



Policy & Procedures Manual

January 2019

**PROTECT, SERVE, AND LEAD OUR COMMUNITY TO A SAFER
TOMORROW**



PROTECT, SERVE, AND LEAD OUR COMMUNITY TO A SAFER TOMORROW

[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
POLICY**

BOISE POLICE DEPARTMENT COMMAND GROUPS

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

- **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 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

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

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.

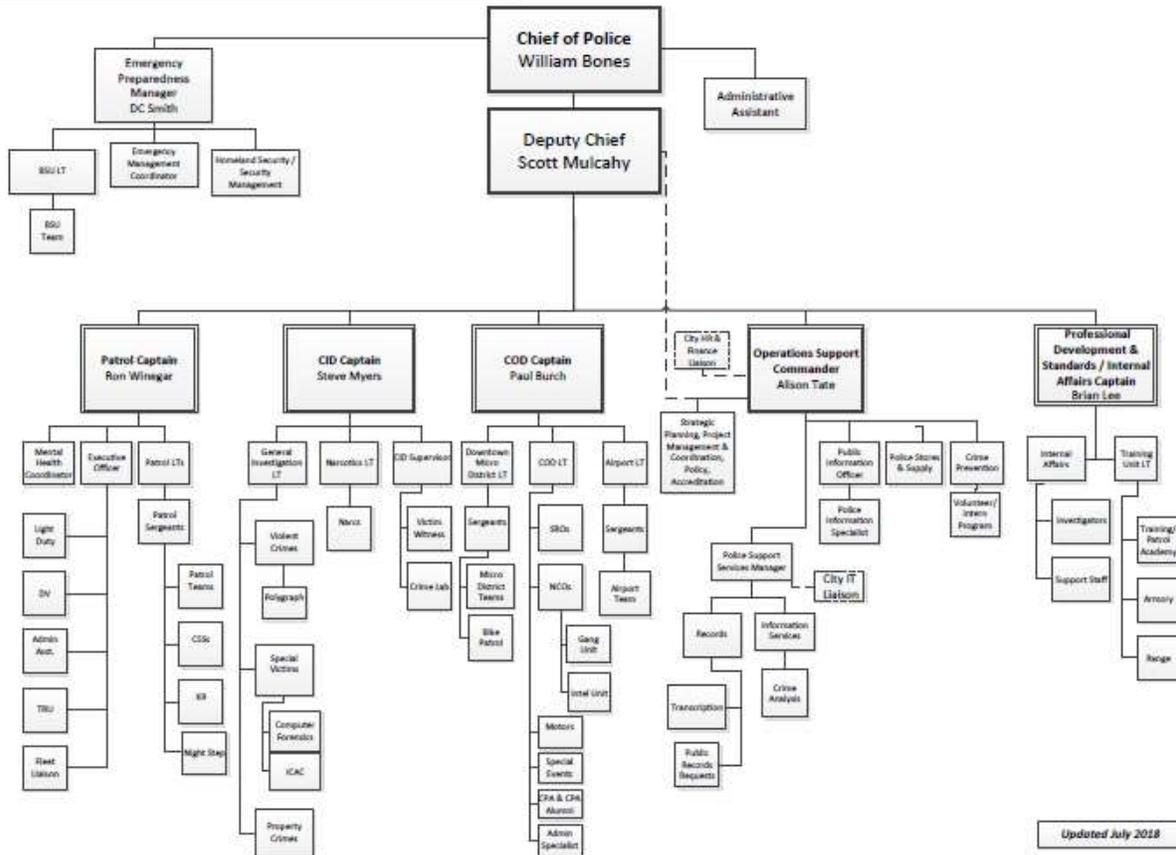
All employees shall check for and read electronic policy manual updates regularly.

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

Boise Police Department – 2018



Updated July 2018

**BOISE POLICE DEPARTMENT
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1.000 Use of Force

1.001 Use of Force/Authorization

Force is a deliberate and intentional application of effort by a police officer on another person.

A police officer shall never employ unnecessary force or violence and shall use only such force in the discharge of duty as is objectively reasonable in all circumstances.

The decision to use force should be based on the facts and circumstances of each particular case, including the severity of the crime, whether the suspect poses an immediate threat to the safety of the officer or others, and whether the suspect is actively resisting arrest or attempting to evade arrest by flight. While the use of force is occasionally unavoidable, every police officer shall refrain from unnecessary infliction of pain or suffering and shall never engage in cruel, degrading, or inhumane treatment of any person.

Under *Graham v. Connor*, 490 U.S. 386 (1989), Officers will only apply force reasonably believed to be necessary under the circumstances. When determining when to apply force, consider the totality of the circumstances including the following.

- Immediate threat of the suspect to the officer/(s) or public
- Level of resistance offered
- The severity of the crime

Force intentionally applied in excess of what is reasonably necessary, or in circumstances where there is no justification for its use, is an excessive application of force.

Officers will use de-escalation techniques to prevent or reduce the need for force when safe and feasible to do so based on the totality of the circumstances. This includes continually assessing the situation and modifying the use of force as circumstances change, consistent with officer safety.

Examples of de-escalation techniques include but are not limited to:

- Utilizing verbal skills and providing a warning prior to the use of force.
- Determining whether the officer may be able to stabilize the situation through the;
 - use of time, distance, or positioning to isolate and contain a subject,

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- request of additional personnel to respond or make use of specialized units or equipment and alternate resources including crisis-intervention-team trained officers.

In the discharge of their duties an officer may encounter a dynamic situation requiring immediate action where time does not allow for the de-escalation techniques listed above.

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1.002 Use of Force Application

Officers will use only authorized, methods of force consistent with accepted training applications when practicable.

If other methods are used, the officer shall specifically describe the actions taken, and articulate their reasoning for doing so in their report.

All officers involved in a reportable use of force incident shall provide detailed documentation in a BPD report.

Supervisors shall complete and forward all required supervisory review documents.

1.003 Use of Firearms in the Line of Duty

An officer shall be authorized to discharge firearms in the line of duty under the following conditions:

- To use their firearm to protect themselves or others from what they reasonably believes to be an imminent danger of death or serious bodily injury.
- To use their firearm to affect the capture or prevent the escape of a felony suspect whose freedom is reasonably believed to represent a significant threat of serious bodily injury or death to the officer or other persons.
- During firearms training sessions as directed by the firearms instructors.
- To shoot an animal as outlined in Treatment of Animals.

An officer shall not discharge firearms:

- As a warning
- When the discharge of the weapon may unreasonably endanger the lives of persons not involved in the commission of the crime in progress.

