Tulsa Police Department

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Policy #	117B	**Effective Date**	03/21/2021
Policy Name	K-9 Training Aids	**Approved Date**	03/09/2021
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	06/09/2017

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department through the DEA will furnish and maintain training aids to enhance the proficiency of canines that detect and locate items of contraband.

SUMMARY: Procedures to be followed for maintaining K-9 training aids.

APPLIES TO: All police personnel

DEFINITIONS:

NARCOTIC TRAINING AIDS – a Narcotics used for the purpose of training and maintenance of K-9 police dogs in the detection of illegal substances.

PROCEDURES:

A. NARCOTIC TRAINING AIDS

1. Narcotics will only be possessed by departmentally designated K-9 officers who have been designated as trainers. [redacted]

[redacted]

B. EXPLOSIVE TRAINING AIDS

1. [redacted]

REGULATIONS:

1. Only K-9 officers approved by the department and licensed by the OBNDD and the DEA will obtain narcotics training aid kit from the DEA Office of Diversion Control after completing the appropriate registration application (Form 225) online.

2. The narcotics training aids are required to remain in the secured designated locked apparatus unless being utilized for training, certifications, or administrative purposes. Direct oversight for the narcotics training aids are the responsibility of each licensed narcotics handler.

REFERENCES:

DEA Office of Diversion Control website (www.deadiversion.usdoj.gov)

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Policy #	118	**Effective Date**	07/21/2009
Policy Name	TRACIS Entry of Information – Gang Membership	**Approved Date**	07/21/2009
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/15/2003

PURPOSE OF CHANGE:

Change policy number from 113 to 118.

POLICY:

The Tulsa Police Department continually strives to make the environment in which its officers work as safe as possible. Therefore, information on certified criminal street gang members will be entered into TRACIS and made available to all officers. This information will provide the officer with the opportunity to exercise extra caution.

Individuals have a constitutionally protected right to associate with others who have similar beliefs. Therefore, individuals cannot be penalized or punished merely because of gang memberships; however, intelligence information gathered on criminal street gang members can be used as evidence in judicial proceedings.

SUMMARY: Procedures for identifying, reporting, and entering gang members into TRACIS.

APPLIES TO: All police personnel

DEFINITIONS:

CRIMINAL STREET GANG – any ongoing organization, association, or group of five or more persons who either promote, sponsor, or assist in, or participate in, and require as a condition of membership or continued membership, the commission of one or more certain criminal acts listed in 21 O.S. 856 (F).

PROCEDURES:

1. Officers who come in contact with an individual suspected of being a member of a criminal street gang will complete a *Field Interview Report* (FIR) containing, but not limited to, the following information:

   a. [redacted]

2. [redacted]

3. Records Section personnel shall forward a copy of the FIR to the Tulsa Area Response Gang Enforcement Team (TARGET) located at SID.

4. When the FIR is received, TARGET will:

   a. Compile and review all information on the suspected gang member.
   b. Determine if they can be certified as a gang member.
   c. Forward an *Interoffice Correspondence* containing the gang member's information to the Information Services Division Commander (if the person is certified as a gang member).

5. Records Section personnel will enter the information in to TRACIS.

6. When an officer requests a record check and the comments section displays GANG, Records Section personnel will alert the officer by using the appropriate 10-code.

7. Officers shall make further requests for gang information by telephone or in person at the Records Section.

REGULATIONS:

1. Gang membership information shall be used by law enforcement personnel only and shall not be disseminated to the public.

REFERENCES:

21 O.S. 856 (F)

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Policy #	119	**Effective Date**	09/26/2024
Policy Name	City Vehicle Collisions	**Approved Date**	09/26/2024
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	03/19/2024

PURPOSE OF CHANGE:

Update for incident type "Damage non-collision," include procedures for City-owned vehicles, and to remove the "Vehicle Investigation Report."

POLICY:

City ordinances require that the Tulsa Police Department investigate traffic collisions involving City-owned vehicles. Collisions involving City-owned vehicles resulting in personal injury or non-city owned property damage will be reported for investigation. In all city vehicle collisions investigating officers will complete an official Oklahoma Traffic Collision Report, except:

- collisions where only City-owned vehicles are involved,
- there are no injuries,
- there has been no damage to non-city-owned property.

Except as set forth in this procedure, photographs will be taken of damage to City-owned vehicles and other vehicles, or property involved in the collision. They will be uploaded to Evidence.com.

SUMMARY: Procedures for reporting damage to police vehicles, investigating collisions involving City-owned vehicles, and the post-collision review process.

APPLIES TO: All police personnel.

DEFINITIONS:

COLLISION – an occurrence whereby property damage or bodily injury results from the operation of a driver-controlled vehicle.

COLLISION REPEATER PROGRAM – a program designed to identify and evaluate potential safety issues as they relate to driving.

GREAT BODILY INJURY – injury which creates a substantial risk of death, or which causes serious, permanent disfigurement or protracted loss or impairment of the function of any bodily member or organ.

POLICE DEPARTMENT LICENSE POINT SYSTEM – a numerical system put in place to track the driving history of police employees.

LAW ENFORCEMENT DRIVER TRAINING (LEDT) Referral – the referral is designed to give officers immediate feedback on their driving behavior and ability in an effort to provide personnel with a safe working environment. See TOG 2009, *LEDT Referral*, for further detail.

PROCEDURES:

A. ACTIONS FOLLOWING A CITY VEHICLE COLLISION OR NON-COLLISION DAMAGE

1. Employees will notify dispatch immediately if they are involved in a collision in their city vehicle. If the collision occurred outside the city limits of Tulsa, the agency having jurisdiction will be notified and will investigate the collision.

2. Police collisions with injuries occurring within the City of Tulsa will be investigated by an Advanced Traffic Investigator (ATI) if available.

3. Employees will notify an on-duty supervisor who will respond to the scene. The circumstances and seriousness of the collision, as well as the distance from Tulsa, will determine the necessity of having a Tulsa Police supervisor respond to the scene of a collision occurring outside the Tulsa city limits.

4. The employee involved in the collision will provide the investigating officer with all of the necessary information for completion of the traffic investigation.

5. When the collision results in damage to the property or vehicle of a private person, the investigating officer or supervisor shall instruct the person to call the City Legal Department for direction in filing a claim. The on-duty supervisor shall assure that when a vehicle of a private person is involved, the mileage of the vehicle and the private insurance information is retained and documented in the Blue Team report (narrative section or with photos).

6. If great bodily injury or loss of life occurred in the collision, the scene supervisor shall request that the dispatcher notify the Tulsa Police Department Legal Advisor and the appropriate divisional chain of command.

7. If great bodily injury or loss of life occurred in the collision, the scene supervisor shall request a Crime Scene Detective (CSD) to photograph the scene. If the collision is non-injury and non-fatality in nature, officers shall contact an on-duty supervisor to have photographs taken. Supervisors will ensure that quality photographs are taken.

8. If great bodily injury or loss of life occurred in the collision, the on-scene supervisor is responsible for coordinating with their divisional Traffic Enforcement Unit to have the Event Data Recorder ("black box" EDR) downloaded and that the vehicle, if equipped with an In-Car Video (ICV) system, is towed, or driven to a division with download access points. If the vehicle power is disabled, the scene supervisor must notify PITD and request a manual download of the ICV system.

9. The following items are required to be listed in the Traffic Collision Report:

   a. In the Owner's Address Section, list the department's street address.
   b. In the narrative, identify the name of the photographer and list the vehicle number.
   c. In the Owner's Name Section, list the City of Tulsa, the department, and the division to which the employee is assigned.

10. If great bodily injury or death occurs, refer to policy 110B, *Traffic Collisions*.

11. Non-collision damage to a vehicle will be entered into Blue Team, utilizing the incident type "Damage non-collision." This will be routed through the employee's chain of command. This will then be coded as a non-collision vehicle damage report.

B. REQUIRED REPORTS – POLICE DEPARTMENT VEHICLE COLLISIONS

1. The investigating officer will complete an official *Oklahoma Traffic Collision Report* in any police vehicle

collision where there are injuries or damage to vehicles or property not owned by the City of Tulsa.

2. The employee's supervisor will respond to the scene, unless not available or was involved in the collision, then an available field supervisor will respond. The supervisor will complete the Blue Team report.

3. In circumstances where a police vehicle is involved in a collision with a fixed object (utility pole, bollard, etc.) only police department vehicles collide and there are no injuries and no damage to non-city property, no official *Oklahoma Traffic Collision Report* is required, regardless of the amount of damage to the police vehicle. The supervisor will complete the Blue Team report. A separate Blue Team report will be completed for each police vehicle involved. Collisions occurring with a civilian as an occupant of the police vehicle **will require** the official *Oklahoma Traffic Collision Report*.

4. The employee involved in the collision will complete an *Interoffice Correspondence* as soon as possible explaining in sufficient detail the facts and circumstances of the collision. If the involved employee is physically unable to complete the *Interoffice Correspondence*, the supervisor will note this in the Blue Team narrative. The original *Interoffice Correspondence* will be forwarded to the scene supervisor.

5. The scene supervisor will then upload the following items into Blue Team: employee's Interoffice Correspondence, Oklahoma Traffic Collision Report, any links from Evidence.com for photographs taken at the scene, and if applicable, the LEDT Referral form. After the supervisor(s) reviews the uploaded items on Blue Team, the supervisor(s) will make a recommendation as to if the employee contributed to the cause of the collision. The Blue Team file will then be forwarded through the employee's chain of command to their division commander. The divisional Administrative Lieutenant will also be sent a copy. Documents must be completed and forwarded as soon as practical.

6. When preliminary evidence reveals the actions of the officer contributed to the cause of the collision, the investigating supervisor shall contact a LEDT Unit instructor to schedule a documented LEDT referral. Whenever possible, the referral form is to be completed before the end of the officer's next scheduled shift. For further details see TOG 2009, *LEDT Referral*.

C. REQUIRED REPORTS – OTHER CITY VEHICLES

1. For non-sworn departments city vehicle collisions, when there is damage to non-city owned vehicle / property or a reported injury, a collision report is all that is required from the investigating officer. City departments other than Police and Fire have a set of procedures for their employees. If the employee has not notified City Health/Safety, advise dispatch to make the notification. Investigating officers will provide a report number, and, if possible, a copy of the official Oklahoma Traffic Collision Report Form to the employee's supervisor and/or to City Health/Safety.

D. TPD COLLISION REVIEW BOARD

1. The Collision Review Board (CRB) of the Tulsa Police Department shall meet monthly to review all internal collisions of the Tulsa Police Department. As it relates to collision review, the CRB shall consist of the following members:

   a. Chair -Special Operations Division commander (non-voting, except to break a tie).
   b. Operations Bureau and Training Division Administrative Lieutenants.
   c. Special Investigations Division Equipment Officer or designee.
   d. Detective Division (any rank).
   e. LEDT Coordinator or designee.
   f. Advanced Traffic Investigator (any rank).
   g. Divisional Equipment Specialist (one from Operations Bureau).
   h. TPD Safety/Equipment Manager (non-voting).

2. The employee should discuss the details of the collision with their divisional designee prior to the meeting.

3. The TPD Safety/Equipment Manager shall collect investigative reports for the Collision Review Board for review. The LEDT Coordinator shall collect all applicable data related to employee's collisions to identify trends in relation to employee driving behaviors, to maintain current training guidelines.

4. Findings from the Collision Review Board shall be based on contemporaneous reports, ICV, EDR, and facts known to the involved employee at the time of the collision. Training techniques taught, and preventative actions taken by the officer should be given consideration during the review process. Mitigating factors such as repair cost will also be considered.

5. The CRB chairperson will appoint a member to record the minutes. Copies of the CRB Meeting Minutes and the findings on employee collisions shall be sent to the Fraternal Order of Police and posted on the department's internal website.

6. The CRB chair (or designee) will notify the employee and their supervisor via email of the board's decision within ten (10) days of the finding. The notification will include the collision report number, date of the collision, and the points assessed, if any. If an employee wishes to appeal the points assessed by the CRB, they have ten (10) working days to reply to the notification email, stating they wish to appeal the decision.

7. All appeals will be reviewed by the Collision Appeal Committee. The committee shall consist of the following members:

   a. Chair – Deputy Chief (appointed by the Chief of Police).
   b. Employee's Division Commander or Director.
   c. Training Division Commander.
   d. Collision Review Board Chair.

8. The Collision Appeal Committee Chair will notify the employee of the appeal hearing date, time, and location. Findings of the Collision Appeal Committee shall be binding. Suspension of an employee's driving privileges shall be subject to the grievance procedure.

9. The administration of the Driving Point System shall be conducted by the Collision Review Board as follows:

   a. The TPD Safety Equipment Manager shall maintain a record of all points assessed against an employee's driving record.
   b. If an employee accumulates twelve (12) or more points in a twenty-four (24) month period, their driving privileges shall be suspended for a period of time up to twelve (12) months, and appropriate restrictions may be imposed as a condition for reinstatement at the end of the suspension term. The CRB Chair will forward all suspension recommendations to the Chief of Police.
   c. Points assessed to an employee will be removed twenty-four (24) months after the date of the collision.

10. The Police Department Driving Point System shall be based on the below guidelines to include cost of repairs:

    1) **5 Points:** Chargeable Collison (Flagrant): The action of the driver was without consideration for the safety of others, creating an environment that is likely to cause damage and/or injury.
    2) **4 Points:** Chargeable Collision: The action of the driver was the primary cause of the collision when reviewed with regard to the application of proper defensive driving techniques. There are no mitigating factors.
    3) **3 Points:** Chargeable/Preventable Collision: The action of the driver was the primary cause of the collision, but mitigating factors substantially contributed to the event. Environmental factors such as sand, ice, snow, poor visibility, etc. should be considered.
    4) **2 Points:** Chargeable/Defensible Collision: The action of the driver could have prevented the collision from occurring if proper defensive driving techniques had been utilized. Mitigating factors could include

driving in response to emergency traffic (i.e., 10-24, 10-33 or 10-63 traffic) or where life is in danger. The action of the driver must be reasonable when viewed by the totality of the circumstances.

5) **1 Point:** Chargeable/Minor: The action of the driver was not flagrant or excessive, and/or the damage was minor as determined by the review process. Examples would include driving off with the gas pump attached that causes damage, or curb strikes causing any vehicle damage.
6) **0 Points:** Non-Chargeable Collison: The action of the driver was not the cause of the collision.

11. The TPD Safety Equipment Manager maintains a record of all points assessed against an employee's driving record. The Safety Equipment Manager will notify the LEDT Coordinator and the employee's Division Commander to initiate the Collision Repeater Program when any employee accumulates eight (8) or more points on the department's license point system within any twenty-four (24) month period. Part of this review will consist of a conference including the following individuals:

    a. Employee (may also have a FOP representative attend).
    b. Employee's Division Commander (Chair)
    c. Employee's Shift Commander.
    d. Employee's Supervisor.
    e. LEDT Coordinator or designee.

12. The Collision Repeater Program is tasked with reviewing the circumstances of the employee's collisions or incidents and ensuring that the problems leading to these occurrences are identified and corrected. The recommendation for action will come from the employee's chain of command. This review is not disciplinary in nature and corrective steps may include one or more of the following:

    a. LEDT Class.
    b. Employee Assistance Program.
    c. Medical Examination.

13. At 7 points and under, an employee can choose to complete a voluntary point reduction class following a collision once per year. The employee will notify their chain of command to assist in enrolling in a point reduction class. If the class is completed, the employee will receive a one (1) point reduction on their most recent collision. The class agenda will be determined by the LEDT Coordinator.

14. Following the recommendation(s) of the collision repeater program board, the employee may be required to attend a remedial driving class. The class agenda will be determined by the LEDT Coordinator.

E. COLLISIONS WHICH OCCUR DURING LEDT TRAINING:

1. Non-injury collisions which result in vehicle damage to Police vehicles only shall be documented in an Inter-Office Memo to the Training Division Commander by the LEDT Team Leader.

2. Collisions during training which result in injuries will require the completion of a Blue Team report listed as "Damage non-collision" by the LEDT Coordinator or designee. The report will be submitted to the Training Division Commander.

3. Collisions which occur during LEDT Training will not be submitted to the CRB.

REGULATIONS:

1. The Supervisor(s) will ensure all required reports are completed and uploaded to Blue Team and all photos uploaded to Evidence.Com within one week of occurrence.

2. Any employee who accumulates eight (8) or more points against their city license within any twenty-four (24) month period shall be required to attend a LEDT Class. The course shall be minimum of eight (8) hours and

arranged by the LEDT Coordinator.

3. Procedures D.1-14 and Regulation 2 are considered a part of the Collective Bargaining Agreement between the City of Tulsa and the Tulsa Fraternal Order of Police, Lodge 93, and can only be modified through the negotiation process.

REFERENCES:

110B, *Traffic Collisions*
TOG 2009, LEDT Referral
Collective Bargaining Agreement

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Policy #	120A	**Effective Date**	05/27/2025
Policy Name	Domestic Violence	**Approved Date**	05/21/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	11/01/2024

PURPOSE OF CHANGE:

To update in accordance with State of Oklahoma law.

POLICY:

Officers shall treat all acts of violence identified as domestic violence as criminal conduct. Domestic violence incidents shall be treated the same as all other requests for police assistance in cases where there has been physical violence or the threat thereof.

Arrests will be made in domestic violence incidents when there is probable cause that the elements of a crime exist. Officers must not discourage victims of rape, forcible sodomy, or domestic abuse from pressing charges against the assailant. Dispute mediation or other police intervention will not be used as a substitute for arrest.

Any domestic violence call involving a department employee as a victim or suspect, will require a field supervisor to respond to the scene. The field supervisor will notify the Shift Commander who will contact a Family Violence Unit supervisor.

*Note – If the suspect or the incident fall under Tribal jurisdiction refer to policy 120C.

SUMMARY: Procedures for answering calls involving domestic violence.

APPLIES TO: All police personnel.

DEFINITIONS:

DATING RELATIONSHIP – an intimate association, primarily characterized by affectionate or sexual involvement. For purposes of this act, a casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

DOMESTIC ABUSE (criminal offense) – act of physical harm or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years of age or older against another adult, emancipated minor or minor child who is currently or was previously an intimate partner or family or household member.

FAMILY or HOUSEHOLD MEMBERS:

a. parents, including grandparents, stepparents, adoptive parents, and foster parents,
b. children, including grandchildren, stepchildren, adopted children and foster children,
c. persons otherwise related by blood or marriage living in the same household, and
d. persons otherwise related by blood or marriage.
e. persons not related by blood or marriage living in the same household.

INTIMATE PARTNER:

a. current or former spouses,
b. persons who are or were in a dating relationship,
c. persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time, and
d. persons who currently of formerly lived together in an intimate way, primarily characterized by affectionate of sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner but is never a necessary condition.

STALKING – the willful, malicious, and repeated following of a person by an adult, emancipated minor, or minor thirteen years of age or older, with the intent of placing the person in reasonable fear of death or great bodily injury.

PRESENCE OF A CHILD – in the physical presence of a child or having knowledge that a child is present and may see or hear an act of domestic violence.

STRANGULATION – any form of asphyxia; including, but not limited to, asphyxia characterized by closure of the blood vessels or air passages of the neck as a result of external pressure on the neck or the closure of the nostrils or mouth as a result of external pressure on the head.

STRANGULATION AWARENESS CARD – a card for officers to give to victims of strangulation to educate them on the symptoms and long-term effects of strangulation and to advise them of resources that include forensic examinations by the department's Forensic Nursing Staff. The department recognizes that strangulation victims often have difficulty remembering what officers or advocates tell them initially after being victimized so having written information left with them at the scene is beneficial.

VICTIM'S RIGHTS CARD – State law provides for certain rights and protection for victims of rape, forcible sodomy, and domestic abuse through the Domestic Abuse Reporting Act and the Protection from Domestic Abuse Act. Officers interviewing victims of sexual assault or domestic abuse are required to inform the victim in writing of certain rights and information. Officers satisfy the legal requirement by providing the *Victim's Rights Card* to each victim. The victim's rights, 24-hour telephone numbers, and protective order information are printed on this card.

LETHALITY ASSESSMENT FORM – form containing a series of questions utilized upon the preliminary investigation of a domestic violence crime involving intimate partners to assess a victim's potential for danger.

DOMESTIC VIOLENCE SUPPLEMENTAL/INTERVIEW – State law requires records to be kept of incidents of domestic abuse and that such information is to be provided monthly to the Oklahoma State Bureau of Investigation (OSBI). Therefore, officers will complete a *Domestic Violence Supplemental/Interview* on all domestic violence calls.

PROCEDURES:

A. DOMESTIC VIOLENCE CALLS

1. Domestic Violence Interview:

   a. When officers are assigned to a call where it is discovered to be domestic in nature, and no crime was found to have been committed through the course of the investigation, officers should complete a *Domestic Violence Interview* (D.V.I.) and a *Suspect Supplemental* to establish a historical record.

2. Domestic Violence Incidents:

   a. When officers are assigned a domestic violence call, to include but not limited to, assault and battery, malicious mischief, and/or breaking and entering and discover a crime has been committed or alleged to have been committed, they will complete a *Domestic Violence Incident report with Supplemental/Interview*, and

shall document the following:

1) Crime Type (Assault, Burglary, Malicious Mischief…)
2) Elements of the crime(s) (Including relationship that makes it a domestic)
3) Statement from each involved party (obtain verbal and written witness statements).
4) The location and type of injuries (if applicable).
5) Photograph and document any injuries or other evidence of the crime (weapons, property damage, etc.)
6) Issue a Victim's Rights Card and Strangulation Card (if applicable).
7) Complete Lethality Assessment (if applicable) intimate relationships only.
8) Establish proper jurisdictional authority by asking if the suspect is a member of a Native American Tribe. If the suspect is a recognized member of a tribe, see attachment "b" of this policy.
9) Complete a Domestic Violence Cover Sheet with records (if applicable)
10) If one or more of those cannot be completed, explain in the narrative why (e.g., victim refused to cooperate).

3. Felony and Misdemeanor Arrests:

   a. An arrest shall be made in a domestic violence incident when there is probable cause to believe that a felony has occurred.

   b. State law allows an officer to make a misdemeanor arrest without a warrant of a person anywhere, including their place of residence if the officer is otherwise lawfully in the residence, if the officer has probable cause to believe the person has committed an act of domestic abuse within the preceding 72 hours, even if the assault did not take place in the presence of the officer. Officers may not arrest a person without first observing a recent physical injury to, or an impairment of the physical condition of, the victim. Any arrest, misdemeanor, or felony is subject to the requirements of a warrantless arrest as provided by law.

   c. If a juvenile is arrested for domestic violence and JBDC refuses detention, contact the on-call district court judge (see 120A Att, Domestic Violence/Protective Orders – Attachment). The judge will determine whether to detain the juvenile. Document the judge's decision in the Incident Report.

   d. If an arrest is made, officers will run a criminal history on the suspect. If the suspect has a prior conviction for Domestic Violence, the charge will be a felony.

   e. All domestic arrests need to be booked into the proper jurisdiction (Tulsa County, Tribal, etc.) Do NOT book persons arrested on domestic incidents into the City of Tulsa Municipal Jail.

4. Dual Arrest Situations:

   a. Officers are encouraged to make every effort to identify the dominant aggressor when responding to calls with allegations of domestic violence. Dual arrests may result in a decline of charges against one or both involved parties or may be detrimental to the prosecution of either party.

   b. If officers are unable to identify a dominant aggressor, the incident should be thoroughly documented. The involved parties should be separated, if possible, but no arrest should be made, unless officers determine it is the most appropriate or necessary course of action.

5. Evidence Collection in Arrest Situations:

   a. When an arrest is made for domestic violence, photographs of any visible injuries and the scene shall be taken as evidence that a crime occurred. The digital images shall be downloaded to Axon/Evidence.com by the end of the officer's shift.

   b. If a field officer or supervisor with a digital camera is unavailable, officers may contact an on-duty Family Violence Detective, a Crime Scene Detective, or the SANE nurse. The SANE nurse will come to any hospital

emergency room or will meet officers at the SANE room at Hillcrest.

c. Injuries may not be visible at the time of an officer's initial response. The officer shall detail all symptoms described by the victim, such as difficulty breathing, loss of consciousness, dizziness, etc. in the incident report. All strangulation victims, regardless of visible injuries, shall be given a *Strangulation Awareness Card*.

6. Domestic Violence Cover Sheet:

a. If a suspect has left the scene and the reporting officer has obtained a witness statement, photographs of the victim's injuries, and would have normally arrested the suspect if he/she was still at the location, the reporting officer shall notify records division to complete a *Domestic Violence Cover Sheet* (DVCS). The reporting officer shall provide the records clerk all pertinent information about the incident including case number, date and time of occurrence, location of occurrence, all suspect identifiers including last known address, etc. and the expiration date and time for the cover sheet. The expiration date and time will be 72 hours from the date and time of occurrence. The records clerk shall add a Domestic Caution Indicator (DCI) to the profile of the suspect into TRACIS. The reporting officer shall include the name and/or designator of the records clerk when he/she completes the report. The reporting officer shall complete the domestic report and upload the photographs into Axon/Evidence.com by the end of their shift. A supervisor can authorize a records clerk to enter a DCI in the rare circumstance photographs cannot be taken or witness statement cannot be obtained.

b. If an officer contacts an individual and TRACIS indicates that a DCI is in the TRACIS profile for the subject, the contacting officer will confirm the DCI by calling records division. The records clerk will look in the DVCS File and will confirm that a DVCS exists for the contacted individual. The records clerk shall give all the pertinent information including the TRACIS report number from the DVCS to the contacting officer. Provided the 72-hour DVCS has not expired, the contacting officer may arrest the contacted individual based on the information from the DVCS and the TRACIS report for the incident. It is the contacting officer's responsibility to confirm to the best of his/her knowledge that the contacted individual is the listed suspect in the original report.

c. The arresting officer will book the suspect on the appropriate state domestic assault and battery charge. The officer will complete the probable cause affidavit on the back of the Arrest and Booking sheet based on the information from the original report and will complete and send an intake packet to the District Attorney Office.

d. It will be the records division's responsibility to take all expired DVCSs out of the DVCS file and to delete each corresponding DCI from the suspect's TRACIS profile. If a subject with a DVCS/DCI entry is arrested for a domestic violence offense, the contacted clerk will remove the corresponding DVCS from the file and will remove the DCI from the arrested suspect's TRACIS profile.

7. Other General Provisions:

a. In the event a victim is transported to a hospital for injuries related to a domestic incident, an officer shall respond to the hospital where the victim was transported. The officer shall document the victim's injuries to include broken bones and/or internal injuries, if the victim was released or admitted, and the attending physician's information.

b. Indicate in the report the presence of any child (not limited to a relative of the victim or suspect) at the residence or scene at the time of the domestic violence. Officers shall document the name(s) and age(s) of any children in the *Domestic Violence Supplemental*.

c. Officers will complete an Incident Report utilizing the *Domestic Violence Supplemental/Interview* in addition to a *Suspect Supplemental* regardless of whether the suspect is placed under arrest. Further, regardless of the crime type, (e.g., Violation of Protective Order, Domestic Assault and Battery, Burglary, Malicious Mischief,

etc.) the DOMESTIC box shall be marked for any incident that involves a domestic relationship. The crime type will be listed and followed by "domestic violence" (e.g., Assault & Battery/Domestic Violence). There is no need to duplicate the victim information on the Domestic Violence Supplemental/Interview.

d. Officers are required by state law to provide the victim with a *Victim's Rights Card*. Officers shall ask the Domestic Violence Lethality Assessment questions of the victim and record their responses on the *Lethality Assessment Form* to be turned in with the Incident Report. If the district court is open for business, advise the victim to contact the District Attorney's Office in the county that they reside for assistance in filing a petition for an emergency protective order.

e. When an officer responds to a domestic related incident that involves a collision, an incident report and a collision shall both be completed.

B. DOMESTIC VIOLENCE DETECTIVE

1. When assigned a domestic violence call, questions often arise as to the best course of action. Officers are encouraged to consult with their supervisor first. If questions persist, have dispatch page the on-call domestic violence detective to assist. Officers will then note in their report who they contacted and why.

C. EVIDENCE COLLECTION

1. Officers shall attempt to collect as much evidence as possible during the initial investigation involving domestic abuse (e.g., weapons, shell casings, video, etc.).

2. All articles of evidence shall be collected in accordance with department directives. If unforeseen circumstances prevent the collection of evidence, the officer shall provide a detailed explanation in the narrative of his or her report.

D. DOMESTIC VIOLENCE DANGER ASSESSMENT

1. State law requires that upon the preliminary investigation of a domestic violence crime involving intimate partner violence, the first peace officer who interviews the victim of domestic abuse shall assess the potential for danger by asking a series of questions provided on a Lethality Assessment form.

2. When an officer responds to a domestic violence incident involving an intimate partner relationship, he or she shall complete the Domestic Violence Lethality Assessment questions. When a victim screens in for protocol referral based on their responses to the risk assessment, or the officer believes the victim may be at high risk and in need of immediate assistance, the officer shall inform the victim and contact the Domestic Violence Intervention Services (DVIS) to provide confidential advocacy services at [redacted]. The officer will explain the circumstances to the advocate and encourage the victim to speak with the advocate to obtain immediate assistance.

3. For every Domestic Violence Risk Assessment conducted, the following should be documented in the corresponding incident report:

   a. The victim's willingness to participate in the assessment.
   b. Whether or not the victim screened in according to the protocol; and
   c. Whether or not the victim agreed to speak with an advocate, if he or she screened in.

E. MONTHLY REPORTS REQUIRED BY OSBI

1. Records Section personnel will submit a monthly report of all domestic violence incidents to the Director of the OSBI. The record of each reported incident of domestic abuse shall include:

   a. The type of crime involved in the domestic abuse.

b. The day of the week the incident occurred.
c. The time of day the incident occurred.

REGULATIONS:

1. Officers will complete an Incident Report when a crime has been committed or alleged.

2. Officers will complete a Domestic Violence Interview, when appropriate, on all incidents that are domestic in nature as defined in the above procedures.

2. Officers shall provide a *Victim's Rights* Card to all victims of domestic abuse.

3. Officers shall provide a *Strangulation Awareness* Card to all strangulation victims, regardless of visible injuries.

4. Records Section personnel shall submit a monthly report of all domestic violence incidents to the OSBI Director.

5. Officers making an arrest for crimes of domestic violence or violation of protective order shall complete an intake packet and submit it by the end of the officer's shift. Officers shall not write municipal citations for domestic violence.

REFERENCES:

22 O.S. 60 – 60.18
21 O.S. 644: 2011, Section 142A-3
27 T.R.O. 402 (C)
112F, *Major Crime Scenes – Sexual Assaults*
120A Att*., Domestic Violence – Attachment*
120A Att B*, Native American Domestic Violence*
120B, *Protective Orders/Violation of Protective Orders*
323, *Domestic Violence/Possession of Firearms and Ammunition*

Tulsa Police Department

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Policy #	120A Attachment	**Effective Date**	07/17/2013
Policy Name	Domestic Violence/Protective Orders – Attachment	**Approved Date**	07/17/2013
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	06/02/2009

Officers shall contact a district court judge for Emergency Temporary Orders of Protection when the victim requests the order pursuant to 22 O.S. 40.3 (B). Officers shall contact judges using the below listed numbers in accordance with Policy 120A, *Domestic Violence* and Policy 120B, *Protective Orders/Violation of Protective Orders*.

Tulsa County Judges:

Tulsa County Judges use a cellular telephone on a rotating basis. They may be contacted after normal business hours at [redacted].

In the event there is a problem with the cellular telephone or there is no answer, contact [redacted] (Court Administrator) at [redacted]

Osage County Judges:

Osage County Judges can be contacted at the following numbers during normal business hours.

[redacted]

After normal business hours contact Judge [redacted] If there is no answer, leave a voice message explaining the situation and provide a call back number.

[redacted].

Wagoner County Judges:

During normal business hours contact judges through the District Court Clerk's Office [redacted]

After normal business hours contact Judge [redacted] If that is not successful, contact other judges through the Wagoner County Sheriff's Office at ([redacted].

The Wagoner County FAX number is [redacted].

REFERENCES:

22 O.S. 40.3 (B)
120A, *Domestic Violence*
120B, *Protective Orders/Violation of Protective Orders*
121B, *Juvenile Arrest and Detention*

Tulsa Police Department

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Policy #	120B	**Effective Date**	08/16/2024
Policy Name	Protective Orders/Violation of Protective Orders	**Approved Date**	08/15/2024
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	01/23/2023

PURPOSE OF CHANGE:

Bring policy in alignment with 22 OS 40.3(A) and 22 OS 60.1.

POLICY:

Arrests will be made in protective order violations when the elements of a crime exist. Protective order violations will be treated the same as all other requests for police assistance where violence has occurred or has been threatened.

The Violence Against Women Act (VAWA) directs jurisdictions to give full faith and credit to valid orders of protection issued by other jurisdictions. Under VAWA, an order of protection is defined as any injunction or other order issued for the purpose of preventing violent or threatening acts or harassment against, or contact or communication with, or physical proximity to, another person.

The federal full faith and credit provision of VAWA applies to both criminal and civil orders of protection. Orders may differ in form, content, length, layout, and names (i.e., stay away, restraining, criminal, emergency, or temporary protection order). Additionally, there is no requirement in federal law that a victim must register the order of protection in the enforcing jurisdiction before it can be enforced.

Violation of a protective order is a misdemeanor however an officer may make a warrantless arrest if the officer has probable cause to believe a violation has occurred. Officers are not required to know the laws of the issuing jurisdiction in order to enforce orders of protection. Failure to enforce a valid order of protection based on the fact that it was issued in another jurisdiction may leave officers and departments vulnerable to liability.

SUMMARY: Procedures for answering calls involving violations of protective orders.

APPLIES TO: All police personnel.

DEFINITIONS:

DOMESTIC ABUSE (protective order) – any act of physical harm, or the threat of imminent physical harm which is committed by an adult, emancipated minor, or minor child thirteen (13) years or older against another adult, emancipated minor, or minor child who is currently or was previously an intimate partner or family or household member as defined in 22 O.S. § 60.1.

EMERGENCY TEMPORARY ORDER OF PROTECTION – an order issued by a judge and served by a peace officer when the court is closed. This order is valid until the close of business the next day the court is open.

FAMILY OR HOUSEHOLD MEMBER – means parents, including grandparents, stepparents, adoptive parents and foster parents; children, including grandchildren, stepchildren, adopted children and foster children; persons otherwise related by blood or marriage living in the same household; and persons otherwise related by blood or marriage; or persons not related by blood or marriage living in the same household.

HARASSMENT – a knowing or willful course or pattern of conduct by an adult, emancipated minor, or minor thirteen years of age or older, directed at a specific person which seriously alarms or annoys the person, and which serves no legitimate purpose. The course of conduct must be such as would cause a reasonable person to suffer substantial emotional distress and must actually cause substantial distress to the person. Harassment shall include, but not be limited to, making harassing or obscene telephone calls, and causing fear of death or bodily injury.

INTIMATE PARTNER – means current or former spouses; persons who are or were in a dating relationship; persons who are the biological parents of the same child, regardless of their marital status or whether they have lived together at any time; and persons who currently or formerly lived together in an intimate way, primarily characterized by affectionate or sexual involvement. A sexual relationship may be an indicator that a person is an intimate partner but is never a necessary condition.

LIVING IN THE SAME HOUSEHOLD – means persons who regularly reside in the same single-dwelling unit; persons who resided in the same single-dwelling unit within the past year; or persons who have individual lease agreements whereby each person has his or her own private bedroom and shares common areas.

PROTECTIVE ORDER – the order issued by the judge at the hearing on the petition for an emergency protective order. Protective orders shall be for a fixed period not to exceed three years unless extended, modified, vacated, or rescinded upon motion by either party or if the court approves any consent agreement entered into by the plaintiff and the defendant.

PROCEDURES:

A. EMERGENCY TEMPORARY ORDER OF PROTECTION

1. Per 22 O.S. § 40.3 (OSCN 2024): When the court is not open for business, the victim of domestic violence, stalking, harassment, rape, forcible sodomy, a sex offense, kidnapping or assault and battery with a deadly weapon or member of the immediate family of a victim of first-degree murder may request a petition for an emergency temporary order of protection. The peace officer making the preliminary investigation shall:

    a. Provide the victim or member of the immediate family of a victim of first-degree murder with a petition for an emergency temporary order of protection and, if necessary, assist the victim or member of the immediate family of a victim of first-degree murder in completing the petition form. The petition shall be in substantially the same form as provided by 22 OS 60.2 for a petition for protective order in domestic abuse cases;
    b. Immediately notify, by telephone or otherwise, a judge of the district court of the request for an emergency temporary order of protection and describe the circumstances. The judge shall inform the peace officer of the decision to approve or disapprove the emergency temporary order;
    c. Inform the victim or member of the immediate family of a victim of first-degree murder whether the judge has approved or disapproved the emergency temporary order. If an emergency temporary order has been approved, the officer shall provide the victim, or a responsible adult if the victim is a minor child or an incompetent person or member of the immediate family of a victim of first-degree murder, with a copy of the petition and a written statement signed by the officer attesting that the judge has approved the emergency temporary order of protection; and
    d. Notify the person subject to the emergency temporary protection order of the issuance and conditions of the order, if known. Notification pursuant to this paragraph may be made personally by the officer upon arrest or, upon identification of the assailant, notice shall be given by any law enforcement officer. A copy of the petition and the statement of the officer attesting to the order of the judge shall be made available to the person.

2. When an arrest is made for domestic violence and the victim requests and is approved for an Emergency Temporary Order of Protection, the arresting officer will:

    a. Notify the defendant that the emergency temporary order has been issued and provide the defendant with the completed copies of the petition and the pink copy of the emergency temporary order. Explain the conditions of the order to the defendant.

b. The officer providing the copies to the defendant shall sign on the PEACE OFFICER'S SIGNATURE block at the bottom of the pink copy of the Emergency Temporary Order of Protection indicating that the defendant has received the copies.

3. As soon as possible after the order is approved, officers will turn in a completed *Incident Report* and the gold copy of the completed petition and emergency temporary order to the Records Section. Place the original (white) copy of the petition and the Emergency Temporary Order of Protection forms in the District Court Liaison Officer's tray located in the Records Section.

4. If an Osage County judge issues the order, Records Section personnel will immediately fax a copy of the approved petition and the emergency temporary order to the Osage County Court Clerk's Office.

5. If a Wagoner County Judge issues the order, the officer will instruct the victim to go to the Wagoner County Courthouse on the next business day. Records Section personnel will immediately fax a copy of the approved petition and the Emergency Temporary Order of Protection to the Wagoner County Court Clerk's Office.

6. If the petition is denied, officers will turn in the pink and gold copies of both the petition and the emergency temporary protective order with the *Incident Report*. Officers will also forward the completed original (white) copies of the petition and the denied emergency temporary protective order to the District Court Liaison.

7. The District Court Liaison Officer will deliver all original (white) copies of Tulsa County petitions and Emergency Temporary Protective Orders to the Tulsa County Court Clerk's Office, Domestic Relations Division, by 0830 hours the next business day that the court is open. The Liaison Officer will mail all original (white) copies of Osage or Wagoner County petitions and emergency temporary protective orders to the Osage or Wagoner County Court Clerk's Office the next business day.

B. LOCAL JURISDICTION PROTECTIVE ORDERS

1. When presented with a copy of a protective order, officers will contact the Records Section to determine if a protective order is on file and has been served.

2. Arrest for violation of a protective order may be made if the officer has probable cause to believe:

   a. An emergency protective order has been issued and served on the defendant or a final protective order has been granted.
   b. A true copy and proof of service of the order has been filed with the law enforcement agency having jurisdiction of the area in which the plaintiff or any family or household member named in the order resides.
   c. The person named in the order has received notice of the order and has had a reasonable time to comply with such order.
   d. The person named in the order has violated the order or is presently acting in violation of the order.

3. If the suspect is present and in violation of the protective order, arrest the suspect for violation of the protective order and any additional charges. Additional charges should also be filed as state charges.

4. If an arrest is made, officers will run a criminal history on the suspect. If the suspect has a prior conviction for Violation of a Protective Order, the charge will be a felony.

5. Complete an *Incident Report*, a *Domestic Violence Supplemental/Interview*, a *Suspect Supplemental*, and provide the victim with the *Victim's Rights Card*. Inform the victim that the report will be referred to the Family Violence Unit (FVU).

C. PROTECTIVE ORDERS FROM OTHER JURISDICTIONS

1. Any protective order should be presumed valid if all of the following are found:

a. The order gives the names of the parties.
b. The order is signed by or on behalf of a judicial officer.
c. If the order has an expiration date and it has not expired.
d. The order specifies terms and conditions against the defendant.
e. The order contains the name of the issuing court.
f. The order contains the date the order was issued, which is prior to the date when enforcement is sought.

2. Responding officers must enforce the terms and conditions of the order as written. An order of protection issued in another jurisdiction is enforceable when the order appears to be valid and there is probable cause to believe that a violation of the order occurred in the enforcing jurisdiction.

3. If the suspect is present and in violation of the protective order, arrest the suspect for violation of the protective order and any additional charges. Any additional charges should also be filed as state charges, unless the suspect is a Tribal member then file all charges through the Tribe.

4. Complete an *Incident Report*, a *Domestic Violence Supplemental/Interview*, a *Suspect Supplemental*, and provide the victim with the *Victim's Rights Card*. Inform the victim that the report will be referred to the FVU.

D. SUSPECT NOT SERVED

1. If the suspect is present and the protective order has not been served, obtain a copy of the victim's protective order, and serve it on the suspect. Explain the terms and conditions set forth by the order and the consequences of future violations.

2. If service is made during normal business hours, immediately contact a dispatcher, and request they contact the county of issuance. After 1700 hours, contact the TCSO Warrants at [redacted] Advise them that a protective order has been served. Document the service in the *Domestic Violence Supplemental/Interview*. If the protective order is from another jurisdiction, attempt to notify that jurisdiction.

3. It is not necessary for the suspect to actually take possession of their copy of the protective order. Once the suspect is informed of the order and offered a copy, service has been made.

4. If the suspect is not present, complete an *Incident Report* and provide the victim with a *Victim's Rights Card*. Inform the victim that the report will be referred to the FVU.

5. If the situation involves domestic violence complete the *Domestic Violence Supplemental/Interview* and a *Suspect Supplemental*.

REGULATIONS:

1. Officers shall complete an Incident Report and/or a Domestic Violence Supplemental/Interview on each reported incident of a violation of a protective order.

2. Officers shall provide all victims of domestic abuse with a Victim's Rights Card.

3. When the court is not open for business, officers shall provide a petition for an Emergency Temporary Order of Protection to either party of a domestic call when asked to do so regardless of visible injuries. If there is a request made by the parties involved for a protective order when the court is not open for business, officers will contact an after-hours judge for a determination of whether a protective order will be issued.

REFERENCES:

22 O.S. 40.3
22 O.S. 60 - 60.9
21 O.S. 644
27 T.R.O. 402 (C)
112F, *Major Crime Scenes – Sexual Assaults*
102A, *Domestic Violence*
120A Att.*, Domestic Violence – Attachment*
323, *Domestic Violence/Possession of Firearms and Ammunition*

Tulsa Police Department

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Policy #	120C	**Effective Date**	05/09/2024
Policy Name	Native American Domestic Violence	**Approved Date**	05/07/2024
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	01/23/2023

PURPOSE OF CHANGE:

Update contact information.

POLICY:

Handling domestics involving members of a Native American Tribe require different procedures for the Tribal system. This policy lines out those procedures that are to be followed.

SUMMARY: Procedures for domestics involving Native American individuals.

APPLIES TO: Sworn Personnel

DEFINITIONS: None

PROCEDURES:

1. Ask if the suspect is a member of a Native American Tribe. If the suspect claims tribal status, contact the respective tribal enrollment office to confirm their status. Document the results of your inquiry and enrollment number if provided.

    a. If the suspect is not present but the victim advises the suspect is tribal, make every effort to confirm their tribal status. If you can't confirm, then document your efforts.

2. Felony Domestic Incidents (Tribal only): If you have probable cause to arrest for a felony domestic violence incident involving a Native American suspect and have the suspect in custody, contact the on-duty FBI agent to provide details of the incident. The on-duty agent phone # is [redacted]

    a. If the FBI agrees to take the case, the agent (or a TFO) will come in to assist with the booking process. All reports should then be sent to that agent and the United States Attorney's Office (USAO). The email for the USAO is: [redacted]
    b. If the FBI declines to take the case, document this in your report and book the arrestee with the correct tribal jail.
    c. All reports should then be sent to the respective tribe for prosecution and to the United States Attorney's Office. For MCN, send reports (felony/misdemeanor packets) to [redacted]. For CN, send reports to [redacted] If sending a report/packet to either tribe "cc" the USAO at [redacted]
    d. Regardless of the tribal affiliation of the suspect, the suspect shall be booked into the jail in the respective tribal jurisdiction where the crime occurred. For MCN, book the suspect into Tulsa County Jail (DLM). For CN, book the suspect into Rogers County Jail.
    e. If the crime occurs in Osage County, follow standard booking procedures since McGirt does not apply to Osage County.

REFERENCES:

120A.*, Domestic Violence*

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Policy #	121A	**Effective Date**	08/15/2003
Policy Name	Juvenile Escapee From Institutional Placement	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	09/15/1993

PURPOSE OF CHANGE:

Update the Exploitation Unit is now Sex & Violent Offender Registration Unit (SVOR).

POLICY:

State statute provides that "Upon discovery that a child has escaped or run away from an institutional placement, the Department of Juvenile Justice may notify any law enforcement officer or agency in this state who shall use any reasonable method to notify law enforcement agencies and personnel. Upon receiving notification that a child has escaped or run away from an institutional placement, all law enforcement agencies and personnel shall be authorized to apprehend and detain said child."

This law authorizes police officers to arrest and detain – with or without a warrant – a child who has escaped or run away from an institutional placement. However, the Tulsa Police Department only authorizes officers to apprehend and detain a child upon written notice from a juvenile institution. A teletype will suffice. The notification is neither a felony nor misdemeanor warrant rather it is notification of authority to apprehend and detain. The arrest is a warrantless arrest. In effecting the apprehension, officers will be governed by the policy and procedures established for use of force in misdemeanor situations.

SUMMARY: Procedures for arresting juveniles for escape from institutional placement.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. PERSON RECEIVING REQUEST

1. Forward the request to the Records Section for computer entry.

B. OFFICER

1. Verify through the Records Section that the *Request for Apprehension* is on file.
2. If the juvenile turns himself/herself in as a runaway or escapee from institutional placement and the *Request for Apprehension* is not on file, contact Public Safety Communications (PSC) or the SVOR Unit and request verification from the institution.
3. After receiving verification, book the juvenile according to current procedures.
4. Complete an *Incident Report* and attach a copy of the *Request for Apprehension*. Specify in the report the source of verification.

C. SEX & VIOLENT OFFENDER REGISTRATION UNIT

1. Obtain a photocopy of the *Pick-Up Form* from the Records Section and write ARRESTED across the face of the form. Request the photocopy be placed in the Warrants Data Entry Clerk's cancellation basket.

2. Complete the appropriate *Clearance Request Form*.

REGULATIONS: None

REFERENCES:

10 O.S. 7302-6.5

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Policy #	121B	**Effective Date**	08/23/2018
Policy Name	Juvenile Arrest and Detention	**Approved Date**	08/22/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	03/30/2015

PURPOSE OF CHANGE:

To update policy format.

POLICY:

When coming into contact with juvenile offenders, Tulsa Police officers shall use the least coercive option among reasonable alternatives that are consistent with state and federal law, when applicable. These alternatives include release to a parent, legal guardian or other responsible adult without further enforcement action, citation and/or referral to juvenile court or another agency/service for potential diversion alternatives.

Unless emergency medical or psychiatric treatment is needed, juveniles in custody will be transported to and processed at the Community Intervention Center (CIC) without delay. If a parent is on scene and the juvenile is not detention eligible, they may be released to the parent. However, the officer must complete the Promise To Appear form.

State Law Title 10A, O.S. section 2-2-301 (A) states that "No information gained by a custodial interrogation of a youthful offender under sixteen (16) years of age or a child nor any evidence subsequently obtained as a result of such interrogation shall be admissible into evidence against the youthful offender or child unless the custodial interrogation about any alleged offense by any law enforcement officer or investigative agency, or employee of the court, or employee of the Office of Juvenile Affairs is done in the presence of the parents, guardian, attorney, adult relative, adult caretaker, or legal custodian of the youthful offender or child."

SUMMARY: Procedures for the arrest and detention of juveniles.

APPLIES TO: All police personnel

DEFINITIONS:

COMMUNITY INTERVENTION CENTER (CIC) – a 24-hour juvenile booking and processing and intervention center for youths arrested or cited for criminal code violations other than youthful offender crimes and other excepted criminal code violations. The CIC is located at 600 Civic Center on the first floor of the police courts building.

PROCEDURES:

A. GUIDELINES FOR DETENTION ELIGIBILITY

1. The Juvenile Bureau of the District Court (JBDC) has guidelines that establish circumstances under which juveniles can be detained in a secure facility in accordance with state statutes.

2. All those in the categories listed below are eligible for detention in the Juvenile Detention Center regardless of the juvenile's current status with the Juvenile Court. They include:

    a. Youthful Offender Crimes where minimum age requirements are not met.

b. Non-Youthful Offender felonies of an assaultive nature (e.g., assault and battery with a dangerous weapon, first degree burglary, robbery by force or fear).
c. Any drug charge that involves possession with intent, trafficking or distribution.

3. Juveniles who are currently active with the Juvenile Court may also be admitted to detention for felony property crimes according to the following criteria:

   a. Juveniles who are wards of the Office of Juvenile Affairs (OJA).
   b. Juveniles who are currently on probation.
   c. Juveniles who are currently active with an intake counselor (at the request of arresting officers).

4. Juveniles who are arrested on a warrant authorizing detention will be eligible regardless of their status with the Juvenile Court.

5. Juveniles charged with a property crime and not currently active with the Juvenile Court are not eligible for placement in the Detention Center.

6. Juveniles are usually not considered for detention when arrested on a misdemeanor Assault and Battery charge unless the victim requires medical attention, and then only as a last resort.

7. Juveniles who are arrested on a deprived warrant (in Tulsa County the warrant will begin with "JVD") cannot be admitted to the Detention Center. This also applies to any out-of-state deprived warrants. Juveniles arrested on deprived warrants should be placed in the Laura Dester Shelter.

B. JUVENILES – ARRESTED OR CITED

1. Juveniles arrested for criminal code violations, other than youthful offender crimes, may be transported to the Community Intervention Center for processing.

2. When officers issue citations to juveniles for crimes that do not require a parent/guardian to pick up the juvenile, officers may release to parent/guardian, cite and transport home, cite and release, or transport to CIC. (e.g. minor in possession of alcohol, possession of tobacco etc.).

3. It is recommended that juveniles cited for curfew violation be released to a parent or guardian. If release to a parent or guardian is impractical due to inability to contact a parent/guardian, inability of parent/guardian to respond in a timely manner, TPD call load, etc., juveniles may be cited and transported home, cited and transported to CIC, or cited and released.

4. It is recommended that juveniles cited for petit larceny from retailer/wholesaler be released to a parent or guardian. If a parent or guardian cannot be contacted or cannot respond in a timely manner, juveniles may be cited and transported home or transported to CIC.

5. CIC will not accept the following juveniles for admission:

   a. Those who are classified as youthful offenders.
   b. Those who exhibit continuous out-of-control violent and destructive behavior that could cause injury to self or others.
   c. Those who have only committed traffic violations.
   d. Those who are sick, injured, or require medical treatment. These juveniles will be admitted only after medical examination and with a written medical release.
   e. Those who are extremely intoxicated to the point they are not coherent, or they cannot respond to questions or directions.
   f. Those who need shelter but have not been charged with a crime.

g. Those who are illegal aliens but have not been charged with a crime.

6. Juveniles under the age of 12 years old will require a supervisor's authorization prior to being admitted to CIC.

7. Officers are encouraged to contact the CIC at [redacted] prior to their arrival.

8. Officers will continue to contact JBDC prior to arrival at CIC to determine if the juvenile can be held in the Juvenile Detention Center according to detention criteria. If the juvenile is detention eligible, the arresting officer will transport to CIC for booking and processing. The arresting officer is then responsible for transporting the juvenile to the Juvenile Detention Center (JBDC). CIC personnel will consult with JOLTS to determine if the juvenile has prior arrests, is on probation, or in DHS custody. Note this information on the *Arrest and Booking (A&B) Data Sheet*.

9. If a juvenile is arrested on a combination of criminal and traffic charges, the detention criteria for the criminal charges will apply.

10. The Juvenile Detention Center will notify the parent or guardian of any juvenile being placed in detention as soon as reasonably possible.

11. The CIC will notify the parent or guardian of any juvenile being admitted to the CIC as soon as reasonably possible.

12. CIC personnel will contact a parent or guardian to pick up juveniles who are arrested or cited for violations of the criminal code and are not detention eligible.

C. WAGONER/OSAGE COUNTY JUVENILE ARRESTS

1. When juveniles are arrested within Wagoner or Osage County for criminal offenses that would otherwise be eligible for detention, officers must contact a Wagoner or Osage County judge (see Policy 120A Attachment, *Domestic Violence/Protective Orders – Attachment*, for contact numbers). The judge will determine whether to detain the juvenile in the Wagoner or Osage County Jail.

2. If the judge orders that the juvenile be detained in a secure facility, transport and book the juvenile into the Wagoner or Osage County Jail. Document the judge's decision in the *Incident Report* as well as in *the Arrest and Booking Data Sheet*.

3. If the judge does not order that the juvenile be detained, release the juvenile to their parent/legal guardian or a responsible adult. Document the judge's decision in the *Incident Report*.

4. Prior to release or detention, obtain fingerprint impressions from the juvenile on three "ten-print" cards. This can be done at Detective Division if the uniform division does not have a printing station or cards. Use the RED cards for criminal charges. Complete the required arrest information on the cards, mark them "JUVENILE," and forward them to the Fingerprint Examiner at the Lab via Interoffice Mail.

REGULATIONS: None

REFERENCES:

10A O.S. 2-2-301(A)
74 O.S. 150.2-150.12
114C, *Juvenile Violators*
116C, *Emotionally Disturbed Juveniles*
116C Att., *Emotionally Disturbed Juveniles - Attachment*
120A Att., *Domestic Violence/Protective Orders - Attachment*

121A, *Juvenile Escapee from Institutional Placement*
121B Att., *Juvenile Arrest and Detention - Attachment*
121C, Youthful Offenders
122A, *Missing Person/Runaway*
141, *Wagoner/Osage County Arrests and Prisoner Transports*

Tulsa Police Department

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Policy #	121B Attachment	**Effective Date**	09/12/2008
Policy Name	Juvenile Arrest and Detention – Attachment	**Approved Date**	09/10/2008
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/15/2004

FBI LIST OF NON-SERIOUS OFFENSES

Abusive language	Hitch hiking	Paternity
Allow minor in bar	HOLD	Peace bond
Alms solicitation	Hunting from M V	Peace warrants
Amnesia	Hunting w/o a license	Possess lottery tickets
AWOL	Illegal consumption beer	Possess open container
Begging	Illegal possession beer	Possess open bottle
Body attachments	Inadequate brakes	Probation or parole check
Bond surrender	Inquiry	Profane language
Bond revocation	Interview	Public intoxication
Bond exonerated	Intoxication	Public nuisance
Breach of peace	Investigation	Purchasing liquor as minor
Card game playing	Investigation mental	Rebooked on suspicion
Careless driving	Jaywalking	Reckless driving
Civil commitment	Juvenile commitment	Safekeeping
Criminal registration	Late hours	Sleeper
Curfew violation	Littering	Sleeping on subway
Detention only	Loafer	Speeding
Detoxification	Lodger	State work furlough
Dice game playing	Loitering	Suicide-attempted
Disregarding traffic sign	Lottery playing	Suspect
Disturbance	Lunacy	Suspicion
Disturbing worship	Mandatory appearance	Suspicious person
Disturbing the peace	Material witness	Taxes due State
Dog laws	Medical treatment	Traffic violation
Drag racing	Mental	Train riding
Driving while suspended	Minor attempt to buy beer	Tramp
Driving while revoked	Minor in bar	Transient
Drunk	Minor in consumption	Transport open container
Drunk in public	Minor in gambling house	Truancy
Ex-con registration	Minor in possess. alcohol	Trustee commitment
Failure to give account	Minor in possess. tobacco	Uninsured motor vehicle
Failure to identify	Misrepresenting age-liquor	Urinating in public
Fail to register	Mooching	Use of language to anger
Fail to yield to emergency vehicle	Narcotics registration	Vagabond or rogue
False fire alarm	Negligent driving	Vagrancy
Felony registration	No driver's license	Venereal control register
Fighting	No inspection sticker	Visiting a nuisance
Fireworks	No visible means	Voluntary commitment
Fishing w/o license	Obstructing traffic	Walking on highway
For identification purposes	Panhandling	Wayward
General principals	Parking warrants	Writ
Going through red light		Peace bond
Headlighting/spotlighting		

JBDC Intake Counselor - [redacted]

REFENCES:

74 O.S. 150.2-150.12
OSBI *Fingerprinting Administrative Procedures and Basic Techniques*

Tulsa Police Department

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Policy #	121C	**Effective Date**	07/09/2009
Policy Name	Youthful Offenders	**Approved Date**	07/09/2009
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	09/12/2008

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department will conduct juvenile arrests, detentions, and interrogations in accordance with the *Youthful Offender Act*, 10 O.S. 7306-2.1. Juveniles 13, 14, 15, 16, or 17 years of age who are arrested for murder in the first degree will be charged as adults. Youthful Offenders will subsequently be treated as adults if they are certified as an adult or sentenced to the same sentence that would be given an adult under the same circumstances. Otherwise, they will be treated as Youthful Offenders until they reach the age of 18. Any person charged with violating any other state law or municipal ordinance not covered in the Youthful Offender Act will be charged as a juvenile and will be handled in accordance with policies 121B, *Juvenile Arrest and Detention*, and 114C, *Juvenile Violators*.

The duration of interviews that officers and/or detectives conduct will be of a reasonable length, taking into consideration the age and psychological state of the juvenile. The investigating officer/detective will fully explain applicable Department and/or juvenile criminal justice procedures.

SUMMARY: Procedures for the arrest, detention, and interrogation of Youthful Offenders.

APPLIES TO: All police personnel

DEFINITIONS:

<u>YOUTHFUL OFFENDER</u> –

1. Any person 13, 14, 15, 16, or 17 years of age who is charged with murder in the first degree and certified as a Youthful Offender by the court.

2. Any person who is 15, 16, or 17 years of age and is charged with:

   a. Murder in the second degree.
   b. Kidnapping for the purpose of extortion.
   c. Manslaughter in the first degree.
   d. Robbery with a dangerous weapon or attempt thereof.
   e. Robbery with a firearm or attempt thereof.
   f. Rape in the first degree or attempt thereof.
   g. Rape by instrumentation or attempt thereof.
   h. Forcible sodomy.
   i. Lewd molestation.
   j. Arson in the first degree or attempt thereof.
   k. Shooting with intent to kill.
   l. Discharging a firearm or crossbow or other weapon from a vehicle pursuant to 21 O.S. 652 (B).

3. Any person 16 or 17 years of age who is charged with:

    a. Burglary in the first degree or attempted burglary in the first degree.
    b. Aggravated assault and battery of a police officer.
    c. Intimidating a witness.
    d. Trafficking in or manufacturing illegal drugs.
    e. Assault or assault and battery with a deadly weapon.
    f. Maiming.
    g. Rape in the second degree.
    h. Use of a firearm while in the commission of a felony.
    i. Residential burglary in the second degree after two or more adjudications as a delinquent for committing burglary in the first degree or residential burglary in the second degree.

PROCEDURES:

1. If an officer arrests a person as a Youthful Offender, the officer will use the same intake and booking procedures as those used for adult felony arrests. Notify booking personnel that the subject is a Youthful Offender and qualifies for admittance in the adult detention facility.

2. The following interrogation procedures apply when an officer arrests a Youthful Offender:

    a. If a person (16) years of age or older is charged with a youthful offender crime, the interrogation procedures are the same as for an adult. The presence of a parent or guardian is not required. The interrogation must conform with all requirements for the interrogation of an adult.
    b. If a person under (16) years of age is charged with a youthful offender crime, a parent, guardian, attorney, adult relative, adult caretaker, or legal custodian must be present during the custodial interrogation.
    c. If a person is under (18) years of age and their crime is not a youthful offender crime, a parent, guardian, attorney, adult relative, adult caretaker, or legal custodian must be present during the custodial interrogation.

REGULATIONS: None

REFERENCES:

10A O.S. 2-2-301
10 O.S. 7306-2.1
114C, *Juvenile Violators*
121B, *Juvenile Arrest and Detention*
CALEA 44.2.1, 44.2.2, 44.2.3

Tulsa Police Department

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Policy #	121E	**Effective Date**	07/24/2006
Policy Name	Transporting Juveniles from JBDC	**Approved Date**	07/20/2006
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Tulsa Police Officers working extra-duty for the Municipal Court are periodically required to transport juvenile detainees from Tulsa's JBDC to Municipal Court. In such situations, officers will maintain custody of the juvenile until they are returned to the JBDC and will abide by the procedures set forth in this policy.

SUMMARY: Procedures for transporting juveniles from the JBDC to Municipal Court.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:

1. When the Municipal Court Docket identifies a JBDC detainee as having a scheduled court appearance, the officer will contact the Public Defender's Office to determine if the juvenile is needed for court.

2. If the juvenile is needed, the officer will telephone JBDC to verify that the juvenile is in custody and is available for municipal court.

3. Upon arrival at JBDC the officer will sign a Temporary Release form provided by JBDC to transfer custody of the juvenile to the officer. The officer will verify that the juvenile listed on the Temporary Release form is the same juvenile listed on the Municipal Court Docket. The officer will ask JBDC personnel if the juvenile has exhibited any escape or suicide potential or other personal traits of a security nature. If any such traits are noted they will be documented in the comments section of the Temporary Release form. A copy of the form will remain with the officer during the transport.

4. The detainee will then be transported directly from JBDC to Municipal Court and will remain in the presence of an officer at all times.

5. When the detainee is no longer needed in Municipal Court, they will be transported back to JBDC. Upon arrival the officer will document on the Temporary Release form any personal traits of a security nature that were exhibited by the juvenile while in the officer's custody.

6. The officer will forward a copy of the Municipal Court Docket and a copy of the JBDC Temporary Release form to the Accreditation Work Group (AWG) through interoffice mail at the conclusion of the transport.

REGULATIONS: None

REFERENCES:

TOG 1006, *Handcuffing and Custodial Transportation*
CALEA 70.5.1

Tulsa Police Department

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Policy #	121F	**Effective Date**	06/21/2018
Policy Name	Emergency Placement of Children in Protective Custody	**Approved Date**	06/21/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	09/24/2009

PURPOSE OF CHANGE:

Update the Exploitation Unit is now the Sex & Violent Offender Registration Unit (SVOR).

POLICY:

The Tulsa Police Department responds to various calls in which circumstances may require placing children in emergency or protective custody. When officers encounter situations where reasonable suspicion that an imminent safety threat to a child exists due to abuse and/or neglect and protective custody of the child has been assumed, officers shall make every good faith effort to partner and coordinate with DHS in decisions regarding whether the child can be protected through placement with relatives or others without the need for a court order placing the child in the emergency custody of DHS. All decisions to take children into emergency or protective custody will be made in accordance with provisions of this policy, 10A O.S. § 1-4-201 and 10A O.S. § 1-4-202.

SUMMARY: Procedures for placement of children in emergency or protective custody.

APPLIES TO: All sworn personnel

DEFINITIONS:

RISK – the likelihood that an incident of child abuse or neglect will occur in the future.

SAFETY THREAT – the threat of serious harm due to child abuse or neglect occurring in the present or in the very near future and without the intervention of another person, a child would likely sustain severe or permanent disability or injury.

IMMINENT SAFETY THREAT – a safety threat threshold considered for removing a child from his or her home due to impending abuse or neglect.

PROTECTIVE CUSTODY – the custody of a child taken by a law enforcement officer without a court order due to reasonable suspicion of an imminent safety threat.

EMERGENCY CUSTODY – custody by DHS of a child prior to adjudication of the child following issuance of a written or verbal order of the district court pursuant to Title 10A O.S. § 1-4-201 or following issuance of an order of the district court pursuant to an emergency custody hearing, as specified by Title 10A O.S. § 1-4-202.

PROCEDURES:

1. A child may be taken into protective custody by an officer without a court order if the officer has reasonable suspicion that:

    a. The child is in need of immediate protection due to an imminent safety threat, or
    b. The circumstances or surroundings of the child are such that continuation in the child's home or in the care or custody of the parent, legal guardian, or custodian would present an imminent safety threat to the child.

2. The risk to each child in the household must be evaluated on an individual basis to determine if that child should be taken into protective custody.

3. When officers encounter a situation where children may need to be removed from an unsafe environment that reaches the threshold of an imminent safety threat they will:

   a. Remove the children from the area immediately if the environment is imminently dangerous or the situation is volatile enough to present an immediate hazard to the children or the officer.
   b. Contact DHS' emergency response team to request a "joint response" at [redacted] or through the service dispatcher as soon as a safe environment or stable situation is established.
   c. Contact the appropriate on-call detective, for example, Child Crisis, Sex Crimes or SVOR, via dispatch.
   d. Unless a safety issue prevents officers from doing so, they will remain at the scene and confer with DHS emergency response personnel upon their arrival as to the best placement alternative for the children.
   e. Officers who take a child or children into their protective custody will be responsible for those children until DHS finds alternate placement or the state assumes custody.

4. Officers and DHS personnel shall make an effort to locate, notify and place the child with a safe and protecting non-custodial parent, relative or kinship adult. DHS will determine the suitability of a person identified as possible placement options for the children according to their current protocols. When necessary, DHS will contact the on-call Assistant District Attorney and the on-call judge to obtain a written or verbal order placing emergency custody of the child with either a suitable adult or DHS pending the emergency custody hearing.

   a. State statue does not define the force authorized to enforce a written or verbal emergency custody order. Judges of the juvenile court can be contacted by DHS via the on-call phone to authorize "reasonable" force on a case by case basis. Officers need not place the child in danger of physical harm to enforce the order. Unless exigent circumstances exist, forced entry will not be made to enforce such orders.
   b. Under no circumstances, shall a child be placed with or in the custody of an individual subject to the Oklahoma Sex Offenders Registration Act or an individual who is married to or living with an individual subject to the Oklahoma Sex Offenders Registration Act.

5. DHS and law enforcement will jointly determine how to handle the arrangements for children to be transported to an alternative placement.

6. If the safety evaluation performed by DHS indicates the child does not face an imminent safety threat, DHS shall restore the child to the custody and control of the parent, legal guardian, or custodian of the child.

7. The on-call judge will be contacted by DHS to resolve any dispute between DHS and officers regarding emergency custody or placement of a child taken into protective custody.

8. Officers shall assist DHS when a written or verbal order from a judge is issued to take children into emergency custody.

9. Any parent who has been arrested for a matter unrelated to child abuse or neglect of their child shall be allowed to consent in writing to allow another person to assume physical custody of the child.

   a. Officers will complete a "Consent for Physical Custody of Children" waiver which will be signed by the parent and the person assuming custody of the child. The waiver will be submitted with any reports related to the arrest. (The "*Consent for Physical Custody of Children*" waiver is available in the doc library in the investigative folder).
   b. If the officer has reason to believe that the child would be at risk with the person designated by the parent, the officer may proceed by contacting the DHS emergency response team to obtain verbal consent of the on-call Juvenile Court Judge to place the child in emergency custody with DHS.

REGULATIONS:

1. When officers encounter a situation where children may need to be removed from an unsafe environment, they will ensure that a stable situation or safe environment is established and contact DHS' emergency response team.

2. Officers shall make a good faith effort to partner and coordinate with DHS in decisions regarding the placement of children into protective custody.

3. Any parent arrested for a matter unrelated to child abuse or neglect of their child shall be allowed to consent, by signing a written waiver, for another person to assume physical custody of the child. (The "*Consent for Physical Custody of Children*" waiver is available in the doc library in the investigative folder).

4. Any dispute between DHS and officers regarding protective custody or placement of a child taken into protective custody by officers shall be resolved by the on-call judge.

5. Officers shall assist DHS when a written or verbal order from a judge is issued to take children into emergency custody.

REFERENCES:

10A O.S. §1-1-105
10A O.S. § 1-4-201
10A O.S. §1-4-202
10A O.S. § 1-4-501
122A, *Missing Persons/Runaways*
TOG 2014

Tulsa Police Department

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Policy #	122A	**Effective Date**	09/25/2007
Policy Name	Missing Persons/Runaways	**Approved Date**	09/19/2007
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/23/2005

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department responds to various types of missing persons situations. Circumstances may include kidnappings, runaways, or people with diminished mental capacity that have wandered away from caregivers. Because there are various programs that aid us in locating missing persons who fall into these categories, there are different procedures to be followed.

Missing person investigations present unique problems for police departments. The mere act of being missing is not a crime, yet it suggests the possibility that any number of major crimes may have been committed or that a person is in danger. Many innocent reasons may exist for a person's absence; indeed, most missing person cases involve no foul play. However, any circumstance that suggests a possible threat to human life mandates a timely investigative response from this Department.

Runaways also pose special problems for law enforcement. They are missing persons who have chosen to be missing. Although the Tulsa Police Department is, without a warrant, prohibited from arresting a child for being a runaway, the welfare and safety of the runaway are still of paramount concern. Therefore, the option of placing the child in protective custody as a Child In Need of Supervision (CHINS) is available to the officer when arrest is not.

There may be times when an officer encounters an unidentified child. This may be due to a child being of such a young age that they do not know their identity, due to a child's diminished mental capacity, or other reasons. If attempts to identify the child fail and it is no fault of the child, place the child in protective custody as a CHINS. If a juvenile refuses to give their identity, then take appropriate steps pursuant to applicable law.

Abandoned children may also be taken into protective custody as a CHINS.

SUMMARY: Procedures to be followed for missing persons and runaways.

APPLIES TO: All police personnel

DEFINITIONS:

DATE OF EMANCIPATION – month, day, and year that a juvenile will turn 18 years old or the date declared emancipated by a court.

RUNAWAY – any person under the age of 18 who is willfully and voluntarily absent from their parent, guardian, or legal custodian for any length of time without the intent to return.

PROCEDURES

1. Officers who encounter a juvenile in circumstances that appear to endanger the juvenile's welfare or safety may place the juvenile in protective custody. Such circumstances may include runaway, abandoned, or unidentified children. Factors which may contribute to probable cause for endangerment may be a combination of, but not limited to:

    a. The age of juvenile.
    b. Distance from home.
    c. Lack of adult supervision.
    d. Time of day.
    e. Length of time missing.
    f. Physical environment.
    g. Association with persons of known criminal propensity.
    h. Location.

2. Officers receiving a report of a missing person, runaway, unidentified, or abandoned child will:

    a. Immediately initiate a reasonable investigation. Assist the person reporting, if practical, in contacting sources (work, school, close friends, relatives, places frequented) to possibly locate the individual.
    b. Contact a supervisor in the following circumstances:

        1) When foul play is indicated by the presence of trauma or through police investigation.
        2) When the subject is so young that their mere absence indicates a potential danger to their safety and welfare.
        3) When the subject's physical or mental condition is such that their mere absence indicates a potential danger to their safety and welfare.
        4) When a child is unidentified through no fault of their own.
        5) When a child is abandoned.

3. Broadcast a COS.

4. Direct the parent, or person having legal custody, of a runaway to contact the Juvenile Bureau of the District Court (JBDC) to petition for a warrant. If the parent, or person having legal custody, resides outside Tulsa County, instruct that person to contact the Juvenile Court in their county of residence.

5. Complete an *Incident Report*. For purposes of entry into NCIC, a signature is no longer required.

6. Contact the Records Section and provide the records clerk with all the following information required for NCIC entry:

    a. Subject's name, DOB, race, sex, height, weight, eye and hair color, date, and location of last known contact.
    b. The category in which the subject will be entered:

        1) Disability.
        2) Endangered.
        3) Involuntary.
        4) Juvenile.
        5) Catastrophe victim.

    c. If under 18 years old, the date of emancipation.

7. The records clerk will contact Teletype (TTY) and relay the information for NCIC entry.

8. The TTY operator will enter the subject into NCIC. The operator will also send a teletype to OSBI with the subject's NCIC entry information. The original entry shall be forwarded to the Records Section to be included in

the case file with a copy of the entry forwarded to the Detective Division.

9. A detective will be assigned to each missing person/runaway report for follow-up investigation and will conduct 60- and 90-day updates to verify that the subject is still missing and must continue to be in NCIC.

10. News releases containing pertinent case facts along with a photograph (if available) may be prepared and distributed by the assigned investigator with the approval of a supervisor.

11. Officers receiving cancellation information will:

    a. Cancel the COS if within the same shift as the original call.
    b. Complete a Supplemental Report.
    c. Contact the Records Section for the TRACIS number.
    d. Give the records clerk the required information for NCIC cancellation.

12. The records clerk will contact TTY and relay the information for NCIC cancellation.

13. The TTY operator will cancel the subject from NCIC. The operator will send a teletype to the OSBI with the subject's NCIC cancellation information. The original cancellation shall be forwarded to the Records Section to be included in the case file with a copy of the cancellation forwarded to the Detective Division.

REGULATIONS:

1. When requests to “Check The Well-Being” or “Pick Up A Runaway” are received with no warrant issued or confirmed, the request will be handled under the guidelines and considerations of a protective custody situation.

