



BOISE POLICE DEPARTMENT



PROCEDURE MANUAL

4/01/2024



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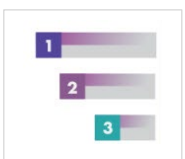




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PREFACE

The Boise Police Department maintains a policy manual and a procedure manual. 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 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 Professional Standards Division Captain will work with Boise City Human Resources to resolve any policy conflicts.

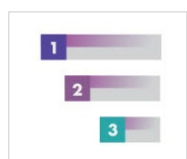
The Boise Police Department Procedure Manual is a collection of both the generally applicable and division specific essential procedures, organized by operational and administrative section. Procedures shall not be in conflict with, replace, or supersede anything in the approved Policy Manual. Each procedure 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.

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*

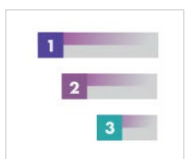
In order to make the Policy Manual and Procedure Manual effective working documents for Department employees, it is encouraged for users to provide comments on their accuracy and usability. Any comments and recommendations for change should be directed to the Professional Standards Division Captain.

The manual is intended primarily as a reference document for Department employees.





CHAPTER 1 – LAW ENFORCEMENT ROLE AND AUTHORITY





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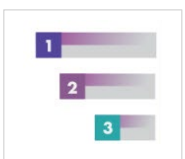
CHAPTER 2 - ORGANIZATION AND ADMINISTRATION





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CHAPTER 3 – GENERAL OPERATIONS





P-300 USE OF FORCE

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

P-300.1 Procedure

This procedure will provide guidance on the investigating, reporting, and reviewing of use of force events.

P-300.2 Definitions

The following definitions shall be applicable:

BlueTeam – A software program utilized to create Use of Force Reports.

Evidence.com – A software program utilized to store and maintain video, audio, and other electronic evidence.

P-300.3 Reference

Below is a list of relevant documents applicable to this policy:

- Policy 300 Use of Force [\(link\)](#)
- Policy 305 Officer-Involved Shootings and Death
- Policy 1010 Complaints

P-300.4 Roles and Responsibilities

Below are the roles and responsibilities associated with carrying out this policy.

P-300.4.1 Officer Responsibilities

Officers are responsible for the following when they use hard empty hand techniques:

1. Notify a supervisor and request EMS if necessary.
2. Conduct the normal criminal investigation which includes gathering statements from witnesses and the subject (post Miranda).
3. Take photographs of the scene and any injuries or lack of injuries submitting them to Evidence.com.
4. Complete appropriate reports in ITS with detailed information about your decisions and use of force.
5. Complete a Use of Force Report in the BlueTeam Software.
6. Attach the Use of Force Report as a PDF to the ITS case. Title the PDF “Use of Force.





7. Submit the case to the supervisor for review.

Officers are responsible for the following when they use deadly force:

1. Notify a supervisor and request EMS.
2. Follow Policy 305 Officer-Involved Shootings and Death.

P-300.4.2 Supervisor Responsibilities

Supervisors are responsible for the following when notified about a reportable use of force:

1. Respond to the scene if available and ensure medical has been requested if necessary.
2. Get a debrief of what occurred to understand who was involved, if there were witnesses, and if any external video exists. If you conduct any interviews of those involved, you will write a police report.

If the subject or any one present wishes to make a complaint follow Policy 1010.00 Complaint Process which will be investigated separately from the use of force.

3. Ensure witnesses are interviewed and their statements are documented in a criminal report.
4. Ensure any external video is retrieved and placed into evidence for the criminal investigation.
5. Ensure photographs have been taken of any injuries to officers, victims, or the suspect and those photographs are placed into Evidence.com.
6. Ensure the employee(s) who used force write a detailed report describing their actions.
7. Review all associated reports and OBV to ensure it accurately reflects the details viewed at the scene.
8. Complete the Use of Force Administrative Review and submit through the chain of command.

•If policy violations are found add allegations to the officer(s) in the use of force BlueTeam.

•Consult with the PSD Captain on who will investigate the policy violations (Division or OIA).

9. Complete the Use of Force Administrative Review and submit through the chain of command.

NOTE: Supervisors are not required to complete these steps when the only force used was the pointing of a firearm or a CEW laser during the performance of his/her duties to challenge, detain or take any person into custody.

The supervisor will only review the BlueTeam for accuracy and completeness and forward to the Office of Internal Affairs.

P-300.4.3 Chain of Command Responsibilities

Lieutenant Responsibilities:

The Lieutenant will review and forward appropriate copies of the Administrative Use of Force Review 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. If there are policy violations follow procedures for Policy 1010 Complaints.

Division Commander 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 follow up. If there are policy violations follow the procedures for Policy 1010 Complaints.

Office of Internal Affairs (OIA) Responsibilities:

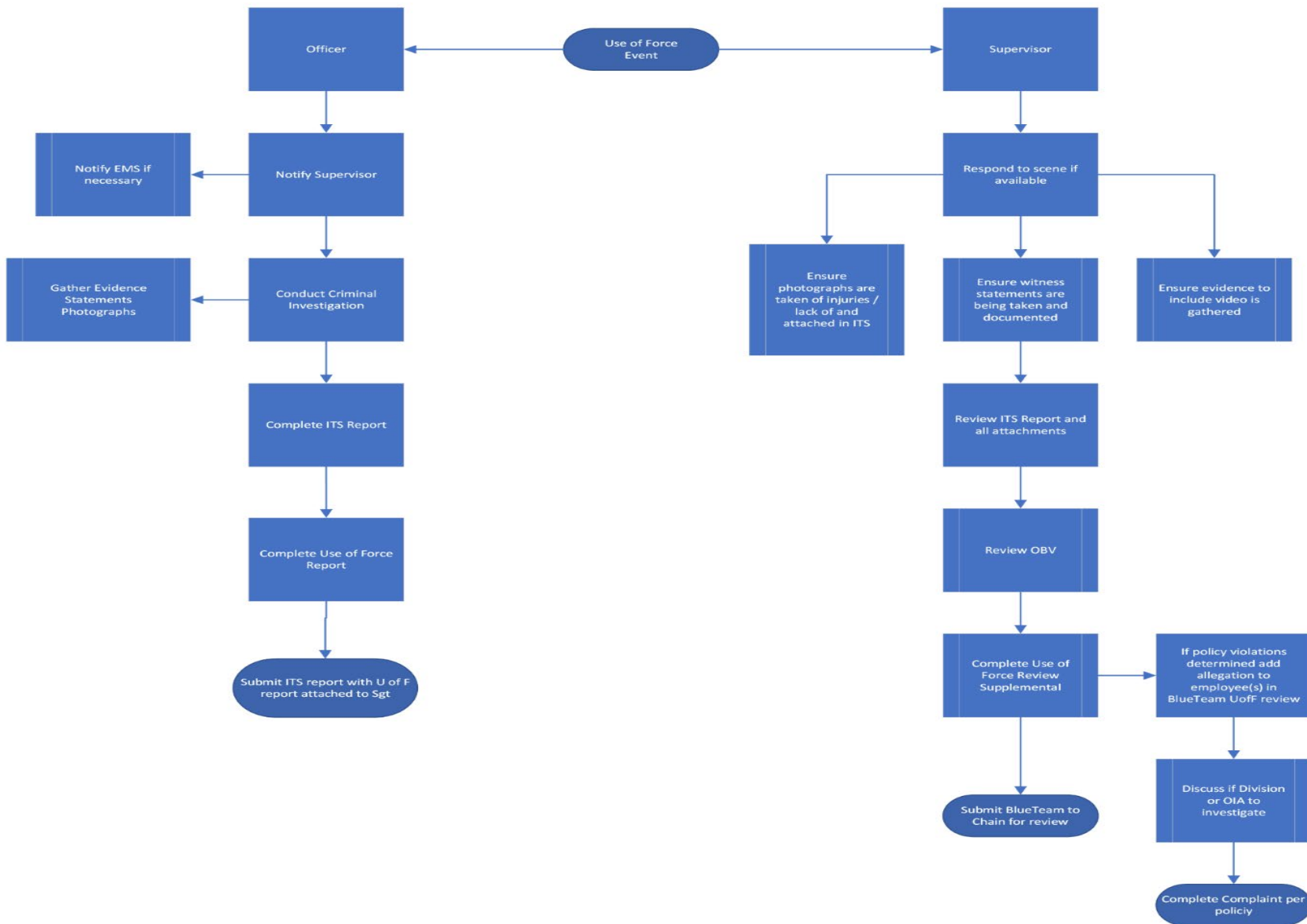
OIA shall review and file the Administrative Use of Force Review form. The OIA will ensure accountability throughout the chain of command for the review of force. When litigation is expected, this office will confer with the Boise City Attorney's Office.

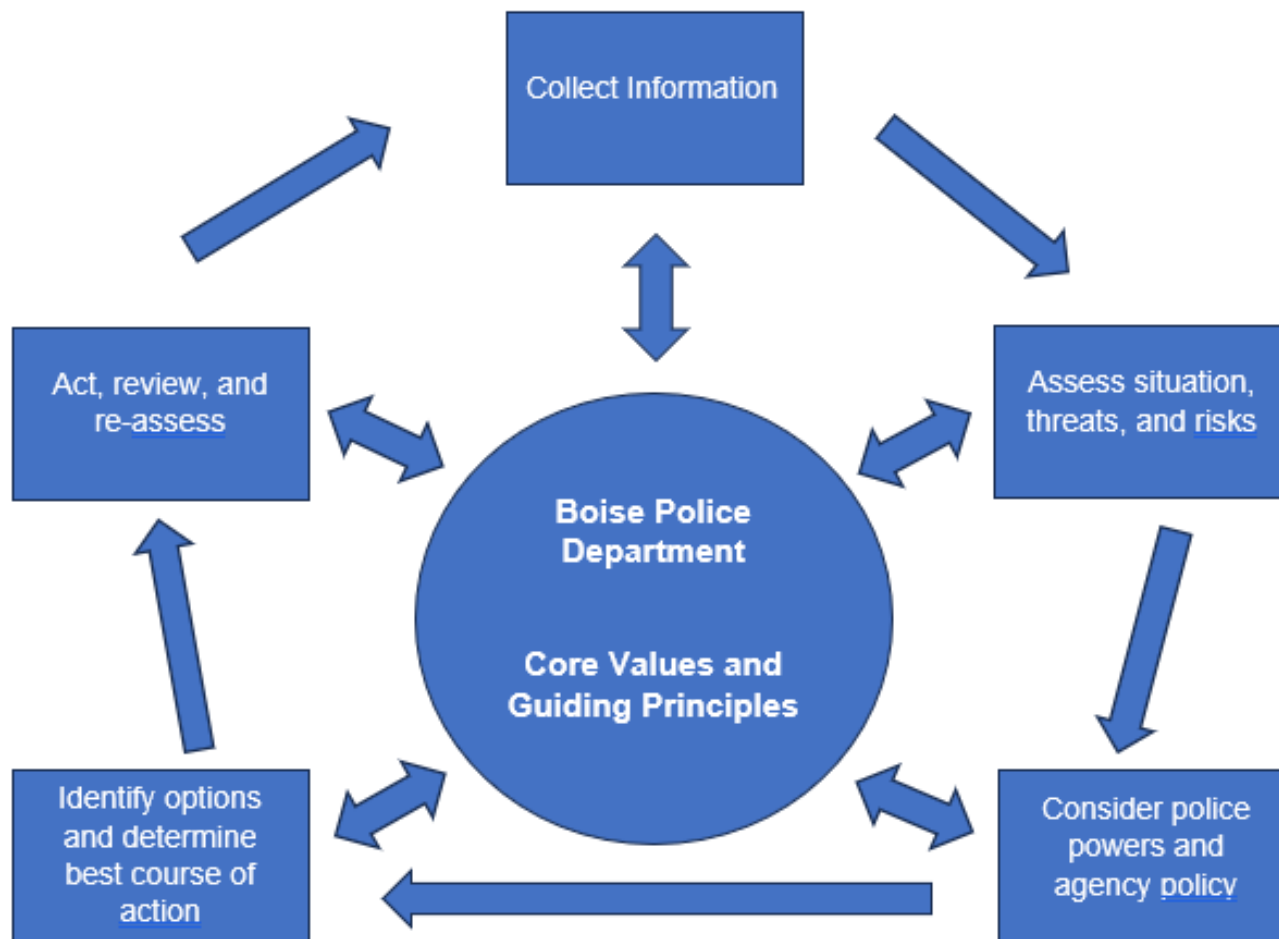




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Use of Force Reporting Procedures Flowchart





The Decision-Making Model depicted below is to guide employees on articulating their decisions and actions when utilizing force in both verbal and written form.

The administrative review conducted by a supervisor will encompass factors which lead up to the use of force and be viewed in the “objectively reasonable” standard per the policy. The review will employ current training and tactical principles.





P-311 SEARCH AND SEIZURE

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

P-311.1 Search Protocol for Persons of the Opposite Sex

Searches should be conducted whenever possible by an officer of the same sex as the subject. When it is not practicable to summon an officer of the same sex as the subject, the following procedures will be followed:

1. Another officer or a supervisor should witness the search.
2. The officer will use the back of their hands, rather than the palms.
3. An officer may have a prisoner remove only the clothing which would normally be removed in mixed company.
4. A visual inspection of tight clothing may determine if a search is or is not required in the field. Loose articles of clothing may be searched by pulling (or instructing the subject to pull) the article tight against the body so the bulge of any foreign object is revealed. The officer will avoid as much hand-to-body contact as possible.
5. Shoes with sharp heels, which may serve as weapons, should be removed before transport.

