employee's personal relationship.

11.012 Claims for Damages and Lawsuits

On matters pertaining to the Department, an employee may initiate legal action with the approval of the Chief, unless prohibited by other policies. An employee shall make an immediate notification to their supervisor at any time they become a party to a lawsuit or claim prior to the lawsuit.

11.013 Judicial Orders or Process



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POLICY**

An employee shall not testify in any civil case in which the Department may have an interest unless:

- They are requested by City Legal.
- They are issued a subpoena and have notified their Division Commander.

The only persons authorized by the Department to accept service of court process and documents naming the Department as a defendant or requesting records or information from BPD files are the Chief, the Chief's designee, or City Legal. This applies only to those situations other than the normal subpoena process used by the Ada County Prosecutor's Office or City Legal. Examples include:

- Civil suit filed against BPD or its employees.
- Subpoenas for records or dispatch information.
- Subpoenas in civil matters in which the Department is a party.

11.014 Confidentiality

No employee shall divulge any confidential information obtained in the course of employment with the Department unless released through public records request or through cooperation with other law enforcement agencies in furtherance of an investigation.

11.015 Section Intentionally Left Blank

11.016 Law Enforcement Code of Ethics and Code of Conduct

While on and off-duty, an officer will conduct themselves in accordance with the Law Enforcement [Code of Ethics](#) and [Code of Conduct](#).

11.017 Ethics of Official Position

An employee shall not use their official position, official identification cards, or badges for:

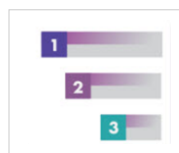
- Personal or financial gain.
- Obtaining privileges not otherwise available to them, except in the performance of duty.
- Avoiding the consequences of criminal acts.

11.018 Use of Outside Influence

An employee shall not knowingly use, attempt to use, or permit the use of any outside influence to gain promotion, transfer, or change of duty for themselves or another employee.

11.019 Bail

An employee may become surety or guarantor, post bond, or furnish bail for themselves and their immediate family. An employee shall not become surety or guarantor, post bond, or furnish bail for other persons, unless such action is



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approved by a Division Commander or a higher ranking supervisor and it is determined that Department interests are not at stake.

11.020 Purchase from Prisoner/Confidential Informant

An employee shall not purchase anything from a prisoner or CI unless the purchase is made through an authorized outlet. No employee shall knowingly purchase anything from a person against whom the Department has a criminal charge pending or in which the employee is involved in the prosecution as the arresting officer or as a witness.

11.021 Interference with Prosecution

Following an arrest or the issuance of a citation, an employee shall not make or negotiate any compromise or arrangement to allow a person to escape the penalty of the law, unless cleared by their supervisor prior to contacting the Prosecutor. Also, an employee shall not seek, out of friendship for the defendant, any consideration which would interfere with the courts of justice. This section shall not be construed to restrict an employee from arriving at mutually productive agreements with defendants with a view to developing information about criminal activity or otherwise in the furtherance of justice when cleared by their supervisor and the Prosecutor.

11.023 Bribes, Discounts, Gratuities, Rewards, and Gifts

The Department prohibits the solicitation and/or acceptance of any discount, gratuity, reward, or gift that could, in the public mind, be interpreted as capable of influencing an employee's judgment in the discharge of duties or would reflect favoritism by the employee or Department toward any particular subject, group, or business. See *Boise City Code for more information.*

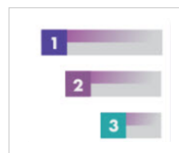
[Click Here for Procedure](#)

11.024 Donations to the Department

Donations typically include cash, equipment, facilities, or services. An employee may only solicit donations on behalf of the Department and with prior approval by their Deputy Chief. The employee will provide a synopsis of the project to their Deputy Chief with a copy to the employee's chain of command and the Police Finance supervisor.

11.025 Donations to Non-Profit Organizations through BPD

A donor to a non-profit organization through the Department will be directed in advance to make the check payable directly to the non-profit organization. Otherwise, the check can be endorsed over to the non-profit group by Finance.



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11.026 Section Intentionally Left Blank

11.027 Officer's Duty Requirements / Work Standards

Each officer shall:

- Enforce the laws of the City of Boise and the State of Idaho.
- Render service to all citizens.
- Perform all general and specific duties assigned.
- Know and adhere to the rules, regulations, policies, procedures, and directives of the Department.
- Be willing and able to perform assigned tasks properly, in an efficient manner while providing quality service to the community.
- Conform to the work expectations established for the employee's rank, grade, or position.
- Adhere to the policies, procedures, directives and expectations of the Department.

11.028 Performance of Duty

An employee shall perform their duties in a manner which will maintain the highest standards of efficiency in carrying out the Department's functions and objectives.

Satisfactory performance and competence is demonstrated by:

- Adequate knowledge of the application of laws required to be enforced.
- Taking appropriate and timely action when a crime, disorder, or other situation requiring police action occurs.

11.029 Support of Fellow Employees

An employee shall support their fellow employees in the lawful and just performance of their duties and shall not display cowardice or fail to provide assistance when needed.

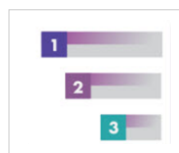
11.030 General Discharge of Duties

An employee shall discharge their duties in an objective, impartial, and firm manner. They shall act with other employees to assist and protect each other in the maintenance of law and order.

11.031 Reporting for Duty

Each employee shall report for duty at the time and place specified by their supervisor and be physically and mentally capable, properly attired, and ready to assume on-duty status. An employee shall not leave prior to completion of their shift unless approved by their supervisor.

11.032 Notification of Injury or Illness



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An employee who is unable to report for duty shall personally notify their supervisor as soon as possible and prior to the next duty shift. If the supervisor is unavailable, the employee shall notify the next available ranking supervisor in the chain of command. An employee who becomes sick while on duty shall advise their supervisor before leaving their assignment. An employee who is injured on duty shall immediately notify their supervisor and will complete an SD-1 Employee's Personal Injury Report, which shall be routed through their chain of command to Personnel.

An employee on sick leave shall keep their supervisor informed of their status on a daily basis. Sick leave status is applicable during the employee's entire scheduled tour of duty. Accordingly, when an employee is on sick leave, they shall remain at home, except as necessary to attend to their injury or illness, to attend to family sick leave business, or unless other arrangements are agreed to by their supervisor. Supervisors should monitor the use of sick time by employees and, when needed, make a home visit or otherwise meet with employees to ensure other services and/or care are not needed.

An employee on sick leave for more than three consecutive scheduled work days may be required to submit a release from a qualified medical professional to their supervisor, indicating their fitness to return to work. The written release will be routed to Personnel.

11.033 Exchange of Duty or Trading Shifts

An employee shall not replace another employee who is on duty or scheduled for duty without the prior approval of their Lieutenant(s) or Division Commander(s).

11.034 Duty to Check Daily Logs and Mail

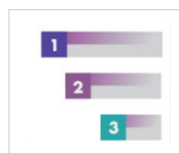
An employee reporting for duty will acquaint themselves with events that have taken place since their last tour of duty and check electronic mail, voice mail, or use other means to retrieve messages.

11.035 Duty to Check Policy Manual

Each employee shall regularly read any updates of the policy manual, which will be distributed to each employee through the i-Learn system and posted on the BPD intranet.

All employees shall check for and read electronic policy manual updates regularly and complete i-Learn assignments by the due date. Any employee who has a question about manual revision and/or content should contact their supervisor for explanation and clarification. Being aware of and understanding updates to the policy manual is an employee's responsibility.

11.036 Duty to Complete and Review Electronic Time Records



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Each employee shall complete and submit their electronic time records according to established due dates. The employee and their supervisor shall ensure the reported hours are accurately reflected on their weekly FLSA time records. Each employee is required to ensure the correctness of their leave balances to be certain sufficient time exists prior to taking leave. Any problems will be brought to the attention of Finance through the employee's supervisor.

11.037 Duty to Report Information

An employee shall report to their supervisor any information coming to their attention tending to indicate any employee has violated a law, rule, regulation, or order.

11.038 Congregation of Officers

While on duty or in uniform, officers shall not congregate in public places without supervisor approval. Under normal circumstances, no more than three uniformed officers shall take a break or meal at the same time and location. FTO's with trainees and TAC units are an exception, for up to four officers.

11.039 Meal Breaks and 15-Minute Breaks

Under normal circumstances, an officer may take one 30-minute meal break during each shift they work. An officer is encouraged to take their meal break somewhere within their assigned area. However, if conditions permit, an officer is allowed 15 minutes of travel time from their assigned area to the location where they desire to take the meal break and a like amount of time to return. Travel time will not be included in the officer's meal break. Travel outside of Boise City should be done with discretion and is subject to supervisory limitations. Police vehicles shall not be taken outside of Ada County.

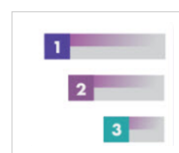
11.040 On-Duty Time Restricted to Department Duties

Unless otherwise detailed, an employee shall restrict their Department duties during working hours to their assigned duty area. An employee shall not conduct personal business during on-duty time for the purpose of private gain. An employee shall not engage in personal recreation or entertainment while on-duty, other than while on approved breaks.

11.041 Sleeping On-Duty

An employee shall remain awake while on duty. If unable to do so during their current duty assignment, they shall report to their immediate supervisor, who will do one of the following:

- Assign the employee to ride with another employee or
- Send the employee home on sick, annual, or compensatory leave as the circumstances dictate.



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11.042 Responsibility for Being Armed and Possessing Identification

Except when authorized by their supervisor or when there are other justifiable circumstances, a uniformed officer shall carry their badge, BPD identification card, and authorized weapons on their person while on duty or while operating a Department vehicle. A sworn employee wearing civilian clothes shall have the weapon, badge, and BPD identification card immediately available.

While off-duty, each officer is encouraged to be armed or to have a weapon immediately available. While carrying a weapon off-duty, an officer will also carry their badge and police identification.

An employee shall not lend their police identification card to any person. An officer may lend another BPD officer their badge. An officer shall not loan any portion of the uniform recognizable as belonging to BPD to any person other than another BPD officer. No employee shall permit their police identification card to be photographed or reproduced without the approval of the Chief.

11.043 Responsibility for Providing Identification

An employee shall provide their name or Ada number to any person requesting that information, with the exception of undercover operations. If a badge number is requested, the employee shall provide their Ada number.

11.044 Availability During a Suspension with Pay

An employee who has been suspended will remain available during the hours designed by the Chief or their approved designee for investigative or administrative purposes.

11.045 Department Reports

[Click Here for Procedure](#)

11.046 Timeliness of Reports

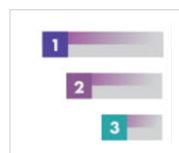
An employee shall submit all necessary reports on time. Reports shall be completed in accordance with Department report writing policy and procedures.

11.047 Report Information

No employee shall knowingly enter or cause to be entered any inaccurate, false, or improper information or misrepresent the facts in the Department records or reports. The violation of this policy may result in discipline up to and including termination.

11.048 Completion of Work Prior to Going Off-duty

Officers shall complete all arrest reports prior to the end of their shift.



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Officers should finish all non-arrest reports prior to the end of their duty shift. In the event the report is not complete at the end of their duty shift, officers shall finish all non-arrest reports within 24 hours or prior to leaving for their normal days off, vacations, training etc.

Exceptions may be granted by their supervisor.

11.049 Report Accuracy

An employee will confirm to the best of their ability the information obtained for any reports, citations, investigations, etc. is accurate and complete.

11.050 Documentation of Evidence

The Department recognizes its obligation to document all evidence, including exculpatory evidence, in its investigations. Exculpatory evidence is any evidence that may benefit the defense of any criminal case by showing facts that are favorable to the defendant or those facts which may disprove the allegations of the charges. All such evidence shall be documented and made available to Prosecutors.

11.051 Treatment of Animals

(see [Executive Order 2023-02 effective 4/15/2023](#) for exception no longer requiring BlueTeam reporting for firearm discharges related to dangerous or injured animals, unless there appears to be a policy violation.

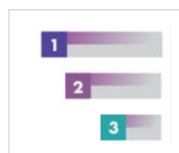
No employee shall willfully subject any animal to cruel treatment or willfully neglect the necessary humane action which the circumstances may require.

The killing of animals shall be justified:

- To prevent injury to the officer or others.
- Upon supervisor authorization when the animal must be destroyed to prevent further suffering for humanitarian reasons under the following conditions:
 - In the case of domesticated animals, only at the owner's request or when attempts to contact the owner have been unsuccessful.
 - When the supervisor has determined that the animal can be shot without posing a hazard to persons or property.
- Destruction of animals shall result in notification to the chain of command

11.052 Representation before the Idaho Legislature or the Boise City Council

An employee shall obtain approval from the Chief or their designee through their chain of command prior to speaking as a Department representative to the Idaho State Legislature, Legislative Committee, or the Boise City Council. If time permits, the notification should be made in writing. However, in cases where requests are of short notice, verbal notification to the Chief or their designee may be accomplished in person or by telephone. Approval to speak will be granted if the topic matter is viewed as being of public concern and not disruptive to operations. The Chief or



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their designee shall also review and approve items prior to submission for inclusion on the City Council or the Idaho State Legislative agenda.

This order is not to be construed or impact the employee's right to testify before the Idaho Legislature or the Boise City Council as a private citizen or representative of another group on matters not related to the Department. Any employee testifying as a private citizen before the Legislature or the City Council who is recognized or identified as a BPD employee shall advise the Legislative/Council representatives that they are not testifying in an official capacity or as a BPD representative.

11.053 Section Intentionally Left Blank

11.054 Off-Duty Employee Action

(Paragraphs 1-2 replaced by new [Policy 338 Off-Duty Law Enforcement Actions on 12/2/2022](#))

An officer who has not completed the Field Training Program will not activate in a law enforcement capacity unless ordered to do so by the acting Watch Commander, Lieutenant, or Captain.

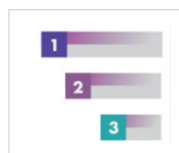
11.055 Off-Duty Employment

Off-duty employment means any employment outside the BPD pursued by the employee with an entity other than the City of Boise, including self-employment. Off-duty employment does not include instances where undertaking such employment is a necessary part of an official BPD undercover investigation. Any gift or payment received by the employee for employment (other than from the City of Boise) in relation to the undercover assignment must be turned over to the City of Boise's general revenue fund.

An employee is permitted to work other employment (off-duty employment) during those periods of time when they are not scheduled to work for the Department. The primary reason for establishing conditions is to insure an employee's capability to perform Department duties effectively and efficiently is not adversely affected by the employee's off-duty employment. All work performed which is paid to employees through the City of Boise is considered job-related and on-duty. All work performed which is not paid through the City of Boise is considered off-duty employment.

All off-duty employment will be performed in the employee's capacity as a private citizen. While engaged in off-duty employment, an employee will not:

- Engage in any off-duty work perceived as exercise of statutory law enforcement powers.
- Be considered as a BPD employee for purposes of any employee benefits, including worker's compensation, liability insurance coverage, etc.
- Wear the BPD uniform or carry, or utilize any Department-owned equipment, badge, identification and as noted in 9.003 *Department-Issued Firearm*.



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- If the off-duty employee does self-activate as a BPD officer, the employee shall follow the off-duty activation procedures as outlined in 11.054.

11.056 Department-Issued Firearm

An officer shall not carry the Department-issued firearm while engaged in off-duty employment, unless approved by the Chief.

11.057 Off-Duty Employment Conditions

All employees wishing to pursue off-duty employment, including self-employment, shall submit a "Request for Approval: Off-Duty Employment" form through their chain of command to the Chief. Forms may be obtained through the Chief's Office.

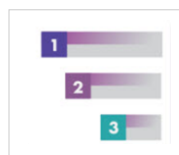
To prevent interference with their physical or mental ability to perform their Department duties and obligations, no employee shall work at any off-duty employment which exceeds 15 hours of total on-duty and off-duty employment in any 24 hour period. Employees who have worked 15 hours of combined on-duty and off-duty employment within a 24 hour period will have a minimum of an eight hour break prior to the beginning of their next Department duty/shift.

Employees are not authorized to use sick leave as a result of not meeting the eight hour break condition or to recover from fatigue or for some other non-injury condition related to the off-duty employment which would preclude them from reporting for duty.

11.058 Prohibited Off-Duty Employment

No employee shall perform "off-duty employment" as defined in Section 11.055 above which:

- Is inconsistent with medical advice (Compliance with this provision shall include compliance with the Assignment to Light Duty Policy or Procedure).
- Reflects unfavorably on the Department or brings discredit to the City.
- Uses their position as an employee for questionable, unethical, or illegal purposes. Specifically prohibited is any employment involving on-premises and/or by the drink sales or serving of any "alcoholic liquor" as defined by Idaho Code § 23-105 (includes, liquor, spirits, wine, and beer) in an establishment subject to control or regulation by Idaho State Police Bureau of Alcohol Beverage Control, except as authorized by the Chief.
- Detracts from their on-duty performance or takes precedence over on-duty needs or overtime required by City employment.
- Presents a conflict of interest as defined by State law, City policy, or ordinance, or conflicts with the employee's duties for the City of Boise, such as employment as a criminal defense investigator.
- Requires the employee to access or use any law enforcement information, files, records exempt from disclosure under the Idaho Public Records Act, or access or use confidential law enforcement information or databases as a condition of employment.



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11.059 Section Intentionally Left Blank

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11.061 Annual Review of Off-Duty Employment Status

Requests for approval of off-duty employment are required to be renewed by the employee on an annual basis. The employee is responsible for submitting a new "Request for Approval: Off-Duty Employment" form within 30 days of receipt of notice of "The Annual Inventory" by email from the Chief's Office.

All "Request for Approval: Off-Duty Employment" forms shall be reviewed annually by the Chief or their designee.

11.062 Changes in Off-Duty Employment Status

Whenever the conditions of approved off-duty employment change in terms of any increase in the number of hours worked, duties, etc., the employee shall submit a new "Request for Approval: Off-Duty Employment" form prior to the change in off-duty employment hours, duties, or other circumstances.

All "Request for Approval: Off-Duty Employment" forms submitted for reason of a change in the duties of such off-duty employment or any increase in hours of such employment shall be reviewed by the Chief or their designee.

11.064 Rotation of Personnel in Specialty Units

(New section created 9/10/2020 by Executive Order 2020-03)

Rotation of staffing in specialty units will be based on performance and the business needs of the organization, with the understanding that assignment to a specialty unit is a privilege rather than a right. Performance based rotation allows employees to stay in specialty positions so long as they are meeting, or exceeding, performance standards as determined by continual performance review.

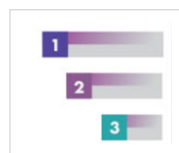
Other provisions:

- Officers assigned to all specialty units shall agree to stay in assignment for at least two (2) years, absent unforeseen circumstances. This will ensure the investment in training is partially realized and allow development of relationships. Unforeseen circumstances do not include the availability of a different specialty assignment.
- The Department may eliminate specialty positions at the Chief's discretion as discussed in the Collective Labor Agreement.
- Officers assigned to the Special Victims Unit, Narcotics positions, ICAC positions, and other positions as determined by the Chief shall undergo a



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mental health evaluation every two (2) years to determine whether they continue to be suited to the stress of working in the environment of the specialty unit to which they are assigned. A qualified, mutually agreed upon, mental health practitioner will issue a letter stating that he or she has conducted that evaluation and in his or her professional opinion the officer or task force agent is, or is not, suited to that specific environment or specialty assignment. The opinion letter will not contain specific results or discussion.



12.000 Internal Investigations and Corrective Action *Replaced 10/5/2023 by
new [Policy 1010 Complaints](#)*

13.000 Department Facilities

13.001 Workout Facilities

City Hall West Workout Room / Mat Room Use

- City Hall West employees only, unless prior approval granted by Command Staff.
- All personnel desiring to use the workout room shall sign an Acknowledgment and Release of Liability Form. An employee shall not utilize the workout room while on duty, unless otherwise authorized.
- Personnel not familiar with a piece of equipment should contact a knowledgeable employee for familiarization instructions. A spotter is recommended while training with free weights.
- Employees are required to follow posted guidelines for the workout room use.

Maintenance

- All equipment will be used at all times in compliance with the manufacturer's guidelines. Contact the Fire Training Section as soon as practicable when there is a problem with a piece of equipment.

13.002 City Hall West Security Policy

All employees are responsible for enforcing security

- All persons without access rights to restricted areas of City Hall West facility shall be escorted and monitored by a BPD employee.
- All exterior doors to City Hall West and any interior doors on the electronic access control system will remain closed unless attended.

13.003 Authorized Access to the City Hall West Facility

To gain access to City Hall West, the following shall occur:

- All employees shall be CJIS (Criminal Justice Information System) compliant.
- Police department employees, visitors, volunteers, and vendors shall wear either an official ID access card or badge, visibly displayed, or be in official police or fire uniforms while they are in the facility, whether they are on duty or off-duty.
- Boise City employees displaying an official identification card need not be issued a Visitor ID card once the purpose of their visit is known.

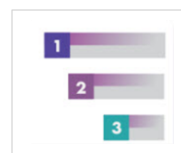
Refer to category description when determining the severity of the violation for directives that fall in multiple categories.

CC – Command Counseling
F/A – Firearm

LWOP – Leave without Pay
N/D – Negligent Discharge

LOR – Letter of Reprimand
Work Week = Forty hours

- Personnel from other agencies in official uniform need not be issued a Visitor ID card once the purpose of their visit is known and provided they are in uniform or have visible credentials.



14.000 Command and Supervision

7/27/2022 14.001-14.006 Rescinded and replaced by new [Policy 200 Organizational Structure and Responsibility](#)

14.007 Early Intervention System (EIS)

The BPD's Early Intervention System (EIS), is designed to assist supervisors with identifying employees whose performance warrants review and, where appropriate, intervention. The EIS is not a form of discipline. The goal of the EIS is to identify performance or behaviors before they may become a basis for discipline or lead to negative consequences for employees, coworkers, the Department, and/or the general public. It is the duty of all supervisors to continually monitor the performance and behavior of the personnel assigned to them. The EIS is another tool to assist with this effort. It is not the intent of the EIS to replace proactive supervision.

The EIS has both mandatory and voluntary components.

- Although the EIS is non-disciplinary and is intended to assist the employee, a referral to supplemental training may be mandatory.
- In other circumstances, an employee may be referred for counseling, peer support or other type of voluntary intervention.

The EIS has been established to provide a systematic review of select incidents.

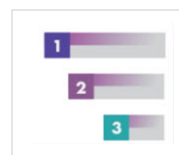
The EIS is managed by the Office of Internal Affairs (OIA) and is designed to identify possible trend/highlight tendencies in performance, complaints or other activities.

An alert will be generated by the EIS when an employee meets or exceeds an established threshold in the following areas:

- Citizen Complaints
- Use of Force Incidents
- Vehicle Accidents
- Vehicle Pursuits
- Department Initiated Investigations
- Inquiries
- Critical Incidents

14.008 Personal Career Development (PCD)

Supervisors are responsible to assist with the professional development of employees. Supervisors shall audit employee work activities to ensure such activities meet Department and Division expectations. Supervisors shall document behavior and/or activities on a regular basis for the purpose of growing and developing the employee and working towards identified goals. Supervisors shall put significant importance to fairness, accuracy, objectivity, and consistency when an employee



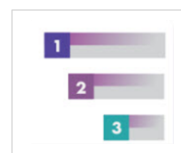
meets or excels, as well as when they do not meet expectations. Employee performance documentation shall be used as a positive tool to grow the employee towards improved performance and career development, and for review for promotions and specialty assignments.

14.009 Conflicting Orders

A supervisor will avoid giving an order to an employee who is not assigned to them which conflicts with the orders of the employee's direct supervisor. In the event of a conflict, the employee will inform the supervisor issuing the order of the conflict. If the supervisor stands by their order, the employee will carry it out to the best of their ability. The supervisor issuing the order shall be responsible for informing the employee's direct supervisor of the change.