REFERENCES:

Critical Incident Response Manual Missing Persons Checklist
122B, *Amber Plan*
140*, Command Posts*
CALEA 41.2.4, 41.2.5, 41.2.6, 44.2.1, 44.2.2

Tulsa Police Department

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Policy #	122B	**Effective Date**	04/17/2020
Policy Name	Amber Plan	**Approved Date**	04/17/2020
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	11/30/2016

PURPOSE OF CHANGE:

Update the Exploitation Unit is now Sex & Violent Offender Registration Unit (SVOR).

POLICY:

The Tulsa Police Department responds to various types of missing persons situations. Circumstances may include kidnappings, runaways, or people with diminished mental capacity who have wandered away from caregivers. Because there are various programs that aid us in locating missing persons who fall into these categories, there are different procedures to be followed.

The Amber Plan is an early warning system to alert the public when a child is abducted, and the police believe the child is in danger. The hope is that widespread and early public notice will coerce an abductor into releasing a child, for fear of being caught. While the Amber Plan has been specifically designed for children under the age of 17, in rare instances where the victim is over the age of 17, but lacks the mental capacity of an adult, the Amber Plan could be authorized for activation. Officers assigned to investigate an abduction should refer to the Investigative Checklist as a guideline for their investigation.

SUMMARY: Procedures to be followed for child abduction.

APPLIES TO: All police personnel

DEFINITIONS:

AMBER PLAN – a system to alert the public when a child is abducted, and the police believe the child is in danger.

AMBER ALERT CENTER (AAC) – located in Room 101, of the police courts building, utilized during an Amber Plan, that contains a phone bank for receiving numerous calls from the community.

PROCEDURES:

A. AMBER PLAN

1. The Amber Plan is activated when a child who meets the criteria listed below, is abducted.

   a. Is the abduction one in which the child is 17 years of age or younger?

      1) If yes, answer section 1d.
      2) If no, answer section 1b.

   b. Is the abduction one in which the child victim has a proven mental or physical disability?

      1) If yes, answer section 1d.

2) If no, answer section 1c.

c. Did the child abduction involve acts of violence?

1) If yes, the situation QUALIFIES FOR AMBER PLAN ACTIVATION.
2) If no, answer section 1d.

d. Do you believe the child to be in danger of serious bodily harm or death?

1) If yes, the situation QUALIFIES FOR AMBER PLAN ACTIVATION.
2) If not, do not activate the Amber Plan.

2. Activation of the Amber Plan is normally not for runaways, child custody disputes, child stealing, or missing children. It should normally only be used in cases of child abduction committed by a stranger, however if the child that is missing meets the required criteria, activate the plan.

3. If the abduction is a non-custodial parent and circumstances, both past and present, would put the child in great danger, activating the Amber Plan may be appropriate. In these cases, contact the SVOR Unit Lieutenant or People Crimes Captain of the Detective Division.

4. If the above criteria are met, contact a Shift Commander, or supervisor. They will review the search efforts to date and will determine if the abduction meets the Amber Alert protocol.

5. If it is determined that an abduction occurred, but the protocol is not met:

a. Notify the SVOR Supervisor and the SVOR Duty Pager via dispatch.
b. Review field search efforts.
c. Notify the Communications Unit (CU) who will contact local news media outlets.

6. If the protocol is met, the Shift Commander, or supervisor, will:

a. Notify on-duty Detectives to activate the Amber Alert Center (AAC) (see procedure A. 8).
b. Assign at least four officers to staff the AAC.
c. Notify dispatch that they are activating an Amber Alert and request that the following personnel be notified:

1) SVOR Unit Lieutenant.
2) IMT Team Commander
3) SVOR Unit Personnel.
4) Sex Crimes Personnel.
5) Child Crisis Personnel.
6) The Detective Captain over People Crimes.
7) Communications Unit.
8) A Child Is Missing.
9) FBI.
10) Warrants Unit Personnel.

d. Evaluate the need for roadblocks or checkpoints.
e. Set up a field command center.
f. Coordinate with the Detective Captain on AAC command developments.
g. Continually evaluate field search operations.
h. Consider the activation of IMT members for assistance with the Command Post and search activities.
i. Contact Teletype (TTY), who will notify the Oklahoma Law Enforcement Telecommunications System (OLETS).

1) Provide them with all known victim and suspect information for a statewide broadcast to the Department of Public Safety (DPS).
2) Ensure that the Amber Alert contains a description of the child and the details of the abduction.

7. The Shift Commander will establish a Command Post near the search location to continually evaluate the search efforts, coordinate the field command post operations, establish liaison with the AAC, and commit more resources as needed.

8. The person who is assigned to activate the AAC is to proceed to the Detective Division. The Amber Plan Activation Briefcase is located in the Bullpen on the top of the mail shelf. It contains an AAC door lock code/key card, phone bank activation instructions, and additional information and supplies needed to activate the AAC. There must be at least four (4) individuals in place to answer the phones prior to the phone bank activation.

REGULATIONS:

1. Outside requests to assist with Amber Alerts will be referred to the SVOR Unit Lieutenant or the People Crimes Captain.

REFERENCES:

140, *Incident Command System*

Tulsa Police Department

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Policy #	122C	**Effective Date**	08/30/2016
Policy Name	Silver Alert	**Approved Date**	08/29/2016
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/10/2010

PURPOSE OF CHANGE:

To update the Exploitation Unit is now the Sex & Violent Offender Registration Unit (SVOR).

POLICY:

The Tulsa Police Department responds to various types of missing persons situations. Circumstances may include kidnappings, runaways, or people with proven diminished mental capacity who have wandered away from caregivers. Because there are various programs that aid us in locating missing persons who fall into these categories, there are different procedures to be followed.

Missing persons investigations present unique problems for police departments. The mere act of being missing is not a crime, yet it suggests the possibility that any number of major crimes may have been committed or that a person is in danger. Many innocent reasons may exist for a person's absence; indeed, most missing person cases involve no foul play. However, any circumstance that suggests a possible threat to human life mandates a timely investigative response from this Department.

The Silver Alert is an early warning system to alert the public when a person generally 60 years or older is missing and believed to be in danger. While the Silver Alert has been specifically designed for persons over the age of 60, in rare instances where the victim is under 60, but lacks the mental capacity of an adult, the Silver Alert may be authorized for activation.

SUMMARY: Procedures to be followed for missing persons who are 60 years or older, who have a proven mental or physical disability.

APPLIES TO: All police personnel

DEFINITIONS:

SILVER ALERT – a system to alert the public when a person who is 60 years or older is missing and police believe them to be in danger.

PROCEDURES:

A. SILVER ALERT

1. The Silver Alert is activated when a person, 60 years or older is missing and who meets the following criteria:

    a. The person has a proven Mental or Physical Disability.
    b. There is reason to believe the person is in imminent danger of serious bodily injury or death.
    c. Disseminating this information to the News Media and general public would assist in locating the person.

2. If the above criteria are met, contact a Shift Commander, or supervisor. They will review the search efforts to date

and will determine if the missing person meets the Silver Alert protocol.

3. If it is determined that the Silver Alert protocol is met:

   a. Notify On Call SVOR Detectives
   b. Notify dispatch of the Silver Alert activation and request notification of the listed personnel:

      1) SVOR Unit Lieutenant.
      2) PIO.

   c. Set up a field command center.
   d. Continually evaluate field search operations.
   e. Consider the activation of IMT members for assistance with the Command Post and search activities.
   f. Contact Teletype (TTY), who will notify the Oklahoma Law Enforcement Telecommunications System (OLETS).

      1) Provide them with all known victim information for a statewide broadcast to the Department of Public Safety (DPS).
      2) Ensure that the Silver Alert contains a description of the missing person and all known details.
      3) If the victim is in a vehicle, please enter the vehicle information into NCIC.

4. The Shift Commander will establish a Command Post near the search location to continually evaluate the search efforts and coordinate the field command post operations.

5. When the victim is located, notify Child SVOR Detectives, PIO, and TTY to have the Silver Alert Cancelled.

REGULATIONS: None

REFERENCES: None

Tulsa Police Department

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Policy #	122D	**Effective Date**	08/23/2018
Policy Name	Blue Alert	**Approved Date**	08/22/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

SUMMARY: Procedures to be followed for Blue Alert activation.

APPLIES TO: All police personnel

DEFINITIONS:

BLUE ALERT – a system to facilitate rapid dissemination of information to law enforcement agencies, the media, and the public that will aid in apprehending violent criminal(s) wanted for killing or seriously injuring a law enforcement officer in the line of duty; and in sharing notice that an individual poses a continuing and credible threat of serious injury or death to a law enforcement officer or to the public.

PROCEDURES:

A. BLUE ALERT MAY BE ACTIVATED IF ALL OF THE FOLLOWING CONDITIONS APPLY,

1. A law enforcement officer has been killed or seriously injured and the law enforcement agency investigating the incident has information identifying an individual as a suspect connected to the incident;

2. The law enforcement agency that is investigating the suspect determines that the suspect poses a serious risk or threat to the public and other law enforcement personnel;

3. The law enforcement agency investigating the suspect has obtained any of the following:

   a. The name of the suspect, or
   b. A detailed physical description of the suspect, or
   c. A description of the vehicle of the suspect, vehicle registration plate numbers or letters or partial vehicle registration plate numbers or letters; and
   d. The law enforcement agency investigating the suspect recommends that the Department of Public Safety activate the Blue Alert. The Commissioner may notify authorities and entities out the State of Oklahoma upon request.

B. A SHIFT COMMANDER WILL DETERMINE THAT CRITERIA IS MET.

1. The shift commander will have dispatch send an administrative teletype to the Department of Public Safety for approval.

2. Teletype (TTY) will notify the Oklahoma Law Enforcement Telecommunications System (OLETS).

C. IF IT IS DETERMINED THAT THE BLUE ALERT PROTOCOL IS MET:

1. A shift Commander will notify dispatch of the Blue Alert activation and request notification of the listed personnel:

   a. Communications Unit
   b. Chief of Police
   c. Operations, Investigations and Administration Bureau Chiefs
   d. Incident Management Team (IMT) Commander

2. IMT will activate and staff the Command Post.

   a. IMT Commander will assume Blue Alert Incident Command and coordinate with the on-scene commander and investigators.
   b. IMT will activate and staff the tip line phone system.
   c. The Communications Unit will publish the tip line phone to media outlets with a description of the suspect(s), vehicle(s) and any other information useful in the apprehension or identification from the general public.

3. Dispatch will make emergency radio broadcasts on all frequencies.

4. IMT will make Department wide notification to all personnel through Everbridge.

5. When the suspect is located or the need for the Blue Alert has passed, IMT will make required notifications to cancel the Blue Alert.

REGULATIONS: None

REFERENCES:

47 O.S. 2-316 (OSCN 2017), *Oklahoma Blue Alert Act*

Tulsa Police Department

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Policy #	122E	**Effective Date**	08/16/2024
Policy Name	Kasey Alert	**Approved Date**	08/15/2024
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

New policy.

POLICY:

The Tulsa Police Department responds to various types of missing persons situations. Circumstances may include kidnappings, runaways, or people with proven diminished mental capacity who have wandered away from caregivers. Because there are various programs that aid us in locating missing persons who fall into these categories, there are different procedures to be followed.

Missing persons investigations present unique problems for police departments. The mere act of being missing is not a crime, yet it suggests the possibility that any number of major crimes may have been committed or that a person is in danger. Many innocent reasons may exist for a person's absence; indeed, most missing person cases involve no foul play. However, any circumstance that suggests a possible threat to human life mandates a timely investigative response from this Department.

The Kasey Alert is an early warning system to alert the public when a person is at least 18 and no older than 59 years of age, missing and believed to be in danger. The Kasey Alert has been specifically designed for persons 18 to 59 years of age. The Kasey Alert may be authorized for activation.

SUMMARY: Procedures to be followed for missing persons who are 18 - 59 years of age, who are critically missing, or who have a proven mental or physical disability.

APPLIES TO: All police personnel

DEFINITIONS:

CRITICALLY MISSING ADULT - a person who is at least eighteen (18) and no older than fifty-nine (59) years of age, whose whereabouts are unknown and who is believed to have been abducted or taken against his or her will.

KASEY ALERT – a statewide system to alert the public of a critically missing adult.

PROCEDURES:

A. KASEY ALERT

1. The Kasey Alert is activated when a person is at least 18 and no older than 59 years of age is missing and who meets the following.

    a. The person is believed to have been abducted or taken against his or her will or,
    b. There is reason to believe the person is in imminent danger of serious bodily injury or death and,
    c. Disseminating this information to the News Media and general public would assist in locating the person.

2. If the above criteria are met, contact a Shift Commander, or supervisor. They will review the search efforts to date and will determine if the missing person meets the Kasey Alert protocol.

3. If it is determined that the Kasey Alert protocol is met:

   a. Notify On Call Sex & Violent Offender Registration Unit (SVOR) Detective.
   b. Notify dispatch of the Kasey Alert activation and request notification of the listed personnel:

      1) SVOR Unit Lieutenant.
      2) Real Time Information Center (RTIC)
      3) Communication Unit.

   c. Set up a field command center.
   d. Continually evaluate field search operations.
   e. Consider the activation of IMT members for assistance with the Command Post and search activities.
   f. Contact Teletype (TTY), who will notify the Oklahoma Law Enforcement Telecommunications System (OLETS) for entry into NCIC.

      1) Provide them with all known victim information for a statewide broadcast to the Department of Public Safety (DPS).
      2) Ensure that the Kasey Alert contains a description of the missing person and all known details.
      3) If the victim is in a vehicle, please enter the vehicle information into NCIC.

4. The Shift Commander will establish a Command Post near the search location to continually evaluate the search efforts and coordinate the field command post operations.

5. When the victim is located, notify SVOR Detectives, RTIC, Communication Unit, and TTY to have the Kasey Alert Cancelled.

REGULATIONS: None

REFERENCES: None

Tulsa Police Department

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Policy #	124	**Effective Date**	02/06/2025
Policy Name	Ride Along Program	**Approved Date**	02/06/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	05/02/2023

PURPOSE OF CHANGE:

Adding Police Cadets.

POLICY:

The Tulsa Police Department encourages open and candid police operations and strives to establish a climate that allows officers to perform their duties with the acceptance, understanding, and approval of the public. Citizens are allowed to ride with officers to improve police and community interaction and to help address community perceptions and misperceptions of crime.

SUMMARY: Procedures for participating in the Ride Along Program.

APPLIES TO: All police personnel.

DEFINITIONS: None

PROCEDURES:

1. The Operations Bureau Deputy Chief will designate a Department Ride Along Program Coordinator who will be responsible for:

    a. Coordinating between the division commanders.
    b. Coordinating a shift rotation schedule.
    c. Maintaining a central network database listing participant information.
    d. Receiving and coordinating with division coordinators when group ride alongs (e.g., Leadership Tulsa) are requested.

2. Ride alongs will be rotated monthly by shift at each uniform division. The shift/month assignment will be different at each uniform division. For example, at GID, third shift might be responsible for all ride alongs during the months of January, May, and September, while second shift might be responsible for ride alongs during February, June, and October.

3. Each division commander will designate a division program coordinator. The coordinator will be responsible for:

    a. Receiving, processing, and maintaining program forms to include the original *Hold Harmless Agreement*.
    b. Running criminal history checks on all applicants.
    c. Coordinating ride along assignments with citizens. Citizen and special group requests for specific officers, areas, and times should be accommodated if possible. All other requests will be arranged within the guidelines of the shift rotation schedule.
    d. Updating the central network database with participant information, including the date and division where they participated in the program.
    e. Arranging to accommodate citizen requests with other division coordinators.

4. Citizens desiring to participate in the program must complete a *Hold Harmless Agreement*. Citizens must forward the completed *Hold Harmless Agreement* to the division where they desire to participate. Citizen participation will be limited to one shift per calendar year and will be scheduled within the guidelines of the shift rotation schedule.

5. The coordinator will submit all requests to the division commander, or designee, for approval.

6. Upon approval, the division coordinator or designee will contact the participant to schedule the ride along according to the participant's preferred shift, date, or division and within the guidelines of the shift rotation schedule.

7. Coordinators may schedule the participant's request through other division coordinators in an effort to grant the request for a preferred shift. If the request is scheduled through another division, the participant's paperwork will be forwarded to that division.

8. When the coordinator has scheduled the ride along, they will forward the request to the appropriate shift commander for assignment.

9. The affected shift commander, or designee, will assign the ride along to an officer. Officers will ensure that the participant is wearing a Ride Along ID card and that the ID card is returned at the end of the shift. ID cards may be checked out at each of the three uniform divisions.

10. The Chief of Police, bureau deputy chiefs, division commanders, or designees, may waive normal scheduling procedures when exigent circumstances exist.

11. Chaplains are authorized to participate in the Ride Along Program through the office of the Chief of Police and are not limited in the number of times they may participate. Chaplains possess department-issued ID cards that will be worn in place of a Ride Along ID card.

12. Volunteers in Police Service (VIPS) and Alumni of the Citizens Police Academy will follow the same procedures but will be permitted to participate one shift per quarter unless the Chief of Police authorizes an exception. Exceptions will be requested in writing and addressed directly to the Chief of Police. Department-approved foreign language interpreters are not limited in the number of times they participate in the program.

13. Assistant district attorney and off-duty officers from outside law enforcement agencies will follow the same procedures and are not limited in the number of times they participate in the program.

14. Public Safety Communications (PSC) and non-sworn employees must submit an *Interoffice Correspondence* to their division commander/director, or designee requesting permission to participate in the Ride Along Program. Upon approval, the employee will forward the request to the division commander where they wish to ride.

15. Citizens between the ages of 14 and 18 may participate in the Ride Along Program if they are active members of the Tulsa Police Cadets or if they have permission of the Chief of Police.

16. Tulsa Police Cadets must have approval from Cadet Mentor and may participate in the Ride Along Program two shifts per month. If under the age of 18, Cadets must have written parental permission.

REGULATIONS:

1. Participants shall wear professional casual clothing and a Ride Along Program ID card. Shorts, sleeveless shirts, and t-shirts are not acceptable attire. Tulsa Police Cadets shall wear an official Cadet uniform. Participants shall always conduct themselves in a civil and courteous manner.

2. Participants shall be under the direct control of the police officer. Participants shall not interfere with police officers while in the performance of their duties.

3. Officers shall not allow participants to enter private homes or other areas where a citizen has a reasonable expectation of privacy without the explicit consent of the citizen. Participants shall also not be allowed to photograph and/or videotape within these same areas.

4. Participants shall not perform police duties. In an emergency, they may take appropriate action to protect themselves and/or officers.

5. Officers with passengers that are not Department employees or Reserve Police Officers, such as citizens, chaplains, interns, prisoners, witnesses, and victims will not participate in pursuits unless they are the initiating pursuit vehicle or first backing officer – even then to be relieved as the primary or backing vehicle at the first opportunity.

6. Officers with ride alongs engaged in a pursuit shall immediately notify the pursuit monitor of the presence of the ride-along and request relief from their role in the pursuit.

7. Division commanders shall have the option to deny an individual's request to participate in the program and officers may request, through their immediate supervisor, that the privileges of a participant be terminated for just cause.

8. Participants shall not carry weapons while they are participating in the Ride Along Program.

9. Officers shall list Ride Along Program participants as witnesses and submit their statements in the appropriate reports when they have witnessed a crime.

REFERENCES:

None

Tulsa Police Department

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Policy #	125	**Effective Date**	08/15/2003
Policy Name	Freedom of Access to Clinic Entrances/Places of Worship	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	09/21/1995

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The purpose of the *Freedom of Access to Clinic Entrances Act of 1994* is to protect and promote the public safety and health, and activities affecting interstate commerce. This is accomplished by establishing federal criminal penalties and civil remedies for certain violent, threatening, obstructive, and destructive conduct that is intended to do either of the following:

1. Injure, intimidate, or interfere with persons seeking to obtain or provide reproductive health services.

2. Injure, intimidate, or interfere with any person lawfully exercising or seeking to exercise the First Amendment right of religious freedom at a place of religious worship.

The *Freedom of Access to Clinic Entrances Act of 1994* mandates that the FBI and ATF be contacted when violations of the Act occur. Specifically, they must be contacted when the following situations occur:

1. A prohibited act of violence has occurred at a reproductive health service facility or place of religious worship.

2. A prohibited act of violence appears to be imminent at such place.

3. Any prohibited act occurs that gives an officer probable cause to arrest a person (whether the arrest actually occurs or not) at a reproductive health service facility or place of religious worship.

The FBI and ATF do not have to be contacted when peaceful demonstrations occur that do not block the entrance to reproductive health service facilities or places of religious worship.

SUMMARY: Procedures for violations of the *Freedom of Access to Clinic Entrances Act of 1994*.

APPLIES TO: All police personnel

DEFINITIONS:

FACILITY – a hospital, clinic, physician's office, or a facility that provides reproductive health services, and includes the building or structure in which the facility is located.

REPRODUCTIVE HEALTH SERVICES – are reproductive health services provided in a hospital, clinic, physician's office, or other facility, and includes medical, surgical, counseling, or referral services relating to the human reproductive system, including services relating to pregnancy or the termination of a pregnancy.

PROCEDURES:

1. When a violation of the *Freedom of Access to Clinic Entrances Act of 1994* is observed, advise Public Safety Communications (PSC) as soon as possible. PSC will contact the FBI and the ATF using the telephone numbers provided on the call-out list.

2. Prepare appropriate *Incident Report* if any crimes have been committed. List the state or municipal charge as the type of offense (e.g., Trespassing, Assault and Battery). Do not list violation of the Act as the type of offense.

REGULATIONS: None

REFERENCES:

Freedom of Access to Clinic Entrances Act of 1994

Tulsa Police Department

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Policy #	126	**Effective Date**	03/23/2007
Policy Name	Animal Control Emergency Call-Out	**Approved Date**	03/20/2007
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/15/2003

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Animal control officers (ACOs) are available for emergency call-outs from 1700 hours to 0900 hours, Monday through Friday, and 24 hours Saturday and Sunday. ACOs are on duty and available for calls during normal business hours which are 0900 hours to 1700 hours Monday through Friday. Supervisory approval is not necessary for officers to call-out an ACO.

ACOs will respond to the following calls: animal cruelty, animal bites, livestock on the roadway, injured animals, and animals who are preventing the safe passage of the public. ACOs may be called out for assistance when an animal is aggressively charging people or when an animal that is wild by nature poses a threat. ACOs will also respond to calls from the Tulsa Airport Police regarding animals that, if not immediately picked up and removed from airport property, could cause a disruption in flight operations. Officers will still be required to respond to the above calls to ensure that an ACO is needed and will provide traffic control as necessary.

ACOs will conduct cruelty to animal investigations, handle emergency animal control problems, and will assist officers when animals are preventing them from performing their duties or incidental to an arrest or police investigation (e.g., when a subject has been arrested and there is no one to care for the animal). Officers should not call out ACOs for barking dog nuisance violations, stray dogs and cats, animals in trashcans, etc.

SUMMARY: Procedures for animal control officer call-outs.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

1. Officers will contact the Service-side dispatcher when they respond to a call where an ACO is needed. The primary officer will remain at the scene until the ACO arrives.

2. When officers respond to calls regarding animal cruelty, injured animals, or livestock on the roadway, they will verify that an ACO is needed before requesting a call-out.

3. ACOs who are on emergency call-out status will respond to the scene to assist officers when notified.

REGULATIONS: None

REFERENCES: None

Tulsa Police Department

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Policy #	127A	**Effective Date**	05/26/2022
Policy Name	Tulsa Police Reserve Officer Unit	**Approved Date**	05/25/2022
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	03/20/2019

PURPOSE OF CHANGE:

To update terminology and operations of the unit.

POLICY:

The Tulsa Police Department (TPD) recognizes that the Tulsa Police Reserve (TPR) Program is a valuable resource. The Department will utilize TPR officers for the purpose of protecting the health, safety, and welfare of the citizens of Tulsa and to assist in the furtherance of the goals, objectives, and mission of the Department.

TPR officers may perform police duties and functions only while on authorized duty, assigned or approved by an on-duty, full-time TPD supervisor, and operating under the direct supervision of an on-duty, full-time TPD officer.

SUMMARY: Procedures for utilizing TPR.

APPLIES TO: All police personnel

DEFINITIONS:

DIRECT SUPERVISION – a TPR officer on authorized duty working with or at the direction of an on-duty, full-time TPD officer or Department supervisor and at all times being accompanied by, or having close radio contact with, an on-duty, full-time officer, or supervisor.

PATROL CERTIFIED PROGRAM – a program which enables TPR officers to work under the direct supervision of an on-duty, full-time TPD supervisor, but unaccompanied by, or not having close radio contact with an on-duty, full-time TPD officer. This program is not intended to expand TPR duties and functions beyond this policy or influence or in any way take the place of minimum manning of shifts by on-duty, full-time officers, or affect the overall manning strength of the Tulsa Police Department.

DIRECTED TRAFFIC ENFORCMENT PROGRAM – a program which enables Patrol Certified and RADAR certified TPR officers to work under the direct supervision of a full-time TPD supervisor. This program is not intended to expand TPR duties and functions beyond this policy or influence or in any way take the place of minimum manning of shifts by on-duty, full-time officers, or affect the overall manning strength of the Tulsa Police Department.

TULSA POLICE RESERVE OFFICER – a volunteer sworn reserve police officer appointed by the Chief of Police who shall, commensurate with their status as a reserve peace officer, have the powers and duties and perform the functions as set forth in law and as limited and directed by the Chief of Police. TPR officers may exercise such powers and perform such duties and functions only while on authorized duty, assigned or approved by an on-duty, full-time TPD supervisor and operating under the direct supervision on an on-duty, full-time TPD officer.

TULSA POLICE RESERVE UNIT MANUAL – a unit manual that provides guidelines for the members of the TPR Program and on-duty, full-time TPD supervisors.

PROCEDURES:

A. SELECTION CRITERIA

1. Recruits for the TPR Program are selected in the same manner as full-time officers. Reserve officers must possess high school equivalency diplomas and meet all state educational requirements at the time of sworn appointment. The specific requirements are set forth in the TPR Program Manual.

B. TRAINING CRITERIA

1. Before receiving a commission, carrying a Department issued or approved weapon, or performing police duties and functions, the members of the TPR Program attaining reserve officer status after April 1st, 2017, will successfully complete a recruit academy training program equivalent to that required of full-time sworn officers in the State of Oklahoma.

2. Reserve officers must successfully complete the TPR Field Training Officer Program before becoming active in the TPR Program.

3. Reserve officers must successfully complete the same annual CLEET-accredited continuing education and training that is statutorily mandated by CLEET for full-time police officers and in addition, any firearms qualification required by the Department and receive in-service training equivalent to that for full-time sworn officers.

4. The Training Division shall be responsible for TPR officer recruitment, assessment, background checks, and selection. The training of reserve officers, including the TPR Academy and in-service training, shall also be conducted by the Training Division. "Hour for hour" recordkeeping will be necessary to track training that is equivalent to that required of full-time officers to determine activities TPR officers are qualified to perform. The Training Division will maintain records of all training of TPR officers.

5. Reserve officers must complete additional training, as set out in the Tulsa Police Reserve Unit Manual *Section F. Operational Procedures, sub-section 4. Patrol*, to participate in the Patrol Certified program.

C. MANAGEMENT OF THE RESERVE UNIT

1. The Special Events Lieutenant will serve as both the TPR Unit Coordinator and the TPR liaison for the Department.

2. The TPR Unit Coordinator will manage the various activities and operations of the program, approve requests for service, and maintain all related records.

D. OPERATIONS

1. Reserve officers may not perform the following duties unless they are accompanied, directed, or supervised by an on-duty, full-time Tulsa Police Officer or are authorized by the Chief of Police, or designee:

   a. Respond to calls for service.
   b. Serve warrants.
   c. Complete official police reports.
   d. Issue traffic citations.
   e. Make traffic stops.

2. Reserve officers making an arrest while on-duty, shall contact an on-duty TPD supervisor and request that they validate the arrest prior to transport. Exceptions may include situations of exigent circumstances or officer safety

issues that prevent the TPR from making contact prior to the arrest and transport of prisoner.

3. Reserve officers in the Patrol Certified Program may initiate response as the primary unit on the following calls for service:

    a. Parking Violations (includes street corner vendors, peddlers, and beggars).
    b. Road Hazards (includes motorist assists).
    c. Pick-up found property.
    d. Packet runs.
    e. Abandoned Vehicles (does not include Mark for Tow or Recovery of Stolen Vehicle).
    f. Transportation, Booking, and Guarding of Prisoners (includes guarding prisoners at hospitals to assist all uniform divisions).
    g. 10-76.
    h. 10-77.
    i. 10-78.
    j. 10-79.
    k. Alarm calls (not including businesses or Tulsa Public School alarms).
    l. 911 hang up calls.
    m. Disturbances
    n. DOA.
    o. Animal Calls.
    p. Check on Well Being.
    q. Down Person.
    r. Petit Larceny.
    s. Burglary From Vehicle.
    t. Code Violations.

4. If a call for service listed in Procedure D, section 3 results in the need to turn in property/evidence utilizing a property receipt, the TPR shall obtain the assistance of a full-time officer. The full-time officer shall be listed as the primary officer on the property receipt.

5. Reserve officers working in the Patrol Certified program may back on-duty, full-time officers assigned to any call for service. However, reserve officers must reasonably pause before responding as a backer, which allows for an on-duty, full-time officer response.

6. Reserve officers working the Patrol Certified Program may make a traffic stop for hazardous moving violations that occur in the presence of the reserve officer. Reserve officers will proactively patrol for parking violations such as handicap parking, fire zones, and street vendor violations. Reserve officers are prohibited from routinely patrolling for traffic violations or other forms of selective enforcement, which would create additional TPD response, unless operating under the authority, direction, and supervision of an on-duty, full-time TPD supervisor.

7. Reserve officers working the Directed Traffic Enforcement under the direct supervision of a full-time TPD supervisor, will be assigned enforcement duties to address traffic issues in designated areas. These areas will include but not be limited to red traffic signal and speed (highway or residential) enforcement. The TPR Directed Traffic Enforcement unit will consist of four or more TPR officers and a full-time TPD supervisor.

8. Reserve officers may work under the direct supervision of, but unaccompanied by, an on-duty, full-time TPD supervisor in the following other circumstances:

    a. In the event of war, disaster, or other serious civil emergencies.
    b. To perform traffic control duties from a fixed point.
    c. To act as traffic and crowd control officers and to offer general security to an area for special events or other civic gatherings.

9. Reserve officers who have successfully completed the Department's Law Enforcement Driver Training course are authorized to operate Department vehicles.

10. While enroute to and from authorized duty in a marked unit, TPR officers may perform necessary traffic control, render aid, and/or standby and preserve the scene of collisions, or other traffic hazards, and crime scenes until an on-duty officer arrives. An on-duty supervisor will ensure that an on-duty officer is assigned.

11. Reserve officers who have successfully completed the Department's Law Enforcement Driver Training Course are authorized to operate police vehicles during code one vehicle operations in exigent circumstances where there is an immediate threat of death or great bodily injury.

12. Reserve officers will only engage in vehicle pursuits where life is in immediate jeopardy, or the situation is a continued threat to public safety. Reserve officers will yield to the first marked unit available.

13. Reserve officers will use the vehicles assigned to the Special Operations Division. They may, however, drive other Department vehicles if available and approved by an on-duty, full-time officer, or supervisor.

REGULATIONS:

1. Reserve officers shall obey all rules, regulations, policies, and procedures of the Department as well as all of the guidelines outlined in the TPR Unit Manual.

2. When requested, TPR officers shall assist on-duty officers and respond to any reasonable and lawful order of an on-duty officer of any rank. However, TPR officers are prohibited from performing or being assigned to perform duties and functions for which they have not received the same or equivalent training as for full-time officers.

3. Reserve officers making an arrest while on-duty, shall contact an on-duty TPD supervisor and request that they validate the arrest prior to transport. Exceptions may include situations of exigent circumstances or officer safety issues that prevent the TPR from making contact prior to the arrest and transport of prisoner.

4. TPR officers shall report to an on-duty squad supervisor in their preferred division prior to the beginning of their assignment and notify PSC. Reserve officers shall not change their status or request reassignment by telephone or a wireless messaging function. TPR officers shall only work at one division per shift, and a squad supervisor will be responsible for their direct supervision.

5. Off-duty TPR officers are not authorized to take police action except in circumstances where there is an immediate threat to human life. Such action shall be limited to the reasonable capacity of the officer to take police action. TPR officers taking action in circumstances other than described above may be subject to criminal, civil, and administrative proceedings.

6. TPR officers may only perform selected duties in plain clothes or approved utility uniforms under the direction and responsibility of the supervisor of that unit.

REFERENCES:

11 O.S. 34-101
70 O.S. 3311.4
102A, Vehicle Operations/Response Codes
127B, Tulsa Police Reserve Emergency Call-Out
201A, Uniform and Equipment Specifications
316, Firearm Qualification
Reserve Unit Manual

Tulsa Police Department

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Policy #	127B	**Effective Date**	07/21/2009
Policy Name	Tulsa Police Reserve Emergency Call-Out	**Approved Date**	06/25/2009
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	06/07/2004

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Department will utilize the Tulsa Police Reserve (TPR) when major incidents occur that would require their assistance for a period of two hours or more. The TPR Emergency Response Team (ERT) consists of approximately 10 members who can usually respond to a scene within a one-hour time period. Additional TPR personnel may be deployed if needed.

The ERT and other TPR personnel may be used for search and recovery, traffic control, crowd control, crime scene or disaster scene perimeter security, relief of on-duty personnel, or any other critical incident where a shift commander or incident commander determines they could be useful.

SUMMARY: Procedures for calling the TPR ERT for assistance.

APPLIES TO: All police personnel

DEFINITIONS:

CRITICAL INCIDENT – for the purpose of this policy, hazardous material spills, tornadoes, mass fatalities, armed and barricaded situations, aircraft crashes, bombing scenes, or any other major incident scenes that require the long-term use of police personnel as determined by a shift or incident commander.

DIRECT SUPERVISION – a TPR officer on authorized duty working with or at the direction of an on-duty, full-time officer or Department supervisor and at all times being accompanied by, or having radio contact with, an on-duty, full-time officer or supervisor.

PROCEDURES:

1. If a critical incident occurs that would necessitate an ERT call-out, an officer assigned to the scene will advise a shift commander or incident commander, through the chain of command, of the situation.

2. If the incident commander is from another responding agency, the ranking TPD officer may authorize the notification.

3. Once authorized, the shift commander, incident commander, or supervisor at the scene will contact PSC and inform the dispatcher of the following information:

   a. Call-out description (e.g., tornado, plane crash, HAZMAT spill, shooting scene).
   b. Call-out location.
   c. Supervisor's name and designator.

d. The talk group being used at the scene.
e. Number of officers needed.
f. Number of police vehicles needed.
g. Any other information concerning the call-out.

4. PSC personnel will initially page the ERT on their alphanumeric pagers and provide the information listed in Procedure 3.

5. Within 15 minutes an ERT member will notify PSC and provide them with the name and phone number of the TPR officer who will be in charge of the call-out. As soon as PSC receives this information, they will send an additional page to ERT members, providing them with the name and phone number of the TPR officer in charge.

6. If an ERT member does not notify PSC within 15 minutes of the first page, PSC will contact the TPR Program Coordinator.

7. The ERT personnel will report to the scene with any requested equipment.

8. The shift commander, incident commander, or supervisor is responsible for the direct supervision of ERT members. If the call-out extends more than one shift, the on-duty supervisor will ensure that the incoming shift commander, incident commander, or supervisor is notified of ERT member assignments.

9. The TPR officer in charge will coordinate with the shift commander, incident commander, or supervisor to ensure that ERT members are notified when the call-out has ended.

10. At the completion of the TPR operation, the ERT officer in charge will complete an *Operations Activity Log* and forward it to the TPR Program Coordinator within 24 hours.

REGULATIONS: None

REFERENCES:

127A, *Tulsa Police Reserve Officer Program*
140, *Command Posts*
CALEA 16.3.1

Tulsa Police Department

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Policy #	130	**Effective Date**	10/14/2009
Policy Name	Limited English Proficiency (LEP)	**Approved Date**	09/02/2009
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

It is the policy of this Department to take reasonable steps to provide timely, meaningful access for LEP persons to the services and benefits that the Department provides in all Departmentally conducted programs or activities. All police personnel shall provide free language assistance services to LEP individuals whom they encounter or whenever an LEP person requests language assistance services. All police personnel will inform members of the public that assistance services are available free of charge to LEP persons and that the Department will provide these services to them.

SUMMARY: Procedures to ensure effective and accurate communication between the Tulsa Police Department and individuals with LEP.

APPLIES TO: All police personnel

DEFINITIONS:

BILINGUAL – the ability to speak effectively in two or more languages.

INTERPRETATION – the act of listening to a communication in one language and orally rendering into another language while retaining the same meaning.

LIMITED ENGLISH PROFICIENCY (LEP) – designates individuals whose primary language is not English and who have a limited ability to read, write, speak, or understand English. LEP individuals may be competent in certain types of communication (e.g., speaking or understanding), but still be LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific: an individual may possess sufficient English language skills to function in one setting but may find these skills are insufficient in other situations.

LANGUAGE PROFICIENCY LIST (LPL) – list of police department personnel and VIPS Volunteers certified proficient through the second language incentive program to interpret for LEP persons.

PRIMARY LANGUAGE – an individual's native tongue or the language in which an individual most effectively communicates.

QUALIFIED INTERPRETER – police personnel certified proficient to interpret for others in certain situations, Volunteers in Police Service (VIPS) who are certified proficient to interpret for the Department in certain situations, and all contracted interpreters, including Language Line.

TRANSLATION – the rendering of a written text from one language into another language.

VIPS LANGUAGE VOLUNTEER – bilingual police department volunteer certified proficient to interpret for others in

certain situations.

PROCEDURES:

A. PROCEDURES FOR ACCESSING INTERPRETATION SERVICES

1. Civilian Emergency Calls to 911

   a. When a 911 call is received by dispatch and it is determined that the caller is LEP, the call taker shall inform the LEP caller that they will be immediately transferred to an interpreter. If an interpreter is unavailable, dispatch shall immediately contact Language Line for assistance. Once the call is established between the call taker, dispatch, the LEP caller, and the interpreter, the call taker shall adhere to standard operating procedures for 911calls.
   b. Dispatch will note in the call information the 911 caller is an LEP individual and indicate the language, so that this information is provided to responding police personnel. Dispatch will make every effort to dispatch a bilingual officer to the assigned call.

2. Officers Requesting Interpretation Services

   a. Officers in need of interpretation services will request dispatch locate a bilingual officer, preferably from the LPL. If no on-duty bilingual officers are available, officers may request dispatch contact a VIPS language volunteer. If no VIPS language volunteers are available officers may request dispatch contact an off-duty officer on the LPL. If officers have access to a telephone they may, with supervisory approval, contact the Language Line for assistance. For emergencies the contact number is [redacted] For non-emergencies the contact number is [redacted]. Officers may obtain Language Line PIN code from dispatch.
   b. Police personnel are expected to follow the general procedures outlined in this directive; however, exigent circumstances may require some deviations. In such situations, personnel are to use the most reliable, temporary interpreter assistance available. Once an exigency has passed, all personnel are expected to revert to the general procedures in this policy.
   c. In other than exigent circumstances, officers should only use family, friends, or bystanders for interpreting in very informal, non-confrontational contexts, and only to obtain basic information at the request of the LEP person. Using family, friends, or bystanders to interpret could result in a breach of confidentiality, a conflict of interest, or an inadequate interpretation.

3. Contracted In-Person Interpretation Services

   a. Contracted in-person interpretation services shall be available to all police personnel when interacting with LEP individuals. Dispatch will be responsible for connecting officers with the appropriate interpreter. While the service is available to all officers, it is best suited for investigative units operating under non-emergency situations, such as witness interviews and criminal interrogations.
   b. Officers who believe they need this service will consult with an on-scene supervisor. If the supervisor agrees, officers should request dispatch notify the contracted interpreter service.
   c. Dispatch will contact the contracted interpreter service and relay all pertinent information. Dispatch will obtain an estimated time of arrival (ETA) for the interpreter and will notify the officer with this information.
   d. Upon the arrival of the contracted interpreter, the officer will verify the interpreter's employee identification. The officer shall record the interpreter's name and organizational affiliation on the investigative report along with the interpreter's arrival and departure times. Once the interpreter is prepared, officers will ask all questions through the interpreter.

4. Conflict of Interest/Bias of Interpreter

   a. If the officer believes a conflict of interest or bias exists with the assigned interpreter or has any other reason why the interpreter should be excused, a supervisor on location shall be consulted. If the supervisor agrees that the concern is warranted, the interpretation service will be notified for another interpreter.

b. When a conflict of interest or bias on the part of the interpreter exists, the supervisor consulted with will forward an Interoffice to the Department LEP Coordinator.

B. INTERROGATION, INTERVIEWS, AND COMPLAINTS

1. Criminal Interrogations

a. A failure to protect the rights of LEP individuals during interrogations risks the integrity of any investigation. Officers must recognize that miscommunication during interrogations may have a substantial impact on the evidence presented in any related criminal prosecution. A qualified interpreter shall be used for all interrogations as the suspect's legal rights could be adversely impacted.
b. The LEP plan discourages use of police officers as interpreters in interrogations except under circumstances in which the LEP individual is informed of the officer's dual role and the reliability of the interpretation is verified, such as, for example, where the officer has been trained and tested in interpreting and video and audio recordings are made of the entire formal interview and/or interrogation.
c. Miranda Warnings, and all other vital written materials, will be available to the suspect or witness in their language. In the case of a language into which forms have not been translated and in the case of illiteracy, forms will be read to the suspect or witness in their primary language using a qualified interpreter. The Department will evaluate whether to translate these forms into additional languages.

2. Crime Witness Interviews

a. These statements potentially involve statements with evidentiary value upon which a witness may be impeached in court. As such, accuracy is a priority. Accordingly, a qualified interpreter will be used as an interpreter when taking any formal statement or interview.

3. Complaint Procedures for LEP Persons

a. Any LEP individual who wishes to file a complaint with the Department regarding language access, or the discharge of Departmental duties, shall be provided with translated Internal Affairs (IA) complaint forms. If a form is needed for a language in which forms have not been translated or in the case of illiteracy, forms will be read to the suspect or witness in their primary language using a qualified interpreter. The Department will evaluate whether to translate these forms into additional languages.
b. The assigned IA investigator will use a qualified interpreter when conducting any interviews of LEP complainants or witnesses. In the event there are no qualified interpreters to respond, the contracted interpretation service shall be utilized.
c. IA will provide written notice of the disposition of any LEP complaint in the complainant's primary language.
d. In the event formal disciplinary charges result from an LEP complainant, IA will insure that a contracted interpreter is available for any scheduled hearings.

C. NOTIFYING THE PUBLIC ABOUT DEPARTMENTAL LANGUAGE SERVICES

1. Each division with direct public access shall display signs in the most commonly spoken languages at each access point or lobby stating that interpreters are available free of charge to LEP individuals.

2. The Department shall also maintain translated written public forms and documents for LEP individuals.

3. Notification of the availability of translated forms and documents will be posted in the public lobby of each division to inform LEP persons which translated forms and documents are available.

4. Division Commanders with public access shall ensure that the signage is posted and visible to the general public.

D. TRAINING – LANGUAGE ASSISTANCE POLICY AND INTERPRETER SKILLS

1. Departmental Training to Personnel Concerning the Department's LEP Policies

   a. The Department will provide periodic training to personnel about the Department's LEP policies, including how to access Departmental-authorized telephonic and in-person contracted interpreters. The Department shall conduct such training for new recruits, at in-service training, and at squad meetings at least every two (2) years. Training shall initially be conducted within 180 days of the effective date of this policy.

2. Second Language Incentive Pay Requirements

   a. The Collective Bargaining Agreement between the City of Tulsa and Fraternal Order of Police Lodge #93 allows officers to receive a second language pay incentive for satisfactory completion of language review/testing as approved by the Chief of Police.
   b. To qualify for incentive pay, officers must be able to demonstrate the basic ability to communicate in a second language. Officers who desire to test will report to a facility designated by the Tulsa Police Department. The City of Tulsa will bear the cost of the initial testing, as well as recertification. If officers fail the test, they will be responsible for the cost of subsequent testing. Officers will be allowed to retest once quarterly.
   c. The required annual recertification testing will be held during the month of May. Officers who receive their initial certification after January 1 will retain their certification until May of the following year. The Career Development Lieutenant is the Second Language Program monitor and will maintain the roster and records of certified officers.
   d. Officers who have been certified for at least two consecutive years after the initial certification for the second language pay incentive are only required to re-certify every three years upon the recommendation of the language examiner. Officers interested in the Second Language Program should contact the Career Development Lieutenant to schedule an appointment with the appropriate certifier.
   e. Officers who do not successfully re-certify according to the directives contained herein will be notified by the Program Monitor. If satisfactory arrangements are not made, the Program Monitor will send an Interoffice to the Chief of Police describing the circumstances and requesting that the affected employee's incentive pay cease on or before the next pay period.
   f. The Career Development Lieutenant will annually disperse, Department-wide, an outline of the Second Language Program.
   g. The Career Development Lieutenant will maintain a language proficiency list and provide dispatch updates of officers certified to speak a second language.

3. VIPS Interpreters

   a. The Department utilizes civilian volunteers in various assignments. Participation in the VIPS program is contingent upon a background investigation by the VIPS coordinator.
   b. Volunteers desiring to serve as interpreters must complete the certification process. The VIPS volunteer will be referred to the Career Development Lieutenant for an extensive background investigation. The Career Development Lieutenant will schedule certification sessions.
   c. Upon certification, VIPS volunteers are placed on the Language Proficiency List for certified proficient interpreters, which is maintained by the VIPS coordinator and the Career Development Lieutenant. The Career Development Lieutenant shall provide dispatch with a language proficiency list of certified volunteer interpreters.

4. Basic Spanish Language Skills Training

   a. The Career Development Lieutenant will provide additional oral language skills training and written Spanish translations of basic law enforcement words and phrases to all interested officers.
   b. The Training Division will coordinate and provide a basic Spanish language skill training elective in-service once a year.

E. MONITORING AND UPDATING LANGUAGE ASSISTANCE EFFORTS

1. The Department will take reasonable steps to develop department wide language capacity. Using the various assessment processes described in this directive, the Department will work with department recruiters and the Personnel Department to recruit and hire qualified bilingual personnel.

2. Community Review

   a. The Career Development Lieutenant shall assess demographic data, review contracted language access services and utilization data, and consult with community-based organizations annually in order to determine if there are additional languages into which vital documents should be translated.
   b. The Career Development Lieutenant shall annually review new documents and determine whether they are vital and should be translated.
   c. The Community Education Lieutenant, in conjunction with the Career Development Lieutenant, will ensure that meetings for the LEP community are hosted at least quarterly, and will ensure that surveys are distributed ascertaining the effectiveness of the Department in meeting the needs of the LEP community.

      1) All department personnel hosting meetings for the LEP community should obtain surveys from the Career Development Lieutenant to be completed by attendees.
      2) Upon conclusion of the meeting, submit the surveys along with documentation reporting the purpose of the meeting, location, and number of persons in attendance. This information will assist in documenting quarterly meetings and ascertaining the effectiveness of the Department in meeting the needs of the LEP community.

REGULATIONS:

1. All formal interviews and interrogations of LEP persons must be video and audio recorded.

REFERENCES:

Title VI of the Civil Rights Act of 1968
Omnibus Crime Control and Safe Streets Act
Fraternal Order of Police Collective Bargaining Agreement

Tulsa Police Department

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Policy #	131	**Effective Date**	08/15/2003
Policy Name	Use of Interpreters When Communicating with Deaf or Hard of Hearing Persons	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	03/05/2001

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department is dedicated to providing quality police service to all citizens. Special services are usually necessary when dealing with persons who are deaf or hard of hearing.

There are many ways to communicate with deaf or hard of hearing persons: sign language, finger spelling, written, oral, oral/sign language combination, and speech reading. There are also different dialects in sign language just as there are in speech.

The primary and natural language of many people who are deaf or hard of hearing is American Sign Language (ASL) which is not related to and is totally different from English. Many people who are deaf or hard of hearing are bilingual and have become skilled in English as a second language. However, misunderstandings can and do occur, especially in stressful situations. The use of one's own language will provide better results for all persons concerned. The use of oral communication varies among deaf or hard of hearing people and may be directly related to the type and onset of deafness, residual hearing, and individual background. Therefore, clear, meaningful communication cannot always occur without a qualified sign language or oral interpreter.

An interpreter may not be necessary in all contacts with deaf or hard of hearing persons. In some cases, communication may occur by traditional means (i.e., notes or lip reading). However, an interpreter must always be called when needed or requested. Officers shall give primary consideration to the choice expressed by the citizen. Auxiliary aids and services will be provided whenever an officer cannot communicate effectively with a person who is deaf or hard of hearing.

An officer or employee who has sign language skills but is not a qualified interpreter may use those skills in an emergency prior to the arrival of a qualified interpreter.

When a deaf or hard of hearing person is arrested, an interpreter must be obtained. The arresting officer(s) or their supervisor shall obtain a qualified interpreter to interpret the communication between the officer(s) and arrestee.

With the exception of the use of an interpreter, the arrest and booking process for a deaf or hard of hearing person is the same as for any other arrestee.

SUMMARY: Procedures for obtaining an interpreter when communicating with deaf or hard of hearing persons.

APPLIES TO: All police personnel

DEFINITIONS:

AUXILIARY AIDS AND SERVICES – qualified interpreters, written materials, note pads and other effective methods of making aurally delivered materials available to individuals who are deaf or hard of hearing.

DEAF OR HARD OF HEARING PERSON – a person whose sense of hearing is not functional for auditory communications.

PRIMARY CONSIDERATION – means that officers must honor a person's request for a particular auxiliary aid unless it can be shown that another effective means of communication is available or that use of the means chosen would result in a fundamental alteration in police services or undue administrative burden.

QUALIFIED INTERPRETER – an interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using necessary specialized vocabulary.

PROCEDURES:

A. DEAF OR HARD OF HEARING PERSONS WHO ARE SUSPECTS – NOT ARRESTED

1. Officers desiring to interrogate a deaf or hard of hearing suspect to determine if there is probable cause to make an arrest may attempt to communicate without an interpreter. An interpreter must always be provided if needed or requested by the person being interrogated. Officers will give primary consideration to the suspect's request for a particular auxiliary aid.

2. To obtain a qualified interpreter, contact the Tulsa Speech and Hearing Association (TSHA) directly or have the dispatcher contact the Coordinator of Interpreter Services (see attached).

3. Advise the contact person that a qualified interpreter is needed for an interview and provide the suspect's name and location (i.e., Booking, Detective Division).

4. If requested by an officer, the dispatcher will contact TSHA to obtain an interpreter. Dispatchers will inform the officer that contact was made and provide the interpreter's estimated time of arrival.

5. If an interpreter is not available, then the officer will fully document the steps taken to acquire one and any events that transpired during the interview.

    a. Advise the suspect that if he/she wishes to discuss the case later with the assistance of an interpreter, to contact the assigned officer who will arrange for an interpreter to be present.
    b. If the suspect contacts the dispatcher later, the dispatcher will contact the officer who is assigned to the case. If an officer has not been assigned to the case, the dispatcher will assign an officer to take a supplemental report.

B. DEAF OR HARD OF HEARING PERSONS WHO ARE ARRESTED

1. The arresting officer will communicate to the arrestee in writing:

    a. The offense(s) for which he/she is arrested.
    b. A qualified interpreter will be provided at no cost.
    c. The interview will be deferred until the interpreter arrives. (Statements obtained from an arrestee prior to an interpreter being present may not be used in court.)

2. The right of an arrested deaf or hard of hearing person to an interpreter may not be waived except by an arrestee who does not use sign language and who initiates the request in writing.

3. To obtain a qualified interpreter, the arresting officer may contact TSHA directly or have the dispatcher contact the Coordinator of Interpreter Services (see attached).

4. The arresting officer will advise the contact person that a qualified interpreter is needed for an interview and

provide the arrestee's name and location (i.e., Booking, Detective Division).

5. When requested by an officer, the dispatcher will contact TSHA to obtain an interpreter. The dispatcher will inform the officer that contact was made and provide the interpreter's estimated time of arrival.

6. An officer will transport the arrestee to the Detective Division.

7. Through the use of the interpreter the arresting officer or detective will notify the arrestee of the charges and the Miranda warning. Officers will ensure that the arrestee understands the charges and the Miranda warning. The interpreter will assist the arrestee and officer throughout the interrogation and booking process.

8. While booking the arrestee the arresting officer will inform the booking supervisor that the arrestee is deaf or hard of hearing. The interpreter should remain with the arrestee during the booking process (i.e., master file completion, fingerprinting, required phone calls).

9. To ensure the safety of the interpreter, the arresting officer (or other designated officer) must remain with the interpreter until all booking procedures are completed and the interpreter is no longer needed.

10. The arresting officer will document in the *Incident Report* and/or the Arrest and Booking Data Sheet that an interpreter was used. List the interpreter as a witness and indicate the time period used.

11. After booking the prisoner the arresting officer will forward an *Interoffice Correspondence* to Police Personnel on or before the next business day. Include the:

    a. Arrestee's name.
    b. Interpreter's name.
    c. Time period used.

C. DEAF OR HARD OF HEARING PERSONS WHO ARE VICTIMS

1. When assigned to a call where a deaf or hard of hearing person is the victim and any of the following exists, officers will request an interpreter:

    a. When requested by the victim.
    b. Any time communication cannot reasonably take place using other means.
    c. The victim is emotionally upset.
    d. When an officer feels it would be appropriate.
    e. The victim of a crime of violence, whether they show signs of being emotionally upset or not (e.g., Assault and Battery, Rape).

2. Officers will provide the following information to the contact person at TSHA or to the dispatcher:

    a. Location where needed.
    b. Purpose (e.g., reporting a crime, victim, interview witness).
    c. Name of the officer the interpreter is to see upon arrival.
    d. Person's name. (Most deaf or hard of hearing persons in the Tulsa area are clients of TSHA. If they know the victim, they may be able to send an interpreter who is most proficient in interpreting the victim's dialect.)

3. If an interpreter is not available, the assigned officer shall fully document any steps taken to acquire one and the events that transpired.

    a. If additional information is necessary, the officer or detective assigned the call shall arrange for an interview with the victim and arrange for an interpreter to be present.

b. The officer shall advise the person how to file a supplemental report in the event the victim obtains additional information.

4. The officer will document in the *Incident Report* that an interpreter was used. List the interpreter as a witness and indicate the time period used.

5. The officer will forward an *Interoffice Correspondence* to Police Personnel providing:

   a. Victim's name.
   b. Interpreter's name.
   c. Time period used.

D. DEAF OR HARD OF HEARING PERSONS WHO RECEIVE A CITATION

1. In circumstances where a person can be issued a citation without being questioned by the investigating officer and the officer would do the same for an individual without a hearing impairment, then a driver does not need to be provided with a qualified interpreter.

2. If an officer has stopped a person who is deaf or hard of hearing for an offense for which a hearing person would be cited, and the officer is unable to convey to the person the nature of the offense by communicating on a note pad or by using another means of communication, then the officer should use his/her discretion whether to call a qualified interpreter to the scene or to refrain from issuing the citation at that time.

E. OTHER USES OF INTERPRETERS

1. In the following (or similar) circumstances an officer may contact an interpreter as outlined in Procedure A.1 or A.2:

   a. When a deaf or hard of hearing citizen is at a police station or division seeking information and communication cannot otherwise take place.
   b. When conducting tours of a police facility and deaf or hard of hearing persons are participants.
   c. During Crime Prevention or Community Relations Programs where deaf or hard of hearing persons are in attendance.

REGULATIONS:

1. Officers shall give primary consideration to a person's request for a particular auxiliary aid.

2. An officer or detective desiring to interview a deaf or hard of hearing person who is a critical witness and communication cannot reasonably take place using other means must either contact an interpreter (as outlined in Procedure A.1 or A.2) or discontinue the interview.

REFERENCES:

131 Attachment, *Use of Interpreters – Attachment*

Tulsa Police Department

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Policy #	131 Attachment	**Effective Date**	10/31/2003
Policy Name	Use of Interpreters - Attachment	**Approved Date**	10/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/15/2003

PROCEDURES:

When an interpreter is needed or requested during regular business hours (which are 8:30 AM to 5:00 PM, Monday through Friday), contact the Tulsa Speech and Hearing Association Coordinator of Interpreter Services at [redacted].

After regular business hours leave a message with the answering service by calling [redacted]

Tulsa Police Department

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Policy #	132	**Effective Date**	08/15/2003
Policy Name	Aircraft Crashes	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	11/16/1999

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department will assist with aircraft crashes that occur within the Tulsa city limits. The Department is not the investigating authority for aircraft crashes but plays a vital role in the sequence of events following a crash. The investigating authority will usually be delayed in arriving at the scene. Therefore, a brief *Incident Report* and witness statements are necessary to preserve valuable information that could otherwise be lost.

The Department's primary responsibilities when responding to an aircraft crash will be to coordinate with the Incident Commander (IC) if the Incident Command System (ICS) (see Policy 140, *Command Posts*) has been implemented and cooperate with other agencies at the scene. These agencies may include the Tulsa City/County Health Department, the Fire Department, and the Tulsa Area Emergency Management Agency (TAEMA).

Due to the hazards associated with aircraft crashes (e.g., aviation fuel and body fluids) crash sites will be considered hazardous material incidents until determined otherwise. Officers are discouraged from endangering themselves by performing rescue or other operations in the contaminated area unless the officer performing such an operation is wearing protective clothing, a self-contained breathing apparatus, and is trained in the use of this equipment.

In the interest of officer and citizen safety, the officer should direct lifesaving activities by promptly notifying Fire Department personnel who have the appropriate equipment to safely perform such rescues.

Aircraft crashes occurring on Tulsa International Airport property will be handled by Airport Operations personnel. The Tulsa Police Department will provide assistance as necessary.

SUMMARY: Procedures for responding to an aircraft crash site that does not occur on Tulsa International Airport property.

APPLIES TO: All police personnel

DEFINITIONS:

AIRCRAFT – any machine designed to travel through the air, whether heavier or lighter than air, and in or upon which any person or property may be transported.

AIR CARRIER – a civilian airline engaged in the transportation of passengers and/or freight.

COLD ZONE – a fully safe area surrounding the Warm Zone at a hazardous materials site.

EMERGENCY RESPONSE GUIDE BOOK (ERG) – a field reference manual published by the Department of Transportation listing hazardous materials. The manual is cross-referenced by chemical name and ID number. The book

lists the general hazards of these chemicals and the steps to be taken by emergency response personnel dealing with them.

FAMILY ASSISTANCE CENTER – a facility set up to house, interview, care for and communicate with family members of people believed to be on the aircraft in a crash. (Note: the National Transportation Safety Board (NTSB) has responsibility for the families and victims of the crash. TPD responsibility will be to provide security and assist as needed.)

GENERAL AVIATION AIRCRAFT – an aircraft other than military or air carrier.

HAZARDOUS MATERIAL – a group of materials that can cause harm to people or the environment upon release.

HOT ZONE – the total exclusion area around a hazardous materials incident. Entry is limited to personnel wearing special protective clothing.

INVESTIGATING AUTHORITY – the NTSB is the primary investigating authority. See 31-132 Att., Aircraft Crashes - Attachment.

MILITARY AIRCRAFT – an aircraft of any of the armed forces.

SAFETY OFFICER – person responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety.

SHIPPING PAPERS – papers that list the specific cargo being transported. In an aircraft it will be located in the cockpit and will be called the Air Bill.

WARM ZONE – the area between the Hot and Cold Zones at a hazardous materials site.

PROCEDURES:

1. When officers approach an aircraft crash site, they should always approach from upwind and uphill if possible. Ask the dispatcher for the wind speed and wind direction when assigned the call.

2. Always assume that hazardous materials are involved until it can be determined otherwise. Avoid contact with smoke, vapors, and fluids.

3. Officers should not approach the accident following the same path that the aircraft crashed.

4. Officers should also be aware of the potential for fire and explosions. Military aircraft may contain weapons, ammunition, ejection seats, etc. Approach military aircraft from the side.

5. Establish crash site security and perimeter control as soon as possible keeping all non-essential persons from the scene.

6. Assess the situation. Obtain and relay the following information to the dispatcher:

    a. Location of the accident.
    b. Best available routes for emergency personnel and vehicles.
    c. Type of structures involved, if applicable.
    d. Class of aircraft - single or multiple engine.
    e. Number of injuries and deaths, if known.
    f. Additional assistance needed - police, fire, medical, military, etc.
    g. Location of the command post and staging area(s).
    h. Type of aircraft involved - military or civilian, passenger or cargo, helicopter or jet, private or commercial.

7. If the incident is a minor crash (e.g., bent propeller, pilot forced to land in the street) contact the investigative authority and complete an *Incident Report*.

8. If the incident is a major crash (e.g., injuries, fatalities, hazardous materials) inform the dispatcher of potential hazards and request they notify the Fire Department, the City/County Health Department, and TAEMA.

9. Take appropriate action to stabilize the conditions at the scene:

    a. Isolate the Hot Zone. Establish the boundaries of the Warm and Cold Zones.
    b. Keep internal combustion engines out of the Hot and Warm Zones.
    c. Aid the injured if possible. Officers who do not have protective clothing, a self-contained breathing apparatus, and who are not trained with this equipment must not enter the Hot or Warm Zones.
    d. If any person has entered the Hot Zone, ensure that they are decontaminated before leaving the Warm Zone.

10. Complete an *Incident Report* listing AIRCRAFT CRASH as the crime type. List the pilot as the victim. If the identity of the pilot cannot be determined, list the victim as John or Jane Doe. Include in the report at least the following information if available:

    a. Time and date of the crash.
    b. Weather conditions at the time of the crash.
    c. Direction the aircraft was headed.
    d. Whether there was a fire or an explosion in the air prior to the crash.
    e. Witnesses names, social security numbers, addresses and telephone numbers.
    f. Names and information on injured/deceased persons in the crash, if available.

11. Contact the dispatcher and have them notify the investigating authority.

12. Upon arrival, the supervisor(s) will reassess the incident and establish a command post using the Incident Command System in accordance with Policy 140, *Command Posts*.

13. Determine additional manpower needs for zone security and evacuation notification.

14. Ensure the establishment of access routes and stabilization of conditions at the scene.

15. Establish the area for evacuation notification if necessary.

16. Designate a staging area(s) for the following:

    a. Ambulance service.
    b. Equipment.
    c. Volunteers.
    d. Police personnel.
    e. Fire personnel.
    f. Investigating Authority.

17. If the crash requires a substantial effort including evacuations and/or a large use of manpower, notify the Chief of Police (or designee) of the circumstances and the actions being taken.

18. Coordinate activities with the Incident Commander (IC) if the Incident Command System has been implemented. The IC will direct the necessary actions to control the incident and dispose of any hazard.

19. Actions which may take place before the arrival of the IC are:

    a. Use personnel who are not assigned to zone security to perform evacuation notifications.

b. Attempt to ensure that air traffic is restricted over the scene.
c. Identify all witnesses and ensure that the following information is obtained:

    1) Time of crash.
    2) Location of witnesses when the crash occurred.
    3) Weather at the time of crash.
    4) Aircraft direction in flight.
    5) Explosion prior to crash.
    6) Anything removed from the scene and by whom.
    7) The impact angle and position of survivors.
    8) The location of objects falling from the aircraft prior to the crash.

d. Conduct a thorough, wide search for survivors and other evidence, if necessary. Victims may be displaced from the immediate scene by the impact of the crash.
e. Ensure that all the crash debris is protected and that the wreckage and evidence are not disturbed.
f. Establish relocation points (e.g., schools, Salvation Army, Red Cross, fairgrounds, churches) and facilitate the movement of displaced citizens to these points.
g. Evacuate at least 2,000 feet downwind, if necessary. Inform evacuees of the approximate time when they may return to the area.
h. Arrange for security of the evacuation area.
i. Arrange for personnel relief.

20. Set up an area within the Cold Zone but outside the staging area for briefings with the media.

21. Ensure that officers decontaminate clothing and take proper precautionary measures if they have had any possible contact with hazardous material, its vapors, or any contaminated persons or equipment.

SAFETY PRECAUTIONS:

1. **Avoid physical contact with hazardous substances**. Dangerous exposures can occur through contact, inhalation, ingestion, or absorption. Hazardous substances may be odorless and colorless.

2. Eliminate open flames and the possibility of sparks from smoking, flares, electricity, etc. Shut off automobile engines. Never enter the Hot Zone in an automobile.

3. If an exposure occurs, decontaminate clothing.

4. The command post and general staging areas will be located in the Cold Zone.

5. The Warm Zone is where decontamination takes place and includes the staging area for entry into the Hot Zone.

6. Clearance to enter the Hot Zone must be approved by the Safety Officer or his designee.

REGULATIONS:

1. Any person who enters the Hot Zone shall be decontaminated before leaving the Warm Zone.

2. Officers shall not issue statements regarding the cause of the crash.

3. Officers shall not release the names of persons killed or seriously injured in aircraft crashes involving military or air carrier aircraft unless authorized to do so by the investigating authority.

REFERENCES:

111A, *Hazardous Materials*
127, *Tulsa Police Reserve Emergency Call Out*
132 Attachment, *Aircraft Crashes – Attachment*
134*, Bomb Threats/Detonations*
140, *Command Posts*
Major Incident Response Manual

Tulsa Police Department

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Policy #	132 Attachment	**Effective Date**	08/15/2003
Policy Name	Aircraft Crashes – Attachment	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	11/16/1999

PROCEDURES:

Whenever an aircraft crash occurs at a location other than the Tulsa International Airport, the following notifications must be made.

1. On all air carrier and general aviation aircraft crashes (including agricultural and experimental aircraft), the National Transportation Safety Board (NTSB) and the Federal Aviation Administration (FAA) are the investigating authorities. Contact the FAA Field Operations Center's 24-hour telephone number at [redacted] The FAA will contact the National Transportation Safety Board.

2. On all military aircraft crashes, contact the Tulsa Air National Guard Maintenance Operations Center (MOC) at [redacted] and the MOC Fire Department [redacted] They will notify the appropriate military investigative authority.

3. On all aircraft crashes, contact the Tulsa International Airport police at [redacted] and they will in turn contact the Tulsa International Airport Air Traffic Control Tower.

4. If direct contact is needed with the National Transportation Safety Board (NTSB) during normal business hours, they can be reached at [redacted]

5. If the aircraft crash results in death(s), request that the dispatcher contact the Medical Examiner's Office.

Tulsa Police Department

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Policy #	133	**Effective Date**	09/19/2007
Policy Name	Terrorism Early Warning	**Approved Date**	09/19/2007
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department recognizes that terrorism related information reported to and discovered by officers in the field and other police personnel is significant not only to the Department, but also to other agencies and organizations. Employees who receive information of suspicious activities that appear to be of a terrorist nature, will thoroughly document the activity and the individuals involved, and take immediate action if the situation constitutes an immediate threat.

SUMMARY: To clarify procedures for dealing with terrorist related activities and information.

APPLIES TO: All police personnel

DEFINITIONS:

IMMEDIATE THREAT – activity of a terrorist nature that is imminent or in progress which requires immediate action to prevent or minimize damages.

TERRORISM – the calculated use of violence or the threat of violence against civilians in order to attain goals that are political, religious, or ideological in nature. Intimidation, coercion, and instilling fear are used to accomplish terrorism goals.

TERRORISM INFORMATION – information obtained from citizens, confidential informants, or officers' observations that indicates terrorist activity.

TERRORIST ACTIVITY – actions, words, writings, etc. that indicate a desire and method for creating mayhem and disorder in the community through acts of violence.

PROCEDURES:

1. In situations where an officer receives information that indicates an immediate threat, they will request a supervisor and more officers if needed. The supervisor will assess the situation and determine what additional action is necessary. The supervisor shall ensure that procedure 2 is followed to document the incident after the immediate threat has been addressed.

2. If an employee receives information of suspicious activity that may be terrorist related, the employee will complete an *Interoffice Correspondence* and forward it to the Special Investigations Division's (SID) Criminal Intelligence Supervisor. Any additional paperwork such as *Arrest and Booking Data Sheets* (A&B), *Field Interview Reports* (FIR), or *Incident Reports* should also be forwarded.

3. If sufficient information is available and no crime has occurred, a FIR may be completed. If a crime of a terrorist nature has been committed, complete an Incident Report. In the Attention box of the reports put SID. In the report, include as much of the following suspect information as possible:

    a. Full name.
    b. Date of birth.
    c. Social security number.
    d. Nationality.
    e. Passport/Visa number and expiration.
    f. Visa type.
    g. Address.
    h. Telephone number.
    i. Employer/student address.
    j. Father's name.
    k. Mother's name.
    l. Vehicle information.
    m. Associates.
    n. Scars, marks, tattoos.
    o. Photo.

4. The Criminal Intelligence Supervisor will liaise with, share, or exchange terrorism information with other agencies or organizations such as the Joint Terrorism Task Force (JTTF), Oklahoma Automated Secure Information Sharing (OASIS) System, Oklahoma Information Fusion Center (OIFC), and the Terrorism Early Warning Group (TEW) as appropriate.

REGULATIONS: None

REFERENCES:

CALEA 46.3.1, 46.3.2

Tulsa Police Department

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Policy #	135	**Effective Date**	08/15/2003
Policy Name	Intrusion Alarms	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	02/01/2000

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department will provide quality emergency response to intrusion alarm calls. *The City of Tulsa Intrusion Alarm Certification Ordinance* decriminalizes false alarms and makes alarm certification voluntary.

Intrusion alarm users choose the level of police response desired by voluntarily choosing to certify or not certify their alarms. Only certified intrusion alarm systems will receive first response from the Tulsa Police Department. Non-certified alarm systems will receive a secondary response.

This ordinance does not apply to police responses to vehicle alarms, duress or holdup alarms, manually activated or robbery alarms, or alarms used by the United States of America, the state of Oklahoma, or any governmental subdivision of the state of Oklahoma.

SUMMARY: Procedures for responding to intrusion alarms.

APPLIES TO: All police personnel

DEFINITIONS:

ALARM INDUSTRY BUSINESS – any entity having obtained a license pursuant to the provisions of the *Alarm Industry Act* of the State of Oklahoma who sells, leases, maintains, services, repairs, alters, replaces, moves, installs, or monitors any intrusion alarm system.

FALSE ALARM DISPATCH – an intrusion alarm dispatch request when the responding officer finds no evidence of criminal activity after having completed an investigation of the location. An intrusion alarm dispatch request that is canceled by the alarm user or the alarm industry business prior to the time an officer reaches the location shall not be considered a false alarm dispatch.

FIRST RESPONSE – the police receive an intrusion alarm dispatch request and elect to provide intrusion alarm response.

FIRST RESPONSE CERTIFICATE – a certificate issued to an alarm user who has met all requirements of *the Intrusion Alarm Certification Ordinance*. Issuance shall not create any property right in the renewal, reinstatement, or continued unsuspended or unrevoked status of a certificate.

INTRUSION ALARM RESPONSE – an actual police response to the location of an intrusion alarm system resulting from an intrusion alarm dispatch request.

INTRUSION ALARM SITE – a single premise or location served by a single intrusion alarm system.

INTRUSION ALARM SYSTEM – any single assembly of equipment, mechanical or electrical, arranged to signal the occurrence of an entry or attempted entry into the area protected by the system. A single intrusion alarm system shall be contained at one physical address and able to be activated independently of any other system.

INTRUSION ALARM USER – the person or persons, over the age of eighteen (18), owning or leasing the real property where an intrusion alarm system is located.

MONITORING – the process by which an alarm industry business receives signals from intrusion alarm systems and relays an intrusion alarm dispatch request to the City of Tulsa for the purpose of summoning police responses to the alarm site.

SECONDARY RESPONSE – the police receive an intrusion alarm dispatch request but elect not to provide intrusion alarm response until after the alarm industry business has provided its own response to the alarm site and has determined evidence of actual or attempted criminal activity.

PROCEDURES:

1. Upon receiving an intrusion alarm dispatch request from an alarm industry business, the complaint taker will determine if the location has a valid *First Response Certificate*.

2. If the location does not have a valid *First Response Certificate*, the complaint taker will advise the alarm industry business that the police will be the secondary response for the dispatch request.

3. If the location does have a valid *First Response Certificate*, the dispatcher will assign officers to the intrusion alarm site.

4. When officers are assigned to respond to an intrusion alarm site, officers will:

    a. Respond as soon as practical.
    b. Advise the dispatcher that they are 10-97 upon arrival.
    c. Investigate to determine if the alarm was caused by criminal activity or a false trip.

        1) If the alarm was tripped because of apparent criminal activity:

            a) Attempt to notify the property owner or agent of the owner.
            b) File an *Incident Report* and any other related reports.
            c) Secure the site as well as practical if the owner/agent cannot be located.

        2) If the alarm was a false trip, complete an *Intrusion Alarm Door Hanger* and leave in a conspicuous place for the property owner.

5. When deemed necessary by an officer responding to an intrusion alarm, the officer may request that the dispatcher contact the alarm industry business to have them send an employee/agent to the intrusion alarm site.

    a. When the alarm industry business has notified the employee/agent to respond to the intrusion alarm site, the employee/agent has 60 minutes to respond.
    b. If after 60 minutes from notification the employee/agent fails to respond to the intrusion alarm site he/she may be cited for failure to respond under 27 T.R.O. 2606 (B), *Prompt Response of Agents or Employees*.

6. If responding officers are cancelled from the intrusion alarm response by the dispatcher prior to their arrival, the call will not be counted as a false alarm to the intrusion alarm user.

REGULATIONS:

1. Officers responding to an intrusion alarm site will leave an *Intrusion Alarm Door Hanger* at the location to indicate that the police responded to an intrusion alarm at that location.

2. Each response to a location of an intrusion alarm shall be considered a separate alarm response.

3. Officers responding to the location of an intrusion alarm shall use the appropriate 10-code when arriving and clearing from the call.