[Boise Police Department Policy Manual: 311.4 SEARCH PROTOCOL](#)





CHAPTER 4 - PATROL OPERATIONS





P-427 FOOT PURSUITS

Effective Date:	10/14/2022
Revised Date:	09/30/2022
Issuing Authority:	Chief Ron Winegar

P-427.1 Reporting Requirements

Following a foot pursuit, the initiating officer shall complete the appropriate crime/arrest reports documenting the incident, at a minimum:

- Date and time of the foot pursuit.
- Initial reason and circumstances surrounding the foot pursuit.
- Course and approximate distance of the foot pursuit.
- Alleged offenses.
- Involved vehicles and officers.
- Whether a suspect was apprehended as well as the means and methods used.
- Any use of force shall be reported and documented in compliance with the Use of Force Policy.
- Arrestee information, if applicable.
- Any injuries and/or medical treatment.
- Any property or equipment damage.
- Name of the supervisor at the scene or who handled the incident.

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

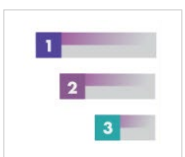
Supervisors shall be responsible to monitor reports and assess officer actions for alignment with policy.

[Boise Police Department Policy Manual: 427.6 REPORTING REQUIREMENTS](#)





CHAPTER 6 - INVESTIGATION OPERATIONS





P-609 NATIONAL INTEGRATED BALLISTIC INFORMATION NETWORK

Effective Date:	10/05/2023
Revised Date:	8/30/2023
Issuing Authority:	Cpt. Matt Jones and Deputy Chief Tammany Brooks

P-609.1 Purpose and Scope

These procedures are to establish how the Boise Police Department (BPD) will integrate the NIBIN program as an investigative tool. All members of the Department shall follow these procedures where applicable, in conjunction with [Boise Police Department Policy Manual: P-609.2 POLICY, National Integrated Ballistic Information Network/NIBIN](#).

P-609.1.1 Introduction

Crimes involving firearms occur every day. Linking one firearm crime to another which involved the same firearm without some prior knowledge has been a difficult task. When a firearm is fired, markings are imparted on the cartridge case. These markings include class characteristics and individual characteristics. Class characteristics can be used to determine caliber, make and model of a possible firearm. Individual characteristics can be used to show a common origin.

P-609.1.2 Scope

The Integrated Ballistic Identification System (IBIS) is the local component of the National Integrated Ballistic Information Network (NIBIN). IBIS/NIBIN is a database system that captures, stores, and correlates digital images of fired cartridge cases recovered from a crime scene or a test fired firearm. When a discharged cartridge case is entered into the system, it is automatically compared to images of similar caliber already in the database. If a high confidence candidate emerges, it is considered a NIBIN "lead", or the linking of separate shooting incidents through firearm related evidence. A firearms examiner should microscopically compare the original physical evidence to confirm the match.

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. Through NIBIN, ballistic evidence can also be used to create investigative leads in cases where no prior leads existed.

The guidelines below shall be used when considering the entry of evidence and test fires into the IBIS database.

P-609.2 Definitions

The Boise Police Department defines the following specific to firearms testing, cartridge case testing, and electronic tracking (eTrace).

Abandoned Firearm - Is any firearm discarded, found, or abandoned. Historically, firearms listed





in this way have a high likelihood the gun may have been used in a crime.

eTRACE - Electronic Trace System is a system that allows for the secure submission of firearm trace requests through the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and enables the user to receive trace results via the internet. eTrace is recommended as the most efficient way for law enforcement to submit trace requests, receive data, and analyze their aggregate crime gun data.

Gun Crime - The ATF has defined "Crime Gun" to mean "any firearm that is illegally possessed, used in a crime, or suspected to have been used in a crime. Additionally, an abandoned firearm will also be categorized as a crime gun if it is suspected it was used in a crime or illegally possessed."

IBIS - Integrated Ballistic Identification System. The technology provided by Ultra Electronics Forensic Technology Inc. by which cartridge cases are imaged and correlated against a regional database for the purpose of identifying potential links between shootings or recovered firearms and shootings.

Log Book/Master Record - Is the original record of all tests conducted and shall be maintained electronically by the intelligence Analyst responsible for conducting ATF eTrace.

NIBIN - National Integrated Ballistic Information Network. This program, administered by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) automates the imaging of the unique identifiers of cartridge cases fired from firearms and stores the digital images into a database for comparison across a national network of participating sites. ATF's national network allows a submitted cartridge case to be digitally imaged and auto correlated against all other images previously entered. In most instances, auto-correlation is conducted at a regional level spanning numerous jurisdictions, but it can, in appropriate circumstances, be conducted nationally. Once auto-correlation occurs, specialists review the result to make human-eye determination of potential matches or NIBIN Leads.

NIBIN Lead - An unconfirmed, potential link between at least two pieces of firearms ballistic evidence based on a correlation review of the digital images. This is a determination by either a firearms examiner or a trained NIBIN technician that two cartridge cases may have been fired in the same firearm. A NIBIN Lead is intended to provide a lead for investigative purposes.

NIBIN Hit - NIBIN results of two or more firearms ballistic evidence acquisitions that have been confirmed as a match by a firearms examiner. The NIBIN Hit is based on a correlation of the digital images and microscopic confirmation by a firearms examiner. This information/ intelligence can be used for investigation purposes and is suitable for court purposes.

Safekeeping Firearms - Firearms booked into property for "safekeeping" only will not normally be test fired or submitted for IBIS/NIBIN unless it meets one of the listed criteria. Firearms booked for "safekeeping" will still have an "eTrace" conducted on them.

TEST FIRE - Firearms collected will be fired in accordance with procedures for the purpose of collecting two comparison cartridge cases using factory test fire ammunition.

TEST FIRE AMMUNITION - Is factory ammunition specifically used for the "Test Fire" process and supplied by the Boise Police Department.





P-609.3 Evidence Collection

Below are the approved procedures for evidence collection relating to the NIBIN program.

P-609.3.1 Evidence Cartridge Case

1. All cartridge cases from a scene should be collected.
2. Clearly designate as "cartridge case" on the Property Invoice. This is the only terminology that should be used when booking in a spent casing.
3. Package cartridge case(s) separately from other items (i.e., firearms, ammunition, backpacks, magazines).
 - a. Cartridge cases should be packaged separately from each other if DNA, latents, and/or trace is needed for the investigation or at the discretion of the lead investigator.
4. Book into Ada County Property Room.