14.010 Illegal Orders

An employee shall not obey any order which they know (or should know) would require them to commit any illegal act. If in doubt as to the legality of an order, an employee shall request the employee issuing the order to clarify it through the chain of command.



15.000 Patrol Support and Special Operations Group

15.001 Special Operations Unit

The *mission* of the Special Operations Unit is to provide for the Department a group of officers specially trained in the use of advanced tactics and equipment. It is the Department's intent that SOU is to be used for special or high-risk police operations.

The unit will provide the Department and other regional law enforcement agencies (upon their request) assistance to resolve the following situations:

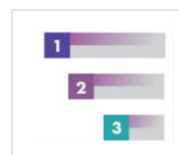
- **Armed Barricaded Subjects:** Apprehend armed barricaded subject(s) resisting arrest and in a structure or vehicle or holding a possible position of advantage over police.
- **Armed Suicidal Subject:** A suicidal subject armed with a dangerous weapon that poses a threat to others.
- **Counter Terrorist:** Operations to prevent and/or respond to activity that involves any terrorist act dangerous to human life, potentially destructive to critical infrastructure and resources, or intends to affect government operations by causing mass destruction or attempting assassination or kidnapping.
- **Dignitary Protection:** Operations to protect a dignitary or other public figure from a potential threat or to prevent a public incident.
- **High Risk Arrest or Search Warrant:** Operations to serve high risk arrest/search warrants for any suspect under investigation for a crime of violence or reasonably known to have a violent criminal history or affiliations, to possess a firearm or potentially create a hostage situation.
- **Hostage Rescue:** Operations to rescue a person being held against their will by a suspect who has the ability to kill, cause great bodily harm or is armed.
- **Close Protection:** Operations to protect officers or confidential informants during undercover investigations that involve armed/believed to be armed suspects or suspects with a violent criminal history.
- **Area Searches:** Operations to conduct searches for armed subjects where the threat exceeds the capability of a Patrol response.
- **Any operation that is deemed necessary by the Chief or their designee.**

15.002 SOU Activation

Members assigned to SOU during a situation, as a mission asset, become subordinate to the SOU chain of command. The Watch Commander has the authority to immediately activate SOU.

Supervisors shall apply the Tactical Consult Criteria for high risk special operations in regards to both Standard Call Out and Pre-Planned Operations.

15.003 Tactical Consults



Any member of the Department, who is the ranking officer or on-scene Incident Commander for incidents that meet the following criteria, shall conduct a consultation to determine if the SOU is needed for a safe resolution:

Standard Call Out:

If all of these exist:

- Felony crime involving violence or the threat of violence.
- Intend to arrest on PC or Warrant.
- Suspect refuses to submit to arrest.

And one of these exists:

- Suspect is armed or believed to be armed; or
- Suspect has barricaded or has a position of advantage not easily overcome;
or
- At the request of the Watch Commander after considering the above.

For pre-planned activities complete a tactical consultation.

15.004 SOU Command

SOU is comprised of the Entry Team and Sniper Team and is a subunit of the Special Operations Group. Members of the Department that become part of an SOU operation will follow the unit's chain of command.

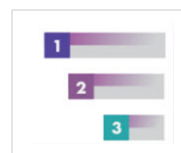
- Command & Control
 - Commander of SOU
 - Lieutenant of SOU
- Operational Command
 - SOU Sergeants
 - Team Leaders
 - Element Leader
 - Operators

Call Out and Pre-Planned Operations:

SOU Commander will be the Tactical Operations Commander.

The Patrol Watch Commander will be the Incident Commander.

For pre-planned operations, the specialty team Supervisor/Commander will report to the Incident Commander.



16.000 Miscellaneous

16.001 Command Notification

Command Notification includes rank of LT and above.

Senior Command Notification includes rank of CPT and above and PIO.

Patrol related incidents should be reported to Division Commander or XO.

16.002 Significant Major Events

Command Staff shall be notified by a Command text when a significant major event occurs. Other employees deemed necessary by the Department would also be notified.

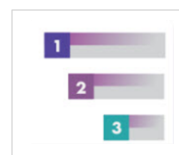
- Command Notification includes rank of LT and above.
- Senior Command Notification includes rank of CPT and above and PIO.
- Patrol related incidents should be reported to Division Commander or XO.

Not all situations requiring notification can be predetermined, so the WC shall be responsible for making reasonable decisions and exercising good judgment of when to notify Command Staff or when initiating a Command text. When in doubt, the WC should make the notification.

[Click Here for Procedure](#)

16.003 Unusual or Noteworthy Events as Identified in Procedure (previously known as UOR – Unusual Occurrence Report)

Unusual or noteworthy events shall be routed via email to the appropriate Command Staff.



17.000 Equipment

17.001 Equipment

Expectation of Privacy

An employee has no legal expectation of a right to privacy with regard to any property owned or leased by the Department or which is otherwise under the control of the Department. This includes, but is not limited to, desks, files, lockers, office areas, email, computers, vehicles, cell phones, PDA/tablets, and Department property assigned for individual or take-home use by an employee.

17.002 Issued Equipment

Refer to CLA for current Issued Equipment List

Boise Police Department shall provide ballistic vests to officers and Community Service Specialists (CSS). The ballistic vest will remain the property of the Department and shall comply with protective and related requirements prescribed under current standards of the National Institute of Justice (NIJ).

Employees will be given the opportunity to upgrade from the current standard, ballistic vest, if the employee pays the difference in price.

Uniformed Officers and Community Service Specialists (CSS's)

Uniformed officers and CSS's shall wear the ballistic vest while engaged in field activities both on-duty and during special duty employment. The vest shall be worn so visibility of the vest is minimal.

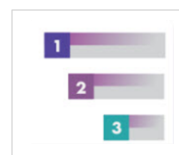
Employees issued a vest have the option of wearing the external vest cover, which shall match, in color, the uniform shirt that the employee is wearing while on duty.

Exceptions to this policy are as follows:

- The City of Boise provides reasonable accommodations to qualified individuals with disabilities. If an employee has a medical condition that limits his or her ability to comply with this section, he or she should notify the appropriate Division Commander or assigned designee. The City will then work with the individual in an attempt to provide any reasonable accommodations, if possible.
- When the officer is involved in undercover or plain clothes work that his or her supervisor determines could be compromised by wearing the ballistic vest; or
- When the Chief of Police or his or her designee determines that circumstances make it inappropriate to mandate wearing the ballistic vest.

17.003 Intermediate Weapons

An officer is authorized to carry and use an intermediate weapon.



Only Department-authorized intermediate weapons will be carried and used by an employee. Authorized intermediate weapons include:

- Baton (side-handle or collapsible)
- Conducted energy weapon
- Oleoresin Capsicum (OC) Aerosol

Uniformed officers shall carry two or more intermediate weapons on their person while on duty. Uniformed officers who are issued a conducted energy weapon shall carry it as one of those weapons. If the baton or PR24 is not carried on the officer's person, it shall be carried in their assigned vehicle.

The flashlight will be used only for self-defense or when other intermediate weapons are not readily available or practical. The flashlight is not a primary impact weapon.

[Click Here for Procedure](#)

17.004 Specialty Impact Munitions (SIMs)

Specialty Impact Munitions (SIMs) rounds are less lethal munitions. SIMs rounds may be used to control a subject when officers have a need to use an intermediate weapon, and where maintaining a safe distance is paramount to officer safety. Only an officer who is trained and certified (annually) in the use of the specific SIMs round used may deploy this round (fire the weapon).

[Click Here for Procedure](#)

17.005 OC Aerosol

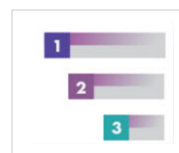
An employee shall only carry Department provided OC. An officer assigned to plainclothes duty should carry OC Aerosol on their person when encountering suspected or known combative situations.

An officer's use of OC Aerosol on a passive resistor during peaceful demonstrations shall be determined by the Incident Commander. An officer may use OC Aerosol when faced by a crowd that will not disperse and would threaten the loss of a subject in the officer's custody.

An officer will not use OC Aerosol on the driver of a motor vehicle to gain compliance while the subject is still in the vehicle and has the capability of driving away from the scene and the officer's control.

[Click Here for Procedure](#)

17.006 Conducted Energy Weapon (replaced by new [Policy 304 on 10/5/2023](#))



[Click Here for Procedure](#)

17.007 Duty Belt

[Click Here for Procedure](#)

17.008 Knives and Utility Tools

Knives and utility tools are authorized to be carried by officers. They should be kept concealed on the officer's person or holstered on their duty belt.

17.009 Section Intentionally Left Blank

17.010 Electronic and Mobile Device Use and Security

For the purpose of this policy, electronic and mobile devices refer to any device which can transmit data electronically.

Employees are advised they do not maintain any right to privacy in electronic and mobile device equipment or its contents. The Department reserves the right to monitor or access information contained in these devices. If requested, employees shall provide passcodes or biometric access to city provided devices.

Electronic and mobile devices are designed and intended to conduct business of the city.

The accessing or transmission or use of any Department-owned device or equipment for the following (other than that required for police business) without supervisor approval is prohibited:

- Obscene language, images or jokes.
- Sexually explicit materials.
- Gambling.
- Messages that disparage any person, group or classification of individuals.
- Access, retrieval or printing of text and/or graphic information exceeding the bounds of generally accepted standards of good taste and ethics.
- Engaging in personal commercial activities; including offering services of merchandise for sale.
- Engaging in any activity that would compromise the Department's or City's host computer's security.
- Endorsing any product or services for financial gain.
- Participating in any lobbying activity or engaging in any political activity.

17.011 Laptop Computer and Desktop Computer MDT

Exceptions to business use of laptop computers, desktop computers and MDTs include the following:

- Infrequent personal use of these devices may be permissible if limited in scope and frequency, if in conformance with other elements of this policy,



and if not connected with a profit-making business enterprise or the promotion of any product, service or cause that has not received prior approval of this agency.

- Personnel may make off-duty personal use of agency computers for professional and career development purposes when in keeping with other provisions of this policy and with prior knowledge of an appropriate supervisor.

17.012 Department-Owned Mobile Phones and Tablets

Exceptions to business use of mobile phones and tablets include the following:

In an attempt to encourage employees to carry their assigned mobile phones and tablets off-duty, personal use is authorized.

An employee assigned a mobile phone will have their phone on and operating during normal duty hours. Employees shall set up their voice mailbox identifying them by rank and last name, or first and last name. Employees shall check the voice messaging system regularly during their duty shift for messages and calls received.

Streaming or downloading of audio or video, or downloading any other files for personal use, will be accomplished using data over a Wi-Fi connection. The monthly usage of mobile phone for all purposes shall not exceed 3.0 GB.

Connection to Wi-Fi hotspot in department vehicles shall be for business use only.

Mobile phone bills will be reviewed regularly for usage semi-annually by OIA. Employees who exceed 3.0 GB may be subject to review. A Division Commander or their designee may request an explanation of excess usage (data or time).

17.013 Authorized Software and Hardware

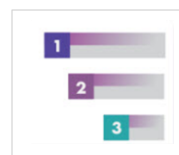
An employee shall not install or operate hardware or software not authorized by IT personnel, including internet downloads and personally-owned software.

- Undercover investigators and computer forensic investigators do not have to obtain prior approval for installation of hardware or software used as a part of investigative activity approved by their supervisor.
- Smart device applications are not considered software and may be downloaded.

17.014 Device Security Practices

An employee shall take whatever steps they can to protect Department systems, equipment, and the information they contain.

An employee will log off or lock their electronic and mobile devices when leaving them unattended.



Employees will not share their password or access code without approval of the Chief or designee.

17.015 Mobile Device Access for NCIC/CJIS

Only NCIC/CJIS (The National Crime Information Center/The Criminal Justice Information Services Division) certified operators may utilize the Department mobile devices. All NCIC/CJIS communication and information accessed by any Department mobile device shall only be accessed through secure transmission sources, i.e. locked City internet portals, Citrix, approved encrypted systems, etc.

17.016 Mobile Phone Camera

Evidentiary photos produced from any phone shall be submitted as evidence and are considered the property of BPD. Any unauthorized distribution will be subject to department disciplinary action.

All evidentiary photos will be uploaded into the report writing system. Confirmation of the successful upload of each photograph will be conducted. Photos shall be retained on the phone until confirming all photos have been successfully uploaded. Digital camera photos shall be deleted upon confirmation of upload into the report writing system.

Photos of non-evidentiary nature, training and historical events are subject to policy.

17.017 Section Intentionally Left Blank

17.018 Electronic Calendar System

The Electronic Calendar System will be used to handle requests for absences including annual leave, bereavement leave, compensation time, jury duty, light duty, military leave, sick leave, training, and unavailable for court time.

17.019 Electronic Tracking System

[Click Here for Procedure](#)

17.020 Audio/Video Recordings (Replaced by new [Policy 424 on 10/5/2023](#))

Sections 18.000-29.000 Intentionally Left Blank



30.000 Personnel Administration

30.001 Performance Recognition, Commendations, and Awards

The Department will present awards and commendations to appropriately recognize the meritorious actions and achievements of employees and others.

[Click Here for Procedure](#)

30.002 Awards from the Community

All awards of significant monetary value other than memorabilia (e.g., scrolls, plaques, trophies, medal, etc.) shall be reported to the Chief immediately. The Chief shall determine a fair and equitable disposition of the valuable material.

30.003 Transfers and Promotions

Selections for openings in competitive positions will be accomplished through a formal selection process. The Chief may elect to fill an opening by appointment, rather than selection, in the best interest of the Department. Short-term special assignments may be selected by the Division Commander through an informal process.

[Click Here for Procedure](#)

30.004 PO0-POIII Pay Steps

A pay step shall be one which is based upon longevity and positive recommendations by the employee's chain of command. Scheduled promotions include promotion to Police Officer I, II, and III. Personnel shall be responsible for tracking Police Officers I, II and III who become eligible for scheduled promotions and for causing the necessary paperwork to be completed.

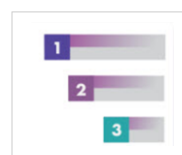
30.005 Section Intentionally Left Blank

30.006 Discretionary Promotions

The Chief shall have discretion in promotions to the rank of Captain, Deputy Chief and all civilian positions.

30.007 Section Intentionally Left Blank

30.008 Notice of Intent



An employee who intends to resign or retire shall notify the Department by submitting a letter to the Chief, stating their intent and effective date of termination.

In the case of a termination, the Department shall notify the employee of proceedings as indicated in policy section *12.000 Internal Investigations and Discipline*.

30.009 Post-Employment Inquiry

Any employee receiving a post-employment inquiry shall refer the inquirer to Personnel.

30.010 Section Intentionally Left Blank

30.011 Pre-Employment Files

Due to the possible sensitive nature of the material contained in these files, access can be obtained only by the Chief, their designee or court order. The Personnel Administrator shall be responsible for the strict control of the files.

30.012 Sensitive Document Files

Special tests required for certain positions within the Department may result in the documentation of sensitive information, including psychological testing and polygraph exams. Access and control of these files shall be the same as for pre-employment files.

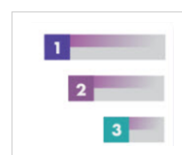
30.013 Personnel Files

Personnel files contain the oath of office, letter of appointment, status pay change reports and substantiating documentation, performance evaluations, commendations, discipline orders, and promotion and transfer information. Discipline orders, employee responses to discipline orders, and termination letters shall be the only disciplinary documentation contained in the personnel file.

An employee may view their file during normal business hours and upon given reasonable notice. A supervisor may review the file of an employee, if they have just cause. An OIA or legal employee may review an employee's file as necessary in dealing with matters pertaining to that employee. Items may not be added or removed from the file without authorization. All such requests shall be made through Personnel.

30.014 Personal Addresses and Phone Numbers

An employee shall keep the Department advised of their current address and phone number by sending an email to Personnel within 24 hours of a change of address or phone number.



Each employee shall maintain some type of telephone service (either cell phone or landline phone).

30.015 Accidents and Injuries

All workers' compensation claims will be initiated through Human Resources.

[Click Here for Procedure](#)

30.016 On-Duty Injury

Any injuries sustained by an employee while on-duty, performing authorized and designated duty-related functions or exercising their police powers anywhere within the State of Idaho in conformance to Idaho Code may be considered a result of an industrial accident. An SD-1 form shall be filled out by the employee and immediate supervisor.

30.017 Light Duty

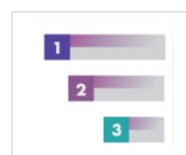
An employee who cannot perform the essential functions of the job, at the Department's discretion, may return to work in a light-duty capacity, if a light-duty assignment is available.

Light duty is a management prerogative and not an employee right. BPD will not create a light-duty assignment specifically to accommodate an employee's return to work. Light duty-assignments are temporary in nature and must be established and approved by the Chief of Police or their designee.

Work-related injuries and illnesses, and requests for light-duty assignments for FMLA reasons, will be given priority over non-work related conditions. If an alternate duty assignment cannot be made within the Department, the employee may be referred to the Risk Management Division for temporary placement elsewhere in the City. An injured employee, receiving workers' compensation benefits, shall accept the modified duty position being offered. Any injured employee not receiving worker's compensation benefits, may accept the duty position or continue to draw on applicable sick leave.

If an employee cannot adequately perform in a modified duty assignment, such assignment may be modified or terminated. The lack of Department need or change in priorities may result in the employee's removal from or modification of a modified duty assignment.

The light-duty assignment may be approved for a maximum of 90 days, unless extended by the Chief of Police. The light-duty assignment will be reviewed every 30 days to determine the prognosis of the employee's return to full duty without restrictions. If the employee will not be able to return to full duty, Boise City Human Resources and the Professional Development and Standards (PDS) Division Commander will involve the employee in an interactive process to explore other employment options.



[Click Here for Procedure](#)

30.018 Return to Full Duty

Employees shall return to full duty status upon a physician's written release. This release shall be turned into Human Resources Risk Management before an employee is allowed to return to work.

30.019 Medical and Psychiatric Testing

The Chief may require an employee to undergo testing or examinations at the Department's expense to determine an employee's fitness for duty. This may be done when reasonable grounds exist to believe the employee is being influenced by a medical, physiological, and/or psychological condition, including, but not limited to, abuse of substances which are likely to affect the employee's ability to safely and efficiently perform their duties or are illegal.

The professional who is consulted shall be one approved by the Department before the exam. The professional's report shall include any related pertinent information, and a prognosis for recovery or statement of fitness for duty.

Specialized tests, such as psychological testing for certain assignments or exposure to trauma , may also be required at Department expense.

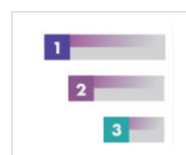
30.020 Death of a Law Enforcement Employee

[Click Here for Procedure](#)

30.021 Entries in Performance Management System

(New section created 8/25/2020 by [Executive Order 2020-02](#))

Supervisors will not enter comments or criticisms into a performance management or appraisal system prior to discussing the comment or criticism with the involved employee in person. Once a comment is entered in the system, supervisors will not delete or amend the comment. Employees have the right to enter comments in response to supervisors' entries.



31.000 Compensation and Benefits

31.001 Court Appearances and Jury Duty

An employee is not considered absent from work if directed by proper authorities to:

- Appear as a witness for the United States, the State of Idaho or one of its subdivisions.
- Serve as a member of a jury.
- Attend court or other hearings in connection with official duties as an employee.

An employee who is required to attend court for reasons other than those listed above should notify their Division Commander and seek assistance from Finance regarding the type of leave and/or compensation necessary.

As soon as an employee receives notification to appear in court or serve jury duty, they shall ensure their supervisor is aware. An employee who is not impaneled or is released prior to the end of their regularly scheduled shift shall report to work.

- Night shift officers who are not impaneled should consult the on duty watch commander for return to duty. Watch commander to consider hours employee has worked before calling them back for their next scheduled shift.

Civilian employees should refer to Boise City Policy for jury duty guidelines.

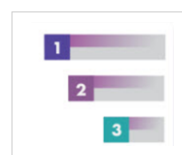
31.002 Court Time Cancellations

An officer who is on any type of compensated leave and attended court, or who was canceled for court scheduled during their regularly scheduled shift, is subject to compensation at the straight time rate for either the three hours minimum or the actual time testified, if in excess of three hours.

The court hours will reduce the number of leave hours taken. An employee who is working a flexed schedule and appears in court or is canceled late will not be compensated for those hours if those hours take place during their flexed work schedule.

31.003 Subpoenas Resulting from Previous Law Enforcement Employment

Any employee receiving a criminal or civil subpoena as a result of previous law enforcement employment affecting their duty schedule with the Department shall immediately notify their chain of command of the circumstances surrounding the subpoena. An employee who has been subpoenaed because of previous employment with other agencies may be granted administrative leave for those hours corresponding to normal duty hours in the amount determined by the Division Commander.



31.004 Received Compensation for a Court Appearance

An employee may keep any payments received from the court for having served on a jury or as a witness for the United States, State of Idaho or one of its subdivisions when such service is not in connection with official job duties.

31.005 Time Changes

An employee whose regularly scheduled shift extends through 0200 may be impacted, when Daylight Savings Time ends and the clocks are turned back one hour. The employee will work one additional hour, which will be compensated at 1½ times their regular hourly rate. When Daylight Savings Time begins the employee will work one less hour. The hour not worked will not be deducted from their pay.

31.006 Working Out of Classification (Acting Assignment)

An officer shall refer to the *Collective Labor Agreement*.
A civilian shall refer to the *City of Boise's Employee Policy Handbook*.

31.007 Promotion Exams Participation

An employee who is eligible to take a promotional exam for career advancement will not be compensated for those hours required to participate in the testing procedures. If an employee is scheduled to work on the day of the exam, they will be required to take leave during the testing process.

31.008 Section Intentionally Left Blank

31.009 Compensation for Training

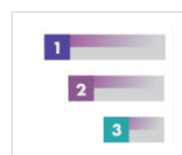
The *Collective Labor Agreement* contains specific information regarding compensation for voluntary and mandatory training.

31.010 Students

Only time spent in actual training constitutes compensable hours of work. Time spent studying is non-compensable, even if the employee is required to pass a written and/or verbal examination to obtain certification or re-certification. The *Collective Labor Agreement* defines mandatory and voluntary training and provides specific information regarding flexing of work schedules and paid compensation for training. Generally, an employee is required to flex their work schedule as necessary to attend voluntary training although an employee may also be required to attend mandatory block training.

31.011 Section Intentionally Left Blank

31.012 Section Intentionally Left Blank



31.013 Unduly Disruptive Situations

If the employee has given reasonable notification, a supervisor will not deny requests for comp time leave unless they anticipate, reasonably and in good faith, that the request would be unduly disruptive. Comp time leave is considered unduly disruptive if it causes an unreasonable burden on the Department's ability to provide services of acceptable quality and quantity for the public. Situations may arise in which overtime may be required of one employee to permit another employee to use comp time leave, which will not be sufficient for the Department to claim that it is unduly disruptive.

Examples of unduly disruptive situations include:

- Failure to provide reasonable notification.
- Times of a major police situation, disasters or restricted leave.
- When mandatory training is scheduled for the employee requesting leave.
- Unavailability of an acceptable employee to replace the employee requesting leave.

31.014 Minimum Manpower

Minimum manpower is assessed by the Watch Commander/Lieutenant in consultation with the Division Commander and is determined by the time of day, day of the week, and the Division's needs.

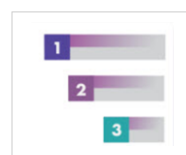
In the event that approved comp time would place a team below minimum manpower, the Watch Commander/Lieutenant or Division Commander may exercise one of the following options:

- Utilize additional employees/employees in an overtime capacity.
- Cancel previously approved annual leave or reschedule flex time for other team employees. Exceptions may be granted with the Division Commander's approval.
- Remain below the minimum manpower level.