REFERENCES:

Supplement 6 - *Index of Supplements to Tulsa Revised Ordinances* (7/1/1999 thru 2/31/1999)
Ordinance 19721. Amends Title 21, Chapter 19a - *Intrusion Alarm Certification Ordinance*
27 T.R.O 26, *False Alarms*

Tulsa Police Department

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Policy #	136A	**Effective Date**	12/18/2023
Policy Name	Performance of Duty – Nondiscrimination	**Approved Date**	11/21/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/15/2003

PURPOSE OF CHANGE:

Update policy to align with City of Tulsa Personnel Policies and Procedures.

POLICY:

The Tulsa Police Department is committed to and shall provide a work environment which is free from all forms of discrimination and harassment. City, State, and Federal laws strictly prohibit discrimination or harassment in the workplace by any person and in any form. Customers and/or vendor representatives who violate City policy regarding discrimination or harassment will be asked to leave City premises.

The Tulsa Police Department will not tolerate any form of discrimination or harassment based on race, color, sex, age, religion, national origin, disability, or sexual orientation. Officers and employees will conduct themselves in accordance with the highest moral and ethical standards. Any employee who violates this policy is subject to disciplinary action up to and including termination. Complaints will be investigated and processed in accordance with the *Collective Bargaining Agreement* and current Tulsa Police Department *Policy and Procedure*.

SUMMARY: Procedures for identifying and reporting of discrimination or harassment.

APPLIES TO: All police personnel.

DEFINITIONS:

DISCRIMINATION – the unjust or prejudicial treatment of different categories of people based on race, color, sex, age, religion, national origin, disability, political beliefs, sexual orientation, gender identity, or gender (as defined in *City of Tulsa Personnel Policies and Procedures*).

SEXUAL HARASSMENT – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.

2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

3. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

HARASSMENT – any slurs, jokes, and/or other degrading verbal or physical conduct relating to a person's race, color, sex, age, religion, national origin, disability, or sexual orientation constitutes harassment when such conduct:

1. Has the purpose or effect of substantially interfering with an individual's work performance.

2. Creates an intimidating, hostile or offensive work environment.

3. Adversely affects another employee's work efforts and employment.

PROCEDURES:

1. All managers, supervisors, and employees (including temporary employees) are expressly prohibited from any form of conduct which has the purpose and/or effect of interfering with another individual's work performance or which creates a hostile, offensive or intimidating work environment. Sexual harassment includes conduct directed at members of the same as well as the opposite sex.

2. Examples of prohibited conduct include, but are not limited to:

    a. Unwanted offensive sexual flirtation, advances, propositions, touching, or hugging.
    b. Graphic or suggestive comments concerning a person's dress or body.
    c. Display of sexually suggestive objects or pictures.
    d. Display of degrading objects, pictures, or making inappropriate comments specific to gender, age, ethnicity, disabilities, religion, national origin, or race.
    e. Non-verbal harassment including suggestive or insulting sounds, leering, whistling, obscene gestures, or inappropriate electronic or voice mail messages.

3. Employees who believe they are being subjected to any form of discrimination or harassment are encouraged to report the incident within fifteen (15) calendar days for investigation and resolution.

4. Complaints of discrimination or harassment should be made to one of the following:

    a. The employee's immediate supervisor.
    b. Any supervisor in the employee's chain of command.
    c. The employee's division commander, bureau deputy chief, or the Chief of Police.
    d. Internal Affairs.
    e. Director of Human Resources (or designee).

5. The employee may bypass the immediate supervisor or anyone else in the chain of command if the employee is uncomfortable in making the report to that person.

6. Employees have the right to report any discriminating or harassing conduct without fear of retaliation of any kind or form. Employees who file false or malicious allegations of discrimination or harassment will be subject to disciplinary action up to and including termination.

7. In order to minimize discrimination or harassment allegations and complaints, employees are encouraged to notify the offending party that the conduct is unwelcome and offensive. Often this notification will terminate the offensive behavior. Such notice is not required but is encouraged where appropriate.

8. The receipt, investigation, and determination of any act prohibited by this policy shall be carried out in accordance with Policy 304A, *Complaints Against Police Employees*.

9. If an employee files a formal complaint or if a complaint has not been filed but the manager or supervisor is aware of circumstances where discrimination or harassment may be occurring, it is the responsibility of that manager or supervisor to advise the Chief of Police or Human Resources Director (or designee) of the matter in writing as soon as the supervisor becomes aware of the possibility of it.

10. It is the responsibility of managers and supervisors to read, understand, and implement this policy and to assure that their employees comply with the provisions of this policy to the best of their ability. It is also their responsibility to assure employees that discrimination and harassment will not be tolerated in the workplace and

to take immediate action if they become aware of such discrimination or harassment.

11. It is the responsibility of managers and supervisors to counsel employees to be sensitive to others and to avoid making comments that may embarrass co-workers, even if such comments do not rise to the level of harassment.

12. A copy of the findings of any investigation by the Police Department of allegations of discrimination or harassment shall be provided to the Human Resources Director prior to taking any disciplinary action against the employee. After conferring with the Human Resources Director (or designee), the Human Resources Director shall be notified of any disciplinary action taken.

13. If the alleged harassment or discrimination complaint is made to the Human Resources Director (or designee), investigation procedures shall be in accordance with *City of Tulsa Personnel Policies and Procedures*, Section 411 *Disciplinary Guidelines.*

14. Employees will receive annual refresher training in Respectful Workplace.

REGULATIONS:

1. Failure of any manager or supervisor to take action, as required by this policy, will be grounds for discipline up to and including termination.

2. All complaints filed, investigations conducted, and disciplinary action recommended and/or taken shall be handled in a confidential manner to the extent that is reasonably possible so that neither parties involved, nor the Tulsa Police Department will suffer unnecessary embarrassment, intimidation, or other undesired consequences.

REFERENCES:

304A, *Complaints Against Police Employees*
City of Tulsa Personnel Policy and Procedures, Section 411*, Disciplinary Guidelines*
City of Tulsa Personnel Policy and Procedures, Section 421, *Discrimination Complaints*
Collective Bargaining Agreement, Article 4,7,11, & Appendix B

Tulsa Police Department

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Policy #	136B	**Effective Date**	03/23/2023
Policy Name	Prohibition Against Bias-Based Policing	**Approved Date**	03/23/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/23/2018

PURPOSE OF CHANGE:

Revised to include specific training requirements based on CNA recommendation of a minimum of four hours of implicit bias training.

POLICY:

The gender, sexual orientation, age, ethnicity, disability, political affiliation, religion, national origin, economic status, cultural group or race of an individual shall not be the sole factor in determining the existence of probable cause to take into custody or to arrest an individual or the sole factor in constituting a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.

There shall be no bias in the operations of the Tulsa Police Department. The Department is committed to unbiased policing and will provide service and enforcement in a fair and equitable manner. Investigative detentions, traffic stops, pedestrian stops, searches and seizures of property, and asset seizure and forfeiture efforts will be based on a standard of reasonable suspicion or probable cause as required by then-applicable state and federal law.

Officers must be able to articulate facts and circumstances which support probable cause or reasonable suspicion for an investigative detention, traffic stop, arrest, non-consensual search and seizure of property, and asset seizure and forfeiture efforts. Except as provided in this policy, officers shall not consider gender, sexual orientation, age, ethnicity, disability, political affiliation, religion, national origin, economic status, cultural group, or race in establishing either reasonable suspicion or probable cause.

Officers may take into account, for the purposes of establishing either reasonable suspicion or probable cause, the reported gender, sexual orientation, age, ethnicity, disability, political affiliation, religion, national origin, economic status, cultural group, or race of a specific suspect based only on credible, reliable information that links a person or persons of a specific gender, sexual orientation, age, ethnicity, disability, political affiliation, religion, national origin, economic status, cultural group or race to a particular criminal incident.

The Department will train sworn personnel in bias-based policing issues including legal aspects and will take corrective measures when bias-based policing occurs. The Department promotes and supports those ensuring this policy is followed to protect the community we serve. TPD will not tolerate retaliation against any civilian or employee for exercising their right to report a violation of his policy.

Internal Affairs will conduct a documented annual administrative review of agency practices to include citizen concerns and any corrective measures taken.

SUMMARY: To define and prohibit bias-based policing.

APPLIES TO: All police personnel.

DEFINITIONS:

BIAS-BASED POLICING – the detention, interdiction, or other disparate treatment of an individual solely on the basis of the gender, sexual orientation, age, ethnicity, disability, political affiliation, religion, national origin, economic status, cultural group, gender identity/expression or race.

PROCEDURES: None

REGULATIONS:

1. No officer shall engage in bias-based policing. The gender identity/expression, sexual orientation, age ethnicity, disability, political affiliation, religion, national origin, economic status, cultural group, or race of an individual shall not be the sole factor in determining the existence of probable cause either to take into custody or to arrest an individual.

2. An individual's gender, sexual orientation, age, ethnicity, disability, political affiliation, religion, national origin, economic status, cultural group or race alone shall not constitute a reasonable and articulable suspicion that an offense has been or is being committed so as to justify the detention of an individual or the investigatory stop of a motor vehicle.

3. Officers will attempt to reduce perceptions, if any, of bias when detaining a citizen. When consistent with the safety of an officer or others and when reasonable, officers will:

    a. Be courteous, polite, and professional.
    b. Introduce themselves before asking the citizen for identification and explain to the citizen the reason for the stop as soon as practical.
    c. In accordance with statutory and common law, ensure that the length of detention is no longer than necessary to take the appropriate action for the known or suspected offense.
    d. Answer any reasonable questions the citizen might have, to include explaining options for the disposition of the traffic citation, if relevant.
    e. Provide his/her name and badge number when requested, in writing or on a business card.
    f. Explain if it is determined that the reasonable suspicions were unfounded and, if appropriate under the circumstances, offer an apology to the affected citizen.

4. Internal Affairs will investigate all apparent instances of failure to comply with this policy in accordance with 304A *Complaints Against Police Employees*.

5. Violations of this policy shall result in disciplinary action.

6. Supervisors shall ensure that all personnel in their command are familiar with the content of this policy and are operating in compliance with it.

7. All TPD employees/officers will receive a minimum of four hours of instruction on implicit bias and/or fair and impartial training annually to its officers. This training may include but is not limited to such topics as: Policy Review, Legal Updates, Trauma-Informed Policing, Cultural Competency, and De-Escalation. Training shall include concepts and mitigation practices for reducing implicit and explicit bias and ensure the implementation of fair and impartial policing.

REFERENCES:

22 O.S. 34.3-34.5
Johnson, et al. v. City of Tulsa, No. 94-CV-39-H(M) *Consent Decree*, Section 16.1, 16.2
304A, *Complaints Against Police Employees*

Tulsa Police Department

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Policy #	136C	**Effective Date**	04/28/2004
Policy Name	Prohibition Against Retaliation	**Approved Date**	04/15/2004
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

All forms of retaliation directed at any officer or civilian raising matters of public concern including but not limited to claims of racial, gender, religious, or national origin discrimination or other rights conferred by the Constitution and laws of the United States, the Constitution and laws of the State of Oklahoma, or the Consent Decree are prohibited. The right to be free from retaliation shall include those who assert such matters on behalf of others. It shall not include protection for those who raise issues of personal interest. Any form of retaliation against any officer or civilian who participates in any fashion in assisting a person bringing a complaint alleging that their rights have been violated is forbidden.

The Department encourages all employees to bring such matters through the chain of command or directly to the Chief of Police or the Mayor. The Department affords the right of all those who raise matters in this manner to the same protection from retaliation.

Supervisors who fail to investigate and take appropriate corrective action upon receiving written notice of specific acts of retaliation against any officer under their command will be disciplined. Persons in the chain of command will be held accountable for eliminating retaliation directed at any officer under their command.

APPLIES TO: All police personnel

SUMMARY: To define and prohibit retaliation.

DEFINITIONS:

RETALIATION – an action motivated by a desire to punish a person for the exercise of First Amendment rights which alters the terms and conditions of employment, including but not limited to: giving unfair evaluations, initiating a disciplinary action, giving excessive punishment for a disciplinary infraction, failing to back or assist another officer, or giving unfavorable assignments. This limits retaliation to changing the terms and conditions of employment and does not extend it to the trivial.

PROCEDURES: None

REGULATIONS:

1. Any form of retaliation against any officer or civilian who participates in any fashion in assisting a person bringing a complaint alleging that their rights have been violated is forbidden.

2. Supervisors will investigate and take appropriate corrective action upon receiving written notice of specific acts of retaliation against any officer under their command.

REFERENCES:

*Johnson, et al. v. City of Tul*sa, No. 94-CV-39-H(M*) Consent Decree*, Section 13.1 – 13.4

Tulsa Police Department

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Policy #	136D	**Effective Date**	05/02/2023
Policy Name	Specialty Assignments	**Approved Date**	05/02/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	05/28/2009

PURPOSE OF CHANGE:

Issuing policy update reflecting the agreement made with Fraternal Order of Police, Black Officers Coalition and City of Tulsa.

POLICY:

All specialty assignments shall be made based on merit. Specialty assignment vacancies will be posted on the Intranet and distributed to all sworn personnel via email. Each posting will include, but not be limited to, the specific assignment, the job description, and each and every minimum and preferred qualification required for the assignment. The vacancy posting will remain active/posted for a minimum of ten (10) days.

The Department has established a one-day training session in basic investigations, which includes report writing, search warrants, and case management. This training is a prerequisite to applying for a position as a detective or an investigator in the Special Investigations Division, the Detective Division, and the Uniform Divisions. This class counts toward meeting annual CLEET in-service requirements.

The Department reserves the right to transfer personnel from specialty units at the annual shift change, or as necessary, in accordance with State law and the current *Collective Bargaining Agreement*. Transfers from specialty units shall be made based upon the effectiveness and efficiency of the Department and/or the employee.

APPLIES TO: All sworn police personnel

SUMMARY: Procedures for filling specialty assignment vacancies.

DEFINITIONS:

SPECIALTY ASSIGNMENTS – all assignments other than those bid under the current bid process, except assignments of the rank of captain and above, and the FOP positions.

PROCEDURES:

1. The established minimum requirements and the additional preferred requirement for all positions shall be reviewed by the Chief of Police, or designee, to assure that those requirements directly relate to the requirements of the position. The established minimum requirement for time on the Department will begin on the officer's first day of the academy.

2. Vacant positions will be opened/posted for a minimum of ten (10) days. Part-Time Specialty Units may post a vacancy more than ten (10) days to meet the needs of that unit. The unit supervisor should work with their division commander on what is needed and what would be an appropriate time frame for posting. The division commander will then forward their recommendation to their Deputy Chief. The Deputy Chief will forward the recommendation along with the Deputy Chief's own recommendation to the Chief of Police for approval.

3. The established minimum qualifications and the additional preferred requirements for positions shall not be waived unless there are no applicants who meet the minimum qualifications. The position will then be opened for ten (10) days to all that apply and the most qualified person for the position will be selected.

4. At the time an employee is assigned to a position intended to be a permanent position, the Department will announce the permanent assignment as open as if it were a permanent position.

5. Division Commanders shall accept all applications and forward recommendations to their Deputy Chief. The Deputy Chief shall forward the Major's recommendation to the Chief of Police, with the Deputy Chief's own recommendation to approve or reject the Major's recommendation. All applicants shall be notified of the final decision.

6. All applications for a position will be considered. If there are more than fifteen (15) applicants for any position, the pool of applications considered may be narrowed to 15 or less applicants. Applicants' skills and qualifications will be compared to the minimum preferred qualifications for the position to which they are applying, to include the applicants' qualifications as outlined in their written application. Division Commanders will ensure interviews are conducted for all specialty assignments within their division by sworn personnel of the rank of Lieutenant or above.

7. Personnel within the chain of command for the vacancy are prohibited from recruiting officers for specialty assignments other than through the posted announcement. If no qualified personnel apply for an assignment, steps may be taken to secure a qualified person to serve in the open position.

8. Supervisor's may submit Internal Vacancy Applications on behalf of employee on approved leave who will not return prior to the closing of the vacancy posting.

REGULATIONS:

1. Officers shall not be recruited to fill specialty assignment vacancies other than as outlined in Procedure 7.

REFERENCES:

None

Tulsa Police Department

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Policy #	136E	**Effective Date**	04/28/2004
Policy Name	Obligation to Provide Backing	**Approved Date**	04/15/2004
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

It is the obligation of every officer to provide backing to their fellow officers. Officers should inform their supervisors in writing of specific alleged problems that they are experiencing in receiving backing. Supervisors who receive written notice of such problems are required to investigate the complaint and take appropriate action, if necessary. Supervisors will report the notice and all actions taken, or why no action was necessary, up the chain of command.

APPLIES TO: All sworn personnel

SUMMARY: To adopt and implement a policy which specifically sets out the obligation of fellow officers to provide backing as required.

DEFINITIONS: None

PROCEDURES: None

REGULATIONS:

1. Officers shall provide backing for fellow officers as needed.
2. Officers shall inform their supervisors, in writing, of specific alleged problems in receiving backing.
3. Supervisors shall investigate the written notice and take appropriate action.
4. Supervisors shall report the notice and all actions taken, or why no action was necessary, through the chain of command.

REFERENCES:

Johnson, et al. vs. City of Tulsa, No. 94-CV-39-H(M) *Consent Decree*, Section 14.1

Tulsa Police Department

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Policy #	137	**Effective Date**	05/06/2009
Policy Name	Tulsa Police and Fire Chaplaincy Corps	**Approved Date**	05/01/2009
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/15/2003

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The objective of the Tulsa Police/Fire Chaplaincy Corps is to serve the citizens of Tulsa by providing pastoral care to police personnel and to citizens in crisis situations. The Chaplaincy Corps seeks to promote a positive relationship between the Tulsa Police Department and the community.

The nature of some calls assigned to officers prompts the call-out of a chaplain. These calls include, but are not limited to the following:

1. Police involved shootings - where either an officer or citizen was seriously injured.
2. Disaster response - flood, tornado, fire, etc.
3. Hostage situations, armed and barricaded subjects, or suicidal subjects.
4. Death notifications - homicides, suicides, traffic fatalities, or any DOA where death was not expected.

SUMMARY: Procedures to be followed when utilizing police chaplains.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:

A. PUBLIC SAFETY COMMUNICATIONS (PSC) PERSONNEL

1. If the call falls into the death notification category where the death was not expected, or a supervisor requests a chaplain, contact the chaplain who is on call. Inform the chaplain of the location and nature of the call.

2. Maintain a current list of chaplain sectors, phone numbers, and pager numbers.

3. Notify the officer as to which chaplain has been notified and give the chaplain's estimated time of arrival.

B. OFFICER

1. If the call falls into any other category, determine if a chaplain is needed and contact PSC to request that one be contacted.

2. Provide the chaplain with any pertinent information regarding the family and/or the circumstances of the call.

C. CHAPLAIN

1. Remain outside the perimeter of the crime scene until the officer in charge has been notified that a chaplain is on the scene.

2. Obtain additional information if necessary.

3. Advise the officer in charge when death notifications have been completed.

4. If a fatality or serious injury occurs as the result of a police shooting, initiate contact and follow through with the family of any citizens involved.

5. If any officers are seriously injured or hospitalized, initiate contact and follow through with their family members.

6. In hostage situations, assist the family members of hostages, victims, or suspects as requested by the officer in charge.

7. Provide PSC with an updated list of chaplain sectors, phone numbers, and pager numbers.

REGULATIONS: None

REFERENCES: None

Tulsa Police Department

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Policy #	138	**Effective Date**	10/03/2023
Policy Name	Handling of Foreign Nationals	**Approved Date**	10/02/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/30/2007

PURPOSE OF CHANGE:

To update procedures and rescind 138 Attachment.

POLICY:

The Tulsa Police Department works in partnership with our community to foster trust and cooperation from the public to solve crimes, maintain public safety and keep the peace. The Department does not and will not engage in the practice of stopping, detaining, questioning, or arresting any person based solely on the suspicion that the individual may be in the United States illegally.

The Tulsa Police Department will cooperate with partner agencies investigating the citizenship status of individuals arrested and booked on felony or full-custody misdemeanor charges.

When a foreign national is arrested or detained in the United States, legal requirements within the Vienna Convention on Consular Relations require the foreign national be informed of their right to consular notification and access, regardless of whether the individual is in the United States legally. A list of contact information for embassies and consulates within the United States is available online at the U.S. Department of State website.

Foreign Nationals have the option to decide whether they want consular representatives notified of the arrest or detention unless the foreign national is from a mandatory notification country.

SUMMARY: Procedures regarding immigration status of individuals arrested and booked into jail by TPD.

APPLIES TO: All police personnel.

DEFINITIONS:

FULL-CUSTODY ARREST – any arrest which involves booking procedures at a jail facility.

PROCEDURES:

1. Any time a foreign national is arrested or detained, they must be advised of their right to have their consular officials notified. For a list of countries requiring mandatory notification, go to the U.S. Department of State website:

   https://travel.state.gov/content/travel/en/consularnotification/QuarantinedForeignNationals/countries-and-jurisdictions-with-mandatory-notifications.html

   a. If the foreign national requests consular notification or their country is on the mandatory list, notify the nearest consulate or embassy of the person's country without delay.
   b. Document all notifications and actions taken on the *Arrest and Booking Data (A&B) Sheet*.

2. Arresting officers processing a full-custody arrest shall document the arrestee's place of birth (POB) on the A&B. If other than the United States, ask for country and province, state, or territory.

3. If an officer has need to determine an arrestee or suspect's immigration status, they may make official inquiry through the following process:

    1) Contact Teletype and request an Immigration and Customs Enforcement (ICE) Criminal Alien Query (IAQ) through the National Law Enforcement Telecommunication Service (NLETS). If a hit is received or the arrestee's immigration status is questionable, contact the ICE/Enforcement and Removal Operations (ERO) Criminal Alien Program (CAP) Duty Phone (1-888-351-4024).
    2) Notify the jail personnel if ICE/ERO wants to place a detainer on the arrestee. The jail will contact ICE/ERO CAP to inform them that the arrestee is in their custody. An ICE/ERO representative will place the actual detainer on the individual.

REGULATIONS:

1. Anytime a foreign national is arrested or detained the initiating officer shall advise them of their right to Consular notification.

2. Officers shall not stop, question, arrest, or detain anyone solely because they are suspected of being in the United States illegally.

3. When booking arrestees into a jail facility, officers shall notify the facility's booking personnel when they conclude an arrestee is in the United States illegally or their status is questionable.

4. No personnel will be hindered from cooperating with federal agencies regarding the immigration status of any individual.

REFERENCES:

138 Att., *Handling of Foreign Nationals-Attachment*
141, *Wagoner/Osage County Arrests and Prisoner Transports*

Tulsa Police Department

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Policy #	139	**Effective Date**	08/15/2003
Policy Name	Malicious Intimidation	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/16/1995

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department will promptly and thoroughly investigate all reported or observed incidents of harassment or intimidation because of religion, ancestry, national origin, or disability. The Department places a high priority on the resolution of incidents of a racial, religious, or ethnic bias.

All personnel must be sensitive to the feelings, needs, and fears that may be present in the community as a result of incidents of this nature. The proper investigation of Malicious Intimidation/Harassment crimes is a visible sign of commitment and concern to the community and is the responsibility of all Department personnel.

SUMMARY: Procedures for investigating Malicious Intimidation/Harassment crimes.

APPLIES TO: All sworn personnel

DEFINITIONS:

<u>INTIMIDATION OR HARASSMENT BECAUSE OF RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORIGIN OR DISABILITY, 21 O.S. 850</u> –

1. No person shall maliciously and with the specific intent to intimidate or harass another person because of that person's race, color, religion, ancestry, national origin or disability:

    a. Assault or batter another person.
    b. Damage, destroy, vandalize or deface any real or personal property of another person.
    c. Threaten, by word or act, to do any act prohibited by paragraph one or two of this subsection if there is reasonable cause to believe that such act will occur.

2. No person shall maliciously and with specific intent to incite or produce, and which is likely to incite or produce, imminent violence, which violence would be directed against another person because of that person's race, color, religion, ancestry, national origin or disability, make or transmit, cause or allow to be transmitted, any telephonic, computerized, or electronic message.

3. No person shall maliciously and with specific intent to incite or produce, and which is likely to incite or produce, imminent violence, which violence would be directed against another person because of that person's race, color, religion, ancestry, national origin, or disability, broadcast, publish, or distribute, cause or allow to be broadcast, published, or distributed, any message or material.

PROCEDURES:

A. PUBLIC SAFETY COMMUNICATIONS (PSC)

1. When receiving a complaint which meets the criteria of a Malicious Intimidation/Harassment crime, an officer shall be assigned to investigate. These types of complaints shall not be referred to the Telephone Report Office.

B. OFFICER

1. When any incident meeting the criteria of a Malicious Intimidation/Harassment crime comes to the attention of an officer, the officer shall:

   a. Notify a field supervisor.
   b. Secure the crime scene and preserve the evidence.
   c. Notify a Crime Scene Detective (CSD) to process the scene, if needed.
   d. Investigate the incident and complete the appropriate reports.
   e. Write MALICIOUS INTIMIDATION/HARASSMENT CRIME on the top of the *Incident Report* in the "Attention" section.
   f. If possible, ensure that the physical remains of the incident are removed after processing is completed.

C. SUPERVISOR

1. The field supervisor shall notify the shift commander.

2. Arrange for an increase in the number of patrols in the affected area.

3. Ensure that accurate, detailed reports are completed.

D. CRIME SCENE DETECTIVES (CSD)

1. Investigative personnel shall respond to the scene, photograph and process the scene, and obtain samples of materials used (wood, paint, etc.) where possible.

E. RECORDS SECTION

1. When a Malicious Intimidation/Harassment crime *Incident Report* is received, Records Section personnel shall forward a copy of the report to the Organized Gangs Unit.

F. ORGANIZED GANGS UNIT

1. An investigator shall be assigned to the case for follow-up investigation.

2. A copy of the case shall be forwarded to the Chief of Police.

3. A copy of the case shall be forwarded to the Oklahoma State Bureau of Investigation within 72 hours as provided by 21 O.S. 850.

REGULATIONS: None

REFERENCES: None

Tulsa Police Department

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Policy #	140	**Effective Date**	02/06/2025
Policy Name	Incident Command System	**Approved Date**	02/06/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	10/25/2022

PURPOSE OF CHANGE:

To add the Special Response Team.

POLICY:

The Tulsa Police Department utilizes the Incident Command System (ICS), which is part of the National Incident Management System (NIMS), in situations which require a substantial effort and significant resources.

The NIMS requires that the person in charge of the response to a major event be called the Incident Commander (IC). The type of incident will dictate the lead agency for a response. The first arriving responder, regardless of agency, is responsible for establishing the ICS. The position of IC may change as the response changes or as more ranking or qualified personnel arrive.

For example, the IC to a terrorist bombing may be the first fire captain on the scene. The IC might be relieved by a fire chief as more personnel arrive and the response grows. Command would change to the police department when the fire was extinguished, and the response turned into an investigation.

For most responses there will only be one IC. For large, complex multi-agency responses, there will be a Unified Command.

The IC is tasked with establishing an Incident Command Post (ICP). There will only be one official ICP at an event. The ICP is identified by a green flag or green flashing light.
When responding to incidents which require a substantial effort involving the police, the Tulsa Police Department will establish an ICP or similar facility. In the event that the Department requires resources from outside agencies, 63 OS 695.5 will govern the activation of those resources as mutual aid.

SUMMARY*:* Procedures for establishing the ICS.

APPLIES TO: All sworn police personnel

DEFINITIONS:

AFTER ACTION REPORT (AAR) – a report summarizing the overall response to an incident. The report will contain information about the incident itself, the resources deployed to deal with it, the consequences of the incident, and the response. See Critical Incident Response Manual (CIRM).

CLEAR TEXT - The use of plain English in radio communications transmissions. Ten Codes and agency specific codes will not be used when utilizing clear text.

CREDENTIALED - personnel or equipment that have met an objective evaluation demonstrating current certification, training and experience, and a level of competency or proficiency, ensuring they have met nationally accepted standards of performance. Most ICS positions have credentialing standards established by FEMA and/or the State of Oklahoma

Emergency Responder Credentialing System. NIMS requires a jurisdiction wide credentialing system for response resources (personnel and equipment) to aid in the quick identification, deployment and tracking of these resources.

FINANCE SECTION CHIEF – responsible for tracking all costs and financial considerations of the incident, as well as obtaining spending approvals. If available, a credentialed Finance/Administration Section Chief should be assigned by the IMT.

INCIDENT - An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property. Incidents can include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies. Incidents can be organizational needs where a CP or IC can be utilized as determined by departmental needs and/or other occurrences requiring an emergency response.

INCIDENT ACTION PLAN (IAP) - An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management during the incident.

INCIDENT COMMANDER (IC) – the person in overall control of the incident site. The IC leads the ICS and is the local individual responsible for the management of all incident operations. For large or complex operations, the IC shall have successfully completed all certifications required by the NIMS, such as ICS-300 and ICS-400. If available, a credentialed IC should be assigned.

INCIDENT COMMAND POST (ICP) – a centralized base of operations established near the site of an incident where primary command functions are executed, usually located near the incident scene, but out of the risk area.

INCIDENT COMMAND SYSTEM (ICS) – a management tool designed to control field emergency response operations by establishing a functional area under the direction of an IC. The ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident. The use of ICS for incident response is mandated by the NIMS.

INCIDENT MANAGEMENT TEAM (IMT) – a group of officers highly trained and skilled to manage the unique needs of a disaster, be it natural or manmade. The team will be responsible for helping to set up the ICS, man the various functions, and perform the tasks on scene. Team members, having demonstrated a high level of competency and ability, are credentialed in the respective ICS functions.

INFORMATION OFFICER (IO) – responsible for communicating and coordinating with the media or other appropriate agencies requiring information direct from the incident scene. Generally, the Department's Public Information Officer (PIO) but may be designated by the OIC/IC. If available, a credentialed PIO should be assigned.

INTELLIGENCE OFFICER – responsible for collecting, coordinating, and evaluating sensitive and/or classified information pertaining to the incident, as well as implementing intelligence gathering efforts during the incident. The intelligence function can be established as part of the command staff, as a separate Section as part of the general staff, as a branch under the Operations Section, or as part of the Planning Section, at the discretion of the IC.

LIAISON OFFICER – the point of contact for assisting and coordinating agencies. This official should be a credentialed Liaison Officer with specialized training as assigned by the IMT.

LOGISTICS SECTION CHIEF – responsible for providing services, facilities, and materials for the incident, including the communications, medical, and food units (within the service branch) and the supply, facilities, and ground support (within the support branch). This official should be a credentialed Logistics Section Chief with specialized training as assigned by the IMT.

OFFICER IN CHARGE (OIC) – the person in command of the Tulsa Police Department resources when the IC is from

another response agency. Generally, a person of the rank of Captain.

OPERATIONS SECTON CHIEF – responsible for all tactical operations at the incident. This official should be a credentialed Operations Section Chief with specialized training as assigned by the IMT.

PLANNING SECTION CHIEF – responsible for analysis and documentation of the situation as it progresses. This official should be a credentialed Planning Section Chief with specialized training as assigned by the IMT.

SAFETY OFFICER – responsible for monitoring and assessing safety hazards or unsafe situations and developing measures for ensuring personnel safety. This official should be a credentialed Safety Officer with specialized training as assigned by the IMT.

STAGING AREA – location where incident personnel and equipment are assigned on an immediately available status. Equipment and personnel will be held at the staging area until called for at the emergency site by the ICP.

SUBSTANTIAL EFFORT – an endeavor that requires additional manpower to be assigned to supplement district officers and that will significantly affect the normal operation of the Police Department.

UNIFIED COMMAND – a variation of ICS in which more than one person serves in the capacity of the IC, because of jurisdictional concerns, complexity of the incident, or size of the response. The persons serving as IC will jointly make decisions on the response.

PROCEDURES:

1. The first officer to arrive on scene will become the IC. This officer will maintain command until command is transferred to a supervisor or an employee of lesser rank based upon experience, knowledge, or certification. The IC/OIC can only be relieved by an officer who affirmatively and unmistakably assumes control of the incident. For large/complex incidents, the IC/OIC shall have completed all requirements of NIMS, up to the completion of ICS-300 and ICS-400, such as a Captain or above.

2. If an agency other than the Tulsa Police Department is assuming the lead of an operation, the Tulsa Police Department's IC/OIC will check in and remain at the designated ICP of that agency. The IC/OIC will receive departmental responsibilities and make appropriate assignments to police personnel. The IC/OIC should consider the activation of the IMT in order to facilitate Command Post operations. The IMT commander or Platoon Leader will make the determination for how many team members to activate depending on the nature and specifics of the incident.

3. If it is determined there is a need for specific expertise; the IC/OIC may relinquish command to a person with the appropriate expertise.

4. Set up a tactical radio channel for the ICP.

5. The IC/OIC will designate a Safety Officer to identify scene safety issues and implement safety protocols for the scene.

6. The location of the ICP or similar facility will be determined using the following criteria, if possible:

    a. Strategically located.
    b. Accessible to responding personnel.
    c. Defensible against attack and out of the danger area.
    d. Sufficient space for responding personnel, equipment, and parking.
    e. Accessible to restroom facilities.
    f. Accessible to telephone and utilities (water, electric).
    g. A helicopter landing area nearby.

h. Accessible to structures or other protection from weather.
i. Accessible to storage facilities.

7. If a suitable structure for the ICP or similar facility does not exist or is impractical, the IC/OIC will request the mobile command vehicle. The IMT Leaders should be notified whenever the mobile command vehicle is requested in order to determine the scale of response of IMT members.

8. The IC/OIC will notify the Chief's Section of the situation, the ICP location, and the identity of the IC/OIC through the Public Information Officer (PIO). After normal working hours, contact the Chief's Section in accordance with Policy 308, *Staff Representation After Hours*.

9. The IC/OIC will determine the following and convey to PSC:

   a. The nature of the incident.
   b. Control perimeters, if necessary.
   c. The location of the ICP.
   d. Designate a Staging Area Manager (IMT personnel will handle, when activated), staging areas and access routes.
   e. Determine a relocation area for evacuees.
   f. The ICP staff, as needed: See CIRM.

10. The IC/OIC will determine manpower needs and request sufficient personnel. Consideration must be given to span of control issues when assigning resources.

    a. Call for other specialized units as needed:

       1) Special Operations Team (SOT).
       2) Bomb Squad.
       3) Dive Team.
       4) Air Support Unit.
       5) Detective Division (DET).
       6) K-9 Unit.
       7) Special Response Team (SRT)

    b. Notify other agencies as needed:

       1) Tulsa Area Emergency Management Agency (TAEMA).
       2) EMSA.
       3) Oklahoma Highway Patrol.
       4) Salvation Army.
       5) Red Cross.
       6) FBI/ATF.
       7) Fire Department.
       8) Health Department.
       9) City Attorney's Office.
       10) Medical Examiner's Office.
       11) Corps of Engineers.
       12) Federal Law Enforcement.
       13) National Guard.

11. Responding units and outside agencies should be informed of the following:

    a. The location of the ICP and the identity of the IC/OIC.
    b. The appropriate staging areas and response routes.

12. Once the staging area has been established, all responding units will report to the Staging Area Manager for check-in, briefing, equipment check, and assignments.

13. Command Post personnel will track personnel and equipment needs and usage, to include the loss/damage of equipment and injury of personnel. The IC/OIC or support staff will determine and request equipment and supply needs (e.g., boats, light trailer, etc.) as well as:

    a. Develop strategy and tactics, obtain maps if necessary, and outline the involved areas.
    b. Approve press releases for the PIO.
    c. Monitor progress of the plan and make any necessary adjustments.
    d. Expand ICP staff as necessary.

14. The IC will ensure the development of the IAP using ICS forms as appropriate.

15. The Critical Incident Review Board will meet on an ad-hoc basis following the occurrence of a critical incident. The board shall consist of the Division Commander, or designee, of the involved division, IMT Team Commander, or team leader, and the OIC/IC of the incident. The board will be responsible for the following:

    a. Thorough review of the AAR and interviews, as needed.
    b. Review details of the incident to determine the following, but not limited to:

        1) Actions taken.
        2) Personnel and resources utilized.
        3) The impact to the Department and/or jurisdiction.

    c. Identify any issues pertaining to training, supervision/management, resources, and tactics that occurred during the incident.
    d. Make recommendations regarding identified issues to the Chief of Police in the form of a Corrective Action Plan.

16. The board shall meet within 30 days of the conclusion of the prompting incident and shall have 30 days to issue a report to the Chief of Police on their findings. The Chief will then have 30 days to respond to the recommendations.

17. The Tulsa Police Department will credential their personnel in accordance with FEMA standards, as well as the State of Oklahoma Emergency Responder Credentialing System.

    a. The IMT will maintain a database for TPD personnel training and capabilities to enable quick identification of needed resources for a given response.
    b. Specialty teams and other identified personnel that are likely to deploy to other jurisdictions will be issued a card detailing their capabilities. For identification purposes, this card must be carried on them at all times when deployed.

        1) Cards will be prepared by City of Tulsa Security in City Hall (same as City of Tulsa ID cards) and only released to the specific officer, their specialty team supervisor or chain of command. Lost or stolen cards will be re-issued following the same criteria as the City of Tulsa ID cards.
        2) Issued cards must be surrendered and cancelled upon the following:

            a) Separation from the department
            b) Separation for the specialty unit
            c) Lapse of specific certifications, licenses or capabilities
            d) Request by their chain of command

18. Tulsa police personnel must be trained at the commensurate ICS level to their department position.

    a. All TPD Sworn:
        1) IS100 - Introduction to ICS
        2) IS200 – Basic ICS for Initial Response
        3) IS700 – Intro to National Incident Management System (NIMS)
    b. Captains and above, certain Special Team personnel (varies by function of respective teams - can go into more detail in the policy)
        1) IS800 - National Response Framework (NRF), an Introduction
        2) ICS300 - Intermediate ICS
        3) ICS400 - Advanced ICS
    c. IMT Members (all team members)
        1) IS703 - NIMS Resource Management
        2) IS706 - NIMS Intrastate Mutual Aid - An Intro
        3) IS2200 - Basic EOC Functions
        4) O305 - All Hazards (AH) IMT
    d. IMT Members (depending on position within team)
        1) L0950 - AH IC
        2) L0952 - AH PIO
        3) L0954 - AH Safety Ofc
        4) L0956 - AH Liaison Ofc
        5) L0958 - AH Operations Section Chief
        6) L0960 - AH Division/Group Supervisor
        7) L0962 - AH Planning Section Chief
        8) L0964 - AH Situation Unit Leader
        9) L0965 - AH Resources and Demob Unit Leader
        10) L0967 - AH Logistics Section Chief
        11) L0969 - AH Comms Unit Leader
        12) L0970 - AH Supply Unit Leader
        13) L0971 - AH Facilities Unit Leader
        14) L0973 - AH Finance/Admin Section Chief
        15) L0984 - AH Task Force / Strike Team Leader
        16) L0987 - AH Air Support Group Supervisor

REGULATIONS:

1. The IC/OIC shall ensure that the ICP site is cleaned up after the incident.

2. The IC/OIC shall ensure completion of an AAR in accordance with the CIRM and forward it to the Chief of Police through the chain of command along with a copy to the IMT Commander. Command Post personnel will ensure the completion of the appropriate ICS forms to document the response. These forms become the basis for any FEMA reimbursement.

3. An AAR will be completed whenever a Unit Response level or greater is utilized.

4. All members of the Critical Incident Review Board shall have completed all certification requirements of the NIMS, such as successful completion of ICS-300 and ICS-400.

REFERENCES:

Oklahoma State Statute 63 OS 695.5
State of Oklahoma Emergency Responder Credentialing System
National Incident Management System – Guideline for the Credentialing of Personnel

111A, Hazardous Materials
127, Tulsa Police Reserve Emergency Call Out
132, Aircraft Crashes
132 Attachment, Aircraft Crashes – Attachment
134, Bomb Threats/Detonations
308A, Staff Representation After Hours
Critical Incident Response Manual

Tulsa Police Department

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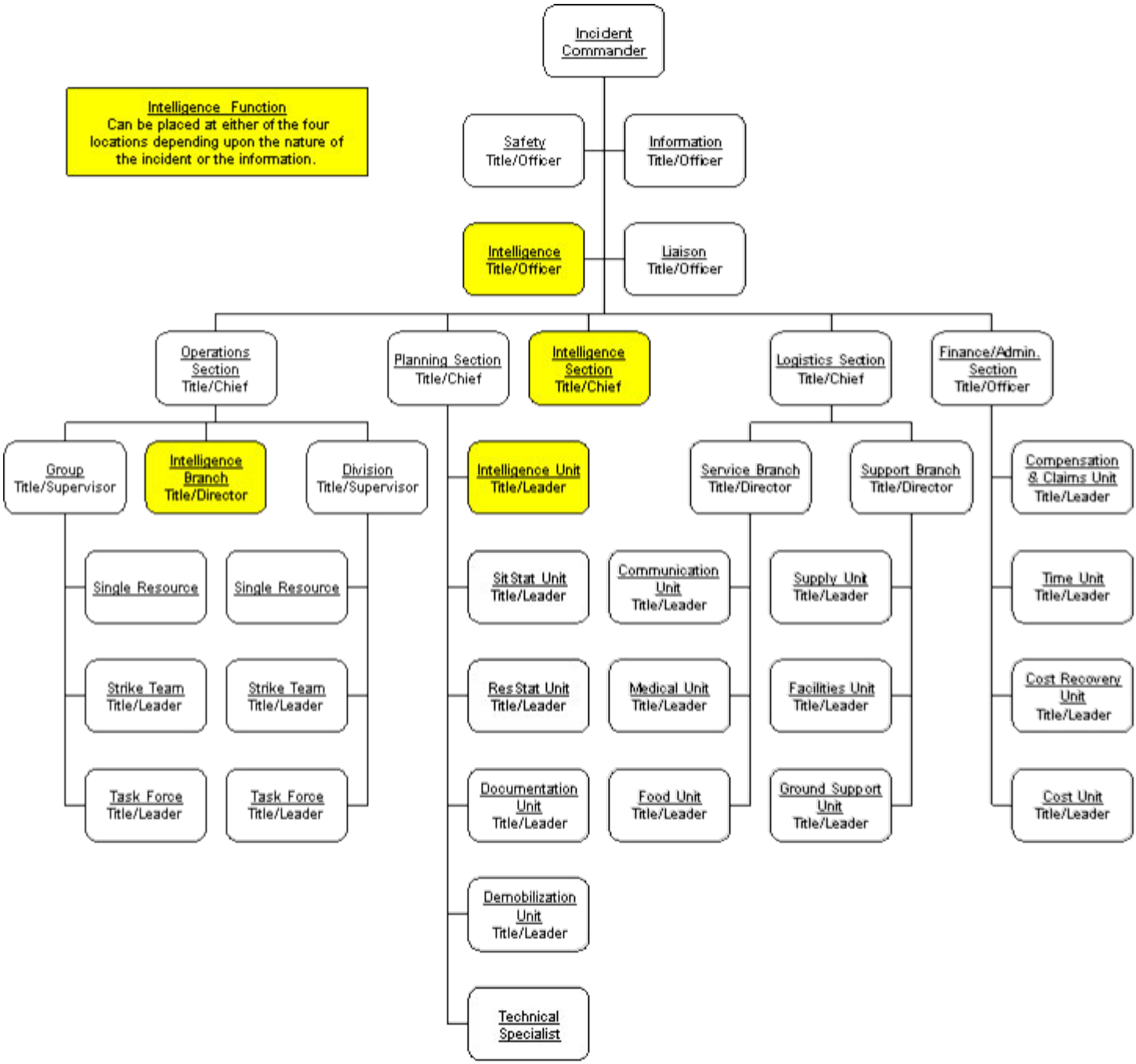
Policy #	140 Attachment	**Effective Date**	03/05/2008
Policy Name	Incident Command System – Attachment	**Approved Date**	03/05/2008
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW



REFEENCES:

Critical Incident Response Manual

Tulsa Police Department

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Policy #	141	**Effective Date**	10/04/2006
Policy Name	Wagoner/Osage County Arrests and Prisoner Transports	**Approved Date**	10/03/2006
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Tulsa Police Officers that arrest suspects within Wagoner or Osage County will book them through the David L. Moss Criminal Justice Center (DLMCJC) prior to transporting them to either Wagoner or Osage County.

SUMMARY: Procedures for officers who have arrested suspects that have committed criminal acts within Wagoner or Osage County.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:

1. When arresting a suspect in Wagoner or Osage County:

    a. If booking the suspect on open misdemeanor charges, use municipal ordinances.
    b. If there is no corresponding municipal charge, or if the charge is not applicable (e.g., a DUI suspect with previous municipal DUI arrests), note the reason for using the State charge on the *Arrest and Booking Data Sheet*.
    c. If a suspect has municipal misdemeanor warrants in addition to open State charges, book the suspect on the open charges. Place a hold for Tulsa Police on the warrants.
    d. When a suspect has an NCIC hit or an outstanding felony or State misdemeanor warrant, book the suspect on the open charges only and place a hold for the NCIC hit and/or warrants.
    e. Transport the suspect to the DLMCJC for processing.

        1) Upon arrival advise the Tulsa County Sheriff's Office (TCSO) booking personnel that you have an out-of-county prisoner.
        2) Mug shots and fingerprints will be taken.
        3) The prisoner will not have a medical screening or have property seized at DLMCJC.

    f. TCSO will process the *Arrest and Booking Data Sheet/Probable Cause Affidavit* (A&B), make copies, and return the original to the arresting officer.
    g. TCSO will release the prisoner to the arresting officer (TCSO Release Code 471).
    h. The arresting officer will sign and have the *Probable Cause Affidavit* notarized.
    i. Turn in a copy of the A&B to TPD Records.
    j. The original A&B with notarized signature will go with the prisoner to Wagoner or Osage County.

2. Contact a supervisor for authorization to transport to Wagoner or Osage County Jail.

3. The arresting officer will contact Wagoner or Osage County Jail and advise them that they are enroute with a prisoner.

    a. The arresting officer and a backer will sign out the Prisoner Transport Van (PTV), restraints, and a cellular phone at their division. The Division Commander, or designee will ensure that the PTV and necessary equipment is accessible.
    b. The Division Commander, or designee, will ensure that the PTV contains instructions regarding what radio frequency to monitor for contact with Wagoner or Osage County Sheriff's Office, as well as a detailed map with directions to their jail.
    c. Officers will advise PSC when leaving the City of Tulsa for transport and when arriving at the Wagoner or Osage County Jail.

    d. Officers will advise PSC and the appropriate supervisor upon their return to Tulsa and sign in all checked out equipment.
    e. If the PTV is unavailable or there are extenuating circumstances, a supervisor may approve another vehicle for transport.

REGULATIONS:

1. Officers will not transport directly to the Wagoner or Osage County Jails without first processing the prisoner through DLMCJC for mug shots and fingerprints.

2. At least one of the transporting officers will be of the same gender as the prisoner.

3. The cellular phone is to be used for business purposes only.

4. There will be no unauthorized stops to or from the Wagoner or Osage County Jail.

REFERENCES:

CALEA 1.2.5, 70.5.1

Tulsa Police Department

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Policy #	141 Attachment	**Effective Date**	10/04/2006
Policy Name	Wagoner or Osage County Arrests – Attachment	**Approved Date**	10/03/2006
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

CONTACT NUMBERS FOR WAGONER AND OSAGE COUNTIES

A. WAGONER COUNTY INFORMATION

1. Office of the District Attorney: 307 Cherokee Wagoner, OK. 74467 Phone [redacted]
2. Wagoner County Dispatch: [redacted]
3. Wagoner County Sheriff's Office [redacted]

B. OSAGE COUNTY INFORMATION:

1. Osage County Dispatch: [redacted]
2. Osage County Jail: [redacted]
3. Osage County Sheriff's Office: [redacted]

C. OTHER TELEPHONE NUMBERS:

1. David L. Moss Criminal Justice Center Prisoner Release Office: [redacted]

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Policy #	142	**Effective Date**	03/01/2018
Policy Name	City of Tulsa Municipal Jail	**Approved Date**	02/16/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Tulsa Police Officers that arrest suspects within the city limits of Tulsa will book the suspects into either the City of Tulsa Municipal Jail (COT Jail) or David L Moss Criminal Justice Center (DLMCJC). Suspects arrested in Wagoner or Osage County will be booked in accordance with policy 31-141, Wagoner/Osage County Arrests and Prisoner Transports.

SUMMARY: Procedures for booking suspects into the City of Tulsa Municipal Jail.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:

1. The City of Tulsa Municipal Jail (COT Jail) is located on the East side of the City of Tulsa Police/Municipal Courts Building, 600 Civic Center on the third floor (also referred as “level 2”). When bringing a suspect to COT Jail you can park in either the sally port on the Southeast or the parking lot on the Northeast of the building.

2. If using the sally port, switch to “13O” and request gate to be opened for entry to the sally port.

3. The sally port doors and the door to the Northeast parking lot will have a card reader and key pad to make entry into the first level of COT Jail security. (Officers will receive a code for the keypad.)

4. Once inside the first level of security take the elevator to “level 2.”

5. Officers must secure their weapons before entering the booking area. There are secure, locking boxes right outside the elevator on “level 2.”

6. Upon entering the booking area, a DO will take your suspect and you can finish and/or turn in your paperwork to the window and get your copies before you leave. Officers are required to remain in the booking area until the cleared by the DO.

7. There is an officer’s room in the booking area with MDTs and an Intoxilyzer for officers to utilize. Officers can also print their booking documents to the printer inside the COT Jail control station.

8. When booking a suspect with only Municipal warrants or charges, transport and book them into COT Jail.

9. When booking a suspect with mixed Municipal and State warrants/charges:

a. Open Municipal charges with a State warrant, book the suspect into David L Moss Criminal Justice Center (DLMCJC) for the confirmed warrant and issue a citation for the open municipal charge.

    1) If suspect is arrested for DUI, book on the state charge.

b. Open State charges with Municipal warrant, book the suspect into DLMCJC on open charge and place a HOLD for COT on the A&B for the confirmed Municipal warrant.
c. Municipal warrant and State FELONY warrant book the suspect into DLMCJC on confirmed felony warrant and place a HOLD for COT on the A&B for the confirmed Municipal warrant.
d. Municipal warrant .and State MISDEMEANOR warrant, book the suspect into COT Jail on the confirmed municipal warrant. Place a HOLD for DLMCJC on the A&B state warrant.

10. Officers will contact Records to confirm all warrants via the radio or telephone.

11. The COT Jail has property bins that are 18" X 14" X 9" in dimension. Suspect's property that can fit into these bins will be accepted. If the suspect's property does not fit into them, the property must be turned into the property room hold for owner (i.e. backpacks, large coats, etc.)

REGULATIONS:

1. Officers will confirm all warrants before an arrest is made on those warrants.

REFERENCES:

106, *Arrest Warrants*
114A, *Violation of Traffic Ordinances*
114B, *Violation of Criminal Ordinances*

Tulsa Police Department

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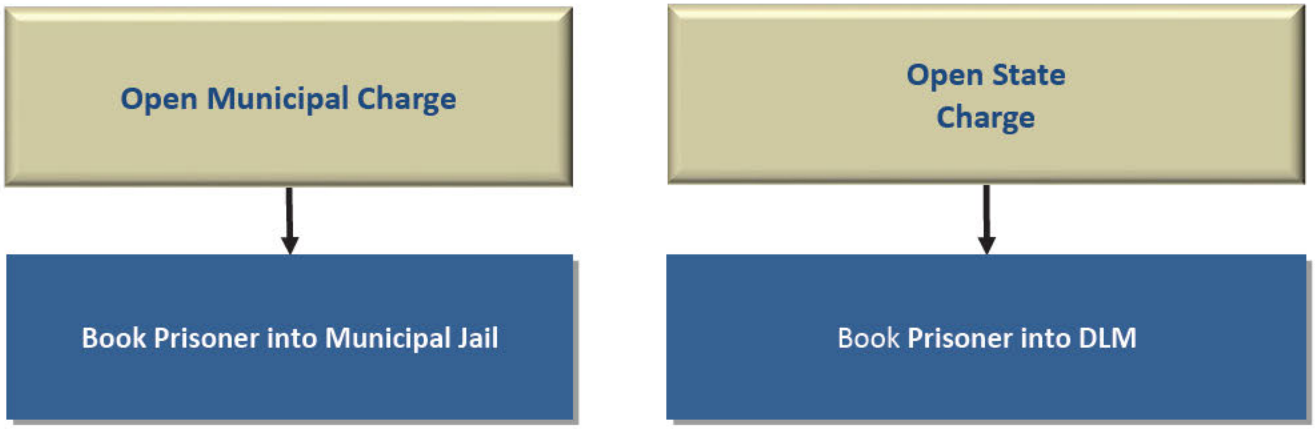
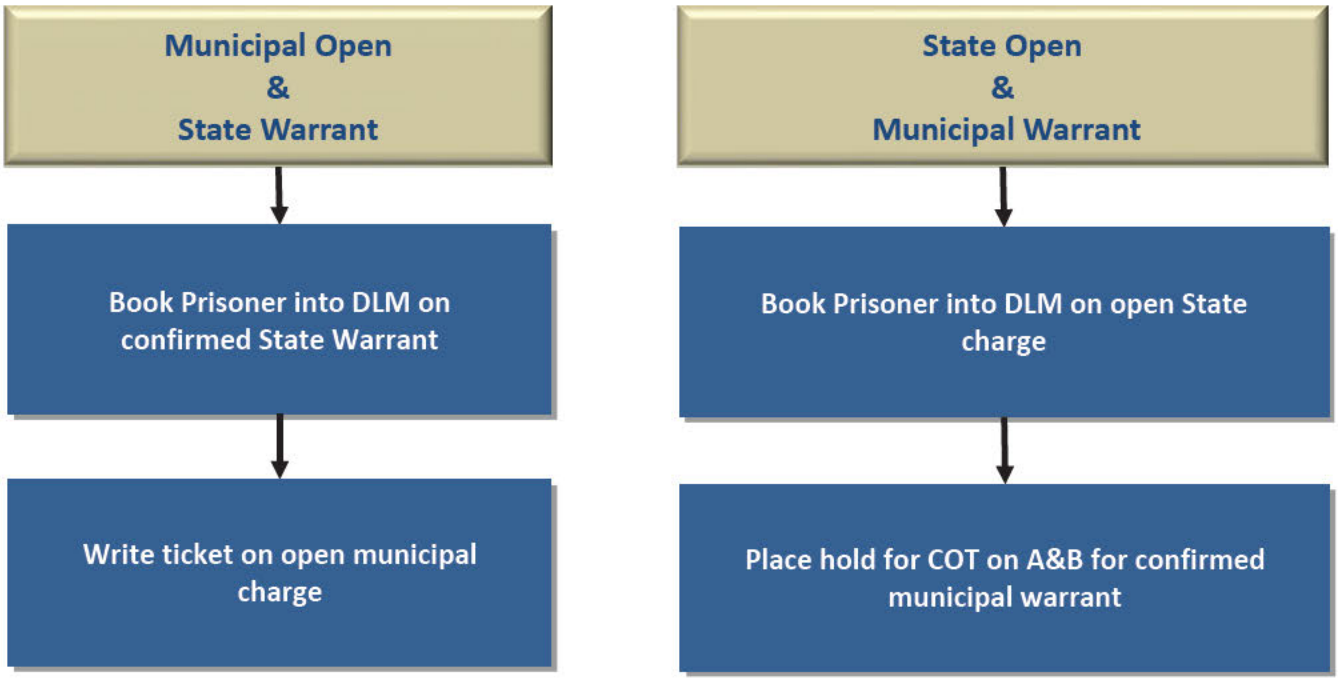
Policy #	142 Attachment	**Effective Date**	03/01/2018
Policy Name	City of Tulsa Municipal Jail – Attachment	**Approved Date**	02/16/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

Open Charges

****Book either all open Municipal charges or all open State charges per policy**



Open Charges with Warrants



Mixed Warrants

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Policy #	143	**Effective Date**	11/24/2021
Policy Name	Tulsa Sobering Center	**Approved Date**	11/22/2021
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	11/20/2020

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Where the Department of Mental Health and Substance Abuse Services or the governing body of the City of Tulsa has approved a program alternative to statutory or municipal requirements of prosecution and imprisonment of intoxicated persons, the TSC shall be utilized until the capacity to accommodate intoxicated persons has been exceeded in the facility. The officer involved in detaining an intoxicated individual shall utilize the TSC upon the voluntary approval of both the intoxicated person and the receiving facility rather than proceeding with an arrest under the statutory or municipal laws pertaining to prosecution and imprisonment of intoxicated persons.

TSC shall detain the intoxicated person for a minimum of 10 hours, up to 12 hours maximum.

SUMMARY: Procedures for utilizing the Tulsa Sobering Center (TSC).

APPLIES TO: All police personnel

DEFINITIONS:

INTOXICATING SUBSTANCE – includes liquor, controlled dangerous substances, or any other substances that are capable of being ingested, inhaled, injected, or absorbed into the human body and are capable of adversely affecting the central nervous system, vision, hearing, or other sensory or motor function.

VOLUNTARY APPROVAL – the intoxicated person agrees to be diverted to the TSC for a protective custody detention in lieu of an arrest and booking to jail. The TSC agrees to accept the person for detention. The subject is not free to leave.

PROCEDURES:

1. The TSC will not accept any intoxicated person who meets any of the criteria set forth below:

    a. Is in need of immediate medical attention that includes severe head injuries and/or lack of consciousness.
    b. Is on the TSC Ban list for being violent toward TSC staff and/or other TSC clients.

        1) Officers can check the ban list by calling TSC at 918-664-4742.

    c. Is or has been combative, threatening or otherwise demonstrating violent and/or aggressive behavior which includes, but is not limited to, verbal abuse and/or have reportedly done so in a reasonable time prior to being taken into custody so as to suggest they may be a threat and/or pose a risk of harm to themselves, others and/or property.
    d. Has threatened or is threatening to engage in fighting or violent threatening behavior and/or threatened others or themselves and/or threatened and/or acted in a manner so as to endanger public or private property with

any injury or damage.

e. Actively resists, interferes, or impedes the TSC admittance process.
f. Meets criteria for protective custody pursuant to Title 43A-Psychotic Persons; and/or
g. Has a non-citable offense and is subject to arrest.

2. Officers are authorized to consider any person identified by TSC staff meeting any one of the non-acceptable TSC admission categories as "not approved" for the TSC and shall instead transport the person to jail or other appropriate facility.

3. Officers are responsible for searching individuals prior to transporting them to TSC.

4. Officers transporting will use the 10-code 10-16 when transporting to TSC.

5. Upon arrival at TSC, officers shall conduct a thorough custodial search of the subject in full view of the TSC cameras. During this search the officer will also remove all personal property, including belts and shoes (excluding the clothing they are wearing), from the intoxicated person.

6. All personal property will be received and cataloged by TSC personnel. Officers shall review the TSC property receipt, verify and sign.

7. TSC personnel will administer a Personal Breath Test (PBT). 0.35 BAC and below is the standard for acceptance. TSC, at their sole discretion, may accept intoxicated persons above 0.35 BAC. If not accepted, TSC will notify emergency medical personnel.

8. Upon acceptance by TSC personnel, officers will escort the intoxicated person to their assigned pod, remove handcuffs and return to service.

9. Officers responding to TSC in reference to a disturbance by a participant will not release the person from custody. Officers will arrest the person using the appropriate public intoxication/disturbance charge.

REGULATIONS:

1. Under NO circumstances will a juvenile be placed in the TSC.

2. If the person is in violation of an intoxicated driving offense, that person is not eligible for TSC.

3. If an intoxicated person is arrested and the sole charge is Public Intoxication (Municipal or State), the officer shall note in the Arrest and Booking Affidavit the exception to the TSC criteria.

4. When an intoxicated person is transported to TSC, no report should be completed documenting an arrest or charge for public intoxication. Mobile Video Recording System (MVRS) video should be labeled/tagged "Tulsa Sobering Center."

5. Intoxicated persons placed at TSC shall remain handcuffed until placed in the assigned pod.

REFERENCES:

O.S. Title 43A Mental Health, Chapter 1 Mental Health Law of 1986, Section 3-428
O.S. Title 47 Motor Vehicles, 1-140.1 Other intoxicating substance
27 TRO chapter 7, section 700, Public Intoxication

Tulsa Police Department

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Policy #	144	**Effective Date**	12/02/2020
Policy Name	Small Unmanned Aircraft Systems	**Approved Date**	11/24/2020
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	06/11/2019

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department will utilize a Small Unmanned Aircraft System (SUAS) program to provide situational awareness, enhanced officer safety and improve operating efficiency. This policy sets forth how the SUAS program will operate the aircraft in coordination with law enforcement officers as guided by the Federal Aviation Administration (FAA). This policy is designed to minimize risk to people, property, and aircraft. Safeguarding the right to privacy of all persons is a critical part of this program.

All SUAS operations must be consistent with the U.S. Constitution and specifically used only to support official law enforcement and public safety missions. The Fourth Amendment protects individuals from unreasonable searches and seizures and generally requires law enforcement to seek a warrant in circumstances in which a person has a reasonable expectation of privacy. SUAS may only be used in connection with properly authorized investigations and activities.

The program will maintain equipment and personnel to utilize the technology as a resource to protect the lives and property of citizens. The SUAS program allows for safer, more effective and thorough search and rescue operations. It can also provide officers with the ability to analyze potential threats on active scenes and could prevent unnecessary injuries.

SUAS missions include but are not limited to situational awareness, search and rescue, tactical deployments, aerial reconstruction or incident scene documentation (crime, traffic collisions, natural, and man-made disasters), as well as any task that can best be accomplished through the air in a safe, efficient, and legal manner.

SUMMARY: Procedures for the use of small unmanned aircraft.

APPLIES TO: All sworn personnel

DEFINITIONS:

CERTIFICATE OF AUTHORIZATION (COA) – certificate issued by the FAA authorizing the department's SUAS operations in the National Airspace System.

CIVIL TWILIGHT – 30 minutes before sunrise and 30 minutes after sunset.

CLASS G AIRSPACE – uncontrolled airspace. Does not require FAA authorization for operations during daylight hours.

NATIONAL AIRSPACE (NAS) – airspace owned and operated by the Federal Government, specifically the FAA.

PILOT – operator of the SUAS.

PILOT IN COMMAND (PIC) – the individual responsible for the overall flight operations of a specific mission. PIC must be certified by the FAA as a SUAS pilot.

SUAS – Small Unmanned Aircraft System, commonly referred to as "drone," and includes communication links and the components that control the aircraft required for safe and efficient operations.

SUAS PROGRAM COORDINATOR – individual selected by the Chief of Police to oversee the operation of the SUAS program.

VISUAL LINE OF SIGHT (VLOS) – the unmanned aircraft must remain within VLOS of the pilot in command and the person manipulating the flight controls of the SUAS or VO.

VISUAL OBSERVER (VO) – the individual trained to maintain visual line-of-sight (VLOS) and 360-degree hazard awareness around the SUAS at all times and assist the PIC in carrying out all duties required for the safe operation of the SUAS.

PROCEDURES:

1. All public flights must be approved by a Captain or above, or designee, or the SUAS program Coordinator. This does not apply to training flights.

2. Each time the SUAS is flown, a pre-flight and post-flight checklist will be completed by the PIC.

3. All flights will be documented by the PIC or designee on a Small Unmanned Aerial System Deployment After action report. This report along with the checklists shall be sent to the SUAS Program Coordinator upon completion of the mission. All forms can be found on the TPD I-Net Doc Library. The SUAS Program Coordinator will audit flight documentation quarterly. The results of the audit will be documented.

4. Aircraft Specifications:

    a. Due to the potential use of multiple platforms or aircrafts, individual aircraft specifications shall be kept with the aircraft and/or in a digital format with the PIC.
    b. Any SUAS operated by the Tulsa Police Department must be commercially registered with the FAA and approved by the SUAS Program Coordinator.

5. Evidence Collection:

    a. Unless required as evidence of a crime, as part of an on-going investigation, for training, or required by law, images captured by a SUAS should not be retained by the agency.
    b. Any evidence obtained via SUAS will be collected, stored and documented in accordance with current existing Tulsa Police Department Policies and Procedures.

6. Pilots will adhere to Title 14 Code of Federal Regulations part 107 (14 CFR part 107). See TOG 1022 for Operational Limitations.

7. Pilot in Command (PIC) Certification and Responsibilities:

    a. A person operating a SUAS must either hold a remote pilot airman certificate with a SUAS rating or be under the direct supervision of a person who holds a remote pilot certificate.
    b. To qualify for a remote pilot certificate, a person must demonstrate aeronautical knowledge by passing an initial aeronautical knowledge test at an FAA-approved knowledge testing center. Twenty-Four months after receiving certification, pilots must pass a recurrent exam at an FAA-approved knowledge testing center.
    c. Make available to the FAA, upon request, the SUAS for inspection or testing, and any associated documents/records required to be kept under the rule.

d. Report to the FAA within 10 days of any operation that results in serious injury, loss of consciousness, or property damage of at least $500.
e. Conduct a preflight inspection, to include specific aircraft and control station systems checks, to ensure the SUAS is in a condition for safe operation.

8. A remote pilot in command may deviate from the requirements of this rule in response to an in-flight emergency.

REGULATIONS:

1. The unmanned aircraft must remain within VLOS of the PIC and the person manipulating the flight controls of the SUAS or VO.

2. The random use of the SUAS in residential areas, solely for the purpose of gathering evidence related to criminal activity is prohibited.

3. Flights at night or outside class G airspace must be authorized by the FAA or the department's COA. Operations may be conducted during "civil twilight" provided the aircraft has activated anti-collision lights.

4. All SUAS operations shall be conducted within VLOS of the PIC or VO such that the Pilot or Observer may detect and avoid hazards such as aircraft and property.

5. All flights shall be conducted at less than 400 feet Above Ground Level (AGL), unless otherwise approved by the FAA.

6. All flights must be in compliance with Title 14 Code of federal Regulations Part 107.

7. Any SUAS operated by the Tulsa Police Department must be commercially registered with the FAA and approved by the SUAS Program Coordinator.

8. Any injuries as a result of SUAS operations must be documented in an incident report.

9. All SUAS operations, other than training flights, shall be deployed and used only to support official law enforcement and public safety missions.

REFERENCES:

1022, *Small Unmanned Aircraft Systems*
Title 14 Code of Federal Regulations Part 107 (14 CFR Part 107)

Tulsa Police Department

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Policy #	145	**Effective Date**	08/03/2022
Policy Name	Active Bystandership for Law Enforcement (ABLE)	**Approved Date**	07/28/2022
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

New policy.

POLICY:

The Tulsa Police Department has elected to participate in the national Active Bystandership for Law Enforcement (ABLE) Project™. The ABLE Project provides training, technical assistance, and research, all with the aim of creating a police culture in which officers routinely intervene as necessary to

- Prevent misconduct,
- Avoid police mistakes, and
- Promote officer health and wellness.

Through our participation in the ABLE Project, the Tulsa Police Department will deliver practical, scenario-based training for all officers of the Agency in the strategies and tactics of police peer intervention.

SUMMARY: Active Bystandership for Law Enforcement Project procedures.

APPLIES TO: All personnel

DEFINITIONS: None

PROCEDURES:

A. DUTY TO INTERVENE

Employees of the Tulsa Police Department have a moral, ethical, and/or legal duty to intervene to prevent another employee from conduct that would unnecessarily harm others or would violate law or policy. This duty applies regardless of rank. Intervention is required where the bystander employee is witness to and has a reasonable opportunity to prevent or mitigate harm caused by policy or legal violations, or mistakes. Employees are also encouraged to intervene to assist colleagues in addressing health and wellness concerns, even where those concerns are not currently resulting in policy or legal violations. Employees should intervene in a manner that protects the safety of the community, their colleagues, and themselves to the greatest extent possible.

B. TRAINING

ABLE training offers practical strategies and tactics to maximize the effectiveness of interventions when they are necessary, and to ensure, where possible, interventions are handled safely, professionally, and respectfully. All sworn personnel will receive at least 8 hours of initial dedicated ABLE training and at least 2 hours of annual ABLE refresher training. Training will be conducted with complete fidelity to the ABLE curriculum, and in a manner consistent with all ABLE program guidelines. ABLE training will be taught to classes of 30 or fewer officers (20-25 preferred) by two ABLE-certified instructors. The principles of active bystandership also will be incorporated into relevant Academy

(recruit and in-service) courses, including, among others, Use of Force, Stop/Search/Arrest, Report Writing, Traffic Stops, Ethics, Vehicle Pursuits, and Field Training Officer training. ABLE-certified instructors may be called upon to provide training to surrounding ABLE-certified law enforcement agencies, per the ABLE Program Standards.

C. TRAINING FOR ABLE INSTRUCTORS

All ABLE instructors must have been certified through the Train-the-Trainer process offered by the ABLE Project. ABLE instructors will review supplemental teaching materials, participate in supplemental training programs, and attend annual refresher training provided by the ABLE Project.

D. PROGRAM LEADERSHIP

The department has designated an ABLE Program Coordinator. The ABLE Program Coordinator is responsible for leading the implementation of ABLE, including the roll out, promotion, and reinforcement of the program, and for playing an active role in embedding ABLE in the Agency's organizational culture. The Program Coordinator will provide guidance and assistance to employees as necessary. The Program Coordinator also will work with Agency leadership to ensure the Agency is meeting the ABLE Program Standards. The Program Coordinator will report program status (e.g., number of officers trained) to the ABLE Project, as requested.

E. PROGRAM REINFORCEMENT

Supervisors at all levels will reinforce the core principles of active bystandership during roll calls and other appropriate agency activities.

F. INVESTIGATIONS

Internal Affairs will investigate all apparent instances of a failure to intervene, whether discovered during the course of any use of force review, misconduct investigation, a community oversight review, or by any other means.

G. DISCIPLINE MITIGATION

Discipline must be adjudicated consistently, and a similar violation should receive a similar penalty. There are often aggravating and mitigating circumstances of an offense that may impact the appropriateness of a given penalty. Because the Tulsa Police Department supports officers who intervene to prevent misconduct, mistakes, and officer health/wellness problems, an effective intervention that was accepted by the accused officer will be considered a mitigating factor for both the accused officer and the intervening officer in any discipline resulting from the underlying activity that prompted the need for the intervention.

H. REPORTING

ABLE is not a reporting program, policy, or rule. Department has intentionally decided to adopt ABLE principles as a foundational element of our organizational values with the intent to help teach officers practical strategies and skills to effectively intervene in another officer's conduct, regardless of rank, when necessary to prevent misconduct, reduce mistakes, and promote officer health and wellness. ABLE does not alter the Agency's reporting policies. If an action was reportable pursuant to Agency policy before the adoption of ABLE, it continues to be reportable following the adoption of ABLE. If an action was not reportable before ABLE, it did not become so after ABLE.

I. NO RETALIATION

The Tulsa Police Department promotes and supports intervention to protect the community we serve and one another and will not tolerate retaliation against an employee for exercising their duty to intervene. Nor will employees who engage in a good faith act of intervention to promote employee health or wellness be subject to retaliation. A good faith intervention is considered a protected activity. This commitment is part of the department's commitment to providing a culture in

which employees are free from harassment and retaliation of any kind. Acts of harassment and retaliation are forms of serious misconduct and will result in investigation and appropriate disciplinary action, up to and including termination.

J. INSIGNIA

ABLE instructors will be permitted to wear their authorized ABLE Instructor Pin on their uniforms.

REGULATIONS: None

REFERENCES: None

Tulsa Police Department

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Policy #	146	**Effective Date**	10/24/2025
Policy Name	Determination of Suitability to Interact with Participating Minors	**Approved Date**	10/23/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	10/25/2022

PURPOSE OF CHANGE:

New policy to come into compliance with federal grant requirements.

POLICY:

As part of the requirements of being a grantee of federal grant funds, The Tulsa Police Department must make determinations of suitability before participants in a federal grant may interact with participating minors. This requirement applies to those who are specified as being participants in the federal grant being applied for. When department personnel are named in a grant application those named have to have been cleared to interact with minors that may be participants that the grant applies.

SUMMARY:

APPLIES TO: All police personnel.

DEFINITIONS:

COVERED INDIVIDUAL – any individual (other than a participating minor, as defined in this condition, or a client of The Tulsa Police Department who is expected, or reasonably likely, to interact with any participating minor (other than the individual's own minor children). A covered individual need not have any particular employment status or legal relationship with a Police Officer. Such an individual might be an employee of The Tulsa Police Department, but also, might be (for example) a consultant, contractor, employee of a contractor, trainee, volunteer, or teacher.

PARTICIPATING MINOR – all individuals under18 years of age within the set of individuals described in the scope section of this condition as it appears on the award document are participating minors.

INTERACTION – physical contact, oral and written communication, and the transmission of images and sound, and may be in person or by electronic (or similar) means. But "interaction" does not include:

1. brief contact that is both unexpected by participating officers and unintentional on the part of the covered individual, such as might occur when a postal carrier delivers mail to an administrative office.
2. personally accompanied contact, that is, infrequent or occasional contact (for example, by someone who comes to make a presentation) in the presence of an accompanying adult, pursuant to written policies and procedures of The Tulsa Police Department that are designed to ensure that, throughout the contact, an appropriate adult who has been determined to be suitable pursuant to this condition will closely and personally accompany, and remain continuously within view and earshot of, the covered individual.

PROCEDURES:

1. The Tulsa Police Department will not permit any covered individual to interact with any participating minor in the course of activities under the award unless The Tulsa Police Department has made a written determination of the suitability of that individual to interact to interact with participating minors.

2. In addition to information resulting from checks or screening required by applicable federal, state, tribal, or local law, and/or by The Tulsa Police Department written policies and procedures, current and appropriate information includes the results of all required searches listed below, each of which must be completed no earlier than six months before the determination regarding suitability.