P-609.3.2 Firearms

1. Collect firearms following standard guidelines.
 - a. Firearms and ammunition cannot be packaged together
 - b. When known, include make, model, caliber, and firearm type on the Property Invoice
2. Book into Ada County Property Room.
3. Complete a Boise ATF Firearm Trace Request form and route to appropriate personnel as listed on the form.

P-609.4 Analysis Considerations Prior to IBIS/NIBIN Entry and/or Test Firing

The following should be considered prior to conducting test firing and/or submitting IBIS/NIBIN entries.

P-609.4.1 Preservation of Biological Evidence

The lead investigator is required to determine if additional processing is needed with the firearm or evidence cartridge case prior to test firing or IBIS/NIBIN entry. This includes but is not limited to DNA, latent prints, and trace collection. Evidence processing must be completed prior to test firing and IBIS/NIBIN Entry. An evidence processing request must be submitted to the BPD Crime Lab. Processing requests not received by the lab within two weeks of collection, will be considered approval for the lab to test fire or enter into IBIS/NIBIN. Alternatively, the investigator may place the evidence on a temporary hold while they determine if other processing is necessary for the investigation. This shall be communicated to the lab in writing.

Of note - The process of test firing and entering cartridge cases into IBIS/NIBIN destroys other physical evidence and compromises the ability to test for DNA, latents, and/or trace.

P-609.4.2 Firearms Examination

The lead investigator is required to determine if firearms examination is needed. Firearms examination is conducted by an external lab. This includes, but is not limited to, function testing,





distance determination, and firearms comparison. Within two weeks of collection, discuss with BPD Crime Lab outsource options to ensure proper handling and tracking of evidence.

Alternatively, the investigator may place the evidence on a temporary hold while they determine if other firearms examination is necessary for the investigation. This shall be communicated to the BPD Crime Lab in writing.

P-609.5 Safety

Only personnel who have successfully completed department approved firearms safety handling training, and who are authorized to carry a firearm or currently qualified with their issued/authorized weapons, are eligible to become a member of the NIBIN test fire team.

P-609.5.1 Test Fire Facility or Range Safety

All general range safety rules and procedures are to be observed and complied with whenever test firing at that facility. Two people in person and/or remote monitoring shall be always employed when test firing.

1. Eye and ear protection and department issued soft ballistic armor is required along with any other appropriate personal protective equipment necessary for the situation.
2. First aid, trauma kit, and fire extinguisher shall be visible and easily accessible.
3. Ensure emergency access to the test firing area.
4. Proper signage and a visible indicator will be posted while conducting test fires.
5. Appropriate notice shall be given prior to test-firing.
 - Verbal notice for anyone in the immediate area
 - Department wide email
 - A PA announcement may be made in the building prior to test firing, at the discretion of the CID Lieutenant
6. No one will be down range/in front of the shooter while a firearm is being loaded, unloaded, or fired.
7. Only one person may be actively shooting at any given time.

Written notice of the test fire facility usage will be provided to adjoining properties once a year at the direction of the Chief or their designee.

P-609.5.2 Firearms Safety

If BPD NIBIN test fire personnel are unfamiliar with the operation of a particular firearm, they shall not test fire it until they have done their due diligence to educate themselves about the firearm and its operation. Personnel may consider the use of the Range Master or armorer to determine the safe operation of a firearm. Questions of safety shall be resolved prior to the procedure continuing.

All firearms shall be inspected, and the safety checklist completed prior to test firing. Inspect for defects, modifications, and missing/broken parts. Use discretion when considering when to test fire a biohazard firearm. If a firearm is not test fired due to damage, malfunction or biohazard, BPD





NIBIN test fire personnel shall document the reason in the related report.

SAFETY CHECKLIST

❖ **General Examinations:**

- Is the firearm unloaded? (Check tubular magazines carefully)
- Is the chamber/bore clear of obstructions?
- Does the slide move freely, or cylinder rotates freely?
- Does the trigger/ hammer move properly?
- Are there any loose, damaged, or missing parts?
- Are there any dangerous modifications?
- Is the barrel bulged, obstructed, or loose?
- Are there any firearm recall notices that should be considered?

❖ **Trigger Function:**

- Does the trigger return reliably?
- Does the trigger function as designed?

❖ **Hammer:**

- Does the half cock notch catch?
- Will the hammer fall from the half cock notch when the trigger is pulled?
- Does the hammer rebound when the trigger is pulled?

❖ **Ammunition:**

- Ammunition used for NIBIN testing purposes will only be factory manufactured ammunition that has been purchased by the Boise Police Department. No reloaded ammunition will be used.

- Dummy rounds shall be used when determining gun function and/or magazine function.

P-609.5.3 Test Firing Safety

The following safety precautions will be adhered to when conducting test firing:

1. Ensure that the firearm is safe to hand fire. If hand firing is deemed unsafe or there is a concern that the ammunition being fired might create an unsafe condition, do not fire the firearm. Primed empty cartridge cases or shotshells may also be used.
2. Point the muzzle in a safe direction (into the trap or down range) when loading the firearm.
3. Do not chamber a cartridge or close the action of a firearm until after the muzzle is in the shooting port and you are ready to shoot.
4. Ready to shoot signifies that before chambering a cartridge, closing the action or cocking the hammer, the shooter has a firm grip and a balanced stance, with the muzzle of the firearm aimed through the portal of the bullet trap.





5. Keep your finger off the trigger until you are ready to shoot.
6. Always keep a firm grip on the firearm.
7. Load only one round at a time. This can be done by hand feeding into the chamber or by utilizing a magazine.
8. The discharge of a firearm properly placed into the bullet trap port without the individual pulling the trigger and while following approved procedures will not be considered an "accidental discharge" as defined by BPD policy. In the event of a discharge resulting without the pulling of the firearm trigger, the test fire process will cease.

P-609.6 Test Firing

Additional training on the NIBIN program and use of equipment is mandatory before an employee is authorized to conduct test fires.

Prior to test firing, written approval for each firearm should be given by the BPD Crime Lab, who is responsible for tracking the program and ensures all processing has been completed. Test firing may occur at a department approved range or Test Fire Facility. Test fire personnel will review the approved firearms, review requirements for IBIS submission, and determine what firearms can ultimately be test fired.

When conducting test firing, the personal safety of BPD employees shall be the top priority, and the following precautions will be followed.