31.015 Section Intentionally Left Blank

31.016 Voluntary Activity is Uncompensated

An employee who volunteers to take part in a special program or activities off-duty is volunteering his or her time and will not be compensated unless approved by Chief of Police. Compensation for voluntary activities in the form of flexing, compensation time or premium pay for activities which occur outside an employee's regular duty times (sworn and non-sworn) is not authorized. These activities would include activities an individual employee volunteers for as well as employee group activities such as Special Olympics, Association activities, Bigs'n Blue, Shop with a Cop, etc.



31.017 Use of Department-Issued Equipment and/or Vehicles for Volunteer Activity

Chief and Deputy Chief may authorize uncompensated employees to use Department equipment issued to the employee for use at volunteer activities.

31.018 Conditions of On-Duty Activity That Would Be For a Volunteer Activity During Off-Duty Hours

Division Commanders and Civilian Managers may authorize an employee to attend a volunteer activity while on duty.

31.019 Conditions on Compensation for On-Duty Activity For Volunteer Activity During Off-Duty Hours

Compensation for attending an activity while on duty that would be an uncompensated volunteer activity if the employee were off-duty shall be compensated at the employee's hourly wage.

- No premium-time compensation (pay or compensation time) is authorized.
- No straight compensation time is authorized.
- No flex time is authorized.
- An employee may be authorized to work the event while on duty if the employee's scheduled on-duty time coincides with the time of the event.
- If off-duty (days or time off) during the event, there is no compensation and the employee is volunteering their time for the event.

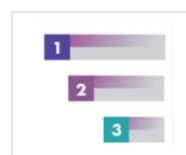
31.020 Section Intentionally Left Blank

31.021 Sick Leave

Accrual and utilization of sick leave will be determined by the *City of Boise's Employee Policy Handbook*, and the *Collective Labor Agreement*. An employee who becomes sick while on duty shall advise their supervisor before leaving their assignment. An employee who becomes sick prior to the duty shift shall personally call their supervisor (or the next supervisor in their chain of command). Also, the employee may make required court appearance if able and will not be compensated overtime for any time worked during their regularly scheduled hours. The employee will notify their supervisor of their status on a daily basis, unless otherwise approved. The employee shall remain at home, except as necessary to attend to their illness, attend to family sick leave business, or as otherwise approved.

Employees may be required to present medical clearance from a physician to be restored to employment after using leave. When the supervisor is concerned about the welfare of an employee, the supervisor should confer with the employee to rectify the situation.

31.022 Administrative Leave



While on administrative leave, all normal benefits and pay continue to accrue. Administrative leave is not considered as hours worked for purposes of calculating overtime pay.

The involved employee, who has been placed on administrative leave, is released to pursue personal business, but will remain available during assigned duty hours for investigative or administrative purposes.

31.023 Leave of Absence (LOA)

Leave of absence applies only to leave ineligible under FMLA. Military leave is not considered a leave of absence. Normally, an employee must have been employed by the Department for more than 12 months before a LOA will be considered.

A LOA will be for a fixed specified period of time, normally one year or less. If on a medical LOA for over four days, the employee will submit a medical release to duty from their physician. If the LOA is for three or more months, the employee may be required to undergo a polygraph exam and a POST physical fitness assessment before returning to work. If information is obtained indicating that the employee is unable to function as a law enforcement employee, they may be required to obtain medical clearance or may be considered unfit for duty, which would ultimately result in termination.

All letters of LOA requests (except for medical reasons) and the corresponding written agreements shall be retained in the employee's Personnel File. Medical LOA documents shall be retained in the employee's medical/pre-employment file. See *City of Boise's Employee Policy Handbook*.

31.024 When Called to Work from Leave

An employee on annual, sick or compensatory leave who is called back to work during their regularly scheduled work hours will be compensated for those hours worked as regular time and the remaining hours for the day shall be reported as leave time.

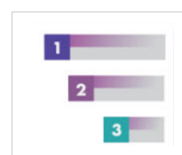
31.025 Military Leave

Immediately after an employee is informed by military authorities of a firm schedule, a period for training or required attendance, they shall inform Police Personnel through their chain of command. Immediately on receipt of military orders verifying such assignments, a copy of the orders shall be submitted in the same manner.

31.026 Holidays

It is at the Department's discretion whether or not an employee works a holiday.

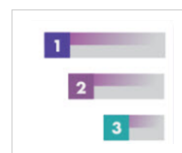
31.027 Recruitment Referral Administrative Time Granted



Officers and general employees of BPD may be awarded 20 hours of administrative time when they refer a candidate to apply for a police officer position with the Department. For time to be awarded, the candidate must successfully complete their probationary period with the Department.

If two or more officers or employees refer the same candidate, the 20 hours of administrative time will be equally split between the officers/employees. A maximum of 40 hours of administrative time will be awarded per calendar year per employee.

[Click Here for Procedure](#)



32.000 Training

32.001 Training

[Click Here for Procedure](#)

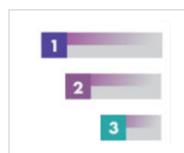
32.002 Providing Training to Outside Agencies

Any training sponsored by the Department attended by personnel from other agencies shall be approved by the Training Committee prior to distribution of any schedule or announcement. As part of the approval process, the Training Committee will consider cost/benefit, liability, ethics, and Boise City and BPD policy. Charges to outside agencies will normally not exceed the actual cost of providing the training, including development and delivery time for BPD employees, materials, equipment, and facilities.

BPD employees may be requested to provide training to outside agencies. This is permissible in one of the following ways:

- As an official representative of BPD
 - Participation will be approved by the employee's Division Commander. The time required for preparation and delivery of the instruction shall be compensated by the Department and any materials and equipment required for the instruction will be provided by the Department.
- As off-duty employment
 - The Department will not compensate employees in any way for off-duty employment. Employees are prohibited from using City equipment, facilities or property to perform outside employment.
 - Off-duty employment approval form shall be completed.

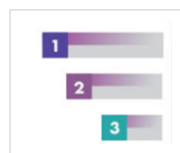
NOTE: An exception to this policy may be granted for situations in which the Department is receiving a direct benefit from the instruction. An example is where an employee is teaching for the Peace Officer Standards and Training (POST) Academy or other government agency which provides law enforcement or related training to Boise Police employees. In such cases, the employee's Division Commander shall approve the use of any Department time and materials.



33.000 Grant Funding

33.001 Grant Administration

Funding sources and proposals will be researched further if needed and identified, either by Administration Section or the division representative. The written proposal will be submitted through City of Boise Grant Review Committee, after having been signed by the Chief (if required). Once the grant has been awarded, the management of the appropriations and utilization for the grant funding will be the responsibility of Administration or as assigned to Department of Finance Administration.



34.000 Public Affairs

Policy 34.001-34.002 Replace with New Policy 322 on 4/1/2024

34.003 Access to Records

Per *Idaho Code* § 9-335 through 9-348, the Department shall allow full public access to Department records while restricting disclosure of information that may compromise an ongoing investigation or exempt from disclosure. To ensure the release of records is handled in a fair and consistent manner, all requests under the Idaho Public Records Law shall be made in writing. Exceptions to this provision shall be made only in cases of releases to other criminal justice agencies or in accordance with published guidelines for documents which do not need prior review. The BPD Legal Advisor shall be the final authority regarding the disposition of any BPD record, whether in the physical custody of the employee or Department agents.

An employee wishing to obtain copies of official reports for personal reasons shall submit a public records request using the procedures for any requesting party. No employee shall use their position as a Department employee to obtain copies of any official document for parties outside the law enforcement and prosecutorial realm.

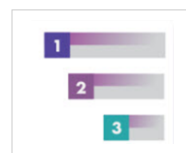
An employee shall only access databases and files containing personal information for official business purposes.

34.004 Ride-Alongs

The Department reserves the right to coordinate and schedule ride-alongs as conditions allow. There are inherent risks involved with participation in the ride-along program, and the applicants will be mentally and physically able to respond to immediate dangers and critical situations. In addition, the mission and safety of the officer shall not be compromised during this activity.

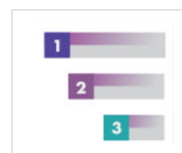
- All ride-alongs shall be 18 years of age or older, unless a written petition for exception is approved by the Division Commander or their designee. All juvenile ride-alongs must be a minimum of 16 years of age, have prior approval from Division Commander and rides will be conducted between 0700 and 2400 hours.

[Click Here for Procedure](#)



35.000 Correspondence and Records

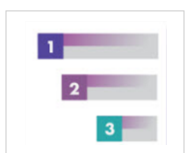
Replaced with New Policy 205 Administrative Communications on 4/1/2024



BOISE POLICE DEPARTMENT

PROCEDURE MANUAL

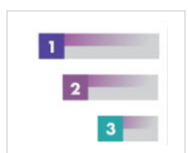
LAST UPDATE JANUARY, 2019



PROCEDURE MANUAL INTRODUCTION

The Boise Police Department Maintains a Policy and Procedure Manual. The Procedure manual is not intended to stand alone but rather support BPD policy by providing additional detail on how to achieve the department mission.

Both the Policy and Procedure Manuals are for department use only and do not apply to any criminal or civil proceedings. Department policy and procedure should not be construed as a creation of higher legal standards of safety or care in an evidentiary sense with respect to third party claims. The failure of any employee to conform to any mandatory provision of policy or procedure (shall or will) may form the basis for an administrative investigation and any resulting discipline.

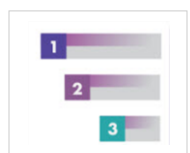


BPD PROCEDURES MANUAL (LEGACY) / TABLE OF CONTENTS

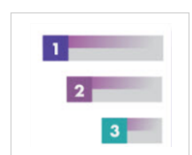
GO TO NEW MANUAL

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**BOISE POLICE DEPARTMENT
PROCEDURE**

P-1.000 Use of Force

P-1.001, 1.002, 1.003, 1.004, 1.007 on 4/1/24 This was rescinded and replaced by New Procedure 300

P-1.006 Pursuit Intervention Technique (PIT)

[Click Here For Policy](#)

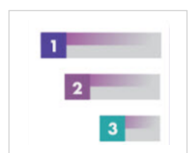
PROCEDURE

Only officers who are authorized will use this technique. Officers driving motorcycles or non-police pursuit package SUVs shall not use PIT. Only vehicles with the appropriate equipment and markings - as outlined in *4.001 Unmarked Vehicles, Motorcycles, and Specialty Vehicles*- are authorized to PIT.

Officers shall consider the safety of the public and suspect(s) before executing this technique, evaluating the following locations and hazards:

- Areas with high concentration of pedestrians
- Other vehicle traffic
- Parked vehicles
- Telephone/utility poles
- Bridges
- Areas adjacent to paved roads with a large elevation change
- Likelihood of vehicle rollover due to high center of gravity vehicles, such as vans, SUVs, and Jeeps

PIT or other force stop methods may be used in non-pursuit situations when an imminent danger to the public or to the officer exists.



BOISE POLICE DEPARTMENT PROCEDURE

P-2.00 Arrests, Searches, Detentions, and Citations

P-2.001 Arrest

[Click Here For Policy](#)

PROCEDURE

Field Arrest

When an officer operating in the field contacts a subject on which a record check discloses an outstanding warrant, they shall contact Ada County dispatch to confirm the following:

- Department (or another agency, which is being checked) has a valid warrant in its possession. This requires agency has the actual warrant in its physical custody. If the warrant is not held in its possession, a supervisor or Watch Commander/Lieutenant shall be notified and they shall determine if the arrest will be made.
- Warrant is valid on its face.

Delays in Misdemeanor Arrests

Misdemeanor arrests shall be made at the time of the offense or as soon as possible after the offense. Acceptable delays include the time involved in fresh pursuit and apprehension of the suspect. Misdemeanor arrests not made during the officer's shift shall be accomplished by obtaining a warrant of arrest or the suspect may be issued a citation.

Exceptions:

- With supervisory approval as the situation warrants.
- In situations pursuant to the domestic violence investigations and follow up.

Arrest of a Probation or Parole Violator

An officer may make an arrest of a probation or parole violator without a court warrant when a probation or parole officer has supplied written authorization (agent's warrant), setting forth the person to be arrested has violated the terms of their probation or parole.

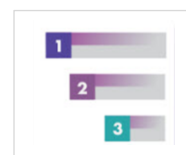
Arrest of a Bail Jumper

Officers normally do not become involved in the retaking of a bail jumper. Assistance may be rendered with prior supervisory approval or if taking the defendant into custody would assist the Department.

Supervisory Review

Arresting officers shall contact their supervisor/Watch Commander as soon as practical, and advise them of the circumstances of the arrest whenever:

- A felony arrest is made on probable cause and the victim is not yet identified.
- An arrest involves an unusual application of the law.



BOISE POLICE DEPARTMENT PROCEDURE

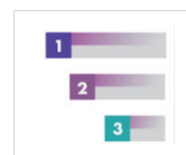
P-2.003 Arrest for Domestic Violence

[Click Here For Policy](#)

PROCEDURE

Whenever an officer has taken a domestic violence report and has probable cause to believe the crime occurred, the following shall apply:

- Reports of physical domestic situations should be handled in person, as per policy 3.003 *Response Authority*
- At a minimum, two officers will respond
- An assessment for the need of medical assistance will be conducted and requested if deemed necessary. (Ask if strangulation occurred or if victim claims "choked.")
- If strangulation occurred or if victim was "choked", paramedics shall be requested.
- If one or both parties do not speak English, officers shall use a qualified interpreter or the interpreter language line during interviews so facts and statements come directly from the victim, suspect or witness.
 - Officers should not use family members or friends as un-official interpreters for investigative interviews, unless it is an emergency situation or to gather identity of the parties and what language they will need interpreted.
- Determine who the predominant aggressor is and if PC exists, make an arrest.
- If suspect is not present, complete DV tracking sheet and pass on to next watch.
- If any of the following felony crime occurs resulting in the following, supervisor shall notify on call Persons Crime Unit, and call victim witness:
 - Suspect at large, and continued risk to victim
 - Weapon used
 - Victim in hospital
 - Nature of injuries substantial
- Officers shall complete crime report by end of shift to include supplements (no dictation).
- Complete Domestic Violence Supplement(s).
- If strangulation, complete Strangulation Supplement.



BOISE POLICE DEPARTMENT PROCEDURE

P-2.014 Use of Handcuffs

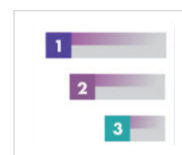
[Click Here for Policy](#)
PROCEDURE

When handcuffing a prisoner or detainee, the officer shall:

- Handcuff the prisoner or detainee with hands behind the subject's back and in the appropriate position (if possible). No prisoner or detainee shall be handcuffed with hands in front unless an injury, deformity, age or disability makes it necessary to do so.
- Double lock handcuffs.
- Ensure handcuffs are not too tight by inserting the little finger up to the first knuckle between the handcuff and the area on the underside of the wrist.
- Keep the handcuffs on until arrival at the place of destination. Handcuffs may be removed in the interview/interrogation rooms for the purpose of furthering the investigative process.
- Handcuff and hobble a prisoner who is violent and uncontrollable to prevent injury and/or property damage.

The use of belly chains should be considered in cases where the suspect has a deformity, an injury or is physically incapable of being handcuffed behind the back.

Note: Reporting the arrest, detention or handcuffing of a confidential informant is not required if custody took place as a result of confidential informant activity and a supervisor has been advised of the circumstances.



BOISE POLICE DEPARTMENT PROCEDURE

P-2.015 Use of Hobbles and WRAP Restraint Device

[Click Here for Policy](#)

PROCEDURE

The Hobble Restraint Device can be used to control a violent or potentially- violent arrestee, or as a restraining device for a non-violent arrestee when handcuffs are impractical due to injury or other extenuating circumstances.

The device can to be used to secure the ankles, knees, elbows or feet of an individual who is potentially violent or displaying violent behavior by kicking, fighting, biting, punching or thrashing about. The application of the device can be varied according to the circumstances an officer may encounter.

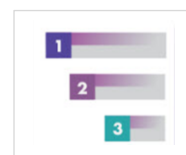
The WRAP restraint device can be used to immobilize the body and restrict a subject's ability to kick or do harm to oneself or others.

Maximally-Restrained Prisoner

Maximally-restrained prisoners are those who are violent and must be restrained with hobbles secured to handcuffs or WRAP restraint device. Handling such prisoners requires the use of special procedures.

When a prisoner has been maximally restrained, the following guidelines apply:

- Roll the subject onto their side to ensure the subject can breathe freely while awaiting transport.
- Place the maximally-restrained subject on their side in the rear seat of the police vehicle, attempt to utilize a seatbelt.
- Transport the subject with a passenger officer to monitor the following:
 - Color
 - Breathing
 - Level of consciousness
- Maintain a clear view of the prisoner at all times.
- If any abnormalities are observed or there is any doubt regarding the prisoner's condition during transport, stop the vehicle, remove the prisoner from hobbles or loosen WRAP restraint, sit him or her upright, and call for paramedics.
- Accompany any maximally-restrained prisoner who requires transport to a medical facility in an ambulance.
- Include in the report the reasons for maximally restraining the prisoner and indicate any injuries sustained to the prisoner anytime during the entire process.
- Contact a supervisor immediately if it becomes necessary to transport the prisoner to a medical facility.



BOISE POLICE DEPARTMENT PROCEDURE

P-2.022 Detainees and Prisoners Requiring Medical Treatment

[Click Here for Policy](#)
PROCEDURE

If a subject being detained has visible injuries, employees shall, in a timely manner, determine the appropriate level of medical aid and/or assistance to be made available, and shall render such aid and assistance as is reasonable under the totality of the ongoing circumstances.

Officers shall continually monitor the subject, if tactically feasible or appropriate. EMS shall be requested to respond if the injury requires medical attention or the officer suspects medical attention would be a benefit to the citizen. The officer shall, when possible, monitor the subject for changes in their skin color, breathing and levels of consciousness. If any significant changes in any of these areas are observed, the officer shall notify EMS immediately.

Employees shall request EMS whenever the following conditions exist:

- Massive bleeding: There is rapid and observable bleeding/loss of blood before and during first aid.
- Unconsciousness: Even where the cause is known, an unconscious subject is a medical emergency.
- Inability to breath or severe difficulty breathing.
- Persistent chest, arm and back pains.
- Head injury.
- Upon request from subject.

When an arrest is made and the prisoner requires medical attention, the officer shall:

- Search and secure the prisoner.
- Handcuff the prisoner, if it does not interfere with medical attention.
- Request paramedics.
- Notify a supervisor and advise them of the facts and circumstances.
- Accompany the prisoner to the hospital, unless otherwise directed.
- Complete and submit a General Report or supplemental report.

Upon notification of injury resulting from police action, the supervisor will respond and follow Administrative Review Procedures.



BOISE POLICE DEPARTMENT PROCEDURE

P-2.023 In-Custody and Voluntary Department Interviews

[Click Here for Policy](#)
PROCEDURE

In-Custody Subjects

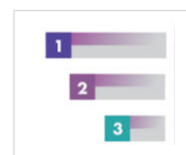
In-custody subjects transported to the hard interview areas will be escorted through designated secured access points.

- Ensure a thorough search has been conducted.
- Ensure any contraband and all dangerous items have been removed from the suspect prior to entry into the hard interview area.
- Prior to placing an in-custody suspect into an interview room, all possessions shall be removed from the suspect's person.
- All property will be returned to the subject upon their release or booked into evidence

Voluntary Interviews

Any person who is suspected of a crime and who voluntarily comes in to be interviewed by an officer will be met in the lobby (outside the secure area). Prior to entry into the secure area of the building the person will be searched. Those persons who will not submit to such a search shall not be allowed access into the facility.

For voluntary interviews of suspects/victims/witnesses it is recommended detectives/officers use the soft interview rooms, as applicable, located off the lobby. All security measures shall apply. Should it be necessary to conduct the interview in the rear section of the building (CID, hard interview area or polygraph area), the interviewee shall be escorted by a sworn officer through one of the pedestrian gates and walked around the exterior of the building to the interview room section doors on the south side of the building.



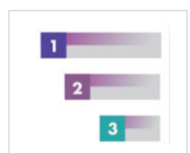
BOISE POLICE DEPARTMENT PROCEDURE

P-2.026 Guarding Hospitalized Prisoners

[Click Here for Policy](#)
PROCEDURE

Whenever a prisoner is hospitalized and the Department is assigning an officer as security, the following procedures will apply:

- Obtain a Hospitalized Prisoner Activity Log from a supervisor.
- Dress in professional attire when practical.
- Wear a concealed weapon, extra ammunition, handcuffs, and portable radio.
- Wear police identification on outside of clothing.
- Unless medical conditions prohibit, secure the prisoner to the hospital bed by an arm or leg.
- Restrain the prisoner when moved from the bed or room when practical.
- Maintain a continuous log of prisoner and officer activities on the activity log.
- Accompany the prisoner at all times, unless medical treatment prohibits.
- Search the prisoner each time they are returned to your presence.
- Inspect all prisoner meals. Make note of all eating utensils prior to and upon completion of the meal and confiscate any potentially dangerous items.
- Remain at the assigned post until relieved by another officer.
- Do not divulge any information on prisoner status except to Police Command or supervisory officers.
- Prohibit contact with other persons, except:
 - Authorized Department personnel
 - Prosecuting attorney
 - Prisoner's legal representative (search the prisoner immediately upon termination of the interview with legal representative)
 - Clergy
 - On-duty hospital personnel
- Notify the supervisor of any unusual circumstances.
- Do not leave the prisoner unattended except when medical staff or defense council is present. Do not allow visitors, phone calls or packages, unless otherwise instructed by the Watch Commander/Lieutenant.
- Turn in the Prisoner Hospitalization Log to the supervisor at the end of the shift.



BOISE POLICE DEPARTMENT PROCEDURE

P-2.027 Mental Holds

[Click Here for Policy](#)
PROCEDURE

When an officer has identified a mentally ill subject involving a probable “gravely disabled” or “imminent danger” situation, they shall make a decision concerning the existence of sufficient probable cause to believe a grave disability or imminent danger exists to support invoking an emergency mental hold. When making the decision to take a subject into custody, an officer may consider their observations of the subject and all other information available, such as statements from others, prior acts of the person, and physical evidence, such as weapons or instruments supporting the danger aspect.

Patients already presented for treatment or admitted to the hospital without officer intervention do not require subsequent police involvement for mental holds.

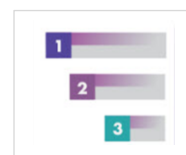
Emergency Mental Hold Invoked:

When an emergency mental hold is invoked the officer will ensure transportation of the subject to the nearest hospital emergency room or designated facility.

- If the officer takes the subject into custody on an emergency mental hold under circumstances which require the officer to transport or cause the subject to be transported to a medical treatment facility and the subject is admitted for medical treatment at the hospital/facility, a General Report and supplements shall be completed. Detail all supporting information and a copy of the General Report and supplements shall be given to the hospital. However, a petition shall not be completed. Note at the bottom of the General Report: “For information only. Do not petition.”
- If the subject has been medically cleared and they will not be admitted for medical treatment, complete a General Report, supplements, and the signed emergency commitment petition, detailing all supporting information and justifying the detention of the subject. A copy of the petition and a copy of the General Report and supplements shall be given to the hospital. The original General Report, supplements, and the original petition shall be retained for police records.
- The officer may leave the subject in the custody of hospital, provided all required documents have been left at the hospital.

Emergency Mental Hold Not Invoked:

If a hold is not initiated, the officer may provide reasonable assistance at their discretion as requested by MCU for alternative arrangements suitable to the facts of the case and the welfare of the subject and others. Unusual assistance, such as transport or extended standby, should be cleared through the on-duty supervisor. “Courtesy” transport of the subject by the officer to a treatment facility may be done at the supervisors’ approval.