1.004 Use of Firearms From and At a Moving Vehicle

An officer shall not discharge a firearm at a vehicle or its occupants in response to a threat posed solely by the vehicle, unless both of the following circumstances exist:

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- The officer has an objectively reasonable belief the suspect poses a continuing threat of death or serious bodily injury to officer(s) or others; and
- The officer has no reasonable alternative course of action.

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.

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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.
- 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

The officer shall not conduct any search or seizure that the officer knows, or reasonably should know, is a violation of established law.

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The arresting officer shall conduct a thorough field search of the arrestee's person and any belongings in the arrestee's possession at the time of the subject's arrest to ensure officer safety, preserve evidence and contraband, and secure personal property prior to transporting.

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

Female prisoners should be searched by female officers. Searches of female prisoners that cannot be conducted without unreasonable delay or compromising officer safety, should be witnessed by a second officer. The search will be conducted thoroughly, professionally, and in a manner as not to embarrass the officer or the prisoner.

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2.011 Strip Searches

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.

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2.012 Consent Searches

An officer may conduct a consent search whenever they have conducted an interview and the officer is able to articulate a reason to ask for the search. Officers shall take reasonable steps to ensure the subject has legal standing over the area to be searched, and consent is freely and voluntarily given. The subject's consent will be either written or recorded.

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.

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2.018 Transporting Prisoners /Use of Seatbelts/ Search of Vehicle

Any person arrested (prisoner) will be searched prior to transportation. In addition, no prisoner will be transported without restraints. See section 2.014 *Use of Handcuffs for exceptions*

Prisoners will be seat belted and the vehicle should be searched prior to and after transport.

When an officer transports a prisoner, the officer shall notify dispatch at the beginning and end of transport. An officer should provide mileage during the transport of a subject of the opposite gender or a juvenile.

When a subject is taken into custody, the arresting officer will remove, or cause the removal of, the prisoner from the scene without unnecessary delay. The transporting officer shall transport the prisoner directly to the place of detention or a place determined by investigative necessity.

A prisoner who appears to have an injury warranting medical attention shall be transported to a hospital emergency room for examination and treatment. The transporting officer will stay with the prisoner at all times during treatment to ensure they remain secured. On arrival at the jail, the officer shall brief the jail booking personnel on the prisoner's injury and treatment.

When transporting a prisoner a caged car shall be used, with the prisoner in the cage area.

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.

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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;

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- 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;
- 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.

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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*

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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.

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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.
- 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/Sleeping 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. It is appropriate and encouraged for officers to provide a homeless person with information as to availability of shelter or other services.

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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

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

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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

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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.

[Click Here for Procedure](#)

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

All employees of the BPD are subject to call out. During elevated emergencies any personnel may be activated.

3.010 Authority to Place on Standby

If an increased emergency response is expected, Department personnel may be placed on emergency standby and will be required to monitor their department-issued cell phones when off-duty.

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3.011 Department's Authority to Declare Emergency

The Chief or their designee will determine if a situation exists that would require an increased emergency response. Emergencies include, but are not limited to, the following:

- Natural disaster
- Civil unrest
- Major unplanned event
- CBRN (Chemical, Biological, Radioactive, Nuclear) incident

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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.

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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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[Click Here for Procedure](#)

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.

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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

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.

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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 Custody and Detention of Juveniles

6.002 Juvenile Custody

Juveniles found to be within the purview of the Idaho Child Protective Act (*Title 16 I.C., Chapter 16*) or the Juvenile Corrections Act (*Title 20 I.C., Chapter 5*) may be taken into custody by an officer. Juveniles in custody for criminal violations will normally be released to a parent or guardian.

6.003 Juvenile Detention

Juveniles in custody for purposes of detention, may be taken to the Ada County Juvenile Detention Center, if the violation meets the written detention criteria. The detention official will be the final authority on whether the juvenile is placed into detention. A juvenile will not be placed in the Ada County Jail except by court order. Juveniles not accepted into custody by the Ada County Juvenile Detention Center will normally be released back to the juvenile's parent or guardian.

6.004 Jailing of a Juvenile

A juvenile taken into custody for a serious violent felony shall be transported to the Ada County Juvenile Detention Center. Upon advisement of the detention official and the on-call Ada County Prosecutor, a complaint and warrant may be pursued for the purpose of housing the juvenile in the Ada County Jail. A juvenile shall not be housed in the Ada County Jail without a court order.

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.

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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

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 based on the severity of the accident, the availability of other responding officers, and the nature of the original response situation.

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- 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.
- Assigned vehicles shall not be used during off-duty employment, without consent from Chief of Police.

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- 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

The Department will gift officers immediately eligible to enter the PERSI system, their issued duty weapon and issued duty magazines upon retirement. This practice will be reviewed by the Department annually to determine whether it continues to serve the best interest of the City. Upon receiving notice of an officer's intent to retire, the Department will prepare a gift letter awarding the officer their issued duty weapon and issued duty magazines as a token of appreciation for their service.

Additionally, retired officers immediately eligible to enter the PERSI system, receive the following

(Chief may approve exceptions):

- Name tag
- Duty Belt
- One pair of handcuffs (either chain or hinged)
- Chest, hat, and retirement badges
- All clothing (except body armor)

8.007 Section Intentionally Left Blank

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.

8.020 Section Intentionally Left Blank

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.

8.029 Facial Hair

Each employee shall be clean-shaven when reporting for duty. Beards and goatees are prohibited. Requests for variances (e.g., for medical reasons) shall be made through the chain of command. A short and neatly trimmed mustache of a

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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.

8.030 Tattoos, Body Art, and Brandings

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. While on duty, excessive tattooing, body art, or brandings shall not be exposed or visible (including through the uniform). "Excessive" is defined as any tattoo, body art, or branding that exceeds one third of the exposed body part.

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.

8.031 Personal Appearance Exceptions

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

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 CITE/OIA investigation or as an Unusual Occurrence Report.
- Intentional discharge for the humane destruction of animals will be reported through OIA.
- 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.*

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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.
 - If the amount of seized money exceeds \$1,000 a supervisor shall be notified.

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- 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.
 - Photograph, including serial numbers and identifying markings. Return to owner.

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- 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’.
- Open Container, Illegal Consumption, Tobacco

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- 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

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.

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.

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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.*

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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.

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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.

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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.
- 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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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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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.

11.022 Recommendations, Endorsements, and Referrals

Without the approval of the Chief, an employee shall not authorize the use of their name, photograph, or official title, which identifies them as a Department employee, in connection with testimonials or advertisements of any commodity or for any commercial enterprise. Except in the transaction of personal business, an employee shall not recommend or suggest the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, towing service, bondsman, mortician, taxi, etc.). In the case of taxi and towing services, an employee will contact dispatch for the rotational service.