1. Use approved test fire ammunition. A Supply of approved commonly used ammunition will be maintained.
2. Complete two test fires per firearm/.
3. Recover and package two test-fired cartridge cases in a test fire envelope. Submit the cartridge cases to the BPD Crime Lab via a pass-through locker or hand delivery.
4. Complete a Supplemental report in ITS that includes the following (at a minimum):
 - a. Date
 - b. Test fire location (range or test fire facility)
 - c. Who performed the test fire?
 - d. Item number(s)--include magazine item numbers if applicable
 - e. Any issues/safety concerns
 - f. Ammunition used
 - g. Disposition of evidence
5. Test fire personnel shall mark the firearm packaging with the color-coded sticker or other marking to indicate that a firearm has been test fired for IBIS/NIBIN entry.
6. Book the firearm into the Ada County Property Room.

P-609.6.1 Retention of Test Fires

Cartridge cases resulting from test fires are not considered evidence and will be disposed of.





P-609.6.2 Logs and Maintenance

Below are documentation procedures and standards to be followed for the NIBIN program.

1. Ammunition Inventory Log

An inventory of the test fire ammunition will be electronically maintained and/or documented on a log located near the ammo storage location.

2. Test Fire Ammo Use Log

Test fire personnel will document the number of rounds used each time on a log located in the Test Fire Facility. The log will capture the date, name(s) of the individual conducting the test fire, and number of rounds used for each caliber.

3. Bullet Trap Maintenance Log

The routine and preventative maintenance of the bullet trap can be found in its operations manual. Generally, maintenance will occur prior to each use. Test fire personnel will document routine and preventative maintenance on a log that will be electronically maintained and/or located near the unit.

4. Log Book

Completed logs shall be retained by test fire personnel for five years on BPD's secure drive.

P-609.6.3 Ammunition

Firearms should be test fired a minimum of two (2) times with jacketed ammunition. Recommended manufacturers for specific calibers are listed below:

1. The ammunition listed was chosen because it has projectile expansion qualities and case hardness that maximize the potential for reproducing marks from the firearm barrel and action.
 - a. Avoid ammunition with primers that have manufacturer marks, heavy lines across the face of the primer, or a coating of heavy lacquer. These elements may obscure or interfere with breech face and firing pin marks.
 - b. Avoid high pressure cartridges (+P and +P+) as the higher pressure can cause primers to mark differently, resulting in a lessened possibility of matches. If it is suspected that the firearm may have been used with high pressure cartridges, test-fire the firearm with both high pressure and approved test ammunition
2. Two test fires are needed to ensure reproducibility from the firearm and to allow the best test fire to be entered into the IBIS/NIBIN.
3. Different metal surfaces receive the marks from the firearm in different ways. Both jacketed and lead test fires are recommended for .22 and .38 caliber firearms to give the IBIS and examiners the best opportunity for making a match.





CALIBER	RECOMMENDED AMMUNITION	CALIBER	RECOMMENDED AMMUNITION
.22 caliber	Remington .22 standard velocity lead round nose Remington .22 Mohawk, high velocity CCI .22 Mini Mag copper coated round nose	.25 auto	Remington PMC UMC 50 grain metal case FMJ
.32 auto	Remington UMC or PMCFMJ	.380 auto	Remington or PMC 95 grain FMJ
9mm Luger	Remington or PMC 115 grain FMJ UMC 115 grain metal case	.357 Magnum	Same as .38 Special
9mm Makarov	CCI 95 grain metal case	.357 Sig	Remington 125 grain JHP UMC 125 grain metal case Federal 180 grain FMJ
.40 S&W	Remington 180 grain JHP Federal 180 grain JHP UMC 180 grain metal case	10mm	Remington 180 grain JHP UMC 180 grain metal case Remington 200 grain metal case PMC 200 grain metal case
.45 auto	Remington or PMC 230 grain metal case UMC 230 grain metal case	7.62 X 39mm	UMC 123 Gr. Metal Case Winchester 123 Gr. FMJ
12 Gauge	Remington Lite target various loads PMC Field & Target (various loads)	.223 Remington	Remington 55 Gr. Metal Case, PMC 55 Gr. FMJ-BT Winchester 55 Gr. FMJ
CCI = Cascade Cartridge Industries R-P = Remington Peters		FMJ = Full Metal Jacket (Copper) UMC = Union Metallic Corporation (Remington)	

P-609.7 IBIS/NIBIN Entry

The regional IBIS/NIBIN Unit is located at Idaho State Police - Meridian. They have granted authorized BPD technicians access to their IBIS/NIBIN unit. These units are deployed by the ATF and are the property of the ATF and U.S. Government. Specialized security clearance is required for all IBIS/NIBIN users and is issued by the ATF. Each IBIS/NIBIN user is required to complete the ATF IBIS/NIBIN Acquisition training prior to participating in the NIBIN program.

ATF and ISP have guidelines for what can be entered into IBIS/NIBIN. Generally, the following will not be entered:

- Revolvers
- Derringers
- Items booked for destruction or safekeeping
- If there are any firearm safety concerns
- If the cartridge case was removed from the ejection port of the firearm

Ultimately a NIBIN technician will determine which cartridge cases will be entered into IBIS/NIBIN.

P-609.7.1 NIBIN Leads

If there is a potential link between cartridge cases in IBIS, a NIBIN lead notification is generated by





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an external organization and forwarded to the BPD Crime Lab. The investigating officer and the NIBIN Leads Team will be notified by the Crime Lab. It is the responsibility of the investigating officer and/or NIBIN Leads Team to conduct follow-up if warranted. NIBIN leads shall be tracked by the NIBIN Leads Team. A supplemental report shall be issued if follow-up was warranted.

Lead notifications are not considered confirmation or comparative analysis. Comparisons to confirm a lead must be requested and the firearm and evidence should be submitted to an approved external laboratory. A confirmed match by a firearms examiner is considered a NIBIN Hit.





CHAPTER 9 - CUSTODY

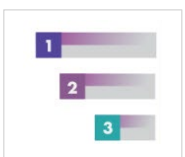


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CHAPTER 10 - PERSONNEL





P-1010 COMPLAINTS

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

P-1010.1 Definitions

Corrective Action: Response to member misconduct that may include counseling, additional training, and/or disciplinary action.

Corrective Action Guide: An advisory document used to provide direction to command staff, the Police Review Board (PRB), and the Chief of Police, when determining an appropriate level of corrective action. The guide shall provide guidance, the final imposition of corrective action is at the discretion of the Chief of Police.

Demotion: A reduction of rank.

Loudermill Decision: Referring to the case of Cleveland Board of Education v. Loudermill (1985), where the Supreme Court held that most public employees have a property interest in their jobs and are therefore entitled to certain due process rights prior to being terminated. Loudermill rights include a written or oral notice detailing the reasons for termination and a pre-termination hearing.

Remedial Training: When a member’s performance or conduct has been found not meeting current standards and additional training is expected to improve performance or conduct.

Suspension: Removal from work status, with or without pay, for a specified period of time.

Termination: Termination of employment with the Boise Police Department

Verbal Reprimand: A corrective action normally given by a member’s immediate supervisor, intended to improve a members conduct or performance which does not rise to the documentation level of a written reprimand.