BOISE POLICE DEPARTMENT PROCEDURE

A Miscellaneous Report shall be completed if the person fits the criteria for a mental hold, but the officer does not place the subject on the hold, and no other report is taken. This report shall outline the call response, the circumstances of the contact, and the subsequent decision to not invoke the emergency mental hold.

Mental Hold - Pending Felony Offenses:

A mentally disturbed subject will be booked into the Ada County Jail's secure medical facility if the subject commits a serious felony. If this is not possible, confer with a supervisor, as well as the Ada County Prosecuting Attorney when appropriate, for available alternatives, including the option to post a 24-hour police guard on the subject in the hospital.

Mental Hold - Pending Misdemeanor or Infraction Offenses:

If there are non-violent misdemeanor or infraction charges pending against the subject, proceed with the implementation of the emergency mental hold. In addition, the subject should be issued a complaint and summons or a written report should be routed to the City Attorney for issuance of a warrant. The physical-custody arrest of a mentally ill subject for minor offenses is the last resort. Include the facts concerning the subject's mental condition in the report.



BOISE POLICE DEPARTMENT PROCEDURE

P-2.031 Camping and Disorderly Conduct Ordinances

[Click Here for Policy](#)

PURPOSE

The Boise Police Department is committed to safeguarding the rights of all people while enforcing the State and City Ordinances. The enforcement of the City Camping and Disorderly Conduct Ordinances will be carried out while protecting the rights of those violating the ordinance. In furtherance of this goal, the Department has established the following procedure for dealing with this situation as it occurs within the city limits.

PROCEDURE

Enforcement of Camping Disorderly Conduct Ordinances on Public Property

CAMPING

Officers shall not enforce the camping ordinance when an individual is on public property and there is no available overnight shelter. Shelter space is considered “unavailable” when:

1. An individual cannot stay because the individual has exceeded a shelter's maximum stay rule or because shelter is unavailable due to the individual's sex or sexual orientation;
2. The shelter space cannot reasonably accommodate the individual's mental or physical needs or disabilities;
3. The shelter space does not permit a minor child to be housed in the same facility with at least one parent or legal guardian; or
4. The shelter space requires an individual to attend or participate in religious activities or programs as a condition of utilizing the shelter space.

Police or their designee shall initiate contact with the shelters after 11 p.m. daily to determine whether the shelters have available space and, if so, the number of available sleeping spaces. Prior to issuing any citation, a police officer shall also confirm that a shelter has available space that can be utilized by that particular individual. No police officer shall issue a citation to a homeless person sleeping, lying, sitting, or camping outdoors unless the officer first confirms the shelter has available space that can be utilized by the individual.

(Note: Officers should be aware sleeping in a public park during open park hours is not prohibited)

DISORDERLY CONDUCT

Officer shall not enforce the disorderly conduct ordinance when an individual is on public property and there is no available overnight shelter. The disorderly conduct ordinance may be enforced on private property regardless of shelter availability.



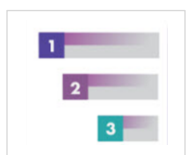
BOISE POLICE DEPARTMENT PROCEDURE

ADDITIONAL RECOMMENDATIONS

Before making a determination that an individual has engaged in camping or disorderly conduct within the meaning of the Ordinances, a police officer should make an individualized determination if there is available overnight shelter based upon the individual's circumstances.

If the police officer confirms that there is a shelter with available overnight shelter as defined herein, the officer should advise the homeless individual of the availability.

If the officer informs the homeless individual of the available overnight shelter, but the homeless individual declines to seek the available shelter space, the officer may but is not required to issue a written warning informing the individual of the availability of shelter space.



BOISE POLICE DEPARTMENT PROCEDURE

P-2.036 Photo Line-Up and Field Show-Up

[Click Here for Policy](#)

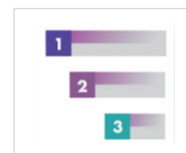
PROCEDURE PHOTO LINE-UP

Line Up Creation*

- Use a total of six photographs, containing subjects with similar physical characteristics each of whom match the original description provided by the eyewitness.
- Remove any jail marking or other information on the photographs.
- Either print or arrange the photographs in electronic read-only format.
- Sequentially number each printed photograph for identification.

Line Up Presentation

- Do not show photos to witness prior to line up presentation.
- Conduct the lineup in a private area if circumstances allow.
- Use a blind, administration method.
 - In a blind administration method, a third party who does not know the identity of the suspect and is not involved in the investigation administers the lineup. This prevents the eyewitness from looking to the officer for guidance.
- Present and read the department approved Photograph Series Admonition Form to all witnesses and obtain their signature.
- Have witnesses review photographs individually.
 - Keep remaining photos out of sight.
 - Witnesses may look at photographs up to two times. More than two views can blur the memory of the witness by replacing it with the images in the photographs.
 - Record the order of presentation and the number of times the photos are viewed.
 - Ensure the witness views all pictures.
 - Do not encourage a witness to identify a particular picture.
- Ensure witnesses view the lineup separately.
 - Prevent contact between witnesses prior to completion of multiple viewings.
- Ensure all details of the creation and presentation of the photo lineup are documented in the investigative report to include:
 - Witness's opportunity to view the subject at the time of the crime.
 - Witness's degree of attention.
 - Accuracy of the prior description of the subject.
 - The level of certainty demonstrated at the time an identification. This should be recorded either by the eyewitness or the officer immediately after an identification is made, when it is fresh in his/her mind. The witness should describe their level of certainty in their own words, without using numbers.
 - Length of time between the crime and the identification.
 - Any additional comments the witness makes.
 - Any expressed emotions.



BOISE POLICE DEPARTMENT PROCEDURE

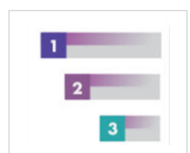
- Following the presentation the investigative photo lineup shall be entered into Field Reporting System.
- *in the event a live lineup is used, the same procedures apply

PROCEDURE FIELD SHOW-UP

The field show-up is the presentation of a suspect to an eyewitness within a short timeframe following commission of a crime.

To enhance the accuracy of eye witness identification follow these established guidelines:

- Do not show photos to witness prior to field show-up presentation.
- Use show-ups only when the suspect is detained within a reasonably short time frame following the offense.
- Document the witness's description of the perpetrator prior to conducting the show-up.
- Present and read the department approved Field Show-up Admonition Form to all witnesses and obtain their signature.
- Have one witness present at a time.
- Do not let witnesses communicate before or after the show-up.
- Do not present the same suspect to a witness more than once.
- Do not make suspects put on clothing worn by the perpetrator, speak words uttered by the perpetrator or to perform other actions performed by the perpetrator.
- Do not perform any action suggesting to the witness an individual is or may be the perpetrator.
- Ensure all details of the show-up presentation are documented in the investigative report to include:
 - The witness's opportunity to view the subject at the time of the crime.
 - The witness's degree of attention.
 - The accuracy of the prior description of the subject.
 - The level of certainty demonstrated at the time of the identification and in the witness's own words.
 - The length of time between the crime and the identification.
 - Any additional comments the witness makes.
 - Any expressed emotions.



**BOISE POLICE DEPARTMENT
PROCEDURE**

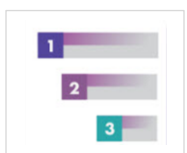
P-3.000 Call Response and Incident Management

P-3.002 Risk Assessment

[Click Here for Policy](#)
PROCEDURE

A Risk Assessment should be completed with the following situations:

- Arrests (felony, misdemeanor, probable cause)
- Warrant Service (arrest or search – residential, commercial or vehicle)
- Mutual Aid (e.g., a request for K9 or Bomb Squad or a request to assist the DEA, FBI, ATF or Probation and Parole)
- Investigative field contacts at a residence, a business or a vehicle (e.g., Knock-and-Talks)
- Civil paper service (mental hold, protection order, move-out, etc.)
- Special events, including VIP or dignitary visits



BOISE POLICE DEPARTMENT PROCEDURE

P-3.003 Call Response

[Click Here for Policy](#)
PROCEDURE

Call Response

An emergency response is defined as the expeditious response of an officer to any emergency situation in which the officer utilizes the emergency lights or lights and siren to facilitate a quick and safe arrival.

Responsibility for Command

The primary officer dispatched to a scene is responsible for taking command of the situation, evaluating pertinent information, and modifying the response of the assisting units (if necessary).

Response Protocol

Silent Code Three shall be defined as an emergency response in which the emergency lights and not the siren are used to facilitate a quick and safe response.

A Code Three response shall be an emergency response in which the emergency lights and siren are used to facilitate the quick and safe arrival of the officer.

“Officer Needs Help” or 10-33. Assist is defined as an exceptional situation involving imminent danger to an officer's life. Any officer in the vicinity and capable of rendering immediate assistance will respond Code Three.

The primary officer at the scene of any multiple unit response is responsible for notifying dispatch a Code Four condition exists as soon as they have determined further officer response to the scene is not necessary.

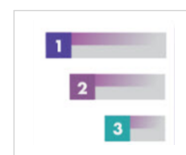
The primary officer at the scene of any multiple unit response is responsible for notifying dispatch a Code Four-Adam condition exists as soon as they have determined further officer response to the scene is not necessary and they have reason to believe a suspect may still be in the vicinity of the scene.

Code Four “At This Time” indicates any assist officers will continue to respond to the scene.

Non-Emergency Response

Code One calls shall be applicable to non-urgent situations, and shall be answered at the first convenient opportunity. Code One calls may be stacked and the order of response changed as the officer deems necessary

Code Two calls shall be applicable to urgent, but non-emergency, situations requiring an immediate response.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-4.000 Special Field Responses

P-4.001 Vehicle Pursuits

[Click Here for Policy](#)

PROCEDURE

Pursuit Definitions:

Assist Officer: Other assisting unit not in direct pursuit.

Blocking: Placing a police vehicle in a position to block a stopped or nearly stopped suspect vehicle from-continuing to flee.

Boxing In: The act of surrounding a moving suspect vehicle with police vehicles with the intent to bring the suspect vehicle to a controlled stop.

Discontinue: Canceling the pursuit without the use of a forced-stop method.

Forced-Stop Method: Methods and tactics used to physically end a pursuit, including stop sticks, boxing-in, blocking, PIT or other tactical maneuvers. Note: Primary officers or supervisors intending to use a force stop method should use specific language over the air, e.g. PIT.

Incident **Commander:** The supervisor who monitors the pursuit, authorizes additional units and extreme measures, and evaluates the need for discontinuing or ending the pursuit. The immediate supervisor of the officer initiating the pursuit normally fills this role. If supervisor is unavailable, any other available BPD supervisor or command officer will take command.

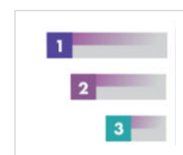
Intercept: A partial blockage of the roadway established by an assist unit in a pursuit situation to encourage the subject to stop or to reduce speed and allow officers to obtain a description of the vehicle and the subject.

Pursuit Intervention Technique: A forced rotational vehicle stop of a non-compliant suspect.

Primary Officer: The officer in the first position behind the violator and in direct pursuit.

Ramming: The deliberate impact of a police vehicle into the suspect vehicle to disable or bring the suspect vehicle to a stop. Ramming is considered an extreme measure.

Roadblock: The use of any structure, device or other means for the purpose of controlling all traffic through a point on a highway, whereby all vehicles may be slowed or stopped.



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Secondary Officer: The assisting officer(s) behind the primary officer and in direct pursuit.

Stop Sticks: Devices which can be spread across all or part of a roadway to deflate a fleeing suspect's tires.

Vehicular Pursuit: Any situation in which the officer, through the use of emergency equipment, clearly exhibits the intention for a violator or suspected violator of the law to stop or submit to police authority and the officer continues his/her actions after the violator clearly exhibits the intention to elude police and avoid apprehension by fleeing from the police in a vehicle.

Under normal circumstances, only the primary unit and two secondary units will enter into direct pursuit. However, circumstances can dictate additional officers in direct pursuit.

While in direct pursuit, an officer shall exercise due regard for the safety of life and property and operate the police vehicle in compliance with Idaho Code, which does not relieve the driver of an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor does the law protect the driver from the consequences of an arbitrary exercise of these privileges. In addition, an officer and a supervisor shall exercise the same regard for safety at the endpoint of a pursuit, maintaining self-control and strict personal discipline during all post-pursuit activities

The pursuing officer shall evaluate the situation and consider the necessity of immediate apprehension versus the risks to the officer and/or the community. The involved officer(s) and all supervisory staff monitoring the incident in determining whether or not to pursue shall also consider the following criteria:

- Importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to peace officers, innocent bystanders, and others.
- Safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic, and the speed of the pursuit relative to these factors.
- Pursuing officers' familiarity with the area of the pursuit
- Quality of radio communications between the pursuing units, dispatcher(s), and the Incident Commander.
- Driving capabilities of the pursuing peace officers under the conditions of the pursuit.
- Weather, traffic, and road conditions substantially increasing the danger of the pursuit beyond the worth of apprehending the suspect.
- Performance capabilities of the vehicles involved in the pursuit (police vehicles and suspect vehicle)
- Vehicle speeds.
- Other persons in or on the pursued vehicle (e.g., passengers, co-offenders, and hostages).
- Availability of other resources.



BOISE POLICE DEPARTMENT PROCEDURE

- Passengers in the police vehicle(s), other than officers.
- Entry onto a one-way road or a freeway in the wrong direction. The following are alternatives to entering the wrong way:
 - Attempting to maintain visual contact with the suspect vehicle from a parallel road or side of the freeway.
 - Monitoring the suspect from on ramps and off ramps, if possible.

Radio Communication

While in pursuit, the primary or secondary officer shall maintain communication with dispatch unless circumstances prevent the use of the radio, such as radio failure or reception difficulty. The assist officer should limit the use of the radio, except to notify the primary officer and dispatch of specific strategic actions.

If a pursuit is continued during lost reception, the following factors should be considered:

- Remoteness of the area.
- Known violations and observed actions of the suspect.
- Locality and probable duration of the radio interruption.
- Likelihood of timely assistance after a stop is made.

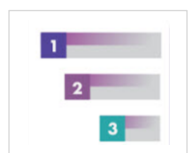
Primary Officer's Responsibilities:

- Activate all emergency equipment while in direct pursuit.
- Use emergency lights and siren to the maximum extent possible while in direct pursuit.
- Immediately advise dispatch of the pursuit and provide information as follows:
 - Suspect's location, estimated speed, and direction of travel.
 - Reason the pursuit has been initiated.
 - Description of the suspect and the suspect's vehicle, including license number (if known).
 - Number of and description of passengers in the suspect's vehicle.
 - Any weapons observed.
- If a pursuit leaves the city, consider switching to a mutual aid channel.
- If a force-stop method is to be used, determine the appropriate forced-stop method.

Secondary Officer's Responsibilities:

- Use emergency lights and siren to maximum extent possible while in direct pursuit.
- Be in position to allow for accurate knowledge of the primary unit's location
- If distance from the primary officer increases to the degree efficiency and safety for citizens reentering the thoroughfare is compromised:
 - Notify the primary officer and dispatch and discontinue direct response while continuing in an assist capacity.
 - Assist the primary officer as necessary in broadcasting the progress of the pursuit and advising other assisting units of relevant information.

Assist Officer's Responsibilities:



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- Notify the primary officer and dispatch of the location when:
 - Establishing a roadblock, pursuant to *Idaho Code 19-622*.
 - Establishing an intercept.
 - Placing stop sticks, or
 - Warning oncoming traffic of danger when a suspect vehicle enters the wrong way on a roadway.

Incident Commander's Responsibilities:

- Ensure due regard for the safety of life and property is exercised by involved officers and evaluate requests for additional units.
- Proceed immediately in the direction of the pursuit, actively monitor its progress, and notify dispatch as soon as practical they are the Incident Commander.
- Discontinue the pursuit as well as be alert to the need for forced-stop methods and authorize their use if appropriate.
- Notify the Watch Commander/Lieutenant of the incident and details of the outcome.
- Ensure the completion of an Administrative Review for Vehicular Pursuits Report.
- Obtain a copy of the dispatch audio, review it, and submit it with the administrative review file
- Approve the continuation of the pursuit leaving the city when one of the following conditions exists:
 - Reasonable likelihood the pursuit will re-enter the City.
 - Extenuating circumstances, including, but not limited to:
 - Officer safety
 - Outside agency's inability to continue the pursuit
 - Seriousness of the crime
- May ask the jurisdictional agency if they would assume primary responsibility for the pursuit.
 - If the jurisdictional agency is willing to assume primary responsibility for the pursuit, the Incident Commander will assign a BPD unit as an assist.
 - If BPD officers discontinue a pursuit and another agency continues the pursuit, the Incident Commander may assign unit(s) to continue Code Two to the pursuit's ending point.
- Under situations where a suspect eludes and the officer does not initiate a pursuit, the supervisor shall submit a Blue Team through their chain of command to Internal Affairs indicating the DR number and circumstances.

Terminating a Pursuit Using Forced-Stop Methods Stop Sticks

An officer may utilize stop sticks in order to bring a suspect vehicle to a stop in pursuit situations. Stop sticks shall not be used on a two-wheeled motor vehicle, unless deadly force is justified. The stop sticks will not be used in locations where geographic configurations increase the risk of injury to the suspect or citizens (e.g., on roadways bounded by steep descending embankments, curves, etc.). An officer using stop sticks under the above extreme circumstances will have prior Incident Commander Approval, time permitting.



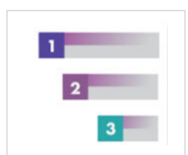
BOISE POLICE DEPARTMENT PROCEDURE

When the decision is made to deploy the stop sticks, all pursuing units shall be notified where the stop sticks will be deployed. If possible, an immovable physical object should be sought as protective cover for the deploying officer. Extreme care should be exercised when deploying the stop sticks to reduce the possibility of damage to uninvolved vehicles, pedestrians, and pursuing units. Use of stop sticks will be documented on the Administrative Review for Vehicular Pursuits Report.

If stop sticks are damaged, ensure the proper form for replacement is completed.

Pursuit Intervention Technique (PIT)

See P-1.006 Use of Force Pursuit Intervention Technique (PIT)



BOISE POLICE DEPARTMENT PROCEDURE

P-4.014 Protection from Communicable Disease

[Click Here for Policy](#)
PROCEDURE

Use of Disposable Gloves

Disposable gloves will be worn under the following circumstances:

- When handling or transporting any person known to have or reasonably suspected of having a communicable disease.
- When handling a person who has any body fluid on their body or clothing.
- When packaging and/or handling contaminated items, items with body fluids on them or items reasonably suspected of carrying a communicable disease.
- When decontaminating or cleaning contaminated equipment, clothing, vehicles, etc.

Because there are some circumstances for which latex gloves are not adequate and additional protective equipment is required, the following equipment will also be worn:

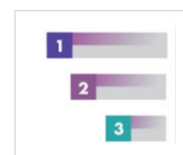
- Face and eye shields, when collecting blood or other body fluids as evidence.
- Shoe covers, when walking in areas covered with blood or other body fluids.
- CPR mask, when providing first-aid treatment requiring mouth-to-mouth contact.
- N-95 HEPA filter mask when airborne diseases, such as TB, are known or suspected.

Transporting or Questioning a Carrier or Suspected Carrier of a Disease

An employee who transports or questions a detainee who is a carrier or suspected carrier of any disease will place a disposable mask over the detainee's mouth and nose. The transporting employee should wear an N-95 HEPA filter mask. The mask shall be discarded after use in the provided biohazard bag. If the use of the mask is not practical, the officer should distance themselves several feet away from the detainee.

Employee's Responsibilities for Threat of Being Exposed or Contaminated:

- Use appropriate protective clothing and equipment.
- Notify any assist officers and/or other public safety employees of the threat or potential threat of exposure or contamination
- Prior to entering a Department vehicle, take the following steps:
 - Remove protective clothing and equipment at the scene and place in provided biohazard bag.
 - Seal the bag properly as directed by the instructions on the bag.
 - Respond to the nearest fire station or hospital for disposal, although employees may leave properly wrapped contaminated clothing with a departing Paramedic Unit or Fire Unit.
- Contaminated persons or detainees shall be transported in separate vehicles from other detainees.



BOISE POLICE DEPARTMENT PROCEDURE

- Notify the jail the detainee is a carrier of, or is reasonably suspected of carrying, a communicable disease so isolation measures can be taken, according to Idaho Code.
- Replace protective clothing prior to the shift's end or as soon as possible or arrange to have them replaced by the oncoming shift.
- Notify a supervisor when a Department vehicle has become contaminated.

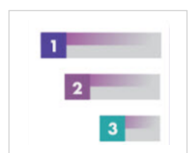
Employee's Responsibilities for Actual Exposure or Contamination:

- An employee is required to report personal injury, including exposure to body fluids, while performing authorized and designated duties.
- The exposed employee will complete an SD-1 form.
 - The IC-1 form shall also be completed if the employee receives medical attention.
 - The City cannot require employees to be tested for communicable diseases; however, if an employee feels they have been exposed to a communicable disease, they can obtain information about testing services through Personnel.
- Decontaminate the scene by doing the following:
 - Thoroughly wash contaminated areas with soap and water or clean contaminated areas with disinfectant wipes or liquid sanitizer provided in the protective clothing kit.
 - Respond to appropriate location (City Hall West, the fire station, a hospital, etc.) to thoroughly decontaminate and change uniform if necessary. If the uniform is contaminated, place it in the red plastic Biohazard bag from the personal protection kit and drop it at the Department-contracted cleaners. Additional biohazard bags are available from Supply.
- If needed, report to the hospital for medical assistance or evaluation to determine whether post exposure protocol should be started.
- Notify a supervisor as soon as possible after being exposed or contaminated.
- If capable, complete an SD-1 form prior to the shift's end and forward up the chain of command.

Supervisor's Responsibilities:

- Ensure reasonable access and distribution of protective clothing and equipment for employees.
- Notify the Watch Commander/Lieutenant when an employee has been exposed and/or when a Department vehicle has been contaminated.
- If the employee is unable to complete the reporting requirements, the supervisor has the responsibility to complete the IC-1 and/or the SD-1 form.
- Review and forward the appropriate paperwork through the chain of command.
- When a Department vehicle has been contaminated, identify the vehicle by making the appropriate notations on the vehicle board and prohibit its use by other employees.

Watch Commander/Lieutenant's Responsibilities:



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- Notify the jail staff the contamination or exposure of a BPD employee has occurred and request a blood test on the detainee, according to Idaho Code.

Biohazard Contamination Guidelines

Small Amounts of Contaminants on Police Employees, Uniforms or Equipment

An employee who identifies biohazard contamination in small amounts (quantities which can be quickly and effectively cleaned up by the employee) shall utilize protective latex or surgical gloves and the disinfectant spray to neutralize and clean all contaminated surfaces. If a uniform is contaminated, place it in the red plastic biohazard bag from the personal protection kit and drop it at the Department-contracted cleaners. The employee's failure to conscientiously clean a contaminated surface or equipment may result in the employee, another employee or a family member being unknowingly infected with a serious disease.

An employee believed to have been contaminated with a bio hazardous substance shall notify their immediate supervisor and complete an SD-1 form prior to the shift's end.

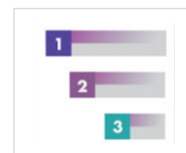
Large Amounts of Contaminants on Police Equipment

Police vehicles are frequently contaminated while transporting prisoners. If the contaminated area is too extensive for quick and effective cleaning by the employee, the employee shall immediately deadline the vehicle in the back lot for decontamination by a commercial detailing shop. The employee shall complete a shops repair order and clearly write "Biohazard Contamination" on it, describing the area contaminated and the substance, if known. The employee shall note the vehicle status on the Equipment Disposition Board. Additionally, a police Biohazard Warning sticker shall also be affixed to the outside window surfaces of both the driver's and front passenger's doors. This sticker shall not be removed until the decontamination has been completed.

A police Biohazard Warning sticker shall be affixed to any equipment and surface which cannot be immediately cleaned by the employee or those needing to be sent out for specialized decontamination. Examples include a radio covered with blood requiring disassembly by a technician, or an Intoximeter an arrestee has contaminated with vomit.