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

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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.

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.

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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

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.

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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

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.

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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.

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.

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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.

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

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 and OIA.

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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 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

Off-duty self-activation is discouraged. In cases where an off-duty officer witnesses a criminal violation, the employee should act as a trained observer and communicator. An off-duty officer may react to a serious crime committed in the employee's presence or otherwise, out of necessity, activate to Boise Police officer status, as set forth in Idaho Code. An off-duty officer is considered self-activated when the employee has self-identified they are a BPD officer while responding to a situation in which there is probable cause to believe a crime is occurring involving a felony or an immediate threat of serious bodily injury or death to any person.

An off-duty employee who self-activates shall immediately notify the Watch Commander and, if outside the jurisdiction of the BPD, the employee shall immediately notify the agency with primary jurisdiction. The Watch Commander shall initiate an AIR with a short synopsis of the incident and forward to the employee's supervisor, who shall complete and submit through the chain of command. OIA shall be notified via the employee's chain of command.

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

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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*.
- 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.

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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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11.061 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.

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11.063 Social Networking: Personal Online/Internet Content

Employees of the BPD are reminded that their conduct, both on and off-duty, must meet a high standard.

This includes, but is not limited to, conduct related to materials posted on the internet or disseminated electronically. No member shall allow or permit any digital media to be posted to the internet that:

- Could reasonably be interpreted to express the opinions of the BPD. A member may comment on a subject of general interest and of value and concern to the public provided that, in doing so, the member does not suggest or imply the views expressed are those of BPD.
- Has both a reference to the member being affiliated with BPD and which contains unprofessional, unbecoming, or illegal content such as lewd sexual conduct, excessive alcohol consumption, or similar behaviors. Employees are reminded courts may scrutinize the credibility of a witness from unintentional sources like the internet.
- Could have an adverse effect upon agency morale, discipline, operation of the agency, safety of staff, or perception of the public.
- Contains any recording, including images obtained while engaged in the performance of enforcement activities, tactical situations, or anything having an adverse effect upon the agency. Digital images such as Shop with a Cop, promotion ceremonies, etc., are permissible.

Clarification on appropriate postings, if needed, shall be directed to Command Staff.

Note: This does not apply to internet postings for legitimate law enforcement purposes.

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12.000 Internal Investigations and Discipline

12.001 Authority and Responsibility

The Chief has the ultimate responsibility for the conduct of all employees and, therefore, has the authority to discipline employees. When a sustained violation involves excessive use of force, discrimination, or harassment as defined in City regulation, or potential criminal conduct, this matter shall be discussed with Human Resources and the Office of the Mayor prior to finalizing the decision to issue discipline.

12.002 Section Intentionally Left Blank

12.003 Objectives

The objectives of the Office of Internal Affairs include:

- To instill and maintain the confidence of its employees and the public in the Department's ability to investigate and properly adjudicate complaints against its employees.
- To aid in the administration of a disciplinary program that will enhance and protect the Department's integrity, ensure the organization's objectives are efficiently accomplished, and provide fairness and consistency to its employees.
- To cause prompt, thorough, and objective investigations of all complaints regarding conduct and procedure.
- To conduct standardized conscientious and objective investigations to protect employees from false allegations.
- To conduct all investigations in a fair and open manner with the truth as its primary objective.
- To maintain a complete and accurate record system of complaints, investigations and disciplinary actions.
- To assist in the discovery of deficiencies within the training and supervisory systems.

12.004 Truthfulness

An employee shall truthfully and completely answer all questions specifically directed and related to the scope of employment and Department operations by a government official, or when providing any sworn testimony, including court, administrative hearings or depositions.

Regardless of duty status, when an employee chooses to answer questions in response to an official government investigation, they shall answer truthfully.

Any violation of this policy shall be considered grounds for termination.

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Note: Other than those situations where *Garrity* (v. New Jersey) rights apply, nothing in this policy shall be construed to compel an employee to waive their 5th Amendment rights.

12.005 Interference with a Complaint, Investigation or Discipline

An employee shall not knowingly interfere with a complaint, investigation or disciplinary process and shall fully cooperate during an investigation. An accused employee shall not contact the complainant during the investigation. They shall not attempt to exert influence on any witness or involved party in the investigation nor shall they attempt to exert influence on participants in the disciplinary processes.

12.006 Confidentiality

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.

12.007 Section Intentionally Left Blank

12.008 Citizen Inquiry

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 prosecutorial agencies or elected officials. This classification may only be assigned by OIA.

An inquiry will include the following procedures:

- Review the inquiry to determine if any training issues, performance issues or violations of policy, procedure or law need to be addressed.
- Note any investigative work and conclusions on the inquiry. If training or re-training needs are uncovered, the investigator shall prepare a separate memo directed to the Training Section, outlining those needs and recommendations for accomplishing the needed training. Upon approval of the OIA Commander, the original memo shall be routed to Training

12.009 Department-Initiated (DI) Investigations

A case initiated by a supervisor or by information brought to supervisory attention by an employee is classified as a DI investigation; if such information were received from a citizen, it would constitute a complaint. DI investigations will include the following procedures:

- The investigator shall report all DI incidents involving allegations of criminal conduct, excessive force, conduct unbecoming, biased policing or civil rights

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violations to OIA by initiating an IIR and routing it to OIA through the chain of command.

- DI incidents involving allegations of demeanor, failure to take a report or non-criminal driving violations may be handled by video review (if the entire incident was captured on audio/video recording) and do not require *Garrity* or audio taping of the employee.
- If an investigation is initiated, reference a policy violation observed during the course of the audio/video review; the officer shall have the opportunity to be interviewed and all standard investigative procedures will apply.
- PCD handled DI incidents do not require reporting to OIA unless:
 - The issue is brought to OIA's attention directly by the reporting employee.
 - The investigation is initiated by OIA.
 - The Division determines a formal investigation is necessary due to seriousness of complaint or repeated occurrences.

If a DI incident is initiated by a supervisor or OIA subsequently receives a citizen complaint regarding the same incident, the DI investigation shall be reclassified as a citizen complaint and shall be handled accordingly.

12.010 Complaints by a Third Party

Complaints not initiated by the aggrieved party will be taken in cases when the third-party was present and observed the incident/interaction. The investigator will first contact the alleged aggrieved party. If they do not wish to pursue the complaint, this shall not preclude the supervisor from initiating a DI investigation based on information received from the third party. The Chief, a Deputy Chief or the OIA Commander may also order an investigation based on third-party information if they believe the investigation would be in the Department's best interests.