Written Reprimand: A corrective action letter placed in the member’s personnel file detailing a member’s conduct or performance that violated one or more policies but does not involve an economic sanction such as a suspension, demotion, or termination.

P-1010.2 Administrative Investigation Procedures Relating to Employees

Best Practice

Whether conducted by a supervisor or an employee of the Professional Standards Division, the following applies to employees:

Interviews of an accused employee shall be conducted during reasonable hours and preferably when the employee is on duty. If the employee is off duty, he/she shall be compensated in accordance with the current Collective Labor Agreement (CLA).

Unless waived by the employee, interviews of an accused employee shall be held at the Boise Police Department or other reasonable and appropriate place.





No more than two interviewers should ask questions of an accused employee.

Prior to any interview, an employee should be informed of the nature of the investigation.

All interviews should be for a reasonable period, and the employee's personal needs should be accommodated.

No employee should be subjected to offensive or threatening language, nor shall any promises, rewards or other inducements be used to obtain answers.

All accused and witness employees will be given a Garrity advisement.

No information or evidence administratively coerced from an employee may be provided to anyone involved in conducting the criminal investigation or to any prosecutor.

The interviewer should record all interviews of employees and witnesses. The employee may also record the interview. If the employee has been previously interviewed, a copy of that recorded interview should be provided to the employee prior to any subsequent interview.

All employees subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview.

- a. The scheduling of an interview will occur based on the investigator's timeline. An interview will not be unduly delayed due to the unavailability of a representative.
- b. The representative present should refrain from interrupting the questions by injecting their own testimony or answers. Representatives will be given an opportunity at the end of questioning to offer additional information or elicit clarifying answers.
- c. If a representative should interfere with the investigators interview, they may be asked to leave, and the interview will proceed.
- d. Breaks will be provided by the investigator if there is a need.

All employees shall provide complete and truthful responses to questions posed during interviews.

An employee shall submit to a polygraph, if directed, when all of the following conditions are met:

- a. The employee has been accused of a violation of Department policy or procedure that could result in their dismissal and / or sufficient evidence exists which would lead to a preponderance that the violation for which the employee is accused has been committed.
- b. Conflicting statements of fact in the case have been established.
- c. The Chief of Police orders the polygraph examination to be taken by the accused employee.

P-1010.3 Administrative Investigation Procedures

Discretionary

The procedures below will be followed:

- Review the investigation for any possible criminal violations. If found, consult with the Professional Standards Captain or designee 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 Administrative Investigation Report (AIR) as an Inquiry.
- Obtain copies of the incident and unit history (CAD).
- Review all written reports, audio files, and video footage pertaining to the incident.
- Obtain jail records and/or jail video if relevant to the case.
- Interview all witnesses and involved employees.
- BPD employees shall be given at least 48 hours' notice in writing or electronic form prior to the interview.
- Audio record interviews of involved parties with direct knowledge involving the allegation.
- 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.
- The employee shall read and sign a copy of the Department's Administrative Privileges Form and be afforded their Garrity rights when applicable or at the employee's request.
- Complete the investigative report.
- Upload the following files into BlueTeam in PDF format if not already in a department database: any administrative documents, audio and videos files, and a copy of the CAD.
- Add links to audio and video files from Evidence.com in BlueTeam.
- Any media relating to an administrative case which is obtained from an outside source will be uploaded to BlueTeam or given to an employee of Professional Standards for secure storage.

P-1010.4 Administrative Investigation Report Format

Best Practice

Formal investigations of personnel complaints shall be thorough, complete and essentially follow the format below:

Introduction - Include the identity of the employees, the identity of the assigned investigators, the initial date and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of employee and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.





P-1010.5 Post-Administrative Investigation Procedures

Best Practice

Upon completion of a formal investigation, an investigation report should be forwarded to the lieutenant or next level of supervision within the employee's chain of command to complete a proposed findings memo. If the lieutenant in the chain of command is unable to complete the proposed findings memo, the Professional Standards Division Captain may choose another lieutenant or employee of higher rank.

P-1010.5.1 Lieutenant Responsibilities

The Lieutenant will be responsible for the following:

- Review the investigation report for accuracy and thoroughness.
- Consult the Corrective Action Guide to determine the appropriate category if the allegation(s) is sustained.
- Complete a proposed findings memorandum providing the rationale to support a recommended disposition for the allegation(s).
- Attach the findings memorandum electronically in PDF format to the investigation.
- Route the entire investigation in BlueTeam to the Division Captain or designee.

P-1010.5.2 Division Captain Responsibilities

The Division Captain will be responsible for the following:

- If required due to the employee(s) involved the captain may need to complete the actions taken by the lieutenant and complete a findings memorandum.
- Review the investigation and finding memorandum by the lieutenant to ensure accuracy and appropriateness.
- If the finding is anything other than sustained and there is no controverting of the finding, complete the BlueTeam chain routing comments concurring with the finding. Forward the BlueTeam to the Professional Standards Captain.
- If the finding is Sustained, the captain will request the employee's corrective action history from the Office of Internal Affairs.
- The captain will review the employee's history and refer to the Corrective Action Guide category to make a recommendation if corrective action will have an economic impact.
- The captain will make a comment in the BlueTeam routing and recommend corrective action. If the corrective action does not have an economic impact, it will be documented as either a GACR/ConnectBoise entry, verbal reprimand, or a written reprimand. If the corrective action will have an economic impact, the captain will document their recommendation and the need for a Police Review Board.
- Route the sustained finding with comments to the Deputy Chief of Police
- If controverting the finding or categorization by the Lieutenant, draft a memo detailing the rationale attaching it in BlueTeam, and route to the Deputy Chief of Police.





P-1010.5.3 Deputy Chief of Police Responsibilities

The Deputy Chief of Police (DC) or designee will be responsible for the following:

- Review the proposed sustained findings and recommended corrective action. All investigations in anticipation of litigation and/or tort filings shall be reviewed, regardless of the finding.
- If agreeing with the finding and proposed corrective action, a comment will be recorded in the BlueTeam routing.
- The DC may controvert the proposed findings and/or recommended corrective action. All controverted actions shall be documented in a memorandum detailing the rationale and attached in BlueTeam.
- The DC may authorize documented GACR/ConnectBoise entries, Verbal Reprimand, or Written Reprimand.
- The DC will record in BlueTeam comments the need for a Police Review Board for all recommended corrective action with an economic impact.
- Submit to Professional Standards within seven days of receipt.

P-1010.5.4 Police Review Board Responsibilities

Recommendation for corrective action which may have an economic impact will be conducted through a formal Police Review Board (PRB). The employee's PRB notice should also serve as a notice of pre-corrective action/pre-termination hearing under the Loudermill Decision.