3. Public sex offender and child abuse websites/registries including:

   a. The Dru Sjodin National Sex Offender Public Website (www.nsopw.gov)
   b. The website/public registry for each state (and/or tribe, if applicable) in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and
   c. The website/public registry for each state (and/or tribe, if applicable) in which the individual is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

4. Criminal history registries and similar repositories of criminal history records for each covered individual at least 18 years of age, a fingerprint search (or, if the subgrantee documents that a fingerprint search is not legally available, a name-based search, using current, and if applicable, previous names and aliases) –encompassing at least the time period beginning five calendar years preceding the date of the search request –of pertinent (and if applicable, local and tribal) criminal history registries or similar repositories, including:

   a. the criminal history registry for each state in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and
   b. the criminal history registry for each state in which he or she is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award.

5. The Tulsa Police Department Grants Coordinator will update the searches described above, by reexamining the individual's participating directly in the federal grant to determine suitability in light of those search results, and, if appropriate, modify or withdraw that determination.

6. The Tulsa Police Department Grants Coordinator will also reexamine a covered individual's suitability determination upon learning of information that reasonably may suggest unsuitability and, if appropriate, modify or withdraw that determination.

7. In particular (unless applicable law precludes it), with respect to either an initial determination of suitability or a subsequent reexamination, The Tulsa Police Department may not determine that a covered individual is suitable to interact with participating minors in the course of activities under the award if the covered individual:

   a. Withholds consent to a criminal history search required by this condition.
   b. Knowingly makes (or made) a false statement that affects, or is intended to affect, any search required by this condition.
   c. Is listed as a registered sex offender on the Dru Sjodin National Sex Offender Public Website.
   d. To the knowledge of The Police Department, has been convicted, whether as a felony or misdemeanor, under federal, state, tribal, or local law of any of the following crimes (or any substantially equivalent criminal offense, regardless of the specific words by which it may be identified in law):

      1) sexual or physical abuse, neglect, or endangerment of an individual under the age of 18 at the time of the offense.
      2) rape/sexual assault, including conspiracy to commit rape/sexual assault.
      3) sexual exploitation, such as through child sexual abuse material or sex trafficking.
      4) kidnapping.
      5) voyeurism; or

   e. Is determined by a federal, state, tribal, or local government agency not to be suitable.

8. Nothing in this condition shall be understood to authorize or require The Tulsa Police Department, or any person or other entity, to violate any federal, state, tribal, or local law, including any applicable civil rights or nondiscrimination law.

REGULATIONS:

None.

REFERENCES:

Tulsa Police Department

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Policy #	201A	**Effective Date**	11/01/2024
Policy Name	Uniform and Equipment Specifications	**Approved Date**	10/28/2024
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	12/28/2005

PURPOSE OF CHANGE:

To update policy.

POLICY:

The wearing of the Tulsa Police uniform is a privilege. Whether on duty or off duty, when an officer wears the Tulsa Police uniform or utilizes official Tulsa Police badges or equipment, they shall be subject to the guidelines set forth in the Tulsa Police Department Rules, Regulations, Policy and Procedures, and the *Uniform Specifications Manual*. The purpose of these directives is to promote uniformity in appearance and standards of uniform maintenance for Tulsa Police officers. No part of the Tulsa Police uniform may be worn separately.

Only those uniform items issued by the Tulsa Police Department or approved by the Chief of Police are authorized.

Officers shall maintain a complete set of all required uniform and equipment items, regardless of assignment. Supervisors have a duty to inspect officers to ensure compliance with regulations.

Supervisors shall conduct inspections of officers in their complete Class-A uniform. These inspections will be in conjunction with the semi-annual inspections in April and September each year. All other exceptions shall be made only upon issuance of a Departmental Order by the Chief of Police or their designee.

SUMMARY: Policy for wearing the Tulsa Police uniform.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES: None

REGULATIONS:

1. All sworn personnel shall wear the police uniform in accordance with the guidelines as specified in the Uniform Specifications Manual.

REFERENCES:

311, *Awards*
312, *Funeral and Formal Functions*
Uniform Specifications Manual
CALEA 1.3.9, 22.2, 41.3

Tulsa Police Department

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Policy #	201A Attachment	**Effective Date**	8/28/2022
Policy Name	Specialty Unit, Court, and Training Authorized Attire	**Approved Date**	7/19/2022
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	5/22/2004

POLICY:

All Officers performing duties in a specialty unit or attending training shall present a professional appearance. This attachment provides direction to promote uniformity in appearance for specialty units or officers attending training. Any unit manual which addresses special uniforms or apparel must be approved by the Division Commander of the unit and the Chief of Police. No unit manual shall approve patrol uniform items to be worn with unapproved uniform items.

Officers on-duty not wearing a Patrol Uniform, in exigent circumstances, may don their external ballistic vest carrier to take emergency police action. This vest carrier and ballistic vest must meet the standards of the Uniform Specification Manual.

SUMMARY: Procedures for proper attire when operating in a specialty unit, attending court, or attending training.

APPLIES TO: All Tulsa Police Officers

DEFINITIONS:

PROFESSIONAL BUSINESS ATTIRE – Male Employees: Business suit with tie or sport coat and slacks with tie, long sleeve button-up dress shirt, dress belt, closed toe dress shoes.
Female Employees: Business suit with coordinating slacks or skirt, professional blouse, or button up dress shirt, dress belt (if appropriate), closed toe dress shoes.

BUSINESS CASUAL ATTIRE – Male Employees: Long sleeve button-up dress shirt or black polo shirt with Tulsa Police Badge embroidered old gold thread. "Tulsa Police" or a Unit name (i.e., "Homicide") embroidered below the badge is optional. Only listed active officers in good standing with the unit may wear the unit's name. Dress Slacks in solid colors of black, gray, blue or brown. Dress belt. Closed toe dress shoes.
Female Employees: Black polo shirt as described above, blouse, or long sleeve button-up dress shirt with slacks in solid colors of black, gray, blue or brown. Dress belt. Closed toe dress shoes.

PROCEDURES:

A. CURRENT MEMBERS OF SPECIALTY UNITS MAY WEAR THE FOLLOWING APPROVED APPAREL:

1. Bike Patrol/Park Unit: TPD patrol uniform or designated bike patrol uniform as defined in Bike Patrol Unit Manual on riding days.

2. K-9: K9 utility uniform as defined in the K9 Unit Manual.

3. Motorcycles: Motorcycle uniform as defined in motorcycle unit manual or plain clothes on training days.

4. Divisional Specialty Units (IMPACT, Street Crimes, Special Enforcement, etc.): TPD uniform, Business Professional, Business Casual, or undercover attire (when operating in an undercover capacity)

5. Air Support: Flight suit as defined in Air Support Unit Manual.

6. Bomb Squad: Bomb utility uniform as defined in Bomb Squad Unit Manual.

7. Special Operations Team (SOT): SOT utility uniform as defined in SOT Unit Manual.

8. Traffic Units: TPD Uniform.

9. Special Investigations Division: TPD uniform, business professional, business casual, or undercover attire (when operating in an undercover capacity) as defined in the Special Investigations Division Unit Manal.

10. Range: Firing range staff attire as defined in Range Unit manual.

11. Warrant Officers: TPD uniform, business professional, business casual, or undercover attire (when operating in an undercover capacity)

12. Sworn Administrative Personnel: TPD uniform, business professional, or business casual.

13. Training Division: TPD uniform, business professional, business casual, or specialty training uniform as defined in the Training Division Manual.

14. Detective Division or Divisional Investigators: TPD Uniform, business professional, or business casual.

15. Crime Scene Investigators: TPD Uniform, business professional, business casual or Crime Scene utility uniform as defines in the Detective Division Unit Manual.

16. Dive Team: Dive Team utility uniform as defined in the Dive Team Unit Manual.

17. Special Response Team (SRT): SRT utility uniform as defined in SRT Unit Manual

18. Urban Search and Rescue (USAR): USAR utility uniform as defined in USAR Unit Manual.

19. Medical Support and Training Unit: Medic utility uniform as defined in Medical Response and Training Unit Manual

20. Incident Management Team: IMT utility uniform as defined in the IMT Manual.

B. OFFICERS ATTENDING TRAINING:

1. Officers attending training at the Tulsa Police Training Center or any other location that is not specific to one of the above listed specialty units, shall wear: TPD Uniform, business professional, business casual, or attire determined by the Training Director.

C. AUTHORIZED SPECIAL INSIGNIA PINS

1. Officers shall wear or display only the following authorized special insignia pins on the Tulsa Police Department uniform:
   a. Black Officers' Coalition (BOC).
   b. Bomb Squad Unit.
   c. Fraternal Order of Police (FOP).
   d. Gang Resistance Education and Training (GREAT).
   e. Helicopter Unit.
   f. Mounted Patrol.
   g. K-9 Unit.

h. Motorcycle Unit.
i. Officer of the Year (Oil Capitol Chamber of Commerce).
j. Police for Christ.
k. SOT.
l. Dive Team.

2. Officers shall display only one Special Insignia Pin on his/her uniform at a time.

3. Officers shall hold a current membership in the unit or organization to display their Special Insignia Pin.

4. Officers shall only wear a Special Insignia Pin in accordance with 201A, *Uniform Equipment & Specifications*, *The Uniform Specifications Manual*, and this attachment.

D. OFFICER ATTENDING COURT SHALL WEAR THE FOLLOWING ATTIRE:

1. Officer attending any Jury Trial, or Federal hearing shall wear:
   a. Class "A" uniform long sleeve with tie, or
   b. Professional business attire.

2. Officers attending Tribal or District Court hearings shall wear:
   a. Class "A" uniform (short or long sleeve), or
   b. Class "B" uniform (short or long sleeve), or
   c. Professional business attire, or
   d. Business casual attire with the exception of polo shirts.

3. Officers attending Municipal Court hearings or Municipal Court bench trial (non-jury) shall wear:
   a. Class "A" uniform (short or long sleeve), or
   b. Class "B" uniform (short or long sleeve), or
   c. Professional business attire, or
   d. Business casual attire with the exception of polo shirts.

REGULATIONS:

1. All unit manual changes affecting approved attire must be approved by the Chief of Police.
2. No unit manual shall approve Patrol Uniform items to be worn with unapproved uniform items.

REFERENCES:

201A – *Uniform and Equipment Specifications*
Patrol Officers Uniform Specifications Manual

Tulsa Police Department

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Policy #	201B	**Effective Date**	03/27/2013
Policy Name	Uniform and Equipment Allowance	**Approved Date**	03/26/2013
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/14/2008

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Pursuant to IRS regulations, an officer's annual clothing allowance is taxable income. However, the tax code allows for uniform allowance monies expended within the calendar year for actual uniform purchase, cleaning, and maintenance (alteration or repair) to be exempted from income tax requirements.

This covers uniforms only and does not apply to civilian clothing (sport coats, slacks, etc.) worn by detectives or plain-clothes officers. These personnel should refer to the *Uniform Specifications Manual* for certain exceptions.

SUMMARY: Procedures for reporting annual clothing allowance expenditures.

APPLIES TO: All sworn personnel

DEFINITIONS:

UNIFORMS – officers can deduct the cost and upkeep of uniforms only if they are: 1) required as a condition of employment; 2) not adaptable to general use as ordinary clothing; and 3) not worn for general use. It is not enough that the officer wears distinctive clothing; it must be specifically required by the employer, see the *Uniform Specifications Manual*. Generally, clothing with a readily distinguishable logo or employer's name is not considered suitable for general wear; everyday items such as socks, underwear, watches, and haircuts are considered suitable for general wear and are not allowed under IRS code. Only equipment that is considered part of the uniform can be deducted from this allowance. Other equipment, such as cell phones, cameras, patrol car supplies, books, etc. are not eligible and therefore non-deductible.

PROCEDURES:

1. Officers who intend to reduce their taxable income by the amount spent on police related equipment, uniforms, and qualified work clothing purchases, cleaning, alterations, and/or repairs, must report the expenditure to the Payroll Section of the City Finance Department.

2. Submit receipts only until the authorized clothing allowance is spent. As the amount accumulates, it will be listed on officers' paycheck stubs.

3. Officers who fail to expend and/or verify proper uniform allowance expenditures will have the taxable balance included as gross income reported on form W-2.

4. Receipts will be handled as follows:

    a. Receipts may be submitted individually or in groups. A receipt must include the officer's name and City of

Tulsa employee ID. If the receipts are submitted in groups, the officer's name, City of Tulsa employee ID, and the total amount of all receipts will be noted on the top receipt. Include sales tax.

b. If a receipt includes non-qualified items, circle the items that qualify and write the total amount of all qualified items at the bottom of the receipt.
c. If the receipts are submitted in groups, paper clip them together. Do not staple. Remove all staples from individual receipts.
d. Cleaning receipts must indicate that a uniform was cleaned. If not, write on the receipt that it was a uniform and initial it.
e. If a store receipt is available, do not include the credit card receipt. If only a credit card receipt is available, it will be accepted only if it lists the items individually (e.g., not MISC).
f. Submit only original receipts. Photocopies will not be accepted. Officers should keep copies of their receipts.
g. If the writing on a receipt is light, go over it with black ink and initial it.

5. Submit receipts directly to the Payroll Section of the City Finance Department. Receipts may be submitted anytime throughout the year. It is best to turn in the receipts as soon as possible after the purchase is made. They must, however, be turned in early enough to ensure arrival at the Payroll Section no later than December 1 of each year.

6. Receipts not received by December 1 will not be included in that year's W-2 computation. Those items cannot be included in the next year's computation. However, an officer may choose to include these late items on their personal tax return if they qualify for deduction.

REGULATIONS: None

REFERENCES:

Uniform Specifications Manual
Collective Bargaining Agreement, Article 20

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Policy #	202A	**Effective Date**	02/06/2025
Policy Name	Police Vehicles/Special Purpose Vehicles/Fleet Efficiency	**Approved Date**	02/06/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	11/01/2024

PURPOSE OF CHANGE:

To conform with policy 313 *Off-Duty Employment*.

POLICY:

To increase police presence in the community's neighborhoods, the Department has adopted the Fleet Efficiency Program. The presence of police vehicles in neighborhoods identifies police officers and encourages interaction with citizens. This program also enhances the ability of police officers to respond to emergencies. Officers are responsible for the care and maintenance of their assigned vehicle. Officers shall make proper use of vehicle safety equipment while operating city-owned or authorized vehicles.

SUMMARY: Procedures for the care and operation of assigned police vehicles.

APPLIES TO: All police personnel

DEFINITIONS:

EXTENDED LEAVE – leave more than nine calendar days in a row, including regularly scheduled days off.

AUTHORIZED POLICE FUNCTIONS – the following functions:

1. Court or other hearing appearances arising from departmental action.
2. Duties coordinated by the Special Events Coordinator.
3. Circumstances requiring an officer to report to a duty station.

FUNCTIONS REQUIRING DEPARTMENTAL APPROVAL FOR THE USE OF DEPARTMENTAL VEHICLES – the following functions:

1. Honor Guard functions.
2. Community relations projects.
3. Police funerals.
4. Off-duty employment.
5. Any other function authorized by a Division Commander.

PROCEDURES:

1. Tulsa Police Division commanders will determine which police officers are eligible to participate in the Fleet Efficiency Program. Participation in this program is a privilege and not a right, and an officer's participation is subject to revocation upon failure to comply with regulations, excessive accidents, vehicle abuse, or unsatisfactory performance evaluations. To be eligible an officer must:

    a. Reside within Tulsa city limits.

b. Provide a secure environment for the police vehicle.
c. Have a safe driving record.
d. Maintain a satisfactory performance level.
e. Meet any other factors that may be determined to be appropriate by the division commander.
f. If residing outside of the City of Tulsa city limits, officers must meet requirements as lined out in the City of Tulsa/FOP Collective Bargaining Agreement.

2. Officers participating in the program must sign a *Vehicle Use Agreement* form outlining the responsibilities for the operation and maintenance of their assigned police vehicles.

3. Officers assigned vehicles must ensure that when the vehicle is not in use it is always legally parked and locked, preferably in the officer's driveway.

4. Off-duty officers are authorized to operate departmental vehicles for transportation to Authorized Police Functions.

5. Approval of a Division Commander is required to operate a departmental vehicle, while in an off-duty capacity, for Honor Guard functions, community relations projects, police funerals, or any other off-duty function not constituting an Authorized Police Function.

6. Officers wanting to utilize a departmental vehicle for off-duty employment, must complete the *Off-Duty Employment Form* on Blue Team requesting approval to use the vehicle for off-duty employment. The *Off-Duty Employment Form* must be approved by their Captain.

7. While operating a vehicle off-duty, officers are required to monitor the appropriate police frequency.

8. Off-duty officers driving marked units may stop and cite a motorist for a hazardous traffic violation occurring within the City of Tulsa. Officers are expected to provide aid to all persons in need, including motorist assists. Officers are required to respond to any life-threatening call for service in their immediate vicinity and remain at the scene until properly relieved.

9. Off-duty officers responding to calls will not normally be required to remain on the call as the primary unit. However, should the officer's presence be required, compensation will be provided based on the current agreement between the City of Tulsa and the Fraternal Order of Police (the 2-hour minimum does not apply at this time). An on-duty supervisor must approve the overtime compensation at the time of its occurrence.

10. A supervisor will respond to calls involving off-duty officers when overtime compensation is required and ensure the officer is relieved as soon as possible.

11. Supervisors shall conduct inspections of police vehicles assigned to officers under their supervision. These inspections will be conducted in conjunction with the semi-annual inspections in April and September each year. Supervisors will document these inspections on the *Uniform and Equipment Inspection Checklist*. Inspections shall include, but are not limited to the exterior, interior, trunk, and glove box areas. Required equipment for patrol vehicles include:

    a. Authorized Emergency lights, spotlight, and P.A. system/siren.
    b. Fire extinguisher.
    c. Crime scene tape.
    d. Fingerprint lift kit.
    e. Gas mask.
    f. Personal Protective Equipment (PPE) kit.
    g. Reflective vest.
    h. Spare tire.

12. Equipment required for patrol vehicles will be replenished or repaired upon inspection or as needed. Divisional equipment specialists will provide replacement equipment. If any equipment requires repair, the officer assigned the vehicle (or the divisional Equipment Specialist if the vehicle is unassigned) will be responsible for assuring the repairs are completed as soon as reasonably possible.

13. The appropriate Division Commander and/or the Police Safety Coordinator will maintain a listing of personnel authorized to operate special purpose vehicles and associated equipment. Keys to these vehicles will be maintained at the respective divisions at a location accessible to on-duty personnel. Lists of approved and trained personnel will be posted at the respective division with the keys. An up-to-date copy of these lists will also be forwarded to the PSC supervisor.

14. Division Commanders will ensure personnel designated to operate special purpose vehicles, (e.g. mobile command posts, bicycles, motorcycles, or boats), receive adequate training and are qualified in their use.

15. Division Commanders or their designee will be responsible for the condition and maintenance of police and special purpose vehicles.

16. Officers must wear a properly adjusted and fastened safety seat belt system while operating or riding as a passenger in police or other city-owned vehicles, with the following exceptions:

    a. When officers reasonably anticipate an emergency exit, taking into consideration the duty to report their status on the radio.
    b. To obtain police equipment (i.e. police helmet, body armor, shotgun). This does not relieve officers of the responsibility for wearing a seat belt during pursuits.
    c. When officers transport prisoners who are likely to become violent or combative.

REGULATIONS:

1. All sworn personnel assigned a vehicle may be allowed to drive the assigned vehicle to their residence if they live within the Tulsa city limits.

2. Sworn personnel who live outside the Tulsa city limits may drive their assigned vehicle to their residence when they meet the relevant requirements in the City of Tulsa/FOP *Collective Bargaining Agreement*.

3. Use of assigned vehicles while off-duty shall be limited to transportation from a primary residence to an authorized police function, or as authorized by a Division Commander. Travel time to and from authorized functions will not be compensated.

4. Officers utilizing their assigned vehicle off-duty will always keep the Off-Duty Employment Notification current.

5. Officers on limited duty shall arrange for their vehicles to be transported to their assigned division.

6. Officers on extended leave shall park their vehicles at the proper city facility.

7. While operating police vehicles, officers must possess the required equipment for either uniformed or non-uniformed assignments listed in this policy and in Policy 201A, *Uniform and Equipment Specifications*.

8. Officers wishing to alter or add equipment to their police vehicle shall submit a request through their chain of command and to the Safety Committee for review and approval.

9. Laptop computers and other equipment not permanently attached shall be secured or removed from the vehicle during off-duty hours.

10. All police personnel not wearing a safety seat belt system when required and who are injured in a collision during

the operation of, or as a passenger in, a city vehicle will be subject to denial of injury leave by the Injury Leave Committee.

11. Supervisors shall inspect all police vehicles assigned to officers under their supervision in conjunction with the semi-annual inspection.

12. Officers arriving at off-duty employment will advise the service side dispatcher (J) they are 10-89 and provide the following information:

    a. The location of the off-duty employment.
    b. The estimated duration of the shift and.
    c. Contact numbers.

13. Dispatch will place the officer 10-89 in the division (MVD, GID, RID) in which they are physically located.

14. Officers must advise dispatch they are 10-7 at the end of their off-duty employment. If an officer does not advise they are 10-7, dispatch may contact the officer or an on-duty supervisor to determine the officer's status.

REFERENCES:

201A Att., Uniform and Equipment Specifications - Attachment
313, Off-Duty Employment
Uniform Specifications Manual
Collective Bargaining Agreement, Article 20
Memorandum of Understanding, Article 20, Section 20.10 (2009)

Tulsa Police Department

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Policy #	203	**Effective Date**	08/23/2018
Policy Name	Inventory Management System	**Approved Date**	08/23/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	05/17/2016

PURPOSE OF CHANGE:

To update policy format and change equipment officer to Equipment Specialist.

POLICY:

The Tulsa Police Department strives to provide Tulsa Police Officers with state-of-the-art equipment and technology to effectively serve the citizens of Tulsa. To facilitate good stewardship of equipment, the Tulsa Police Department is implementing an inventory management program. All Tulsa Police Department personnel are responsible for the proper care and maintenance of all issued Tulsa Police equipment or equipment under their control per their assignment. All agency property is to be stored in a state of operational readiness. The Tulsa Police Department will select technology to support the TPD Inventory Management system. The current technology is a computer application and database known as *QuarterMaster*.

SUMMARY: Procedures to be followed in maintaining and reporting an accurate and current equipment inventory.

APPLIES TO: All police personnel

DEFINITIONS:

EQUIPMENT – any non-consumable item having a useful life of two or more years, that which is otherwise required by law to be tracked and reported, or equipment that costs more than $5,000.

TPD EQUIPMENT – Equipment to be entered into the IMS on a department-wide basis at the discretion of the Chief of Police.

DIVISIONAL EQUIPMENT – Equipment other than TPD Equipment which may be entered into the IMS at the direction of a Division Commander.

INVENTORY MANAGEMENT COMMITTEE – The Inventory Management Committee will be responsible for developing the TPD Inventory Management System and recommending a supporting Inventory Policy and the TPD Inventory Management Manual. The committee will make recommendations to the TPD Staff regarding improvements and policy changes as needed.

INVENTORY MANAGEMENT SYSTEM (IMS) – Process for the accounting of TPD equipment inclusive of policies, procedures, technology and personnel.

QUARTERMASTER ADMINISTRATOR – HQ Division personnel assigned administrative rights to the *QuarterMaster* software. This position is responsible for entering and updating authorized users in the software. The administrator is responsible for building fields and tables within the system.

SPECIAL TEAM EQUIPMENT OFFICER – SOT, IMT, Bomb Squad, Dive Team

PROCEDURES:

A. INVENTORY MANAGEMENT SYSTEM (IMS)

1. The following TPD Equipment will be entered into the IMS:

   a. Firearms and less-lethal weapons
   b. Ammunition
   c. Police vehicles
   d. Support equipment attached to a police vehicle: radio, rugged computer, and video camera will be listed with the police car.
   e. Ballistic vests
   f. Hand held police radios
   g. Desktop Computers
   h. Non-rugged laptop computers not assigned to a police vehicle
   i. MiFi's
   j. Unique software not part of the standard TPD image which supports operations that has been installed on a desktop, laptop, or mobile computer
   k. All equipment purchased with a grant
   l. Department issued mobile phones
   m. All capital equipment

2. Special Team equipment officers will be responsible for equipment that is unique to their Special Team that is not otherwise designated as TPD or Divisional equipment. The Division commander at SOD will work with Team Leaders and Special Team equipment officers to decide what equipment to track in the inventory management system.

3. The TPD range is responsible for entering all firearms, less lethal weapons, and ammunition into the IMS. TPD range personnel are responsible to visually verify all personnel are in possession of TPD issued firearms and less lethal weapons at the annual in-service training. Range personnel will make updates to the system as changes in assignment of weapons or as weapons are taken out of service.

4. Division commanders are responsible to ensure divisional equipment officers and divisional personnel are compliant with inventory management program procedures. Each division must facilitate proper updates and reporting to ensure the inventory database is accurate and current.

5. Division commanders, or designees, may direct divisional equipment (equipment not listed in # 1 above) to be entered into the IMS. Fields may only be added by the *QuarterMaster* Administrator.

6. Divisional equipment officers will be responsible for day to day equipment operations. They will be responsible to their Division Commanders for complying with the Inventory Management policies and manual.

7. Equipment which has been rendered missing, destroyed, or otherwise non-usable will be reported through the chain of command per TPD policy. A copy of the paperwork will be forwarded to the divisional equipment officer of the personnel reporting the equipment issue. The divisional equipment officer will update the status of the equipment in the IMS.

8. Equipment which is deemed non-usable, obsolete, damaged, destroyed or will not be deployed for any other reason must be properly classified by the TPD personnel who is in charge of the inventory of the equipment in the IMS. The equipment officers will dispose of equipment in accordance with established TPD and COT policy.

9. TPD equipment that is installed in vehicles such as police radios, rugged computers and Arbitrator cameras, will remain with the assigned vehicle. Officers will not transfer radios, computers or cameras between vehicles without the approval of their division commander, or designee. In the event the radio shop replaces this

equipment for repair purposes, the officer assigned the vehicle must notify their divisional equipment officer. The divisional equipment officer will update the database.

10. Not inclusive of annual shift change transfers, Tulsa Police vehicles may only be transferred between divisions with the approval of TPD Fleet Operations and EMD. The fleet manager shall be notified of any approved transfer of vehicles between TPD divisions outside of shift change transfers. The fleet manager will ensure the transfer is documented in the TPD IMS and notify EMD of the transfer. Requests to transfer vehicles between divisions (not related to shift change) should be submitted to the fleet manager.

11. The Lab Director will be responsible for the equipment inventory in the Lab with the exception of vehicles. EMD will maintain the inventory for lab vehicles.

B. INVENTORY MANAGEMENT COMMITTEE

1. The Inventory Management Committee will be chaired by the Headquarters Captain and will have the following members:

   a. Divisional Equipment Specialist.
   b. Fleet and departmental equipment manager.
   c. SOD equipment officer will be responsible for working with special team's officers (This SOD equipment officer will also be responsible for coordinating with the special team's equipment officers).
   d. Range equipment representative.
   e. Training academy equipment representative.
   f. *QuarterMaster* Administrator

2. The committee will make recommendations to the Chief of Police regarding what items should be tracked and changes that may be needed to the policy and/or manual.

C. BI-ANNUAL INSPECTIONS & ANNUAL AUDIT

1. Inspections of Tulsa Police personnel will be conducted bi-annually. Inspections shall consist of a visual verification by a supervisor of all TPD and divisional equipment assigned to an officer which is logged in the IMS. Supervisors will be responsible for ensuring that all tracked equipment assigned to their officers, squads, and teams is in the possession of the officer it is assigned to and that the equipment is in proper working order. The results of these inspections will be given to the equipment officer and any discrepancies will be reported to the Division Commander on the proper form.

2. The Chair of the Inventory Management Committee will oversee an annual, random audit of a sample of TPD and divisional equipment to ensure accuracy, divisional and departmental compliance. This will be conducted according to the committee's specifications. This report will be presented to the Chief of Police and staff annually in May.

REGULATIONS:

1. Individual officers will be responsible for maintaining control of all equipment they are assigned. Officers will notify their supervisor and equipment officer in the event that equipment is lost, stolen, destroyed, or otherwise becomes unusable on the proper form that can be found in the doc library.

2. If officers trade out any equipment through any means except their equipment officer, such as getting a new radio/computer at the radio shop, the officer will be responsible for notifying their supervisor and equipment officer.

3. The project manager of any grant that purchases equipment will be responsible for ensuring that the equipment is entered into the IMS by the divisional equipment officer.

4. Only the *QuarterMaster* Administrator is authorized to make changes to the fields/tables in the software. All recommendations for changes should be submitted to the Inventory Management Committee for consideration.

5. Only TPD range personnel may make changes in the firearms, less lethal weapons and ammunition in IMS.

REFERENCES:

203B, *Departmental Equipment Inventory*
204*, Surrender of Departmental Equipment*

Tulsa Police Department

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Policy #	204	**Effective Date**	12/18/2014
Policy Name	Surrender of Departmental Equipment	**Approved Date**	12/18/2014
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	03/10/2004

PURPOSE OF CHANGE:

To update policy format and to add computer security access card.

POLICY:

Employees are required to surrender equipment issued by the Department when they resign or retire. The Chief of Police, or designee, may also require the temporary surrender of certain equipment issued by the Department during periods of military duty, suspension, long-term approved leave, administrative/limited duty, leave pending an investigation of a serious criminal offense, after the result of a psychological evaluation, or in extreme cases of exigent circumstances. For the purposes of this policy, "designee" will refer to anyone with the rank of Captain or above.

SUMMARY: Regulations involving the surrender of equipment issued by or belonging to the Department.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES: None

REGULATIONS:

1. When directed by the Chief of Police, or designee, employees shall surrender any or all of the following equipment to their division commander, or designee:

    a. Breast badge.
    b. Commission card.
    c. Service weapon(s).
    d. Keys to assigned police vehicle.
    e. Gas fob.
    f. Computer.
    g. Broadband device (MiFi).
    h. Cell phone.
    i. Computer Security Access Card

2. When directed by the Chief of Police, or designee, equipment shall be surrendered prior to:

    a. Suspension.
    b. Retirement.
    c. Resignation.
    d. Administrative/Limited duty assignment.
    e. Leave pending investigation of a serious criminal offense.
    f. Psychological evaluation.

g. Military duty.
h. Long-term approved leave (e.g., FBI Academy, Bomb Handlers School).
i. In extreme cases of exigent circumstances such as, but not limited to, insubordination or a mental health crisis with the officer.

3. Employees who are resigning or retiring will obtain and complete an Employee Exit Clearance Form.

4. Officers and non-sworn employees (if applicable) will return all department-issued equipment to the proper location in accordance with the Employee Exit Clearance Form.

5. Locations for return and examples of equipment are:

   a. Assigned divisions – assigned vehicles (to include gas card and keys), cell phones, pagers, portable radios, broadband devices (MiFi), laptop computers, tablets, fingerprint kits, reflective vests, roller tapes, pepper spray, road flares, traffic cones, door keys, any information which is part of a TPD manual or was obtained through TPD's intranet, any other issued equipment which is requested by the Chief of Police, or designee.
   b. Training Center – Policy & Procedure manual, Tactical and Operational Guidelines manual, Resource Center materials, breast badge, and hat badge.
   c. Firing Range – service pistol, service rifle, shotgun, body armor, gas mask and carrier, handcuffs and conducted electrical weapons (CEW) etc.
   d. Police Personnel/Payroll –city ID card, commission cards, city driver's licenses.
   e. Specialty Unit Commanders – any equipment issued to the officer by the specialty unit.

6. Employees who cannot return equipment to the proper locations during regular business hours will turn their equipment in to their supervisor. Supervisors will ensure the equipment is returned to the proper locations as soon as possible.

7. Retiring officers will retain their breast badge, hat badge, service pistol, shotgun and ballistic vest.

8. Officers with less than one year on the Department must return all uniforms and issued equipment to the Training Center.

9. Surrendered equipment shall be secured at the employee's assigned division and may be reassigned if the separation is of a long-term nature. The division commander, or designee, will ensure that the employee's service weapons are returned to the firing range if the duration of the suspension, administrative/limited duty, leave, or evaluation is over fourteen days.

10. Vehicles will be parked and secured at the employee's assigned division. At the discretion of the division commander, the equipment officer may reassign the employee's vehicle if the separation is of a long-term nature.

11. Broadband devices (MiFi) will be secured at the employee's assigned division. The division commander will ensure the equipment officer notifies the Headquarters Division about any broadband devices that are surrendered.

12. Prior to returning to normal duty status, employees will make arrangements with their division commander, or designee, to retrieve surrendered equipment.

REFERENCES:

302C, *Administrative/Limited Duty*
Collective Bargaining Agreement, Article 21
CALEA 17.5.1, 17.5.2

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Policy #	205	**Effective Date**	11/10/2020
Policy Name	Body Armor	**Approved Date**	11/06/2020
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/28/2011

PURPOSE OF CHANGE:

To update policy format.

POLICY:

It is the policy of the Tulsa Police Department to maximize officer safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of officer safety procedures.

SUMMARY: The wearing of body armor is important to officer safety. Ballistic vests afford officers protection consistent with the threat to which officers are routinely exposed. This policy will provide guidelines for the proper use and care of body armor.

APPLIES TO: All police personnel.

DEFINITIONS:

AGENCY APPROVED BODY ARMOR – body armor that meets any National Institute of Justice (NIJ) threat level standard.

BODY ARMOR – An item of personal protective equipment that provides protection against specific ballistic threats within its coverage area. In this standard, the term body armor refers to that which provides coverage primarily for the torso.

FIELD ACTIVITIES – Duty assignments and/or tasks that place or could reasonably be expected to place officers in situations where they would be required to take law enforcement action rather than administrative or support capacities.

PROCEDURES:

A. ISSUANCE OF BODY ARMOR.

1. All body armor issued must comply with protective and related requirements prescribed under current standards of the National Institute of Justice.

2. All officers shall be issued agency-approved body armor in compliance with the National Institute of Justice (NIJ) standards and the Collective Bargaining Agreement (Section 20.6).

3. Body armor that is worn or damaged shall be replaced by the agency. Body armor that must be replaced due to intentional misuse or abuse by the officer shall be paid for by the officer.

B. USE OF BODY ARMOR.

1. Officers shall wear only agency approved body armor.

2. Body armor shall be worn by recruit officers during select classroom training and during all field training.

3. Officers that are assigned to a uniformed function and non-uniformed officers are required to wear body armor while engaged in field activities unless exempt as follows:

   a. When the city physician or a personal physician determines an officer has a medical condition that would preclude wearing body armor.
   b. When the officer is involved in undercover or plain clothes work that their supervisor determines could be compromised by wearing body armor; or
   c. When the department determines circumstances make it inappropriate to mandate wearing body armor. (i.e., Air Support, etc.)

C. INSPECTIONS OF BODY ARMOR.

1. Supervisors shall be responsible for ensuring that body armor is worn and maintained as required by this policy through routine observation and periodic documented inspections.

2. Quarterly inspections done in September, December, March, and June shall include inspection of body armor for fit, cleanliness, signs of damage, abuse and wear. The inspection shall be documented on the Uniform/Vehicle Inspection Checklist.

D. CARE, MAINTENANCE AND REPLACEMENT OF BODY ARMOR.

1. Officers shall routinely inspect personal body armor for signs of damage and for general cleanliness.

2. As dirt and perspiration may erode ballistic panels, each officer shall be responsible for cleaning personal body armor in accordance with the manufacturer's instructions.

3. Officers are responsible for the proper storage, maintenance and care of body armor in accordance with manufacturer's instructions.

4. Officers are responsible for reporting damage or excessive wear to the ballistic panels or cover to their supervisor and the individual responsible for the uniform supply function.

5. Body armor will be replaced in accordance with guidelines and protocols established by the National Institute of Justice.

E. ADMINISTRATIVE.

1. The Uniform Coordinator will monitor technological advances in the body armor industry that may necessitate a change in body armor.

2. The Range Master will continually assess weapons and ammunition currently in use and the suitability of approved body armor to protect against those threats.

3. The Training Division will provide training programs to the department that demonstrate body armor's stopping power under actual firing conditions and that emphasize its safe and proper use.

4. The Safety Committee will maintain statistics on incidents where armor has or has not protected officers from harm, including traffic accidents.

REGULATIONS:

1. Officers performing any patrol functions and/or field activities while in any Tulsa Police uniform, shall wear their agency issued or approved body armor.

2. During the service of any warrant, officers shall wear body armor regardless of specific assignment or attire.

REFERENCES:

Collective Bargaining Agreement (Section 20.6)
Uniform Specifications Manual
National Institute of Justice (NIJ) Standard: 0101.06

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Policy #	206	**Effective Date**	08/15/2003
Policy Name	Key Control	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	03/14/1997

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Department will maintain strict control and accountability of all issued keys. Only keys produced and issued by the Facilities Maintenance Key Shop may be used to gain access to a city owned office or building.

SUMMARY: Procedure for issuing keys or for key replacement

APPLIES TO: All police personnel

DEFINITIONS:

KEY ISSUANCE REPORT – a list of employees who have been issued departmental keys. The list includes the employee's name, current assignment, issued key number, key access location, key type, and date that the key was issued/returned.

PROCEDURES:

1. To obtain a new or replacement key or key card, submit a completed *Key Request/Replacement Form* to the division commander through the chain of command.

2. If a key is broken or worn out, submit the key with the request form.

3. If an issued key is lost or stolen the employee will complete an *Incident Report* listing the City of Tulsa as the victim and the employee as the Person Reporting. Submit a copy of the report with the request form.

    a. If the key is lost, include a five-dollar ($5.00) replacement fee.
    b. If approved, sign and forward the request to the division administrative lieutenant.
    c. Forward the request form along with the broken key or worn out key, *Incident Report*, and/or replacement fee (if required) to the SDS division. Maintain a copy of the request form in a secure file.
    d. Forward the original copy of the request form along with the key, *Incident Report*, and/or fee to the Key Shop in the Facilities Maintenance Department.

4. Upon transfer or termination of employment:

    a. Return the issued key to the division administrative lieutenant.
    b. The division administrative lieutenant will document that the key was returned on the pink copy of the request form to the SDS division.
    c. The division administrative lieutenant will maintain the key in a secured area until the key is reassigned.

5. The division administrative lieutenant will:

    a. Maintain a current division *Key Issuance Report*.
    b. Maintain a current departmental *Key Issuance Report*.

REGULATIONS:

1. The employee shall be held accountable for each key that the employee has been issued.

2. Employees who duplicate a key or have a duplicate key in their possession that has not been authorized shall be subject to disciplinary action.

3. Employees who leave employment with the Tulsa Police Department or who transfer to another division shall turn in their issued keys in to the division administrative lieutenant prior to the employee's departure.

REFERENCES: None

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Policy #	207	**Effective Date**	03/01/2022
Policy Name	License Plate Readers	**Approved Date**	02/28/2022
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE:

To provide guidance on the application and use of license plate readers (LPR).

POLICY:

LPR have enhanced law enforcement's ability to detect violations of the law, recover stolen property, apprehend fugitives, and assist in investigations. Tulsa Police Department personnel will use LPR in accordance with the procedures and guidelines set forth. Data captured from LPR will be used properly and responsibly as defined herein.

LPR collect information that individuals have chosen to make visible to the public. As such, by their actions, individuals are not asserting a privacy interest in the information LPR will collect. Access to the LPR database and sharing of LPR data are limited to law enforcement employees with a need to know for law enforcement investigative purposes. Access to LPR data is controlled by multilayer login/password accounts, and only approved for authorized users after completion of training and certified by the TPD LPR Administrator.

SUMMARY: The proper application and use of LPR.

APPLIES TO: All personnel

DEFINITIONS:

Authorized User: A law enforcement officer or civilian employee who has been authorized by the Chief of Police, or designee, to operate an LPR, or to access and use LPR stored data, and who has successfully completed training.

Hot List: An index of items specific to the law enforcement actions tied to a motor vehicle registration from local, state, and national agencies. The list includes, but is not limited to registration violations, stolen vehicles, wanted persons, violent gang members, sexual offenders, warrants, etc.

License Plate Reader (LPR): A system consisting of camera(s) and a processing unit which captures, identifies, and records the alphanumeric code on a vehicle's license plate. This system may or may not be vehicle mounted.

LPR Administrator: Designated Tulsa Police position that ensures the training of LPR operators, maintains a roster of all personnel trained in its function, performs quality checks to ensure the system is functioning properly, maintains list of LPR equipment and their location, and serves as a liaison with vendors providing equipment.

PROCEDURES:

A. ADMINISTRATION

1. LPR will only be used by Tulsa Police Department personnel who have been properly trained in the use of the LPR and are certified by the TPD LPR Administrator.

2. LPR data may only be accessed for a legitimate law enforcement purpose.

3. The LPR Administrator will ensure that any changes in hardware, software, or law are the subject of continued in-service training, and announcements.

B. SEARCH OF LPR DATA

1. Direct access to LPR data shall be granted by the LPR Administrator and limited to trained personnel.

2. Inquiries for LPR data shall be for ongoing criminal investigations, Amber Alerts, Silver Alerts, Blue Alerts, and missing persons.

3. Requests for LPR data by members of outside agencies shall be directed to a Tulsa Police Supervisor. The supervisor will obtain the other agency's official police report number to make the inquiry.

C. FIELD OPERATIONS

1. Officers should not rely solely on an LPR hit to initiate law enforcement action. When the LPR indicates an alert, the officer must:

   a. Verify the captured plate matches the plate number of the vehicle.
   b. Verify the captured plate matches the state listed on the entry.
   c. Confirm the alert is accurate through teletype.
   d. If the alert is not confirmed through teletype, then further probable cause is required to initiate a traffic stop.

2. Officers will document if arrests were made from an alert so the Hot List entry may be removed or amended.

D. PROACTIVE/MANUAL DATA ENTRY

1. The proactive/manual entry of data into the LPR records system must be for a legitimate law enforcement purpose by authorized personnel. Proactive/manual entry into the LPR system is permitted in the following circumstances:

   a. As a part of an ongoing criminal investigation.
   b. The license plate entry is associated with:

      1) Gang members/associates
      2) Sex offenders
      3) Criminal suspects
      4) Fugitives
      5) Search warrant targets

   c. The entry is required for an AMBER Alert, Silver Alert, Blue Alert, or Missing Child bulletin.

2. Operators should query the LPR system prior to entering a license plate into it. This is to ensure that a vehicle is not entered twice.

3. No personally identifiable information will be entered, uploaded and/or transmitted to the system.

4. When an entry in the LPR system is no longer required the LPR operator who made the entry shall remove it from the system.

5. The data entered by TPD personnel will be stored by the contracted vendor. The retention of that data will be determined by their guidelines.

REGULATIONS:

1. The LPR Systems will only be used for official law enforcement purposes.

2. LPR operators shall not release any LPR data to anyone other than law enforcement personnel involved in the investigation of a criminal offense.

3. Officers shall not disclose their LPR password or share account access with anyone.

4. Any violation of these regulations shall result in disciplinary action and/or revocation of access to LPR data and equipment.

REFERENCES:

None

Tulsa Police Department

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Policy #	301A	**Effective Date**	01/14/2026
Policy Name	Organization and Administration	**Approved Date**	01/13/2026
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	03/29/2023

PURPOSE OF CHANGE:

Update language.

POLICY:

The Chief of Police is responsible for the overall management of the department. The Chief of Police will also ensure that the City of Tulsa receives continuous 24-hour patrol coverage by law enforcement personnel. Each division of the department is under the direct command of one commander as illustrated in TOG 2022, Organization and Administration. Additionally, each employee is accountable to only one supervisor at any given time. Whenever responsibility is delegated to a particular individual, that individual is fully authorized to make decisions and take necessary actions for the effective execution of their duties and responsibilities. Employees will be held accountable for the successful execution of their duties as well as any failure to execute those duties. Supervisory personnel will be held accountable for the activities of employees under their immediate control.

The goals and objectives of the department, the organizational components of the department, and the Multiyear Plan will be reviewed and updated annually. Achieving the goals and objectives of the department is the responsibility of all employees, therefore, all employees are encouraged to communicate and work closely together to meet these goals. Updating the goals and objectives and the Multiyear Plan will ensure a unity of effort, availability of resources, and effective service to the community.

The department recognizes that a carefully designed grievance process can help improve morale by identifying problems and personnel dissatisfaction in the organization and therefore increase the positive perception employees have of the organization.

SUMMARY: Procedures for establishing the structure and function of the department.

APPLIES TO: All police personnel.

DEFINITIONS:

GOALS – a relatively broad statement of the end or result that one intends ultimately to achieve. A goal usually requires a relatively long-time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievements.

OBJECTIVES – an objective is an end or result that one intends to attain in order to achieve partial fulfillment of a goal. An objective is a subgoal or an element of a goal, and therefore, requires a shorter time to accomplish than does a goal.

PROCEDURES:

1. Employee shall report for duty at the time and place designated by assignment, or as directed by their supervisor. Employees shall be physically and mentally fit to perform their duties. They shall be fully equipped to properly perform their duties. Subpoenas and administrative personnel orders shall constitute an order to report for duty.

2. Employees shall remain at their assignments and on duty until they are relieved or until their tour of duty ends.

3. When sickness prevent an employee from reporting for duty, they shall follow policy 302A – *Sick Leave*.

4. Employees who fail to appear for duty on the date, time and place specified by their assignment or supervisor without permission shall be deemed "absent without leave." All such absences shall be reported to the employee's supervisor.

5. During anticipated absences, the Chief of Police will designate an Acting Chief of Police to manage the department by Interoffice Correspondence to the Mayor. The Mayor will appoint an Acting Chief of Police in the unexpected absence of the Chief of Police, or designee.

6. During anticipated absences, Division Commanders will designate an Acting Division Commander to manage their division by Interoffice Correspondence to their Deputy Chief.

7. Generally, the sworn personnel operate under the following chain of command:

    a. Chief of Police.
    b. Deputy Chief of Police.
    c. Division Commander (Major).
    d. Shift Commander (Captain).
    e. First-line Supervisor (Lieutenant/Sergeant).
    f. Officer.

8. Supervisors will assume responsibility for police matters on the basis of rank unless another officer has been specifically assigned the responsibility by a higher authority. There may be circumstances when an employee of lesser rank is delegated authority for a situation based on expertise or knowledge.

9. Shift briefing will precede each patrol shift and will include necessary information regarding daily patrol activity, with particular attention given to unusual situations. It will cover potential and actual police hazards, changes in the status of wanted persons, stolen vehicles, major investigations, and information regarding relevant community-based initiatives. Supervisors will notify officers of changes in schedules or assignments, new or amended directives and evaluate their personnel for readiness to perform their duties.

10. Officers who sign up for extra shifts or assignments (special events, BOK assignments, etc.) shall report to duty at the time and place of their assignment, or as directed by the supervisor responsible for the extra shift or assignment. In the event an officer cannot fulfill such an obligation, they shall make contact and give notice to the responsible supervisor in a reasonable time prior to the assignment. Failing to report to such an assignment without contacting the responsible supervisor will be handled in the same manner as if the officer failed to report to duty for their primary assignment.

11. The Chief of Police, or designee, is responsible for maintaining a Multiyear Plan to include long-term goals and objectives, anticipated workload in relation to population trends, anticipated personnel levels, anticipated capital improvements and equipment needs, and a collaborative systems review. This plan will be updated annually.

12. Annually at shift change, the Chief of Police or designee, will establish and update the Departmental Goals. This information will be made available to all affected personnel.

13. Within 60 days of the annual update of the Departmental Goals being published, Division Commanders will update their divisional goals and objectives and evaluate the progress made toward the attainment of the previous year's goals and objectives. This information will be made available to all affected personnel. Division Commanders will submit divisional goals and objectives to the Chief of Police to be maintained by the Chief's Executive Officer.

14. Vacancy announcements for sworn personnel will be forwarded to the Recruiting and Career Development Section at the Training Division. The Recruiting and Career Development Section will also maintain job descriptions for each rank. These job descriptions and vacancy announcements will be available to all personnel for review.

15. The Chief of Police, or designee, will ensure that applicable periodic reports, reviews, and other activities mandated by CALEA accreditation standards will be completed in a timely manner. The Accreditation Manager will maintain a calendar of relevant reports, reviews, etc., and send out quarterly reminders. These reports, reviews, etc. are referenced and described further in 301B and other directives of the Tulsa Police Department.

16. Annually, the Crime & Intelligence Analysis Unit (CIAU) will complete and submit a beat study to the Operations Bureau Deputy Chief to review personnel allocation in patrol operations.

17. Every four years, CIAU will complete a department workload assessment and submit an executive summary to the Chief of Police with a copy to the Accreditation Manager, unless one is completed by a third party within the time frame.

18. The Chief of Police, or designee, is responsible for the coordination of grievance procedures and the maintenance and control of grievance records.

    a. A copy of all grievances will be forwarded to the Chief of Police and filed upon his direction.
    b. The Chief of Police, or designee, will perform a documented annual analysis of all grievances to identify trends or patterns that may need to be addressed. The analysis will include conclusions, recommendations, and proposals, if applicable.

19. Copies of the reports completed pursuant to these procedures will be forwarded to the Accreditation Manager.

REGULATIONS:

1. Employees shall report for duty at the time and place of their assignment, or as directed by their supervisor. Employees shall be physically and mentally fit to perform their duties. Employees shall be fully equipped to properly perform their duties. Subpoenas and administrative personnel orders constitute an order to report for duty.

REFERENCES:

136D, Specialty Assignments
301B, Written Directives, Departmental Roster, and Administrative Reports
302A, Sick Leave
TOG 2022, Organization and Administration

Tulsa Police Department

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Policy #	301B	**Effective Date**	02/17/2014
Policy Name	Directives, Departmental Roster, & Administrative Reports	**Approved Date**	02/13/2014
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	04/02/2008

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Chief of Police is responsible for modifying, approving, and issuing departmental directives that apply to all employees of the police department. All employees are subject to the directives of the Chief of Police, or designee. These directives are developed to inform, guide, and instruct employees in matters necessary for the efficient operations of the Department. Directives include departmental manuals, *Personnel Orders*, and unit manuals.

Division Commanders, or designees, are authorized to issue directives to police personnel under their command. These directives are developed to inform, guide, and instruct employees in matters unique to the division, section, or unit.

Departmental rosters and administrative reports will be compiled and distributed to appropriate personnel. A list of administrative reports is found in Policy 301B Att., *Directives and Administrative Reports – Attachment*.

SUMMARY: Procedures for developing, updating, distributing, receiving, and maintaining directives and reports.

APPLIES TO: All police personnel

DEFINITIONS:

ADMINISTRATIVE REPORTS – daily, monthly, quarterly, and annual reports that reflect the activities and operations of the department.

DEPARTMENTAL MANUALS – directives that address the general operation of the Tulsa Police Department including the Policy and Procedure Manual (which includes Rules and Regulations, and Departmental Orders), the Uniform Specifications Manual, the Tactical and Operational Guidelines Manual, the Critical Incident Response Manual, and the Managing Law Enforcement Initiatives Manual.

DEPARTMENTAL ORDERS – orders that address the general policies, rules, and regulations of the department, or a single incident, event, or action.

DEPARTMENTAL ROSTER – an alphabetical listing of all police personnel that includes names, addresses, home telephone numbers, identification numbers, and work assignments by division, shift, and days off.

PERSONNEL ORDERS – orders directed by the Chief of Police pertaining to employment, promotion, suspension, and other personnel matters.

POWERDMS – an online digital document management system used to document, update, distribute, and review directives and maintain digital signatures of those directives.

UNIT MANUALS – manuals that contain directives or information relative to specific units within the Tulsa Police Department.

PROCEDURES:

A. ADMINISTRATIVE REPORTS

1. Daily Shift Activity reports are a summary of the exceptional activities that have occurred during each shift. These reports are completed by supervisors.

2. Weekly and monthly reports, which summarize the relevant activities of the Department, will be compiled by the Division Commander, or designee, and maintained at the divisional level.

3. Quarterly reports will be completed by Division Commanders and forwarded to the Chief of Police.

4. Annual reports that reflect the operation of the Tulsa Police Department will be completed for the fiscal year, calendar year, or as otherwise directed.

5. A multi-year plan that includes long-term goals and operational objectives, anticipated workloads and population trends, personnel levels, capital improvements, and equipment needs will be completed by the Chief of Police, or designee. This plan will be routinely reviewed as needed for revisions or modifications.

B. DEPARTMENTAL MANUALS

1. Crime Analysis, Planning, Evaluation, and Research Section (CAPERS):

   a. Develop and revise the contents of the Policy and Procedure Manual, Tactical and Operational Guidelines Manual, Uniform Specifications Manual and other manuals as directed by the Chief of Police.
   b. When the above manuals are revised, ensure that changes do not contradict other directives or existing law. This can be done by researching and requesting input from personnel with expertise in the subject matter and/or by utilizing techniques presented in the Policy Development Manual.
   c. Send e-mail notices to police personnel and other designated recipients notifying them of new and/or revised directives available on PowerDMS.
   d. Maintain files of current and historical directives.
   e. Coordinate the review and revision of other departmental manuals as needed or as directed by the Chief of Police.

2. Division Commanders:

   a. Ensure that administrative lieutenants inform employees of new and/or revised directives available on PowerDMS.
   b. Ensure that all employees have acknowledged receipt and review of current, new, and/or revised directives by logging into PowerDMS and digitally signing for them.

C. DEPARTMENTAL ROSTER

1. The Chief's Section will develop, update, and maintain a departmental roster that will be distributed to Division Commanders after shift change each year or as otherwise needed. Division Commanders will distribute the roster to division personnel as necessary.

D. ORGANIZATIONAL CHARTS

1. Division Commanders, or designees, will maintain and update organizational charts for their divisions and forward copies to the Chief's Section and the Accreditation Work Group.

E. PERSONNEL ORDERS

1. If no disciplinary action is involved, the Chief's Section will distribute the original *Personnel Order* to the involved employee with copies to the following:

   a. Appropriate Division Commander(s).
   b. Involved Bureau Deputy Chief(s).
   c. Chief's Section.
   d. Police Personnel/Budget.
   e. Employee's divisional file.
   f. Employee's personnel file.
   g. Public Safety Communications (PSC) supervisor and Municipal Court Clerk's Office (if employee transfer is involved).

2. The Fraternal Order of Police (FOP) Lodge President shall be provided with copies of any notification of complaint memorandum given to any sworn officer related to administrative investigations.

3. If disciplinary action is involved, the employee's Division Commander, or designee, will personally deliver the original *Personnel Order* to the employee being disciplined. The Division Commander, or designee, will ensure that the employee has acknowledged receipt of the *Personnel Order* by having them sign the original copy.

4. In cases of termination, the *Personnel Order* shall include the reason and effective date of the dismissal. A statement of the status of fringe and retirement benefits after termination will be attached to the *Personnel Order*.

5. In all cases involving discipline, up to and including termination, the following procedures shall apply:

   a. The original *Personnel Order* will be forwarded to the involved employee with copies to the personnel listed in 1.a. through 1.g. as well as Internal Affairs (IA).
   b. The Division Commander, or designee, will forward the return copy of the order to IA for distribution and filing after the involved employee has been served.
   c. The FOP Lodge President shall be provided copies of any and all written reprimands, suspensions, demotions, or terminations given to any sworn officer of the Department.

F. UNIT MANUALS

1. In addition to directives for the specific needs of specialty units, unit manuals will contain provisions governing the operation of agency-owned or controlled special purpose vehicles and include the following:

   a. Authorization, conditions, and limitations of usage.
   b. Qualifications and training for personnel assigned to operate the vehicle.
   c. Designation of the person or position responsible for the condition and maintenance of the vehicle.
   d. A listing of equipment, if any, to be kept in or on the vehicle.

2. Unit manuals will contain provisions governing agency-owned or controlled animals and include the following:

   a. Authorization, conditions, and limitations of usage.
   b. Qualifications and training for personnel assigned to control the animals.
   c. Designation of the person or position responsible for the care of the animals.
   d. A listing of equipment required for each type of animal.

3. If applicable, unit manuals should include provisions for responding to critical incidents.

4. Persons responsible for unit manuals will ensure the manuals are reviewed annually and updated as needed. Copies of unit manuals will then be forwarded to the Recruiting and Career Development Lieutenant if changes

are made.

5. When a unit manual is revised, those responsible for the development of the new material shall ensure that material does not contradict other directives or existing law. This can be done by researching and requesting input from personnel with expertise in the subject matter and/or by utilizing techniques presented in the Policy Development Manual.

6. When a unit manual is revised, the individuals within the specific unit that the manual relates to shall acknowledge receipt and review of the changes within the manual. This acknowledgement of receipt and review may be made by either signing for the change or utilizing another equally effective method designed by the head of that specific unit.

7. A hard copy of unit manuals will be maintained at all unit offices so that officers and employees will have access to the directives.

REGULATIONS:

1. With the exception of *Personnel Orders*, employees shall acknowledge receipt and review of all current, new, and/or revised directives by their digital signature in PowerDMS, unless otherwise directed by the Chief of Police.

2. All police personnel will access PowerDMS at least one time each week while on duty, to check for updates and other important information.

3. Employees shall have access to departmental manuals on the intranet and Mobile Data Computers (MDCs). No hard copy manuals need be maintained by individual employees.

4. Employees shall be familiar with the contents of departmental manuals and refer to them for information when needed.

5. Home address and/or phone number changes shall be reported to the employee's supervisor and the Chief's Section within 24 hours of the change.

6. Administrative reports shall be completed and distributed to designated personnel.

7. Directives shall be purged, updated, and revised as necessary.

8. When a directive is created or revised, those responsible for the directive's development shall ensure that the revised directive does not contradict other directives or existing law. This can be done with careful research and input from personnel with expertise in the subject matter and/or by utilizing techniques presented in the Policy Development Manual.

9. An updated hard copy of directives will be kept at each uniform division in a central location that is accessible to all personnel. It will be the responsibility of the administrative lieutenants to keep the directives up-to-date.

REFERENCES:

301A, *Organization and Administration*
301B Att., *Directives, Departmental Roster, and Administrative Reports – Attachment*
CALEA 12.1.4, 12.2.1, 12.2.2, 26.1.1, 26.1.7, 26.1.8, 41.1.3, 41.1.4

Tulsa Police Department

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Policy #	301B Attachment	**Effective Date**	01/14/2026
Policy Name	Directives, Departmental Roster, & Administrative Reports – Attachment	**Approved Date**	01/13/2026
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	11/01/2024

Table of Administrative Reports

Report	Description	Prepared By	Routing	Frequency and Due Date
Absentee Notice Forms	Records Absent Personnel	All Personnel	Supervisor	Per Incident
Active Threat Policy and Training review	Review of policies related to active threats	IMT Commander	Chief of Police	Annually
After Action Report	Major Incident Summary	Incident Commander	Chief of Police	Per Incident
Assault of Officer Review	Review of assaults on officers	DTI Lead Instructor	Chief of Police	Annually
Beat Study	Assist in personnel allocation as it relates to patrol	CIAU	Operations Bureau Deputy Chief	Annually
Bomb Squad After Action	Bomb Incident Summary	Bomb Squad Team Leader	Bomb Squad Commander	Per Incident
Budget Reports	Yearly Budget Requests	Division Admin Personnel	Police Personnel/Budget	Annually
CALEA Report	Update on CALEA Compliance and Progress	Accreditation Manager	Chief of Police	Quarterly
Case Clearance Report	Requests to Clear Cases	Investigator	Supervisor	Per Incident
Citizens Attitude and Opinion Survey	Citizens Attitude and Opinion Survey	Community Engagement Lieutenant	Chief of Police	Biennial
Citizen Ride Along Program	Citizen Ride w/Officer	Citizen	Ride Along Coordinator	Per Incident
Complaint Report	Citizen Complaints	All Personnel	Chief of Police	Per Incident
Crime Prevention Programs Review	Evaluate the continued need of individual programs	Community Engagement Lieutenant	Chief of Police	Biennial
Criminal Intelligence Processes Review	Review of the process used to gather intelligence	ARTIC Commander or designee	Investigations Bureau Deputy Chief	Annually
Critical Incident Analysis Review	Review of After-Action Report to Identify Corrective Actions	Critical Incident Review Board	Chief of Police	Per Incident
Critical Incident Equipment Inspection	Inspection of equipment to ensure it is in good working order	Divisional Equipment Specialists	Division Commander	Quarterly
Critical Incident Summary	Personnel Action and Equipment Usage During Critical Incidents	Responding Personnel	Incident Commander	Per Incident
Daily Field Activity Reports	Daily Field Highlights	Shift Commander	Chief of Police	Each Shift-On Intranet

Report	Description	Prepared By	Routing	Frequency and Due Date
Departmental Goals	Goals for the Department	Chief's Section	Chief of Police	Annually
Department Inventory Surplus/Transfer Forms	Records Inventory Changes	Division Admin Personnel	Safety/Equipment Officer	Per Incident
Division Personnel File Review	Identify Items That Require Purging	Supervisor	Division Commander	Annually
Divisional Objectives	Objectives to meet Departmental Goals	Division Commander	Chief's Section	Annually
Divisional Objective Reviews	Evaluate the progress made toward the attainment of the Divisional Objectives	Division Commander	Chief's Section	Annually
Elective In-Service	Request for Training	All Personnel	Admin. Sergeant	Per Incident
Elective In-Service Change Form	Request to Change Classes	All Personnel	In-Service Coordinator	Per Incident
Elective In-Service Evaluation	Evaluate Classes	All Personnel	In-Service Coordinator	Per Incident
Employee Evaluations	Annual Evaluations	Supervisor	Division Commander	Annually
Employee Exit Clearance	Exit Checklist	Supervisor	Police Personnel/Budget	Per Incident
ETAP Report	Employee Tracking & Assistance Program	IA	Chief of Police	Quarterly
ETAP Evaluation	ETAP Annual Review for Public and Employees	Chief of Police and FOP lodge Representatives	Chief of Police	Annually
FTO DOR	Daily Activity	FTO	FTO Supervisor	Daily
FTO Supervisor SOR	Supervisor Weekly Observation Report	FTO Supervisor	FTO Coordinator	Weekly
FTO End of Phase	End of Phase Summary	FTO	FTO Supervisor	Per Training Phase
FTS Supervisor DOR	Supervisor Daily Observation Report	FTS Supervisor	FTO Coordinator	Daily
Grievance Analysis	Annual Review of all Grievances	Chief's Executive Officer	Chief's Section	Annually
Holiday Personal Leave Request	Request for Holiday Leave	All Personnel	Supervisor	Per Incident
Incident Report	Crime Report	All Personnel	Supervisor	Per Incident
Inspection of Equipment used in Critical Incidents	Inventory and Inspection for Operational Readiness	Divisional Equipment Specialists	Division Commander	Quarterly
Interoffice Correspondence	Information/ Requests/ Directions	All Personnel	Supervisor	Per Incident
Job Description Review	Review of job descriptions	Chief's Section	Chief of Police	Every 4 years
Juvenile Program Evaluation	Review/Evaluate Juvenile Enforcement & Prevention Programs	Community Engagement Lieutenant	Chief of Police	Annually
Leave Report	Leave Requests	All Personnel	Supervisor	Per Incident

Report	Description	Prepared By	Routing	Frequency and Due Date
Major Case Update	Major Case Summary	Investigator	Supervisor	Per Incident-On Intranet
Mayor's Service Report	Service Levels Summary	Chief of Police	Mayor	Quarterly
Monthly Use of Force Report	Monthly Summary of Use of Force	IA	Chief of Police	Monthly
Mid-Year Counseling Report	Counseling all sworn personnel	Supervisor	Division Commander	Annually
Multi-Year Plan	Long Term Goals and Objectives	Chief of Police	Chiefs Section	Annually
NIMS Compliance/Training	Yearly Summary of Management and Maintenance of NIMS/ICS Training and Certifications	NIMS Coordinator	Chief of Police	Annually
Off-Duty Employment	Off-Duty Jobs	All Personnel	Division Commander	Per Incident
Organizational Chart	Divisional Organization	Division Commander	Chief's Section and Accreditation Work Group (AWG)	As Needed
Overtime Requests	Requests for Compensation	All Personnel	Supervisor	Per Incident
Pawn Hold	Hold Pawned Property	All Personnel	Detective Division	Per Incident
Policy/TOG Audit	Review Written Directives	Accreditation Manager	Chief of Police	Annually
Probationary Employee Evaluation	Entry level, temporary employees, early hire APO's, and Reserves	Supervisor	Chief's Section	Quarterly
Property Receipt	Records Seized Property	All Personnel	Property Room	Per Incident
Property Room Audit	Audit of property in the Property Room	IA	Chief of Police	Annually
Property Room Inspection	An Unannounced surprise inspection of the Property Room	IA	Chief of Police	Annually
Pursuit Analysis	Analysis of Pursuits	LEDT Coordinator	Chief Of Police	Annually
Pursuit Report	Pursuit Summary that Documents use of Roadblocks and Forcible Stopping Techniques	Pursuit Monitor	Division Commander	Per Incident
Pursuit Review Report	Details of All Pursuits	Operations Bureau DCOP	Chief of Police	Monthly
Recruiting Analysis	Analysis of recruiting plan on meeting goals	Recruiting Unit	Division Commander	Annually
Recruiting Plan	Plan for meeting employment demographic needs	Recruiting Unit	Division Commander	Annually
Search Warrant Service Report	Search Warrant Service Summary	Supervisor	Division Commander	Per Incident
Selective Traffic Enforcement Review	Review of collision data and enforcement activities	Traffic Enforcement Supervisor	Division Commander	Annually

Report	Description	Prepared By	Routing	Frequency and Due Date
Service Report	Service Levels Summary	Division Admin Personnel	Chief of Police	Quarterly
SOT After Action Report	SOT Incident Summary	SOT Team Leader	SOT Commander	Per Incident
Special Evaluation	Suspended Personnel	Supervisor	Chief's Section	Within 30-60 days of return to duty
Special Evaluation	Employees who do not meet acceptable standards	Supervisor	Chief's Section	Every 90 days until acceptable standards are met
Special Events After Action Report	Special Event Summary	Special Events Coordinator	Division Commander	Per Incident
Specialized Assignment Review	Evaluation of continued need for each assignment	Bureau Deputy Chiefs	Chief of Police	Annually
Supervisor Collision Report	Collision Summary	Supervisor	Chain of Command	Per Incident
IA Annual Report	Complaint Statistics Report, Bias Based Policing Report	IA Admin Coordinator	Chief of Police	Annually
IA Monthly Open Cases	IA Statistics	IA	Chief of Police	Monthly
Use of Force Annual Report	Analysis of Use of Force Reports	Training Division	Chief of Police	Annually
TPD Annual Report	Yearly Summary	Chief's Section	Mayor	Annually
UCR/NIBRS Report	Crime Statistics	ITS Admin Personnel	Chief of Police	Monthly
Uniform and/or Equipment Replacement	Replacement	All Personnel	Admin Sergeant	Per Incident
Uniform/ Vehicle Inspection Checklist	Uniform and Vehicle Inspections	Supervisor	Shift Commander	Semi-Annually
Use of Force Analysis	Annual analysis of Use of Force	DTI Lead Instructor	Chief of Police	Annually
Use of Force Report	Document Use of Force	All Personnel	Supervisor	Per Incident
Use of Force Review Report	Details of all Use of Force	Operations Bureau DCOP	Chief of Police	Monthly
Victim/Witness Needs Review	Documented Review of V/W needs and available services	Detective Division Captain	Chief of Police	Biennial
Warrant Attempt Service Report	Document Attempted Service	All Personnel	Records Section	Per Incident
Watch Change Form	Personnel Report	Supervisor	Admin Sergeant	Per Incident/ Annually
Workload Assessments	Personnel Report	Chief's Designee	Chief of Police	Every 4 years

Tulsa Police Department

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Policy #	302A	**Effective Date**	08/15/2003
Policy Name	Sick Leave	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	12/22/2000

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Sick leave shall be used by sworn personnel in compliance with the current *Collective Bargaining Agreement* between the City of Tulsa and Fraternal Order of Police Lodge #93. The false or fraudulent use of sick leave creates an inherent danger to fellow officers and will be cause for disciplinary action. The following procedures are not designed to invade the privacy of an officer who is ill but only to safeguard against the abuse of sick leave.

All non-sworn police employees shall follow the *City of Tulsa Personnel Policy and Procedures*, Section 306, Sick Leave, or the sick leave provisions covered under the terms of their respective collective bargaining agreements.

SUMMARY: Procedures for reporting and investigating sick leave.

APPLIES TO: All sworn police personnel

DEFINITIONS:

IMMEDIATE FAMILY – an officer's spouse, children, parents, and/or any foster or step situations within these relationships.

SICK LEAVE – accumulated time used when officers are incapacitated by sickness or non-job-related injury or for medical, dental, or optical diagnosis or treatment. Sick leave may also be used for the necessary care and/or attendance of members of the officer's immediate family or household or when officers have been exposed to a contagious disease and in the opinion of the City Physician their attendance jeopardizes the health of others. If the exposure occurs on duty the contact will be considered an on-duty injury.

PROCEDURES:

1. Officers who will be absent from duty shall notify their supervisor within a reasonable time prior to their usual reporting time, if physically able to do so. When making the above notification, the nature of the sick day used (e.g., self, injury, or family sick) should be stated.

2. Personnel receiving the notification that an officer will be absent shall complete and forward an *Absentee Notice Form* to the officer's supervisor. If notification is made after the line-up changes have been submitted, advise Public Safety Communications (PSC) so CADS may be updated.

3. Supervisors may investigate the alleged illness or accident of an officer absent on sick leave. Such an investigation shall be made only when based upon reasonable cause and in a consistent manner which least interferes with the officer's and/or the family's lifestyle. The investigating supervisor shall document the findings on the *Absentee Notice Form*.

4. While on sick leave, officers shall notify their division whenever they leave home or the hospital during their regular duty hours. Officers shall grant access to visiting supervisors at any reasonable hour and inform them of the nature of the injury or illness.

5. If an absence due to illness or non-job-related injury exceeds five days, officers shall present a medical statement upon returning to work. When the absence is five days or less, officers may be required to present a medical statement before the absence is allowed to be classified as sick leave.

6. Upon returning to work, officers shall complete a *Leave Report* and forward it to their immediate supervisor. If approved, the supervisor shall initial the *Leave Report*, attach the *Absentee Notice*, and forward it through the chain of command.

7. The division commander shall review *Leave Reports* and if approved, initial and forward them to the divisional timekeeper.

8. After initial approval of sick leave, officers who are continually unable to physically perform their normal duties shall present a physician's statement confirming their inability to perform to their division commander every thirty (30) calendar days.

9. The Chief of Police, or designee, may at any time request a physician's statement or medical opinion from the City Physician regarding the officer's ability to return to work.

10. Divisional timekeepers shall record the nature of sick leave used in the division time accounting system.

REGULATIONS:

1. Use of sick leave for the care and/or attendance of an officer's immediate family shall be limited to a maximum of fifteen (15) days in any calendar year.

2. Any officer feigning sickness, injury, or otherwise deceiving a commanding officer or supervisor while on sick leave, shall be subject to disciplinary action.

3. Sick leave shall not be used in less than one-hour increments.

REFERENCES:

City of Tulsa Personnel Policy and Procedure, Section 306, Sick Leave
302B, *Injury Leave*
Collective Bargaining Agreement, Article 15

Tulsa Police Department

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Policy #	302B	**Effective Date**	11/24/2021
Policy Name	Line of Duty Injury Reporting/Leave	**Approved Date**	11/22/2021
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/10/2010

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Officers must report an illness caused by conditions encountered while on-duty or any injury incurred on-duty. Exposure to a communicable disease will be reported in accordance with 31-302D, Exposure to Communicable Disease. It is the responsibility of the officer's supervisor to ensure that all job-related injuries, illnesses, or diseases are promptly reported and investigated.

Injury leave benefits for officers are based on the provisions of the City of Tulsa Personnel Policy and Procedures, Section 313, Leave for Injury in the Line of Duty and the current Collective Bargaining Agreement, Article 16, Injury Leave.

Officers awaiting a final decision from the Claims Administrator are eligible to use all accumulated sick, vacation, and compensatory leave accruals available to them. Officers without such leave accruals may have their salaries continued at the discretion of the Chief of Police, or designee, until the Claims Administrator has rendered a final decision.

While on injury leave, officers will be entitled to all vacation, sick, and other leave benefit accruals. The officers' credits for computing time in grade for pay increases and promotional seniority considerations will not be affected.

To aid in the reduction of the frequency and severity of on-duty injuries, the Tulsa Police Department requires the review of all on-duty injuries at the divisional level through the Injury Repeaters Program. This program is administered by the Police Safety Committee in accordance with the City of Tulsa Safety & Health Manual, Section 831A, On-the-Job Injury Review/Injury Repeater Policy for the Tulsa Police Department.

SUMMARY: Procedures for reporting a line-of-duty injury and for requesting injury leave.

APPLIES TO: All sworn police personnel

DEFINITIONS:

INJURY REPEATER – officers who have had two (2) or more lost time injuries or temporarily modified duty assignments, or three (3) or more injuries/illnesses of any type (including health related transfers) in a twelve-month period.

INJURY REPEATER PROGRAM – an individualized program for an employee who has been designated as an injury repeater, the purpose of which is to correct safety performance problems.

PROCEDURES:

A. WHEN REPORTING AN ON-DUTY INJURY:

1. Officers are to report all on-duty injuries to a supervisor prior to leaving the scene of the injury, even if medical treatment is not required.

2. A supervisor will respond to the scene of the injury to determine the need for medical treatment and/or scene processing.