Complaints from a parent or guardian made on behalf of a juvenile complainant shall be investigated as though the complaint were made directly by the juvenile.

12.011 Complaints From an Intoxicated Person

If an intoxicated person requests to file a complaint, the supervisor shall gather all complainant contact information along with the nature of the complaint and notify the Watch Commander/Lieutenant. The supervisor or investigator will then re-contact the complainant within a reasonable amount of time to confirm if they do wish to pursue the complaint.

This shall not preclude the supervisor or investigator from initiating a DI investigation based on the initial information received from the party. The Chief, a Deputy Chief or the OIA Commander may also order an investigation based on the information received or if they believe the investigation would be in the Department's best interest.

12.012 Philosophy of Inquiries

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Each employee will answer citizens' questions in an attempt to satisfy their concerns. If an employee is unable to answer the citizen's questions or resolve the citizen's concerns, the employee will refer the citizen to their chain of command.

An inquiry differs from a complaint in that it involves questions of a general nature regarding Department policy, procedure or law. No employee misconduct is alleged. Inquiries should be handled by the recipient of the inquiry, whenever possible.

12.013 Philosophy of Complaints

A complaint is information received from a citizen alleging conduct that, if found to be true, would constitute a violation of law, Department policy or Department procedure.

12.014 Investigation of Complaints

Complaints alleging needless or excessive force, brutality, violations of criminal law (excluding minor traffic misdemeanors), corruption, breach of civil rights, abuse of authority, false arrest, bias policing, patterns of similar lower level complaints, and others as designated by the Chief shall be documented by the supervisor and routed to OIA 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 OIA 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 Garrity or audio taping of the employee.

Department-Initiated (DI) Investigations- A case initiated by a supervisor or by information brought to supervisory attention by an employee.

A complaint classification may only be downgraded by the Chief, a Deputy Chief or the OIA Commander.

12.015 Timeliness

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

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12.016 Recordings of Complaints

All initial complaints will be audio recorded. If some exigency prohibits recording, the reason for the lack of recording shall be noted in a supplemental report.

12.017 Complaints Received by the Employee

An employee receiving a complaint against themselves or against another employee shall provide timely notification to their supervisor.

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12.020 Investigative Guidelines

When an employee becomes the subject of an investigation, the following guidelines will apply:

- Unless the seriousness of the investigation requires otherwise, the interview should be conducted at a reasonable hour, preferably while the employee is on duty. If the interview is conducted while the employee is off-duty, the employee shall be compensated in accordance with the CLA or Boise City Handbook
- The interview should be conducted with no more than two interviewers present.
- The interview shall be conducted for a reasonable time period, with breaks made available if the interview is lengthy.
- The employee shall not be subjected to offensive language or threatened.
- If the employee refuses to respond to questions or submit to an interview, they shall be informed that failure to do so may result in disciplinary action up to and including termination.
- The employee may be accompanied by a representative of their choice, provided the presence of the representative does not unreasonably delay a scheduled interview or interrogation. The representative shall not have been involved in the alleged incident.
- No employee shall be subjected to punitive action because of the exercise of privileges granted under this order or the exercise of any rights under existing contractual grievance procedures.
- An employee conducting an internal investigation may cross all division lines and the chain of command as required during the investigation.

EXCEPTION: The guidelines stated above do not apply to routine supervisor/subordinate contacts, such as questions concerning work activities of the day, counseling, instruction or informal admonishment.

12.021 Investigative Procedures:

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- 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.
- All 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 Commander via their chain of command. The request shall include an explanation for the extension and an anticipated date of completion.
- 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, email or verbal 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 your investigative report following the format on the template.
- Upload any administrative documents, audio and videos files, not already in a BPD databased, to the case in the OIA database, audio and video URL links not already in a BPD database, to the case in the OIA database and forward through your chain of command.
- Any media relating to an administrative case which is obtained from an outside source will be uploaded to the IA PRO Database or given to a member of OIA for secure storage.
- 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.

12.022 Section Intentionally Left Blank

12.023 OIA Files

Administrative investigation files are personnel records, but are maintained in the OIA. An employee may view their OIA file only upon completion of the investigation. If other employees are involved in the investigation; it may be necessary to make redactions prior to the requesting employee's review. The Chief, Deputy Chiefs, OPO and Division Commanders may review OIA files. City Legal shall contact the OIA

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Commander or designee to review an employee's OIA file when dealing with personnel matters pertaining to the employee. Additional access may be directed by the Chief or as legally required. Items may not be added or removed from the file without authorization. All such requests shall be made through OIA.

12.024 Recordings of Investigations

The complete interview of an employee accused of a violation shall be recorded and a copy may be obtained by the accused employee at the employee's expense. The employee may also bring a recording device if they wish. If the investigator's recording device malfunctions during the interview, the investigator should attempt to correct it prior to continuing. Any problems with recording devices shall be documented in the investigative report.

Interviews with involved person(s) with direct knowledge bearing on the allegations shall be recorded. It is not required to record interviews with those contacted merely to provide background information and those who do not have direct knowledge of the allegation's events.

12.025 Investigative Reports

The investigative report shall only be available to the following:

- Accused employee's chain of command.
- OIA personnel.
- Accused employee (upon completion of the investigation and when necessary redactions have been completed).
- Office of Police Oversight's Office (OPO) staff (as provided by City Ordinance).
- Others designated by the OIA Commander or the Chief.
- Upon court order.
- Or as may be required by state or federal law.

Investigative files are considered to be personnel files and are considered confidential. When a complaint is forwarded from OIA to a Division for investigation, the Division shall not make copies of the documents involved and only OIA shall maintain files relating to internal investigations, unless approved by the OIA Commander.

Investigating reports, supporting documents, and electronic files shall be forwarded to and maintained by OIA only. No electronic copies, other than working copies, shall be maintained at the Division level. Working copies shall be deleted within 30 days of completion of the investigation.

These shall not be copied, unless one of the following exceptions exists:

- Review by the accused employee's chain of command for disciplinary recommendations
- Discipline Board
- Grievance

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- Legal review by City Legal
- OPO investigations
- Approval of the Chief or OIA Commander
- Court order

12.026 Office of Police Oversight Investigations

Office of Police Oversight investigations that are assigned to the Department shall be tracked through OIA. The results of the investigation shall be reported in writing to both the Office of Police Oversight's Office and OIA.