The Police Review Board's purpose is to determine the appropriate corrective action for the City regulation and/or Department policy, procedure, or directive violated after consideration of the following:

- The sustained findings;
- The surrounding facts and circumstances in the investigation;
- Any explanation offered by the employee;
- Examination of the Corrective Action Guide; and
- The range of corrective action previously imposed for the same or similar violations.

Attendees of a Police Review Board will include, whenever possible, the accused employee's chain of command that was in place at the time the incident occurred, to include the Chief of Police. The chief may choose a designee depending on the availability of the chain of command. Any employee who is called as a witness or who is involved in conducting the investigation or interview in a case may not be called to serve on the Review Board and may not be involved in recommending corrective action for that case.

The Professional Standards Captain or designee will attend all Police Review Board meetings only as an advisor and facilitator and will not participate in the discussions as it relates to the corrective action decision. The Professional Standards Captain or designee shall audio record PRB discussions with the employee.

The accused employee has the option to address the Board and may bring one representative.





Additionally, the accused employee may waive attending the Board in person and opt to submit a written memorandum with their statement.

All discussions of the Police Review Board shall be confidential. The Board's purpose will be to review the facts of the case and determine corrective action. Only the final determination of the Chief of Police shall be committed to written form. Once the Chief determines the appropriate corrective action, a Corrective Action Order (CAO) will be created by the Office of Internal Affairs.

P-1010.5.5 Internal Affairs Responsibilities

- Review all BlueTeam and associated documents for accuracy and completeness.
- Complete any notification and documentation for the outcomes of the complaints, to include:
 - Email correspondence for GACR/ConnectBoise entries or Verbal Reprimands
 - Corrective Action Orders (CAO) for Written Reprimands or Suspension without Pay
- Police Review Boards are scheduled when needed through the Chief's Office
- Work with Human Resources to follow any City of Boise Employee Handbook processes for actions outside of this procedure.
- Provide documentation to waive any grievance rights if the employee chooses.

The Office of Internal Affairs will be responsible to make available the files related to the personnel investigation to the employee. Files will be made available in a manner to ensure their confidentiality.

Files related to Public Records Requests will follow procedures outlined for public records requests, and the Office of Internal Affairs will ensure the proper files are made available, if authorized.





Boise Police Department Corrective Action Guide

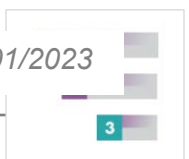
Categories and Descriptions	Range of Corrective Action (GACR/CB, VR, WR, SWOP, Demotion, Termination)
<p>CATEGORY 1: Conduct that has or may have a minimal negative impact on operations or professional image of BPD.</p>	<p>Any prior sustained violation involving the same or similar conduct within the past 12 months, will be considered as a prior violation, and may be considered for progressive corrective action including moving the range to the next category.</p>
	<p>GACR/ConnectBoise Entry – Verbal Reprimand</p>
<p>CATEGORY 2: Conduct that has or may have a moderate negative impact on operations or professional image of BPD or conduct that has or may have a minimal negative impact on relationships with other officers, agencies, or the public.</p>	<p>Any prior sustained violation involving the same or similar conduct within the past 24 months, will be considered as a prior violation, and may be considered for progressive corrective action including moving the range to the next category.</p>
	<p>Verbal Reprimand – Written Reprimand</p>
<p>CATEGORY 3:</p> <ul style="list-style-type: none"> • Conduct that involves a risk to safety. • Conduct that has or may have a serious negative impact on operations or professional image of the department or that has or may have a moderate negative impact on relationships with other officers, agencies, or the public. 	<p>Any prior sustained violation involving the same or similar conduct within the past 36 months, will be considered as a prior violation, and may be considered for progressive corrective action including moving the range to the next category.</p>
	<p>Written Reprimand–Suspension Without Pay (Max 40 hrs)</p>
<p>CATEGORY 4: Conduct that could result in an adverse impact on an officer or public safety, or to the professionalism of BPD.</p>	<p>Any prior sustained violation involving the same or similar conduct within the past 60 months, will be considered as a prior violation, and may be considered for progressive corrective action including moving the range to the next category.</p>
	<p>Suspension Without Pay (Min 10 hours–Max 120 hrs)</p>
<p>CATEGORY 5:</p> <ul style="list-style-type: none"> • Conduct that involves a serious risk to officer or public safety. • Involves any conduct that will effectively disqualify an employee from continued employment as a law enforcement officer. 	<p>Any prior sustained violation involving the same or similar conduct, will be considered as a prior violation, and may be considered for progressive corrective action.</p>
	<p>Suspension Without Pay (Min 20 hours) - Termination</p>

SWOP – Suspension without Pay

VR – Verbal Reprimand

Work week = Forty Hours

WR – Written Reprimand





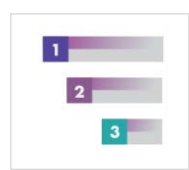
Boise Police Department Corrective Action Guide

Additional Guidelines

- Any prior sustained violation involving the same or similar misconduct within the specified time frame, in a category greater than or equal to the current violation, may be considered as a prior violation.
- Any prior sustained violation involving the same or similar misconduct within the specified time frame, in a category lower than the current violation, may be considered as a factor for progressive corrective action.
- In cases involving multiple concurrent sustained violations, the presumptive discipline level will be set at the category of the most serious sustained violation. The additional violations may increase the penalty level by one. Violations in excess of three in the prescribed time frame will remain in the same category, however discipline may deviate from the guide.
- Corrective actions are determined by the Police Chief and/or their designee. The Police Chief may deviate from this guide as conditions and circumstances warrant. The deviation factors will be documented in the Corrective Action Order.



APPENDICES





GLOSSARY – DEFINITIONS

A to F

Abandoned Firearm - Is any firearm discarded, found, or abandoned. Historically, firearms listed in this way have a high likelihood the gun may have been used in a crime.

Administration Support Division (ASD) - The Administrative Support Division performs administrative functions and internal support services to each division and the organization as a whole. The Administrative Support Division consists of Support Services, Records, Crime Analysis, Crime Lab, Crime Prevention, Project Management, Fleet Services, Facilities, and Supply & Inventory.

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.

CEW Deployments – Deployment of a CEW utilizing one of the following methods:

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.

CFR- Code of Federal Regulations.

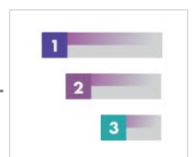
Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and Regulations set forth in 49 CFR 571.213.

City - The City of Boise.

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.

Community Outreach Division (COD) - 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. 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.

Conducted Energy Weapon (CEW) – An intermediate weapon that can be used in “probe” mode (with the intention of causing neuromuscular incapacitation) or “drive stun” mode (to gain pain compliance).