Contamination at Crime Scenes and Other Private or Public Areas

The officer in charge of a scene where a biohazard contamination exists or will exist after employees leave shall ensure warning and/or decontamination steps are taken to protect all employees presently at the scene or likely to arrive at a later time. If the scene is inside a building, one Biohazard Warning placard shall be affixed at eye level on the exterior side of each entry door into the building or room. Biohazard Warning placards shall be affixed at eye level to stationary objects around the contaminants to warn unsuspecting persons of the existence of the contaminating material if the scene is outside, the contaminants cannot be easily washed down with a water/disinfectant solution, and the contaminants will remain



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after employees leave. Red Biohazard Warning plastic tape will be placed around the immediate perimeter of the contaminants when feasible.

Responsibility for Decontamination

When major biohazard contamination of an area results from police-initiated action (such as an arrest of a combative subject or an employee-involved critical incident) the Department will facilitate the decontamination of the scene. Placards and warning tapes shall be put in place until a commercial cleaning service arrives and takes charge of the scene.

When biohazard contamination results from non-police-initiated activities, the property's responsible party will be advised of the biological hazard and the need for sanitization of the area by a qualified cleaning service. If no contact can be made or if leaving an unattended biohazard, the employee will make reasonable efforts for the placement of warning placards and tape.

When biohazard contamination exists in a public area, where the ownership of property is difficult to determine or where the responsible party is unknown or unavailable, and where there is likelihood uninformed citizens may be contaminated, the officer in charge shall inform the supervisor, who shall determine an appropriate course of action concerning the decontamination of the area.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-5.000 Critical and Traumatic Incidents

P-5.001 Critical and Traumatic Incidents

[Click Here for Policy](#)

PROCEDURE

Refer to BPD CITF Manual

CITF Term Definitions:

Administrative Investigation: An investigation of a critical incident to determine compliance with applicable policy and procedure, to establish the need for any disciplinary action, to determine an employee's suitability to return to work, to assess improvement and quality control of the Department, and to provide accountability to the public.

Assigned Escort: An employee not involved with the current critical incident who is assigned to remain with the involved employee and whose purpose is to provide emotional support and assist with the involved employee's needs. Conversations with the assigned escort are not protected by the privileged conversation requirements of law.

Civil Investigation: An investigation of a critical incident to gather information which can be used by the City to defend itself against a civil lawsuit. The civil investigation focuses on two primary litigation areas: liability and damages. Civil investigations are undertaken by OIA under the direction of the Boise City Attorney. CID will detail investigators to OIA to assist in a civil investigation of the incident. The detective(s) assigned to OIA shall not be directly involved in the criminal investigation.

Criminal Investigation: An investigation of a critical incident to ascertain all the relevant evidence so a decision can be made as to whether or not a person committed a crime during the course of the events leading up to and including the critical incident.

Criminal Investigations Division (CID): The division responsible for establishing the facts, circumstances, and chain-of-events surrounding the critical incident and conducting a criminal investigation of the incident.

Critical Incident: An event of a serious nature in which an employee is involved as a principal, victim, witness or custodial employee, as defined below:

- Use of force or any other Department action resulting in death or life-threatening bodily injury (excluding animals)
- Use of deadly force where only minor bodily injury occurs (excluding animals)
- Intentional use of deadly force, but no injury occurs (excluding animals)
- Vehicle pursuits, roadblocks or intercepts resulting in death or life-threatening bodily injury



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- Employee-involved traffic accident resulting in death or life-threatening bodily injury while operating a city vehicle (either on-duty or off-duty) or a private vehicle while on-duty
- Use of force or any other Department action of a serious nature when deemed to be a critical incident by the Chief or their designee

Critical Incident Task Force (CITF): An interagency task force responding to investigate an event in which an officer is involved as a principal, victim or custodial officer where death or injury likely to cause death was the result of the use of force. A critical incident, as defined by BPD policy, may not qualify for a CITF activation. If the Critical Incident Task Force Protocol is invoked, the CITF is responsible for the criminal investigation under its policies. The CITF, when invoked, will supersede the responsibilities of CID.

Traumatic Incidents: A traumatic incident is defined as a sudden or unexpected experience, outside the normal police employee experience, that might be expected to produce a response interfering with one's ability to cope with one's feelings, emotions or ability to perform job-related duties.

Uninvolved Employee: An employee who has no direct association with a critical incident, but who responds for aid, assistance or investigative purposes after the event has occurred.

When a critical incident occurs, employees shall follow the procedures outlined in the Critical Incident Task Force (CITF) Protocol. In addition, the following guidelines shall apply. If the involved employee is injured, the application of these procedures will be governed by the extent and nature of the injuries.

Supervisor's Responsibilities:

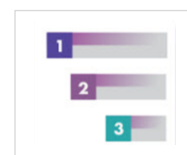
- Be attentive to the involved employee's comfort and needs and advise the involved employee of the Employee Assistance Program (EAP).

Watch Commander's/Lieutenant's Responsibilities:

- Initiate the command text procedures. If the incident is traffic-related, they will also contact the Crash Reconstruction Team supervisor.
- Ensure the duties of any involved supervisor are fulfilled or delegated to another on-duty supervisor.
- Inform the Chief, Deputy Chiefs, Division Commander(s), CID Lieutenant, and Communications Director of any further information or developments during the incident.
- Do not conduct a tactical debriefing of the critical incident until after the completion of the formal in-depth interviews of all principals by CITF and CID investigators.

Assigned CID Civil Investigator Responsibilities:

- Report to and obtain direction from the Office of Internal Affairs Commander.
- Obtain an OIA report number for the internal reports concerning civil investigation findings relating to participants in the critical incident. The



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involved employee shall not be referred to as the “suspect” in initial reports and statements.

- In conjunction with the CID lead investigator, monitor leads for applicability to civil investigation.
- Follow up on civil leads at the direction of OIA and report findings under the OIA reporting number.

Crash Reconstruction Team’s Responsibilities (if applicable):

- The Crash Team shall work under the direction of the CID lead investigator.
- Take responsibility for the crash reconstruction and the collection and documentation of associated evidence.
- Complete and forward all necessary paperwork to the CID lead investigator. Collision reports and supplements will not be approved as completed until authorized by the CID lead investigator.

Assigned CID Supervisor’s Responsibilities:

- Respond to the scene and assume the direct supervision of investigative scene(s).
- Arrange for additional investigative personnel and resources, if necessary, with consultation with the CID lead investigator.
- Review, approve, and forward all completed reports.

CID Lieutenant/Specialty Commander’s Responsibilities:

- Respond to the scene and assume duties as the Specialty Commander while coordinating with the Incident Commander.
- Notify OIA of the lead investigator assignment.
- Act as a liaison to the Incident Commander, OIA, the Communications Director, and the Office of Police Oversight to facilitate the exchange of information necessary for those functions.
- Review all completed reports.

Involved Employee’s Division Commander’s Responsibilities:

- Will respond to the scene.
- Liaise with the Chief and the Communications Director during the follow-up investigation.
- Assess the need for administrative leave or modification to the involved employee’s duty assignment based on the following criteria:
 - The nature, scope, and magnitude of the incident
 - The status or outcome of any investigation into the incident
 - The type and extent of any adverse media coverage or public sentiment concerning the incident or other factors that could further stress or complicate the involved employee’s recovery or wellbeing
 - The reasonable needs of the involved employee’s immediate family
 - The feelings and desires of the involved employee
 - Other considerations deemed as applicable on an individual basis
- Consult with the Chief regarding administrative leave.
- Ensure, to the degree possible, the involved employee is insulated from inquiries or confrontation by the media.



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Office of Internal Affairs' Responsibilities:

- Respond to the scene and conduct an inspection of the scene under the direction of the Incident Commander.
- If CITF does not collect blood and urine samples, order breath and urine samples from the principal employee(s).
- Notify and consult with City Legal.
- Supervise the civil investigation in anticipation of litigation.
- Attend investigative briefings.
- Review the physical evidence and investigatory statements.
- Complete an Administrative Investigation and Review of the incident, determining if the employee was in compliance with Department policy and procedures. Complete and submit all necessary reports to the Chief with any recommendations.
- Normally, OIA and the Office of Police Oversight will conduct a joint administrative investigation; however, nothing precludes either entity from pursuing leads independently if deemed necessary by either the OIA Commander or the Office of Police Oversight.

Chief and/or Deputy Chief's Responsibilities:

- Contact other agency heads and determine if the incident is to be investigated by CITF and, if so, who the lead agency will be.
- Inform the CID Division Command Staff of the lead agency assignment.
- Grant administrative leave to involved employee(s) as appropriate.
- Review reports and recommendations, taking any necessary action.

Personnel's Responsibilities:

- Arrange for the involved employee to consult with a psychologist/psychiatrist and notify the involved employee's supervisor and Division Commander that the consultation has occurred.

Department's Responsibilities Regarding the Office of Police Oversight:

- The Office of Police Oversight will conduct an Administrative Investigation and Review of the incident. They may respond to the scene and conduct an inspection of the scene under the direction of the CID Lieutenant, in coordination with CITF when activated.

An Involved Officer's Spouse Who is Also an Employee:

- When an involved officer and their spouse both work for the Department the uninvolved spouse can only participate as a spouse and not in any other official capacity.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-6.000 Juveniles

P-6.007 Runaway Juveniles

[Click Here for Policy](#)
PROCEDURE

Runaway Juveniles

Incidents shall be documented using the Runaway/Missing Person Report form, including:

- Complete entry of mother's maiden name on the report.
- Contact information for the parent/guardian, including phone numbers, addresses, etc.
- Complete entry of the juvenile's place of birth (city, county, and state).
- Note which school the juvenile currently attends or the last school the juvenile attended.
- Obtain a photograph of the juvenile (if possible).

The heading on the Information for Parents Reporting Runaway Children form will be completed and a copy will be provided to the reporting party. The report shall be provided to a supervisor and shall be copied to the SRO section for follow up. The reporting officer shall contact dispatch for an Attempt to Locate (ATL). The reporting officer shall also contact Records so an NCIC entry can be made as soon as possible. If the runaway is located and returned, the broadcasted ATL shall be canceled and the NCIC entry shall be removed as soon as possible, documenting the cancellation, as well as the name and Ada number of the person canceling the NCIC entry, in the appropriate reports.

If there are unusual circumstances present, indications of foul play exist or if the juvenile is 12 years of age or younger, the reporting officer will immediately notify their supervisor and follow the procedure described in *6.008 Missing Juveniles*.

Supervisor's Responsibilities:

- Assign a Patrol unit to follow up on a runaway report taken by a TRU officer when it is determined that immediate follow up is necessary.
- Review and approve the Runaway/Missing Person Report to ensure completeness and compliance with this order. Also ensure the report includes the appropriate information.
- Notify the Watch Commander/Lieutenant, the Special Victims supervisor, and the SRO supervisor immediately if there are unusual circumstances associated with the runaway juvenile or if the juvenile is 12 years of age or younger. See *6.008 Missing Juveniles*

SRO Supervisor's Responsibilities:

- Receive and review the report, assigning the case to an investigator.
- Notify the SVU supervisor and the COD Lieutenant when the juvenile cannot be located if unusual circumstances are present, indications of foul play exist, or if the juvenile is 12 years of age or younger. The SVU will have the primary



BOISE POLICE DEPARTMENT PROCEDURE

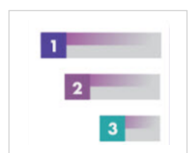
- investigative responsibility when unusual circumstances are present and/or indications of foul play exist.
- Review and approve the Runaway/Missing Person Report to ensure compliance with procedure as reflected in the investigative report(s).
 - Notify the COD Lieutenant if the juvenile has been missing for 15 days or more. Also, confirm that the NCIC Missing Person Data Entry Guide booklet has been completed as much as possible and submitted to Records within 30 days of the date of the disappearance.

Investigator's or SRO's Responsibilities:

- Conduct and note in writing the follow-up investigation of all case leads including, but not limited to,:
 - The subsequent contacts with the parents or guardians, witnesses, and/or associates.
 - The coordination efforts with other agencies or request assistance from other specialized investigators.
 - The final clearance of the case and notification of the juvenile's school.
- If the juvenile cannot be located and unusual circumstances are present, there are indications of foul play or the juvenile is 12 years of age or younger, notify the SRO supervisor.
- If the juvenile is enrolled in school, notify the appropriate school administrator as soon as possible and request that they flag the student's record, as required by *Idaho Code 18-4509 (2)*.
- When a juvenile has been missing for 15 days, initiate data collection with the NCIC Missing Person Data Entry Guide booklet and complete it as much as possible. The booklet shall be submitted to Records no longer than 30 days from the date of disappearance.
- Notify your supervisor or any SRO supervisor that the juvenile has been missing for 15 days.
- Notify Records personnel to remove the juvenile's name from NCIC and verify the cancellation when a juvenile has been located. Ensure the cancellation documentation includes the name and the Ada number of the person canceling the NCIC entry. Advise the juvenile's school of the cancellation, documenting the name of the person contacted at the school and the date and time of the cancellation. The State Criminal Investigation Bureau will notify the Bureau of Vital Statistics.

SRO Senior Department Specialist's Responsibilities:

- Enter data from the report and assignment information into the Case Management System. Route to the officer for investigation.
- Forward information to the Patrol Senior Department Specialist.
- Print the Runaway Report weekly and post as a resource for COD employees.
- At the time of clearance, enter the information from the Case Status into the Case Management System, update the juvenile's record, and route copies of the report to the Juvenile Prosecutor when the disposition dictates.



BOISE POLICE DEPARTMENT PROCEDURE

P-6.008 Missing Juveniles

[Click here for Policy](#)
PROCEDURE

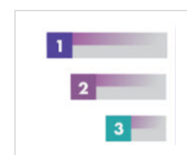
Officer's Responsibilities:

- Respond to the reporting party's location and interview the reporting party to determine the circumstances (for example, if the juvenile is involved in a custody dispute, has had prior runaway offenses, or if there is any other reason the juvenile may be missing).
- Request assistance from other units as necessary for follow up and an area search.
- Cause an immediate broadcast of an ATL.
- Discuss with a supervisor to determine if an immediate area search should be initiated. Consider the following criteria:
 - The age of the missing juvenile
 - Any learning or developmental handicap and the extent of that handicap
 - If there is a dangerous or life-threatening situation involved
 - If unusual circumstances are present and/or there are indications of foul play
- Complete a Runaway/Missing Person Report if the juvenile is not located, including:
 - Complete entry of mother's maiden name on the report
 - Complete entry of the juvenile's place of birth (city, county, and state)
 - Note which school the juvenile currently attends or the last school the juvenile attended
 - Obtain a photograph of the juvenile (if possible)
- Request Records to enter the juvenile into NCIC as a missing person
- Inform the parent/guardian of the actions taken and ensure that the parent/guardian understands the need to notify dispatch immediately if the juvenile is located.
- If the runaway is located and returned, the broadcasted ATL shall be canceled and the NCIC entry shall be removed as soon as possible, documenting the cancellation, as well as the name and Ada number of the person canceling the NCIC entry, in the appropriate reports.

Supervisor's Responsibilities:

The supervisor shall evaluate the need for additional resources and notify the Watch Commander/Lieutenant. They will also:

- Notify the SRO supervisor and the SVU supervisor when unusual circumstances exist, there are indications of foul play or the juvenile is under 13 years of age.
- Ensure the parent/guardian is informed of the investigation's progress until the SRO or SVU investigator takes over and evaluate the need to involve the Watch Commander/Lieutenant.
- Review, approve, and forward the white and pink copies of the Runaway/Missing Person Report to Records.



BOISE POLICE DEPARTMENT PROCEDURE

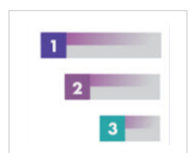
- If there is substantial evidence that the missing juvenile may be a victim of abduction, refer to 6.009 *Amber Alert* for AMBER Alert Activation plan.

SRO Supervisor's Responsibilities:

- Receive and review the missing juvenile report.
- Give the highest priority to missing juveniles and immediately assign an investigator to conduct a follow-up investigation.
- Notify the SVU supervisor and the COD Lieutenant when the juvenile cannot be located if unusual circumstances are present, indications of foul play exist or if the juvenile is 12 years of age or younger. SVU will have the primary investigative responsibility when unusual circumstances are present and/or indications of foul play exist.
- Notify the COD Lieutenant if the juvenile has been missing for 15 days or more. Also confirm that the NCIC Missing Person Data Entry Guide booklet has been completed as much as possible and submitted to Records within 30 days of the date of the disappearance.

Investigator's or SRO's Responsibilities:

- Conduct the follow-up investigation including, but not limited to,:
 - The subsequent contacts with the parents or guardians, witnesses, and/or associates.
 - The coordination efforts with other agencies or request assistance from other specialized investigators.
 - The final clearance of the case.
- When a juvenile has been missing for 15 days, initiate data collection with the NCIC Missing Person Data Entry Guide booklet and complete it as much as possible. The booklet shall be submitted to Records no later than 30 days from the date of disappearance. The immediate completion of the NCIC Missing Person Data Entry Guide booklet may be required depending on the circumstances.
- If the juvenile is enrolled in school, notify the appropriate school administrator as soon as possible and request that they flag the student's record, as required by *Idaho Code 18-4509 (2)*.
- Notify Records personnel to remove the juvenile's name from NCIC and verify the cancellation when a juvenile has been located.
- Ensure the cancellation documentation includes the name and the Ada number of the person canceling the NCIC entry.
- Advise the juvenile's school of the cancellation, documenting the name of the person contacted at the school and the date and time of the cancellation.
- Forward all reports to the SRO supervisor for review and approval.



BOISE POLICE DEPARTMENT PROCEDURE

P-6.009 Amber Alert

[Click Here for Policy](#)
PROCEDURE

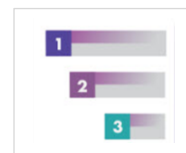
Officer's Responsibilities:

Upon responding to the abduction's location, determine if the abduction meets the listed criteria for utilizing the "AMBER Alert."

- A child is known or strongly suspected by law enforcement officials to have been abducted.
 - The child is not simply missing/runaway/lost; abduction must be known or strongly suspected.
- Activation of AMBER alert must occur within 12 hours of initial abduction.
- The child must be 17 years or younger, or with a proven mental or physical disability, and police must believe that the child has been abducted (unwillingly taken from his or her environment without permission from the child's parent or guardian).
- Law enforcement must believe the child is in imminent danger of serious bodily harm or death.
- There must be enough descriptive information to believe that an AMBER Alert will assist in the recovery of the child.

Supervisor's/Watch Commander's/Lieutenant's Responsibilities:

- Notify the SVU supervisor and the SRO supervisor.
- Activate a command text.
- Notify the Communications Director of the AMBER Alert.
- Complete the AMBER Alert Activation Form available on the ISP AMBER Alert website. Call the ISP Communications Center with the pertinent information and fax them the completed activation form. Notify the Special Victims Supervisor that the AMBER Alert has already been completed through ISP.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-9.000 Firearms

P-9.003 Carrying of Firearms Off-duty

[Click Here for Policy](#)

PROCEDURE

The Firearms Program Manager shall approve weapons authorized for carrying off-duty.

Off-Duty/ Backup Weapon Purchase

- Weapons must be approved by the Range Master and any financial loss for non-approved weapons is the officer's responsibility
- The officer; may contact the Chief's Secretary to complete and sign the Backup/Off-Duty Weapon Purchase Request. The request must include:
 - Manufacturer
 - Model
 - Caliber
 - Barrel length
 - Finish
- The completed request shall be submitted to the Firearms Program Manager for approval/signature
- The Chief's Secretary will prepare a letter for the Chief's signature to the distributor/ sales entity for the gun being purchased.

P-9.005 Firearm Specification and General Requirements

[Click Here for Policy](#)

PROCEDURE

On Duty Weapons

- Make: Glock
- Caliber: 45 or 9 mm
- Sights: Approved by Firearms Program Manager



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-9.008 Qualifications and Training

[Click Here for Policy](#)

PROCEDURE

Officer Unable to Qualify

Until the officer is able to qualify:

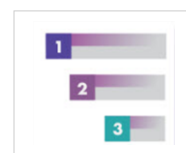
- Officer may keep their assigned duty weapon.
- Weapon shall not be used for normal police duties, but for emergency purposes only.
- Officer shall not be assigned to any type of field work where the use of a weapon may be a possibility.
- The Firearms Program Manager or their designee will schedule remedial training within four days of the failed qualification day.
- The type of training and the instructor's name shall be documented.
- The officer shall be afforded three attempts to meet minimum qualifying standards during this remedial training session.

If unable to qualify after remedial training:

- The officer shall remain on administrative duty.
- Documentation forwarded to Division Commander for administrative proceedings to begin.
- Officer shall not be authorized to carry a firearm until qualified.
- Range Master shall forward all records of qualification and remedial training to the Firearms Program Manager for entry into the officer's training file.

Any request for a variance from these procedures shall be routed to the Chief, in writing, for review and authorization. Copies of the authorized variance shall be included in the officer's permanent personnel/training file and shall be routed to the Firearms Program Manager.

Qualifications – Refer to BPD Firearms Unit Directives



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-10.000 Property and Evidence

P-10.003 Abandoned, Stolen, Seized Vehicles

[Click Here for Policy](#)

PROCEDURE

Recovered Stolen Vehicles

Recovered stolen vehicles shall be handled as follows:

- If evidence processing is needed, evidence seizures procedures shall be followed.
- If the owner can be immediately located, the officer will comply with the owner's request to either have the vehicle towed at the owners' expense or leave the vehicle at the scene under the owner's responsibility. If a tow is requested, the vehicle will not be taken to City operated storage lot.
If the owner cannot be immediately located, the vehicle shall be inventoried if possible, impounded and towed by the next tow company on the rotation list to their tow lot.

Accidents:

If a vehicle is involved in a traffic accident and must be towed to eliminate a traffic hazard or obstruction, the driver is expected to make their own arrangements as expeditiously as possible. If the driver is unable or unwilling to do so, the officer shall have the vehicle towed by a towing company. A VDR shall be completed if a tow is ordered without the driver's authority or knowledge.

Arrest of a Driver:

The vehicle may be left at the scene if the vehicle is not needed for evidentiary purposes. No VDR is required if the vehicle is turned over to another person or if the driver gives recorded audio consent to leave the vehicle at the scene. If no VDR is completed and the vehicle is left at the scene, an officer shall note the license number, owner, and location of the vehicle on the general report. However, if no consent is given, the vehicle shall be towed and a VDR completed. An inventory shall be completed noting the presence of any items of significant value and the items' disposition.

If a vehicle's driver is arrested and the vehicle is to be held for evidentiary purposes, follow evidence seizures process.

Towing of Vehicles:

Vehicles abandoned shall be towed from I-84 and on I-184/U.S. 20/26 (connector). If the driver is arrested from a vehicle and there is no one to immediately remove the vehicle off the freeway, the vehicle shall be towed. A VDR and an inventory of the vehicle contents shall be completed.



BOISE POLICE DEPARTMENT PROCEDURE

P-10.005 DUI Evidentiary Blood Samples [Click Here for Policy](#) PROCEDURE

When probable cause for a DUI arrest exists, the suspect may be asked to submit to a blood test subsequent to arrest, outside of arrest if the suspect is hospitalized or when other exigent circumstances exist.

- Boise Police Department employees are not authorized to withdraw blood. Approved medical personnel shall be used to collect blood samples pursuant to *Idaho Code § 18-8003*. The blood sample shall be collected in the kit provided by the Idaho State Police Forensic Laboratory. The collection of the blood sample shall be attended and witnessed by the investigating officer, who shall retain custody of the evidentiary samples and book the kit into evidence.