12.027 New Allegations Identified During an Investigation

New allegations directly related to the original complaint will be documented and investigated in the original complaint's investigative report. If the new allegations are not related to the original complaint, either against the original employee listed in the complaint or against an employee who was not included in the original complaint, the investigator will generate a new investigation of the unrelated complaints.

12.028 Timelines for Investigations

Complaints and Inquiries

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, but within 30 calendar days of the date received, unless an extension is granted.

- **Performance Review Documents:** Shall be completed and submitted to the chain of command within 11 calendar days of the incident, unless an extension is granted.
- **Extensions:** Extensions for investigations shall be requested by email notification through the chain of command specifying the reasons for the extension and to set a specific completion date. All requests shall be approved by the Division Commander or their designee and the OIA Commander.
- Extensions for investigations shall be approved by the Chief, or a Deputy Chief or designee. An investigation will be complete on the date that it is received by OIA as a completed investigation to be reviewed by the Chief.

12.029 Standard of Proof

The standard of proof for internal investigations shall be the preponderance of evidence (51% rule).

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12.031 Polygraph Examinations

At the accused employee's request, the Department may administer a polygraph examination to the employee involving specific questions concerning the alleged violation.

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

- 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.
- Conflicting statements of fact in the case have been established.
- The Chief orders the polygraph examination to be taken by the accused employee.

If no corroborating evidence can be gathered, the complaining party will be polygraphed prior to the employee, except where the nature of the reporting party would normally preclude a criminal polygraph.

12.032 Classification of Findings

Each investigative report with allegations of misconduct shall identify violations of BPD policy, which may include general guidelines in the policy manual, the Law Enforcement Code of Ethics, and/or a violation of a law or ordinance.

Each allegation in the completed investigation shall be classified according to one of the following:

- Exonerated: The acts which provided the basis for the complaint or allegation did occur, but were justified, lawful, and proper. This finding may also be used when the acts complained of did occur and were not proper or justified, but resulted from a lack of policy or training.
- Not Sustained: The investigation failed to discover sufficient evidence to clearly prove or disprove the allegation made.
- Sustained: The investigation disclosed sufficient evidence to clearly prove the allegation made.
- Unfounded: The investigation conclusively proved that the act complained of did not occur. This finding also applies when the employee named was not involved in the act or in acts which may have occurred.
- 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 not sufficient to determine the identity of the employee involved.

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12.034 Discipline Authorization

A Deputy Chief may authorize documented coaching and counseling, verbal reprimand or written reprimands. Other measures of discipline may only be authorized by the Chief or their designee.

The following disciplinary measures may be imposed:

- Documented coaching and counseling
 - Documented coaching and counseling may be issued in cases of:
 - First time non-reportable vehicle collision
 - First time minor loss/damage of equipment or property
 - First time failure to audio/video record
 - Or in any case as determined by the Deputy Chief or Chief of Police
- Verbal Reprimand
- Written Reprimand
- Leave without pay
- Reimbursement of money, funds or repair of damages directly caused by employee misconduct
- Demotion
- Termination

12.035 Department Use of Disciplinary Measures

Discipline actions will be used for the purpose of evaluating employees for promotions, special assignments, training, discipline or any other Department purpose, within the following timelines:

- Discipline actions occurring within the previous four years
- Discipline actions for vehicle collisions occurring within the previous three years
- Use of Force occurring within the previous five years
- There will be no limit for use of discipline actions for the following sustained findings:
 - Untruthfulness
 - Sexual or racial harassment or discrimination
 - Domestic violence

12.036 Formal Discipline

All formal disciplinary actions against an employee shall be initiated through the DAR. OIA shall initiate the DAR and provide a synopsis of prior disciplinary actions against the accused employee for supervisory review in making recommendation on the DAR. The DAR shall never be placed in the employee's personnel file. The DAR shall accompany the investigative report. Whenever possible, the accused employee's chain of command that was in place at the time the incident occurred will make recommendations in the DAR regarding disciplinary action to be taken (unless said supervisor has also been directly involved in the incident requiring discipline) and forward it to OIA.

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Prior to securing the recommendations of the employee's supervisor, the Division Commander or their designee shall provide a copy of the DAR to the employee. The employee shall have the opportunity to explain their position by submitting a written response to the Chief through the chain of command within three days of their receipt of the DAR. Any written response shall be retained in the investigative file.

Upon receipt of the recommendations of the chain of command, the appropriate Deputy Chief may determine that a verbal reprimand or written reprimand is the appropriate level of discipline and they may administer that discipline.

- If the determined discipline is a verbal reprimand, the Deputy Chief shall cause the reprimand to occur and shall forward the DAR to OIA with a notation that a verbal reprimand has been given to the employee. The DAR will be maintained in the OIA case.
- If the determined discipline is a written reprimand, the Deputy Chief shall request that OIA prepare a Discipline Order (DO). Upon service of the DO, the DO shall be forwarded to OIA and placed in the OIA case. The DO will also be placed in the employees personnel file.
- If the recommendation of the Deputy Chief is for disciplinary action greater than a written reprimand, they shall recommend a Disciplinary Board and have the board scheduled. The Chief may order a Disciplinary Board in any investigation, regardless of the recommendations of the chain of command.

12.037 Discipline Order (DO)

All formal disciplinary actions shall be recorded on a DO. The DO is issued at the direction of the Chief or a Deputy Chief and identifies the sustained charge(s) and the discipline imposed. The DO shall be placed in the personnel file. The employee shall have 32 days after receipt of the DO to respond in writing. Any such response shall remain permanently attached to the DO.

12.038 Timeliness of Disciplinary Procedures

The Department recognizes that discipline is most effective when dispensed as close as practical to the event giving rise to the discipline. The Department's goal is to determine discipline and notify the employee within 10 days of approval of a sustained finding by the Department.

12.039 Discipline Procedures on Sustained Findings

Complaint/Administrative Review of Performance has been completed with a sustained finding against an employee. OIA will initiate a DAR.

12.040 Authority to Suspend With Pay / Without Pay

A ranking employee (Lieutenant, midlevel manager or higher) may place a subordinate on restricted or suspended with pay status. The supervisor shall notify the Chief through the chain of command as soon as possible.

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Only the Chief 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, except those designated by the City to continue pending final appeal. Suspension without pay may be ordered if all of the following conditions are 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.
- There is a strong expectation that the final disposition will be termination.

12.041 Conditions of Suspension without Pay

The employee shall immediately surrender any department issued property to the Commanding Officer. 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.

12.042 Length of Suspension

The suspension period is limited to 30 calendar days. Complaints and Inquiries, and any 30 day extension is the result of intervening circumstances and is approved by the Chief, Deputy Chief or designee after finding of a reasonable basis for continuing to believe the employee committed the offense.