Continuity of Operations Plan (COOP) - A detailed plan for providing continuity of operations during a disaster, and also establishes the chain of command for the city during a disaster response.

Corrective Action: Response to member misconduct that may include counseling, additional training, and/or disciplinary action.

Corrective Action Guide: An advisory document used to provide direction to command staff, the Police Review Board (PRB), and the Chief of Police, when determining an appropriate level of corrective action. The guide shall provide guidance, the final imposition of corrective action is at the discretion of the Chief of Police.

Criminal Investigations Division (CID) - The Criminal Investigations Division (CID) conducts criminal investigations to hold offenders accountable and provides comprehensive victim services. 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.

Demotion: A reduction of rank.

Department/BPD - Boise Police Department

Emergency Operations Plan (EOP) - City of Boise emergency operations plan. The EOP is maintained by Boise's Office of Emergency Management (OEM), and is activated by the declaration of a local disaster emergency by the Mayor or Mayor's designee.

Employee/personnel - Any person employed by the Department.

Executive Order – An interdepartmental communication issued by the Chief of Police or designee to make immediate changes to policy and procedure (either temporary or permanent).

eTRACE - Electronic Trace System is a system that allows for the secure submission of firearm trace requests through the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) and enables the user to receive trace results via the internet. eTrace is recommended as the most efficient way for law enforcement to submit trace requests, receive data, and analyze their aggregate crime gun data.

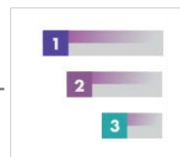
Fundraising- The collection and/or solicitation of money and/or the contribution of services or resources as a representative of the city, or while on duty, or on city property.

G to L

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

Gun Crime - The ATF has defined "Crime Gun" to mean "any firearm that is illegally possessed, used in a crime, or suspected to have been used in a crime. Additionally, an abandoned firearm will also be categorized as a crime gun if it is suspected it was used in a crime or illegally possessed."





IBIS - Integrated Ballistic Identification System. The technology provided by Ultra Electronics Forensic Technology Inc. by which cartridge cases are imaged and correlated against a regional database for the purpose of identifying potential links between shootings or recovered firearms and shootings.

Idaho Emergency Operations Plan (IDEOP) - State of Idaho emergency operations plan. The IOEM is responsible for maintaining this plan, which is updated every two years.

Idaho Office of Emergency Management (IOEM) -The State of Idaho agency responsible for Idaho emergency readiness and preparedness planning in support of the Idaho Homeland Security and Emergency Management Strategies. This agency reports to the Governor of Idaho.

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.

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](#)).

Lateral Vascular Neck Restraint (LVNR) – A restraint technique that applies pressure to the lateral portion of the neck and restricts blood flow to and from the brain.

LEOSA – Law Enforcement Officers’ Safety Act, ([18 USC § 926C](#)).

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

Log Book/Master Record (NIBIN) - Is the original record of all tests conducted and shall be maintained electronically by the intelligence Analyst responsible for conducting ATF eTrace

Loudermill Decision: Referring to the case of Cleveland Board of Education v. Loudermill (1985), where the Supreme Court held that most public employees have a property interest in their jobs and are therefore entitled to certain due process rights prior to being terminated. Loudermill rights include a written or oral notice detailing the reasons for termination and a pre-termination hearing.

M to S

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:

- Full- and part-time employees
- Sworn peace officers





- Reserve, auxiliary officers
- Professional Staff employees
- Volunteers

NIBIN - National Integrated Ballistic Information Network. A program, administered by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) that automates the imaging of the unique identifiers of cartridge cases fired from firearms and stores the digital images into a database for comparison across a national network of participating sites.

NIBIN Lead - An unconfirmed, potential link between at least two pieces of firearms ballistic evidence based on a correlation review of the digital images. This is a determination by either a firearms examiner or a trained NIBIN technician that two cartridge cases may have been fired in the same firearm. A NIBIN Lead is intended to provide a lead for investigative purposes.

NIBIN Hit - NIBIN results of two or more firearms ballistic evidence acquisitions that have been confirmed as a match by a firearms examiner. The NIBIN Hit is based on a correlation of the digital images and microscopic confirmation by a firearms examiner. This information/ intelligence can be used for investigation purposes and is suitable for court purposes.

NIMS – National Incident Management System

OBV – On-body video; portable body-worn audio/video recording device

OC aerosol/spray – Oleoresin capsicum (commonly known as “pepper spray”)

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.

Patrol Division (Patrol) - The Patrol Division provides 24/7 citywide policing services, responding to calls for service and protecting life and property.

POST - The Idaho Peace Officer Standards and Training Council.

Professional Staff - Employees who are not sworn peace officers.

Professional Standards Division (PSD) - 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 includes the Office of Internal Affairs, departmental policy process, backgrounds/onboarding, and recruiting functions.

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.

Public Safety Communications Team - The Public Safety Communications Team creates and





facilitates clear, concise, and accurate communication between Boise Police Department, news media outlets, and the general public. Information is shared through the publication of press releases, social media, other electronic communication, and in person dialog.

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

Remedial Training: When a member's performance or conduct has been found not meeting current standards and additional training is expected to improve performance or conduct.

Firearms - Firearms booked into property for "safekeeping" only will not normally be test fired or submitted for IBIS/NIBIN unless it meets one of the listed criteria. Firearms booked for "safekeeping" will still have an "eTrace" conducted on them.

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.

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](#)).

Shall or will - Indicates a mandatory action.

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

Special Operations Group (SOG) - 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 Disposal unit (EOD), and a Crisis Negotiation Team (CNT).

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

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.

Suspension: Removal from work status, with or without pay, for a specified period of time.

T to Z

Termination: Termination of employment with the Boise Police Department

Test Fire - Firearms collected will be fired in accordance with procedures for the purpose of collecting





two comparison cartridge cases using factory test fire ammunition.

Test Fire Ammunition - Is factory ammunition specifically used for the "Test Fire" process and supplied by the Boise Police Department.

Training Division (Training) - The Training Division manages and administers department-wide programs and processes for standardized training, leadership development, and to promote employee safety and wellness. The division consists of the Training unit, Armory, Patrol Academy, and the Range.

Unity of Command – The principle and practice of each employee being accountable to one supervisor at any given time, for a given assignment or area of responsibility.

USC - United States Code.

Verbal Reprimand: A corrective action normally given by a member's immediate supervisor, intended to improve a members conduct or performance which does not rise to the documentation level of a written reprimand.

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.

Written Reprimand: A corrective action letter placed in the member's personnel file detailing a member's conduct or performance that violated one or more policies but does not involve an economic sanction such as a suspension, demotion, or termination.





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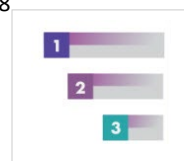
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