3. The supervisor will identify all witnesses to the injury producing incident and obtain witness statements.

B. COMPLETE THE FOLLOWING REPORTS WHEN AN ON-DUTY INJURY IS SUSTAINED:

1. The officer will call the City of Tulsa Injury Reporting Service, refer to 31-302B, Line of Duty Injury Reporting/Leave Attachment, to report the details of the injury before the end of the shift. It will be the responsibility of the officer's supervisor to make this call if the officer is unable to do so.

2. The Worker's Compensation Section will generate the Injury Report and send it to the supervisor for incident investigation and employee/supervisor signatures.

   a. The supervisor will return the Injury Report to the City of Tulsa's Worker's Compensation Section through the chain of command.

3. If the injury results from a crime committed against the officer, complete an Incident Report before the end of the shift. If the officer is unable to complete the report, it will be the responsibility of the officer's supervisor to ensure that one is made.

4. Injured TPR officers will:

   a. Notify the City of Tulsa Injury Reporting Service of the details of the injury and that they are a TPR officer and not an employee of the City of Tulsa.
   b. Inform the Service of the name, address, and phone number of their paying job, with current wages.
   c. Notify the TPR coordinator as soon as possible. If after regular working hours, leave a voice mail message.

5. The officer's supervisor will send the original Injury Report and a copy of the Incident Report (if applicable) through the chain of command to the officer's division commander. If the officer is a TPR, the reports will be sent to the TPR coordinator.

6. The division commander will review and forward the reports to the Administrative Bureau Deputy Chief as soon as possible.

7. The Administrative Bureau Deputy Chief will review the report and return the original signed report to the Worker's Compensation Section. A copy will be retained for the officer's personnel file.

C. IF MEDICAL TREATMENT IS REQUIRED:

1. During normal business hours, the supervisor will send an injured officer in need of medical treatment to the City Physician. Contact the City Physician if a question exists regarding the need for medical attention.

2. After being examined by the City Physician:

   a. Injured officers will obtain a City Medical Route Sheet from the City Physician. Officers will submit the route sheet to their immediate supervisor on the day it was received.
   b. If unable to deliver the sheet, officers will request that the route sheet be faxed to their division and forwarded to their supervisor.

3. After normal business hours, refer to 31-302B Att., Line of Duty Injury – Attachment and notify the City

Physician as soon as possible.

D. WHEN MEDICAL TREATMENT IS DELAYED:

1. If the injury or illness has not yet been reported, notify a supervisor, and follow the reporting requirements of procedure #2.

2. The officer will complete an Interoffice Correspondence explaining why treatment was delayed.

3. The officer will forward the Interoffice Correspondence and a copy of the Investigation of Injury Report, generated by the Worker's Compensation Section, through the chain of command to the Administrative Bureau Deputy Chief.

4. When the Administrative Bureau Deputy Chief is notified of the need for delayed medical treatment, forward a copy of the Interoffice Correspondence and the Investigation of Injury Report to the Worker's Compensation Section.

E. WHEN RETURNING TO WORK AFTER AN ABSENCE CAUSED BY AN ON-DUTY INJURY:

1. Injured officers will obtain a Release to Return to Work Form from the City Physician. When returning to work, officers will give the form to their immediate supervisor.

2. The supervisor will forward a copy of the City Medical Route Sheet and the Release to Return To Work Form to the administrative lieutenant. Copies will be placed in the officer's divisional file with a copy forwarded to Police Personnel and to the officer's shift commander and division commander.

F. WHEN REQUESTING INJURY LEAVE:

1. Officers will submit a completed Injury Leave Request to their immediate supervisor within thirty days after the first regularly scheduled workday missed.

2. If the officer is unable to complete the request, the officer's supervisor will ensure that an Injury Leave Request is completed and forwarded to the officer's division commander through the chain of command.

3. The division commander will review the request and forward the original to the Administrative Bureau Deputy Chief.

4. The Administrative Bureau Deputy Chief will review the request and forward the original to the City of Tulsa Worker's Compensation Section and retain a copy for the officer's personnel file.

G. OFFICERS WHO DESIRE TO FILE FOR WORKER'S COMPENSATION BENEFITS IN LIEU OF OR AFTER CITY BENEFITS EXPIRE, WILL:

1. Contact the Human Resource Worker's Compensation Section.

2. Complete the Worker's Compensation Form 3 (obtain from the City Human Resource Department) in triplicate.

3. Mail this form to the Worker's Compensation Commission. The officer must file this form within deadlines established under title 85A, Workers' Compensation pursuant to Oklahoma Statutes.

H. INJURY REPEATER PROGRAM:

1. The division commander will investigate the facts pertaining to the on-duty injury.
2. After the initial investigation, if deemed necessary, the division commander will conduct a formal injury review

with the officer, the officer's supervisor, and a FOP representative (if requested by the officer). The formal injury review may be requested within thirty days of the officer's report of an injury.

3. The purpose of the review is to determine:

   a. Exactly how the injury occurred.
   b. If the injury could have been prevented.
   c. If similar accidents or injuries can be prevented in the future.
   d. If the officer should be placed in the Employees' Injury Repeater Program.
   e. If any corrective actions are required (e.g., retraining, physical evaluation by the City Physician, physical fitness program).

4. When placed in the Injury Repeater Program, the officer's division commander, the officer's supervisor, and a Police Safety Committee member will meet with the officer each quarter for a period of twelve months. The committee will review the officer's progress and determine the need for any further action.

5. If the safety performance shows a continuous pattern of personal injuries and/or accidents after an injury review period of at least twelve months, an officer may be deemed unable to safely and satisfactorily perform their normal job duties and could be scheduled for a pre-termination hearing.

REGULATIONS:

1. To obtain City of Tulsa injury leave or medical payments, officers shall see the City Physician.

2. Officers who are unable to keep an appointment with the City Physician, shall make the necessary schedule changes.

3. Officers shall comply with the orders of the City Physician.

REFERENCES:

City of Tulsa Personnel Policy and Procedure, Section 313, Leave for Injury in the Line of Duty
City of Tulsa Safety and Health Manual
31-302B Att, Line of Duty Injury – Attachment
Collective Bargaining Agreement, Article 16

Tulsa Police Department

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Policy #	302B Attachment	**Effective Date**	01/31/2017
Policy Name	Line of Duty Injury Reporting/Leave – Attachment	**Approved Date**	01/31/2017
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/04/1999

During normal business hours, supervisors will send an injured officer in need of medical treatment to the City Physician. City Medical is currently located at:

[redacted]

The City Physician may refer an officer to another physician, clinic, or hospital if an injury requires treatment beyond their capabilities.

City Medical's normal business hours are Monday through Thursday – 7 a.m. to 4 p.m., Friday – 7 a.m. to 2 p.m., and closed for lunch daily, noon to 1 p.m. For patient appointments, call [redacted] between 0730 to 1200 hours and 1300 to 1600 hours.

All City of Tulsa injured employees who need after- hours emergency or urgent care need to report to the Hillcrest Medical Center emergency room for treatment located at:

[redacted]

In a critical emergency or a life-threatening situation, transport the officer to the nearest emergency medical facility and notify the City Physician on the next business day.

Employees receiving hospital bills for work related treatment should send those bills to the Worker's Compensation Adjuster.

The City of Tulsa Injury Reporting phone number is [redacted]

Tulsa Police Department

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Policy #	302C	**Effective Date**	02/15/2011
Policy Name	Disabled/Limited Duty Personnel	**Approved Date**	02/15/2011
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/14/2008

PURPOSE OF CHANGE:

To update policy format.

POLICY:

When an employee returns to work following an injury or illness, they may be temporarily assigned to limited duties when they have, in the opinion of the City Physician, a temporary physical or mental condition that prevents the employee from performing their essential job functions. An employee may also be placed on limited duty status for administrative reasons by the Chief of Police, or designee. All temporary limited duty assignments will be made in accordance with either the *City of Tulsa's Safety and Health Manual*, Section 113, *Temporary Modified Duty Assignment Policy* or the current *Collective Bargaining Agreement*, this policy, as well as state and federal laws. Sworn personnel will follow the current *Collective Bargaining Agreement* and non-sworn personnel will follow the *City of Tulsa's Safety and Health Manual*, Section 113, *Temporary Modified Duty Assignment Policy*.

Sworn employees will not be placed in permanent limited duty assignments. When the City Physician determines that an employee has a permanent physical or mental condition that prevents the employee from performing their essential job functions, every attempt will be made to place the permanently disabled employee in a non-sworn position for which they are qualified in accordance with *the City's Personnel Policy and Procedure Manual*, Section 125, *Employees with Disability* and Section 600, Disability Review Committee as well as, state and federal laws.

"Except as may be prohibited by law, an employee who has a disability or a medical condition which prevents them from performing the essential function of their current position, either with or without an accommodation, shall normally be disability separated upon the earlier of (1) a determination that the employee will be unable to return to full duty within twelve (12) months, or (2) the employee has been absent from work for twelve (12) months", *City's Personnel Policy and Procedure Manual*, Section 125, *Employees with Disability* and Section 606.10.

SUMMARY: Use of temporary limited duty personnel and the reporting requirements for disabled employees.

APPLIES TO: All police personnel

DEFINITIONS:

ADMINISTRATIVE LIMITED DUTY – a restricted, temporary assignment for administrative reasons, e.g. fitness for duty evaluation.

DISABILITY – a temporary or permanent physical or mental condition that prevents an employee from performing all of their essential job functions without accommodations.

FITNESS FOR DUTY – an evaluation to determine if an employee has a physical or mental impairment that would affect their ability to perform their job duties.

LEAVE – sick leave, injury leave, and leave without pay due to injury or illness.

LIMITED DUTY – a restricted temporary assignment compatible with the employee's physical and/or mental condition as diagnosed by the City Physician.

PROCEDURES:

A. WHEN PLACED ON LIMITED DUTY FOR A TEMPORARY DISABILITY DUE TO A MEDICAL REASON:

1. If for pregnancy, the employee will obtain a signed Physician's Statement from the private doctor listing all duty restrictions and/or special requirements.

2. If restrictions were made by a private doctor, for other than pregnancy, the employee will report to the City Physician for assessment by the end of the next business day.

3. Following assessment by the City Physician, the employee will obtain a signed *City Medical Route Sheet* listing duty restriction, special requirements, and/or follow-up appointments from the City Physician.

4. The employee will submit the route sheet or the Physician's Statement to their immediate supervisor on the day it was received.

5. When a medical referral is made by the City Physician, the employee will obtain a Medical Referral Slip.

6. The employee will return the completed referral slip to the City Physician's office within 48 hours following an appointment with a consulting physician.

7. The immediate supervisor will forward the City Medical Route Sheet or the Physician's Statement to the administrative lieutenant. The administrative lieutenant will forward the form to the employee's division commander through the chain of command with copies to the employee's divisional file and Police Personnel/Budget to be placed in the employee's personnel file.

8. The division commander will review and determine if the employee is able to temporarily assist their assigned division as a sworn police employee in a capacity that reasonably accommodates their injury and/or illness.

9. If the employee is not scheduled to return to full duty within one month, the division commander will notify the Chief of Police.

10. If the employee is transferred to another division, the division commander will forward the employee's time sheet, and divisional file, along with a copy of the *Medical Route Sheet* or Physician's Statement to the appropriate division.

11. Until the employee is released to return to full duty, the Chief of Police will determine if the employee can be temporarily reassigned to another division within the Police Department or must be placed on the appropriate leave.

12. Any employee on temporary limited duty for a medical reason exceeding thirty (30) days will return to the City Physician every thirty (30) days for an updated routing slip.

13. Division commanders will maintain a current list of personnel assigned to their division who are on sick leave, injury leave, leave without pay due to injury or illness, or limited duty assignment and shall provide this information to Police Personnel.

14. Police Personnel shall send a monthly report to the Human Resources Department listing all employees who have been on Sick Leave, Injury Leave, Leave Without Pay, Light Duty Assignment, or a combination thereof, for any period exceeding sixty (60) consecutive days or sixty (60) cumulative days within the previous six (6) months.

15. A disabled employee that is unable to return to full duty within thirty (30) days may be referred to the Disability Review Committee in accordance with City of Tulsa Policy and Procedure 601. 4 by:

    a. The Legal Department
    b. The City Physician
    c. The Injured or disabled employee
    d. The Human Resources Department
    e. The Chief of Police or his designee

16. An Employee who is listed on a Disability Review Committee agenda shall receive notification of the meeting and shall comply with the notification in accordance with City of Tulsa Policy and procedure section 601.5, Disability Review Committee Meeting.

B. WHEN PLACED ON ADMINISTRATIVE LIMITED DUTY:

1. If an employee is placed on limited duty pending a fitness for duty evaluation, the Chief of Police, or designee, will notify the employee by Personnel Order where to report for the evaluation.

2. If an employee is placed on limited duty pending the outcome of a criminal investigation or the resolution of charges, the Chief of Police, or designee, will notify the employee by Personnel Order when they are approved to return to full duty status.

C. WHEN IT BECOMES APPARENT TO AN EMPLOYEE THAT THEY MAY BE PERMANENTLY DISABLED:

1. The employee will notify their immediate supervisor, as soon as possible, after they become aware of their disability.

2. The immediate supervisor will notify the Chief of Police of the employee's permanent disability through the employee's chain of command.

3. The immediate supervisor will contact the Disability Coordinator in the Human Resources Department who will arrange an appointment for the employee to be assessed by the City Physician.

4. The employee will furnish the City Physician with applicable medical records, if requested.

5. The City Physician will determine if the employee is capable of performing all of their essential job functions.

6. If it is determined that a permanent disability does exist:

    a. The City Physician will complete a *Letter of Disability Evaluation* and forward it to the Chief of Police with a copy to the Human Resources Department.
    b. Human Resources will notify the disabled employee in writing of the City Physician's findings.

7. The Human Resources Department will meet with the disabled employee to assess their job experience, knowledge, and skills. The employee will be notified by the Human Resources Department of any vacant non-sworn positions within the city in which they are qualified.

8. If possible, the disabled employee will be either reassigned to a non-sworn position within the Police Department; or be relocated to another department within the City.

9. If the disabled employee cannot be placed in a position that reasonably accommodates their disability within 60 days following written notice of the City Physician's assessment, the Human Resources Department will schedule the employee to meet with the Disability Review Committee.

10. The division commander will forward the disabled employee's time sheet and personnel file to either the employee's assigned division, or Police Personnel/Budget if the employee is transferred outside the Police Department or has been terminated.

11. The Disability Review Committee will review the facts relating to an employee's disability in accordance with *City Personnel Policies and Procedures Manual*, Section 600, Disability Review Committee, and determine if:

    a. The disabled employee is qualified for any vacant positions within the city and they are able to perform the essential functions required in that vacant position; or
    b. Disability separation procedures should be initiated.

D. TULSA POLICE RESERVE OFFICERS (TPR):

1. Notify the TPR coordinator, as soon as possible, after a TPR becomes aware of a temporary or permanent disability.

If an employee is unable to keep their appointment with the City Physician, they will make the necessary schedule changes.

REGULATIONS:

1. All limited duty assignments for sworn police personnel within the Tulsa Police Department shall be temporary.

2. If the number of limited duty personnel exceeds the number of temporary assignments, employees who have incurred job related injuries shall be placed in a temporary assignment first.

3. Employees on limited duty shall not wear a TPD uniform or operate a city vehicle unless approved by the Chief of Police or designee.

4. Employees on limited duty may be permitted to carry a firearm when approved by the Chief of Police or designee.

5. Employees on limited duty shall not be permitted to work off-duty jobs in police uniform unless approved by the Chief of Police.

6. Supervisors shall handle all reports and records relating to an employee's disability in a confidential manner.

7. All reports and records relating to an employee's disability shall be maintained in a confidential file in the City Physician's Office.

REFERENCES:

City of Tulsa Personnel Policy and Procedure, Section 125, *Employees with Disability* and Section 600
City of Tulsa Safety and Health Manual, Section 113, *Temporary Modified Duty Assignment Policy*
302 Attachment, *Line of Duty Injury Reporting – Attachment*
Collective Bargaining Agreement, Article 16

Tulsa Police Department

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Policy #	302D	**Effective Date**	06/21/2018
Policy Name	Exposure to Communicable Disease	**Approved Date**	06/21/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	05/10/2007

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department recognizes that during the commission of their duties, employees may be exposed to communicable diseases that can be transmitted by airborne or bloodborne pathogens. Therefore, the following procedures concerning proper precautionary measures have been established to minimize the risk of direct exposure in accordance with *City Safety and Health Manual*, Section 305.22 to 305.944 and *OSHA Standard 29 CFR Part 1910.1030*.

The Centers for Disease Control (CDC) have identified the possibility of exposure to certain body fluids as being situations in which universal precautions should be used. The below identified body fluids have the potential to carry the Human Immunodeficiency Virus (HIV), the Hepatitis B Virus (HBV), and the Hepatitis C Virus (HCV). The CDC has also identified certain body fluids where universal precautions are not applicable. The following fluids do not carry HIV, nor do they carry HBV or HCV unless they contain visible blood: feces, nasal secretions, sputum, sweat, tears, urine, or vomit.

Any contact with another person's body fluids (as defined below), or prolonged contact with a source person known to have Tuberculosis (TB), will be considered a possible exposure to a communicable disease. The risk of possible exposure to a communicable disease does not relieve employees of the responsibility to provide police services to any individual. In addition, legal constraints limit the discussion of a subject's medical diagnosis regarding certain communicable diseases even when the risk of exposure to airborne/bloodborne pathogens is of prime concern.

SUMMARY: Procedures for reporting exposures to communicable diseases.

APPLIES TO: All police personnel

DEFINITIONS:

BODY FLUIDS – blood, amniotic fluid, pericardial fluid, peritoneal fluid, pleural fluid, synovial fluid, cerebrospinal fluid, semen, vaginal secretions, and any other fluid visibly contaminated with blood.

OSDH FORM 207 – Oklahoma State Department of Health Communicable Disease Risk Exposure Report. A three-page form consisting of a yellow page, a green page, and an instruction sheet.

RISK EXPOSURE – an exposure that has been epidemiologically demonstrated to pose a risk for transmission of a communicable disease. Exposures include:

1. Cutaneous – exposure or prolonged contact with blood or body fluids to skin that is chapped, abraded, or afflicted with dermatitis, or exposure to respiratory secretions.

2. Parental – needle stick or cut.

3. Per mucosal – exposure to blood or other body fluids that have the potential to carry HIV, HBV, and HCV as set forth below (e.g., mouth-to-mouth resuscitation or splash to the eye or mouth when blood is present).

SOURCE PERSON – person whose body fluids came in contact with an employee.

PROCEDURES:

A. TRAINING

1. Employees will receive training in infection control prior to assignments where exposures to communicable diseases may occur. Training will be repeated annually thereafter.

2. The Tulsa Police Department will maintain records of all employees who receive training for a minimum of 3 years, including the following:

   a. Dates of training sessions.
   b. Content or summary of training sessions.
   c. Name and qualifications of person(s) conducting the training.
   d. Name and job title of each employee attending the training.

3. Original records of the training will be maintained in the individual's training file. A master list will be compiled listing each employee and the date of training. The master list will be the responsibility of the Training Division Commander or designee.

B. VACCINATIONS

1. All sworn personnel and all other employees in assignments where exposures to a communicable disease may occur, will have available to them (at City expense) the Hepatitis B vaccination series and medical evaluation of an exposure. To ensure the vaccination is producing antibodies for protection against Hepatitis B, employees must have a follow-up examination at City Medical.

2. Employees who decline the vaccination must sign a *City Consent/Declination* form. Employees who initially refuse may later receive the HBV vaccination upon request. When an employee refuses the HBV vaccination series, the division commander, or designee, will ensure that the completed *City Consent/Declination* form is placed in the employee's personnel file.

C. THE USE OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. The following equipment will be issued to police personnel who, during the performance of assigned duties, may encounter exposure to infectious substances:

   a. Latex or hypoallergenic gloves.
   b. Coveralls.
   c. Shoe covers.
   d. Particulate mask.
   e. Goggles.
   f. Germicidal disposable cloth (used to decontaminate equipment).
   g. Antimicrobial hand wipe.
   h. Paper towels.
   i. Biohazard bags (2 sizes).
   j. CPR mask.

2. Employees should cover all open cuts or abrasions with appropriate dressings prior to reporting for work and will wear appropriate PPE when they can expect that an exposure will occur. Common sense must be used since no procedure can anticipate every situation that can occur. When in doubt, use maximum PPE rather than minimum. The police uniform is not PPE.

3. Employees conducting crime scene investigations where body fluids are present must wear appropriate PPE.

4. Wear latex gloves when handling items or individuals that may be contaminated by blood or other body fluids (handling evidence, searching prisoners, etc.).

5. After contact with persons or items contaminated with body fluids, employees will immediately wash the affected area with an antimicrobial hand wipe. Employees will then wash with soap and running water as soon as possible.

6. Officers should use latex gloves and goggles, at a minimum, when administering first aid to a bleeding individual. A proper barrier should be used when administering CPR (i.e., CPR mask, ambu-bag, or another airway device with a one-way valve).

7. When transporting a prisoner with a known TB infection, officers should place a particulate mask over the prisoner's nose and mouth and ensure proper ventilation by opening a vehicle window on the passenger side of the vehicle.

8. An employee may briefly decline to wear PPE under rare and extraordinary circumstances. These circumstances should be life threatening, pose an increased hazard to the employee, or prevent critical delivery of emergency health care and public safety services.

D. HANDLING CONTAMINATED EVIDENCE

1. Appropriate PPE will be worn when handling contaminated evidence. If the property/evidence is contaminated with body fluids, place a biohazard label on the paper bag(s).

2. Use mechanical means (i.e. tongs, forceps, or a brush and dust pan) when recovering contaminated broken glass as evidence. If mechanical means are unavailable, contact SIU to recover the evidence.

E. DISPOSAL OF PERSONAL PROTECTIVE EQUIPMENT (PPE)

1. Discard contaminated PPE after one use. DO NOT clean and reuse. Officers will obtain replacement PPE as needed from their division equipment officer.

2. When PPE becomes contaminated, place it in a biohazard bag. Place the biohazard bag in a container marked exclusively for biohazard material. Biohazard containers will be located in each uniform division, the Forensic Lab, the Detective Division, and the Main Station Property Room. The Equipment Control/Safety Officer will be responsible for coordinating the disposal of soiled PPE.

3. The Equipment Control/Safety Officer will be responsible for resupplying PPE for the Police Department. Officers are responsible for ensuring that their PPE is functional and for obtaining replacements from the divisional equipment officer as needed. PPE gear should be replaced at a minimum of every five years.

F. CLEANING CONTAMINATED EQUIPMENT, CLOTHING, AND UNIFORMS

1. When non-disposable equipment (e.g., handcuffs, weapon, vehicles, etc.) becomes contaminated, it must be taken out of service and decontaminated. Employees will be responsible for decontaminating their own equipment prior to placing the equipment back in service. No vehicle or equipment will be placed back in service prior to being decontaminated.

2. Vehicles and equipment can be cleaned using paper towels and either germicidal disposable cloths or a 1:10 household bleach to water solution. Dispose of cleaning materials as described in Procedure E.

3. When an employee's uniform or clothing becomes contaminated, it must be changed as soon as practical. Employees will not continue to work in contaminated uniforms or clothing and will be relieved of duty until the contaminated uniform or clothing is changed.

4. Place the uniform or clothing in a biohazard bag or other container with a biohazard label affixed. To protect you and your family from contamination, an employee should NOT wash contaminated uniforms or clothing at home. Take them to a commercial laundry or dry-cleaning facility. Cleaning will be at the employee's expense.

G. WHEN A WARNING IS PLACED IN TRACIS

1. Officers will submit an *Interoffice Correspondence* to the ITS Division Commander when any individual directly states that they have an airborne/bloodborne pathogen communicable disease, and there has been or is likely to be a risk exposure to the reporting officer or to others, including the general public.

H. WHEN A POSSIBLE RISK EXPOSURE OCCURS

1. All personnel will immediately report possible exposure risks in accordance with Policy 302B, *Line of Duty Injury Reporting/Leave*.

2. When a possible exposure risk occurs during the City Physician's regular business hours, the exposed officer(s) and a supervisor will report immediately to the City Physician's office for evaluation of the exposure. If the City Physician determines that a risk exposure has occurred, an *OSDH Form 207* must be completed.

3. When a possible exposure risk occurs outside the City Physician's regular office hours, a supervisor and the exposed officer(s) will complete their portions of the *OSDH Form 207*. Officers will report to City Medical, with the *OSDH Form 207*, on the next regular business day for baseline testing. Officers will complete Steps 1 through 13 and supervisors will complete Steps 14 through 16.

4. Once the entire form has been completed, the supervisor will ensure that the yellow copy of the *OSDH Form 207* is mailed to the Oklahoma State Health Department and the green copy is delivered immediately to:

   a. The designated person at the health care facility to which the source patient was transported (usually the Infection Control Practitioner); or,
   b. The attending physician, if the source patient was being cared for outside of a health care facility; or,
   c. The health care provider who last had responsibility for a deceased source patient or to the medical examiner.

5. If the exposure is not determined to be a risk exposure, the source person must consent to be tested. If the source person refuses to comply, the Department's legal advisor must be provided with a copy of the arrest report and a photocopy of the *OSDH Form 207* so that a court order can be obtained.

6. If the Health Care provider for a source patient is unable or unwilling to complete Part II of *OSDH Form 207*, have them complete an *Information Regarding Source Patient for Potentially Infectious Disease Exposure Form*. Forward the form to the City Physician's Office. (This form is in Appendix 305.C of the *City Safety and Health Manual*.)

7. If an employee is notified by the Oklahoma State Department of Health that follow-up and/or recommendations are necessary, it is the employee's responsibility to notify the City Physician's Office.

I. WHEN A RISK EXPOSURE OCCURS

1. If a supervisor at the scene determines that a risk exposure has occurred according to criteria set forth in the

DEFINITIONS, RISK EXPOSURE section of this policy, the supervisor and the exposed officer(s) will complete their portions of the *OSDH Form 207*.

2. If the source person is in custody, the exposed officer(s) and the supervisor will take the *OSDH Form 207* to the facility which holds the source person so that a blood sample can be drawn, or a TB test/chest X-ray can be completed (i.e., jail, hospital, or medical examiner's office). A licensed healthcare professional must confirm that a risk exposure has occurred and sign the *OSDH Form 207* for the source person's blood to be withdrawn and tested.

3. The City of Tulsa has a contract with Regional Medical Lab to conduct all blood draws with regards to exposure to communicable diseases. If an officer believes an exposure has occurred, they will take the source person to one of the locations listed on the attachment.

4. When the risk exposure occurs during the City Physician's regular business hours, the exposed officer(s) and the supervisor will report to the City Physician's office as soon as possible.

5. When the risk exposure occurs outside the City Physician's regular office hours, a supervisor and the exposed officer(s) will complete their portions of the *OSDH Form 207*. Officers will report to City Medical, with the *OSDH Form 207*, on the next regular business day for baseline testing.

6. Once the entire form has been completed, the supervisor will ensure that the yellow copy of the *OSDH Form 207* is mailed to the Oklahoma State Health Department and the green copy is delivered immediately to:

   a. The designated person at the health care facility to which the source patient was transported (usually the Infection Control Practitioner); or,
   b. The attending physician, if the source patient was being cared for outside of a health care facility; or,
   c. The health care provider who last had responsibility for a deceased source patient or to the medical examiner.

REGULATIONS:

1. No vehicle or equipment will be placed back in service prior to being decontaminated.

2. No person who is suspected or known to be an airborne/bloodborne pathogen exposure risk will be identified by name or other personal information via radio transmission. There will be no discussion of the subject's potential risk exposure status with the exception of the warning.

3. The appropriate 10-code must be used when there is an airborne/bloodborne pathogen exposure risk at the response scene or the potential for a physical confrontation with a person who is suspected or known to be an airborne/bloodborne pathogen exposure risk.

REFERENCES:

City Safety and Health Manual
112A, *Recovered/Found Property*
302B, *Line of Duty Injury Reporting/Leave*
TOG 2003, Collection and Preservation of Evidence
TOG 2014, *Radio Communications*

Tulsa Police Department

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Policy #	302D Attachment	**Effective Date**	06/21/2018
Policy Name	Exposure to Communicable Disease – Attachment	**Approved Date**	06/21/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

Tulsa Regional Medical Lab

[redacted]

Tulsa Police Department

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Policy #	303	**Effective Date**	08/15/2003
Policy Name	Travel/Expense Allowance	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	03/07/1997

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Officers shall be allowed travel time and expenses when participating in approved scheduled events, criminal investigations, and other City or police related activities. Approved travel will be in accordance with the *City of Tulsa's Ordinances, Personnel Policy and Procedures*, Section 80.

The event, travel mode, travel time, and trip related expenses must have prior approval by the Chief of Police (or designee). Only those events which are necessary to conduct police business or that are directly related to the employee's job development will be authorized.

For out of town trips where an overnight stay is required, the maximum compensable travel time is eight hours per day to reach the event and eight hours per day to return to Tulsa. Officers are considered to be on active employment status while traveling and during activities relating to the purpose of the trip.

For trips of one day, where an overnight stay is not required, all of the approved time spent traveling between cities and participating in related events is considered as time worked (Exception: When traveling outside of normal working hours as a passenger on a common carrier.), in accordance with the Fair Labor Standards Act (FLSA), Title 29 CFR 785.

Advance travel allowance may be requested when traveling out of town on official business if certain anticipated expenses are estimated to exceed one hundred dollars ($100.00) (i.e., per diem, lodging, gasoline, mileage, etc.). Such expenses do not include the cost of airfare, car rental, registration fees, or hotel deposits.

Officers will be reimbursed for approved travel and event expenses. A Travel Authorization/Advance and Expense Voucher must be completed for reimbursement or advancement of funds.

SUMMARY: Procedures for requesting travel time, travel expense allowance, and/or expense reimbursement.

APPLIES TO: All sworn personnel

DEFINITIONS:

SCHEDULED EVENT – schools, official meetings, conferences, training seminars, workshops, criminal investigations, and other City or police related activities.

PROCEDURES:

A. WHEN REQUESTING APPROVAL TO ATTEND A SCHEDULED EVENT

1. Officers:

a. Submit an *Interoffice Correspondence* to the Chief of Police through the proper chain of command. Include the following:

1) The name, location, and nature of the event.
2) The dates and times of the event.
3) Registration fees and/or costs of the event.
4) How the event will benefit the employee in the performance of his/her job.
5) Travel mode and estimated expenses.
6) Lodging information and estimated expenses.
7) Contact person and telephone number.

b. If approved, complete a Travel Authorization/Advance and Expense Voucher with the estimated travel expenses and forward with a copy of the approved request and event registration form or brochure to Police Personnel/Budget at least two weeks prior to the departure date.
c. When possible, travel expense vouchers for airline travel should be submitted far enough in advance to take advantage of advance purchase airline ticket rates.
d. A request for a travel advance allowance should be included on the *Travel Expense Voucher*, if needed.
e. Contact the proper travel agency to make airline and/or car rental reservations.

2. Police Personnel/Budget:

a. Forward the officer's request, brochure, and voucher to the Department of Finance for issuance of funds.
b. Contact the officer and inform him/her to pick up the travel advance allowance, airline tickets, and/or car rental voucher at least three days prior to the departure date.

B. UPON COMPLETION OF A TRIP

1. Officer:

a. Turn in all original receipts for approved travel expenses to Police Personnel/Budget within ten days. The following must be submitted, if applicable:

1) An itemized hotel receipt with a zero balance.
2) The last stub of the airline passenger receipt.
3) The rental car voucher.

b. If the actual expenses are less than the travel advance, include a reimbursement to the City of Tulsa for the difference.

2. Police Personnel/Budget:

a. Complete the *Travel Expense Voucher* and determine the difference between the estimated and actual expenses.
b. If the actual expenses exceed the travel advance, forward the completed *Travel Expense Voucher* to the Accounts Payable Department at City Hall. Accounts Payable will mail the officer a reimbursement check for the difference.

C. TO CANCEL TRAVEL PLANS

1. Officer:

a. Submit an *Interoffice Correspondence* to Police Personnel/Budget explaining why the trip was canceled. Include the airline tickets, rental car voucher, and travel advance allowance.

b. Notify the proper travel agency immediately of the cancellation.

2. Police Personnel/Budget:

   a. Forward the *Interoffice Correspondence* with the airline tickets, rental car voucher, and advance travel allowance to Accounts Payable in the City Finance Department.

REGULATIONS:

1. When two or more officers are traveling together, *a Travel Authorization/Advance* and *Expense Voucher* shall be completed for each employee.

2. When traveling by a personally owned vehicle, authorized vehicle expenses (i.e., mileage, parking, toll fees, etc.) shall not exceed what the coach airfare would be to the same destination.

3. If an officer is offered the option of public transportation but chooses to drive or be a passenger in either a personally owned vehicle or a city vehicle, the officer shall only be compensated for the amount of travel time it would have taken if public transportation had been used.

4. Officers shall not transfer their advanced travel funds to another employee.

5. If an officer elects to take additional time off immediately preceding or following a scheduled event, accrued compensatory or vacation time shall be used.

REFERENCES:

Fair Labor Standards Act, Title 29 CFR 785
City of Tulsa Revised Ordinances
City of Tulsa Personnel Policy and Procedure, Section 807, Travel for Official City Business

Tulsa Police Department

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Policy #	304A	**Effective Date**	06/26/2025
Policy Name	Complaints Against Police Employees	**Approved Date**	06/26/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	11/20/2024

PURPOSE OF CHANGE:

Updated to include the Disciplinary Acceptance Agreement

POLICY:

Alleged or suspected misconduct by departmental personnel will be promptly and thoroughly investigated. This includes complaints against all members of the Tulsa Police Department (sworn officers, civilian employees, or temporary personnel).

Complainants may initiate a complaint against an employee in person, by telephone, by mail, by fax, or on the Tulsa Police website. An anonymous complaint may be received in oral or written form and will be investigated to the same extent as all other complaints.

All complaints must be received within one year of the date of the incident. After one year, the complaint will be reviewed on a case-by-case basis for investigation.

Incidents to be investigated are alleged or suspected violations of statutes, ordinances, departmental rules, civil service rules, and contractual breaches. Incidents include:

1. Those reported by the public, including prisoners.
2. Those observed by officers, supervisors, or commanding officers.
3. Those uncovered by routine police intelligence activities or investigations.
4. Those reported by members of the Department to supervisors or commanding officers.

All personnel will perform the duties and assume the obligation of their rank during an investigation. Police personnel will cooperate fully with members of Internal Affairs (IA) or any other member of the Department conducting such an investigation.

Supervisory and command personnel will initiate investigations when the subject complained of, or observed in an infraction, falls within the scope of their authority. They will not look to higher authority for the initiation of this action.

Discipline is a function of command. The responsibility for the conduct of such investigations normally rests within the established chain of command unless otherwise assigned by the Chief of Police.

During administrative investigations, it shall be the duty and responsibility of all police personnel to truthfully, fully, and directly answer any and all questions asked by the investigating officer relating to:

1. Their duties as a member of the Tulsa Police Department.
2. Their fitness for office or the fitness of another member of the Department.
3. Investigations of violations of state and federal laws and/or ordinances of the City of Tulsa.

All investigations shall assess the propriety of all conduct during the investigation, including the actions taken by all persons in the officer's chain of command. Investigative reports shall reflect any findings of misconduct including that of

the chain of command.

In all Department-level or division-level investigations directed by the Chief of Police, or designee, all interviews of complainants, officers or witnesses, shall be recorded. Upon request by complainants, officers, or witnesses, a transcript of the recorded interview may be prepared, at the sole discretion and direction of the Chief of Police. These recordings shall be maintained in the investigation file.

There shall be no automatic preference of an officer's statement over a complainant's statement in an investigation. Credibility determinations shall include, but not be limited to, consideration of the officer's history of complaints and disciplinary records and the complainant's criminal history for crimes involving truth and veracity. Such credibility determinations shall be explained fully in the investigative report.

All stages of the disciplinary process will remain free of racial and/or gender discrimination, to include the initiation of a disciplinary investigation, the decision to bring disciplinary charges, the resolution of a disciplinary action, and the punishment given to an employee found to have violated a Department regulation or policy.

SUMMARY: Procedures for receiving, investigating, and disposing of complaints against police personnel.

APPLIES TO: All police personnel

DEFINITIONS: NONE

PROCEDURES:

A. RECEIVING COMPLAINTS

1. Alleged or suspected violations of a serious nature will be reported immediately to the Chief of Police by the employee who first receives information of the alleged violation, even when it is believed to be unfounded.

2. If the Chief of Police is unavailable, the employee will notify the acting Chief of Police, Staff Duty Officer, the Internal Affairs Commander, or the On-Call Captain.

3. Employees who receive an oral or written complaint from a citizen shall contact a supervisor. However, if a supervisor is not available or cannot be contacted, it is the responsibility of the employee to complete the necessary forms as outlined in Procedure #4.

4. When a supervisor is called to respond to a complaint or concern of a citizen, the supervisor shall document the complaint or concern.

    a. The supervisor shall document the complaint or concern with a BlueTeam Supervisor Contact form.
    b. The citizen may complete additional written documentation, which the supervisor shall attach to the BlueTeam Supervisor Contact form. The supervisor shall forward the complaint and any action they have taken in response to it to the Chief of Police, or designee, through the chain of command. Each person in the chain of command shall ensure that such complaints are handled appropriately.

5. It is the duty of all police personnel to notify appropriate supervisors and to intervene when the personnel have a realistic opportunity to attempt to take reasonable steps to prevent harm if they observe another agency employee or other public safety personnel engage in any unreasonable use of force or an inappropriate due process procedure or if they become aware of any violation of department policy, state or federal law, or City of Tulsa ordinance related thereto.

B. ASSIGNMENT OF INVESTIGATIONS

1. The Chief of Police, or designee, may refer a complaint to IA for an independent investigation. IA shall conduct a thorough investigation and submit a written report of the results of the investigation to the employee's Division Commander, Director, or Manager within 90 days of referral.

2. The Chief of Police, or designee, may conduct a preliminary investigation and then refer a complaint to the appropriate division. The Division Commander will be responsible for ensuring that a thorough investigation is completed and the results of the investigation are submitted to the Division Commander within 90 days of referral.

C. DUTIES OF IA

1. Generally, IA shall investigate, but not be limited to, the following:

   a. Excessive force, brutality, and abuse.
   b. Violations of civil rights.
   c. Incidents involving moral turpitude.

2. Any police action that results in serious injury or death of another.
   a. Administrative investigations of criminal allegations, when directed by the Chief of Police.

3. The assigned investigator will notify the employee in writing, through the chain of command, that a complaint was received and will be investigated. The employee will be advised of the allegations of the complaint as well as their rights and responsibilities relative to the investigation.

4. The investigator will notify the complainant that the complaint is being processed and will notify the complainant of the status of the complaint if the process takes longer than 90 days.

5. IA investigators may assist divisional supervisors with investigations as needed when approved by the IA Commander.

6. In circumstances where an employee feels threatened by a false accusation or situation involving false evidence, the employee may request an Internal Affairs investigation into the matter. The employee shall direct any such request to the Chief of Police, or designee, who has authority to approve or disapprove the request.

7. IA will maintain investigative files of all complaints assigned by the Chief of Police, or designee, and make proper entries in personnel files.

8. IA will prepare cases for civil service hearings when so directed by the Chief of Police.

D. DIVISIONAL INVESTIGATIONS

1. The Division Commander will review the complaint and decide whether the complaint qualifies for the Citizen Complaint Resolution Process (CCRP).

2. The Division Commander will forward the complaint and the method of investigation to be used (CCRP or administrative investigation process) to the appropriate captain or supervisor.

3. If an extension is needed for an investigation, the Divisional Investigator will request the extension from the Division Commander. If granted, the Division Commander or designee will notify IA of the extension.

4. The Division Commander shall submit the results of the investigation with a recommendation conforming to section G, below, through the chain of command to the Chief of Police within 60 days.

E. ADMINISTRATIVE INVESTIGATIONS

1. The individual assigned as the investigator shall be one or all of the following:

   a. A member of the division to which an investigation has been assigned.
   b. A member of IA assigned to conduct the investigation.
   c. Any other person so designated by the Chief of Police.

2. The investigator assigned to the case shall notify the employee through their chain of command that a complaint has been received and will be investigated. The investigator shall also notify the FOP President in accordance with the *Collective Bargaining Agreement*, Article 11.2.

3. The investigator will inform the affected employee's chain of command of developments in the investigation which may be relevant to the decision to:

   a. Retain the employee in their present assignment.
   b. Assign the employee to limited duty (See P&P 302C) where they are under close supervision and have limited contact with the public or with other police employees.
   c. Excuse the employee from duty by placing him or her on administrative leave. The Chief of Police will promptly review and approve or discontinue any such excuse from duty, based on the severity of the complaint, pending the outcome of the investigation.

4. Drug or alcohol testing may be conducted on any City of Tulsa employee when there is reasonable suspicion of substance abuse in the workplace. Supervisors will refer to and follow procedures outlined in the *Collective Bargaining Agreement*, Appendix (F) Drug Testing Policy.

5. Bargaining unit members may only be asked to participate in polygraph examinations in investigations involving theft and in no circumstances shall results be introduced, referenced, or admitted in to evidence, or relied upon during any pre-action hearing, grievance, or arbitration or any other hearing or discussion related to discipline of an officer.

F. DISCIPLINARY ACCEPTANCE AGREEMENT

1. The Disciplinary Acceptance Agreement is an opportunity for an employee and the Department to resolve open discipline investigations by agreeing to a lesser level of discipline than the misconduct would typically warrant. The agreement is intended to benefit the accused employee by allowing the employee to take responsibility for the misconduct and condense the investigation and discipline process by admitting to wrongdoing and accepting discipline.

2. The only discipline that can be issued under a Disciplinary Acceptance Agreement is either a Division Letter of Reprimand or Documented Counseling.

3. The Chief of Police, in his or her discretion, may offer a Disciplinary Acceptance Agreement when the Chief determines that corrective action can be achieved by allowing the employee to accept responsibility for their misconduct and receive a one-level lower discipline than the misconduct typically would warrant. To determine whether to extend a Disciplinary Acceptance Agreement, the Chief can consider any relevant factor, including the nature and severity of the misconduct, the employee's service and disciplinary record, and mitigating or aggravating circumstances. There is no right to receive a Disciplinary Acceptance Agreement, and the failure to receive one is not grievable or actionable; the Chief can change or discontinue its use at any time.

4. An employee may self-report policy violations or misconduct and request consideration for a Disciplinary Acceptance Agreement. An employee's chain of command can also recommend that the employee be considered for one.

5. An employee is not eligible for a Disciplinary Acceptance Agreement if they previously have been disciplined for the same or similar misconduct or rule violation within the last twelve (12) months or if they previously had a Disciplinary Acceptance Agreement within the last twelve (12) months.

6. If offered, the employee has two (2) work days to either accept and sign the Disciplinary Acceptance Agreement or proceed through the established disciplinary procedure. By accepting it, the employee and the FOP Lodge #93 voluntarily waive any and all related grievances, claims, or lawsuits, and the employee will receive discipline that is one step lower than warranted, which is either a Divisional Letter of Reprimand or Documented Verbal Counseling.

7. The Disciplinary Acceptance Agreement is voluntarily made and agreed to by the Tulsa Police Department, the employee, and the FOP Lodge #93.

8. The Agreement is finalized on the Disciplinary Acceptance Agreement form after the discipline of a division letter or documented counseling is issued and signed by the employee, the employee's supervisor, and the FOP Lodge #93 President or designee.

G. CITIZEN COMPLAINT RESOLUTION PROCESS (CCRP)

1. The types of complaints/allegations eligible for CCRP are those involving:

   a. Discourtesy or unprofessional attitude.
   b. Lack of police service.
   c. Improper procedure (i.e., issues involving policy and procedures, or rules and regulations).
   d. Allegations of unnecessary restraining force (i.e., the type of force used when taking a suspect into custody).

2. Employees who have received three CCRP complaints within the preceding quarter will not be eligible for the CCRP method of investigation.

3. Upon receipt, the Division Commander will review the complaint and assign it to the appropriate captain for investigation.

4. Investigations will not be conducted by an officer of the same rank but will be conducted by a lieutenant or above.

5. The captain will ensure there is no additional information that would keep the complaint from being worked in the CCRP format and assign the complaint to the complaint resolution investigator. If additional information is uncovered suggesting the complaint should not be worked in the CCRP format (e.g., if the investigation uncovers allegations that are more serious and were not present in the initial complaint), the investigating supervisor will refer the complaint back to the captain and advise the employee involved.

6. After the investigation is completed, the investigating supervisor will schedule a resolution meeting at the affected employee's division with the complainant and involved employee.

7. If the complainant fails to attend the scheduled meeting, the investigating supervisor shall attempt to schedule a second meeting. If the complainant fails to attend the second scheduled meeting, the complaint will be deemed Resolved.

8. The meeting will be conducted by the investigating supervisor.

9. Investigating supervisors will make the final determination of what non-disciplinary action will be taken as a result of their investigation (i.e., routine verbal counseling, training, etc.).

10. The investigator shall include the results of the investigation in the BlueTeam case file and shall forward the resolved complaint through the chain of command to the Chief of Police.

11. Copies of all CCRP complaints will be maintained at IA.

H. CLASSIFICATION OF COMPLAINT

1. All CCRP complaints will be classified as Resolved. Any action taken or any information related to and including the final determination of a CCRP complaint shall not constitute or be used as a basis for any discipline.

2. When an administrative investigation has been completed, the Chief of Police will classify the complaint in one of the following ways:

   a. Unfounded – The general facts described in the allegation are demonstrably false; or there is no credible evidence indicating the incident occurred, and no reasonable means of obtaining any such evidence exists.
   b. Exonerated – The general facts described in the allegation occurred, and the preponderance of the evidence indicates the employee's conduct was lawful and proper.
   c. Not Sustained – Some evidence exists indicating the general facts described in the allegation occurred, but not of sufficient quality or quantity to prove whether the employee acted properly or improperly.
   d. Sustained – The general facts described in the allegation occurred, and the preponderance of evidence indicates the employee's conduct was improper.
   e. Closed – Cases may be closed at the discretion of the Chief of Police when no allegations have been made against identifiable persons currently employed by the Tulsa Police Department, and no reasonable means of identifying unknown subjects of any allegation exists.
   f. Withdrawn – The Complainant has withdrawn their complaint subject to the requirements of section H.

3. No written response shall be forwarded to the complainant without prior approval of the Chief of Police.

4. Once the investigation is complete, the Chief of Police, or designee, will notify in writing the complainant, the employee, and the employee's division commander, of the disposition of the complaint, including whether or not disciplinary action was taken.

I. WITHDRAWAL OF COMPLAINTS

1. Investigations due to complaints of racial discrimination, use of force, or harassment shall not be closed because the complainant withdraws the complaint or is unavailable to give a statement without rendering a disposition and appropriate discipline. Complaints shall be investigated to the fullest extent possible to determine whether the complaint can be corroborated and what circumstances lead to the withdrawal of the complaint.

2. If within a three-year period the Department receives three requests to withdraw complaints against any employee, upon receipt of the third request, the Department shall refuse that request and proceed to investigate fully the present complaint as well as those which have been withdrawn.

3. The investigator should obtain a signed statement from the complainant indicating they wish to withdraw the complaint, unless circumstances make it impractical to do so.

J. DIVISIONAL FILE REVIEW

1. In accordance with the Collective Bargaining Agreement and this policy, qualified documents will be purged and expunged from divisional files and forwarded to IA.

2. Only IA is authorized to destroy purged and expunged documents.

3. During mid-year counseling sessions, immediate supervisors of all sworn personnel will conduct a review of employee divisional personnel files for documents to be purged and expunged.

4. Counseling documentation shall be purged and expunged after the passage of one (1) year from divisional files but shall be retained in Internal Affairs in accordance with the City of Tulsa Records Retention Policy.

5. Division Letters of Reprimand shall be purged and expunged after the passage of one (1) year from divisional files but shall be retained in Internal Affairs in accordance with the City of Tulsa Records Retention Policy.

6. Department Letters of Reprimand and Vacation Reductions and Suspensions shall be purged and expunged after the passage of two (2) years from divisional files but shall be retained in Internal Affairs in accordance with the City of Tulsa Records Retention Policy.

7. Orders of Demotion shall be purged and expunged after the passage of five (5) years from divisional files but shall be retained in Internal Affairs in accordance with the City of Tulsa Records Retention Policy.

8. Employees shall not be prevented from applying for internal positions within the department after six (6) months after a Letter of Reprimand, Vacation Reduction, Suspension, or Order of Demotion is received.

9. Pursuant to the CBA the above provisions shall not apply to discipline for employment discrimination or harassment workplace incidents. Pursuant to the CBA that if the discipline relates to dishonesty by the Employee being disciplined the time periods for purging and expunging shall be increased to two years for counseling documentation, two years for Division Letters of Reprimand, and five years for Department Letters of Reprimand, and seven years for Suspensions, Vacation Reductions, and Orders of Demotion.

   *NOTE See American Federation of State, County and Municipal Employees (AFSCME) Office Technical (OT) & Administrative Technical (AT) and AFSCME Emergency Communications collective bargaining agreement Section 13.4 for counseling procedures for employees covered by this agreement.

10. An Employee shall be allowed to review his/her personnel file under appropriate supervision at any reasonable time and challenge any information maintained in the file. No complaint whether founded, unfounded, or not sustained will be maintained in an employee's personnel file without a disposition.

REGULATIONS:

1. Investigations shall be considered confidential and handled as such.

2. Complaint investigation files are not a matter of public record and shall only be retained in IA.

3. All interviews of complainants, officers, or witnesses shall be recorded in all administrative investigations.

4. Where the Open Records Act requires a final disciplinary action to be released, the Personnel Order shall be the document to be released regarding such action.

5. IA will compile and forward an annual statistical report to the Chief of Police. This report will also be made available to the public.

6. In sustained cases, a notation of the administrative action taken will be placed in the affected employee's departmental and divisional personnel files, as well as the employee's IA file.

7. No complaint, whether founded, unfounded, or not sustained, will be maintained in an employee's personnel file without a disposition.

8. Whenever counseling is used by a supervisor with the intent of disciplining the subordinate, the counseling shall be documented.

9. When a supervisor is called to respond to a complaint of a citizen, the supervisor shall document the complaint by completing a Supervisor Contact report in BlueTeam. The supervisor shall forward the completed report to the chain of command of the employee being complained upon.

10. If a sustained complaint results in disciplinary action, the supervisor administering the discipline shall include documentation of the action in the BlueTeam case file.

11. It is the duty of all police personnel to notify appropriate supervisors and to intervene when the personnel have a realistic opportunity to attempt to take reasonable steps to prevent harm if they observe another agency employee or other public safety personnel engage in any unreasonable use of force or an inappropriate due process procedure or if they become aware of any violation of department policy, state or federal law, or City of Tulsa ordinance related thereto.

REFERENCES:

101A, *Use of Force*
304B, *Pre-Action Hearings*
304C, *Employee Tracking and Assistance Program*
306, *Performance Evaluations*
Collective Bargaining Agreement

Tulsa Police Department

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Policy #	304B	**Effective Date**	02/23/2010
Policy Name	Pre-Action Hearings	**Approved Date**	02/23/2010
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/15/2003

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Whenever an employee of the Tulsa Police Department is the subject of an investigated complaint that could result in suspension, demotion, or termination, the employee will have the right to a pre-action hearing. Normally no pre-action hearing is necessary if discipline less than suspension, demotion, or termination is imposed. Generally, pre-action hearings will be conducted in accordance with City of Tulsa Personnel Policies and Procedures, Section 413, Suspensions and Demotions, and this policy. In addition, for employees represented by the American Federation of State, County and Municipal Employees (AFSCME), pre-action and pre-termination hearings will be conducted in accordance with the current collective bargaining agreement. If an employee desires, they may waive the right to a hearing.

The purpose of a pre-action hearing is to provide the employee an opportunity to hear and review the charges and supporting evidence against them and to allow the employee an opportunity to explain their actions prior to a final disciplinary decision.

Although a pre-action hearing is not an adversarial hearing, an employee may attend with a representative or legal counsel if desired. All sworn police personnel may appeal or grieve any disciplinary action taken against them in accordance with the current *Collective Bargaining Agreement*, Article 7, *Grievances and Arbitration*. Non-sworn personnel must follow the appeals and grievance process set forth in the *City of Tulsa Personnel Policies and Procedures*, Section 400, *Separations, Disciplinary Actions, and Grievances*, and, where applicable, the current *AFSCME Collective Bargaining Agreement*, Article 10, *Grievance and Arbitration Procedure*.

SUMMARY: Procedures for pre-action hearings.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

1. When division commanders (or above) are presented with investigated complaints that could result in suspension, demotion, or termination, division commanders will schedule a pre-action hearing. When the initial investigation reveals that termination may be warranted, the employee will have the right to a pre-termination hearing conducted by the Chief of Police or his designee in lieu of a pre-action hearing in accordance with the *City of Tulsa Personnel Policies and Procedures*, Section 406.2, this policy, or the relevant collective bargaining agreement. Recommendations for termination will be forwarded to the Chief of Police for a pre-termination hearing with a pre-action hearing possible, but not required.

2. An *Interoffice Correspondence* will be prepared notifying the employee of the scheduled pre-action hearing and will be forwarded through the chain of command. A minimum of five working days will be allowed for the

employee to make preparations.

3. Include the following information in the Interoffice Correspondence:

    a. The date, time, and location of the hearing.
    b. The purpose of the hearing and the charges involved.
    c. The employee's right to a representative or legal counsel.
    d. That the employee will be given an opportunity to explain or mitigate the charges.
    e. A waiver which outlines the employee's right to waive a pre-action/pre-termination hearing.

4. A copy of the Interoffice Correspondence will be forwarded to the employee's Bureau Deputy Chief.

5. The employee's supervisor will complete a Pre-Action History Report as follows:

    a. Consult the employee's divisional and departmental personnel files, RIMS and any other relevant database, and the most recent Performance Evaluation when preparing the report.
    b. List all commendations and any sustained complaints that meet contract guidelines in reverse chronological order, making the most recent entry first.
    c. List the employee's performance strengths and weaknesses as indicated by the most recent Performance Evaluation.

6. A copy of the Pre-action History Report will also be given to the employee at least 5 days prior to attending the pre-action hearing. The *Pre-action History Report* and other related documents will be forwarded through the employee's immediate chain of command for review. After the review, the report will be forwarded to the Division Commander.

7. The pre-action hearing for personnel not represented by AFSCME will be conducted by the Division Commander or designee. Pre-action hearings for personnel represented by AFSCME will be conducted by a certified hearing officer pursuant to the Collective Bargaining Agreement. The hearing will include the following:

    a. A description of the nature of the investigation (issues, sources, results, etc.).
    b. An explanation of the charge and any evidence in reference to the complaint.
    c. An opportunity for the employee to explain their actions relating to the issues and charges.
    d. An opportunity for the employee's chain of command to attend and/or make a presentation at the hearing.

8. If the employee is a captain, the employee's Bureau Deputy Chief (or designee) will conduct the hearing. If the employee is a division commander or above, the Chief of Police (or designee) will conduct the hearing.

9. Following the pre-action hearing:

    a. The recommendations for disciplinary action, if any, will be documented on the *Complaint History/Recommendations Form*.
    b. An *Interoffice Correspondence*, addressed to the Chief of Police, will be completed by the Division Commander or designee and will contain the following information:

        1) The charges against the employee.
        2) The date, time, and location of the hearing.
        3) The persons present at the hearing.
        4) A description of the hearing, including the employee's explanation of their actions.

    c. The *Interoffice Correspondence* and the *Complaint History/Recommendations Form* will be forwarded to the employee's Bureau Deputy Chief.
    d. The Bureau Deputy Chief will review the *Complaint History/Recommendations Form* and related documents and record any recommendations for disciplinary action on the back of the report in the appropriate section.

e. The *Interoffice Correspondence* and the *Complaint History/Recommendations Form* with recommendations will then be forwarded to the Chief of Police.
f. The Chief of Police will review the reports and make the final determination.
g. If final disciplinary action does not include suspension, demotion, or termination, an *Interoffice Correspondence* from the Chief of Police will be issued advising the employee of the final decision.
h. If the final disciplinary action includes suspension, demotion, or termination, a Personnel Order will be issued to the employee informing them of the final decision in accordance with Policy 301B, *Directives, Departmental Roster, and Administrative Review*.
i. If a pre-action hearing results in the recommendation of termination, the employee will also have the right to a pre-termination hearing conducted by the Chief of Police or designee.

REGULATIONS:

1. Unless employees have signed the waiver on the interoffice notification that the Division Commander presented them, they shall attend a pre-action/pre-termination hearing.

REFERENCES:

City of Tulsa Personnel Policy and Procedure, Section 400, *Separations, Disciplinary Actions, and Grievances*
301, *Written Directives*
304A, *Complaints Against Police Employees*
FOP Collective Bargaining Agreement, Article 7 and Appendix B
AFSCME Collective Bargaining Agreement, Article 9
CALEA 26.1.4, 26.1.5, 26.1.6

Tulsa Police Department

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Policy #	304C	**Effective Date**	10/25/2022
Policy Name	Employee Tracking and Assistance Program	**Approved Date**	10/24/2022
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/28/2014

PURPOSE OF CHANGE:

Update physical control hold with no injury not tracked in ETAP.

POLICY:

The Tulsa Police Department strives to make the environment in which its employees work as stress free as possible. Therefore, the Department has implemented the Employee Tracking and Assistance Program (ETAP). Its purpose is to help identify and assist employees who display behavior that is consistent with job related stress and to correct the behavior before it becomes detrimental.

The Employee Tracking and Assistance Program is a four-step process:

1. Phase 1, Identification.
2. Phase 2, Development.
3. Phase 3, Implementation.
4. Phase 4, Documentation and Exit.

There will be a documented, annual evaluation of the program by representatives of the Fraternal Order of Police and the Chief of Police.

The establishment of the ETAP shall not preclude the administration of the Tulsa Police Department from imposing traditional administrative action should an employee's action warrant. Traditional administrative action may also be imposed when an employee refuses to participate in the ETAP or refuses to assist in any phase where participation is required.

SUMMARY: Procedures for implementing the Employee Tracking and Assistance Program.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. PHASE 1 - IDENTIFICATION

1. The Internal Affairs Section (IA) will review the following statistical information quarterly. This information shall be the criteria used for eligibility in the program.

    a. Complaints, both sustained and not sustained.
    b. Automobile collisions classified as chargeable/preventable.
    c. Deadly force incidents.
    d. Assault and Battery incidents on a police officer (not including sexual assaults).

e. Use of Force incidents requiring the completion of a Use of Force Report (with the exception of Phys Cntrl, No Injury reports) per P&P 101A

2. IA will generate a quarterly report listing all employees who have had any occurrences as outlined in Procedure A.1. The report will also include a cumulative summary encompassing the previous four quarters.

   a. The report will be compiled and distributed to the Chief of Police by the end of the month in January, April, July, and October of each year.
   b. The Chief of Police will distribute copies of the report to the bureau deputy chiefs.

3. From the report, IA will identify employees who meet the following criteria:

   a. A combined total of three or more IA complaints during a four-quarter period, whether sustained or not sustained (exonerated and unfounded will not be considered); or,
   b. Any combination of nine or more occurrences, as outlined in Procedure A.1., within the previous four quarters.

4. IA will complete and forward to the Chief of Police an *ETAP Identification Form* for all employees who meet the criteria.

5. When an employee has been identified as being eligible for entry into the program by the Chief of Police, a conference will be held between the following personnel:

   a. The employee.
   b. Chief of Police (or designee).
   c. Employee's bureau deputy chief.
   d. Employee's division commander.
   e. Employee's shift commander.
   f. Employee's immediate supervisor.
   g. When requested by the employee, a representative from the Fraternal Order of Police.

6. Decision for entry into the program will be made by a consensus of the conferees on a case-by-case basis based on all of the information presented in the conference. Extenuating circumstances may exist that make it obvious the employee is not in need of counseling or special training even though the employee is statistically eligible.

7. If circumstances warrant entry into the program, the employee will enter the Development Phase.

B. PHASE 2 – DEVELOPMENT

1. The Chief of Police (or designee) shall designate a supervisor to counsel with the employee and to develop an individual course of assistance.

2. Development of a course of assistance may include counseling, training, or changes in assignment. The training may include, but is not limited to, the following:

   a. Stress management.
   b. Anger management.
   c. Interpersonal communication skills.
   d. Use of force training.
   e. Custody and control.
   f. Precision Driver Training.

3. When counseling and/or training by the supervisor is not sufficient, or unsuccessful, the employee may be referred to an outside mental health professional for evaluation and/or counseling.

a. The decision to refer an employee to an outside mental health professional will be made by a committee consisting of the employee's supervisor, captain, division commander, bureau deputy chief, and the Chief of Police (or designee).
b. First Responders Support Services WILL NOT be used as a referral agency and/or used to evaluate employees who have entered the ETAP program.

4. When a course of action has been developed, document the plan on the *ETAP Development Form*. Return the original to the Office of the Chief of Police.

C. PHASE 3 - IMPLEMENTATION

1. After reviewing the *ETAP Development Form*, the Chief of Police (or designee) shall complete an *Interoffice Correspondence* detailing the approved course of action for the employee.

2. The Chief of Police will forward copies of the *Interoffice Correspondence* to every member of the employee's chain of command, including the affected employee.

3. The employee's immediate supervisor will direct the employee to participate in the prescribed development program.

4. The employee's immediate supervisor will coordinate adjustments in the employee's duty schedule to allow the employee to attend the approved course of action.

5. The employee's immediate supervisor will ensure that the employee completes the approved course of action in a timely manner.

D. PHASE 4 - DOCUMENTATION AND EXIT

1. The employee's immediate supervisor will verify that the employee participated in the program and completed the approved course of action.

2. The employee's immediate supervisor will prepare an *Interoffice Correspondence* containing the following information and forward it to the Chief of Police through the proper chain of command:

   a. A description of the statistical data that identified the employee for entry into the program.
   b. A narrative account of the development course of action.
   c. A narrative account of the implementation process.
   d. Any supporting documentation.

3. When an employee successfully completes their developed course of action, the Chief of Police will forward an *Interoffice Correspondence* to the employee, the employee's chain of command, and IA.

4. Employees who successfully complete their course of action will exit the ETAP. Data used as criteria for entry, as detailed in the Identification Phase, will begin again on the first day of the previous quarter.

5. The actions of an employee used as criteria for eligibility into the ETAP cannot be used again for re-entry into the ETAP after an employee has successfully completed Phase 4, except as specified in Phase 4 Procedure 6.

6. If an employee displays the same or similar behavior which caused initial entry into the program, within the first quarter following completion of Phase 4, the employee may be considered for re-entry into the program before meeting the basic criteria as set forth in the Identification Phase.

REGULATIONS: None

REFERENCES:

101A, *Use of Force*
CALEA 22.2.3, 22.2.6, 26.1.4, 33.1.5, 35.1.9

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Policy #	304C Attachment	**Effective Date**	11/30/2005
Policy Name	Employee Tracking and Assistance Program – Attachment	**Approved Date**	11/30/2005
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	04/28/2004

TULSA POLICE DEPARTMENT
EMPLOYEE TRACKING AND ASSISTANCE PROGRAM

Identification Phase ETAP NUMBER _____

Employee Name

SOC#_____ DOB DOE _____

Present Assignment: _____

Criteria being used for identification into the program include:

IA Case # Type of ngs

Assault Inci Date siti

Accident Re Date Determination

A conference has been held in accordance with Policy 304 C, Phase 1, and Paragraph 5. A review of the information has resulted in the employee being ☐ admitted ☐ not admitted into the Employee Tracking and Assistance Program.

Chief of Police (or designee)	Bureau Deputy Chief	Division Commander
Shift Commander	Immediate Supervisor	Date of Conference

TULSA POLICE DEPARTMENT EMPLOYEE TRACKING AND ASSISTANCE PROGRAM

Development Phase **ETAP Number:** _____

The Development Phase of the Employee Tracking and Assistance Program is a phase where the identified employee can have quality counseling time with an assigned supervisor. I of all supervisors in the employee's chain of command, as well as the employee, to contribute in this planning stage for preparing a program of training/assistance to assist the employee.

On _____ (date) Employee _____
and Supervisor _____ met and the following training/assistance or plan of action was developed: _____
_____
_____
_____; or,

I feel the employee is in need of professional evaluation or counseling. I recommend that a committee meet in accordance with Policy 304 C, Phase 2, Paragraph 3.A.
Explain: _____
_____
_____; or,

The employe n of action.
Explain: _____
_____
_____

Assigned Supervisor'

Employee Comments: _____
_____
_____

Employee's Signature: _____

Tulsa Police Department

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Policy #	305A	**Effective Date**	02/29/2024
Policy Name	Overtime and Processing Subpoenas	**Approved Date**	02/29/2024
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	06/06/2023

PURPOSE OF CHANGE:

Updating procedures.

POLICY:

A police employee's attendance in court is vital to the criminal justice process. Therefore, a standard method of collecting subpoenas, attending court, applying for overtime, and the approval of overtime is necessary to ensure officers attend and are properly reimbursed for court overtime. Compensation for overtime will be made in accordance with the Collective Bargaining Agreement between the City of Tulsa and Lodge #93 Fraternal Order of Police, and appropriate provisions of City of Tulsa Personnel Policies and Procedures.

SUMMARY: Procedures for court subpoenas, applying for overtime, and for the approval of overtime.

APPLIES TO: All police personnel.

DEFINITIONS:

ADMINISTRATIVE OVERTIME – overtime that is not worked immediately before or after an officer's shift (e.g., FTO overtime for completing DOR's, special events, off-duty appearances at Internal Affairs, City Physician, and holidays).

COURT LIAISON – an employee assigned to the Detective Division who administers the presentation of cases and other duties as specified by the Detective Division Commander.

COURT MONITOR – an employee assigned to the Chief's Section who monitors court attendance, reviews court overtime, and assists in communication with area courts.

COURT OVERTIME – off-duty appearances in Municipal, State, and Federal Courts and Department of Public Safety hearings.

REGULAR OVERTIME – overtime worked immediately before or immediately after an officer's regular shift (e.g., late calls, vehicle stops while going to work or immediately after a shift).

SUBPOENA – A written command to appear before a court, requested by a prosecutor or a defense attorney.

PROCEDURES:

A. SUBPOENAS – DISTRICT ATTORNEY

1. The Tulsa County District Attorney's office will send an electronic subpoena to the TPD e-mail address "Subpoena."

2. The Crime Information Center (CIC) will review the "Subpoena" emails daily and forward emailed subpoenas to

the appropriate officer.

3. Employees are responsible for checking their emails on a daily basis while on duty to check for subpoenas.

4. The Court Monitor will monitor the emails to ensure they are received and reviewed. If they are not reviewed, the Court Monitor will notify the officer's supervisor.

B. SUBPOENAS – MUNICIPAL COURT AND DEPARTMENT OF PUBLIC SAFETY

1. The City Prosecutor's Office will forward employee's municipal subpoenas to their appropriate division.

2. The administrative lieutenant, or designee, will enter the subpoenas to be served on a subpoena log and then place the log in the mail tray of the employee's supervisor.

3. The supervisor will obtain the subpoena log from the mail tray and serve the subpoenas.

4. When a subpoena log is completed, return it to the administrative lieutenant for filing.

C. SUBPOENAS – ALL COURTS

1. The supervisor will be responsible for ensuring employees receive subpoenas in a timely manner. If the supervisor has knowledge an employee will be unable to make a court date, due to illness, vacation, etc., the supervisor will notify the appropriate prosecutor, defense attorney, or hearing officer. The supervisor will have the employee sign the log indicating receipt of the subpoena. (Note: Do not place subpoenas in the employee's individual divisional file.) Employees will sign their full name and the date the subpoena was received. Employees will access their e-mail at least once each day while on duty to check for Tulsa County District Court subpoenas.

2. Employees shall attempt to contact the appropriate prosecutor, defense attorney, or hearing officer at least 24 hours prior to the appearance date listed on the subpoena to determine the status of the case and the necessity of an appearance by the employee. The employee shall use email as the primary contact method. They may also use text messaging or voice mail if they do not have computer access. Employees will document the name of the person contacted and the method of contact used. If contact cannot be made prior to the appearance date, the circumstances shall be noted on the original subpoena.

   a. If an employee receives a subpoena for a jury trial the employee will email the Assistant District Attorney assigned the case requesting to be placed on-call. The employee will not need to contact the Victim/Witness center. The employee will be contacted if the employee is needed for trial.

3. If an officer is scheduled for previously approved vacation time and receives a subpoena to appear during that time, they shall notify the appropriate prosecutor, defense attorney, or hearing officer to have the case rescheduled as soon as practical.

4. If an employee is unable to attend court on the day of the trial due to an illness, injury, or emergency, notify the appropriate court of the conflict by telephone prior to the time of the scheduled court appearance (Victim/Witness Center, (918) 596-4915).

5. If an unexcused absence occurs, the Court Monitor will notify the employee's division commander.

D. COURT SIGN-IN PROCEDURES

1. District Court

   a. Upon arrival, sign up on the court log and have a member of the Victim/Witness Center staff sign and stamp the subpoena and an *Overtime Request Form* with the date and time. Officers will then report to the

appropriate courtroom or location as directed by the Victim/Witness Center staff.

b. When released from court, return to the Victim/Witness Center. Sign out on the court log and have a member of the Victim/Witness Center staff stamp the subpoena and *Overtime Request Form* with the time and date. (Note: If the Victim Witness Center is closed, use the date and time stamp located in the Police/Courts Building.)
c. Complete the *Overtime Request Form* and place the audit (original) copy, timekeeper copy, and a copy of the original subpoena in the lock box located at the court log.

2. Federal, Municipal Court, and Juvenile Court

   a. In the Police/Courts building, sign in on the court log and time/date stamp the subpoena *and Overtime Request Form* located on the Second Floor of the Detective Division in the Officers Review Room.
   b. Report to the Municipal Court Division or the U.S. Attorney's Office or Juvenile Court as directed on the subpoena.
   c. In Municipal Court, notify the City Prosecutor assigned to the case, or the minute clerk at the appropriate court division of arrival. Have the City Prosecutor assigned to your case sign the subpoena and *Overtime Request Form*.
   d. In Federal Court, notify the Assistant U.S. Attorney of your arrival. Have the Assistant U. S. Attorney assigned to the case sign the subpoena and *Overtime Request Form.*
   e. In Juvenile Court, notify the Prosecutor assigned to the case, or the minute clerk at the appropriate court division of arrival. Have the Prosecutor assigned to your case sign the subpoena and Overtime Request Form.
   f. When released from Municipal, U.S. District Court, or Juvenile Court return to the Police/Courts building, sign out on the court log, and date/time stamp the subpoena and *Overtime Request Form*.
   g. Complete *the Overtime Request Form* and place the audit (original) copy, Timekeeper copy, and a copy of the original subpoena in the lock box located at the court log.

3. Court outside the City of Tulsa

   a. When responding to courts outside the City of Tulsa, the officer will date/time stamp the Subpoena along with an Overtime Request Form at a division and have the prosecutor or hearing officer of the appropriate court sign, date, and record their phone number on the subpoena or letter.
   b. Upon return to the division, the employee will complete an *Overtime Request Form* and attach it to the properly stamped/dated subpoena or letter. Employees shall then staple the Overtime Request Form and the subpoena together and place them both in inter-office mail to the Court Monitor in Internal Affairs.

4. Video or Telephone Conferences and Hearings

   a. When receiving a subpoena for either a video or telephone conference or hearing for Federal Court, District Court, Municipal Court, JBDC or DPS, Employees shall attempt to contact the appropriate prosecutor, defense attorney or hearing officer at least 24 hours prior to the appearance date listed on the subpoena to determine the status of the case and the necessity of an appearance by the employee.
   b. After testifying or meeting on the date and time of video or telephone conference/hearing, employees will complete *an Overtime Request Form*. Employees shall then staple the *Overtime Request Form* and the subpoena together and place them both in inter-office mail to the Court Monitor in Internal Affairs.
   c. The Court Monitor will review the *Overtime Request Form* and attached subpoena. If everything is complete, the Court Monitor will sign the *Overtime Request Form* with the attached subpoena and return it to the appropriate division.
   d. *Overtime Request Form*s that are not complete and/or needing review for any reason will be forwarded to the employee's division commander with an attached *Interoffice Correspondence* explaining why the request needs clarification.

5. On Call

    a. On Call - Employees who are placed on call in their off-duty hours for purposes of testifying in court but who are not called shall receive one (1) hour of compensatory time per day on call per contract. Officers shall have the Prosecutor email them placing them on call. After being released, Employees will complete an *Overtime Request Form*. Employees shall then staple the *Overtime Request Form*, the subpoena, and email from the Prosecutor putting them on call together and place them both in inter-office mail to the Court Monitor in Internal Affairs.

E. COURT OVERTIME

1. The Court Monitor will collect and review the audit (original) copy and Timekeeper copy of the *Overtime Request Forms*, the attached subpoenas, and all sign in/out court logs. The Court Monitor will approve and forward the audit copy, Timekeeper copy and Overtime Requests Forms to the appropriate division timekeepers.

2. *Overtime Request Form*s needing review for any reason will be forwarded to the employee's division commander. Attach an *Interoffice Correspondence* explaining why the request needs clarification.

F. REGULAR OVERTIME

1. When regular overtime is worked, complete an *Overtime Request Form*. Include the location, type of call or vehicle stop, and the name/docket number of the arrestee or citation number, if applicable. On special assignments, include type of assignment, location, and person authorizing.

2. If it is not practical to go to a location where there is a time clock, have a supervisor sign, date, and indicate the ending time on the *Overtime Request Form*. The supervisor will forward the *Overtime Request Form* through the chain of command.

3. If at a location where there is a time clock, sign and time/date stamp the *Overtime Request Form*. Present it to a supervisor for approval.