P-10.006 NCIC Entries [Click Here for Policy](#) PROCEDURE

NCIC entry additional requirements:

- Missing person's signature form must be obtained for an adult over age of 21.
- Stolen vehicle license plates require both plates. Single license plates may be entered if the following criteria are all met:
 - Theft of the plate is established.
 - The remaining plate is surrendered and booked into Property.
 - The victim agrees to cancel the missing plate's registration.

Records will be supplied with the following information for initial entry:

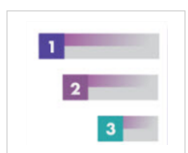
- The DR number from the General report or the Runaway/Missing Person report.
- Minimum descriptive information needed for an initial NCIC entry, including:
 - person's:
 - Full name
 - Date of birth
 - SSN (if available)
 - Physical description
 - Significant circumstances (if apply) and time officer arrived on scene
- Include the following information for complete entry:
 - Photo if available
 - County of birth
 - Mother's maiden name
 - Scars/marks/tattoos
 - Alcohol/drug use
 - Last seen wearing.
 - Physical problems/medications – If there are known physical problems/medications, the names of medications and what they are used for will be provided. Also include if the medications are with them.



BOISE POLICE DEPARTMENT PROCEDURE

- Vehicle:
 - Color
 - Year
 - Make/model
 - Body style
 - VIN
 - License plate number and state of issue/date of expiration license plate

The employee shall note on the report, NCIC was called in, the Records clerk who took the information, and the date and time it was called in. Also, the employee will mark NCIC as entered on the report.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-11.000 Conduct

P-11.023 Bribes, Discounts, Gratuities, Rewards, and Gifts

[Click Here for Policy](#)
PROCEDURE

Acceptance of Discounts for On Duty Meals and Beverages

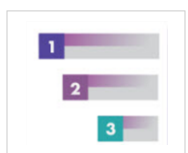
In some cases, it may be corporate policy to offer a police officer discount. If a discount is offered, the employee should courteously thank the subject making the offer.

In accepting discounts, an employee shall adhere to the following:

- Be on duty.
- Within the constraints of their assigned shifts, patronize several different establishments, including those not offering discounts.
- Arrive at every establishment with the intent and the means to pay in full for items ordered.
- Employees shall not accept free meals.
- Never ask for a discount.
- Discount(s) shall not exceed allowance of \$50.00 annually per business.
 - Once the \$50.00 cap has been met, if a discount is given, a tip to cover at least the full amount of the purchase shall be left.

Acceptance of Discounts for Off Duty Discounts, Meals or Gifts

All offers for discounts, meals or gifts will have ethics review and approval prior to acceptance.



BOISE POLICE DEPARTMENT PROCEDURE

P-11.045 Department Reports

[Click Here for Policy](#)

PROCEDURE

Reporting Process – Overview

The responding officer shall document complete, detailed information about an event in writing on the appropriate form(s). Reports shall include all available data and personal information about involved individuals, addressing as many leads as possible. The reporting officer shall submit the report to a supervisor for review. The supervisor shall review the report and attendant materials for content, correctness, and completeness. They may approve the report, or may:

- Assign additional investigation or corrections to the reporting officer.
- Assign follow-up to another officer through their Chain of Command.

Supervisory personnel shall be responsible for the timely routing and distribution of reports, quality control, and officer accountability.

Duties of the Reporting Officer:

When reports are completed, the officer shall submit them via the electronic report writing system to their Field Commander, if on duty or to another supervisor. The Watch Commander shall delegate the initial supervisory report review to any on duty Field Commander.

- Report review: Field Commanders shall make every effort to review all reports, citations, FI cards, and all other assigned written reports submitted by subordinates prior to 10-42 time. Reports shall not be diverted from the processing flow, stored or left unattended for review and routing at a later date or time.
- Notations: The Field Commander shall review investigative reports to determine if the preliminary investigation requires completion, revision, correction or other Patrol Division follow-up. Reports diverted for completion only shall be completed by the officer within 24 hours (if time allows) and resubmitted to the Field Commander.
- Pre-10-42 Briefing of Watch Commander: Prior to going 10-42, each Field Commander shall contact the on-duty Watch Commander to inform him of the status of the off-going team, notify him of officer's working premium time and the reasons for it, and inform him of ongoing situations which will continue to the next shift(s).

Duties of the Lieutenant/Watch Commander:

- Routinely audit reports generated by their watch to insure quality of reporting.
- Deliver all approved reports to Records by the end of the Lieutenant's / Acting Lieutenant's shift.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-14.000 Command and Supervision

P-14.005 Supervision Authority and Responsibility

[Click Here for Policy](#)
PROCEDURE

Basic Day to Day Duties

Sergeant:

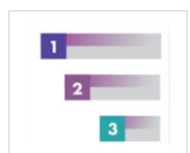
- Collect the daily crime reports, and other pertinent documents in a timely manner, prior to the end of shift, including transcribed reports. (Leaving reports for the oncoming shift is discouraged, unless specific notifications are made.)
- Review all reports for accuracy, completeness, elements, proper charging codes, and probable cause. (special attention to arrest, and search / seizure actions)
- Appropriately route the reports and ensure the reports are assigned for follow-up as necessary.
- If there are concerns or problems with the reports, ensure the problems are corrected prior to it being routed.
- You are responsible for the operational effectiveness of your assigned personnel in regards to the Priorities of Life, Mission, Guiding Principles and other directives as may be given you.

Lieutenant:

- You are responsible for your watch's paperwork.
- Responsible to ensure reports are reviewed, routed, and signed by the Sergeant.
- Make appropriate notations on the Watch Commanders Daily.
- You are responsible for the operational effectiveness of your assigned supervisors and teams in regards to the Priorities of Life, Mission, Guiding Principles and other directives as may be given you.

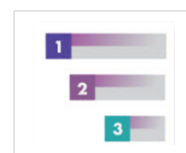
Supervisor's Responsibilities Use of Force:

- Monitor involved officer's use of force activities to ensure compliance with policies and
- Procedures.
- Consult with a Lieutenant if problems are noted in situations where force is applied.
- Complete and forward the Administrative Use of Force Review for each subject, unless there is an intentional use of deadly force, when:
 - There is injury or complaint of injury
 - Hard empty-handed control techniques are used
 - Vascular neck restraint is used
 - Intermediate weapons are used
 - Baton
 - flex round



BOISE POLICE DEPARTMENT PROCEDURE

- conducted energy weapon
- OC spray
- canine deployment
- PIT
- Any object used as a weapon
- Conduct the initial investigation to obtain and document the facts.
 - Consider the following
 - Background:
 - What information were you provided prior to your arrival (Dispatch, MDT, Phone?)
 - Dispatched/Officer Initiated/Special Duty Assignment.
 - Uniformed?
 - Day/Date/Time/Location/Address/Specific Area.
 - Officer(s) Involved?
 - Suspect(s) Involved?
 - Witness(es) Involved?
 - Environmental Factors: (Weather, Lighting, Terrain).
 - Known Violent Background?
 - Suspect Description:
 - Physical Characteristics: (Height, Weight, Age, Clothing).
 - Number of Suspects?
 - Drug or alcohol use?
 - Fitness level?
 - Special training?
 - Background?
 - Observed mental status?
 - Officer's Physical Considerations:
 - Level of fatigue or injury?
 - Size Disparity: Officer/Suspect.
 - Were you afraid or concerned for safety?
 - Weapon:
 - Was the suspect visibly armed?
 - Concealed weapon?
 - Which weapon/tool did the officer use?
 - Use of Force:
 - What were the reasons for the use of force?
 - What actions did the suspect take requiring the use of force?
 - Type of force technique utilized?
 - Provide details of the actual application of use of force.
 - Why it was chosen as the response?
 - What was the suspect's response to the use of force?
 - Levels of aggression and resistance encountered?
 - Duration of the incident?



BOISE POLICE DEPARTMENT PROCEDURE

- Injuries:
 - Suspect injured?
 - Prior to contact.
 - Result of UOF
 - Officer injured?
 - Witness/Victim Injured?
- Ensure medical treatment was attained (if necessary)
- Ensure all evidence relevant to the investigation is collected.
 - Photographs of all injured parties(digital images)
 - Dispatch audio and incident history
 - Medical Release form for injured subject(s)
 - Taped interview with subject and witnesses (as necessary and when possible)
- Interview involved officers.
- Obtain recorded interviews with subjects and witnesses
- Complete the following Forms
 - IIR Supplement
 - Abbreviated AIR
 - Medical Release - if the complainant has received or is likely to receive medical treatment for an injury received during the incident.
 - Administrative Privileges Form: When appropriate, must have an employee read and sign. Provide a copy of the form to the employee. Also provide a copy of the form to any employee who requests it.
- Review completed Administrative Use of Force Review form with involved officer and obtain the officer's signature.
- Review entire related audio/video.
- Complete and attach a supplemental narrative, if necessary.
- Attach copies of incident reports or interview tapes to the Administrative Use of Force Review form.

Supervisor Admin Review Procedure:

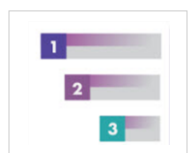
Forms

The following forms shall be used when conducting OIA investigations:

- IIR Supplement.
- Abbreviated AIR.
- Medical Release - if the complainant has received or is likely to receive medical treatment for an injury received during the incident.
- Administrative Privileges Form: When appropriate, must have an employee read and sign. Provide a copy of the form to the employee. Also provide a copy of the form to any employee who requests it.

Handling Inquiries

An-inquiry is not a complaint, but involves questions of the propriety of an employee's actions or questions as to whether proper policy, procedure or law was followed. An inquiry differs from a citizen's inquiry in that it is initiated by Department employees, employees of other law enforcement agencies, employees of



BOISE POLICE DEPARTMENT PROCEDURE

prosecutorial agencies or elected officials. This classification may only be assigned by OIA. An inquiry will include the following procedures:

- When an investigator/supervisor receives a citizen or department inquiry, they shall gather as much initial information as possible from the complainant, including telephone numbers and an address.
- Gather information through reports, audio files or interviews until you can sufficiently answer the citizen's question.
- Contact the concerned party via telephone or in writing making note of the contact in your report.
- Complete your report and upload it into the OIA database.

Conducting Investigations

- All complaints of a serious nature, as defined in policy section 12.000 should be forwarded to OIA
- Review the investigation for any possible criminal violations. If found, consult with the OIA Captain and City Legal prior to proceeding.
- If the complainant was intoxicated at the time the complaint was taken, a follow-up call is required to determine if a complaint investigation is required. If an investigation is not required document the incident on an abbreviated AIR as an inquiry.
- Investigations have a 30-day due date. If additional time is needed to complete the investigation, the investigator shall request an extension from the OIA Captain.
- Obtain copies of the incident and unit history (CAD) and MDT "TO" messages if required.
- Review all written reports, audio files and video footage pertaining to the incident. Obtain jail records and/or jail video if relevant to your case. (Videos must be obtained within 60 days from the date of the incident as the system is purged after that time.)
- Interview all witnesses and involved employees. BPD employees shall be given at least two days' notice by written, e-mail or verbal prior to the interview. All employees are entitled to have a representative present during their interview.
- Audio record interviews of involved parties with direct knowledge involving the allegation.
- Provide Written or verbal notice regarding the receipt of the complaint to the employee prior to employee's interview.
- If there are any claims of injury, the complainant will be asked to sign a Medical Release Form so the treatment records may be obtained.
- In investigations, when appropriate, the involved employee shall read and sign a copy of the Department's Administrative Privileges Form prior to the interview. If a witness employee requests they be given Administrative Privileges at any time, extend this courtesy to them.
- Complete your investigative report following the format on the template.
- Upload all documents, audio and videos files to the case in the OIA database and.
- forward through your chain of command.



BOISE POLICE DEPARTMENT PROCEDURE

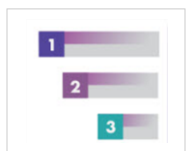
- A written or verbal notice shall be given to the employee and complainant regarding the final disposition of the complaint. Verbal notices shall be noted in the investigation.

Lieutenant's Responsibilities:

The Lieutenant is responsible for reviewing and forwarding appropriate copies of the Administrative Use of Force Review form to the Division Commander with actions taken or needed, as well as any recommendations. The Lieutenant will also review use-of-force activities by involved officer(s) and make recommendations for changes to policy, procedure, and/or training.

Division Commander's Responsibilities:

The Division Commander shall review the Administrative Use of Force Review form and forward it to the Office of Internal Affairs, including any concerns, recommendations, and/or necessary follow-up.



**BOISE POLICE DEPARTMENT
PROCEDURE**

Miscellaneous

P-16.002 Significant Major Events

[Click Here for Policy](#)

PROCEDURE

When a significant major event occurs, the reporting employee shall notify the supervisor, who shall advise the Watch Commander/Lieutenant of the event and the particular details. The Watch Commander/Lieutenant should notify their Division Commander and the Public Information Officer if media interest is expected.

Significant major events include, but are not limited to:

- Command Notification:
 - Police Use of Deadly Force against a person regardless of injury.
 - Serious injury or death of an employee.
 - Serious injury or death related to employees actions.
 - Homicides, fatal car crashes or unusual or noteworthy deaths may drawing media attention.
 - An employee or suspect is medically admitted to the hospital as a result of police action.
- Senior Command Notification:
 - Bank robberies with injury or loss of life.
 - Any non-preplanned SOU activation.
 - Any juvenile abduction committed by an unknown subject (stranger) or AMBER Alert.

The Watch Commander/Lieutenant will initiate a command text with the following information:

- Nature of the event.
- Event location.
- Name of the Incident Commander.
- Location of the command post, if applicable.
- Phone number designated for Commanders to call for further information.

Unusual or noteworthy events include, but are not limited to:

- Minor injury to employees.
- Major damage to Department property.
- Out of the ordinary criminal occurrences.
- Arrest of a public employee or a prominent citizen.
- Outstanding arrests or extraordinary police efforts.
- Police/community relations problems.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-17.000 Equipment

P-17.003 Intermediate Weapons

[Click Here for Policy](#)

PROCEDURE

P-17.004 Specialty Impact Munitions (SIMs)

[Click Here for Policy](#)

PROCEDURE

If it is determined the SIM round needs to be deployed, the following shall occur:

- A supervisor will be notified to respond. The supervisor will be on scene prior to the deployment of the SIM unless the situation does not allow time for their arrival. In this case, an officer trained in the deployment may make the decision to do so.
- A plan will be in place for taking physical custody of the subject once the SIM has been deployed.
- The subject will receive medical treatment by EMS and/or hospital personnel after being struck by a SIM.
- All personnel at the scene will be notified by radio or by other means that the SIM is being deployed and may be used.
- Photographs will be taken of the scene as it existed at the time.
- Photographs will be taken of the subject to document the presence of injuries or the lack thereof regardless of whether there was an impact by SIM.
- All spent casings and rounds deployed will be collected for evidence.
- A report documenting the use of the SIM will be completed by the officer deploying the SIM
- A supervisor will respond to the scene and insure all documentation per the Performance Review Policy is adhered to.

P-17.005 OC Aerosol

[Click Here for Policy](#)

PROCEDURE

Authorization to Carry and Use

If an employee, based on their training, determines the use of OC is necessary, they shall:

- Cease use of OC Aerosol when subject discontinues resistance or aggression.
- Ensure the subject receives adequate decontamination or medical attention after having been exposed to OC Aerosol.
- After subject(s) have been controlled and secured, attend to innocent bystanders who may have been exposed.



BOISE POLICE DEPARTMENT PROCEDURE

- As soon as possible after the incident, notify a supervisor OC Aerosol has been used and the nature of the incident.
- Include details of the incident, the rationale for the use of OC Aerosol, and the results of use in related reports.
- If deployed by a civilian employee, shall notify dispatch to request immediate police assistance, and will notify a patrol supervisor, as well as their immediate supervisor.

P-17.007 Duty Belt

[Click Here for Policy](#) PROCEDURE

Duty belts shall be of buckle or Velcro closure design. All belts shall be 2 ¼ inches wide and made of Department-approved material. The belts shall be properly fitted to the wearer's waist to completely cover the trouser belt. Mirage Nytek duty gear (with the exception of the holster) is authorized for use as optional equipment, purchased at the officer's expense.

Duty Belt Accessories

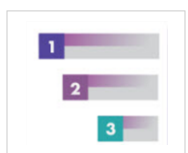
Duty belt accessories shall adhere to the following:

- **Holster:** A uniformed officer shall only carry Department approved holsters for uniformed use. A K9 officer may wear the specially designed, Department-approved holster for K9 officers. Any non-uniform officer shall only carry a Department approved plainclothes holster.
- **Ammunition Carriers:** Each uniformed officer shall carry a minimum of two extra, magazines with Department-authorized cartridges. A minimum of two and a maximum of four magazines shall be carried on the duty belt. Any plainclothes officer will carry one extra magazine *Refer to BPD Firearms Unit Directives* for ammunition and approved carriers.
- **Handcuffs and Case:** Handcuffs shall be Department-approved hinged or standard link chain. They may be chrome, nickel-plated, blued or plain steel. One set minimum or two sets maximum shall be carried on the duty belt. At least one handcuff key shall be carried by the uniformed officer. The Department will issue two sets of handcuffs (one hinged and one chained) to each officer. The handcuff case shall accommodate one or two handcuffs. It shall have a full flap cover, equipped with a Velcro, hidden snap, black or a chrome fastener. A maximum of two single or one double handcuff case shall be worn on the duty belt.
- **Baton Ring or Expandable Baton Holder:** The baton ring shall be of loop design, approximately ¾ inch wide and 5 inches long with a black chrome ring at the bottom, approximately 2 inches in diameter, to hold the baton. The expandable baton holder shall be black basket weave. When worn, either the baton ring or the holder will be worn on the duty belt.
- **OC Aerosol and Carrier:** The OC Aerosol carrier shall be a closed-top, high-ride design.



BOISE POLICE DEPARTMENT PROCEDURE

- Digital Voice Recorder and Holder: The mini digital recorder shall be carried by each uniformed officer. The mini digital recorder may also be carried in the pocket of the uniform shirt.
- **Conducted Energy Weapon:** The Conducted Energy Weapon will be worn on the duty belt or as others authorized by the department.
- **Belt Keepers:** Belt keepers shall be ½ to 1 inch wide and 6 ½ inches long. The opposite ends are to be equipped with chrome, hidden or black snaps and fasteners.
- **Other Duty Belt Accessories:** With the Chief's approval, other optional belt accessories may be worn, provided it is carried in a black, basket-weave, leather carrier of full-flap design.



BOISE POLICE DEPARTMENT PROCEDURE

P-17.019 Electronic Tracking System

[Click Here for Policy](#)
PROCEDURE

The Electronic Tracking System (ETS) is a system electronically tracking stolen property from a transmitting device (ETS TracPac) placed in the stolen money or property.

Monitoring and/or tracking equipment is used both by dispatch and field units to track the signal being emitted from the TracPac to determine the location of the money or property stolen.

Training Requirements:

An officer will attend ETS operator training prior to using a Vehicle Tracker to track a suspect in an actual robbery or other crime.

ETS Program Responsibilities:

The CID Lieutenant will be responsible for the management of the ETS program.

CID Property Crimes Responsibilities:

Sergeant will ensure portable Tracker units are available in unmarked cars assigned to CID and will have the responsibility for inventory control of fixed Tracker equipment assigned to CID.

Patrol Division Responsibilities:

The Fleet Manager will be responsible for the inventory control of fixed Tracker equipment assigned to the patrol fleet division.

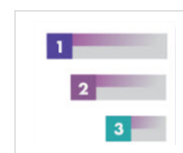
The patrol supervisors will ensure deployment of Tracker equipment patrol vehicles when financial institutions are open.

Gold Activation Response Guidelines:

Officers should respond Code 2 when driving Tracker equipped vehicles during a "Gold Activation" unless information dictates a Code 3 response.

In the event of a "Gold Activation" in Meridian, Tracker equipped BPD units should respond to likely ingress routes into Boise City. BPD units may assist Meridian Police Department upon their request and with approval from a BPD supervisor.

In those cases where a "stake out tag" is used for possible tracking not related to a robbery of a financial institution, the tag will be set to transmit on the "Training frequency". In these cases if a "Gold Activation" occurs, responding officers will need to set their Vehicle Trackers to the "Training frequency" to track the tag.



BOISE POLICE DEPARTMENT PROCEDURE

Program Confidentiality:

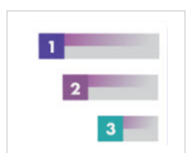
The ETS Program success is dependent upon the confidential of the existence of the system. BPD employees shall not discuss the program or equipment with others outside of law enforcement, including the media.

ETS tag activation shall be referred to as a "Gold Activation". At no time shall radio traffic refer to "ETS" or "Electronic Tracking System."

When completing police reports regarding an incident in which ETS was used, all reference to ETS will be noted as receiving information from "a credible and reliable source."

Search Warrants:

Investigating officers will coordinate with the on-call Prosecutor should a search warrant be necessary for entry into a dwelling or other structure not open to the public.



BOISE POLICE DEPARTMENT PROCEDURE

P-30.000 Personnel Administration

P-30.001 Performance Recognition, Commendations, and Awards

[Click Here for Policy](#)
PROCEDURE

Nominating Procedure

Any employee may nominate another employee for an award and is encouraged to do so as soon as possible after a meritorious incident. The nominating employee should provide information including the nominee, incident data (including DR), and description of the actions to review for an Award. The nomination may be submitted through the Division Commander or directly to any member of the Awards Committee. The nomination shall not include the class of award.

Committee Review Procedure

The Committee shall review nominations in accordance with the Award Committee Directives. The committee shall provide the Chief with a written recommendation of awards.

Approval of Award Recommendations

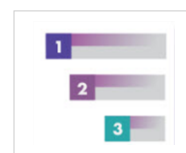
The Chief shall review all award recommendations provided by the Committee. The Chief may approve, deny or change any recommendation provided by the Committee. The Chief may also directly issue any department award without the review of the Committee.

Those awards not meeting this criteria, such as commendations and employee recognitions, may be approved and presented by the appropriate Commander or supervisor and do not require review by the Awards Committee.

Department Awards and Commendations

Individual service awards are based on exceptional performance of duty which has contributed materially to the success of a major project or field operation meeting the following:

- Conduct was significantly superior to normal conduct.
- Demonstrated positive personal initiative and expertise.
- Exhibited conduct which would tend to establish a positive role model for other employees/units.
- Exhibited cooperative and productive behavior which significantly furthered the police mission.



BOISE POLICE DEPARTMENT PROCEDURE

Performance Awards

Medal of Honor: Awarded to an employee who knowingly leaves a position of relative safety with full knowledge of the high likelihood of death to themselves in order to save (or attempt to save) another human life or who in the face of overwhelming adversity, perseveres, demonstrating the core ideals of dedication, courage and honor.

An employee whose life is given in the line-of-duty and certain circumstances indicate an act of valor was performed will automatically be eligible for the posthumous awarding of the Medal of Honor.

Medal of Valor: Awarded to an employee who acts with outstanding bravery or heroism with risk of death or serious personal injury to himself/herself. These acts are performed under less hazardous conditions than those required for the Medal of Honor.

Police Silver Star: Awarded to an employee who performs an exceptional act of bravery with knowledge of his/her personal danger. These acts are performed under less hazardous conditions than those required for the Medal of Valor.

Police Bronze Star: Awarded to an employee who performs an exceptional act, while unknowingly placing themselves in great personal danger while engaged in his/her duty, but performs in a commendable manner upon becoming aware of the danger.

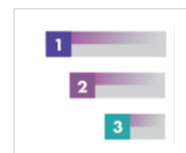
Lifesaving Award: Awarded to an employee who saves someone's life.

Meritorious Action Ribbon: Presented to any officer in the Boise Police Department. The recipient of this award must have clearly distinguished themselves by significant or outstanding act/acts of service involving exceptional character. The action need not involve any risk to one's self. Meritorious action may include the following: Attempted Life Saving Action where the attempt was unsuccessful; exceptional individual service to the community or exceptional individual service to any person/persons in need. These are just a few examples, but the award is not limited to only these. The Awards Committee may review each submission on its own Merit.