12.043 Letter of Termination

A letter of termination is required for termination actions. It is issued by the Chief in lieu of a disciplinary order and identifies the sustained charge(s). The termination letter shall be placed in the employee's personnel file and a copy given to the employee.

12.044 Appeals

Multiple days of suspension will be served consecutively. Suspensions and commensurate pay deductions will be imposed after the time allowed for filing an appeal/grievance. However, if an appeal is appropriately filed, the suspension and pay deduction will not be imposed until the completion of the administrative appeal process. This does not apply in the case of termination, which is not considered a suspension. In these cases, the employee's pay will cease at the date of termination.

All appeals regarding disciplinary matters shall be in accordance with the grievance procedures established by the process selected by and available to the grieving employee (i.e., *Collective Labor Agreement* or The Boise City Corrective Action Appeal Process). Appeals shall not preclude the Chief from ordering an employee

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to remain off-duty for a specified period because of a disciplinary suspension or pursuant to other Department policy.

12.045 Disciplinary Board

Recommendation for discipline will be conducted through a formal discipline board. The employee's Disciplinary Board notice should also serve as a notice of pre-discipline/pre-termination hearing under the Loudermill Decision.

The Disciplinary Board's purpose is to recommend appropriate discipline 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; and
- The range of discipline previously imposed for the same or similar violations.

The investigation shall be available to the board employees and the employee for review prior to the board convening.

The employees of a Disciplinary Board will include, whenever possible, the accused employee's chain of command that was in place at the time the incident occurred. The Chief may choose a designee depending on the availability of the chain of command. The OIA Commander or their designee will attend all Disciplinary Board meetings as an advisor and facilitator. The accused employee has the option to address the Disciplinary Board and may bring one representative. The OIA Commander shall audio record the accused employee's comments.

Other than information that relates only to mitigation or aggravation of discipline, the employee shall not be allowed to provide any new evidence or present any other witness. When the employee offers new evidence and witnesses that could not have been presented during the administrative investigation and the information may change the outcome of any sustained finding, the board may direct the OIA Commander to reopen the administrative investigation.

All discussions and recommendations of the Disciplinary Board shall be confidential. Board employees shall make recommendations for discipline to the Chief. The OIA Commander will not participate in the recommendation process, except to provide advice on prior discipline as it affects deliberations. Only the final determination of the Chief shall be committed to written form. Once the Chief determines the appropriate disciplinary action, he shall direct the OIA Commander to prepare the proper orders.

12.046 Duty to Disclose Brady Material and/or Exculpatory Evidence

The Boise City Police Department recognizes its duty and obligation to document and provide all evidence, including potentially exculpatory evidence, to the prosecuting agencies.

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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.
- 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.

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14.000 Command and Supervision

14.001 Section Intentionally Left Blank

14.002 Rank and Chain of Command

The chain of command shall be followed for Department business. Each rank shall forward communications up or down as indicated and, where it applies, shall include recommendations for approval or disapproval. Rank shall not be bypassed or lines of authority crossed, except in emergencies or when necessary to facilitate the immediate accomplishment of a task.

An employee with a question, concern or recommendation regarding operational or administrative matters will attempt to resolve the issues by utilizing the chain of command. All managerial and supervisory personnel should encourage employees to come forward with their ideas and concerns, as well as attempt to resolve questions and problems as soon as possible.

14.003 Chain of Command Authority and Responsibility

Each employee assigned an area of responsibility shall be given the authority to carry out that responsibility.

- The supervisor may withdraw powers, authority, and responsibility of the employee to the extent that the supervisor deems necessary. The supervisor shall notify the Chief through the chain of command as soon as possible.
- The employee may be required to surrender any duty equipment to the supervisor when circumstances dictate.

14.004 Command

When a question of command authority arises regarding who shall be in command, such authority shall be determined:

- By rank or position.
- By one officer being designated by a competent authority (as in the case of the ICS).
- By continuous length of service in the rank, if employees are of equal rank, if equal in time of service, then by Ada number.
- For all operation action taking place in the field the Watch Commander is in charge, unless released from duty by Command Staff.

14.005 Supervision Authority and Responsibility

Authority:

The Chief has the authority to establish policy and to direct all actions of the Department and its employees. The Chief may delegate authority to fulfill the Department's mission and operational requirements. In the Chief's absence, a

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Deputy Chief will assume the Chief's authority. The authority delegated to all ranking supervisors is not confined to their respective positions in the organization, but is inherent to their rank, providing authority over employees of lower rank.

[Click Here for Procedure](#)

14.006 Section Intentionally Left Blank

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

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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.

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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

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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.

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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.

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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.

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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

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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.

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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.

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17.006 Conducted Energy Weapon

An officer shall only carry the Department-approved Conducted Energy Weapon. Only Department-issued Conducted Energy Weapon cartridges shall be used.

[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.

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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.

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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

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17.020 Audio/Video Recordings

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Uniformed officers will be responsible for ensuring they are equipped with a portable audio/video recorder issued by the Department and the recorder is in proper working order. Devices shall be worn in a prescribed manner and utilized per procedures.

Uniformed officers shall record all investigative enforcement contacts, prisoner transports, persons complaining of officer conduct, or when a contact is anticipated to be confrontational in nature, unless an articulated reason justifies otherwise. Officers are responsible for recording their own actions. The Department recognizes activation of a recording device, in some cases, may jeopardize the safety of the officers or others. In those cases failing to record will not be considered a violation of policy.

An officer shall not intentionally record:

- Areas where there is a reasonable expectation of privacy, unless the officer is present due to a law enforcement contact;
- Undercover officers or confidential informants;
- Members of this department surreptitiously without authorization from the Chief or court order.

Officers are prohibited from:

- Using Department-issued recorders outside the scope of their employment;
- Making personal copies of recordings;
- Duplicating, showing or distributing recordings outside of legitimate department business purposes;
- Using personal recording equipment in place of or in conjunction with department issued devices.

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Sections 18.000-29.000 Intentionally Left Blank

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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

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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.

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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.

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[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](#)

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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.

BOISE POLICE DEPARTMENT
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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

**BOISE POLICE DEPARTMENT
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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

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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.

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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

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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](#)

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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.

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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.

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34.000 Public Affairs

34.001 Media Relations

The BPD actively seeks to establish a cooperative climate in which the news media may obtain information on matters of public interest. The Department will impartially cooperate with authorized news media representatives in their efforts to gather factual public information pertaining to activities of the Department, as long as these activities do not unduly interfere with Departmental operations, infringe upon individual rights or violate the law.