4. Supervisors will sign the *Overtime Request Form* after ensuring it is properly completed.

5. Supervisors will forward the *Overtime Request Form* to the employee's Captain.

6. Captains will sign the *Overtime Request Form* after ensuring that it is properly completed. After approval, the audit copy (original) will be forwarded to the division file, the employee's copy to the employee, and the pink/green copy to the timekeeper.

7. The Division Commander will investigate and approve or deny any questionable overtime requests.

G. ADMINISTRATIVE OVERTIME

1. When administrative overtime is worked, complete an *Overtime Request Form*. Include the reason for the overtime and the name of the person and/or agency requesting your presence (e.g., Internal Affairs). If applicable, attach the written directive requesting your appearance to the *Overtime Request Form*.
    a. In cases where a time clock is not available, complete the *Overtime Request Form* and forward it to a supervisor.
    b. In cases where a time clock is available, sign and date/time stamp the *Overtime Request Form*. Present it to a supervisor for approval.
    c. Holiday and FTO overtime for completing DOR's does not require a date or time stamp. Complete the *Overtime Request Form* and present it to a supervisor for approval.

2. Supervisors will sign the *Overtime Request Form* after ensuring it is properly completed.

3. Forward the *Overtime Request Form* to the employee's Captain.

4. Captains will sign the *Overtime Request Form* after ensuring it is properly completed. Forward the original *Overtime Request Form* to the division timekeeper, the officer's copy to the employee, and the audit copy to the division file.

5. The Division Commander will investigate and approve or deny any questionable overtime requests.

REGULATIONS:

1. Department of Public Safety Implied Consent Hearing letters shall be considered the same as court subpoenas and will require mandatory appearance. Employees shall report to the Department of Public Safety office located at 14002 E 21st Street, Suite #A on the date and time specified on the notification of hearing letter issued by the Department of Public Safety.

2. Employees who are requested to have case or pre-trial conferences shall attempt to schedule them during regular duty time whenever possible.

3. Employees shall list, in the Court Section of the *Overtime Request Form*, the prosecutor's, defense attorney's, or hearing officer's name and the disposition of the case (e.g., testified, passed, waived, defendant plead guilty).

4. Employees who change their minds in regard to the form of compensation shall fill out a new pay or compensation *Overtime Request Form* and attach the original pay or compensation *Overtime Request Form* to maintain the date/time stamps. The employee shall forward the new pay or compensation *Overtime Request Form* to a supervisor for approval. The division timekeeper shall notify the Court Monitor regarding the change of compensation status.

5. The *Overtime Request Form* shall consist of a three-part form containing an audit copy (original) which shall be white in color. The second copy shall be the employee's copy and shall be white in color. The bottom copy shall be the timekeeper's copy and shall be green in color to designate compensatory time or pink in color to designate pay.

6. All police personnel will access their e-mail at least once each day while on duty to check for subpoenas.

7. All Overtime Requests for Federal Court, District Court, Municipal Court, JBDC or DPS shall be sent to the Court Monitor for review and signature prior to being sent to the divisional timekeeper.

REFERENCES:

City of Tulsa Personnel Policy and Procedure
Collective Bargaining Agreement, Article 13
318, Use of Departmental Computer Systems

Tulsa Police Department

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Policy #	305B	**Effective Date**	06/10/2011
Policy Name	Hire Back Overtime	**Approved Date**	06/08/2011
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/27/2009

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department will apply all knowledge, skills, and available resources to provide quality service, protect life and property, prevent crime, and resolve problems, so people can live without fear in a safe environment. In order to effectively carry out this mission, the Department utilizes manning levels. Maintaining the established minimum manning levels often necessitates the need to hire off-duty officers. It is the policy of the Department to exercise fairness and equity in the selection process for hiring back personnel on an overtime basis.

SUMMARY: Procedures for utilizing the hire back list to hire off-duty personnel.

APPLIES TO: All police personnel

DEFINITIONS:

ADMINISTRATIVE OVERTIME – Overtime not worked immediately before or after an officer's shift (e.g., FTO overtime for completing DOR's, special events, off-duty appearances at Internal Affairs, City Physician, and holidays).

HALF-SHIFT – Half (50%) of a scheduled period of duty.

HIRE BACK – Process of hiring off-duty officers to maintain minimum manning levels.

HIRE BACK LIST – List of officers, including their hire back preferences, utilized to equitably distribute hire back overtime.

HIRE BACK OVERTIME – Overtime worked, outside normal work hours, to supplement manning levels.

PARTIAL SHIFT – Time worked, which equals less than a full shift.

REGULAR OVERTIME – Overtime worked immediately before or immediately after an officer's regular shift (e.g., late calls, vehicle stops while going to work or immediately after a shift).

PROCEDURES:

A. PLACEMENT ON THE HIRE BACK LIST

1. Officers must add themselves to the hire back list in order to be considered for hire back overtime.

2. The hire back list is accessible via the TPD Intranet. The officer must access the program and indicate their work preference and provide accurate contact information.

3. Officers must update their hire back information after shift change and anytime thereafter when necessary.

B. HIRE BACKS

1. The supervisor seeking to hire off-duty personnel shall utilize the hire back list for all hire backs working more than a half-shift. (***note:** only supervisors are authorized to hire off-duty personnel for overtime.)

2. The supervisor shall select the division, shift and day the hire back officer is needed. Proceed in chronological order from the top of the hire back list and attempt to contact officers by all listed contact numbers, ascertaining their availability to work the affected hire back shift.

   a. If the supervisor is unable to make contact with the officer, they shall leave messages at the numbers called advising the officer they attempted contact for hire back overtime.

      1) Supervisors are not required to wait for a return call from the officer before proceeding through the hire back list.

   b. Partial shifts may be worked, with a Shift Commander's or designee's approval. However, the hire back list must be utilized for shifts exceeding a half-shift.
   c. If a supervisor cycles through the hire back list once, without success, the requested leave shall be denied.

      1) If a supervisor cycles through the hire back list once, without success, on a short notice (within 24 hours) they may hire outside the hire back list.

   d. Shifts shall not be split to avoid utilization of the hire back list.
   e. Officers may not work hire back overtime during the same hours they are on authorized leave (e.g. vacation, furlough, comp-time, etc.).
   f. If a hired officer is cancelled by the department, the supervisor who cancelled the hire back shall send an email to the TPD Web team requesting the officer be restored to their original place on the hire back list.
   g. Shift commanders or their designee have the authority to allow a shift to work below the established minimum manning level. If this option is elected, they shall notify their division commander in writing as to the circumstances and basis for their decision.

C. HIRE BACK DOCUMENTATION

1. Officers must complete and sign a worksheet at the conclusion of their hire back shift. (This does not apply to supervisors working a hire back.)

2. Officers must time stamp their overtime and obtain a supervisor's signature at the conclusion of their hire back shift. The overtime slip must coincide with the time stamp.

3. Officers must attach their worksheet to their time stamped overtime slip in the same manner as a subpoena and turn it in to their division timekeeper.

4. The worksheets shall be turned in to the officer's division timekeeper.

   a. The worksheet shall remain attached to the overtime request form.
   b. The timekeeper will maintain worksheets for a minimum of two years.

D. REMOVAL FROM HIRE BACK LIST

1. A division commander may, based upon just cause, recommend an officer's removal from the hire back list. The Operations Bureau Deputy Chief of Police will determine if removal is warranted.
   a. If removed from the hire back list, officers may at any time thereafter, request reinstatement from the

Operations Bureau Deputy Chief of Police by submitting an interoffice through their chain of command.

2. Officers may add or remove themselves from the hire back list at any time.

    a. Self-removal does not require reinstatement from the Operations Bureau Deputy Chief of Police.

REGULATIONS:

1. Supervisors shall utilize the hire back list when hiring off-duty personnel to maintain minimum manning level.

2. Officers must time stamp their overtime slip at the conclusion of their hire back shift.

3. Officers must attach their time stamped overtime slip and signed worksheet in the same manner as a subpoena and turn them in to their division's timekeeper.

4. Officers may not work hire back overtime during the same hours they are on authorized leave (e.g. vacation, furlough, comp-time, etc.).

5. If a shift commander elects to allow a shift to work below minimum manning level, they shall notify the division commander in writing.

REFERENCES:

305A, *Overtime and Processing Subpoenas*
City of Tulsa Personnel Policy and Procedure
Collective Bargaining Agreement

Tulsa Police Department

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Policy #	306	**Effective Date**	05/09/2024
Policy Name	Performance Evaluations	**Approved Date**	05/07/2024
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	06/11/2019

PURPOSE OF CHANGE:

Revising the evaluation procedures in response to the City of Tulsa's performance evaluation policy change.

POLICY:

The policy of the City of Tulsa and Tulsa Police Department is to provide training and development opportunities to employees to meet organizational goals while providing them with the skills and knowledge necessary for career growth. Supervisors should mentor employees and demonstrate the Department's commitment to providing opportunities for professional growth. Supervisors will assist employees in developing technical and administrative competency and help them develop work expertise to reach their maximum potential.

Supervisors must develop and clearly communicate their goals and expectations to their employees regarding performance. Supervisors will provide each employee with a clearly defined outline of performance goals and expectations for their assignment. The goals and expectations provided by the supervisor shall serve as rating criteria for performance evaluations.

Supervisors shall also conduct a documented mid-rating period meeting with each of their employees to reinforce the performance objectives and goals for the individual and of the Department. These meetings will focus on desired behaviors to achieve excellent work performance. Supervisors shall perform an annual evaluation of each of their employees prior to the end of the rating period.

APPLIES TO: All police personnel.

SUMMARY: Procedures for evaluating police personnel.

DEFINITIONS:

CITY PERFORMANCE IMPROVEMENT PLAN (CPIP) – an action plan and tool given to a non-sworn employee whose performance is not meeting standards set by the supervisor to provide opportunities to correct deficiencies. (See City of Tulsa PPPM 703 – *Performance Evaluation*)

RATINGS:

1. **Exemplary:** extraordinarily surpasses all standards of acceptable performance and invariably demonstrates superior behavior - unequaled by peers and consistently demonstrates exemplary performance. Overall, consistently, and significantly exceeds performance expectations.
2. **Commendable:** surpasses all the standards of effective performance. Excels in most aspects and performs better than most peers. Overall, consistently exceeds performance expectations in most areas and effectively performs in others.
3. **Effective:** Overall, consistently meets acceptable performance and perhaps exceeds some expectations. While there is always room for improvement, remedial work or training is not required.
4. **Marginal:** performs acceptably in most aspects but needs significant improvement in at least one or more critical

areas of performance, behavior, skill, or knowledge.

5. **Unsatisfactory:** seldom performs effectively; consistently fails to meet acceptable performance expectations, goals, or objectives.

RATING PERIOD – Annual time frame specific to each employee's position. (i.e. sworn officer's shift change year)

TULSA POLICE DEPARTMENT PERFORMANCE EVALUATION – the form used to document the evaluation of the employees' job performance.

PROCEDURES:

1. Supervisors will present each employee with a clearly defined outline of expectations for the employee's work performance at the beginning of their rating period.

2. Supervisors will meet with each employee midway through that employee's rating period to discuss and document the employee's successes and opportunities for improvement.

    a. Supervisors believing an employee needs to significantly improve work performance will discuss specific areas for improvement with the employee.
    b. For non-sworn employees initiate the City of Tulsa's CPIP.
    c. The supervisor will forward an Interoffice Correspondence documenting the date and content of these meetings to their division commander.

3. The annual evaluation process for all employees will be completed prior to the end of the employee's rating period. The evaluations will be forwarded to the Division Commander and placed in the employee's divisional file.

    a. Supervisors will utilize the *Tulsa Police Department Performance Evaluation* form.
    b. Performance evaluations will be based solely on work performed during the rating period, with beginning and ending dates clearly specified.
    c. Supervisors will provide explanation in the "Comments Section" of the evaluation form when an employee's performance ratings are "Unsatisfactory," "Marginal" or "Exemplary."
    d. Supervisors will review completed evaluations with each of their employees and sign each completed evaluation.
    e. All completed evaluations will be reviewed by the rater's supervisor whose signature indicates final approval. This review by the rater's supervisor is to ensure fairness, impartiality, and the uniform application of ratings.
    f. Supervisors will document the employee's successes and opportunities for improvement.
    g. Supervisors will be evaluated on the quality of ratings given to employees.

4. Non-sworn employees presented with a CPIP shall acknowledge receipt by signing and dating the CPIP form. Signature does not necessarily imply agreement with the content of the CPIP but does acknowledge the supervisor reviewed the CPIP form with the employee. The employee may provide a written response to be retained with the CPIP by management. The employee must return the signed and dated CPIP form and any employee comments to their supervisor within five (5) days of receipt.

5. Evaluations for employees rated as "Unsatisfactory" will be forwarded to the Chief of Police for review.

6. Employees will be advised in writing whenever their performance is deemed to be "Unsatisfactory", and that written notification be provided to the employee in a timely manner.

7. Entry-level probationary employees, temporary employees, and early hire Apprentice Police Officers will be evaluated at least quarterly.

8. Public Safety Communications employees will be evaluated according to their internal policy.

9. TPR officers will be evaluated annually in accordance with the TPR manual.

10. Evaluation Requirements:

    a. Each employee will be informed of the level of performance expected, and rating criteria or goals for the new rating period.
    b. Each employee and reserve officer will be mentored by their supervisor regarding such topics as advancement, specialization, and training appropriate for the employee's position.
    c. Employees may concur or not concur with their evaluation and add written comments during the evaluation review session to supplement the completed performance evaluation. All employees will sign their evaluation to acknowledge receipt.
    d. Employees have the right to contest evaluations through their chain of command and when appropriate, through appeals processes in the City of Tulsa's discrimination policy and/or Collective Bargaining Agreements. Prior to making an appeal, with agreement of the employee, a meeting may be scheduled with the employee, the rater, and the rater's supervisor to seek resolution. The employee may bring a representative of their choice to the meeting.
    e. Employees shall receive a copy of all evaluation forms with results immediately following the evaluation process.
    f. Evaluations will be forwarded to the employee's Division Commander and a copy placed in the employee's divisional personnel file, to be retained for four (4) years. TPR evaluations will be forwarded to the TPR Program Coordinator for placement in their personnel file.

11. Employee Consultation:

    a. Employees will be consulted about the results of their performance evaluation when completed.
    b. Employees will be consulted on what level of performance is expected, and goals for the employee's next rating period.
    c. Supervisors will provide career counseling appropriate to the employee's position.

TULSA POLICE DEPARTMENT PERFORMANCE EVALUATION FORM PROCEDURES

1. There are two parts to performance evaluations:

    a. The Self-Evaluation
    b. The Supervisor-Evaluation

2. Read the explanations of each category to better understand the ratings and more precisely evaluate the aspects of performance. Each aspect listed may not apply to every assignment. Therefore, consider aspects that specifically relate to assigned duties and tasks during the evaluation period.

3. The person being evaluated should complete the self-evaluation by rating their own performance indicating their level on the self-evaluation sections of the form. The completed self-evaluation should be submitted to the supervisor responsible for the supervisor-evaluation.

4. The supervisor should independently complete the supervisor-evaluation. The supervisor should provide performance ratings in the supervisor-evaluation sections of the form. Afterward, the supervisor should review the self-evaluation and confirm that it has thoroughly been completed.

5. After completing the supervisor-evaluation, both the person being evaluated, and the supervisor should meet and discuss the self-evaluation and the supervisor-evaluation. Supervisors must provide counsel about all performance aspects, including reinforcing excellent work, suggesting ways to improve, and if necessary, document ways to remedy specific concerns on the evaluation form. Supervisors must also realize that performance evaluations are a key component of career development. Supervisors are responsible for considering the goals of each person being

evaluated and should guide and encourage performance to successfully accomplish their career goals. The expected performance, criteria, and goals for the next evaluation period must be defined and discussed as well. Further, supervisors must provide counsel regarding appropriate advancement, specialization, and training.

6. The person being evaluated, and their supervisor(s) must sign the evaluation form. Of course, the person being evaluated can agree or disagree with the performance ratings they received from the supervisor. If there is disagreement, the person being evaluated must briefly comment as to why they do not agree. Afterward, the evaluation should be forwarded through the appropriate chain of command.

REGULATIONS:

1. All employee performance evaluations will cover a specific rating period.

2. Supervisors responsible for completing evaluations must complete a training course in evaluation rating of employees and training in career development activities.

3. Performance evaluation criteria must be specific to the employee's assignment during the rating period.

4. Raters will provide documentation in the "Comments Section" of the evaluation form when an employee's performance ratings "Unsatisfactory," "Marginal" or "Exemplary."

5. All employees will sign their evaluations to acknowledge receipt.

6. All performance evaluations will be reviewed and signed by the rater's supervisor.

REFERENCES:

Collective Bargaining Agreement
City of Tulsa Personnel Policies & Procedures 104, 416, 703
TPR Unit Manual

Tulsa Police Department

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Policy #	308	**Effective Date**	03/01/2022
Policy Name	Staff Notifications	**Approved Date**	02/28/2022
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	04/17/2020

PURPOSE OF CHANGE:

To clarify staff notifications.

POLICY:

It is the policy of the Tulsa Police Department that the Chief of Police and members of the Command Staff are informed of incidents or situations that may have a significant impact on Tulsa Police operations, where there may be a question as to the City's liability, or which may result in heightened community interest. The Communications Unit should also be notified when a significant or critical incident occurs so they may disseminate information to the media appropriately.

SUMMARY: To establish guidelines for the mandatory notifications of administrative staff members.

APPLIES TO: All police personnel

DEFINITIONS:

CRITICAL INCIDENT – an incident in which the death or serious injury of any person has occurred or could have occurred as the result of actions taken by an officer or officers, the death or serious injury of an officer, or any incident requiring significant police resources to resolve i.e., mass casualty event, active shooter, serious disturbances, natural or man-made disaster, etc.

SIGNIFICANT INCIDENT – an incident that has a heightened community interest i.e., homicides, SOT callouts, bomb squad callouts, officer arrested, amber alert, etc.

PROCEDURES:

A. SCENE SUPERVISOR

1. As soon as circumstances allow the scene supervisor of a significant or critical incident should notify a shift commander. If there isn't a shift commander on duty contact the staff duty captain. If the staff duty captain can't be reached, then contact the staff duty major. The supervisor should not rely on radio traffic and should personally contact and relay the pertinent information.

2. If the incident meets the criteria of Policy 137 – *Tulsa Police and Fire Chaplaincy Corps* make sure that officers have contacted dispatch to call-out a Chaplain.

3. Ensure dispatch contacts the Communication Unit.

4. When deadly force is used, except accidental discharge or an animal shot, have dispatch notify the Detective Division and on-call IA Investigator.

B. SHIFT COMMANDER, STAFF DUTY CAPTAIN, OR STAFF DUTY MAJOR

1. Respond to the scene of a significant or critical incident.

2. Personally contact the Major(s) directly affected by the incident.

3. As soon as circumstances allow contact the dispatch supervisor and relay pertinent information for a mass notification. Ideally the following information will be communicated:

    a. Location of incident,
    b. Status of suspect and officer(s),
    c. Basic incident information,
    d. On scene commander,
    e. The radio sub-fleet,
    f. Any special instructions,
    g. Command post location,
    h. Route of approach,
    i. The Tulsa Police personnel that are to be included in notification.

C. AFFECTED DIVISION COMMANDER

1. Critical Incident:

    a. Respond to the scene.
    b. Contact the appropriate Bureau Deputy Chief as soon as possible.

2. Significant Incident:

    a. Consult with on-scene personnel to determine if they need to respond to the scene.
    b. Decide whether to immediately contact the Bureau Deputy Chief or make notification at a later time.

D. BUREAU DEPUTY CHIEF

1. Immediately notify the Chief of Police, other Deputy Chiefs, and TPD legal advisor of any critical incident.

2. Notify the Chief of Police, other Deputy Chiefs, appropriate command staff, and TPD legal advisor of significant incidents in a timely manner.

E. DISPATCH SUPERVISOR

1. When contacted by the shift commander, staff duty captain, or staff duty major, activate a mass notification of pertinent information to personnel as directed.

2. Contact the on-call Communications Unit personnel with pertinent information.

REGULATIONS: None

REFERENCES:
101A – *Use of Force*
137 – *Tulsa Police and Fire Chaplaincy Corps*
TOG 2002 – *Mass Notification System*

Tulsa Police Department

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Policy #	309	**Effective Date**	04/05/2021
Policy Name	Training and Continuing Education	**Approved Date**	04/01/2021
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/01/2018

PURPOSE OF CHANGE:

Update the policy format.

POLICY:

The Tulsa Police Department recognizes that training is one of the most important responsibilities of any law enforcement agency. Well-trained personnel are better prepared to effectively respond to a broad spectrum of situations. Training results in greater effectiveness and productivity and fosters cooperation and unity of purpose.

All training and continuing education for sworn personnel will be coordinated through the Training Division and the Training Committee. Instruction is designed in a variety of ways including classroom training, on-line training both on the Intranet as well as outside websites, and hands-on training (e.g., Precision Driving, Range, CPR, etc.). The development of content and materials needed is the responsibility of those instructing the course. Instructors will coordinate with Training Division staff to ensure the necessary training materials and equipment are available. If instructors request materials that are unavailable through the Training Division staff, the instructor will discuss the need with the Training Director, who will determine if purchases should be made.

Records of training, including lesson plans and the attendance and performance of those trained, will be updated as needed and maintained at the Training Division. Lesson plans and related records will be maintained for at least three (3) years. The Tulsa Police Reserve Coordinator will be responsible for updating pre-service and in-service training records for all Tulsa Police Reserve (TPR) officers.

When police personnel attend training conducted by the City of Tulsa, their training records will be updated by the departmental registrar by whom the training was conducted (e.g., Police Training Center, Human Resources, Public Works).

Pre-service and in-service training will be required for PSC (911), and Lab non-sworn personnel. All newly hired non-sworn personnel will attend the City orientation class and have access to both the City's and the Department's policies and procedures.

Annual in-service training for sworn personnel will include training as required by the Council on Law Enforcement Education and Training (CLEET).

Specialized training for all employees, when required for a change in assignment, promotion, or for continuing education, may be provided by the Training Division, the specialty unit supervisor, the City of Tulsa, or other outside entities.

SUMMARY: To provide guidelines for training and the continuing education of Department personnel.

APPLIES TO: All police personnel

DEFINITIONS:

IN-SERVICE TRAINING – training which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and shift briefing training.

LESSON PLAN – a detailed guide from which an instructor teaches. The plan includes the goals, specific subject matter, performance objectives, references, resources, and method of evaluating or testing students.

PERFORMANCE OBJECTIVES – statements of operational behavior required for satisfactory performance of a task, the conditions under which the behavior is usually performed, and the criteria used for evaluating the behavior.

RECRUIT/PRE-SERVICE TRAINING – training personnel receive prior to commencing a job function.

SPECIALIZED TRAINING – training to prepare employees for assignments that require new skills or technical knowledge. Includes supervised on-the-job training, training mandated by governmental authority, and training deemed necessary by the department for the development and enhancement of skills, knowledge, and abilities particular to the specialization.

PROCEDURES:

A. ANALYSIS OF TRAINING NEEDS

To ensure the Training Division is meeting the training needs of the department, the academy staff will periodically conduct an analysis of needs. This can be accomplished through requests from officers or outside sources. Officers who request a training topic, will provide an *Interoffice Correspondence* to the Training Director which includes:

1. The training topic.
2. The type of training needed.
3. How the training will be implemented.
4. A list of materials needed for the course.
5. Identity of the instructor and identity of who will prepare the course outline (lesson plan).

The Training Director will coordinate an evaluation of overall academy performance every three years, assessing the quality of academy employees, instructors (full-time and part-time), and recommendations and suggests for improvements. Sworn officers and recruits will be given the opportunity to complete the evaluation. In addition, the Training Director may distribute evaluations for the assessment of individual trainings (in-service, selective, etc.).

B. ANNUAL IN-SERVICE

The Training Committee will develop an annual in-service training curriculum that will meet all the requirements of state law for the continuing education of certified, full-time sworn and reserve police officers. In addition, training required by CLEET and training deemed appropriate by the Chief of Police will be included. A portion of this curriculum may be presented at shift briefings or on the Intranet. This training will include the following:

1. Legal update.
2. Use of force and related policy and legal issues.
3. Annual firearms re-qualification.
4. Recognizing and managing a person appearing to require mental health treatment or services.

C. SPECIALIZED TRAINING

There are some specialty assignments that require more specialized training and continued education to enhance and develop the personnel's skills in order for them to perform their specialized duties more effectively. Those identified specialty assignments are:

1. Air Support Unit pilots and observers
2. Bomb Squad
3. Dive Team
4. K-9 Officers
5. Motorcycle Officers
6. Special Operations Team members
7. Incident Management Team
8. Emergency Medical Technicians
9. Defensive Tactics Instructors
10. Crisis Intervention Team
11. Major Crime Detectives
12. Crime Scene Investigations

Specialized training will normally be completed prior to the beginning of a new assignment or initiated as soon as feasible after transfer to the new assignment requiring such training. Lesson plans will be approved by the appropriate division commander and forwarded to the Recruiting and Career Development Section and the Training Director. The development of specialized training should include the following:

1. Development and enhancement of the skills, knowledge, and abilities particular to the specialized assignment.
2. Department policies and procedures related to the specialized assignment.
3. Supervised on-the-job training.
4. Retraining requirements and certifications, if any.
5. Training (which may include on-the-job), and qualifications for the utilization of special purpose vehicles, specialized equipment, or for the control and usage of animals (e.g., K9).
6. Any other specific training deemed necessary by the specialty unit supervisor.

D. SHIFT BRIEFING TRAINING

Shift briefing training is a useful method to supplement mandatory training. It can be utilized by supervisors, shift commanders, division commanders or detectives to train officers in emerging problems that other training is not covering. Personnel conducting shift briefing training should consider a lesson plan, techniques and methods of training, utilizing Training Division assistance, evaluating the training, and documenting the role.

E. TRAINING INSTRUCTORS, LESSON PLANS

1. All primary instructors, other than licensed professionals, will be certified by CLEET. CLEET certified instructors will be trained in lesson plan and performance objective development, instructional techniques, testing and evaluation techniques, and resource availability and use.

2. Lesson plans and course outlines for recruit and in-service training will be submitted to the Training Director for approval. The Training Director will periodically review lesson plans and make revisions as necessary. Lesson plans will include the following:

    a. A statement of performance and job-related objectives.
    b. The content of the training.
    c. The specification of appropriate instructional techniques.
    d. Identification of any tests used in the training process.

3. Personnel shall not seek CLEET accreditation of a class or course without the approval and knowledge of the Training Director.

4. The Training Director will submit lesson plans and course outlines to CLEET, when appropriate, for approval and inclusion as annual continuing education hours for sworn personnel.

F. RECRUIT TRAINING

1. The Training Division will coordinate all Apprentice Police Officer (APO) training. Upon successful completion of the academy training, APOs will become sworn Officers In Training (OIT) and begin the Field Training Officer (FTO) program. While in the FTO program, the OITs will remain assigned to the Training Division but will be supervised by an FTO and a Field Training Officer Supervisor (FTOS) at their assigned division.

2. The FTO program should remain closely allied with the Training Division so that FTOs and FTOSs are aware of what skills and subjects have been taught and what roles the FTOs are to assume. FTOs and FTOSs will receive periodic in-service training to prepare them for and keep them current with their assigned responsibilities.

G. SWORN PERSONNEL

In addition to other training, sworn personnel must also receive the following:

1. Initial training and annual biased-based policing training to include field contacts, traffic stops, search issues, asset seizure and forfeiture, interview techniques, cultural diversity, discrimination, and community support.
2. Annual training and demonstration of proficiency for officers issued Conducted Energy Devices.
3. Annual training and demonstration of proficiency for all lethal weapons.
4. Annual training on the *All Hazards Plan* to include Incident Command System.
5. Biennial in-service training for less lethal weapons and weaponless control techniques.
6. Initial training on the use of authorized roadblocks and forcible stopping techniques.
7. Documented Initial training and annual review of the *Vehicle Pursuits* (102B) policy.

H. NON-SWORN PERSONNEL

Non-sworn personnel will receive the following:

1. Pre-service orientation training.
2. The department's role, purpose, policies and procedures.
3. Personnel working conditions, regulations, responsibilities, and rights.
4. In-service training for identified civilian progression positions.

I. ALL PERSONNEL

In addition, all personnel will receive the following:

1. Remedial training when required.
2. Initial training for entry-level personnel on the interaction with persons suspected of suffering from mental illness.
3. Biennial ethics training.
4. Annual retraining on the interactions with persons suspected of suffering from mental illness.
5. Career development training for all personnel conducting career development activities.
6. Training for all personnel required to collect, store, transport, or submit to the Lab any D.N.A. evidence, including the necessary precautions for the preservation of such evidence.
7. Training of newly promoted personnel including annual, special, and probationary employee performance evaluation rater training.
8. All personnel authorized to access OLETS and CJI data shall receive security awareness training within six months of employment and thereafter annually.

J. INCIDENT MANAGEMENT TRAINING

All sworn, non-sworn, or volunteer personnel will be trained in the National Incident Management System (NIMS) corresponding to their respective levels and assignments as

outlined in current standards as published by the NIMS Integration Center. The CLEET Commission issued to all sworn personnel will correspond to their respective levels of NIMS training and will serve as their agency credentials for response.

REGULATIONS:

1. Agency personnel will be issued copies of, and be instructed in, the content of appropriate use of force policies (to include 101A – 101E) before being authorized to carry lethal and less-lethal weapons. Policy receipt and curriculum delivery must be documented.

2. Personnel shall attend and complete all training to which they are assigned. Copies of certifications gained through the training will be given to the Training Division for the employee's records.

3. Personnel holding certifications obtained through the Tulsa Police Department or City of Tulsa shall maintain and renew those certifications.

4. When personnel are notified by the Department to re-certify in a skill or function, they shall do so prior to any stated deadline.

5. Employees shall maintain all training certifications (e.g. CEW, Patrol Rifle Operator, *Intoxilyzer*, etc.). Personnel wishing to relinquish a certification must submit an Interoffice through their chain of command to their Division Commander stating why the certification is no longer needed.

6. Personnel who are unable to attend scheduled training due to illness or other excused absence (required court appearance or other departmental business) shall advise their divisional Administrative Captain or Administrative Lieutenant prior to the training, if possible. Employees who must leave training early due to illness, court, etc. will advise the staff in charge of the training or Training Center staff if the training is occurring at the Training Center.

7. If an employee misses training, the employee shall advise their chain of command. In-service training time missed by sworn personnel must be made up by rescheduling with the In-Service Training Coordinator who will coordinate rescheduling with the employee's Administrative Lieutenant. Non-sworn employees will contact their departmental class registrar.

REFERENCES:

116A, *Emotionally Disturbed/Non-Criminal*
318B, *Use of Departmental Computer Systems-Criminal Justice Information Services*

Tulsa Police Department

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Policy #	310A	**Effective Date**	05/20/2025
Policy Name	Peer to Peer Team	**Approved Date**	05/19/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	08/15/2003

PURPOSE OF CHANGE:

To update language from CIRT to Peer-to-Peer and reflect Peer-to-Peer guidelines.

POLICY:

The Peer to Peer (P2P) team has established a department-coordinated group of TPD member volunteers, including active and retired TPD officers, TPD chaplains, current TPD dispatchers, and RTIC employees specifically trained to provide emotional and tangible support, encouragement, and referral to fellow TPD members. This support is provided in response to challenges and losses such as exposure to critical incidents, injury, illness, or death, and support in response to celebrations, such as birth/adoption of child or promotion. A peer support program may augment existing programs such as, First Responder Support Services, PLLC (FRSS) and the City of Tulsa Employee Assistance Program (EAP) but does not replace them.

SUMMARY: Procedures for responding to critical incidents.

APPLIES TO: All police personnel

DEFINITIONS:

CRITICAL INCIDENT – an event involving the immediate risk of death or injury to an officer or any other person which requires a greater than normal degree of emotional adjustment on the part of the officer. These events may include, but are not limited to, shootings, violent crime scenes, serious injury or fatality traffic collisions, the sudden death of a child, or other similar incidents.

PEER TO PEER TEAM – a group of Tulsa Police Officers, retried TPD, TPD chaplains, RTIC employees and current TPD dispatchers who are specifically trained to assist officers in providing emotional support and resources/referrals to fellow TPD members experiencing challenges and losses in their professional and personal lives.

PEER TO PEER TEAM 5 – formerly known as the Critical Incident Response Team, CIRT is a group of Tulsa Police Officers who are specifically trained to assist officers in providing emotional support and resources/referrals to fellow TPD members experiencing a use of force critical incident.

PEER SUPPORT PERSON (PSP) – a dedicated, compassionate TPD member specifically trained to be available to his/her fellow brothers and sisters to engage in a conversation, provide encouragement, coordinate resources and/or provide an appropriate referral for those struggling with professional or personal challenges. The PSP is a colleague, not a counselor or therapist, and trained to recognize and refer their peers to a licensed mental health professional (LMHP), i.e. FRSS or EAP when the situation is beyond their scope of assistance.

USE OF FORCE CRITICAL INCIDENT – an event involving the immediate risk of death or injury to an officer or others in which an officer used force resulting in great bodily injury or death, or an officer with significant involvement in the same incident, requiring a greater than normal degree of emotional adjustment on the part of the officer. This also includes officers involved in an incident which results in great bodily injury or death of another not caused by the direct actions of

the officer (i.e. intoxicated person stumbling into the road and struck by an officer obeying traffic laws).

PROCEDURES:

1. Any officer can contact an on-duty P2P member, either directly or through the dispatcher, whenever a critical incident has occurred or as officers requested. Requests for peer contact from a P2P member shall be completed within 24 hours of referral. For emergent P2P requests requiring immediate response, an officer, supervisor, or dispatch will contact the P2P team manager.

2. Dispatch will request a P2P Team 5 member or Team Leader, formerly known as CIRT, when a use of force critical incident has occurred. A supervisor, involved officer, or dispatcher will provide the member with information about the incident (e.g., location, nature of the incident). Officers are also encouraged to contact P2P members at their own discretion

3. The officer involved should be allowed to contact anyone they desire to assist him/her following involvement in a critical incident or use of force critical incident (i.e., a P2P member, P2P Team 5 member, minister or chaplain, a close friend, or family member). If the officer involved requests assistance, the P2P member will remain with the officer as long as necessary to provide short-term support. Inform the officer of additional resources that are available to the officer and to his/her family.

4. The P2P member will be available to provide support to the involved officer if he/she desires assistance.

5. The P2P member will discuss with the involved officer the various potential reactions that they may experience as the result of a critical incident.

6. The P2P member will provide additional P2P services as requested by the involved officer.

7. The P2P member will advise the involved officer that First Responder Support Services (FRSS) will be notified of the critical incident or the use of force critical incident and that the involved officer may be contacted by FRSS.

8. The P2P member will notify FRSS and provide them with information concerning the incident.

9. Public Safety Communications will maintain a current list of P2P members that includes each officer's home telephone number and current duty assignment.

REGULATION:

1. A P2P member shall be contacted anytime an officer requests their assistance.

2. P2P members shall adhere to confidentiality according to Peer Support Counseling Privilege, 12 O.S.§ 2506.2 (2024) and the P2P Guidelines.

REFERENCES:

Peer to Peer Guidelines

Tulsa Police Department

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Policy #	310B	**Effective Date**	04/17/2020
Policy Name	Critical Injury/Death of a Police Officer	**Approved Date**	04/17/2020
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/21/2008

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Liaison assistance shall be provided to the immediate family members of any Tulsa Police employee who dies in the line of duty. Assistance will be provided whether the death is the result of felonious, medical, or accidental circumstances while an employee is an active member of the Department. The Department will also provide the family with information regarding all survivor benefits. For sworn personnel, the Department will also take the necessary actions to ensure funeral arrangements properly reflect the family's wishes in the event of a death. In addition, the Department will provide similar assistance to any employee who suffers a severe and debilitating injury in the line of duty.

SUMMARY: Procedures to assist families of police employees who have been critically injured, or who have died in the line of duty.

APPLIES TO: All personnel

DEFINITIONS: None

PROCEDURES:

A. NOTIFICATION

1. It shall be the responsibility of the involved employee's division commander, or designee, to properly notify the next of kin.

2. The name of the involved employee shall not be released to the media before immediate family is notified.

3. A police chaplain, the police Psychologist, or Chief of Police, or designee, should accompany the officer or commander making the notification.

4. If there are young children in the home, the officer or commander making the notification will arrange for the child care needs of the family.

5. If the parents of sworn personnel reside within a reasonable distance, they will be afforded the courtesy of personal notification. If immediate survivors reside out of town, request personal notification from the law enforcement agency in that area.

B. DIVISION COMMANDER

1. The division commander, or designee, will ensure arrangements have been made with the hospital for appropriate waiting facilities for the family and fellow employees.

2. If the family of sworn personnel wishes to go to the hospital, they should be transported via police vehicle if possible. The division commander, or designee, will ensure the family is updated on the situation upon arrival. Ensure that the family is allowed to see their injured/fallen officer as soon as possible. Division commanders will also arrange for transportation back to the family's residence as well as any other immediate assistance that is required.

3. For sworn personnel, the division commander, or designee, should be present at all times during the family vigil at the hospital and arrange for any assistance the family may need. The division commander should also arrange for all medical bills of the injured officer to be sent to the Police Personnel/Budget section of the Tulsa Police Department.

4. For sworn personnel, the division commander will advise the Chief of Police and the deputy chiefs of the situation.

5. With the approval of the family, the division commander will appoint a liaison to assist the family throughout the wake and funeral.

6. For sworn personnel, meet with the liaison officer, the Honor Guard coordinator, and the chaplain to ensure all family needs are met and all aspects of the funeral arrangements are being taken care of. Arrange for EMSA and a wrecker to be present during the funeral and procession.

7. For sworn personnel, once the funeral arrangements are set, establish a complete funeral itinerary. Brief the Chief of Police of the itinerary and any other activities. Post the information at all divisions. Include address information for officers wishing to send cards or flowers.

8. Ensure that all of the employee's personal property is available for return to the family as soon as they are ready. If sworn, arrange for the officer's vehicle to be cleaned.

9. For sworn personnel, ensure that a uniformed officer is assigned to guard the family's home during the funeral.

10. For sworn personnel, ensure that the officer's name is added to the Training Division's Memorial Plaque.

C. OFFICE OF THE CHIEF OF POLICE

1. For sworn personnel, place the liaison officer, the Honor Guard coordinator, and any other officers necessary on special assignment.

2. For sworn personnel, ensure that the TPD Badge wreath is ordered and authorize the wearing of mourning bands.

3. For sworn personnel, inform the Mayor of the situation and request the Mayor's office make arrangements with the Governor to order flags lowered to half-staff.

4. For sworn personnel, acknowledge visiting departments as well as departments that lent assistance with letters of appreciation.

5. Appoint a Benefits Coordinator. Ensure that the person selected has experience and knowledge of all benefits due the family.

D. LIAISON OFFICER – SWORN PERSONNEL

1. Arrange for the family to meet with the Honor Guard coordinator, the police chaplain and/or family pastor/priest to plan the funeral services. Ensure that the family's wishes come before the Department's. If the family desires a police funeral, ensure that they are advised of the protocol of such arrangements.

2. Provide as much assistance as possible. This may include overseeing any travel and lodging arrangements for out of town family members. Contact the FOP and FOPA presidents to request assistance with meals, childcare, and to arrange for someone to screen calls in the family's home.

3. Ensure that the surviving parents and close relatives are afforded recognition and proper seating arrangements during the funeral, procession, and graveside services.

E. HONOR GUARD COORDINATOR – SWORN PERSONNEL

1. If the family desires a police funeral, assist in coordinating the funeral and procession.

2. Coordinate with the funeral home director on the details and protocol for a police funeral.

3. Activate the Department's Honor Guard.

4. Inform other police agencies and Honor Guards of the funeral arrangements via teletype. Brief visiting Honor Guards regarding the funeral itinerary and protocol.

5. Coordinate the procession route and duties of the Motorcycle Unit before, during, and after the funeral.

6. Designate areas at the cemetery for family, friends, officers, Honor Guards, etc. during graveside services.

F. COMMUNICATIONS UNIT

1. Coordinate any press release with the Chief of Police, the division commander, and the Detective Division to ensure no information is released which could jeopardize the criminal prosecution.

2. Conduct all exchanges with the media throughout the planning stages of the funeral.

G. BENEFITS COORDINATOR

1. Meet with the family within 72 hours of the funeral to advise the family of the benefits they are eligible to receive.

2. Obtain, prepare, and submit all forms and supporting documents to the appropriate agencies for processing.

3. Provide any other related assistance requested by the family. Maintain contact with the family to verify all benefits are received.

H. CRIMINAL PROCEEDINGS (IF APPLICABLE)

1. The Detective Division Commander will assign a contact officer to notify the family of court proceedings. Ensure all trial information (e.g., time, date, and location) is posted at all divisions.

2. The contact officer will ensure the family receives a detailed account of the incident. If details cannot be released due to legal or prosecutorial reasons, explain the reasons to the family. The family should also be provided with the name and a contact phone number for the Assistant District Attorney handling the court proceeding.

3. If the family wishes to attend the trial, the contact officer or the liaison officer may assist in coordinating transportation and may accompany the family during the trial. Court proceedings, protocol, and what to expect during the trial should also be explained.

REGULATIONS: None

REFERENCES:

312A, *Funerals and Formal Functions*
137, *Tulsa Police and Fire Chaplaincy Corps*
310A, *Critical Incident Response Team*

Tulsa Police Department

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Policy #	311	**Effective Date**	05/30/2024
Policy Name	Awards	**Approved Date**	05/30/2024
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	04/17/2020

PURPOSE OF CHANGE:

To update processes and to clarify award definitions. Also add the SRT ribbon.

POLICY:

The Tulsa Police Department recognizes officers and employees for meritorious service, bravery, and valor above and beyond the call of duty. Recognition may be in the form of awards, medals, and/or ribbons.

SUMMARY: Procedures for determining eligibility for awards, nominating persons for awards, and wearing medals and ribbons.

APPLIES TO: All police personnel.

DEFINITIONS:

AWARDS COMMITTEE – a committee established to make recommendations on the appropriateness of each nomination for an award. The members of the committee are listed in Procedure 7.

AWARDS COMMITTEE CHAIRPERSON – a division commander appointed by the Chief of Police to conduct the meetings of the Awards Committee.

CHIEF'S AWARD – an award to any member of the Tulsa Police Department for an outstanding accomplishment which has resulted in improved administration, improved operations, or substantial savings in manpower or operational costs, where the recipient has gone above and beyond the requirements of his or her normal assignment to contribute to a more effective and efficient police service. This award may also be given to any unit of the Tulsa Police Department that collectively meets the above criteria. Unit awards in this category will consist of a ribbon only.

CITIZEN APPRECIATION AWARD – an award to any citizen who through an act or acts has aided the Tulsa Police Department in its efforts to better serve the citizens of Tulsa. This act can be one of heroism, bravery, volunteer service, or any act that directly benefits the Department and the City of Tulsa.

COMBAT SERVICE RIBBON- an award to any member of the Tulsa Police Department who served in any branch of the US military in an operational theater. Their separation document or *DD214* MUST reflect campaign/service award to establish eligibility.

DEPARTMENT COMMENDATION AWARD– an award to any member of the Tulsa Police Department for an outstanding act of achievement which involves performance above and beyond that required by the recipient's basic assignment, or for outstanding police work which has brought great credit to the City of Tulsa and/or the Tulsa Police Department in a case of unusual public interest. This award may also be given to any unit of the Tulsa Police Department that collectively meets the above criteria. Unit awards in this category will consist of a ribbon only.

CHIEF'S LETTER OF COMMENDATION – a written commendation to any member of the Tulsa Police Department for a noteworthy act of achievement that brings credit to the City of Tulsa and/or the Tulsa Police Department.

LIFESAVING AWARD – an award to any member of the Tulsa Police Department for substantially sustaining or saving the life of any human being, either on or off duty, except while employed as a medic or ambulance attendant.

MARKSMANSHIP AWARD – an award to any member of the Tulsa Police Department who demonstrates a high level of marksmanship during firearms qualification. Officers who score 96 or 100 points will receive a Master Award. Officers who score 92 points will receive an Expert Award and officers who score 88 points will receive a Sharpshooter Award. Officers will have three (3) attempts to earn the bonus hours.

MEDAL OF HONOR – an award to any member of the Tulsa Police Department for an act of conspicuous gallantry above and beyond the call of duty while in a police situation where the recipient's life is in imminent danger. Recognition for actions meeting award criteria may be recognized posthumously by presenting the recipient's survivors with the award.

This is the highest and most prestigious department award and there must be no margin of doubt or possibility of error in awarding this honor. To justify the decoration, the actions must clearly render the individual conspicuous by an act so outstanding that it clearly distinguishes heroism beyond the call of duty from lesser forms of bravery. It must be the type of deed that, if not done, would not subject the individual to any justified criticism.

MEDAL OF VALOR – an award to any member of the Tulsa Police Department for an act of outstanding bravery or heroism through which the recipient demonstrates to some great degree characteristics of selflessness, personal courage, and devotion to duty.

This is the second highest department award and to warrant this distinctive decoration, the act must be performed in the presence of great danger or at great personal risk and by its nature involved the saving of a human life, or attempted saving of a human life, the prevention of a serious crime, or the apprehension of a person who committed a serious crime. The action must be performed in such a manner as to render the individual highly conspicuous.

PHYSICAL FITNESS AWARD – an award to any member of the Tulsa Police Department for achieving a qualifying score during the Cooper Fitness Test. Any officer who scores 48 to 50 points on the test will receive the Platinum Fitness Award. Any officer who scores 40 to 47.5 points on the test will receive the Gold Physical Fitness Award. Any officer who scores from 35 to 39.5 points will receive the Silver Physical Fitness Award.

PURPLE HEART – an award to any member of the Tulsa Police Department who is killed or seriously injured as a direct result of a police situation. This award will be reserved for injuries resulting from an attack by an assailant, an attempt to save a life by placing oneself in immediate peril, an attempted apprehension of a suspect, or in the performance of an act of valor. Reviewing authorities will not recommend this award lightly.

SAFE DRIVING AWARD – an award to any member of the Tulsa Police Department who has no chargeable (four point) or preventable (three point) collisions while operating a city vehicle for a minimum of five (5) years. The award will also be available in five-year increments of 10, 15, and 20. A chargeable or preventable collision will void the time accumulated toward the next five-year level and start the five-year clock over again.

THIRTY FIVE-YEAR SERVICE AWARD – an award to any member of the Tulsa Police Department who completes thirty-five years of active service.

THIRTY-YEAR SERVICE AWARD – an award to any member of the Tulsa Police Department who completes thirty years of active service.

TWENTY FIVE-YEAR SERVICE AWARD – an award to any member of the Tulsa Police Department who completes twenty-five years of active service.

TWENTY-YEAR SERVICE AWARD – an award to any member of the Tulsa Police Department who completes twenty years of active service.

PROCEDURES:

1. Any member of the Department may nominate any other member for an award. The recommendation should be as thorough as possible and include a description of the circumstances surrounding the incident and the specific actions of each employee nominated. Consideration should be given to what the probable outcome may have been if the person or group had not become involved.

2. The person making the nomination will complete a BlueTeam report using the "Commendation" case type and conforming to guidelines posted on the BlueTeam login page on the Police Intranet. Once the report is completed, its author will forward the BlueTeam case file to the nominated employee's direct supervisor.

3. Within 10 days, the supervisor receiving the report will review the case file and will forward it to the next step up the nominated employee's chain of command, using the BlueTeam comments field to recommend one of the following: approval of the award, modification of or addition to the award, or denial of the award. This process will be repeated by each member of the chain of command in receipt of the BlueTeam case file until it reaches the nominated officer's deputy chief.

4. Upon receipt of the BlueTeam case file, the nominated employee's division commander will additionally ensure that a copy of the BlueTeam report is included in the nominated employee's departmental personnel file.

5. Upon receipt of the BlueTeam case file, the nominated employee's deputy chief will forward the case file with his recommendation to the Internal Affairs BlueTeam Administrator who will assign the award a case number. The BlueTeam Administrator will then forward the nomination to the Awards Committee Secretary and copy the awards Committee Chair.

6. The Awards Committee will meet to review each nomination and determine if it meets the award criteria. The Awards Committee will consist of:

   a. The Awards Committee Chairperson appointed by the Chief of Police.
   b. The division commanders of Gilcrease Division (GID), Mingo Valley Division (MVD), Riverside Division (RID), Special Operations Division (SOD), and Training Division (TD).
   c. A Lodge representative to be appointed by the Fraternal Order of Police (FOP) President.
   d. A representative from each of the following divisions to be appointed by each division commander or director:

      1) Detective Division (DET)
      2) Special Investigations Division (SID)
      3) Gilcrease Division (GID)
      4) Mingo Valley Division (MVD)
      5) Riverside Division (RID)
      6) Information Services Division (ISD)
      7) Special Operations Division (SOD)
      8) Training Division (TD)
      9) Forensic Laboratory Division (LAB)
      10) Public Safety Communications (PSC)
      11) Police Information Technology Division (PTID)
      12) A Communications Unit (CU) representative (non-voting).
      13) The term of office for committee members will be one (1) year.

7. For each award nomination reviewed by the Awards Committee, the Awards Committee Secretary will forward the corresponding BlueTeam case file and supporting documents to the Chief of Police designee, using the BlueTeam instructions field to reflect the Committee's comments and recommendation.

8. The Chief of Police designee will return the BlueTeam case files to IA with comments indicating final approval or denial of the award. The Chief of Police may authorize a different or additional award.

9. Upon approval by the Chief of Police, the Chief of Police designee will prepare the awards and certificates for distribution. The Chief of Police designee will notify the nominee's division commander and the Awards Committee Chairperson of the Chief's decision and shall provide approved ribbons and/or medals for the appropriate award to the respective Division Commander. The Division Commander of the nominee will notify the nominee's chain of command of the award decision.

10. The nominee's division commander or designee will then present the ribbon, medal, or commendation at the nominee's squad meeting. All documentation in reference to the nomination and recommendations for the award or letter of commendation will be forwarded to Police Personnel/Budget to be placed in the employee's personnel file. A copy will be placed in the employee's divisional file.

11. Any member of the Department may nominate any citizen for the TPD Citizen Appreciation Award.

    a. The procedure to follow will be the same as any other award nomination.
    b. If approved, the award will be returned to the nominating employee to present to the citizen.

12. Nominations should be made as soon as possible following the event so that awards may be presented in a timely manner.

13. When the Chief of Police receives correspondence from an individual (internal or external source) seeking to praise an officer's actions, the letter will be forwarded to the officer's chain of command for consideration of what, if any, level of recognition is appropriate for an award nomination.

14. The immediate supervisor will obtain two copies of the completed award document and place one copy in the employee's divisional file. The second copy will be forwarded to Police Personnel/Budget and placed in the employee's personnel file.

WEARING OF MEDALS:

1. Only one medal shall be worn at a time. The highest medal awarded shall be worn for formal occasions in conjunction with the formal uniform or when so instructed by a superior officer.

2. Ribbons shall be worn horizontally, centered immediately above the nameplate on the uniform shirt, and:

    a. Worn in rows of two with the order of precedence being left to right, top to bottom from the wearers point of view.
    b. When an odd number of ribbons are worn, the highest award shall be displayed on the top row and centered.
    c. Except for the Lifesaving and Purple Heart Awards, gold ¼ inch stars will be given for second and subsequent awards and will be centered on the original ribbon bar. When an officer receives more than four of the same awards, a ¼ inch silver star will be worn in lieu of four gold stars.
    d. Officers receiving second, and subsequent Lifesaving and Purple Heart Awards will be given a citation and medal only.

3. The Field Training Officer (FTO) Ribbon, Combat Service Ribbon, Years of Service Ribbon, Special Operations Team (SOT) Ribbon, Advanced Traffic Investigator (ATI) Ribbon, Drug Recognition Expert (DRE) Ribbon, Dive Team Ribbon, and Crisis Intervention Team (CIT) Ribbon will be worn in the same manner as an award in accordance with this policy.

4. Specialized units and organizations that have Specialty Insignia Pins approved by the Chief of Police may wear a Specialty Insignia Pin centered above the nameplate or above any other award worn. Only one Special Insignia Pin may be worn. Officers shall hold a current membership in the unit or organization to display the Special Insignia Pin.

5. The following list shows the order of precedence for each ribbon as it is displayed on the uniform:

    1) Medal of Honor Ribbon
    2) Medal of Valor Ribbon
    3) Purple Heart Ribbon
    4) Chief's Award Ribbon
    5) Lifesaving Award Ribbon
    6) Department Commendation Ribbon
    7) Combat Service Ribbon
    8) Military Service Ribbon
    9) St. Francis Health Systems Department Ribbon
    10) ATI Ribbon
    11) Defensive Tactics Instructor Ribbon
    12) Dive Team Ribbon
    13) DRE Ribbon
    14) FBI National Academy Ribbon
    15) FTO Ribbon
    16) Honor Guard Ribbon
    17) Incident Management Ribbon
    18) USAR Ribbon
    19) Marksmanship Ribbon
    20) CIT Ribbon
    21) Physical Fitness Ribbon
    22) Safe Driving Ribbon
    23) SOT Service Ribbon
    24) SRT Ribbon
    25) Years of Service Ribbon

REGULATIONS:

REFERENCES:

201A, *Uniform Equipment and Specifications*
201A Att., *Uniform Equipment and Specifications – Attachment*
Uniform Specifications Manual

Tulsa Police Department

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Policy #	312	**Effective Date**	06/29/2009
Policy Name	Funerals and Formal Functions	**Approved Date**	06/29/2009
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	07/24/2003

PURPOSE OF CHANGE:

To update policy format.

POLICY:

While in attendance at a funeral or formal function, officers in uniform will present a military bearing.

SUMMARY: Procedures for funerals or formal functions.

APPLIES TO: All sworn personnel

DEFINITIONS:

FORMAL FUNCTION – any function the Tulsa Police Department participates in where military bearing and any type of honor to colors is called for, whether in ranks or individually.

HAND SALUTE – at the position of attention, with the right hand brought sharply to the right side of the brim of the hat, with the fingers together, the wrist straight in line with the forearm and the heel of the hand slightly lower than the thumb.

LINE-OF-DUTY DEATH – death of a Tulsa Police officer or a Tulsa Police Reserve officer occurring while on-duty or while acting in the official capacity of a police officer. This definition may also include the on-duty deaths of officers from other Oklahoma law enforcement agency or any other agencies so designated by the Chief of Police or his designee.

MOURNING BANDS – a thin black strip of elastic material wrapped horizontally across the center area of the uniform badge.

NON-LINE-OF-DUTY DEATH – any death of an officer occurring outside the official capacity of a police officer.

OUTSIDE AGENCY – any law enforcement agency other than the Tulsa Police Department.

RETIRED OFFICER – any Tulsa Police officer who has completed their service of duty as recognized under the Oklahoma Police Pension System.

PROCEDURES:

1. Officers attending a funeral or formal function in uniform shall wear the formal uniform including long sleeve shirt, tie, and hat as prescribed in the Uniform Specifications Manual.

2. Officers in specialty units (e.g., Honor Guard, motorcycle unit) may wear the appropri-ate unit attire if it is needed and approved for a specific purpose.

3. Officers will remove their hats while inside a church or other building unless performing a ceremonial function

(e.g., Honor Guard).

4. Officers in uniform (wearing hat) shall render the hand salute during the passing of the casket, presentation of the National Colors, playing of the National Anthem, or when commanded to “PRESENT ARMS” (salute).

5. When commanded to “PRESENT ARMS,” officers will hold the salute until command-ed to “ORDER ARMS” (drop salute).

6. Officers in uniform (not wearing a hat) shall stand at attention with arms at their side during the passing of the casket, presentation of the National Colors, or during the playing of the National Anthem.

7. All officers (except for the Honor Guard) will place their right hand over their heart during the recitation of the Pledge of Allegiance.

8. Mourning bands will be worn as follows:

    a. Line-of-duty death - 30 days from the date of death.
    b. Non-line-of-duty death - through the day of the funeral.
    c. Retired officer's death - the day of the funeral, if attending.
    d. Outside agency's officer's death - through the day of the funeral.
    e. As otherwise directed by the Chief of Police.

REFERENCES:

201A, *Uniform Equipment and Specifications*
Uniform Specifications Manual

Tulsa Police Department

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Policy #	313	**Effective Date**	08/18/2023
Policy Name	Off-Duty Employment	**Approved Date**	08/18/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/26/2022

PURPOSE OF CHANGE:

To update the procedures for off-duty employment regulations.

POLICY:

The Fraternal Order of Police Lodge #93 and the City of Tulsa recognize the need to establish certain written policy provisions regarding off-duty employment. Work hours for all off-duty employment must be scheduled in a manner that does not conflict or interfere with the employee's performance on duty.

All current department policies, procedures, rules, and regulations, including those applying to the Tulsa Police Uniform, and personal grooming standards, shall apply to the employee while employed off-duty in addition to these provisions.

A police officer engaged in any type of off-duty employment is subject to callout in case of an emergency and may be expected to leave their off-duty employment in such situations.

The City of Tulsa does not normally cover employees' worker's compensation while engaged in off-duty employment. Employees are encouraged to ensure that they have adequate worker's compensation coverage, insurance coverage, and appropriate legal coverage while employed off-duty.

SUMMARY: Procedures for making notification of off-duty employment.

APPLIES TO: All sworn personnel.

DEFINITIONS:

OFF-DUTY EMPLOYMENT – Any compensated employment requiring the wearing of the police uniform, the actual or potential use of law enforcement powers by the employee or use of a police vehicle. It excludes work if conducted for charity or on a volunteer basis without payment of fee or wage.

PROCEDURES:

1. The Shift Commander will oversee the off-duty employment process. Any officer wishing to engage in off-duty employment will notify their immediate supervisor at least twenty-four (24) hours in advance of being employed off-duty, if possible, by submitting the information via Blue Team for review and approval by their Captain if inside the city limits of Tulsa. If the off-duty employment is out-side of the city limits of Tulsa, then the request must be approved by the Bureau Deputy Chief of the requesting officer through their chain of command.

2. The Blue Team submission must include:

    a. The name of the employer.
    b. The exact street address of the job site.
    c. The date(s) of employment.

d. The hours of employment.
e. The name of the employee's immediate supervisor at the job site. If no supervisor exists, the employee will state to whom they report.

3. Telephone notification may be made to the appropriate division if sufficient time is not available to submit the request twenty-four (24) hours in advance. If the division is closed, notify your immediate supervisor. However, you must still submit a request via Blue Team after the notification.

4. Notification of off-duty employment of an extended, continuing nature, will be made and updated via Blue Team after the annual shift change and prior to September 15th of each calendar year.

5. If an officer receives approval to drive their departmental vehicle to and from off-duty employment, the request must have your Captain's approval via Blue Team, acknowledging that the information provided conforms with policy and procedure.

6. All Blue Team Off-Duty Employment submissions will be routed to your Captain and cc'd to the Administrative Lieutenant and your immediate supervisor.

7. Any use of departmental vehicles for charity or on a voluntary basis without payment of fee or wage requires Division Commander approval.

8. When an officer arrives for off-duty employment, the officer will advise the service side dispatcher (J) that they are 10-89 with the following information:

   a. The location of the off-duty employment.
   b. The estimated duration of the shift and.
   c. A contact number.

9. Dispatch will place the officer 10-89 in the division (MVD, GID, RID) in which they are physically located.

10. Officers must advise the dispatcher they are 10-7 at the conclusion of their off-duty employment. If an officer does not advise they are 10-7, dispatch may contact the officer or an on-duty supervisor to determine the officer's status.

11. Captains wanting to work an off-duty employment must get their Major's approval and a Major must have the approval of their Deputy Chief.

REGULATIONS:

1. The captain of the officer requesting off-duty employment will be the administrator for the adherence to policy if the employment is within the city limits of Tulsa. The captain will review and approve the request, if the request is for employment outside the city limits of Tulsa, then approval must come from the officer's Bureau Deputy Chief. The off-duty employment may be denied if the employment violates policy, or the officer is on administrative or injury leave.

2. Except for those functions coordinated by the Special Events Coordinator, officers may only drive departmental vehicles to and from off-duty employment with the approval of a Captain.

3. Permission from the Bureau Deputy Chief is required to wear any Tulsa Police Department uniform outside of the city limits for off-duty employment purposes.

4. Permission from the Bureau Deputy Chief is required to drive any Tulsa Police Department vehicle outside of the city limits for off-duty employment purposes.

5. Officers working for off-duty employment purposes shall be subject to the guidelines set forth in the Uniform Specifications Manual and no part of the Tulsa Police Uniform shall be worn separately or partially.

6. Officers working for off-duty employment purposes shall be subject to the guidelines set forth in the Personal Grooming Standards policy.

REFERENCES:

Rules and Regulations, #24, *Outside Employment*
Policy and Procedures #201A, *Uniform and Equipment Specifications*
Uniform Specification Manual
Policy and Procedures #320, *Personal Grooming Standards*

Tulsa Police Department

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Policy #	314	**Effective Date**	02/17/2025
Policy Name	Collaborative Community Engagement	**Approved Date**	02/17/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	03/29/2023

PURPOSE OF CHANGE:

Updating the policy, combining information from and rescinding policy 121D.

POLICY:

The Tulsa Police Department is committed to community involvement in the belief that responsive, community-involved police service create and maintain an atmosphere of safety and security in the Tulsa community. Collaborative efforts between police and citizens facilitate the development of partnerships to address the underlying causes of crime.

The problem-solving process has been identified as a tool for all employees to use in enlisting the action of a community to address circumstances that lead to crime, disorder, and decay. Personnel are encouraged to utilize community involvement techniques in all aspects of their activities. The Department recognizes that the methods involved are not exclusive to uniformed field operations but should be utilized by all employees to target specific ongoing neighborhood problems. The Department's commitment to partnerships with the community will maximize the full range of police response to problems. The Department will establish a liaison with existing community organizations or establish community groups where they are needed.

In an effort to provide quality community policing to the citizens of Tulsa, the Department actively solicits input from citizens and Tulsa Police Officers regarding policing services. This input is received through surveys, officer and citizen contacts, and analysis and evaluations of various reports, crime data, etc. This input is used in the development of community involvement policies and the development of problem-oriented or community policing strategies.

The management of the Department has adopted the stance that performance should be measured by reducing calls for police service, easing fears, and correcting misperceptions about crime through education and community involvement. The department will publicize its objectives, community problems, and successes.

The Tulsa Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency. The responsibility is to be shared by all agency components and personnel. Juvenile outreach programs should be in coordination with professional citizen groups to help strengthen trust between youth and police by creating programs and projects for positive, consistent, and persistent interaction between youth and law enforcement.

The Tulsa Police Department will continue to provide training to new recruits in the academy in the area of effective community engagement, which can include, but not be limited to: Hispanic Community Relations, Interpersonal Communication, Police Interacting with Youth, Cultural Competency, LGBTQ Diversity Training, and the Greenwood Rising Museum Tour. These hours will always exceed that which the Oklahoma State Council on Law Enforcement Education and Training requires.

SUMMARY: Procedures to ensure that proactive problem-solving activities are employed by the Department in collaboration with individual citizens, government agencies, and communities by establishing a system for evaluating the goals and objectives of community policing programs.

APPLIES TO: All police personnel.

DEFINITIONS:

COMMUNITY – any group of individuals brought together by a common bond or concern.

COMMUNITY ADVISORY BOARD (CAB) – a volunteer group of citizens, led by the Chief of Police, and representing diverse interests, who live or conduct business within city of Tulsa and meet to provide mutual insight and knowledge to help guide effective collaborative policing.

COMMUNITY ENGAGEMENT – a collaborative effort between any employee of the Tulsa Police Department and citizens of the City of Tulsa to share information, talents, and energy to identify problems and develop solutions to improve the quality of life.

COMMUNITY ENGAGEMENT ACTIVITY – activity, either formal or informal (set meeting or impromptu encounter) that focuses on crime and social disorder through the delivery of police services that includes the aspects of traditional law enforcement, as well as prevention, problem-solving, community engagement, and partnerships.

COMMUNITY ENGAGEMENT EVENT – a one-time community engagement activity.

COMMUNITY ENGAGEMENT PROGRAM – a set of related community engagement events or activities with a particular long-term aim.

PROBLEM-SOLVING PROCESS – the use of research and analysis (i.e., crime analysis, repeated calls for service, citizen complaints, officer observation, etc.) to identify the underlying causes of crime. The problem-solving process enlists community resources in an effort to eliminate or prevent the recurrence of conditions that first allowed the problem.

PROCEDURES:

A. COMMUNITY ENGAGEMENT

1. Any employee who recognizes a community engagement program that may prove beneficial to a community and/or is participating in a community engagement program and wishes to utilize Department resources, or during the course of their duties receives information about a community engagement event or program, will submit an Interoffice Correspondence to their division's personnel responsible for directing community engagement.

2. Community engagement events and programs are tools that can be used to address community concerns. Employees should develop problem-oriented and/or community policing strategies that focus by crime type and geographic area from information gathered from crime data.

3. Community engagement interaction including spontaneous field interaction and assigned events shall be captured through the assigned ten-code, 10-10.

4. If a community engagement program disbands or an employee's involvement is withdrawn, personnel who are participating in the program will submit an *Interoffice Correspondence* to their division commander with copies to their chain of command, and their divisions employees responsible for directing community engagement.

5. The Communications Unit will collect and compile information on community engagement events and programs for the monthly TPD Newsletter.

6. The Accreditation Manager will work with employees active in community engagement to complete an annual review and written evaluation of all enforcement and prevention programs relating to juveniles. This evaluation will include recommendations regarding whether a specific program should function as is, be modified, or be discontinued. This report will be forwarded to the Chief of Police for approval upon completion.

7. The Accreditation Manager will work with employees active in community engagement to complete a documented evaluation of all crime prevention programs at least every two years.

8. The Accreditation Manager will ensure that a documented survey of citizen's attitudes and opinions will be conducted biennially. The survey focus will be on procedural justice, giving citizens a voice within the department and determining the extent citizens feel they are treated with dignity and respect. This survey will be neutral and transparent. At a minimum the survey will measure:

   a. Overall agency performance.
   b. Overall competency of agency employees.
   c. Citizen's perception of officer's attitudes and behavior.
   d. Citizen's perception of police adherence to procedural justice practices, community voice in the Department, and the level of trust in officers.
   e. Community concern over safety and security within the agency's service area.
   f. Citizen's recommendations and suggestions for improvement.

   *The report will have the survey results compiled, and a written summary provided to the Chief of Police upon completion.

B. COMMUNITY ADVISORY BOARDS

1. The Operation Bureau will establish and maintain a Community Advisory Board that meets quarterly.

2. The board will consist of a minimum of 15 citizens. Each patrol Division Commander will be responsible for selecting 5 citizens to serve on the board who live or conduct business within the patrol division they represent. The selected citizens are then approved by the Chief of Police. This process will occur through the following steps, in partnership with the Crime Prevention Network:

   a. The Crime Prevention Network will collect applications from all individuals who are recommended to them to serve on the board.
   b. The Crime Prevention Network Board of Directors will evaluate the applications and submit a list of applicants to the respective Division Commanders.
   c. The Division Commanders will evaluate the applications and submit a recommendation to the Chief of Police, through the Operations Bureau Chief, for approval of the board members.
   d. The Chief of Police will give the final approval on all board members.
   e. Selection will be made solely at the discretion of the Division Commander. Approval of the selection shall be at the sole discretion of the Chief of Police.

3. A patrol Division Commander will act as the Chair of the Community Advisory Board for a 1-year term.

4. The patrol Division Commander or designee will submit a report to the Chief of Police after each quarterly meeting. The report should include:

   a. Current concerns voiced by the community.
   b. Potential problems that have a bearing on law enforcement activities within the community.
   c. Recommended actions that address previously identified concerns and problems.
   d. A statement of progress made toward addressing previously identified concerns and problems.

5. The Community Advisory Board will be guided by a single unit manual.

6. The Community Advisory Board will serve as the public comment forum on all Tulsa Police Department new and updated policies. These comments will be documented by the Chair and forwarded to the Accreditation Manager and the Chief of Police for consideration and documentation.

C. JUVENILE OUTREACH PROGRAMS

1. Employees responsible for directing community engagement will design and implement programs intended to prevent and control delinquent behavior in juveniles.

2. Employees responsible for directing the community engagement will maintain liaison with schools, social service agencies, and other organizations that provide services for local youths.

3. If a recreational program is needed but does not exist, personnel are encouraged to organize one. However, personnel should work with the unit responsible for directing the community engagement function. Once the program is established, it is best for the police personnel to turn over the management to professional recreational personnel or citizens' groups and allow agency personnel to participate in the program on a voluntary basis.

REGULATIONS:

1. Other than the patrol Division Commander, none of the Community Advisory board members may be an employee of the Tulsa Police Department. Those elected to public office are also excluded from board membership.

2. Appointment to the CAB in no way creates an employment relationship with the City of Tulsa, nor does this policy create a separate legal entity.

REFERENCES:

None

Tulsa Police Department

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Policy #	315	**Effective Date**	02/05/2009
Policy Name	Grant Application Process	**Approved Date**	02/03/2009
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/15/2003

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department uses grant funding to enhance the budget. Any employee may write a grant request.

The Grants Coordinator is the liaison between the Police Department and other City departments for grant application and administrative purposes. To maintain credibility with the public and our funding agencies, the Grants Coordinator will monitor the entire grant process to ensure that all contract obligations and reporting requirements are honored.

SUMMARY: Procedures for utilizing the grant process.

APPLIES TO: All police personnel

DEFINITIONS:

EXECUTED GRANT – a grant contract that has been approved and signed by the contracting parties and filed with the City Clerk.

GRANTS COORDINATOR – the person who oversees the research, preparation, and progress of all grants under the control of the Tulsa Police Department.

GRANT – a source, either public or private, that has allocated funding for a specific type of program. Grants have a definite time frame, specific programs, funding, and procedures to be followed.

OTHER AGENCY GRANTS – grants that are managed by an outside agency but impact the Police Department.

PROJECT DIRECTOR – the person assigned primary responsibility for the operation of the grant and the grant program. This person must ensure that all requirements relating to the project's operation, personnel, budget, and reporting are met within the specified time constraints.

PROCEDURES:

1. If an officer desires to apply for a grant the officer will complete the following at least 45 calendar days prior to the deadline:

    a. A proposal no more than two pages long to the Chief of Police, including the following information:

        1) The funding agency.
        2) The amount of the grant.
        3) The matching fund requirements.

4) The purpose of the grant and the proposed use of the funds.
5) The Project Director.
6) Manpower requirements.
7) Time requirements or deadlines.
8) Duration of the grant.
9) Any other pertinent information.

b. Complete a Request for Action and attach it to an *Interoffice Correspondence*.

2. Forward the original and one copy of the proposal to the Grants Coordinator through the chain of command.

3. After ensuring that the proposal is complete, the Grants Coordinator will forward the original and one copy to the Chief of Police.

4. If the Chief of Police denies the request, the Chief will return the packet to the Grants Coordinator who will forward a copy of the denied *Request for Action* to the requesting officer.

5. If the Chief of Police approves the request, the Chief will sign the *Request for Action*. The Chief of Police will forward it, the original packet, and the copy to the Grants Coordinator. The Grants Coordinator will forward it to the Mayor's office.

6. When a decision on the proposal is received from the Mayor, the Chief of Police will notify the Grants Coordinator of the decision. The Grants Coordinator will notify the originating officer.

7. If the request is denied, the process is complete.

8. If the request is approved, the Grants Coordinator will contact the requesting officer and provide assistance in completing the grant process at least 30 days prior to the deadline.

9. The Grants Coordinator will conduct a coordinating meeting with the requesting officer and other appropriate personnel.

10. The requesting officer will write the grant application. The officer may request assistance from the Grants Coordinator in preparing the application.

11. Once the grant application is completed, prepare a new *Request for Action* and forward it to the Grants Coordinator for review.

12. The Grants Coordinator will then forward the grant application packet to the Chief of Police for approval and signature.

13. If approved the Chief of Police will forward the packet to the Grants Coordinator who will take the packet to the Finance/Budget Division and notify the originating officer of this action.

14. After the Mayor reviews the grant application, the packet will be returned to the Chief of Police who will forward it to the Grants Coordinator.

15. The Grants Coordinator will meet with the requesting officer and ensure that all procedures have been followed. The Grants Coordinator and the requesting officer will forward the packet to the grantor agency.

16. When notified that the grant has been awarded by the grantor agency, the Grants Coordinator will notify the requesting officer. The Grants Coordinator will forward a copy of the executed grant to the Personnel/Budget section and to the State Department of Commerce.

17. It is the responsibility of the Project Director to ensure that the Grants Coordinator is notified of the following within five business days:

    a. Time line requirements.
    b. Any change in grant status from the original proposals.
    c. Correspondence relating to the grant.
    d. Amendments to the grant.
    e. Quarterly reporting requirements.
    f. Closeout reports.
    g. Any other pertinent information.

18. If an officer has knowledge of a grant by an outside agency that has an impact on the Police Department, the officer will contact the Grants Coordinator within five business days of receiving the information.

REGULATIONS:

1. The requesting officer or unit shall keep the Grants Coordinator informed during all steps of the grant application process.

2. If a grant is awarded the project director shall keep the Grants Coordinator informed of all information outlined in Procedure 17.

REFERENCES: None.

GRANT APPLICATION CHECKLIST

Originating Officer Forward the grant proposal and Request for Action to the Grants Coordinator at least 45 days prior to the grant application deadline.

Grants Coordinator Ensure that the proposal is complete and forward it to the Chief of Police.

Chief of Police Make a decision and return the proposal to the Grants Coordinator.

Grants Coordinator If approved, forward the grant proposal to the Mayor's Office through the Finance and Budget Office. *

Chief of Police When notified of the Mayor's decision, notify the Grants Coordinator.