Honors

Police Cross: Awarded to an employee who lost his/her life in the performance of duty under honorable circumstances. The Police Cross may be awarded in addition to other awards for the actions leading to their death.

Purple Heart: Awarded to an employee who in the honorable performance of his or her duties suffers serious physical injury, directly or indirectly attributable to the criminal or hostile acts of others.



BOISE POLICE DEPARTMENT PROCEDURE

Achievement Awards

Distinguished Unit Citation: Awarded to a unit whose performance distinguishes itself by exceptional quality service to the department or the community or performance of duty or duties clearly above which would be normally expected.

Enduring Service Medal: Awarded to an employee who has consistently given extraordinary service in both BPD and our community in their professional and personal lives over a law enforcement career. This is the highest service award and may only be awarded to one employee in a given year. The employee must have exemplified dedicated service to others in excess of fifteen years.

Humanitarian Award: Awarded to an employee who, in the performance of his/her duties or in a voluntary capacity, exhibits an exemplary concern for the welfare of others as evidenced by an act(s) which contribute substantially to the wellbeing of another subject and which is perceived to be above and beyond an employee's normal scope of responsibilities.

Meritorious Service Award: Awarded to an employee whose long-term performance distinguishes itself by exceptional quality service to the department or the community or performance of duties clearly above which would be normally expected.

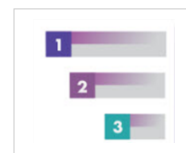
Leadership Commendation Medal: Presented to an employee holding the rank of Sergeant, Lieutenant or Senior Manager/Commander. The recipient of this award must exemplify leadership qualities above and beyond what would normally be expected of a person of their rank. The recipient's actions must clearly have had such an influential effect on the outcome of a special event or project as to be irrefutable. The Leadership Commendation Medal may also be awarded for demonstrating outstanding leadership in the field in any high risk, stressful situation in which the nominee reacted decisively and quickly to mobilize, organize and execute a successful plan of action with a high level of skill, confidence, and competence.

Commendations

Chief's Commendation: Awarded to an employee who distinguishes himself or herself by performing exceptional service in a duty of great responsibility or importance to the Department or community, clearly above which would be normally expected.

Exceptional Service Award: Awarded by the Chief of Police to any citizen, non-Boise Police officer, firefighter or paramedic who distinguished themselves by performing exceptional service through an act or action of great importance to The Boise Police Department or its members.

Supervisor's Commendation: Awarded by supervisors to an employee for exceptional or exemplary conduct and behavior.



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Employee Performance Recognition: Recognition of an employee's conduct or behavior.

Letter of Appreciation: The professional conduct on an employee is sometimes such which another agency or a citizen wishes to express appreciation for a job well done, aid, cooperation or other assistance rendered. This type of documentation shall be routed to the employee mentioned through his/her chain of command. A copy of the letter shall be entered in the employee's personnel file.

P-30.003 Transfers and Promotions

[Click Here for Policy](#)
PROCEDURE

Applicant Eligibility

All selection processes for skill areas shall be open to all Corporals, and sworn officers who have served a minimum of three years with BPD. Additional years of experience may be required if such requirements are established by an outside agency for certification purposes. If no officers meeting the above eligibility criteria sign up or pass the selection process, any officers who have successfully completed their probationary period with BPD will become eligible to participate in the selection process. If no sworn officers sign up or pass the selection process, the Chief shall determine the manner in which the vacant position will be filled.

Selection Process

An announcement shall be published, stating the following:

- Open position.
- Sign-up period.
- Applicant eligibility.
- Description of the selection process.
- Application instructions.
- Duration of a standing list, if appropriate.

The employee shall be notified of dates and times set for the oral interview or other processes described in the announcement. The selection process shall be administered by Personnel and, at a minimum, shall include a review of recent job performance, a supervisory recommendation, a review of personal qualifications, and a review of disciplinary action (Department review only). In order to be selected for an assignment or for a standing list, the employee must achieve a final score of 70% or more or as designated by posting. Each employee shall be notified of their score on the list upon completion of the selection process, while personnel orders shall announce the selected transfer date. The Chief may make a selection from the list, but is not obligated to select the highest ranking person.



BOISE POLICE DEPARTMENT PROCEDURE

P-30.015 Accidents and Injuries

[Click Here for Policy](#)
PROCEDURE

Workers' Compensation

If an officer is unable to work due to a duty-related injury and is being paid workers' compensation, their time off is recorded as regular pay workers' compensation (RWO). A physician must authorize all time off from work in writing. If an officer is unable to work due to an injury, and the workers' compensation claim is not decided, their time off is recorded as sick, vacation or compensatory leave. In the event the claim is decided as a workers' compensation claim, the hours not worked due to the injury are covered by workers' compensation and the officer's sick leave, vacation leave or compensatory leave will be restored per the regulation. Just as with sick leave, works' compensation hours shall not be considered as hours worked for the purpose of computing overtime or compensatory time.

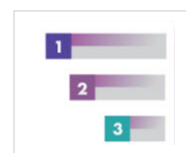
An officer's pay will be kept whole by the City during their leave on workers' compensation. If an officer is earning workers' compensation and a holiday falls on their regularly scheduled day to work, they are not entitled to additional pay. If an officer is earning workers' compensation and a holiday falls on the officer's regularly scheduled day off, they shall be compensated for the holiday at straight time.

When an officer returns to duty following an injury covered by workers' compensation, they shall be allowed to attend follow-up doctor appointments or therapist-assisted physical therapy sessions while on duty. Flex time may be granted by their immediate supervisor if these appointments are attended during off-duty hours. If an officer is released by a physician to return to temporary light duty work, availability and assignment will be coordinated by the Executive Officer.

Workers' Compensation Claims

For formal claims for workers' compensation benefits, the employee shall:

- Have suffered a duty-related accident resulting in an injury or a substantiated duty-related illness.
- Seek treatment with the City's designated approved providers. (Not limited to emergency room treatment).
- Fill out the online Employee Incident/Injury Reporting form within 48 hours of the injury or illness, whether duty time is lost or not.
- If the employee is unable, their supervisor shall submit the form within 48 hours. The IC form will be completed by Human Resources on behalf of the employee if medical treatment is sought.



BOISE POLICE DEPARTMENT PROCEDURE

P-30.017 Light Duty

[Click Here for Policy](#)
PROCEDURE

Light Duty Assignment Process

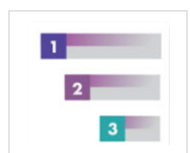


Note: No part of this policy is intended to interfere with Family Medical Leave Act, American with Disabilities Act, the Fair Standards Labor Act or any other local, state or federal law.

Light-Duty Procedures

In order to be eligible for a light duty assignment an employee shall:

- Notify, as soon as practicable, their immediate supervisor of their work restrictions.



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- Obtain a Release to Light Duty from their attending physician listing any restrictions on activity for the employee and forward it to the Human Resources Risk Management.

The employee shall be informed there is no guarantee a modified duty assignment will be available for any number of hours up to 40 hours per week, or the assignment will be available on the employee's current shift or within their current Division. Light duty assignment availability is dependent upon Department need, shift hours, and the employee's compliance with the above conditions and ability to perform the light duty assignment consistent with any work restrictions and the employee's rehabilitation and return to active duty as quickly as practicable.

If the employee works less than 40 hours a week, they shall use accrued time (sick, annual, comp) or workers' compensation time to complete the 40-hour work week.

Assignment to Light Duty

- Light duty assignments expected to last less than one 40-hour work week will be made by the employee's Division Commander. The employee's Division Commander will inform the Professional Standards Division Commander of this type of light duty assignment.
- It may take up to two weeks for an assignment to be made, if available. During this period, an employee not on workers' compensation would need to utilize accrued leave balances.

The Patrol Executive Officer will have responsibility for the administration of the light duty program with support from Human Resources Risk Management. The Patrol Executive Officer will be responsible for identifying appropriate light duty assignments. Human Resources Risk Management will be responsible for the collection, retention, and review of all medical related paperwork and the coordination and tracking of employee light duty assignments.

The employee will ensure all necessary paperwork (physician's medical limitations, releases, etc.) is completed and on file with the Human Resources Risk Management.

When an employee is placed on light duty status they:

- Shall provide the Human Resources Risk Management with an update every 30 days of medical limitations.
- Shall continue to receive shift differential pay associated with their regularly scheduled shift prior to the light duty assignment, if the injury occurred on duty.
- Will be entitled to earn annual and sick leave benefits as earned prior to the light duty assignment.
- Will be allowed to use earned time off while on light duty.
- Will be allowed to go to medical or therapeutic appointments.
 - If work related, on duty or flex.
 - If not work related, the injured employee will use their accrued time off.
- Will not be allowed to work overtime other than Court or Penalty Court OT.



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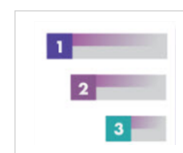
- Will not be entitled to work holidays during their light duty assignment. If a holiday falls on the employee's scheduled day off, the employee will be required to take a day off during the week to avoid any additional compensation for the holiday.
- Agrees to give priority to the light duty assignment, advise treating medical professionals of any off-duty employment activity, and not perform any off-duty employment activity inconsistent with medical advice.
- Employees will not exercise any of the statutory law enforcement powers of a law enforcement officer while on light duty.
- Shall not be visibly or easily recognizable as being armed or a police officer.
- Shall not wear police uniforms nor operate an in-service marked police vehicle. Employees assigned a take home car shall leave it at the place of work only to be driven while actually working their light duty assignment when necessary.
- Are encouraged to be armed (for self-defense) while on light duty if injuries and/or conditions permit.
- Will be required to complete a firearms refresher training within 30 days of returning to full duty status, if officer is off for more than 180 days. The shoot will be determined by the Range Master.
- Shall be required to meet yearly firearms qualification standards

The Patrol Executive Officer may waive any of the above limitations when it is in the best interest of the Department and/or the employee.

Light Duty Supervision

The temporary supervisor of the light duty employee shall:

- Monitor work product to ensure the need and value to the Department.
- Ensure time sheets are completed and turned in.
- Inform the Patrol Executive Officer of the progress of light duty assignment



BOISE POLICE DEPARTMENT PROCEDURE

P-30.020 Death of a Law Enforcement Employee

[Click Here for Policy](#)
PROCEDURE

Depending upon the desires of the employee's family, the Department will provide support and participation, as described for the following situations. The Department will take action to allow officers and civilians to attend funeral ceremonies, as circumstances warrant.

Sworn Officer – On-Duty Incident

The Department will appoint a Family Liaison and will provide direct support to the immediate family. PEER Support Team, Victim-Witness Coordinators, and Spouse's Auxiliary will assist in coordination of meeting family needs, such as meals and other services. This support will continue until the family no longer needs it or as it is determined by the Chief. The Department will take actions necessary to provide for the safety and security of the family. The Department will designate an Honor Guard remaining with the body at all times until the body is interred at the gravesite.

An official mourning period will be announced and will extend from the time of death until 0001 of the day following the funeral. During this period, each officer will wear black mourning bands on their badges, civilians may wear black ribbons or other similar signs of mourning, and Department flags will be flown at half-staff.

The Department will designate Honor Guard to directly participate in the planning, coordination, and implementation of all aspects of the funeral, processions, gravesite ceremonies, and any other related event.

Participation may include:

- Benefit coordination by administration with assistance from a Victim-Witness Coordinator and City Human Resources
- Honor Guard
- American Flag Presentation to Family
- Motorcade
- Caisson or Hearse
- Color Guard
- Rifle Team
- Pipes and Drums
- Final 10-42
- Drivers for family cars
- Escorts during the funeral

The Department will pay the expenses of one escort officer for the family to attend the formal memorial service in Washington D.C. when the officer's name is placed on the Police Officer's Memorial Monument.

Sworn Officer – Death Due to Illness or Off-Duty Incident

The Department will, at a minimum, participate as follows:



BOISE POLICE DEPARTMENT PROCEDURE

- Planning and implementation of the funeral procession and related traffic, parking, etc.
- Benefit coordination by administration with assistance from a Victim-Witness Coordinator and City Human Resources
- Family liaison
- Honor Guard Presence at Funeral
- American Flag Presentation to Family
- Rifle Team
- Pipes and Drums
- Drivers for family cars
- Escorts during the funeral

Sworn Officer – Retired

The Chief will determine the level of support and participation, considering how long the officer was employed by BPD, how long the officer has been retired, and the location of the funeral. If the funeral is within the local area and if desired by the family, the Department may provide motor escorts, Honor Guard, pallbearers, and pipers. If the funeral is not within the local commuting area, the Department should send flowers and condolences at a minimum.

Civilian Employee - Death Due to Illness, Accident or Off-Duty Incident

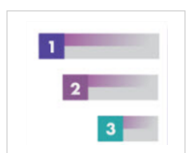
The Chief will determine the level of support and participation based upon how long the civilian was employed by BPD, how long they had been retired (if applicable), and the location of the funeral. If the funeral is within the local area and if desired by the family, the Department may provide motor escorts, pallbearers, and pipers, but not the flag, Honor Guard or a rifle salute (these honors are reserved for sworn officers). If the civilian is a qualifying veteran, these honors may be provided as a part of a military service provided by the veteran's branch of service or Veterans of Foreign Wars. If the funeral is not within the local commuting area, the Department should send flowers and condolences at a minimum.

Civilian Employee – On-Duty Deaths

The Department will appoint a Family Liaison and will provide direct support to the immediate family. PEER Support Team, Victim-Witness Coordinators, and Spouse's Auxiliary will assist in coordination of meeting family needs, such as meals and other services. This support will continue until the family no longer needs it or as it is discontinued by the Chief. The Department will take actions necessary to provide for the safety and security of the family.

An official mourning period will be announced and will extend from the time of death until 0001 of the day following the funeral. During this period, each officer will wear black mourning bands on their badges, civilians may wear black ribbons or other similar signs of mourning, and Department flags will be flown at half-staff.

The Department will designate employees, under the direction of the Chief of Police, to directly participate in the planning, coordination, and implementation of all aspects of the funeral, processions, gravesite ceremonies, and any other related event.



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Death of a Sworn Officer in Another Agency

Within the State of Idaho

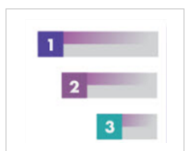
The Department will offer support in the planning and coordination of the funeral and related events and will send a detail of officers to be determined by the Chief. Service on such a detail will be voluntary. The Department will cover travel and per diem for these officers and officers will flex their time.

In States Adjacent to Idaho

The Department will send a detail of 2 Honor Guard officers. Service on such a detail will be voluntary. The Department will cover travel and per diem for these officers and officers will flex their time.

In Other States

Department condolences and participation will be determined by the Chief.



**BOISE POLICE DEPARTMENT
PROCEDURE**

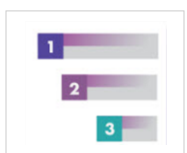
P-31.000 Compensation and Benefits

P-31.027 Recruitment Referral Administrative Time Granted

[Click Here for Policy](#)
PROCEDURE

Officers and BPD general employees making referrals of candidates for police officer positions shall complete and submit the Candidate Referral Form to Human Resources within thirty (30) days of the recruit academy start date. The referring officer/employee is responsible for completing the form, including referring officer/employee signatures and recruit signature. Human Resources will maintain these forms.

Upon recruit employee successfully completing their probationary period, referring officers are responsible for notifying Human Resources who will award the appropriate administrative hours of time. Exceptions may be approved by the Chief of Police, or their designee, on a case-by-case basis.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-32.000 Training

P-32.001 Training

[Click Here for Policy](#)
PROCEDURE

Employee's Responsibility:

An employee will assist in the identification of their own training needs, initiating training requests, attending approved training, and ensuring they receive verification of completed training. It is an employee's responsibility to check their training records and ensure they remain in compliance with the minimum number of hours required by POST every two years.

An employee attending training shall be responsible for their attendance and conduct. Employees shall attend on time in the proper attire, conduct themselves professionally, and will have all necessary equipment for the training. An employee who misses scheduled training for any reason (including court requirements) shall contact the Training Section and arrange for make-up training. If an employee receives a subpoena after being approved for training, they will notify the prosecutor to determine whether or not the case can be rescheduled. If not, the employee will attend court, even if it means missing scheduled training.

Supervisor's Responsibility:

A supervisor will collect input from assigned employees, assess their training needs, and pursue appropriate training opportunities.

Supervisors shall ensure assigned employees sign up for and attend required training. If an excused absence, such as illness or court, interferes with scheduled training, supervisors shall ensure the Training Section is notified and the employee is rescheduled.

Supervisors will utilize the iLearn system to make assignments for online training and document review; e.g. Policy Manual updates and Legal Bulletins. Supervisors will also monitor timely completion of these assignments as well as those assignments made by the Planning and Training Section.

Division Commander's Responsibilities:

The Division Commander will identify and organize training needs within their division, provide input to the annual training plan, and pursue appropriate training opportunities, including the approval of training requests for their subordinates. The Division Commander will also participate on the Training Committee.

Training Committee Responsibilities:

The BPD Training Committee is responsible for coordinating the development of an annual training plan and budget, reviewing proposals to develop new or revise existing department training courses or programs, providing for technical and policy review and approval of new or revised training courses and materials, and providing



**BOISE POLICE DEPARTMENT
PROCEDURE**

guidance and assistance, as needed to the Planning and Training Section Supervisor.



**BOISE POLICE DEPARTMENT
PROCEDURE**

P-34.000 Public Affairs

P-34.001 Media Relations

[Click Here for Policy](#)
PROCEDURE

Cooperation with the Media:

An employee will extend every reasonable courtesy to news media representatives at crime scenes, providing there is no interference with police operations or the movement of traffic. Media representatives may be denied access to certain areas if such access would endanger their own lives or the lives of others.

Authorized news media representatives will have reasonable access to the Communications Director, the Chief or their designee, and operations of the Department. When information must be denied to a media representative, the basis for denial will be explained. This Department recognizes authorized identification from all local, national, and international news organizations. Failure of media personnel to present authorized identification may provide grounds for restricting access to requested information or to incident scenes.

During searches of private property, the media shall not be allowed entrance unless the property owner gives their permission and it does not interfere with an ongoing investigation or the police mission.

Release of Investigative Information:

Information release regarding an ongoing criminal investigation shall be coordinated between the lead detective, CID Sergeant or Lieutenant and the Communications Director.

Permitted Information Release:

The following information may be released:

- The type or nature of an event or crime.
- The location, date/time, damages, and a general description of how the incident occurred.
- Requests for aid in locating evidence, a complainant or a suspect. The identity of a suspect may be released prior to arrest, if such information will aid in apprehending the suspect or serve to warn the public of potential danger.
- The number of employees or people involved in an event or investigation and the length of the investigation.
- The names of officers involved in a critical incident (released as soon as possible).
- The names of juveniles 14 and older charged with a crime (not a status offense), unless sealed by a court order following approval by the Chief or their designee.



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- Other information, such as the name, gender, age, and address of subject(s) arrested, may be released subject to the restrictions listed in *Prohibited Information Release*.

Prohibited Information Release:

The following information may not be released:

- The identity of a crime victim or witness or any information constituting an unwarranted invasion of personal privacy for crime victims or witnesses.
- The identity of a juvenile under the age of 13 who is a suspect in a case subject to the juvenile court's jurisdiction.
- The identity of a deceased person prior to notification of the next of kin by the coroner.
- The results of any investigative procedure (lineups, polygraphs, fingerprint comparison, ballistics tests or other procedures). The fact these tests have been performed may be revealed without further comment.
- Information which, if prematurely released, may interfere with the investigation or apprehension (i.e., the nature of leads, specifics of an "MO," details of the crime known only to the perpetrator and the police, or information that may cause the suspect to flee or more effectively avoid apprehension).
- Evidentiary information that may adversely affect criminal or civil proceedings, including the existence or non-existence of a confession.
- Specific cause of death, unless officially announced by the coroner.
- The home address or telephone number of any Department employee.
- The amount of money or monetary value of items taken during a robbery. "An undisclosed amount of money" or "items of undisclosed value" is the recommended statement.
- Information about the medical condition of an injured individual.

Release of Arrest Information:

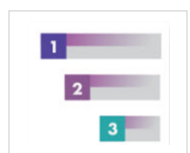
The following information may be released:

- The suspect's name and age. The suspect's residence, occupation and family status may only be released if it does not identify the location of victims, witnesses or interfere with an ongoing investigation.
- The time and place of the arrest, whether pursuit or resistance was encountered, whether weapons were used, charges placed against the suspect, and the description of contraband seized.
- The amount of bond and place of the suspect's detention.

Prohibited Information Release:

The following information may not be released:

- Prior criminal conviction record, character or reputation of a suspect.
- Existence or contents of any confession, admission, or statement of a suspect, or their failure or unwillingness to make a statement.
- Performance or results of any tests or the suspect's refusal or failure to submit to tests (such as a polygraph).
- Identity, statement or expected testimony of any witness or victim.



BOISE POLICE DEPARTMENT PROCEDURE

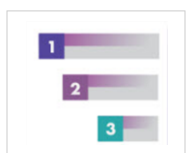
- Any opinion about the guilt or innocence of a defendant or the merits of the case.
- Any opinion or knowledge of the potential for a plea bargain or other pretrial action.

Requests for Access to Records:

An employee wishing to obtain copies of official reports for personal reasons shall submit a public records request using the procedures for any requesting party. No employee shall use their position as a Department employee to obtain copies of any official document for parties outside the law enforcement and prosecutorial realm.

Response to Inquiries from the Mayor's Office:

Requests for service or information from the Mayor's Office will be tracked by the Chief's Office.



BOISE POLICE DEPARTMENT PROCEDURE

P-34.004 Ride Alongs

[Click Here for Policy](#)
PROCEDURE

All ride-alongs shall have the prior approval of a supervisor and/or the Watch Commander/Lieutenant. All applicants, including individuals personally known to the officer, shall fill out a Request for Police Ride-Along Form and sign a waiver before a ride-along is initiated. If the rider is a juvenile, a parent or guardian shall also sign the waiver. Once a ride-along is assigned, review ride-along documents for any information or history that may cause concern. Either the officer or the supervisor needs to contact the ride-along applicant to set up a date and time of the ride-along.

No ride-alongs may carry a weapon (including knives, OC spray, etc.) unless they are a sworn law enforcement officer with jurisdiction within the State of Idaho. Such officers will not act as an agent of the Department and will have no law enforcement responsibilities during the ride-along, will dress in civilian clothes, and will carry the weapon concealed.

Ride-alongs may accompany officers only into areas open for public access, unless a person with standing grants consent.

Either the hosting officer or a supervisor may terminate the ride-along at any time if it detracts from or jeopardizes the safety of the officer or the law enforcement mission.

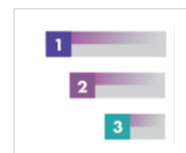
An officer will not be assigned more than two Department-initiated or citizen-initiated ride-alongs per month. A Department-initiated ride-along is defined as a ride-along requested by a citizen outside of those associated with BPD law enforcement or those initiated by a BPD officer. Probationary officers shall not take any ride-alongs. Normally, Field Training Officers will not be required to take ride-alongs, but may take them on a voluntary basis or at the request of a supervisor in an unusual circumstance. Supervisors will ensure equitable rotation among employees of their shift. In general, ride-alongs shall be four hours in length, unless modified by the hosting officer or a supervisor. Participants in Department-sponsored programs may ride the entire shift.

The Patrol Secretary will maintain all documents related to Department ride-alongs.

Ride-Along Participant Requirements:

A ride-along participant will meet the following requirements:

- All ride-alongs shall be free of any recent major or habitual violations of the law, including drug usage or other activities or associations considered contrary to law enforcement ethics or compromise law enforcement operations. Such information will be established either through the personal knowledge of the individual by an employee or through a criminal history check. The Watch Commander/Lieutenant has the authority to approve or



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disapprove a ride-along based on personal knowledge by an employee or criminal history of the proposed ride-along.