[Click Here for Procedure](#)

34.002 Employee Contact with Media

Each employee will maintain a helpful and courteous attitude when contacted by representatives of the media. When an employee is unsure of the facts or the propriety of releasing information, they shall refer the inquiry to the BPD Communications Director. Employees will contact a supervisor and/or the Watch Commander/Lieutenant for assistance whenever needed and in all cases involving major crimes or incidents.

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

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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.

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35.000 Correspondence and Records

35.001 Format for Department Correspondence and Reports

Correspondence of a routine nature, issued in the normal course of police business, shall be as follows:

- Boise City Letterhead – Should be used for external correspondence requiring a signature of a Department employee or the Executive Staff.
- BPD Memorandum – Should be used for formal internal correspondence.
- E-Mail – Should be used when appropriate for less formal correspondence or for e-mail requests from other agencies.

The chain of command shall be followed in all written communications regarding Department policies or relevant changes in procedures, unless otherwise directed. Any correspondence that may require the Chief's signature shall be forwarded through the chain of command to the Chief's Office.

35.002 Forms Control

Department forms or suggested changes to forms shall be submitted through the Planning Section. All forms shall be approved by the Division Commander or their designee.

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.

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Use of Force

P-1.001 Authorization

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Criteria for Use of Force

The appropriateness of an officer's actions will be determined by the totality of the circumstances and by the reasonableness of the officer's perceptions at the time of the incident.

The criteria for determining use of force shall include, but not be limited to:

- The nature and extent of the threat posed by the suspect
- The severity of the crime (non-violent vs. violent, non-criminal mental hold, etc.)
- The degree to which the subject resists arrest or detention
- Attempts by the subject to evade arrest by flight
- Other factors, including:
 - Nature and quality of intrusion upon the individual
 - Duration of intrusion
 - Severity of injuries inflicted, if any
 - Officer/subject size and other physical attributes
 - Environmental considerations
 - Reaction time
 - Totality of circumstances

Officer's Responsibilities:

The following will be documented in a BPD report:

- Facts, circumstances, and chain of events
- Resistance encountered
- Type, extent, and reasons for the force used
- Disposition of subject(s)

All use of force involving soft empty hand techniques shall be documented in a detailed supplement, checking the box indicating the use of soft empty hand techniques, by the officer. Soft empty hand techniques are those most commonly used to overcome passive and defensive resistance. Use of maximal restraint shall also meet the reporting requirements for this section.

Notify supervisor immediately anytime the following force techniques are used or circumstances exist:

- Hard empty-handed control techniques
 - Intermediate weapons (baton, specialty impact munitions, conducted energy weapon, OC Aerosol)
 - Canine deployment
 - Vascular neck restraint (LVNR)
 - Any object used as a weapon
 - There is an injury or an allegation of injury is likely.

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- If deadly force is used
- PIT
- Strikes
- If the use of force results in serious injury or complaint of serious injury, ensure medical treatment is obtained.
- If compressions are used or the subject is rendered unconscious but no medical emergency exists, notify dispatch and request EMS for medical clearance.
- If the subject is uncooperative or combative and EMS assessment cannot be made, transport for booking and document the efforts made in the report(s).

Supervisor's Responsibilities:

When the physical force techniques used result in injury, alleged injury or have an injury risk greater than soft empty-handed control, the following guidelines shall apply:

- Monitor involved officer's use of force activities to ensure compliance with these policies and procedures.
- Consult with a Lieutenant if problems are noted in situations where force is applied.
- Regardless of injury or complaint of injury, an Administrative Use of Force Review (Blue Team) shall be completed for the following control techniques:
 - Hard empty-handed control techniques are used
 - Vascular neck restraint is used
 - Intermediate weapons are used (includes baton, specialty impact munitions, conducted energy weapon, OC Aerosol)
 - Canine deployment when force is involved
 - Any object used as a weapon
 - PIT
- Complete and forward the Administrative Use of Force Review form for each involved subject, unless there is an intentional use of deadly force, when there is injury or complaint of injury.
- Conduct the investigation to obtain and document the facts. The supervisor shall:
 - Attempt to obtain photographs (digital images) of the subject and any alleged injuries.
 - Attempt to obtain recorded interviews with subjects and witnesses.
 - Complete and attach a Performance Review.
- Attach copies of incident reports to the Administrative Use of Force Review and download any audio recordings. Any relevant photos shall be downloaded into Field Reporting System.
- Review all collected evidence as part of a regular administrative Use of Force investigation.
- Review completed Administrative Use of Force Review form with involved officer, note the review in the investigation, and forward to Internal Affairs through your chain of command.
- If deadly force has been used by an employee

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Lieutenant's 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.

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.

Office of Internal Affairs (OIA) Responsibilities:

OIA shall review and file the Administrative Use of Force Review form. When litigation is expected, this office will confer with the Boise City Attorney's Office.

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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

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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.

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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-2.010 Searching of Female Prisoners

[Click Here for Policy](#)
PROCEDURE

The following is the procedure for conducting searches of female prisoners by male officers.

- Use of Hands:
 - The officer will use the back of their hands, rather than the palms.
- Removal of Clothing:
 - An officer may have a prisoner remove only the clothing which would normally be removed in mixed company.
- Body Search:
 - 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.
- Shoes:
 - Shoes with sharp heels, which may serve as weapons, should be removed from the prisoner before transport.

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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.

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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.

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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 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 Ordinance 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/Sleeping Ordinances

Officers have discretion to enforce camping/sleeping in public ordinances except when,

- Person is on public property and
- There is no available overnight shelter.

(Note: Officers should be aware sleeping in a public park during park hours is not prohibited.)

If an individual cannot utilize available space because the space does not allow for or is not suitable to meet the individual's disability needs, or the individual has exceeded the maximum allowable stay, then the space cannot be considered available.. However, if the individual cannot utilize the space due to voluntary actions such as intoxication, drug use or unruly behavior, the space shall still be considered available.

Use of tents, shacks or other temporary structures for camping purposes is not permissible regardless of the availability of the overnight shelter. The exception to enforcement of these ordinances is when shelters are full, an indigent, homeless person, who has no access to private spaces, has no alternative but to sleep in a public space. The exception is not intended to provide homeless persons temporary housing or shelter in a public space nor an expectation thereof.

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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.

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- Any expressed emotions.
 - 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**

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

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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.

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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).

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- Availability of other resources.
- 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.

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Assist Officer's Responsibilities:

- 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.,

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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.

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)

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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.

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- Contaminated persons or detainees shall be transported in separate vehicles from other detainees.
- 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.