Grants Coordinator Notify the requesting officer of the decision. If approved, assist him/her in completing the grant application at least 30 days prior to the grant application deadline.

Grants Coordinator Forward the grant application to the Chief of Police for approval and signature.

Chief of Police Return the packet to the Grants Coordinator.

Grants Coordinator If approved, forward the packet to the Mayor's Office through the Finance and Budget Office. Attach a note requesting that all originals be returned to the Grants Coordinator. *

Grants Coordinator Forward a copy of the packet to Police Personnel/Budget.

Requesting officer and
Grants Coordinator If approved, forward the packet to the Grantor Agency. *

Grants Coordinator When notified of the decision by the Grantor Agency, inform the Project Director.

Grants Coordinator If approved, forward copies of the executed grant to the Finance and Budget Office and the State Department of Commerce. *

* If not approved, the process is complete.

Tulsa Police Department

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Policy #	316	**Effective Date**	03/01/2023
Policy Name	Firearms Qualification	**Approved Date**	02/28/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/25/2022

PURPOSE OF CHANGE:

To include Glock 45 and pistol mounted optics.

POLICY:

The intent of the Firearms Qualification Program is to ensure that all sworn police officers possess certain minimum required shooting skills. It is imperative that officers who resort to the use of a firearm be proficient in their shooting ability. A certified weapons instructor must monitor this proficiency training and the scores must be documented.

The Department-issued service handgun is the primary police weapon. Every police officer must qualify with the service handgun and rifle during the basic academy as a condition of employment. At all required qualifications, officers must qualify with the Department-issued service handgun, as well as with any other on-duty or off-duty weapons that they wish to carry (with the exception of the weapons that are carried by the Honor Guard for ceremonial purposes).

The Chief of Police will require qualification sessions as deemed necessary and will approve the courses of fire. These sessions will occur at least annually. During each qualification session, officers will be limited to a total of three attempts to qualify with their department-issued service handgun. The Rangemaster will determine the maximum qualification attempts for other weapons (e.g., back-up/off duty handguns, rifles, and shotguns).

If issued to an officer during their Academy training, the Department-approved Patrol Rifle is a mandatory firearm. Those officers in the Patrol Rifle Program must qualify with the Department-approved rifle. The program is designed to offer better protection for the citizens of Tulsa as well as the officers who serve them.

Target practice and firearm familiarization will typically be available to officers at the Range prior to the firearms qualification. Targets and practice ammunition will be provided at the range. However, if the range is experiencing an ammunition shortage, practice ammunition may not be available. In the absence of supervisory approval, officers who choose to attend practice sessions must do so during off-duty hours. For available times, contact the Range staff.

SUMMARY: Procedures for qualifying with firearms.

APPLIES TO: All sworn personnel.

DEFINITIONS:

SERVICE HANDGUN MINIMUM QUALIFYING SCORE – 72% or above on the CLEET Handgun Qualification Course, 70% or above on any other course of fire.

REMEDIAL TRAINING – a firearms instructor will work with an individual to reinforce the basic fundamentals of marksmanship during the course of fire or in a follow-up session.

PROCEDURES:

A. SERVICE HANDGUN INITIAL QUALIFICATION SESSION

1. Officers meeting the minimum qualifying score will be certified and returned to normal duty status.

2. If an officer fails to qualify, the range staff will notify the Training Division Commander, or designee, of the failure and instruct the officer to report to their division commander, or designee, immediately.

   a. A Range supervisor will notify the officer's division commander, or designee, of their failure to qualify.
   b. A Range supervisor will give any officers who fail to qualify written notice that they will not be allowed to carry a handgun on-duty until they qualify.
   c. The officer's division commander will assign the officer to an administrative assignment within the division. While in the administrative assignment, the officer will not wear the police uniform, carry a firearm, or drive a police vehicle unless otherwise authorized by the Chief of Police. The officer will be permitted to drive their vehicle from the range back to their division.
   d. A Range supervisor will schedule the officers remedial training before the officer leaves the Range.
   e. The officer who fails to qualify must make a second attempt within 10 working days of the first failure. Attempts to qualify should be scheduled for regularly scheduled in-service training sessions if possible.
   f. A Range supervisor will ensure that officers who fail to qualify during the first qualification session are scheduled for a Basic Handgun Remedial training (in the form deemed appropriate by the Rangemaster), and will notify the officer's division commander, administrative captain, shift commander and lieutenant.
   g. Officers who fail to qualify during the first qualification session will also be required to attend mandatory practice sessions at the Range every two months and fire at least 100 rounds during each session.

B. SERVICE HANDGUN SUBSEQUENT QUALIFICATION SESSIONS

1. Officers scoring 72% and above will be certified and returned to normal duty status.

2. Officers scoring below 72% will remain in an administrative assignment and will report to the City Physician within five working days of the second failure for a physical examination to determine if a medical condition is impacting the officer's shooting ability.

   a. A written evaluation by the City Physician will be provided to the officer's division commander.
   b. If the City Physician determines that the officer has failed to qualify due to medical reasons, the officer will start over with procedure A.1. within five working days after being medically released by the City Physician.
   c. If there are no restrictions imposed by the City Physician, the next qualification session must be scheduled within five working days after release by the City Physician.

C. SERVICE HANDGUN FINAL QUALIFICATION SESSION

1. Officers scoring 72% or above will be certified and returned to normal duty status.

2. If an officer does not qualify, a Range Supervisor will notify the Training Division Commander of the failure and instruct the officer to report to their division commander, or designee, immediately.

3. Officers scoring below 72% during the final qualifying session will be reviewed for disability separation or termination as outlined in Policy 302C, *Disabled/Limited Duty Personnel*.

D. UNDERCOVER/OFF-DUTY HANDGUN/HONOR GUARD WEAPON

1. Any officer who desires to carry an issued or personally owned undercover, off-duty handgun, or Honor Guard weapon must qualify with that weapon before carrying it. Officers will be allowed to qualify with only two personal Rangemaster-approved pistols per qualification session. If an officer wants to qualify with an additional

weapon, they must schedule the qualification with the Range staff.

2. Reserve officers who desire to carry an issued or personally owned handgun off-duty must qualify with that weapon and meet the requirements of 21 O.S. 1289.23 as well as this policy.
3. Personally owned undercover or off-duty handguns must meet the specifications and standards as set forth in the *Uniform Specifications Manual*. Officers who wish to qualify with personally owned handguns must furnish their own ammunition.

4. Range staff who are qualified armorers, full-time or adjunct, must inspect all weapons that an officer wishes to qualify with prior to the qualification session.

5. Officers will be certified to carry that weapon if they meet the minimum qualifying score.

6. Officers scoring below the minimum qualifying score with their issued or personally owned undercover or off-duty handgun will be allowed one additional attempt per calendar year to qualify. Officers who are unable to qualify will not be authorized to carry that weapon.

E. DEPARTMENT-ISSUED SHOTGUN

Any officer desiring to carry a shotgun on-duty must qualify with a department-approved shotgun. Officers will be limited to two qualification sessions. If an officer fails to qualify, they must successfully complete the elective in-service basic shotgun class to be eligible to carry a shotgun on-duty.

1. Officers meeting the minimum qualifying score will be certified to carry the shotgun.

2. Officers scoring below the minimum qualifying score will not be authorized to carry the shotgun on-duty.

3. Officers who fail to qualify may neither carry nor deploy with their department-approved shotgun.

4. Officers scoring below the minimum qualifying score will receive remedial training.

5. Officers must achieve a minimum score of 80% on the Slug Certification Course to carry and deploy shotgun slugs. If an officer has never attained slug certification or fails to maintain their slug certification, then these officers must attend a two-hour familiarization class to be eligible to attempt the Slug Certification Course.

    a. Any officer who has successfully completed the elective in-service slug class or the two-hour familiarization class and is qualified to carry slugs will be required to qualify on both the Shotgun 00 Buck Qualification Course as well as the Slug Certification Course during the firearms qualification session. A maximum of two attempts will be allowed.
    b. Officers meeting the minimum qualifying score will be certified to carry slugs.
    c. Officers scoring below the minimum qualifying score will not be authorized to carry slugs on-duty.
    d. Officers who fail to qualify with slugs will be required to successfully complete the slug familiarization class before they will be allowed to carry slugs.

F. PERSONAL SHOTGUN

1. An officer desiring to carry a personal shotgun must qualify with that weapon before carrying it on-duty.

2. The shotgun must conform to Department standards and the officer must have a Training Division officer assigned to the Range as an armorer inspect the weapon prior to the qualification session.

G. PATROL RIFLE

1. Program Criteria

   a. Officers must have qualified with their department issued service handgun at their initial in-service handgun qualification session immediately preceding the application to the Patrol Rifle Program.
   b. Officers must successfully complete a Patrol Rifle class conducted by the Range staff.
   c. Officers will be required to demonstrate proficiency annually with their patrol rifle. The qualification sessions will be held during a specific time frame to be determined by the Range staff.
   d. Special Operations Team (SOT) members who are issued a Department AR-15 or M4 automatically qualify for the Patrol Rifle Program.

2. Application

   a. Officers must submit an Interoffice Correspondence through their divisional chain of command requesting entry into the program.
   b. After review, the division commander will forward the Interoffice Correspondence to the Rangemaster for final approval.
   c. With the exception of SOT members who are issued a Department AR-15 or M4, officers must purchase the weapon prior to entry into the program or confirm that the range has rifles to issue.

3. Equipment

   a. The approved rifle is the Department issued rifle or an AR-15 clone approved by the Rangemaster, or designee.
   b. The AR-15 or clone must be equipped as follows:

      1) Maximum barrel length of 20 inches.
      2) Chambered for the .223 Remington caliber round (5.56 NATO round).
      3) Forward assist.
      4) Barrel twist no slower than 1:9.
      5) Dust cover.
      6) Iron sights.
      7) A minimum of two 20-round or 30-round magazines.
      8) Solid or collapsible butt stock.
      9) Sling.
      10) Optics are optional however, the optics must have an illuminated reticle, 1x capability and the ability to either use iron sights with the optics affixed or utilize a return to zero mount for the optics that has been approved by the Rangemaster.

   c. The AR-15 or clone must not be fully automatic.
   d. The Rangemaster must approve any add-ons to the weapon.
   e. Range staff will service the weapon and supply the duty ammunition.

4. AR-15 rifle qualification requirements.

   a. Officers with rifles equipped with optical sight systems will be required to demonstrate proficiency with iron sights and optical sights. They will be given two attempts with each to qualify.
   b. Officers will be given two sessions to qualify with a minimum of 80% in the scoring rings. Each session will consist of 2 qualifying attempts.
   c. Officers must qualify annually with their patrol rifle. A minimum passing score is eighty percent (80%). Officers who fail to achieve an 80% score shall be temporarily suspended from the Patrol Rifle Program and shall not carry nor deploy with a patrol rifle in the capacity of a Tulsa Police Officer. On the day of the officer's failure, a Range Supervisor will schedule a second qualification attempt during one of the next three

rifle remedial qualification dates and corrective training.

d. Corrective Training: After a successful second qualification attempt, the suspension will be rescinded, and the officer shall participate in remedial training (in the form deemed appropriate by the Rangemaster). On the day of the officer's failure, the Range will schedule remedial training.

e. Continued Failure: The officer will be suspended from the Patrol Rifle Program if the officer fails to qualify during the Patrol Rifle corrective training and shall immediately turn in their department patrol rifle. (If the rifle is a personal weapon, the officer may neither carry nor deploy it as a Tulsa Police Officer.) Furthermore, the officer shall complete another Patrol Rifle School. The Range will enroll the officer in the next Patrol Rifle School (which may be with a recruit class).

H. PISTOL MOUNTED OPTICS (PMO'S)

1. Program Criteria

a. Officers must have qualified with their department issued service handgun at their prior in-service handgun qualification session immediately preceding the application to the Pistol Mounted Optics Program.
b. Officers must successfully complete the Pistol Mounted Optics class conducted by the Range staff.
c. APO's attending the basic academy will be issued and qualify with PMO's

2. Equipment

a. Before entry into the program and attendance of the PMO training class, officers shall purchase the PMO, holster (*safariland* 6360RDS-ALS/SLS level 3 holster), front and rear sights (if necessary) and mill their current duty Glock's slide.

1) Officer's current duty pistol shall be brought to the range. It will be sent off to be milled by an approved vendor with the cost to the officer.
2) The officer will be issued a replacement pistol and will be required to shoot a qualifying CLEET course score with the replacement pistol prior to deploying with the replacement pistol on duty.

b. Optics shall be approved by the Rangemaster prior to milling and attendance of the class.

3. PMO qualification requirements

a. Officers shall show proficiency with both irons and optics.
b. Officers will qualify annually with the PMO. (See Procedure A. SERVICE HANDGUN INITIAL QUALIFICATION SESSION)

I. FLEXIBLE BATON LAUNCHER

Any officer who is issued the flexible baton launcher will be required to qualify with the flexible baton launcher at their annual firearms qualification session.

1. Officers meeting the minimum qualifying score will be certified to carry the flexible baton launcher.

2. Officers scoring below the minimum qualifying score will not be authorized to carry the flexible baton launcher.

3. A Department-issued flexible baton launcher must be turned in to the firearms training unit immediately upon failure to qualify.

4. Officers scoring below the minimum qualifying score will receive remedial training.

5. On the day of the failure, a Range supervisor will schedule remedial training and a future qualification attempt.

J. ISSUED DUTY AMMUNITION

1. Officers will typically be issued new ammunition annually.

2. When directed by Range staff, officers will return the ammunition issued the previous year.

K. MEDICALLY EXCUSED OFFICERS

1. An officer who has been medically excused from the Range and has not qualified during the current in-service year will be placed on light-duty status in a non-field assignment. As outlined in Policy 302C, *Disabled/Limited Duty Personnel*, there will be no long-term or permanent light-duty positions.

2. Unless otherwise authorized by the Chief of Police, or designee, officers on light-duty status will be prohibited from:

   a. Carrying a firearm.
   b. Wearing the TPD uniform, both on and off duty.
   c. Driving a city-owned vehicle.

3. When the officer is medically cleared by the City Physician to return to full-duty status the officer must arrange for a requalification session (as outlined in this policy) prior to returning to full-duty status. A copy of the medical release must be presented to the Rangemaster before the officer is allowed to attempt to qualify.

REGULATIONS:

1. All officers while in uniform shall carry the Department-issued *Glock* 17 or *Glock* 45 service handgun (with the exception of the weapons that are carried by the Honor Guard for ceremonial purposes during specific Honor Guard events approved by the Chief of Police or designee). Offices who are readily recognizable as a police officer (e.g., business professional or casual with firearm and badge exposed) are authorized to carry the department approved compact *Glock*.

2. Any officer who has failed a qualifying attempt shall not be permitted to wear the TPD uniform while working off-duty jobs until the officer has qualified, or as otherwise approved by the Chief of Police, or designee.

3. No modifications to Department-issued weapons shall be made unless performed by Range staff personnel.

4. A shotgun equipped with a pistol grip only is not permitted.

5. Officers who fail to qualify during the first qualification session shall attend mandatory practice sessions, supervised by Range staff.

6. Officers wishing to carry a secondary weapon such as the patrol rifle, and 12-gauge flexible baton must successfully complete classroom and practical instruction before they will be authorized to carry that weapon.

7. [redacted]

8. [redacted]

9. An officer's participation in the patrol rifle program will be at the discretion of the Chief of Police. Officers who violate Policy and Procedure or Rules and Regulations shall be removed from the program.

REFERENCES:

21 O.S. 1289.23
101A, Use of Force
302C, Disabled/Limited Duty Personnel
Uniform Specifications Manual

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Policy #	316 Attachment	**Effective Date**	03/01/2023
Policy Name	Firearm Qualification – Attachment	**Approved Date**	02/28/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/25/2022

PURPOSE OF CHANGE:

Updated to include pistol mounted optics.

POLICY:

The below list of optical sight systems for patrol rifles is not a comprehensive list of acceptable optics. If an officer wishes to purchase an optical sight system that is not on the "Recommended Optics" or "Approved Optics" lists and mount it to a patrol rifle for duty use, the optical sight system must be approved by the Rangemaster prior to deployment.

Optical Sight Systems from the "Approved Optics" list must comply with Policy 316, Procedures G. 3. Equipment, Section b. Paragraph 10., 1x capability. Not all the Optical Sight Systems from the listed manufacturers have that capability.

Any pistol mounted optic must be approved by the Rangemaster prior to deployment on any duty and/or undercover pistol.

A. DISAPPROVED OPTICS

1. BSA
2. Sightmark
3. Barska
4. No Name Optics
5. NC Star

B. RECOMMENDED OPTICS

1. Aimpoint PRO
2. Primary Arms MD-ADS Micro Dot with 50K battery.
3. Primary Arms 1-6X

C. APPROVED OPTICS

1. Vortex Optics
2. Leupold Optics
3. Aimpoint Optics
4. Eotech Optics
5. Trijicon Optics
6. Burris Optics
7. Bushnell Elite Tactical Red Dot
8. Elcan
9. Leatherwood CMR's
10. Meopta
11. Millett Designated Marksman
12. Schmidt and Bender
13. Sig Sauer
14. Sightron
15. Steiner
16. Swarovski
17. SWFA branded optics
18. U.S. Optics (brand name)
19. I.O.R. Valdada
20. Zeiss
21. Primary Arms 1-6X, 1-8X, Red Dots
22. Holosun

Tulsa Police Department

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Policy #	317	**Effective Date**	08/15/2003
Policy Name	Telephone Report Office	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	03/01/2002

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Reports of incidents will be taken in a professional and timely manner. In order to better utilize available manpower, Telephone Report Offices (TRO) shall be maintained throughout the Department.

A complainant shall be referred to a TRO to have an *Incident Report* or *Supplemental Report* completed when circumstances fall within the criteria established by this policy and Operational Guideline 2013, *Telephone Report Office Guidelines*.

SUMMARY: Regulations for the operation and assignment of calls to the TRO.

APPLIES TO: All sworn personnel

DEFINITIONS:

TELEPHONE REPORT OFFICE (TRO) – an office maintained at each uniform division and at the Detective Division for taking reports from complainants over the phone or from walk-ins when the crime type meets the criteria set forth in this policy and Operational Guideline 2013, *Telephone Report Office Guidelines*.

PROCEDURES: None

REGULATIONS:

1. Field officers assigned calls that meet TRO guidelines shall complete the report and not refer the complainant back to TRO.

2. Supplemental Reports that involve "Crimes Against Persons" are to be assigned to a field officer.

3. When a TRO officer determines a complaint requires an on-scene investigation, Public Safety Communications (PSC) will be contacted and a field officer shall be assigned to the call.

REFERENCES:

TOG 2013, *Telephone Report Office Guidelines*

Tulsa Police Department

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Policy #	318A	**Effective Date**	01/21/2016
Policy Name	Use of Departmental Computer Systems	**Approved Date**	01/21/2016
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	01/30/2008

PURPOSE OF CHANGE:

To update policy format.

POLICY:

All computer systems that are installed or used in the Tulsa Police Department are under the administrative control of the Chief of Police or his designee. No changes will be made to Tulsa Police Department hardware, software, or peripherals without obtaining approval outlined in this policy. The Tulsa Police Department will partner with the City of Tulsa IT Department to determine which technology platforms meet the needs of TPD and comply with City of Tulsa technology and security requirements in addition to ensuring Tulsa Police Department policy is compliant with City of Tulsa policy and security standards. IT Department personnel or City of Tulsa Security shall not view files or data stored on Tulsa Police Department computers or on the City of Tulsa network unless such access is necessary for routine maintenance, to repair a technology malfunction, to maintain network security, or as directed to do so by the Chief of Police or his designee.

The Tulsa Police Departments prohibits the installation, duplication, or copying of software on any Tulsa Police Department computer if the installation would violate copyright or licensing laws.

Internet access is vital to conducting the official business of the Tulsa Police Department. Tulsa Police officers shall use the internet to assist in the investigation of criminal cases, conduct work-related research, and perform other official TPD business. Officers may connect personal devices to Tulsa Police Department wireless internet access within TPD facilities or to TPD issued broadband devices. While using City of Tulsa internet access, Officers are obligated to use personal devices within the constraints set forth within this policy.

Information or data transmitted in any form using City of Tulsa technology including email, internet connections, CADS messaging, text messages, or any other communication media must follow Tulsa Police Department policy regulating conduct of police personnel. Communication conducted on any TPD equipment including but not limited to the following: text, facsimile, graphical, visual, or voice, is the property of the Tulsa Police Department and as such is subject to inspection by any City of Tulsa personnel or outside agency authorized by the Chief of Police. In addition, communication on any City of Tulsa technology may be subject to the Open Records Act or other public scrutiny. Any transmission of actual or inferred sexual or racial text, graphics, or audio using the City's technology is forbidden. Violation of this policy will result in disciplinary action being taken upon the party or parties initiating or actively participating in such a transmission.

This policy provides specific procedural guidelines for the operation of computing and technology devices that are necessary to safeguard the integrity of the system and to ensure compliance. Police personnel are expected to adhere to measures to safeguard the security of the City of Tulsa computer network and report any issue which indicates a security breach has occurred.

SUMMARY: Procedures for using departmental computer systems and for operating any Tulsa Police Department Computing device.

APPLIES TO: All police personnel

DEFINITIONS: See 31-318 Attachment

PROCEDURES:

A. CITY OF TULSA NETWORK

1. The IT Department (IT) will assign a network username/login name and initial login password to all police personnel granted access to the Department's computers. All users will be required to change their password upon their first login and on a regular basis thereafter.

2. All police personnel will have access to the email system. The email system can be accessed from any City of Tulsa computer or any other computer with internet access. The email system is operated by IT and users will follow IT's practices and policies.

3. If a PC malfunctions or a problem with the system occurs, employees shall notify the Service Desk at extension 7070.

4. If an employee terminates employment or transfers to another City Department, the IT shall be notified by the Police Budget Section as soon as practical to remove the user's access to City and Police information systems.

B. AUDITS AND SECURITY

1. IT will periodically monitor and audit. If any unauthorized software, hardware, and/or any passwords are discovered, IT personnel will notify the Chief of Police, or designee.

2. Audits to ensure hardware, software applications, and peripherals are compliant with City of Tulsa policy will be conducted at the direction of the Chief of Police. IT personnel may access Tulsa Police Department computers for routine maintenance and to ensure security from external threats. IT personnel shall not view files which may contain investigative details or criminal intelligence unless directed by the Chief of Police.

3. TPD personnel may connect external storage devices to City of Tulsa computers to back up files and move files between City of Tulsa computers. However, due to security concerns external storage devices attached to City of Tulsa computers may never be attached to any non-City of Tulsa owned device.

4. Electronic files concerning criminal investigations or criminal intelligence to be shared with an outside law enforcement agency may only be sent to a government email address. In rare circumstances where a law enforcement agency does not possess a government email account, TPD personnel may send electronic files to the agency via a non-governmental email address (such as gmail, yahoo, or hotmail) with approval of a TPD supervisor. TPD personnel shall not create email groups which contain non-governmental email addresses for the purposes of forwarding periodic crime bulletins or criminal intelligence bulletins to outside law enforcement agencies. Communication not involving criminal investigations or criminal intelligence may be sent to a non-governmental email address.

5. IT will have an automated system in place for verifying TPD passwords and security access. The IT will conduct at a minimum, annual password audits of the Department's information systems.

C. INTERNET

1. Employees are provided internet access to perform official duties for the Tulsa Police Department. Personnel are to give full attention to their duties and are forbidden from engaging in any offensive behavior using City of Tulsa internet access. Any electronic transmission that contains sexual or racial content is prohibited. In addition, any electronic transmission that is political or ideological that could be perceived as offensive by the reader is also

prohibited.

2. Internet access is provided to personnel through the COT network, Wifi, and Broadband devices (such as Mifi Units). As a convenience, police personnel may connect personal devices such as smart phones or tablets to Wifi in TPD facilities and to TPD Mifi units to check personal email accounts or to conduct other personal business. Connection to TPD internet should be brief and must not interfere with duties or TPD business as personnel are expected to give their attention to public safety issues for the City of Tulsa. When connected to any COT internet access, officers may not engage in any offensive communication as outlined in this policy even if using a personal device.

3. Officers may not allow non TPD personnel to use a department issued broadband device (MiFi) to access the internet. Officers are prohibited from using Mifi units to provide internet service to an officer's household or for an officer's personally owned business.

4. Officers are prohibited from using Mifi units to "stream" large amounts of data for entertainment purposes such as movies or gaming.

5. High data usage using Mifi's by the Tulsa Police Department may impact the cost of broadband service. The Headquarters Division will monitor TPD data usage and periodically forward a data usage report to Division commanders. The purpose of the report will be to assist with the management of Mifi data usage to promote efficiency and to control costs.

D. COMPUTERS

1. All transmissions of data and/or queries via computers should be limited to official Department business pertinent to a legitimate and lawful law enforcement function. Inappropriate use of the computer is prohibited. Random audits of computer messages may be conducted by the Department to ensure compliance. Violations could result in termination of the user's National Crime Information Center (NCIC) privileges, OLETS/NLETS service, or access to other law enforcement telecommunications networks.

2. The content of all transmissions via computers shall comply with the same requirements as with voice radio transmissions, which are governed by the FCC and Department policy and procedures. Obscene, derogatory, racial, demeaning, or sexual remarks shall not be transmitted. Computer messages are recorded and may be retained as official records of the Department.

3. Operational instructions regarding mobile computer s (i.e., how to log on, how to run inquiries or commands for operating the mobile computer) must not be broadcast over the radio. This will prevent unauthorized persons who monitor radio frequencies from gaining a working knowledge of the digital system. This does not prohibit giving voice instructions on the appropriate use of the mobile computer to communicate with dispatch or supervisors in a particular situation. Security of the mobile computer is of extreme importance.

4. Any actions which may compromise the security of the system will not be tolerated. This includes visual access by unauthorized personnel or the general public to confidential files (i.e., criminal histories, etc.). Officers will exit or hide all screens which contain confidential information or close their laptops so that unauthorized personnel do not have access. Security of the mobile computer is the responsibility of the officer who is logged on.

5. Officers will be instructed in proper use of the computer before they are authorized to operate the equipment. This training will include log on and log off procedures. Operation manuals will be made available for reference material.

6. All personnel operating a mobile computer will be issued a laptop unit number assigned to a particular officer, police unit number, and VRM. Operators will also be issued a user I.D. number and password for Frontline, OLETS/NCIC, and CADS by the System Administrator. Patrol Officers are required to log on to these systems at

the beginning of each shift. Personnel are responsible for maintaining security of their passwords. Sharing of passwords with another user is expressly prohibited.

7. Dispatchers will continue to advise officers of the call type, nature of the call, and address via the radio. Officers will continue to acknowledge their status via the radio for the benefit of officers/backers without mobile computer accessibility.

8. Officers should report computer system malfunctions immediately to their supervisor and contact the appropriate maintenance personnel. Problems with the VRM or docking station can be addressed by the Radio Shop or the IT. Database problems will be addressed by IT. Report problems to the Service Desk at extension 7070 or email at servicedesk@cityoftulsa.

REGULATIONS:

1. TPD computer hardware shall not be removed from, or added to, the assigned workstation without assistance or prior approval from the IT Department or from an officer with Administrative Access.

2. Employees shall not copy software from a TPD device for use on their personally owned computers.

3. The unauthorized introduction of software programs or other files is strictly prohibited. The manipulation or alteration of current software running on agency-owned mobile, desktop, or handheld computers is strictly prohibited. Software shall only be installed by, or with approval the IT Department or an officer with Administrative Access.

4. All work products that are created on a TPD owned computer or device are considered the property of the Tulsa Police Department.

5. Officers shall not put any information on a TPD computer or device or use any TPD provided internet access that violates Policy 136A, *Performance of Duty - Nondiscrimination* or any materials that are considered obscene or profane.

6. Employees shall not put application passwords or power-on passwords on any Department PC.

7. Email messages are not considered confidential and may be examined upon the authorization of the Chief of Police, or designee and may be subject to Open Records Act.

8. The COT provided internet shall not be used for any illegal, improper, unprofessional, or illicit purposes even if connecting with a personally owned device. The transmission of any material in violation of any city, state, or federal law or regulation is prohibited. This includes, but is not limited to, copyrighted, threatening, or obscene materials, etc., as defined in City policy.

9. Personnel may connect personal devices to TPD internet access via Wifi or Mifi units provided that such connection does not interfere with officer's duties, violate the terms of this policy, or violates any city, state, or federal law.

10. Employees shall not share or give their personal login password to another employee.

11. The CADS and mobile computer messaging system shall be used for business purposes only.

12. The mobile computer shall remain operational during an officer's shift and shall be properly shut down at the conclusion.

13. Mobile computer hardware shall not be removed from the assigned laptop or modified without assistance from the IT Department or an officer with Administrative Rights or prior approval from the officer's Division Commander.

14. Communications and other information accessible by the mobile computer shall not be distributed to the general public.

15. If entering data into the mobile computer compromises safe driving, the task should be delayed until the vehicle is stationary.

16. To ensure confidentiality, officers will exit or hide all screens that contain confidential information so that unauthorized personnel do not have access. Officers will also close their laptop or hide all screens when exiting their vehicle.

17. All police personnel will access their e-mail at least one time daily while on duty, to check for updates and other important information.

18. Before adding hardware or software to a TPD owned computer or device officers with Administrative Access will determine if the hardware or software is authorized.

19. Unauthorized hardware or software will not be installed.

20. After adding or removing hardware/software from or to a TPD owned computer or device, officers with Administrative Access will notify the service desk of the addition or subtraction.

REFERENCES:

106A, *Arrest Warrants*
136A, *Performance of Duty – Nondiscrimination*
318 Attachment, *Use of Departmental Computer Systems – Attachment*
TOG 2017, *Law Enforcement Driving*

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Policy #	318A Attachment	**Effective Date**	04/19/2018
Policy Name	Use of Departmental Computer Systems – Attachment	**Approved Date**	04/18/2018
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	01/21/2016

DEFINITIONS FOR POLICY 318A

ACTIVE DIRECTORY(AD) – An AD domain controller authenticates and authorizes all users and computers in a Windows domain type network-assigning and enforcing security policies for all computers and installing or updating software.

APPLICATION DISK - the original program disks, CDs, or other storage media that are included with a software package at the time of purchase.

APPLICATION PASSWORD – a password that a user may assign within an application and/or document that prohibits other users from opening the secured application or document.

BROADBAND – a high-capacity transmission technique using a wide range of frequencies, which enables a large number of messages to be communicated simultaneously.

BROADBAND DEVICE (MIFI) – a device that is used to provide high-speed Internet access from mobile providers for portable devices

CITY OF TULSA NETWORK – a telecommunications system maintained by the city of Tulsa that allows computers to exchange data.

CRIMINAL JUSTICE INFORMATION – all FBI CJIS provided data necessary for law enforcement and civil agencies to perform their mission including, but not limited to identity history, biographic, property, and case/incident history data.

CRIMINAL JUSTICE INFORMATION SYSTEMS (CJIS) – Mandatory procedures for accessing criminal justice information required by the FBI.

DESKTOP COMPUTER – a personal computer in a form intended for regular use at a single location desk/table due to its size and power requirements.

DISTRIBUTION DISK – the original program disks, CDs, or other storage media that are included with a software package at the time of purchase.

EXTERNAL STORAGE DEVICE – Any device or peripheral which can be physically connected to a computer or other technology equipment for the purposes of storing electronic files and used to transport files between different computers

HOME DIRECTORY – a directory that is located on the main server and set aside specifically for an employee's use.

iNET PAGE – The introduction page the Tulsa Police Department uses for its internal website.

INTERNET – a global technology network made up of many smaller contributing networks to support the open exchange of information among many different kinds of institutions all over the world. For the purpose of the TPD policies and regulations, the Internet is synonymous with all computers and resources outside of the secure City of Tulsa network. These computers and resources are not under the control of the TPD or the City of Tulsa and great care must be taken

when accessing these resources.

INTRANET – a computer network that uses Internet Protocol technology to share information, operational systems, or computing services within an organization. For the purpose of the TPD policies and regulations, the intranet represents all computers and resources that are under the control of the TPD and the City of Tulsa.

LOGIN NAME – a user's name that uniquely identifies that person or user account to the computer system.

LOGIN PASSWORD – This is your AD login, it is a unique password that is used by an individual employee to log in and gain access to a computer system. Passwords must be changed regularly and must not be shared with others.

MOBILE COMPUTING DEVICE – used to access Police information systems through radio or cellular digital communications. Also, a device specifically designed and distributed for the purpose of field use. These devices are typically installed into a police vehicle along with a dock designed for said device.

MOBILE DATA COMPUTER (MDC) – any portable or laptop computer or other computing device used to access Police information systems through radio or cellular digital communications devices.

NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS) – the nationwide system used for wanted and stolen checks.

NETWORK DRIVE – a personal network storage location, also known as the "Z" drive or shared drives.

NON-SECURE LOCATION – all locations not defined as "secure location" below.

OFFICER GENERATED FILES – any document, spreadsheet, program, or other electronic file that is created, stored or produced on a PC or other computer.

OKLAHOMA LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (OLETS) – this system accesses all information provided through the State of Oklahoma including driver licenses, DMV, and checks for wanted or stolen.

OLETS TERMINAL – all computers (normally desktop) that have access, via wireless or hardwired network, to OLETS, NCIC, or any other law enforcement database.

POLICE-IT GOVERNANCE BOARD – committee of TPD managers and IT managers who agree upon the policy for use of TPD computers. TPD managers will be selected at the discretion of the Chief of Police to serve on the committee.

REMOVABLE MEDIA – Portable and convenient devices used to easily exchange and/or transport information such as thumb drives, external disks, and other cards, that are usually connected via USB port.

SECURE LOCATION – areas that are TPD accessible but not open to the public and have been properly marked by "Authorized Personnel Only" signs. This term also includes official police vehicles that are locked and/or attended by authorized sworn personnel, and
areas where non-sworn personnel have been certified and authorized to view CJIS data such as the City of Tulsa Municipal Jail intake, David L. Moss jail intake and dispatch.

SOFTWARE LICENSE – a legal instrument (usually by the way of contract law, with or without printed material) governing the use or redistribution of software. Under US copyright law all software is copyright protected, except material in the public domain. A typical software license grants an end-user permission to use one or more copies of software in ways where such a use would otherwise potentially constitute copyright infringement of the software owner's exclusive rights under copyright law.

STORAGE DEVICE – a device for storing data, including but not limited to, CD/DVD, USB, floppy disk, internal and external hard drives.

TPD FUSION PAGE – a centralized place for TPD information regarding criminal activity.

USER LEVELS – all employees fall under one of two Windows 7 access levels, Standard and Administrative as defined by Microsoft's User Account Control.

VPN – extends a private network across a public network, such as the Internet. It enables a computer to send and receive data across shared or public networks as if it is directly connected to the private network, while benefiting from the functionality, security and management policies of the private network.

Tulsa Police Department

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Policy #	318B	**Effective Date**	01/21/2016
Policy Name	Criminal Justice Information Services	**Approved Date**	01/21/2016
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

It shall be the policy of the Tulsa Police Department to protect the integrity of the Criminal Justice Information Services (CJIS) database and all data and information obtained through use of MDCs and/or hard-wired OLETS terminals by strictly following the procedures outlined in this policy. Only authorized personnel will have access to OLETS. All employees authorized to utilize the system must comply with State Law and policy. Failure to comply with this policy can result in disciplinary action up to and including termination.

The department's participation in the OLETS system is conditional upon our adherence to policy as set out in the OLETS Operating Manual and applied through these guidelines. We are subject to audit by the DPS and/or FBI for compliance to all OLETS policies. The system is monitored periodically at the control point and violations of the adopted rules and regulations will result in corrective measures being taken against the offending agency. All employees with authorized OLETS access are reminded that the system is designed exclusively for use by criminal justice agencies in conducting their lawfully authorized duties within their respective jurisdictions and between agencies as required. Use of the system for any other purpose is a violation of State Statutes and Federal Regulations as well as a user agreement which could result in the termination of service to any agency found responsible for such offenses. Data stored, and information accessed through these terminals must be restricted to duly authorized criminal justice agencies or government agencies under the control of a criminal justice agency.

SUMMARY: Procedures for utilizing and protecting CJIS.

APPLIES TO: All police personnel

DEFINITIONS: See Policy 318A Attachment for definitions.

PROCEDURES:

1. CJI, OLETS and NCIC data shall be accessed ONLY from secure locations, as defined in the attachment.

2. All Police Department employees, contractors, support personnel, volunteers, janitorial staff, and anyone else who has unsupervised access to areas containing CJIS equipment and data must have a fingerprint-based records check conducted within 30 days of employment, appointment, or assignment.

3. Each person authorized to access OLETS and CJI data shall receive security awareness training within six months of appointment or employment and thereafter at least every two years in accordance with CJI policy. Training will be documented. The OLETS 16- and 40-hour training will count for this policy.

4. All doors to buildings or rooms that have CJI data are locked and posted as restricted areas stated in the definitions. All police vehicles containing CJIS capable MDCs and the CJIS network equipment server room

shall be securely locked when not occupied by authorized personnel.

5. City of Tulsa Security maintains a list of agencies issued door access cards of authorized personnel with unescorted access into physically secure areas.

6. Lost or stolen door access cards will be reported to the employee's supervisor. The supervisor will notify City of Tulsa Security to have the access card disabled and a new card will be re-issued to the employee.

7. Visitors in secure areas will be escorted by authorized personnel at all times.

8. When transporting non-law enforcement personnel in police vehicles, officers will close the screen of the MDC or position it in a manner that will prevent unauthorized viewing of MDC data. OLETS terminal screens shall be positioned to prevent unauthorized viewing.

9. NCIC Criminal History records requested from Teletype will be viewed at PSC (printout or computer screen), or on Messenger Lite Terminals within TPD. The NCIC Criminal History print outs will not be included in any arrest packets.

10. Logs for NCIC Criminal History records must be kept at each PSC and Messenger Lite terminal. The officer or PSC operator providing the information must sign this log and document on the log how the printout/information was destroyed such as by shredding or closing of the terminal. After being viewed, the log will also be signed by the officer viewing the information. Each division will maintain copies of their logs at their division. Logs must be copied and sent to the CJIS Coordinator by the first of each month. The originals will remain with the terminal for one year and then be forwarded to the CJIS Coordinator at the end of each year by January 15 of the following year.

11. If a NCIC Criminal History is printed out and taken away from a terminal, it becomes the responsibility of the officer receiving the printout. It must be noted on the log the name of the officer taking the printout. That officer must then maintain a log of what happens with the printout, such as what date it was shredded.

12. The department shall keep a list of all wireless device ID's and vendor telephone contact numbers so that devices can be promptly disabled, should the need arise.

13. Users are not to share user ID and/or passwords.

14. All users will lock or log off workstations upon departing the immediate area. (Ctrl + Alt + Delete, then lock or log off).

15. Within the department, only commissioned officers and other authorized persons will be allowed to request criminal justice information inquiries of any kind.

16. All OLETS passwords will meet CJIS requirements:

[redacted]

17. Requests from outside the department will be honored when the identity of the requestor can be verified as a commissioned officer, or other authorized person (probation officer, parole officer, judge, etc.) who is making the request for a criminal justice purpose. This request and verification must be documented before information can

be shared.

18. CJI data may be shared with agencies that have an MOU with the department. These MOUs will be reviewed as necessary such as updated CJIS requirements or a change in the head of the agency with the MOU.

19. Audio response terminals and radio devices, whether digital or voice, shall not be used routinely for the transmission of criminal history beyond that information necessary to affect an immediate identification or to ensure adequate safety for officers and the general public. When an officer determines there is an immediate need for this information to further an investigation or there is a situation affecting the safety of an officer or the general public, then details of the criminal history record information may be transmitted.

20. Police personnel will notify the Oklahoma Department of Public Safety when a police employee separates employment or changes assignments and access to OLETS is no longer necessary. Notification to discontinue OLETS access shall be documented on the Tulsa Police Exit Form by Police Personnel. Network accounts need to be disabled; keys, badges, and access cards used to access vehicles, buildings or secure doorways need to be obtained from employees. Laptops need to be confiscated.

21. The CJIS Security Program Work Group (CJIS Work Group) meets on a regularly scheduled basis to review any identified incidents that have occurred and recommend follow-up actions. In addition, the CJIS Work Group will review the applicable CJIS policies for TPD, Public Safety Communication (PSC) and City of Tulsa.

REGULATIONS:

1. All employees authorized to utilize the system must comply with State Law and policy. Failure to comply with this policy can result in disciplinary action up to and including termination.

2. No CJI data will be saved to any external storing devices, USB, CD/DVD, floppy, internal or external hard drives or emails. CJI data will not be transmitted on any mobile device such as mobile phones and tablets. CJI data/printouts will not be emailed.

3. Employees will not connect personal equipment to the internal network to access CJI data.

4. It shall be the responsibility of each authorized user to report any violations of this security policy up the chain-of-command and to the proper authorities.

REFERENCES:

318A, *Use of Departmental Computer Systems*
318Attachment, *Use of Departmental Computer Systems – Attachment*

Tulsa Police Department

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Policy #	318C	**Effective Date**	03/23/2023
Policy Name	Use of Mobile Devices	**Approved Date**	03/23/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To establish guidelines for the use of department-issued mobile devices.

POLICY:

Tulsa Police Department mobile devices are under the administrative control of the Chief of Police or designee. Mobile devices will be used for Official Tulsa Police communications, digital evidence collection, criminal intelligence collection and e-citations.

All department-issued mobile devices shall be used in accordance with this policy and other applicable policies.

All communications on department-issued mobile devices shall be appropriate and professional. Employees will be polite, civil, and courteous when using department-issued mobile devices. Department-issued mobile devices are for official Tulsa Police Business. Personal communications utilizing department-issued mobile devices should be limited in number and duration to not interfere with Tulsa police business and overall employee performance.

Tulsa Police personnel issued a mobile device have no expectation of privacy regarding communication, files, photographs, video, search history or data stored on the device. The device and all its contents are the property of the City of Tulsa and are subject to the Open Records Act, inclusive of emails, text messages, call logs, internet history, and data files, except in circumstances excluded by law. The department has the right to access any information on any department-issued mobile device at any time. Use of these devices for personal communication is strongly discouraged.

Tulsa Police personnel will not use department-issued mobile devices to discriminate in any way based upon an individual's race, color, national origin, religion, disability, age, citizenship status, creed, ancestry, military status, sex, sexual orientation, gender identity, genetic information or membership in any other class protected under federal or state law.

SUMMARY: Procedures for using department-issued mobile devices.

APPLIES TO: All police personnel.

DEFINITIONS:

DEPARTMENT-ISSUED MOBILE DEVICE – any handheld smart phone, tablet, or computing device issued by the Department, with an operating system and can run various types of application software. Laptop computers are not considered mobile devices.

MOBILE DEVICE MANAGER – Tulsa Police personnel responsible for the configuration, inventory, and overall management of mobile devices to support Tulsa Police operations.

MOBILE DEVICE MANAGEMENT TOOL – A computer application used to configure TPD mobile devices with appropriate applications and tools to provide consistent, standardized operations of all mobile devices.

PROCEDURES:

A. GENERAL GUIDELINES

1. Tulsa Police personnel will be trained in the operation of mobile devices and applications used by the TPD. Tulsa Police personnel may not utilize a Tulsa Police mobile device without training.

2. Tulsa Police personnel will ensure their department-issued mobile device is charged, powered on, operational, and in their possession during their assigned shift or as required by their work assignment.

3. Tulsa Police personnel will respond to departmental communications upon notification or as soon as practical. All personnel will activate/use the voicemail provided on the mobile device.

4. Mobile devices are a component of a Tulsa Police employee's assigned equipment. Tulsa Police personnel will use care and keep the device secure from loss or damage. Mobile devices must be kept in a department-issued protective case and screen protector. Personal or customized cases may not be used. All departmental-issued mobile devices will have a password/passcode to protect information contained on the device if lost or stolen.

5. Tulsa Police personnel must report damaged, lost, or stolen department-issued mobile devices pursuant to Policy 31-203, *Inventory Management System*.

6. Tulsa Police personnel will adhere to state law and city ordinances regarding the use of mobile devices while driving.

7. Tulsa Police personnel shall ensure department-issued mobile devices are updated as necessary. This includes factory updates as well as City of Tulsa notifications/updates.

8. Personal communications utilizing department-issued mobile devices should be limited in number and duration.

9. All evidence captured with a department-issued mobile device camera or application will be uploaded to Evidence.com prior to the end of the shift. See Policy 31-113A *Digital Evidence Management.*

10. The Mobile Device Manager will conduct a quarterly audit of data usage, carrier invoices, and Evidence.com reports to verify department-issued mobile devices are being utilized pursuant to policy.

B. MOBILE DEVICE APPLICATIONS

1. Only work related and approved applications available on the device management tool will be downloaded to department-issued mobile devices. Tulsa Police personnel wishing to download an unapproved application to their department-issued mobile device will send an Interoffice through their chain of command with a description of the application and its relevance to their assignment.

REGULATIONS:

1. Tulsa Police personnel will upload all evidence collected on a department-issued mobile device to Evidence.com by the end of their shift.

2. Tulsa Police personnel will refrain from using department-issued mobile devices for personal business.

3. Tulsa Police personnel will ensure their department-issued mobile device is charged, powered on, operational, and in their possession during their assigned shift or as required by their work assignment.

REFERENCES:

113A, *Digital Evidence Management*
203, *Inventory Management System*
TOG 2006, *Digital Evidence Collection*

Tulsa Police Department

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Policy #	319	**Effective Date**	08/15/2003
Policy Name	Jury Leave	**Approved Date**	08/15/2003
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	07/13/1999

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The Tulsa Police Department recognizes that all citizens have a civic duty to serve as jurors when they are summoned. Therefore, jury leave will be granted in accordance with this policy and *the City of Tulsa Personnel Policies and Procedures*, Section 312, *Court and Jury Leave*. Jury leave for nonsworn employees will be administered according to the *City of Tulsa Personnel Policies and Procedures*, Section 312, *Court and Jury Leave*.

SUMMARY: Procedures for officers who are summoned to serve as jurors.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:

1. When officers receive a summons to appear for jury service, they will notify their supervisor and fill out a *Leave Report* for jury duty as soon as possible. Attach a copy of the summons to the *Leave Report*. The normal term of service is one week.

2. Supervisors may adjust the officer's days off during the scheduled jury leave if necessary.

3. If officers receive a subpoena to appear as a witness during the time they have been summoned for jury duty, they must present their subpoena to the Court Administrator to be excused from jury duty.

4. If officers are selected as jurors and the trial is expected to continue beyond the normal term of one week, officers will notify their supervisors and complete an additional *Leave Report* as soon as possible.

5. If officers are not selected as jurors and are excused by the court, they will return to work on their next scheduled duty day, canceling the remainder of their jury leave. Supervisors may again adjust officers' days off to reflect their return to work.

6. At the conclusion of jury duty, whether they were impaneled or excused, officers must request a signed statement from the court clerk showing the actual dates of court attendance. Officers will present this statement to their supervisor. Supervisors will place the statement in the officer's divisional file.

7. All officers serving on jury duty shall surrender to the City those court fees received for days during which they were on paid jury leave. If officers do not avail themselves of jury leave and instead use accrued vacation time or their regularly scheduled days off, they will be allowed to keep jury fees paid by the court for those days.

8. Officers may keep fees paid for mileage to and from jury service while on jury leave.

REGULATIONS:

1. City vehicles will not be used for transportation to or from jury duty.

2. All jury fees except allowable mileage to and from jury duty will be surrendered to Police Personnel/Budget unless accrued vacation or regularly scheduled days off are used.

REFERENCES:

City of Tulsa Personnel Policy and Procedures, Section 312, *Court and Jury Leave*.

Tulsa Police Department

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Policy #	320	**Effective Date**	12/20/2024
Policy Name	Personal Grooming Standards	**Approved Date**	12/17/2024
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	12/12/2005

PURPOSE OF CHANGE:

To update grooming standards.

POLICY:

Both sworn and non-sworn Tulsa Police Department personnel are highly visible representatives of the community. Therefore, personnel shall be professional in their appearance while in uniformed or non-uniformed positions and shall ensure that their hair, jewelry, and any tattoos/brands conform to this policy. Exceptions to these regulations for non-sworn personnel and for sworn personnel in specialty assignments shall be at the discretion of their respective division commander.

SUMMARY: Specifications for personal grooming.

APPLIES TO: All police personnel

DEFINITIONS:

BOBBY PIN – a small double-pronged hairpin, usually metal or plastic, used to hold the hair in place.

BRAND – a mark intentionally burned into the skin for the purpose of creating a design, form, figure, or art.

PLAIN SOFT FASTENER – a rubber or elastic band used to hold and secure one's hair.

SNAP BARRETTE – a small hairpin that snaps into the hair, usually metal or plastic, used to hold the hair in place.

TATTOO – a puncturing of the skin followed by the introduction of pigment into the punctures to create a design, form, figure, or art.

PROCEDURES: None

REGULATIONS:

A. HAIR CODE

1. Female personnel

   a. A female employee's hair shall be worn no longer than three inches below the bottom of the collar of her uniform. If hair is longer, it must be pulled up and secured with a plain soft fastener in the colors that correspond with natural hair colors. Hard plastic or metal clips or fasteners are not permitted on the back of the scalp due to safety concerns. Small bobby pins or snap barrettes are permitted in colors that correspond with natural hair colors.
   b. Hair will be neatly and inconspicuously fastened or secured while in uniform.

c. Hair may be worn in multiple styles, such as multiple locs, braids, twists, or cornrows, and may come together in one or two braids or a single ponytail on the back of the scalp and cannot exceed the head's width. Beads or other ornamentation will not be allowed.
d. Braids and singular ponytails may be worn down the center of the back in all uniforms, but the length will not extend past the bottom of the shoulder blades while at the position of attention. There is no minimum length for the wearing of a ponytail or braid however the maximum length is due to safety concerns.
e. Bangs will extend no lower than the top of the eyebrows.
f. The three-inch standard only applies to female hair when it is not pulled up and secured with a fastener. Once it is pulled up and secured, there is no requirement that it be higher than 3 inches below the collar.

2. Male personnel

   a. A male employee's hair shall not touch the collar or cover more than the top half of the ear.
   b. Bangs will extend no lower than the top of the eyebrows.
   c. Sideburns shall be neatly trimmed, worn straight, and not extend past the bottom of the ear.
   d. A mustache shall be neatly trimmed, not extend over the upper lip, or below the corners of the mouth, and not extend more than 1/4" horizontally past the corners of the mouth.
   e. All personnel shall be clean-shaven while on duty.

3. An employee's hair shall be clean, neatly trimmed, and combed in order to present a professional appearance that is in keeping with police standards.

B. JEWELRY

1. The only visible jewelry permitted are watches, earrings, and rings.

2. For female personnel only, one earring stud is allowed in each ear lobe.

3. All facial and tongue jewelry is prohibited.

4. With the exception of the ear, pierced body parts will not be visible while on duty or while wearing the Tulsa Police Department uniform.

5. All visible dental ornamentation is prohibited, such as gold/silver fillings or appliques unless deemed medically necessary.

C. TATTOOS/BRANDS

1. Personnel employed prior to the effective date of this policy will not be required to cover any visible tattoos/brands that were in existence prior to this policy going into effect provided that the tattoos/brands are not offensive, inappropriate, or unprofessional, and the previously received tattoos/brands have been properly documented.

2. Officers with visible pre-existing tattoos/brands shall provide a letter to their division commander for documentation. The letter will be put in their divisional and personnel files.

3. If the tattoo/brand is offensive, inappropriate or unprofessional, it must be covered by the departmental uniform.

4. If an employee chooses to obtain a tattoo/brand after the effective date of this policy, the tattoo/brand must be located in an area that can be covered by the departmental uniform.

5. Tattoos/brands that are offensive, inappropriate and unprofessional include, but are not limited to those that are, gang and drug related, racist, sexually suggestive or explicit, or undermine the city or departmental values.

6. These regulations apply to Tulsa Police Reserve Officers as well as retired Tulsa Police Officers while wearing the Tulsa Police Department uniform.

REFERENCES:

Uniform Manual

Tulsa Police Department

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Policy #	321	**Effective Date**	05/30/2024
Policy Name	Military Leave	**Approved Date**	05/29/2024
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	10/11/2022

PURPOSE OF CHANGE:

To update procedures for military deployment.

POLICY:

Employees who voluntarily or involuntarily take a leave of absence to perform military obligations are guaranteed certain reemployment rights and other job protections under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and state law. Notice of any such absence (oral or written) is required unless the employee is unable to provide such notice because of "military necessity."

All police employees shall follow the City of Tulsa Personnel Policy and Procedures, Section 309, Military Leave.

SUMMARY: Procedures for reporting military leave.

APPLIES TO: All police personnel.

DEFINITIONS:

MILITARY LEAVE – when an employee who is a member of the military, needs time off from a scheduled workday in order to fulfill any military requirement. This includes Reserve Military Components and National Guard.

MILITARY LEAVE LIAISON – The Accreditation Manager in the Chief's Section, will function as the Department's Military Leave Liaison on activations and will serve as the point of contact for the employee and/or their family from the time activation orders are received, throughout the activation and upon the employee's reintegration into the work environment of the Tulsa Police Department.

PROCEDURES:

A. ACTIVATIONS LESS THAN THIRTY (30) DAYS:

1. When an employee performs any duty that is military-related, they may use their available military leave. Examples of military-related duties include, but are not limited to:

    a. Drill
    b. Inspections
    c. Mandatory meetings
    d. Administrative duties
    e. Training

2. The employee shall present a copy of their orders to report for military duty when available, to their immediate supervisor in order to obtain military leave.

a. When a copy of the orders is not available, the employee shall verbally notify their immediate supervisor as soon as possible. The employee may attach unit published training schedules, drill letters, or a memorandum from their unit as validation.
b. When a verbal notice is given, the employee shall complete an Interoffice Correspondence stating the purpose of the military leave. The Interoffice Correspondence shall be attached to the leave slip.

B. ACTIVATIONS GREATER THAN THIRTY (30) DAYS:

1. Employees who are activated by the military for a period exceeding thirty (30) days will be temporarily transferred to the Chief's Section and will immediately contact the Military Leave Liaison.

2. The employee shall present a copy of their orders to report for military duty to the Military Leave Liaison. The employee will then be directed to the Personnel/Payroll Administration Manger who will serve as human resources point of contact for the deployed employee and/or their immediate family for questions regarding department staffing, employee benefits, pay, etc.

3. The employee will be given a checklist of division/section/unit/personnel they must report to and equipment they will be required to relinquish. Once the checklist is completed, they will return the signed form back to the Military Leave Liaison.

4. While on active military duty, employees may maintain contact with supervisors/chain of command via city email at [redacted] They can also contact the Military Leave Liaison through city email.

C. RETURNING FROM ACTIVATIONS GREATER THAN THIRTY (30) DAYS:

1. Upon return from active military duty employees must contact the Military Leave Liaison within (1) business day prior to return and provide a copy of discharge documents, preferably a DD214/DD215 form. An officer may not return to duty until after the release date on their DD214/DD215 form.

2. Employees returning from active military duty shall utilize the following guidelines regarding reemployment:

   a. If gone for less than 31 days – report at the beginning of the first regularly scheduled workday following their release, allowing eight (8) hours for travel/rest.
   b. If gone for 31-180 days – report no later than fourteen (14) days following their release.
   c. 180+ days – report no later than ninety (90) days following their release.

3. When an officer's return from active military duty exceeds 30 days, they must complete a re-instatement letter and forward it to the Chief of Police, stating their return to duty date.

4. Upon return of a military activated sworn officer, the Military Leave Liaison will:

   a. Provide the officer a checklist of items to be completed prior to returning to a field assignment.
   b. Direct the officer to report to the Training Division for their first day of work.
   c. Officers must report to the Training Division in civilian attire.

5. The Training Division staff will provide the returning officer with their duty assignment and will prepare a packet of necessary information for the returning officer that includes:

   a. Equipment
   b. Updated training and certifications
   c. Weapons qualifications
   d. Personnel files
   e. Legal and departmental updates

6. The returning sworn officer will return the signed and completed checklist to the Military Leave Liaison. The checklist will be forwarded to the officer's assigned division. The division will put a copy in the officer's file acknowledging that they are released to return to field duty.

REGULATIONS:

1. Any employee who is a member of the military shall be granted up to three hundred (300) hours of paid military leave within a federal fiscal year (October 1 through September 30) for military duties. Leave may be used in any hourly increments.

2. Any employee who is a member of the military shall be granted up to three hundred (300) hours of paid military leave after being called into active duty within a federal fiscal year (October 1 through September 30) and/or per Military Order. The 300 hours runs consecutively until the time runs out or the employee returns. This is in addition to the 300 hours for military duties.

3. Employees shall be granted time off with pay, not to exceed one (1) day inclusive of travel, for physical examination prior to being called into active military service, or for veteran's reevaluation physical exams.

4. Any employee being deployed for 31 days or longer must notify the Military Leave Liaison and the Personnel/Payroll office before being deployed and report no later than fourteen (14) days following their release from military duty. For deployments of 180+ days report no later than ninety (90) days following their release.

REFERENCES:

City of Tulsa Personnel Policy and Procedure, Section 309, Military Leave
Uniformed Services Employment and Reemployment Rights Act

Tulsa Police Department

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Policy #	322	**Effective Date**	09/01/2006
Policy Name	Cross-Deputization	**Approved Date**	08/23/2006
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

The City of Tulsa has Indian Country within its city limits, which creates jurisdictional concerns for both the Tulsa Police Department and Tribal Police. Cross-Deputization agreements have been executed between tribal governments, the Bureau of Indian Affairs and local city/county governments throughout the nation. On May 3, 2006, the City of Tulsa entered into the Intergovernmental Cross-Deputization Agreement with the Muscogee (Creek) Nation.

Cross-Deputization eliminates jurisdictional questions at the response level. Under this agreement, Tulsa Police Officers will have full law enforcement authority on Muscogee (Creek) Nation Indian Country, regardless of the ethnicity of the violator. In addition, Tribal Police Officers will also have full law enforcement power within the City of Tulsa. This agreement allows tribal officers to arrest, transport, and book violators in Indian Country, whether Indian or non-Indian. This agreement is designed for the benefit of both agencies. Its primary purpose is to allow Tulsa Police Officers to immediately respond to bomb threats, active shooters and other emergency calls that occur on Indian property. Tribal Officers will also submit reports to the District Attorney or City Prosecutor for crimes committed in Indian Country.

The Chief of Police will monitor the program and if at any time it becomes a burden instead of a benefit for the Tulsa Police Department, the Chief can withdraw the department from the program.

Tulsa Police Officers and Tribal Police Officers must have a commission card from each agency to be cross-commissioned. Each officer that is approved to be cross-commissioned will receive the necessary training. Officers must carry both commission cards.

This Cross-Deputization policy applies to Muscogee (Creek) Nation Indian Country and does not apply to other Indian properties. Refer to Policy 322 Attachment for a list of the applicable properties.

SUMMARY: Regulations for Cross-Deputization.

APPLIES TO: All sworn personnel

DEFINITIONS:

CROSS-DEPUTIZATION – a formal agreement where one agency commissions a law enforcement officer from another agency. This commission grants the officer the same law enforcement authority as officers of the commissioning agency.

PROCEDURES:

1. The activation of the cross-commission occurs when a cross-commissioned officer observes a crime in progress or is called to assist another cross-commissioned officer in Muscogee (Creek) Nation Indian Country.

2. When a crime is committed in Indian Country by a non-Indian against a non-Indian or the crime is victimless, the suspect will be charged under the appropriate municipal or state law. If the victim is Indian, the suspect will be charged under federal law and processed by the Tribal Police and transported to Okmulgee County Jail.

3. Persons of Indian heritage should possess a Bureau of Indian Affairs (BIA) card and a tribal citizenship card. However, if a suspect states they are Indian, but do not have their card, Officers will treat them as an Indian regarding this policy.

4. Tulsa Police Officers will notify Tribal Police when investigating crimes in Muscogee (Creek) Nation Indian Country.

5. If surveillance video of Muscogee (Creek) Nation Indian Country is necessary for evidentiary purposes, it may be requested through the Creek Nation Attorney General's Office.

REGULATIONS:

1. The Chief of Police, or designee, will determine which Tulsa Police Officers are approved for a cross-commission card.

2. The Chief of Police and Chief of Tribal Police have the authority to suspend or revoke any officer's cross-commission.

3. Each officer approved to be cross-commissioned must receive special training before being issued a cross-commission card.

4. Tribal Police Officers will receive additional special training with a Tulsa Police Department Field Training Officer.

5. Any officer who is cross-commissioned must carry both commission cards at all times.

REFERENCES:

Intergovernmental Cross-Deputization Agreement Between the United States, the Muscogee (Creek) Nation, And Political Subdivisions Of The State Of Oklahoma, May 2, 2006
322, *Cross-Deputization – Attachment*

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Policy #	322 Attachment	**Effective Date**	09/01/2006
Policy Name	Cross-Deputization – Attachment	**Approved Date**	08/23/2006
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

Indian Nation Properties Covered by Cross-Deputization Policy

8100 S. Riverside Drive – Casino and smoke shop

8611 S. Union Avenue – Creek Indian Community, Daycare, VGT Warehouse

4943 S. Mingo Road – Mingo Tobacco Outlet

10940 S. Yale Avenue – South Yale Smoke Shop

Tulsa Police Department

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Policy #	323	**Effective Date**	06/02/2009
Policy Name	Domestic Violence/Possession of Firearms and Ammunition	**Approved Date**	05/19/2009
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/15/2003

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Federal law prohibits an officer from receiving and possessing any firearm or ammunition which has been shipped or transported in interstate or foreign commerce if that officer has been convicted in any court of a misdemeanor crime of domestic violence.

"A person shall not be considered to have been convicted of such an offense for purposes of this [policy], unless: 1) the person was represented by counsel in the case or knowingly and intelligently waived the right to counsel in the case; and 2) in the case of a prosecution for an offense described in this paragraph for which a person was entitled to a jury trial in the jurisdiction in which the case was tried, either the case was tried by a jury or the person knowingly and intelligently waived the right to have the case tried by a jury, by guilty plea or otherwise." 18 U.S.C. 921(33)(A)

"A person shall not be considered to have been convicted of such an offense for purposes of this [policy] if the conviction has been expunged or set aside, or is an offense for which the person has been pardoned, or has had civil rights restored (if the law of the applicable jurisdiction provides for the loss of civil rights under such an offense) unless the pardon, expungement, or restoration of civil rights expressly provides that the person may not ship, transport, possess, or receive firearms." 18 U.S.C. 921(33)(A)

SUMMARY: Procedures for an officer who has been served with a protective order or a restraining order, or has been charged, arrested, or convicted of the misdemeanor crime of Domestic Violence.

APPLIES TO: All sworn personnel

DEFINITIONS:

MISDEMEANOR CRIME OF DOMESTIC VIOLENCE – an offense that is a misdemeanor under federal or state law and has as an element, the use or attempted use of physical force, or the threatened use of a deadly weapon, committed by a current or former spouse, parent, or guardian of the victim, by a person with whom the victim shares a child in common, by a person who is cohabiting with or has cohabited with the victim as a spouse, parent or guardian of the victim, or by a person similarly situated to a spouse, parent, or guardian of the victim.

PROTECTIVE ORDER – an emergency protective order, an alias emergency protective order, or a protective order as defined in Policy 120B, *Protective Orders/Violation of Protective Orders*.

RESTRAINING ORDER – any other court order that restrains the officer from harassing, stalking, or threatening an intimate partner or child of such intimate partner or person or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child.

PROCEDURES:

1. When an officer is served with a protective order or a restraining order the officer must immediately forward an *Interoffice Correspondence* informing their division commander. Attach a copy of the order to the *Interoffice Correspondence*.

2. When notified that an officer has been served with a protective order or a restraining order, the division commander will conduct a preliminary discussion with the officer and forward an *Interoffice Correspondence* to the Chief of Police explaining the results of the discussion.

3. If the Chief of Police determines that an internal or criminal investigation is warranted, the Chief may restrict the officer from carrying firearms and ammunition issued by the City.

4. When an officer is arrested or charged with the misdemeanor crime of Domestic Violence, the officer must, as soon as possible, forward an *Interoffice Correspondence* to their division commander. Include the date of the offense, the location of the offense, the date of arrest, the arresting agency, and the location of the court that has jurisdiction of the case.

5. When notified that an officer has been arrested or charged with the misdemeanor crime of Domestic Violence, the division commander will inform the Chief of Police via an *Interoffice Correspondence*.

6. When notified that an officer has been charged with or arrested for the misdemeanor crime of Domestic Violence, the Chief of Police will assign either a criminal or administrative investigator.

7. The Chief of Police may restrict the carrying of firearms and ammunition issued by the City during and after the investigation. However, if the prosecuting authority either declines to file the charge or agrees to a deferred sentence wherein the officer is allowed to carry a firearm and ammunition for purposes of employment, then the officer may at the discretion and conditions imposed by the Chief of Police continue to possess firearms and ammunition issued by the City.

8. If an officer has ever been charged or arrested for the misdemeanor crime of Domestic Violence, even before the effective date of this policy, the officer must notify their division commander.

9. If an officer is or has ever been convicted at the trial level of the misdemeanor crime of Domestic Violence, the division commander will relieve the officer of all city issued firearms and ammunition. The officer will be issued a notice of a pre-action hearing and will be suspended with pay until the pre-action hearing is held. The hearing will be held in accordance with Policy 304B, *Pre-Action Hearings*.

REGULATIONS:

1. Any officer who is served with a protective order or a restraining order shall immediately forward an *Interoffice Correspondence* to their division commander. A copy of the order shall be attached.

2. Any officer who is arrested or charged, or who has ever been arrested or charged, or who has ever been convicted of the misdemeanor crime of Domestic Violence shall immediately forward an *Interoffice Correspondence* to their division commander. The *Interoffice Correspondence* shall include the date of the offense, the location of the offense, the date of arrest, the arresting agency, and the location of the court that has jurisdiction of the case.

REFERENCES:

18 U.S.C. 921(33)(A)
120A, *Domestic Violence*
120B, *Protective Orders/Violation of Protective Orders*
304B, *Pre-Action Hearings*

Tulsa Police Department

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Policy #	324	**Effective Date**	06/27/2012
Policy Name	Social Media and Networking	**Approved Date**	06/21/2012
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Social media provides a robust and potentially valuable means of assisting the department and its personnel in meeting community outreach, problem solving, investigative, crime prevention and related objectives. This policy identifies potential uses that may be explored or expanded upon as deemed reasonable and appropriate by administrative and supervisory personnel. The department also recognizes the role social media tools play in the personal lives of some department personnel. The personal use of social media can impact the department and its personnel in their official capacity. As such, this policy provides precautionary guidelines and outlines certain prohibitions on the use of social media by department personnel.

Professionalism, ethics, and integrity are of paramount importance to the department and to the law enforcement community in general. To achieve and maintain the public's highest level of confidence in and respect for the department and its personnel, the department believes it is necessary to identify and establish reasonable guidelines for the use of social media by department personnel whether on or off duty. An employee's use of social media should never cause harm or embarrassment to the department, nor should use of social media be detrimental to the department's efficient operation. Department personnel are strongly discouraged against posting any personal information on social networking sites that may call into question an officer's credibility or reputation.

SUMMARY: Procedures for the involvement and use of social networking.

APPLIES TO: All police personnel

DEFINITIONS:

BLOG – a self-published diary or commentary on a particular topic that may allow visitors to post responses, reactions, or comments. The term is short for a web log.

FORUM – a bulletin or message board in which users send, read and reply to messages to facilitate an online discussion.

PAGE – the specific portion of a social media website where content is displayed and managed by an individual or individuals with administrator rights.

POST – content an individual-shares on a social media site or the act of publishing content on a site.

PROFILE – information that a user provides about himself or herself on a social networking site.

SOCIAL MEDIA – a category of Internet based resources that integrate user generated content and user participation. These include, but are not limited to, social networking sites (Facebook, MySpace), microblogging sites (Twitter, Nixle), photo and video sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).

SOCIAL NETWORKS – online platforms where users create profiles, share information, and socialize with others using a range of technologies.

SPEECH – expression or communication of thoughts or opinions in spoken words, in writing, by expressive conduct, symbolism, photographs, video, or related forms of communication.

WEB 2.0 – the second generation of the World Wide Web focused on shareable, user generated content, rather than static web pages. Some use this term interchangeably with social media.

WIKI – Web page(s) that can be edited collaboratively.

PROCEDURES:

A. DEPARTMENT-SANCTIONED PRESENCE

1. All department social media sites or pages shall be approved by the Chief, or their designee, and shall be administered by the departmental Public Affairs section or as otherwise determined.

2. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies.

3. Department personnel representing the department via social media outlets shall conduct themselves according to all department policies and procedures.

B. DEPARTMENT SANCTIONED POTENTIAL USES

1. Social media is a valuable investigative tool when seeking evidence or information about any committed crime, potential crime or other law enforcement purpose.

2. Social media can be used for community outreach and engagement by providing crime information and prevention tips or facilitating two-way communication with community members.

3. Social media can be used to make time sensitive notifications related to emergencies or special events.

4. Persons seeking employment and volunteer positions use the Internet to search for opportunities, and social media can be a valuable recruitment tool.

C. PERSONAL USE PRECAUTIONS AND PROHIBITIONS

Barring state law or binding employment contracts to the contrary, department personnel shall abide by the following when using social media:

1. Department personnel are free to choose who they elect to include in their social network and any decision granting or denying inclusion will not be used against them. No personnel shall be required to use any form of social media unless it is required as part of their job duties or responsibilities.

2. While department personnel are free to express themselves as private citizens on social media sites and to participate in social networking, they should assume any content they share publicly on social media may be read and scrutinized by administrative and supervisory personnel. Personnel are expected to use common sense and decorum when using social media to ensure their social network activities do not impair working relationships of the department for which loyalty and confidentiality are important, impede efficient department operations, interfere with the performance of duties, impair discipline and harmony among coworkers, negatively affect or tend to discredit or reflect unfavorably upon the department or its personnel, or violate Rules 8 and 10.

3. Department personnel are public employees and are reminded that speech made by them, on or off duty, about their official duties or responsibilities may not be protected speech under the First Amendment. Department personnel should assume their social media speech and related activities reflect upon their office and the department.

4. Department personnel shall not post, transmit, or otherwise disseminate on any social media any confidential, private, or privileged information acquired by them as a result of their employment with the department without written permission from the Chief, or their designee.

5. For safety and security reasons, department personnel are cautioned not to disclose their employment with the department on any social media. Department personnel shall not post on social media confidential, private or privileged information pertaining to the duties or responsibilities of any other member of the department without their permission. Counter intelligence is a viable threat to officer safety and department personnel are cautioned not to do the following:

    a. Display department logos, uniforms, or similar identifying items on personal social media pages.
    b. Post personal photographs or otherwise identify themselves or any co-worker as a police officer of this department. Officers who are, or who may reasonably be expected to work in undercover operations, should not post any form of visual or personal identification on any social media unless done in pursuance of their job activities.

6. Department personnel should be mindful that their speech, when using social media, is public and becomes part of the worldwide electronic domain. Therefore, adherence to the department's code of conduct is required in the personal use of social media. In particular, department personnel are prohibited from posting speech containing obscene or sexually explicit language, images, acts, and statements or other forms of speech that ridicule, malign, disparage, or otherwise express bias against any race, religion, or protected class of individuals.

7. Engaging in prohibited speech identified herein may undermine or negatively impact an officer's reputation or credibility and may unnecessarily provide information that can be used in criminal proceedings to impeach the officer.

8. Department personnel shall not, without express authorization from the Chief, or their designee, make any statements, speeches, appearances, or endorsements on any social media, nor post, publish or upload materials on any social media that could reasonably be interpreted by readers to represent the official view or position of the department.

9. The posting of speech, documents, photographs, or information to any social media site by personnel without prior approval shall be considered as done outside the scope of employment if prior approval before posting is required within this policy.

10. Department personnel should be aware they may be subject to civil litigation for:

    a. publishing or posting false information that harms the reputation of another person, group or organization;
    b. publishing or posting private facts and personal information about someone without permission if the information has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
    c. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
    d. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

11. Department personnel should be aware that privacy settings and social media sites are constantly in flux and they should never assume personal information posted on such sites is protected.

12. Department personnel should expect any information created, transmitted, downloaded, uploaded, exchanged, shared, or discussed in any social media or public online forum may be read and scrutinized by the department.

13. Any work product (e.g., photographs, documents and narrative statements) generated by an employee while on duty is the property of the Tulsa Police Department and is subject to chain of custody, discovery, subpoena, and open records laws.

14. Department personnel who, after investigation, are determined to have violated this policy, may be disciplined up to and including termination.

REGULATIONS:

1. Except in the performance of an authorized duty, employee use of City computers to access social media or social networking sites is strictly prohibited.

2. Employees shall give their full and complete attention to their duties during work hours. Use of social media sites or any Internet site during working hours is discouraged and shall not distract an employee from their official duties. On duty officers shall take appropriate action when any situation requiring police activity is brought to their attention.

3. Except in the performance of an authorized duty, employees shall not use social media to post, transmit, reproduce, and/or disseminate information (text, pictures, video, audio, etc.) to the internet or any other forum (public or private) that would impair working relationships for which loyalty and confidence are important, impede the performance of public duties, impair discipline and harmony among coworkers, negatively affect or tend to discredit or reflect unfavorably upon the department or its personnel.

4. Posting the following types of criminal justice information to social networking sites is strictly prohibited:

    a. Confidential, private, privileged, sensitive, or copyrighted information to which personnel have access because of employment with the department.
    b. Data from an ongoing criminal or administrative investigation including photographs, videos, or audio recordings.
    c. Photographs of suspects, arrestees or evidence.
    d. Personal statements about an on duty use of force incident.
    e. Comments related to pending prosecutions or investigations.