- Civilian and Department-initiated ride-along participants shall only ride once per year. Individuals personally known by the officer shall not ride more than once per shift change, excluding civilian employees or those associated with BPD law enforcement. The Watch Commander/Lieutenant may grant exceptions for unusual circumstances.
- All ride-alongs must be able to effectively communicate with officers, dispatch, and other law enforcement personnel to understand dispatch or officer instructions and to use the radio to summon assistance in an emergency situation.
- Individuals with medical conditions manifesting themselves or possibly affecting by a ride-along will be required to submit written consent from a medical doctor. This requirement is intended to ensure all participants are able to adequately assist in emergency situations by performing needed functions, such as quickly exiting the vehicle, running, lying flat on the ground, and using the patrol vehicle radio without compromising the safety or law enforcement mission of the officer.
- Any individual known to be under the influence of alcohol or medications that may impair judgment or safety shall not be accepted for a ride-along.

Ride-Along Procedure:

Officers who have ride-alongs will ensure the following is conducted:

- Introduce the rider to a supervisor during the first two hours of the approved shift
 - The supervisor will disapprove or terminate any ride-along they believe may jeopardize the safety of an officer or the law enforcement mission or may not be in the best interests of the Department.
- Provide a safety briefing before the ride-along begins, including the following:
 - Shall wear a seatbelt at all times while the vehicle is in motion.
 - Shall remain in the vehicle at all times, unless instructed by the hosting officer to do otherwise.
 - Shall follow all instructions given by the officer.
 - Procedures in case of an emergency, to include use of radio to summon assistance.
- Notify dispatch of the presence of the ride-along, including the name of the individual. If the ride-along is an Idaho law enforcement officer and is carrying a weapon, this should also be noted.
- Return the application form and waiver forms to their supervisor with any appropriate comments.
 - The supervisor will initial the Ride-Along Waiver and will be responsible for routing all ride-along forms/waivers to the Patrol Secretary.



BOISE POLICE DEPARTMENT

GLOSSARY

GLOSSARY

Administrative Incident Report (AIR): A performance review document intended to capture information and evidence in matters, which may pertain to complaints, claims or civil actions against the Department and its employees. The AIR will not be used to document a complaint actually presented to a supervisor, although it can be used when a supervisor believes a formal complaint is likely to be lodged, but no complainant has come forward.

Administrative Inquiry: A report involving questions of the propriety of an employee's actions and whether policy, procedure or law was followed. This classification may only be assigned by OIA. These are different from citizen inquires as they are initiated by Department employees, members of other law enforcement agencies, members of prosecutorial agencies or elected officials.

Bias: An inclination or preference, especially one interfering with impartial judgment. "Bias" can also mean prejudice and imply an irrational hatred or suspicion of a specific group, race or religion.

Body Fluids: Fluids including blood, vomit, feces, saliva, semen, vaginal secretions, tears, and urine. Sweat or perspiration are not hosts for communicable diseases and have no contagious risk.

Brady Material: Evidence relevant to the credibility of all witnesses, including police officers which can include untruthfulness, criminal activity and bias.

Chain of Command: A series of positions, each of which is directly commanded by the employee immediately above it.

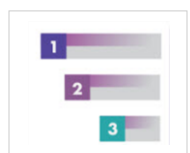
Collision: Any physical contact between a vehicle and another object or person where damage or injury is evident or possible.

Communicable Disease: Any disease capable of being transmitted from one person to another. Communicable diseases include, but are not limited to, HIV, hepatitis, tuberculosis, and meningitis.

Complaints: A complaint received from a citizen alleging conduct constituting a violation of law, Department policy or Department procedure.

Containment (Of a scene): To locate and isolate the incident, direct the resources on hand to keep the suspect(s) or the crisis inside the inner perimeter with the ability to tactically interdict.

Contaminated: The presence or reasonably anticipated presence of a potentially infectious body fluid on an item or surface.



BOISE POLICE DEPARTMENT GLOSSARY

Criminal Investigation: An investigation of an incident to ascertain all the relevant evidence so a decision can be made as to whether or not a crime was committed during the course of events that led up to and included the incident.

Department-Initiated Investigation: A case initiated by a supervisor or by information brought to supervisory attention is classified as DI investigation; if such information were received from a citizen would constitute a complaint.

Detain: To arrest, to check, to delay, to hinder, to hold, to keep in custody, to retard, to restrain from proceeding, to stay, to stop (Black's Law Dictionary, 5th Edition).

Detention: The act of stopping or restraining a subject's freedom to walk away, approaching and questioning a subject outside the realm of a consensual encounter or stopping a subject suspected of being personally involved in criminal activity.

Directives: A written document signed by appropriate authority which gives information or establishes policy and/or procedure for the Department or any segment thereof.

Disability: The Americans with Disabilities Act defines disability as "a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such impairment; or being regarded as having such an impairment." Major life activities include, but are not limited to, caring for one's self, walking, seeing, hearing, speaking, breathing, learning, and working.

Ethnic Group: A group of persons of the same race or national origin who share common traits, languages, customs, and traditions.

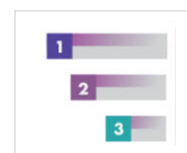
Exculpatory Evidence: Evidence that may benefit the defense of any criminal case by showing facts that are favorable to a defendant or those facts which may disprove the allegations of the charges.

Exposure: Contact or reasonably anticipated contact of body fluids or other potentially infectious materials with an open wound, an area of broken skin, the mucus membrane of the eyes, nose, or mouth or the piercing of the skin with a contaminated object.

Field Commander: A Sergeant or acting Sergeant.

Field Operations Guide (FOG): A manual of instructions, including a number of checklists for a variety of situations.

Hate Incident: Any malicious or offensive act directed against an individual or group based upon the individual's or group's perceived race, religion, culture, disability, ethnic background, and/or sexual orientation. Non-criminal acts include, but are not limited to, activity that would cause an individual or members of a group to feel threatened or intimidated.



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Hate-Motivated Crime: Any criminal act or attempted act directed against an individual or group based on the individual's or group's actual or perceived race, religion, culture, disability, ethnic background, and/or sexual orientation.

High-Risk Warrant: Any of the following guidelines establishes criteria for defining a high-risk warrant and SOU shall be notified and activated for high-risk warrant situations, including the suspect has a propensity for violence or a history of carrying weapons (criminal history, Intel, CCW arrests, information), the location is barred or fortified (warning systems, booby traps, reinforced doors), drug labs by risk assessment or information indicates that the suspect has access to firearms and may use them against law enforcement (not inclusive list)

Hostage: Any person seized or kidnapped by another or whose life or safety is threatened by the perpetrator whose intent is evading arrest, escaping, obtaining the release of a prisoner, obtaining monies or property or attaining any other purpose through the use of force.

Internal Investigation Report (IIR): Applies to specific allegations of employee misconduct and is used to document and initiate an internal investigation as the result of a complaint.

Legal Bulletin: Legal update material issued by the City Attorney's Office. Bulletins discuss relevant Federal court, Idaho court and legal issues are applicable to all employees.

Order: An instruction, either verbal or written, issued by a superior employee.

Personnel Order: An order announcing employee promotions, transfers or change of status which are maintained in a personnel file.

Race: A group of persons who possess common physical characteristics (e.g., color of skin, facial features, etc.) genetically transmitted by descent and heredity that distinguish the group as a distinct division of humankind.

Racial Profiling: The detention, interdiction or other disparate treatment of a subject on the basis of the racial or ethnic status of the subject.

Religious Group: A group of people who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being (e.g., Catholics, atheists).

Scene: Specific geographic locations of an incident where most BPD resources are located, perimeters are established, and evidence is located. Examples of scenes include crimes scenes, emergency scenes (injury or imminent injury), and major disasters.



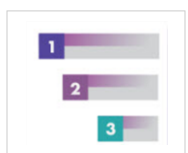
BOISE POLICE DEPARTMENT GLOSSARY

Sexual Orientation: A sexual attraction toward, and responsiveness to, members of one's own sex or members of the opposite sex (e.g., homosexuals, heterosexuals, bisexuals, etc.).

Supervisor: An employee having the authority and responsibility to carry out Department policies and supervise and evaluate employees. Civilian employees as well as officers may be supervisors.

Sworn Personnel: An officer of the Boise Police Department, as defined in *Idaho Code 19-510*.

Uniformed Officer: A sworn employee wearing a uniform, including the Department patch and badge, identifying the employee as a BPD officer. This excludes uniforms for ESU and SOG.



**BOISE POLICE DEPARTMENT
GLOSSARY**

FIELD OPERATIONS

Barricaded Subject: Any person who claims to be (or who is in fact) armed with a weapon, explosive(s) or any other destructive or dangerous device, who has restricted his/her own movements and/or fortifies a fixed location, and who violently (or by threat of violence) resists apprehension. Examples include a suicidal subject, a trapped criminal, and a domestic suspect with a hostage or a terrorist.

Bomb Threat: A bomb threat condition exists when an explosion device has been reported or is suspected to be at a given location.

Concept of Operations: Part of the Operations Briefing. A statement of the intent of the Incident Commander relative to the conduct of the operation. The Concept of Operations is best when it projects the events in a chronological order, beginning with the briefing and ending with the critique and demobilization. Specific mission assignments are not included. For example, the establishment of traffic control posts is discussed, but the unit or personnel assigned to staff those posts are not designated. The arrest policy, the use of force policy, rules of engagement, and decision reserved for the IC are critical to the operation and demand full explanation.

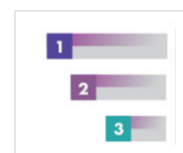
Dangerous Device: Any suspected or actual compound, mixture, substance, suspected packages or mechanical device which poses the serious threat of harm to persons or property, either by explosive, bio-contamination or incendiary means.

High-Risk Warrant: Any of the following guidelines establishes criteria for defining a high-risk warrant and SOU shall be notified and activated for high-risk warrant situations (list not inclusive):

- Suspect has a propensity for violence or a history of carrying weapons (criminal history, Intel, CCW arrests, information)
- Location is barred or fortified (warning systems, booby traps, reinforced doors)
- Drug labs by risk assessment
- Information indicates that the suspect has access to firearms and may use them against law enforcement

Hostage: Any person seized or kidnapped by another or whose life or safety is threatened by the perpetrator whose intent is evading arrest, escaping, obtaining the release of a prisoner, obtaining monies or property or attaining any other purpose through the use of force.

Isolation (Of a scene): To locate the incident and have enough officers and resources to establish a perimeter to keep others out (prevent innocents from being injured or hostages taken).



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Situation Assessment: Normally, a verbal report or briefing that includes the nature of the incident, the location and size of the affected area, numbers and types of resources assigned and needed, and the location of staging areas. When possible, also included are ingress routes, location of resources at the scene, and possible locations for the Incident Command Post (also see the “Field Operations Checklist” in the *Field Operations Guide*).

Situation Briefing: Part of the Operations Briefing. A brief overview of the incident or event that requires intervention, including any aggravating or mitigating factors, information on the suspect(s) and/or hostage(s), and the involvement of any supporting agencies.

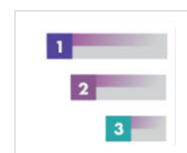
Specialty Commanders: Command officers who have the responsibility of direction specialty response teams, such as SOG, STEP, K9, and CID. Specialty commanders shall function at the direction of the Incident Commander (or Operations Section Chief, if this position is filled) to perform their narrowly defined function under the operations section.

Specialty Response Teams: Includes individuals or units possessing special training, equipment, and/or expertise, which contribute to the effectiveness of the BPD or other agencies in resolving critical incidents. These teams may be subunits of the BPD or any other available agency. When assisting with other agencies, BPD specialty response teams will follow BPD policy, procedure, and tactical SOP's.

Staging Area: A designated geographic location where officers, equipment, emergency units, and other resources assemble prior to receiving specific assignments. The staging area will normally be located near the command post and outside the inner perimeter. Staging area locations may vary depending on crime scene, the natural/manmade disaster or the size and duration of the incident.

Tactical Operations Center (TOC): A facility established by SOG where SOU, CNT, and/or the Bomb Squad stage, rehearse, and conduct operations. It is the central location of all tactically significant information to support the SOG mission. The TOC may or may not be co-located with the ICP, depending on the type and size of the incident. The TOC will ensure two-way communications between the ICP, TOC, and all SOG specialty units.

Weapons of Mass Destruction: Nuclear, biological, chemical (NBC) or radiological weapons or materials that can either, through threat of employment or actual detonation or dispersal of contents, cause mass casualties among innocent civilians or government forces.



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INCIDENT COMMAND

Command Post: A field location from which the command functions of a field operation can be effectively conducted, considering such factors as communications capabilities, accessibility to responding units, and protection from the threat at the scene.

Emergency Operations Center (EOC): A pre-designated facility established by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support an emergency. Normally, the EOC will be activated during a large-scale emergency, such as a flood, earthquake or large fire. The organization and function of an EOC is similar to the Incident Command System and includes management, operations, planning/intelligence, logistics, and finance/administration. The activation, physical size, staffing, and equipping of the EOC will be determined by the Ada Emergency Operations Plan and the specific emergency situation. The EOC will be capable of serving as the central point for:

- Coordination of all involved jurisdictions' emergency operations
- Information gathering and dissemination
- Coordination with other local governments and the operational area

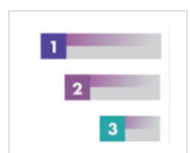
Execution: Part of the Operations Briefing. A clear statement of the specific assignments of all units or personnel involved in the operation. Each element must be identified and assigned a specific mission in the operation. Failure to make these assignments leads to confusion and can often mean that an element is not committed at a critical time, allowing the entire mission to fail.

Finance/Administrative Section: In terms of ICS, the section responsible for managing all financial aspects of an incident, including time management, procurement, compensation, claims, etc.

General Staff: In terms of ICS, the group of incident management personnel reporting to the IC. They may each have a deputy, as needed. General staff positions are called "Section Chiefs" and are responsible for each of the following ICS functions. These functions may be performed by the IC or assigned to BPD Command Staff, depending on the size and duration of the incident.

Incidents: An occurrence either human-caused or by natural phenomena that requires action by emergency service personnel to prevent or minimize loss of life or damage to property and/or natural resources.

- Type 4: A situation including an existing or potential threat to life or property and requires a multiple police response. Examples include a family fight, medical assist, 10-50PI, and loud parties. The primary officer is the Incident Commander.
- Type 3: The Incident Commander of a Type 3 incident shall be a Sergeant or Lieutenant. The name and/or unit number of the Incident Commander should be broadcast to all assigned units. A Type 3 incident is either:



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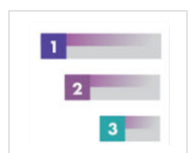
- A situation in which a crime has been committed, a specific crime scene needs to be protected and investigated, and multiple officers are assigned. Examples include a homicide, suicide, armed robbery, and shots fired. A Type 3 incident will be contained and resolved within the inner perimeter and an outer perimeter will be used as required.
- A non-criminal public safety situation that requires the assignment and coordination of multiple units. Examples include a major traffic accident or icing on the Connector that requires stopping and/or rerouting traffic over a broad area.
 - Type 2: Assumes Type 3 incident criteria have been met, requires that an outer perimeter be established, and may require the activation of assisting agencies, establishment of staging areas, etc. Examples include a hostage situation, a barricaded subject, and deadly force situations. Any critical incident or any tactical situation that requires activation of the Special Operations Group is automatically a Type 2 incident. The Incident Commander of a Type 2 incident will be a Lieutenant or higher. The name and/or unit number of the Incident Commander should be broadcast to all assigned units.
 - Type 1: A single incident (or multiple incidents), such as a terrorist act, large-scale riot, nuclear/biological/chemical (NBC) release, earthquake, flood, etc., that is of the magnitude or complexity that a unified command, area command, and/or EOC is required. A Type 1 incident assumes that Type 2 incident criteria have been met and surpassed or that there are multiple lower complexity incidents that require overall coordination. The Incident Commander or BPD Representative to the Unified Command shall be a Lieutenant or higher. The name and/or unit number of the Incident Commander or BPD Representative should be broadcast to all assigned units.

Incident Action Plan (IAP): Contains objectives reflecting the overall incident strategy and specific tactical actions and supporting information for the next operational period. The plan may be oral or written. If written the IAP may include the incident objectives (ICS Form 202), organization assignments (ICS Form 203), division/unit assignments (ICS Form 204), and support materials, including maps, communications plan, traffic plan, and safety plan.

Incident Base: Location at the incident where the primary logistics functions are coordinated and administered. Incident name or other designator will be added to the term base (e.g. "airport base" for a plane crash). The ICP may be co-located with the base. There is only one base per incident.

Incident Commander (IC): The individual responsible for the command of all functions at the field response level, including the inner perimeter, outer perimeter, and assisting agencies.

Incident Command Post (ICP): The field location at which the primary command function is executed. The ICP may be co-located with the incident base or other incident facilities.



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Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents, without be hindered by jurisdictional boundaries.

Incident Objectives: Statements of guidance and direction necessary for the selection of appropriate strategy(s), and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.

Information Officer: Responsible for interfacing with the media or with other agencies requiring information directly from the incident. There is only one Information Officer per incident. The Information Officer may have assistants. The Information Officer obtains a briefing from the IC and provides information to the press and media about the incident.

Liaison Officer: Responsible for coordinating with representatives from cooperating and assisting agencies.

Logistics Section: In terms of ICS, the section responsible for providing facilities, services, and materials for the incident. Subunits include supply, facilities, ground support, communications, food, and medical.

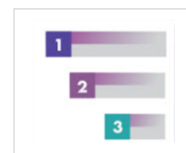
Management By Objectives: In ICS, this is a top-down management activity which involves a three-step process to achieve the incident goal. The steps include: establishing the incident objectives, selection of the appropriate strategy(s) to achieve the objectives, and the tactical direction associated with the selected strategy. Tactical direction includes: selection of tactics, selection of resources, resource assignments, and performance monitoring.

Media Area: Area designated by the Incident Commander, normally be as close to the scene as safety and operational requirements allow. If possible, the media area chosen should include shelter, telephone capabilities, adequate parking, and freedom from congestion and distraction.

Mission Briefing: Part of the Operations Briefing. The mission is determined by the Incident Commander after receiving a situation briefing. The mission statement provides the foundation and focus for all subsequent planning and clearly defines the IC's goal in a concise manner. If there is more than one mission involved, a priority must be established and stated.

Operations Briefing: A briefing addressing the tactical deployment of resources at an incident or event to meet the objectives of the IAP. This briefing may cover an operational period and will include the following:

- **Situation:** A brief overview of the incident or event that requires intervention, including any aggravating or mitigating factors,



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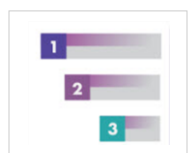
information on the suspect(s) and/or hostage(s), and the involvement of any supporting agencies.

- **Mission:** The mission is determined by the Incident Commander after receiving a situation briefing. The mission statement provides the foundation and focus for all subsequent planning and clearly defines the IC's goal in a concise manner. If there is more than one mission involved, a priority must be established and stated.
- **Concept of Operations:** A statement of the intent of the Incident Commander relative to the conduct of the operation. The Concept of Operations is best when it projects the events in a chronological order, beginning with the briefing and ending with the critique and demobilization. Specific mission assignments are not included. For example, the establishment of traffic control posts is discussed, but the unit or personnel assigned to staff those posts are not designated. The following topics are critical to the operation and demand full explanation in this section:
 - Arrest policy
 - Use of force policy
 - Rules of engagement
 - Decision reserved for the IC
 - **Execution:** A clear statement of the specific assignments of all units or personnel involved in the operation. Each element must be identified and assigned a specific mission in the operation. Failure to make these assignments leads to confusion and can often mean that an element is not committed at a critical time, allowing the entire mission to fail.
 - **Administrative Instructions:** Any administrative announcements that are necessary to make the operation work. Examples include vehicle assignments, weapons and tool assignments, uniform requirements, communications issues, location of incident facilities, and medical support.

Operations Section: In terms of ICS, the section responsible for all tactical operations at the incident. Includes Branches, Divisions, and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas. The size and duration of the incident will determine how big the Operations Section should be (e.g. Branch – BPD, Division – Patrol, Task Force – SOG, Strike Team – SOU, Single Resource – Marksman, and Staging Area – TOC).

Planning Section: In terms of ICS, the section responsible for collecting, evaluating, and disseminating of tactical information for use at the incident and for the preparation and documentation of Incident Action Plans. Subunits include resources, situation, documentation, and demobilization (e.g. manpower needs, long-term strategies, and contingencies).

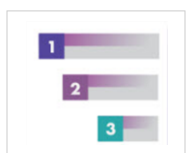
Safety Officer: Responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety. The Safety Officer may have assistants. The Safety Officer is also responsible for ensuring that safety procedures and safe practices are observed by assigned personnel, identifying unsafe or hazardous conditions which may exist or may develop, formulating measures to



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protect the safety of personnel, and taking immediate action to stop or prevent unsafe acts when time or conditions permit.

Unified Command: In the ICS, this is a unified team effort which allows all agencies with responsibility for the incident, either geographical or functional, to manage an incident by establishing a common set of incident objectives and strategies. This is accomplished without losing or abdicating agency authority, responsibility or accountability



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USE OF FORCE

Active Aggression: Physical actions or assaults against the officer or another person with less than deadly force (e.g., advancing, challenging, punching, kicking, grabbing, wrestling, etc.).

Active Physical Aggression: A physical assault where the subject attacks, strikes at or uses a technique which may result in an injury to an officer or others.

Aggravated Physical Aggression: A physical by a subject using a weapon, object or techniques which would result in the death or serious bodily injury where an officer must use or would be justified in using deadly force.

Control: Techniques including physical force that are used to subdue a subject's resistant actions.

Deadly Force Assaults: Any force used against an officer and/or another person that may result in great bodily harm or the loss of human life.

Deadly Force: Any force used by an officer that is likely to result in great bodily harm or the loss of human life.

Defensive Physical Resistance: A direct overt physical action where the subject attempts to overcome control by fleeing, pushing or pulling away, tensing of arms and legs or grasping of stationary objects during an officer's attempt at physical control and is refusing to comply with the officer's instructions.

Defensive: Any action by a subject that attempts to prevent an officer from gaining control of the subject. It is not an attack on the officer.

Hard Empty-Handed Control: Higher probability of injury.

Intermediate Weapons: The application/use of any Department-approved weapon/object that is not part of the human body to control resistance or an assault.

Intermediate Weapons: Department-approved tools that provide methods of control when deadly force is not justified.

Officer Presence: The identification of police officer's authority, either by the uniformed presence or the verbal identification of being a police officer.

Passive Physical Resistance: Physical resistance, usually in the form of relaxed or a "dead weight" posture, intended to make the officer lift or pull the subject.

Passive: Any type of resistance where the subject does not attempt to defeat the officer's attempt to touch or control him/her, but he/she still will not voluntarily comply



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with verbal and physical attempts of control (e.g., dead weight, does not react to verbal commands, etc.).

Psychological Intimidation: Nonverbal cues indicating subject's attitude, appearance, and physical readiness.

Resistance: Actions which seek to evade an officer's attempts of control, directed from a subject towards an officer, including active physical aggression, aggravated physical aggression, defensive physical, passive physical, psychological intimidation, and verbal.

Soft Empty-Handed Control: A control technique that has minimal implications of injury.

Use of Force Review (UOF): A specialized performance review which facilitates use of force reporting, identifies training needs, and assesses the appropriateness and effectiveness of techniques.

Verbal Direction: Verbal commands designed to persuade voluntary compliance.

Verbal Noncompliance: Any verbal response indicating subject unwillingness to obey commands of detainment, arrest or to stop unlawful or dangerous behavior.

Verbal Resistance: Dialogue by a subject which may influence an officer's opinion as to the force needed to effect control.