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Watch Commander/Lieutenant's Responsibilities:

- 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

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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 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

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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
- 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

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- 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 involved employee shall not be referred to as the "suspect" in initial reports and statements.

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- 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.

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PROCEDURE

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

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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.

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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.

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- Review, approve, and forward the white and pink copies of the Runaway/Missing Person Report to Records.
- 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.

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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.

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PROCEDURE

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.

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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

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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

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PROCEDURE

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.

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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.

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- 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.

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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.

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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.

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PROCEDURE

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
 - conducted energy weapon
 - OC spray

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- 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?
 - Injuries:
 - Suspect injured?

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PROCEDURE

- 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 prosecutorial agencies or elected officials. This classification may only be assigned by OIA. An inquiry will include the following procedures:

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- 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.
- 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.

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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.

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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.

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PROCEDURE

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.
- 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.

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PROCEDURE

- 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-17.006 Conducted Energy Weapon

[Click Here for Policy](#)

PROCEDURE

Before being issued a Conducted Energy Weapon, an officer shall successfully complete the certified Conducted Energy Weapon class. On completion of the program, an officer will be certified to carry and use the Conducted Energy Weapon. The officer shall:

- Conduct a spark test every day.
- Securely store the Conducted Energy Weapon when off-duty.

The supervisor shall:

- Ensure the officer is conducting daily spark tests.
- Complete a download of the Taser information every month as part of the inspection and ensure the date and time are correct on the Taser.

The decision to use the Conducted Energy Weapon shall be based on the immediate threat posed by the suspect to officers or others (based on current case law), with consideration of the following factors:

- Totality of the circumstances
- Severity of the crime committed
- Prior acts by the suspect (crimes of violence, threats, etc.)
- Level of resistance
- To prevent them from harming themselves or others
- Other criteria listed for determining use of force

See P-1.001 Criteria for Use of Force

If an employee, based on their training, deems it necessary to deploy a Conducted Energy Weapon, they will:

- Contact their supervisor
 - The supervisor shall:
 - Respond to the incident when an officer indicates the necessity for the Conducted Energy Weapon to be deployed or when the Conducted Energy Weapon has been deployed if the conditions did not permit previous notification.
 - Ensure all paperwork is completed and follow all guidelines as stated in the Performance Review Procedure.
- Ensure all personnel at the scene are notified by radio or other means, that the Conducted Energy Weapon is being deployed and may be used if time and conditions permit.
- Ensure a plan is in place for taking physical control of the subject once the Conducted Energy Weapon has been deployed.

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- Use minimum activations necessary to control the subject. Subsequent cycles will not exceed three applications unless exigent circumstances exist.
- Once the suspect is restrained or has complied, there should be no further use of the Conducted Energy Weapon.
- Ensure the subject receives medical treatment by EMS in the field and/or hospital personnel after a Conducted Energy Weapon deployment. Only EMS or medical personnel shall remove probes from the Conducted Energy Weapon.
- Request photographs be taken of probe impact sites and any other related injuries.
- Probes penetrating a body should be treated as bio-hazardous and handled properly.
- Submit a Blue Team to Internal Affairs regarding the incident if an officer "red-dots" a subject and gains compliance without deployment. The officer will also notify his or her supervisor.

In the case of a fleeing subject, the fact the subject is fleeing shall not be the justification for use of the Conducted Energy Weapon.

Unless exigent circumstances exist, the Conducted Energy Weapon will not be used:

- On women known to be, or obviously appear to be, pregnant.
- On elderly persons, young children, and visibly frail persons.
- On passive subjects.
- In combustible environments.
- On a handcuffed subject unless actively resisting or exhibiting active aggression to prevent individuals from harming themselves or others.
- On subjects in physical control of a vehicle in motion, including automobiles, trucks, motorcycles, ATVs, bicycles, and scooters.
- On subjects in a location where a fall may cause substantial injury or death.

Multiple Conducted Energy Weapon Deployments

No more than one officer should activate a Conducted Energy Weapon against a person at a time unless exigent circumstances exist.

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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.
- **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.

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- **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.

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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.

Program Confidentiality:

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The ETS Program success is dependent upon the confidentiality 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.

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- P-17.020 Audio/Video Recordings

[Click Here for Policy](#)
PROCEDURE

Officer should upload digital files from the device to the electronic storage system prior to the end of their shift, or within 2 days of returning to duty, with supervisor approval.

Officers shall tag each digital file with applicable DR number, citation number and suspect name.

Audio/Video Review and Editing of Recorded Media

- Officers will have review access to their own recorded media, but BPD reserves the right to limit or restrict any officer from viewing media or accessing media systems or software.
- Officers will not have review access to recorded media of other officers, unless granted permission from a supervisor.
- Supervisors may review media when it pertains to official duties.
- Recorded media may be used for training purposes with authorization from the Chief or designee.
- Officers may allow citizens to review recordings as part of an investigation.

Inadvertent Recordings

If an officer inadvertently records an event not subject to the requirements of this procedure a request to remove the recording or the inadvertent portion of the recording may be submitted to a Lieutenant or the Chief's designee. Editing in the middle of the contact is not allowed.

The following editing process will be followed:

- Officers will upload the file per the normal process.
- Officers will fill out the editing request form and submit to a Lieutenant for review.
- Lieutenant will forward the request to OIA.
- OIA will review and, if appropriate, approve the file to be edited.
- OIA will complete the redaction or remove the file as appropriate, or may forward the file to the Public Records Custodian to complete the redaction.

Through the editing process a copy of the original file will be created and this version will be available should it be requested for court.

BOISE POLICE DEPARTMENT

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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.

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

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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.

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.

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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.

Employee Performance Recognition: Recognition of an employee's conduct or behavior.

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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.

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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.

P-30.017 Light Duty

[Click Here for Policy](#)
PROCEDURE

**BOISE POLICE DEPARTMENT
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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.
- 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.

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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.
- 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.

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- 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

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P-30.020 Death of a Law Enforcement Employee

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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:

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- 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.

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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.

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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 guidance and assistance, as needed to the Planning and Training Section Supervisor.

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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.
- 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*.

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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.
- 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.

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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.

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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.

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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 inquiries 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.

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.

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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.

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.

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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.

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

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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.

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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).

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

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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:
 - A situation in which a crime has been committed, a specific crime scene needs to be protected and investigated, and multiple officers are

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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.

Incident Command System (ICS): A standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational

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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, 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

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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 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

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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 with verbal and physical attempts of control (e.g., dead weight, does not react to verbal commands, etc.).

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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.