5. Personnel shall not post content to social media that is inconsistent with their duties and obligations as a Tulsa Police officer (e.g., racist or sexist comments or comments insulting groups on the basis of national origin, ethnicity, or religious affiliation). Posting content on social media that which can reasonably be interpreted to undermine the public trust and confidence in the department or its personnel is prohibited.

6. Employees are prohibited from posting, transmitting, and/or disseminating on social media any pictures or videos of official department training, activities, or work-related assignments without the express written permission of the Chief, or their designee.

7. If you identify yourself as a Tulsa Police employee on social media, you must make clear you are expressing your own views and not those of the City of Tulsa or the department. Personnel should never suggest or give the appearance they are speaking or acting on behalf of the City of Tulsa or the department.

8. Employees shall not publish or post any content on any social media that is defamatory, obscene, or unlawful, that may impair or impede the efficient operation of the department, that interferes with the ability of supervisors to maintain discipline or is made with reckless disregard for truth or falsity.

9. Employees shall consider and treat all official business of the department as confidential, private and privileged.

Employees shall not post or reveal any such information on any social media, except to those for whom it is intended, as directed by policy and procedure or as prescribed by law.

REFERENCES:

City of Tulsa Personnel Policy and Procedure, Section 81, *Internet/Intranet Policy*
318, *Use of Departmental Computer Systems*
Rules and Regulations

Tulsa Police Department

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Policy #	325	**Effective Date**	12/21/2015
Policy Name	Petty Cash Handling	**Approved Date**	12/21/2015
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	08/28/2014

PURPOSE OF CHANGE:

To update policy format.

POLICY:

Cash flow in cash accounts shall be accounted for at all times. Cash accounts are authorized by the Chief of Police. There will be a custodian who administers and maintains the petty cash accounts by using a system that ensures that all cash transactions are properly documented. ISD will maintain the cash account in the Records Section under ISD policy 3141-280.

SUMMARY: Procedures for administering petty cash accounts.

APPLIES TO: All petty cash custodians or their designees and personnel using petty cash.

DEFINITIONS:

PETTY CASH BALANCE REPORT – A balance sheet, ledger, or other system that identifies initial balance, credits (cash received), debits (cash disbursed), and the balance on hand such as an appropriately labeled electronic spreadsheet or equivalent.

PETTY CASH ACCOUNT CUSTODIAN LIST – The list of people(s) authorized by the Chief of Police to manage a divisional petty cash account by dispersing and accepting cash.

AUTHORIZED CASH ACCOUNTS – The current authorized cash accounts are the accounts at Headquarters Division, Training Division, Special Operations Division, Public Safety Communications, and Records Division. All accounts are petty cash accounts with the exception of Records Division. The Records Division cash account shall be governed by ISD policy.

PROCEDURES

A. PETTY CASH CUSTODIANS:

1. Petty cash custodians are authorized to disperse cash for reimbursement of an authorized petty cash expenditure not in excess of $100.00 by City Ordinance.

2. Custodians shall receive appropriate receipts or other valid documentation before dispersing cash reimbursements and the cash reimbursements shall be documented on a balance sheet, ledger, or other system.

3. All debit and credit transactions will be logged on the *Petty Cash Balance Report*.

4. Petty cash custodians should as necessary, complete the P*etty Cash Reimbursement Request* form to bring the account back to ISD authorized total. Include proper documentation/receipts for all cash dispersed and the

reimbursement amount. Send the request to the Police Personnel and Financial Services Section.

5. All documents will be retained for a period of 3 years.

B. PETTY CASH REIMBURSEMENTS:

1. For reimbursement of an authorized petty cash expenditure not in excess of $100.00, present the approved paid receipt or other valid documentation to the petty cash custodian with the proper fund and account number. Petty cash purchases can be charged to account 5222104 (Miscellaneous Petty Cash).

REGULATIONS:

1. Per City Ordinance #19432, a single petty cash disbursement shall not exceed $100.00.

2. All petty cash accounts shall be audited quarterly at a minimum.

3. Receipts or other documentation shall be required for all cash expenditures or cash received.

4. All purchases must be for goods related to City business and should not be for personal items.

REFERENCES:

Accounts Payable Manual
City Ordinance #19432
ISD Policy 3141-280

Tulsa Police Department

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Policy #	326	**Effective Date**	02/06/2025
Policy Name	Cadet Program	**Approved Date**	02/06/2025
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

New Policy

POLICY:

The Tulsa Police Department (TPD) recognizes the Tulsa Police Cadet (TPC) Program as a valuable resource for preparing young adults for careers and leadership in the public safety profession.

The purpose of the Tulsa Police Cadets, formerly the Tulsa Police Explorers, is to provide young adults who may be interested in a career in law enforcement with a comprehensive program of training, competition, service, and practical experiences. Character development, physical fitness, good citizenship, and patriotism are integral components of the overall program. Through their involvement in the program, Cadets develop an awareness of the purpose, mission, and objectives of the Tulsa Police Department.

To better serve the Tulsa Police Cadet Program, the Tulsa Police Department has partnered with Public Safety Cadets through a memorandum of understanding. Public Safety Cadets is a hands-on program open to young men and women who are 14 - 20 years old, but have not exceeded their 21st birthday, and are interested in a career in law enforcement, or a related field in the criminal justice system.

Cadets provide the law enforcement profession an opportunity investment in its future through constructive relationships with young adults contemplating a career in the field of criminal justice. Many former members of the Tulsa Police Explorers have gone on to successfully pursue careers in law enforcement at our agency as well as others.

SUMMARY: Procedures for the Cadet Program

APPLIES TO: All police personnel

DEFINITIONS:

CADET – A youth registered to participate in the Tulsa Police Cadets program administered by the Tulsa Police Department partnered with Public Safety Cadets through an MOU.

EMPLOYEE – A person engaged in work and receiving wages or salary from the Public Safety Cadets National Office or the Tulsa Police Department as the partnering agency/organization.

LEAD MENTOR – An adult designated by the Tulsa Police Department partnered with Public Safety Cadets with the responsibility to provide overall administration of a PSC Unit and coordination of other designated Mentors and Volunteers supporting unit activities to help guide and train their Cadets.

MEMORANDUM OF UNDERSTANDING (MOU) – The agreement between Public Safety Cadets and the Tulsa Police Department outlining the terms and details of an understanding between the parties indicating an intended common line of action.

MENTOR – An adult with a certain area of expertise in the public safety profession, designated and determined suitable by the Tulsa Police Department to perform as a trusted, knowledgeable advisor to help guide and train their Cadets.

PARTNERING AGENCY/ORGANIZATION – A government bureau or public organization, such as the Tulsa Police Department, that provides public safety and/or law enforcement services or dedicated to educating youth in the public safety profession.

SUITABILITY DETERMINATION – The screenings and background information applied by the Tulsa Police Department as required by PSC to inform participation by Lead Mentors, Mentors, Volunteers, Employees and Youth desiring to take part in the Public Safety Cadets program. Screening criteria will be determined by the Tulsa Police Department and may be scaled dependent on the position and its level of involvement with the Cadet participants.

TULSA POLICE CADET STANDING RULES MANUAL – a unit manual that provides guidelines for the members of the Tulsa Police Cadets Program.

TULSA POLICE CADET UNIFORM SPECIFICATIONS MANUAL – a unit manual that provides directives to promote uniformity in appearance and standards of uniform maintenance for Tulsa Police cadets.

UNIT – A grouping of Cadets and Mentors within the Tulsa Police Department in partnership with Public Safety Cadets. There may be more than one Unit within the Tulsa Police Department.

VOLUNTEER – An adult, determined suitable by the Tulsa Police Department, who is authorized to provide frequent assistance to a Public Safety Cadet Unit under the supervision of the Lead Mentor or other Mentor(s) without being paid or financially compensated.

YOUTH – For the purposes of the Public Safety Cadets program, a youth is defined as anyone 14 through 20 years of age.

PROCEDURES:

A. CONTROL AND RESPONSIBILITY:

1. The administration of the Police Cadet Program shall be the responsibility of sworn staff members serving in the role of Cadet Mentors. Included in those responsibilities is recommendation for Cadet recruitment and selection, training, scheduling, and filing of appropriate evaluation reports. When necessary, a volunteer may be utilized to assist the Cadet Mentors in fulfilling these roles.

2. Two adult leaders, or one adult leader and a volunteer, are required for all trips or outings, with the exception of the Ride Along Program. Coed overnight activities require male and female adult leaders/volunteers, both of whom must be 21 years of age or older. Volunteers used to fulfill the two-deep stewardship must be approved by the participating organization.

3. From time-to-time Police Cadets may be given specifically defined assignments which will be monitored by the Supervisor on duty at the time of the assignment. The supervisor will be responsible for their day-to-day work duties and conduct. All reports of misconduct or problems should be forwarded to the Lead Cadet Mentor for review and action as required.

B. PROGRAM OBJECTIVES:

1. To provide a program of training that educates young adults on the purpose, mission, and objectives, of law enforcement agencies.

2. To provide an opportunity for service, practical experiences, competition, and recreation.

3. To help prepare Cadets to become better citizens and community members through character development, physical fitness, good citizenship, and patriotism.

4. Several approaches are used to achieve the objectives of the Police Cadet Program. One of these is regular meetings at which representatives of law enforcement provide Cadets with training and practical, hands-on, activities.

5. Another approach is the Ride-Along program. At the discretion and direction of our agency, Cadets can observe firsthand patrol operations and community policing.

6. The program will include a combination of educational/training, practical, competitive, and recreational activities. It is through such activities that Cadets are able to broaden their understanding and knowledge of the law enforcement profession in general and learn the challenges and rewards of providing police services in their own community.

7. Cadets may be assigned to assist in such areas as crime prevention, traffic/crowd control, recordkeeping, and telecommunications. These forms of assistance will always be conducted under the supervision of sworn law enforcement officer mentors.

8. If a cadet is approached by a person, they suspect is suffering from a mental health issue, they are to call for an on-duty officer.

9. The Police Cadet Mentor will conduct regular meetings with the Police Cadets for the purpose of educating, evaluating individual progress and the effectiveness of the program in general. Police Cadets are encouraged to offer suggestions to improve the program.

C. QUALIFICATIONS:

1. To be a Tulsa Police Cadet, an individual must meet the following minimum qualifications:

   a. Residency: Must be an Oklahoma resident.
   b. Age: Minimum age of 14, to 20 years old (until 21st birthday).
   c. Physical Condition: Must keep body weight in proportion to height and maintain a high level of physical fitness.
   d. Education: Must have and maintain a minimum of a 2.5 cumulative grade point average (GPA) in high school or college to remain in the Unit. 2.5 average is a combination of B' s and C' s for grades. If grades fall below 2.5 (GPA) the Cadet will be placed on academic probation for 3 months to improve their grades back to 2.5 (GPA).
   e. Personal History: Must undergo a thorough background review to assess character and integrity. Must not have a prior conviction for a criminal offense or serious traffic offense.
   f. Waiver of Liability: As a prerequisite for joining, a hold harmless and release form from the agency and Public Safety Cadets must be executed by the parents or legal guardian and/or the Cadet, if of legal age to sign such a form.

D. TRAINING:

1. The Tulsa Police Cadet Program is intended to provide young adults with an educational and practical orientation into the law enforcement profession. In order for Cadets to have the type of quality experience that will permit them to better understand and appreciate the law enforcement profession, and to facilitate their acceptance by departmental personnel, it is essential they undergo some form of a basic training program followed by periodic in-service training sessions.

2. The Tulsa Police Cadet Unit will typically provide Cadets with basic training curriculums that include, but are not limited to, the following topics:

a. The history of law enforcement.
b. Patrol procedures.
c. Criminal Law.
d. Juvenile Law.
e. Arrest, Search & Seizure.
f. Report Writing.
g. Crisis Intervention.
h. Ethics.
i. Self-Defense.
j. Traffic control/Crowd Control.
k. Accident investigation.
l. Traffic Stops
m. Basic first aid & CPR.
n. Radio communication procedures.
o. Crime prevention techniques.
p. Crime scene search techniques.
q. Community/public relations.
r. Dangerous Drugs and Narcotics
s. Criminology

3. In addition to the listed training, the Police Cadet Mentor will ensure that meetings with Police Cadets will take place as necessary to inform and update them on policy and procedural changes.

E. HOURS OF WORK AND ASSIGNMENTS/ENFORCEMENT AUTHORIZATION:

1. Tulsa Police Cadets are not sworn officers and shall not be assigned to duties requiring sworn officer status, but rather may be assigned to one of several structured support role duty assignments by the Police Cadet Mentor.

2. Tulsa Police Cadet activities typically involve some types of patrol operations, calls for services and other law enforcement assistance that trained Law Enforcement Cadets can provide with relatively minimal risk include, but are not limited to:

a. Crime prevention services.
b. Citizen tours of police facilities.
c. Perimeter security checks.
d. Bicycle safety inspections.
e. Child identification fingerprinting for parents/legal guardian.
f. Agency information booth at career fairs and community events.
g. Assistance with organized searches for lost/missing persons.
h. Traffic/crowd control at parades, festivals and other community events.

3. There are numerous police operations and procedures that must not intentionally involve Public Safety Cadets due to the considerable potential for legal complications or for an aggressive and risk inherent response. The Cadet Mentor must use his/her professional judgment with respect to the safety and security of the Cadet and should never intentionally place a Cadet in a high risk or legally precarious situation. Such operations and procedures include, but are not limited to:

a. Arrests.
b. Felony in-progress calls.
c. Breathalyzer/sobriety tests.
d. Custodial interviews or interrogations.
e. Traffic or foot pursuits.
f. Searches & seizures (to include direct Cadet involvement in a routine stop and frisk).

g. Surveillances.
h. Processing evidence or involved in the chain of custody of same.
i. Field testing of narcotics or other controlled substances if such test is part of a criminal investigation.
j. Handling, intake or transfer of persons taken into custody.

4. Tulsa Police Cadets (whether or not in uniform) are not permitted to drive marked police vehicles or other motorized police conveyances. The exception to this policy is when Cadets are participating in an authorized training program or competition and are under the direct, onsite, supervision of a law enforcement officer.

F. UNIFORM AND EQUIPMENT SPECIFICATIONS:

1. The wearing of the Tulsa Police Cadet uniform is a privilege. When a cadet wears the Tulsa Police Cadet uniform or utilizes official Tulsa Police Cadet badges or equipment, he/she shall be subject to the guidelines set forth in the Tulsa Police Cadet Standing Rules Manual and the Tulsa Police Cadet Uniform Specifications Manual. The purpose of these directives is to promote uniformity in appearance and standards of uniform maintenance for Tulsa Police Cadets.

2. The uniform of the Tulsa Police Cadets shall be of a distinct color to clearly distinguish them from sworn uniformed police officers.

3. No part of the Tulsa Police Cadet uniform may be worn separately.

4. Only those uniform items issued by the Tulsa Police Cadets or approved by the Chief of Police are authorized.

G. LIABILITY INSURANCE:

1. Public Safety Cadets provides primary liability insurance to the Tulsa Police Department's Public Safety Cadet Unit(s).

REGULATIONS:

1. Cadets shall obey all rules, regulations, policies, and procedures of the Department as well as all of the guidelines outlined in the TPC Standing Rules Manual.

2. When requested, Cadets shall assist on-duty officers and respond to any reasonable and lawful order of an on-duty officer of any rank. However, Cadets are not sworn officers and shall not be assigned to duties requiring sworn officer status, but rather may be assigned to one of several structured support role duty assignments by the Police Cadet Mentor.

3. Two adult leaders, or one adult leader and a volunteer, are required for all trips or outings, with the exception of the Ride Along Program. Coed overnight activities require male and female adult leaders/volunteers, both of whom must be 21 years of age or older. Volunteers used to fulfill the two-deep stewardship must be approved by the participating organization.

REFERENCES:

124, Ride Along Program
Public Safety Cadets, Law Enforcement Sector, Standard Operating Procedures
Public Safety Cadets Youth Safety & Abuse Prevention Training
Tulsa Police Cadet Standing Rules Manual
Tulsa Police Cadet Uniform Specifications Manual

Tulsa Police Department

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Policy #	327	**Effective Date**	01/14/2026
Policy Name	Mentorship Program	**Approved Date**	01/13/2026
Approved by	*Dennis Larsen, Chief of Police*	**Previous Date**	NEW

PURPOSE OF CHANGE:

New policy.

POLICY:

The Tulsa Police Department is committed to fostering an environment of learning and support. The Tulsa Police Department provides employees equal opportunity for training and education through internal and external programs utilizing employee training and development resources. The mission of the Tulsa Police Department's Mentorship Program is to provide experienced guidance, professional development, and meaningful relationships for new officers, starting in the academy. Investing time and mentorship into new officers and supervisors will help increase morale and aids in retention.

Participation in the Mentorship Program is mandatory for Apprentice Police Officers, Officers in Training, and those promoting from PD-01 into a PD-02 or PD-03 position.

APPLIES TO: All police personnel

DEFINITIONS:

MENTEE – An apprentice police officer, police officer in training, officer, or supervisor receiving support and guidance from a mentor.

MENTOR – PD-01, PD-02, PD-03 or PD-04 assigned to support and guide mentees. Captains may only mentor supervisors.

MENTOR SUPERVISOR – A PD-02 or PD-03 responsible for ensuring meetings between mentors and mentees and signing off on the Mentorship Evaluation Form.

MENTORSHIP EVALUATION FORM – The designated form completed by both the mentor and mentee to capture the effectiveness of the program.

MENTORSHIP MANUAL – The guiding document that outlines the roles and responsibilities of the Program Manager, Mentor Supervisor, Mentor, and Mentee.

PROGRAM MANAGER – Training Director or their designee to oversee the operation of the Tulsa Police Mentorship Program.

PROCEDURES:

Mentors ***shall*** attend the four-hour mentorship training before they can mentor an Apprentice Police Officer. This training will be offered once a year or as the needs of the mentorship program dictate. Training will be available to Captains and below. Supervisor Mentorship training will be during supervisor school or as needed. Selection of mentors will be based off the needs of the mentorship program.

DOCUMENTATION:

Mentors and mentees may document their meetings and progress voluntarily. Supervisors will complete evaluation forms.

CONFIDENTIALITY:

Mentors and mentees will respect the confidentiality of discussions, unless disclosure is required by policy or law. Exceptions to this include, but are not limited to, the following:

1. Any information related to a suspected abuse of a child or vulnerable adult .
2. Any explicit threat to kill oneself or inflict serious bodily injury upon a reasonably identifiable person.
3. If it appears the mentee may have said something not covered here but the mentor feels there is a potential safety issue the mentor will report these issues to the Program Director and Mentor Supervisor immediately.

FRATERNIZATION:

Mentors will be subject to the fraternization policy and shall not engage in inappropriate relationships with mentees, as defined by department policy, city policy, and department orders.

REFERENCES:

Mentorship Evaluation Form
Mentorship Manual
Departmental Order 2024-02 *Fraternization*
City of Tulsa Policy and Procedure 106

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	TULSA POLICE DEPARTMENT	**Effective Date**	06/06/2023
	RULES & REGULATIONS	**Approved Date**	06/05/2023
Approved by	*Wendell Franklin, Chief of Police*	**Previous Date**	01/30/2023

RULES & REGULATIONS

Introduction
Definitions
1. Duty to Adhere to the Oath of Office and Value Oath
2. Duty to Know and Obey Department Rules, Regulations, Policies and Procedures, and Departmental Orders
3. Duty to Know, Enforce, and Obey Laws and Ordinances
4. Duty to Perform
5. Conduct in Performance of Duty
6. Duty to be Truthful
7. Duty to be Obedient
8. Conduct Unbecoming an Officer or Police Employee
9. Criminal Association
10. Duty to Report Violations
11. Duties of Supervisors
12. Name, Badge Number, Identification Required When Requested
13. Criticism of Orders and Policies
14. Use of Department Vehicles
15. Care and Custody of Property
16. Civil Cases and Process
17. Subject to Call for Duty
18. Answering Telephone
19. Meal Period
20. Courtroom Appearance and Decorum
21. Acceptance of Gifts and Gratuities
22. Personal Involvement in Quarrels and Disputes
23. Off-Duty Action
24. Official Business and Information
25. Confidentiality of Investigations
26. Change of Address and Telephone Number
27. Endorsement of Merchandise or Services Prohibited
28. Outside Employment
29. Intoxicants
30. Personal Mail
31. Not to Seek Outside Aid
32. Police Officer Bill of Rights

INTRODUCTION:

The purpose of these regulations is to provide a basis for the orderly and disciplined performance of duty. These Rules and Regulations and related policies and procedures establish standards of conduct which are demanded of police officers, reserve officers, and employees in the execution of their professional duties, as well as in their private lives. It is incumbent upon each to conform to these standards so the police profession as a whole may enjoy the prestige and respect it deserves. Employees shall conduct themselves at all times and in all circumstances, so their actions do not bring discredit to the Tulsa Police Department. Members of this department are reminded their duties can be and must be carried out in a polite, courteous, and fair manner.

DEFINITIONS:

COMMANDING OFFICER – shall mean an officer designated by the Chief of Police to command a particular division or bureau.

DEPARTMENTAL ORDER – shall mean orders dealing with the general policies, rules, and regulations of the department or a single incident, event, or action.

EMPLOYEE – all individuals, including sworn personnel, employed by, or in the police department, or supervised by police officers or police employees, and is intended to include all persons over whom the Chief of Police has general supervisory powers.

INTOXICANTS – any substance that is ingested to intoxicate. (e.g., alcohol, prescription drugs, illegal drugs, or other controlled substances)

OFFICER – shall mean a duly appointed and sworn police officer, whose duties are to preserve the public peace, protect life and property, prevent crimes, serve warrants, and enforce laws within the corporate limits of the City of Tulsa.

ON-DUTY – a term used when an officer is actually engaged in the performance of police duties. The hours for a member of this department shall, from time to time, are specified by their commanding officer. Officers shall be subject to recall for duty when needed.

PLURALITY OF WORDS – if any of the terms as used in the manual are in the plural sense, they are construed to include the singular also; and if the terms are used in the singular sense, they are to be construed in the plural sense also.

SUPERVISING OFFICER – shall mean an officer who is commissioned to the rank of sergeant or above.

RULES & REGULATIONS:

1. DUTY TO ADHERE TO THE OATH OF OFFICE AND VALUE OATH

All personnel, prior to assuming sworn status, shall take and subsequently abide by the Oath of Office. All employees shall abide by the Value Oath.

2. DUTY TO KNOW AND OBEY DEPARTMENT RULES, REGULATIONS, POLICIES AND PROCEDURES, AND DEPARTMENTAL ORDERS

In accordance with policy 301B *Directives, Departmental Roster, & Administrative Reports* employees shall review and sign for all new policies, procedures, rules, regulations, and departmental orders. Employees are responsible for knowing and obeying all current policies, procedures, rules, regulations, and departmental orders.

3. DUTY TO KNOW, ENFORCE, AND OBEY LAWS AND ORDINANCES

All employees are responsible for knowing and obeying the ordinances of the City of Tulsa, and the statutes of the State

of Oklahoma. All on-duty officers are equally responsible for enforcing statutes of the State of Oklahoma and ordinances of the City of Tulsa. Employees shall not commit a crime.

4. DUTY TO PERFORM.

Employees shall give their entire attention to their duties. On-duty officers shall take appropriate action when any situation requiring police activity is brought to their attention. Whoever shrinks from danger or responsibility shall be considered guilty of cowardice and gross neglect of duty.

5. CONDUCT IN PERFORMANCE OF DUTY

Employees shall be quiet, civil, and orderly in the performance of their duty. They must maintain command of temper and patience and must exercise discretion. On-duty officers and employees shall not participate in practical jokes or horseplay in any manner. Employees shall, at all times, refrain from coarse, boisterous, profane, or insolent language, however, when required, must act with firmness and sufficient energy to perform their duty. Duties must be performed in a timely and competent manner.

6. DUTY TO BE TRUTHFUL

Employees shall be truthful at all times. Employees are also required to answer questions or provide materials to a competent authority when so directed by the Chief or designee. Employees shall not make a false report nor knowingly enter into any department record or report any inaccurate, false, or improper information. Employees shall not knowingly omit material information from any department record or report.

7. DUTY TO BE OBEDIENT

Employees shall obey lawful orders from an officer or employee, verbal or written in nature, including any relayed from a superior officer in rank by an employee of the same or lesser rank. If there is just reason to believe an order or instruction is conflicting, unethical, or illegal, the employee has the right to respectfully call it to the attention of the supervisor. In cases where the employee is still directed to obey an order or instruction, they believe to be conflicting, unethical, or illegal, the employee may call it to the attention of the next highest supervisor available or within their chain of command.

8. CONDUCT UNBECOMING AN OFFICER OR POLICE EMPLOYEE

Employees shall not commit any act or indulge in any behavior, on or off duty, which tends to bring reproach or discredit upon the department. They shall not engage in any conduct that is considered unbecoming an officer or employee which might be detrimental to the service.

9. CRIMINAL ASSOCIATION

Except in the discharge of official duties or when unavoidable because of family ties, employees shall not knowingly associate with individuals known or suspected of current criminal activity or convicted of a felony within the previous five (5) years, or who are currently registered as Sexual or Violent Offenders in other than a strictly professional capacity. This prohibition also applies to informant contacts. Employees are prohibited from engaging in or having business contacts with the above referenced individuals.

10. DUTY TO REPORT VIOLATIONS.

All employees have a duty to report infractions of prescribed conduct by officers and employees. Such conduct shall be brought to the immediate attention of the employee's supervisor. In the event the supervisor is involved in the misconduct, the employee shall bring it to the attention of the next highest non-involved person in the chain of command. In the event the infraction is of a serious nature, the chain of command may be ignored, and the matter may be brought to the direct attention of the Chief of Police.

11. DUTIES OF SUPERVISORS

Supervisors hold positions of responsibility and trust and are held to a higher standard than the employees they supervise. Supervisors shall be responsible for enforcement or execution of all rules and regulations, policies and procedures, and departmental orders. Supervisors are required by virtue of their position to take appropriate action whenever they have knowledge of a violation. Supervisors shall perform their duties in a timely and competent manner.

12. NAME, BADGE NUMBER, IDENTIFICATION REQUIRED WHEN REQUESTED

All sworn personnel shall provide name, badge number, and city issued photo identification to any person upon request. Non-sworn personnel and volunteers shall provide name and city issued photo identification to any person upon request. An officer shall not be influenced in the performance of any duty merely because a citizen has exercised the right to ask for identification or indicates in any way an intention to report the employee to superior authorities. Plainclothes officers shall be prompt in identifying themselves to the public when performing any police task, except when identification would jeopardize an investigation.

13. CRITICISM OF ORDERS AND POLICIES

Employees shall not publicly criticize the department's policies or members by talking, writing, or expression in any manner where such talking, writing, or expression is defamatory, obscene, unlawful, and/or tends to impede the operation of the department by impairing its efficiency, interfering with the ability of supervisors to maintain discipline, or having been made with reckless disregard for truth or falsity.

14. USE OF DEPARTMENT VEHICLES

Employees shall use a department vehicle only as authorized by current policies and procedures. Employees shall not permit unauthorized persons to ride in a department vehicle.

15. CARE AND CUSTODY OF PROPERTY

Employees shall be responsible for the proper care of any property issued to them or entrusted to their care and safekeeping or property coming into their possession in the course of their duties. No employee may use such property for any purpose except as authorized by the Chief of Police. Upon separation from the department for any reason, employees shall promptly return all property in their possession belonging to the City of Tulsa.

16. CIVIL CASES AND PROCESS

Employees shall not, in the performance of official duty, render assistance to any civil case except to prevent a breach of the peace. They shall not serve a civil process except as authorized by the Chief of Police.

Employees shall not testify in civil cases unless legally summoned or unless they are a party to the litigation. An officer or employee appearing in court as a witness in a civil trial, on duty, shall neither solicit nor accept any fee or payment for such appearance or testimony.

17. SUBJECT TO CALL FOR DUTY

Off-duty employees are subject to be called for duty at all times. Employees shall keep their information current in department mass notification databases. Except when officially excused because of sick leave, physical disability, or other reason made known to a supervising officer, employees shall report immediately, properly equipped for duty when officially notified their services are required.

18. ANSWERING TELEPHONES

Employees shall answer telephones promptly, giving unit name, rank if applicable, and last name as a standard greeting for professionalism. All calls shall be answered in a courteous manner, with prompt and efficient attention. In no case shall a citizen's call be ignored. In cases of urgency, an employee shall take the information, even though it is for another command, and promptly relay such information to its proper destination.

19. MEAL PERIOD

Employees shall not be permitted more than one meal period during an eight-hour shift. A meal period may be denied, or assigned, by a supervisory officer as conditions may warrant. A meal period shall not exceed thirty minutes, except were authorized by the Chief of Police.

20. COURTROOM APPEARANCE AND DECORUM

When attending court, employees shall be punctual, professional, and appropriately attired at all times. When a court appearance is required for job-related purposes, officers will abide by the uniform specifications as lined out in policy 201A Attachment – *Specialty Unit, Court, and Training Authorized Attire.*

Testimony shall be given accurately, impartially, and respectfully. Officers shall be responsible for availing themselves of police records resources in order to adequately prepare themselves for any job-related courtroom testimony.

If testifying in a civil non-job-related matter, employees shall not wear a uniform. Prior to testifying for the defense in a non-job-related criminal case, employees shall so notify the prosecutor immediately when learning their testimony is required.

21. ACCEPTANCE OF GIFTS OR GRATUITIES.

Employees shall not solicit any personal benefit in the form of any gift, gratuity, or perquisite of any sort from any person. Employees shall not accept any gift, gratuity, or perquisite of any sort if the gift, gratuity, or perquisite could be construed to influence, or could be construed to be given with the intent to influence, the employee's performance or non-performance of official duty, such as a decision to arrest, prosecute, investigate, or recommend any type of action.

Employees shall not solicit or accept any gift, gratuity, or perquisite for the benefit of the City of Tulsa or the police department without the prior permission of the Chief of Police.

22. PERSONAL INVOLVEMENT IN QUARRELS AND DISPUTES.

Officers shall not affect any personal arrests or conduct investigations in their own quarrels or those of their family or friends. In such cases where officers apply for a warrant, they shall notify the Chief of Police.

23. OFF-DUTY ACTION.

Off-duty officers are not authorized to take police action except in circumstances where human life is in immediate threat, or as otherwise authorized by the policies and procedures of the Tulsa Police Department. Such action shall be limited to the reasonable capability of the officer to take police action. At the conclusion of any such action, an Interoffice Correspondence stating the facts shall be submitted to the officer's division commander. In all other cases, officers shall notify the Police Department, and any necessary action shall be taken by on-duty officers.

24. OFFICIAL BUSINESS AND INFORMATION.

Employees shall consider the official business of the department confidential. Employees shall not disseminate or otherwise make available any attorney-client privileged departmental communications, departmental communications

similarly containing restrictions upon their distribution, or the information contained in such communications, or emergency notifications, to persons not employed by the Tulsa Police Department without the permission of the Chief of Police or attorney who authored the communication. Such communications shall not be shared outside the City of Tulsa without permission of the mayor. Law enforcement sensitive documents pertaining to criminal activities and suspects may be shared with other law enforcement agencies for investigative purposes.

25. CONFIDENTIALITY OF INVESTIGATIONS

Employees tasked with conducting criminal and administrative investigations shall keep those investigations confidential and not share information about those investigations with those outside of their unit and chain of command. All officers interviewed by Internal Affairs shall keep the content of their interview confidential and not discuss it with anyone other than their legal counsel or FOP representative.

26. CHANGE OF ADDRESS AND TELEPHONE NUMBER.

Employees shall maintain a telephone for contact. Each employee shall notify, in writing, their division commander, the Office of the Chief of Police, and Human Resources of any change in their residence address or telephone number within twenty-four (24) hours of such change.

27. ENDORSEMENT OF MERCHANDISE OR SERVICES PROHIBITED.

Employees shall not make any law enforcement endorsement of any kind for any merchandise, service, organization, or persons without permission of the Chief of Police. Employees of the department are prohibited from suggesting or recommending specific attorneys as counsel for the defense to persons charged with a criminal offense except when the person charged is a member of the employee's immediate family.

28. OUTSIDE EMPLOYMENT.

Off-duty police officers, while performing duties for an outside employer, have no official status with the Tulsa Police Department. Such officers, while obligated to obey the laws of the city and state and the rules and regulations, policies and procedures, and departmental orders of the Tulsa Police Department, have no duty regarding law enforcement as a police officer of or for the City of Tulsa. The duties and responsibilities of such off-duty officers shall be limited to enforcement and protection of the private legal rights of their off-duty employer.

A. EMPLOYEES SHALL NOT WORK:

1. In any employment detrimental to the police service, which tends to bring the department into disrepute, or which reduces their effectiveness as a police employee.

2. In any employment requiring affiliation, membership, or allegiance tending to influence their conduct in a manner inconsistent with the proper discharge of their duties as a police officer.

3. For any business, labor union, or employee of same who are engaged in a labor dispute in which a strike is imminent or in progress.

4. In police uniform at the performance of any task other than of a police nature.

5. Off-duty and in police uniform outside the corporate limits of the City of Tulsa except by permission of the Chief of Police.

6. In any employment requiring the service of any civil process.

7. In any non-governmental employment in which an employee makes use of any police information, records, files,

or correspondence.

8. Employees are specifically prohibited from being employed by the following described businesses or in any of the following fields of employment, in any capacity:

    a. Bar, tavern, beer bar, brewpub, nightclub, pool hall, dance hall, hookah lounge or similar establishment.
    b. Sexually oriented business establishment.
    c. Medical marijuana dispensary.
    d. Liquor store.
    e. Taxicab driver.
    f. For any convicted felon.
    g. For a collection agency.
    h. Any place where gambling is conducted.
    i. Any shopping center or area where the only open business is in one of the above categories.

29. INTOXICANTS.

Employees shall not report for duty within four hours after consuming intoxicants without the expressed consent of a supervisor. Officers shall not be allowed to remain on-duty while displaying symptoms of intoxication. An employee shall not ingest any intoxicant while on-duty, except, when necessary, in the performance of duty. An officer: while on-duty or off-duty, in uniform or any part of the uniform, shall not consume any intoxicant in public view or in any place accessible to the public. Drug or alcohol testing may be conducted on any City of Tulsa employee when there is reasonable suspicion of substance abuse in the workplace. The odor of intoxicants on the breath of an employee reporting for regular duty, or while on-duty, is considered enough reasonable suspicion to authorize any supervisor to have drug or alcohol testing conducted on the employee. Supervisors will refer to and follow procedures outlined in the Collective Bargaining Agreement, Appendix (F) Drug Testing Policy. Any such violation shall be a basis for disciplinary action as the Chief of Police may direct, up to and including dismissal.

30. PERSONAL MAIL

Employees shall not use the police department as a return address for personal mail.

31. NOT TO SEEK OUTSIDE AID.

Employees shall not request the aid of any person outside the department to have them transferred to another assignment or beat, to have them restored to any assignment or beat from which they have been removed by a superior officer, or to have them promoted to a higher rank in the service; nor shall they knowingly permit any petition to be prepared or presented by citizens in their behalf requesting such transfer, restoration, or promotion.

32. POLICE OFFICER BILL OF RIGHTS:

1. The Chief of Police shall establish and put into operation a system for the receipt, investigation, and determination of complaints against police officers received by such Chief of Police from any person.

2. Whenever an officer is under investigation and is subject to interrogation by members of his agency, for any reason which could lead to disciplinary action, demotion, or dismissal, such interrogation shall be conducted under the following conditions:

    a. When an officer is under investigation by the Tulsa Police Department for a complaint received, and is to be interrogated in respect to such complaint by other members of the department when there is a logical possibility that suspension, demotion, or dismissal may result, such interrogation shall be conducted as follows:
    b. The officer shall be informed of the name of all complainants, if known. The employee may request to be confronted by the complainants. This shall be allowed where deemed necessary by the employee and the

investigating officer.

c. Preliminary discussions with supervisory personnel within the police department, in relation to a complaint received, shall not be considered an interrogation as used herein.
d. The officer under investigation shall be informed of the rank, name, and command of the officer in charge of the investigation, the interrogating officer, and all persons present during the interrogation. All questions directed to the officer under interrogation shall be asked by and through one interrogator at any one time.
e. The officer under investigation shall be informed of the nature of the investigation prior to any interrogation.
f. Interrogating sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rest periods as are reasonably necessary.
g. The officer under interrogation shall not be subjected to offensive language or threatened with transfer, dismissal, or disciplinary action. No promise or reward shall be made as an inducement to obtain testimony or evidence.
h. The officer under interrogation shall be completely informed of all his rights pursuant to this procedure prior to the commencement of the interrogation and of his responsibility to answer all questions, and this notification shall be included on the tape recording or written record of the session.
i. At the request of any officer under investigation, he shall have the right to be represented by counsel or any other representative of his choice who may be present at all times during the interrogation.

j. Interrogation of officers under investigation may be taped or recorded in written form at the discretion of the investigating officer. Officers under investigation may record the proceedings with their own equipment or record at their own expense.
k. Records and tapes compiled by the department shall be exclusively retained by the department as confidential information but may be used at the discretion of the City in administrative hearings or for other administrative purposes.

3. An officer under investigation shall receive written notification from the investigating officer or the Chief of Police as to the determination of the investigation.

4. Should an officer be disciplined by suspension, demotion, dismissal, or transfer, or reassignment arising from an investigation, he shall be notified in writing as to the action being taken and the reasons therefor.

5. No officer shall be discharged, disciplined, demoted, or denied promotion, transfer, or reassignment, or otherwise be discriminated against in regard to his employment, or be threatened with any such treatment, by reason of his exercise of the rights granted by this regulation.

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: March 20, 2003

SUBJECT: Departmental Order 2003-01, *TPD Identification Badges*

Effective immediately, all Police personnel are required to wear a Tulsa Police Department photo ID on their person at all times while in any City of Tulsa facility. Sworn personnel will not be required to wear the TPD ID badge when in uniform. However, when not in uniform, the TPD ID badge must be displayed at all times.

DDB:cp/bs

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 15, 2003

SUBJECT: Departmental Order 2003-03, *Reporting Late for Duty and Other Required Appearances*

Officers and employees of the Tulsa Police Department shall be punctual in reporting for duty at the time and place designated by their supervising officer. The following procedures shall apply to violations of this order:

First incident: Employee shall receive a verbal reprimand and counseling by their immediate supervisor. The infraction shall be documented and maintained by the employee's immediate supervisor.

Second incident: A second infraction that occurs within six months of the previous incident shall result in the employee receiving a Divisional Letter of Reprimand. The letter will be maintained in the employee's personnel file.

Third incident: A third infraction that occurs within six months of the previous incident shall result in a one-day suspension or the employee may forfeit one full vacation day in lieu of a suspension day if the employee is covered by a collective bargaining agreement that allows the forfeiture.

Fourth incident: A fourth infraction that occurs within six months of the previous incident shall result in a two-day suspension.

A fifth or subsequent infraction that occurs within six months of the previous incident shall result in the employee being subject to further disciplinary action, as determined by the Chief of Police.

A new starting period will be created for employees who go an entire six-month period without an infraction. Previous infractions will not be carried over to this new time period.

DDB:lu

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 15, 2003

SUBJECT: Departmental Order 2003-06, *Use of Tulsa Police Department Recreational Facilities*

Weight rooms and gymnasiums at Tulsa Police Department buildings may be used by employees of the Department under terms and conditions as may be set forth by the Chief of Police. Other employees of the City of Tulsa or civilians not employed by the City of Tulsa may use these facilities only as provided in this order. Use by persons other than Tulsa Police Department employees may take place as space permits, and then only so long as such use does not interfere with access by Tulsa Police Department employees or the normal working operations of the Tulsa Police Department. This use must be in conjunction with, or at the direction of an employee, with the permission of the Chief of Police, the appropriate division commander, and under the terms and conditions as may be set forth by the Chief of Police and/or the division commander.

Employees who desire to use these recreational facilities in conjunction with civilians for a group event must apply in writing to the Chief of Police and detail the contemplated event or use, the number of persons anticipated, the existence of any insurance (along with a copy of the policy), and the purpose of the event or use.

All persons other than Department employees granted permission to use the Department's recreational facilities must execute an indemnification and hold harmless agreement and, if the person is a juvenile, the agreement must be signed by both the juvenile and his/her parent or legal guardian. These forms will be available and filed at the division where the facility is located. Samples of the forms are on the following three pages.

DDB:lu

USE OF POLICE RECREATIONAL FACILITIES
HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I,_____, wish to utilize the Tulsa Police Department's recreational facilities. I understand that the use of these facilities may result in damage to my person or property. In consideration for the use of these facilities and other good and valuable considerations, I my assigned heirs, executors or agents hereby agree to hold the City of Tulsa and the Tulsa Police Department harmless and agree to indemnify said City of Tulsa and the Tulsa Police Department, their agents and employees from any and all claims, damages, losses and expenses arising from my use of the facilities and related activities.

I further state that I am in good physical condition and I have no physical disability which would prevent me from utilizing the facilities. I am aware that participation in recreational activities may lead to injury and/or death. I hereby assume these risks and any risks associated with use of these facilities.

If you wish to use the facilities, please enter the information below.

_____ _____
SIGNATURE DATE

_____
SIGNATURE OF SPOUSE/PARENT (IF APPLICABLE)

_____
ADDRESS CITY STATE ZIP

_____ _____
HOME PHONE NUMBER DATE OF BIRTH

Subscribed and sworn to me, a notary public, this _____ day of_____ 20_____.

My commission expires _____. _____
Notary Public

APPROVED: APPROVED:

_____ _____
CHIEF OF POLICE DIVISION COMMANDER

HOLD HARMLESS AGREEMENT
REQUEST FOR USE OF TULSA POLICE DEPARTMENT RECREATIONAL FACILITIES

I,_____, freely and voluntarily request to use the recreational facilities of the Tulsa Police Department and/or the City of Tulsa for the following event or use:_____ _____. This facility is to be used in conjunction with or at the direction of officer/employee _____. I fully understand such privilege can be revoked at any time.

It is fully understood that the Tulsa Police Department and/or the City of Tulsa will NOT provide insurance for such use/event. It is also understood that the City of Tulsa and/or the Tulsa Police Department are not sponsoring and are not involved in the management or conduct of the event or program described. The City of Tulsa and/or the Tulsa Police Department are only allowing the use of such facilities.

I/We are expected to supply appropriate insurance coverage for any injuries or damages which may occur. The undersigned recognizes that it is his/her responsibility to ascertain whether the person or organization sponsoring the event has liability insurance. It is further understood and agreed that if insurance is not provided, the undersigned accepts full responsibility for any injuries or damages which occur due to the use of such facilities.

In consideration of the above authority to use the recreational facility of the Tulsa Police Department, and other good and valuable considerations, I, my assigned heirs, executors or agents hereby agree to hold the City of Tulsa and the Tulsa Police Department harmless. I agree to indemnify the City of Tulsa, the Tulsa Police Department, and their agents and employees from any and all claim, damages, losses, and expenses arising out of the above described use/event and any other related activities, which is for bodily injury, illness, death, or property, including loss of use.

SIGNATURE _____ADDRESS_____

CITY_____ STATE_____ ZIP_____

_____
SIGNATURE OF PARENT (If minor)

TELEPHONE NUMBER _____

Subscribed and sworn to me, a notary public, this ____ day of_____ 20____.

My commission expires _____. _____
Notary Public

APPROVED: APPROVED:

_____ _____
CHIEF OF POLICE DIVISION COMMANDER

INSTRUCTIONS: Complete form, sign and have your signature notarized. Please attach a letter stating your reasons for participating in this program. Forward to the Office of the Chief of Police, Tulsa Police Department, 600 Civic Center, Tulsa, Oklahoma 74103.

OFF-DUTY EMPLOYEE USE OF POLICE RECREATIONAL FACILITIES HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

I, _____, wish to utilize the Tulsa Police Department's recreational facilities. I understand that the use of these facilities may result in damage to my person or property. In consideration for the use of these facilities and other good and valuable considerations, I, my assigned heirs, executors or agents hereby agree to hold the City of Tulsa and the Tulsa Police Department harmless and agree to indemnify said City of Tulsa and the Tulsa Police Department, their agents and employees from any and all claims, damages, losses, and expenses arising from my use of the facilities and related activities.

I further state that I am in good physical condition and I have no physical disability which would prevent me from utilizing the facilities. I am aware that participation in recreational activities may lead to injury and/or death. I hereby assume these risks and any risks associated with use of these facilities.

I further certify that I am freely and voluntarily requesting to use the designated facilities on my off-duty time. I am not entitled to, nor am I requesting any compensation. I understand that if I am injured, such injury is an off-duty injury and I am not entitled to workers compensation or line-of-duty injury benefits.

_____	_____
SIGNATURE	DATE
_____	_____
WITNESS	WITNESS

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 15, 2003

SUBJECT: Departmental Order 2003-08, *Physical Agility Testing*

Section 31.2 of the Collective Bargaining Agreement between the City of Tulsa and Lodge #93 FOP state: "All sworn members of the Tulsa Police Department shall be required to participate in the physical fitness test each year at a designated time." Until released to full duty, officers on light duty status will be excused from participation. An officer who declines to participate due to a medical condition will be referred to the City Physician to determine duty status. An officer determined by the City Physician to be fit for full duty will return for physical fitness testing within 30 days.

DDB:lu

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 15, 2003

SUBJECT: Departmental Order 2003-09, *Second Language Incentive Proficiency Requirements*

The Collective Bargaining Agreement between the City of Tulsa and Lodge #93 Fraternal Order of Police allows employees to receive a second language incentive for satisfactory completion of language reviews/testing as approved by the Chief of Police.

To qualify for incentive pay employees must be able to demonstrate the basic ability to communicate in a second language(s). Employees will be tested for this ability at facilities designated by the Tulsa Police Department. Employees will be allowed to test on duty and will receive overtime compensation if unable to do so. The City of Tulsa will bear the cost of initial testing, as well as recertification. If employees fail, they will be responsible for the costs of subsequent testing. Employees will only be allowed to retest once quarterly.

The required annual recertification testing will be held the last two weeks of May. Employees who received their initial certification after January 1 will retain their certification until May of the following year. Employees will forward proof of their certification or recertification and an *Interoffice Correspondence* requesting the second language incentive pay to the Chief of Police.

To schedule an appointment for Spanish language testing or Vietnamese language testing, contact [redacted]

To schedule an appointment for Sign Language testing, contact Brenda Carpenter of the Tulsa [redacted].

Those officers who receive a competency certification in Sign Language will not be considered qualified American Sign Language interpreters as defined in Policy and Procedure 31-131, *Use of Interpreters when Communicating with Deaf Persons.* Policy and Procedure 31-131 requires an officer to call for a qualified interpreter when requested by a deaf person.

DDB:lu

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 15, 2003

SUBJECT: Departmental Order 2003-12, *Misdemeanor Arrests*

All adult misdemeanor arrests will be booked through the Tulsa Municipal Court using the Revised Ordinances of the City of Tulsa with the following exceptions:

- If there is not an applicable municipal ordinance for the offense.
- If the suspect has both felony and misdemeanor charges pending.
- If the suspect is arrested for DUI and has a prior arrest for DUI/DWI/APC. (See Policy and Procedure 31-110A)
- If an officer makes a warrantless arrest for domestic violence. (See Policy and Procedure 31-120A)

DDB:lu

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been

DATE: August 20, 2003

SUBJECT: Departmental Order 2003-14, *Energy Conservation*

The Tulsa Police Department is committed to a policy of energy security and efficiency as well as the enhancement of environmental quality through the conservative consumption of petroleum fuels, water, and electricity. Furthermore, the Department shall actively promote energy conservation and implement cost-efficient, energy savings in its activities and operations.

To that end:

- Thermostats will not be set higher than the target temperature of seventy-two (72) degrees during the heating season.
- Thermostats will not be set lower than the target temperature of seventy-two (72) degrees during the cooling season.
- Windows and doors should be kept closed when heating or cooling equipment is in use.
- Office equipment and lights will be turned off when not in use.
- Vehicles will be turned off when left for an extended period of time with the exception of K9 units.

DDB:lu

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: November 15, 2004

SUBJECT: Departmental Order 2004-06, Leave Usage

Officers and employees of the Tulsa Police Department shall use sick leave, vacation leave, and compensatory leave only when the leave has accrued. Sick leave and vacation leave additions accrue on the first day of the month. Compensatory leave additions shall be considered accrued on the first day after final approval.

Officers and employees who use unaccrued leave may be placed on leave without pay for the period of unaccrued usage and may receive disciplinary action. In all instances when an officer or employee uses unaccrued leave, Headquarters shall notify the employee through his or her chain of command.

DDB: rh

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 17, 2005

SUBJECT: Departmental Order 2005-03, *New or Revised Reports and Forms*

Departmental Order 2003-10 is hereby rescinded.

All reports and forms used by Tulsa Police employees must either contain an official TUL number or have prior written approval from the Business Processes Advisory Group (BPAG). Any form that does not fit these criteria shall not be accepted. Official reports and forms can either be found in the reports files at any division or from the Department's Intranet site at http://tpd.cityweb.gov/.

Makeshift or modified reports and forms shall not be accepted. Employees who find any report or form to be inadequate or outdated may submit in writing a revision or suggestion for revision to the chairperson or designee of the BPAG. Any employee who determines that a *new* form or report may be needed may submit in writing the suggestion, or create a sample, and forward it to the chair or designee of the BPAG for further development.

The chair or designee of the BPAG will evaluate and/or design the new or revised report or form. It shall then be presented to the BPAG for review and approval. Once accepted by BPAG, the new or revised report or form shall be sent to the Chief of Police for final approval. If approved, the report or form will be made available in hard copy and on the Intranet along with other approved reports and forms.

DDB:wd

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 17, 2005

SUBJECT: Departmental Order 2005-04, *Performance Evaluation Training*

All employees of the Tulsa Police Department receive annual performance evaluations. The performance evaluation process for police personnel is detailed in Tulsa Police Policy and Procedure 31-306, *Performance Evaluations* and in the City of Tulsa Personnel Policy and Procedure 703*, Performance Planning and Review*.

Bureau Deputy Chiefs shall be responsible for ensuring that newly promoted or newly hired non-sworn supervisors are trained in the performance evaluation process.

DDB:wd

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 23, 2005

SUBJECT: Departmental Order 2005-05, *Police Report Submission*

Upon completion of police reports, officers will submit the report to a supervisor for approval. If the report was completed on a Mobile Data Computer (MDC) it will be submitted electronically for approval. If the report was completed by hand it will be submitted directly to the supervisor.

A field supervisor will review submitted reports, verifying that all necessary information is included. The review is made to ensure completeness, legibility, and accuracy.

If the report is unsatisfactory, insufficient or if additional information is necessary the reviewing supervisor will return the report to the reporting officer for completion.

When the supervisor approves the report, he/she will either initial or sign it to document their approval and forward it to the Records Section of the Information and Technical Services Division for processing and storage.

DDB:ss

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Acting Chief Lyle W. Wells, CHF

DATE: March 24, 2006

SUBJECT: Departmental Order 2006-02, *Disciplinary System*

Departmental Order 2005-07 is rescinded and this Departmental Order is issued in its place.

The purpose of this Departmental Order is to summarize aspects of the current disciplinary system and to address issues in CALEA standards 26.1.4 and 26.1.5.

The Tulsa Police Department recognizes that in applying discipline, it is necessary to be fair to both the agency and the employee but must ensure that inappropriate behavior is corrected. To that end, the disciplinary system of the Tulsa Police Department includes, at a minimum, procedures and criteria for using training, counseling, and punitive actions. The goal of the disciplinary system is to improve productivity and effectiveness. The application of discipline is subject to limitations provided by law, by collective bargaining agreements, and by policy and procedure.

To correct minor offenses, supervisors may use counseling and/or training. If a supervisor uses counseling with intent to discipline, the counseling shall be documented pursuant to 31-301A, *Organization and Administration*. Offenses for which counseling and/or training by the supervisor would be appropriate include minor mistakes, slight departures from procedure, or poor judgment. The supervisor may take immediate corrective action in the form of verbal counseling or training for minor offenses brought to his/her attention. In many cases, deficiencies will be corrected by illustrating the appropriate method of performing a task or addressing a lack of knowledge. In addition to one-on-one training conducted by the supervisor, the person may, under some circumstances, be required to attend formal training. Depending on the severity of the misbehavior, it may be necessary to document the counseling session.

When dealing with minor misconduct, supervisors should combine these methods by advising the subject what was done wrong and indicating the correct way.

In those situations that are of a more serious nature such as intentional violations of rules or laws, supervisors, pursuant to 31-304A, *Complaints Against Police Employees*, will initiate investigations by writing an Interoffice to the Chief of Police with copies to the chain of command.

For minor offenses, supervisors and managers may give immediate verbal counseling and training for misconduct that is brought to their attention. For serious offenses, supervisors may temporarily relieve the employee from duty pending further direction from a Bureau Deputy Chief.

Supervisors and managers will provide recommendations for discipline for their subordinates as set forth in 31-304A, *Complaints Against Police Employees*.

Supervisors and managers will participate in the Citizens Complaint Resolution Process (CCRP).

With the exception of divisional letters of reprimand, disciplinary actions such as suspension, termination or other punitive measures shall only be implemented by *Personnel Orders* issued by the Chief of Police in compliance with 31-304B, *Pre-Action Hearings*.

The role of supervisors and the authority attendant to each level of supervision and command relative to disciplinary actions is further set forth in Policy and Procedure 31-304A, *Complaints Against Police Employees*, and Policy and Procedure 31-304B, *Pre-Action Hearing*.

LWW:gk

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief Dave Been, CHF

DATE: September 11, 2006

SUBJECT: Departmental Order 2006-06, *Arrest Procedures for Violation of Safe Zones by Sex Offenders*

Effective Monday, September 11, 2006 the following procedures shall be used by all personnel when investigating alleged violations of the "zones of safety" contained in Oklahoma statutes 21 O.S.§1125 (300 feet) and 57 O.S. §590 (2000 feet).

Officers shall conduct a thorough investigation into the alleged violations of the "zones of safety" by registered sex offenders. Thereafter officers shall submit the investigation to the district attorney.

Officers are specifically directed not to make a warrantless (probable cause) arrest for violations of the "zones of safety" found in Oklahoma statutes 21 O.S.§1125 and 57 O.S. §590.

DDB: pc

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Interim Chief David Bostrom, CHF

DATE: May 31, 2007

SUBJECT: Departmental Order 2007-01, Second Language Re-Certification

Officers who have been certified for at least two consecutive years after the initial certification for Second Language incentive pay are only required to re-certify every three years upon the recommendation of the language examiner.

The Career Development Sergeant at the Training Division will be the central contact and monitor for the Second Language Certification program. That supervisor shall also be the central contact for the language examiners and will maintain the roster and records for those officers in the program.

DB:wd

INTEROFFICE CORRESPONDENCE

TO: **All Police Personnel**

FROM: **Chief Ron Palmer**

DATE: **August 18, 2008**

SUBJECT: **Departmental Order 2008-02, *Notifications for Seriously Injured or Ill Persons***

The Tulsa Police Department does not routinely make notifications to next of kin of persons who have suffered injuries or illnesses. Normally such notifications are made by medical facilities. There are, however, rare circumstances where a medical facility or other agency may request that the Tulsa Police Department contact next of kin to advise of a family member's illness or injury or to have the family member call the medical facility or other agency. The Tulsa Police Department will reasonably honor these requests. If deemed appropriate, a supervisor may authorize the chaplaincy to assist with the notification.

RP: bw

INTEROFFICE CORRESPONDENCE

TO: All Sworn TPD Personnel

FROM: Chief Chuck Jordan, CHF

DATE: November 1, 2010

SUBJECT: Department Order 2010-06

The timely completion and approval of accurate police reports is a basic function of all law enforcement agencies. Reports remaining on the server delay the administration of criminal justice, impede the work of investigators, and prevent citizens from gaining access to information. Too, the correction of errors in approved reports consume many hours of civilian staff time and are a waste of scarce resources.

Effective immediately, all Incident, Collision, and Field Interview reports shall be completed and approved by a supervisor before the officer creating the report completes his or her shift.

Exceptions to this rule for Incident report completion shall only be made by a Shift Commander. Exceptions for Collision and Field Interview reports may be made by a Supervisor. A deadline shall be established for report completion and approval no later than the officer's next shift.

When completing and approving reports, officers and supervisors shall not ignore warning screens displayed by our wireless reporting system. Personnel shall correct errors identified by the warning.

Attached to this document is a list of duties to be performed by officers and supervisors. Personnel shall perform these actions during each shift.

VisionTek Report Module Daily Maintenance

Officers Daily

1. Each work day, Officers shall open **INCIDENTS, FIELD INTERVIEWS** and **COLLISIONS** and hit the '**retrieve list of officers' reports'** button. This will display a list of all the officer's reports in any status.

2. The status of ALL REPORTS should be '**Approved**.' For any other status, the officer needs to take all necessary steps to get the report approved.

For instance, if it's **'Disapproved'**, the officer has something to correct.

If it is **'Done,'** the officer needs to tell a supervisor they have a report to be **approved**.

If it is **'Open,'** the officer needs to **retrieve the report and correct the problem so the report can be sent back as 'Done.'**

Supervisors Daily

Every day, supervisors shall:

1. Open **INCIDENTS, FIELD INTERVIEWS and COLLISIONS** and hit the button **'search for reports on the server.'**

2. Then scan the list of **'Done,' 'Disapproved' and 'Open'** reports to ensure their officers don't have reports that need attention.

If there are any reports in the above category, the supervisor shall contact the officer and make arrangements for getting the report corrected, **or, in the case of a 'Done' report, simply getting it approved.**

INTEROFFICE CORRESPONDENCE

TO: All Police Employees

FROM: Chief Chuck Jordan

DATE: February 23, 2012

SUBJECT: Departmental Order 2012-01

The management and staff of the Tulsa Police Department realizes the pressures and stress an employee goes through when facing disciplinary issues, particularly when an employee has been notified of a pre-termination hearing. Notifying an employee of a pre-termination hearing, then expecting that employee to report for work as if nothing is wrong, is unrealistic. Further, expecting that employee to perform at a level acceptable to the department and the public is also unrealistic. The safety of the employee, particularly sworn employees, is also of concern, since their thoughts might be elsewhere as they are dealing with potentially dangerous situations.

Therefore, effective immediately, employees who are served with a personnel order notifying them of a pre-termination hearing, will also be served a personnel order placing them on administrative leave with pay. This in no way should be interpreted to mean management has already decided on the outcome of the pre-termination hearing before the hearing takes places. Further, this will also ensure the employee and the department are holding the pre-termination hearing as expeditiously as possible, which is a benefit to everyone.

When an employee has been placed on administrative leave with pay due to a pre-termination hearing personnel order, they will be required to turn in the following equipment:

- Assigned city vehicle, keys, & laptop computer
- Firearms (pistol, shotgun, patrol rifle)
- Less Lethal (flexible baton launcher and/or pepperball launcher)
- Conducted Energy Weapon (C.E.W.)
- Handheld police radio
- TPD Commission Card
- Employee ID/building access badge
- City cell phone
- Other Item(s) (as determined by the Chief of Police)

CJ:srw

INTEROFFICE CORRESPONDENCE

TO: All Police Employees

FROM: Chief Chuck Jordan

DATE: October 29, 2013

SUBJECT: Departmental Order 2013-02, Human Trafficking

Effective **November 1, 2013**, Oklahoma HB 1067 becomes law and requires peace officers to:

- Inform the victim of human trafficking of the emergency hotline.
- Give written notice of certain rights to the victim of human trafficking.

Definition of Human Trafficking:
"Human trafficking means modern-day slavery that includes, but is not limited to, extreme exploitation and the denial of freedom or liberty of an individual for purposes of deriving benefit from that individual's commercial sex act or labor;"

Tulsa Police officers shall provide victims of human trafficking the hotline number and rights by handing them the information included on page 2.

CJ:ss

Human Trafficking Emergency Hotline: **1-800-522-7233**

Rights of Victims of Human Trafficking
Human trafficking victims shall:

1. Be housed in an appropriate shelter as soon as practicable;

2. Not be detained in facilities inappropriate to their status as crime victims;

3. Not be jailed, fined, or otherwise penalized due to having been trafficked;

4. Receive prompt medical care, mental health care, food, and other assistance, as necessary;

5. Have access to legal assistance, information about their rights, and translation
services, as necessary; and

6. Be provided protection if the safety of the victim is at risk or if there is a danger of additional harm by recapture of the victim by a trafficker, including:

   a. taking measures to protect trafficked persons and their family members from intimidation and threats of reprisals, and

   b. ensuring that the names and identifying information of trafficked persons and their family members are not disclosed to the public.

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: January 8, 2014

SUBJECT: Departmental Order 2014-01, *Administrative Rights for Departmental Computers*

To facilitate more efficient use of departmental computers, the Tulsa Police Department and the City of Tulsa IT Department have agreed to provide "administrative rights" to a limited number of TPD personnel. Personnel given administrative rights will only use the capabilities to conduct administrative tasks directly related to official Tulsa Police Department business.

Administrative rights will be granted at two levels of access:

1. **Limited Administrative Rights.** Administrative rights with the ability to install printers and other peripheral devices, add and remove software, or perform other basic administrative tasks on departmental computers. Division Commanders at GID, RID, MVD, SOD, TD, ISD, and HQ will select two TPD employees to be granted limited administrative rights.

2. **Full Administrative Rights.** Administrative rights with the abilities listed above for limited administrative rights with the additional ability to have complete control of departmental computers. This access will allow the ability to remove computers from the COT network. Administrative rights at this level will be granted to 2 DaRT Team members, 2 SOT team members, 2 Detective Division personnel, and 2 Special Investigation Division personnel. TPD personnel with full administrative rights will only remove departmental computers from the City of Tulsa network during extreme circumstances in major case investigations, major incidents, or disasters where a public safety interest exists.

TPD personnel with limited administrative rights or full administrative rights must observe the following when using this capability:

- Any task using administrative rights performed on any departmental computer must be documented on an IT service ticket as soon as possible after the task is performed at [redacted]

- Except in cases of an investigative emergency, major incident, or disaster the installation of any software not on the COT approved software list must follow the approval process in P&P 31-318. Do not install software that has not been approved.

- Departmental computers will only be removed from the COT network with the approval of a division commander or the DaRT commander during extreme circumstances related to a major case investigation, a major incident, or a disaster when it is not practical or timely for IT personnel to perform the function.

- During incidents involving a major case, major incident, or disaster where a departmental computer is removed from the COT network – the computer will not be reconnected to the COT network until it has been cleared by the IT Department. If a computer is removed from the COT network, the personnel performing the task will complete an inter-office to the Chief of Police and the IT Director detailing the necessity for the action as soon as practical.

- Division commanders will select personnel to be given administrative rights capabilities. Those personnel with attend an orientation provided by the COT IT Department. No personnel may use administrative rights until they have attended the orientation.

- Police personnel must keep in mind the high level of responsibility associated with the capability of administrative rights as the potential for disrupting service, damaging networks, and security breaches are high if tasks are improperly preformed. Personnel will strictly comply with policy and only use this capability for official TPD business.

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: March 13, 2014

SUBJECT: Departmental Order 2014-02

To provide for the efficient management of departmental projects, the Headquarters division is tasked with maintaining an inventory of projects involving the following:

- long-term or permanent initiatives that will have department-wide implications requiring support for budgetary issues, policy, TOGS, grants or;
- will require technology support from the IT Department.

<u>Projects solely involving operations or investigations, such as task forces or special assignments are not subject to the project inventory</u>

Division commanders will forward the proposal for any project meeting the above criteria to the Headquarters Division Commander. If IT department support is required, Headquarters personnel will arrange for a project manager to be assigned from IT.

HQ will serve in an advisory capacity to make recommendations to division commanders, bureau Chiefs, and the Chief of Police regarding conflicting or redundant proposals, budgetary issues, security issues, and the capability and priorities of the IT department to support the proposed project. A monthly report listing the status of all projects will be forwarded to the TPD staff by HQ.

CJ:wve

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: June 10, 2015

SUBJECT: Departmental Order 2015-03, 10-80 Code

Effective immediately, all personnel are authorized to utilize an on-duty exercise period during their shift. The exercise period will only be used at the individual's assigned divisional workout facility for that shift and will be used as a replacement for an authorized meal period (10-46). Personnel shall not separately utilize both a meal and exercise period during the same shift.

The workout period will follow all other restrictions of the 10-46 authorized meal period (e.g., it can not be used during Operation Slick Streets, etc.). Additionally, supervisors may determine whether shift workload permits utilization of the exercise period and may restrict the number of personnel allowed to be 10-80 at any given time or suspend use of the period until workload permits.

To utilize the authorized exercise period, personnel will check out "10-80" with Dispatch at their assigned division. Personnel will continue to monitor radio traffic during the exercise period in the event that emergency situations arise.

INTEROFFICE CORRESPONDENCE

TO: All Police Employees

FROM: Chief Chuck Jordan

DATE: September 7, 2016

SUBJECT: Departmental Order 2016-04

This order is to clarify the process in handling reports of stolen guns and to comply with NCIC regulations.

All officers will contact ISD Records/Booking to provide detailed information for a Stolen Gun coversheet on any stolen gun with a serial number. You must obtain a TRACIS number and include that number on the Stolen Gun coversheet for NCIC entry. Officers will need to provide the make, model and type of weapon, size, along with the victim's name, magazine, ammo, and any special identifiers. The officer must complete the report and contact a supervisor for approval of that report prior to the end of shift. Failure to do this could cause the weapon to be removed from NCIC.

CJ:ds

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: May 15th, 2018

SUBJECT: Departmental Order 2018-02

This order is to clarify the process in handling reports of stolen trailers and to comply with NCIC regulations.

All officers will contact ISD (Records/Booking) to provide detailed information for a stolen trailer coversheet. The coversheet will be done on any trailer with a tag or trailer identification number. Officers will have to obtain a TRACIS number and that number must be included on the trailer coversheet for NCIC entry. Officers will need to provide the trailer type (flatbed or enclosed) along with the year, make, model, color, length, and other special identifiers available at the time of the theft. Officers must complete the theft report and obtain supervisor approval. Failure to do this could result in the trailer being removed from NCIC.

CJ:jma

INTEROFFICE CORRESPONDENCE

TO: **All Police Personnel**

FROM: Chief Wendell Franklin, CHF

DATE: December 8, 2020

SUBJECT: Department Order 2020-07

The United States Department of Justice and the Federal Bureau of Investigation are changing the way that police departments nationwide report their statistics. We will be moving from Summary Reporting (SR) to the National Incident Based Reporting System (NIBRS), both of which are methodologies under the Uniform Crime Reporting (UCR) program. This change will take effect on January 1, 2021. NIBRS requires a very different style of crime reporting that is not captured in our current TRACIS system or Frontline Reporting software.

The Tulsa Police Department is in the process of implementing a modern Records Management System. The project is in it's final phases. One of the features of the new system is automated NIBRS crime statistics reporting. Part of the implementation of the new system is to make sure we are reporting our crime statistics in accordance to national standards prior to the implementation of the new Records Management System. This will be done by using SIBRS which is the state's version of crime statistics reporting.

To lessen the burden on sworn officers, a squad of personnel has been created to take our current TRACIS reports and hand enter them into the SIBRS system. Beginning on December 13th, 2020 The Tulsa Police Department will be conducting a testing phase for SIBRS reporting. This testing is required so that the Tulsa Police Department can efficiently report our statistics in accordance with national standards.

Beginning December 13th, 2020 any TRACIS incident reports, TRACIS Supplemental Reports, Arrest and Booking Sheets completed with or without a TRACIS report, investigative supplemental reports, collision reports involving a death, or collision reports involving an intentional criminal act will be required to also be uploaded to the CATTS application. This is a small but required inconvenience that will be necessary for the records clerks to able to enter SIBRS data. This process will continue until the new Records Management System is implemented. This will require you to upload a PDF of your report and some minor data. The upload should not take you any longer than a few minutes to complete.

Failure to complete the CATTS upload will constitute a failure to complete the necessary incident reporting steps and can subject an officer or approving supervisor to discipline.

INTEROFFICE CORRESPONDENCE

TO: **All Police Personnel**

FROM: Chief Wendell Franklin, CHF

DATE: January 19, 2022

SUBJECT: Departmental Order 2022-01, EOD Transports

Effectively immediately, Officers will no longer transport people who self-present (walk-ins & EMSA transports) for emergency mental health care at medical hospitals/emergency rooms, psychiatric urgent recovery centers, and/or inpatient mental health hospitals to another facility for ongoing mental health treatment.

Officer(s) will continue to respond to these facilities to transport people TPD had initial contact within the community or if a crime has been reported. Officers will continue to respond to outpatient clinics and unsecured residential treatment centers to determine if a person meets criteria to be taken into protective custody for a mental health assessment.

INTEROFFICE CORRESPONDENCE

TO: **All Police Personnel**

FROM: Chief Wendell Franklin

DATE: September 7, 2022

SUBJECT: Departmental Order 2022-05, Compensatory Time Usage

In accordance with the MOU between the City of Tulsa the FOP Lodge 93, the use of compensatory time by any police personnel will require notice of 96 hours when such leave places a shift below minimum manning levels.

Departmental Order 2020-04 is hereby rescinded.

WF;ma

INTEROFFICE CORRESPONDENCE

TO: **All Police Personnel**

FROM: Chief Wendell Franklin, CHF

DATE: February 2nd, 2023

SUBJECT: Departmental Order 2023-01, Technology Transitions

The Department is deploying new technologies (*Axon* Body Worn Cameras, In-Car Cameras, Automated License Plate Readers, and upgraded Tasers, etc.). Some of these technologies require new policies because they function differently than the technologies they replace. There will be unavoidable overlap in usage between old and new technologies during this transition period. During this time officers will adhere to the policy and procedures specific to their assigned equipment. When an officer is trained on and assigned a new piece of technology the officer will review and sign for the applicable policies.

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Deputy Chief Eric Dalgleish, CHF

DATE: May 22nd, 2024

SUBJECT: Department Order 2024-01: 10-74 Code

Effective immediately, officers are approved to use Code 10-74.

Purpose
The 10-74 code will track officers' efforts while engaged in a downtown grant.

Definition
10-74: engaged in activities directly related to the 2023 National Public Safety Partnership Grant while in one of the five designated patrol areas in downtown Tulsa.

Duration
At the conclusion of the 2023 National Public Safety Partnership Grant, this order will be rescinded. The Department expects to conclude this grant in late 2025.

INTEROFFICE CORRESPONDENCE

TO: **All Police Personnel**

FROM: Chief Dennis Larsen, CHF

DATE: November 15th, 2024

SUBJECT: Departmental Order 2024-02, Fraternization Revised

All Officers and employees of the Tulsa Police Department shall adhere to City of Tulsa Personnel Policy and Procedure 106 which prohibits nepotism, "the hiring or influencing the terms of employment of an immediate family member" and fraternization, "a romantic or sexual relationship between a supervisor and subordinate."

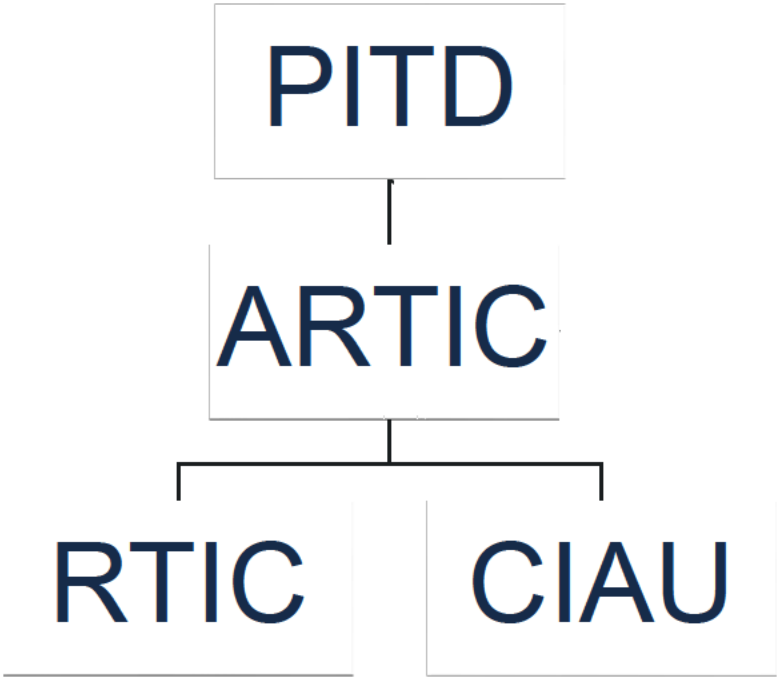
Within the Tulsa Police Department fraternization with a pre-hire, probationary employee, Apprentice Police Officer (APO), and/or Officer in Training (OIT) is prohibited for any person who is in a position of authority over that employee as such relationships are considered supervisor-subordinate as described in the above-referenced policy. This includes anyone involved in training pre-hire, probationary, APO, and/or OIT employees until their successful conclusion of the Field Training Program.

INTEROFFICE CORRESPONDENCE

TO: All Police Personnel
FROM: Chief Dennis Larsen, CHF
DATE: April 2, 2025
SUBJECT: Departmental Order 2025-01 REVISED, Unit Name Change & Transfer

Effective March 2, 2025, the Public Safety Analysis Unit (PSAU) was renamed the Crime and Intelligence Analysis Unit (CIAU). The Crime and Intelligence Analysis Unit (CIAU) will transfer from the Investigations Bureau to the Administrative Bureau, Police Information Technology Division, Analysis and Real Time Information Center (ARTIC).

The Real Time Information Center (RTIC) and Crime & Intelligence Analysis Unit (CIAU) create The Analysis and Real Time Information Center (ARTIC) who report to the ARTIC Commander. The ARTIC Commander shall report to Police Information Technology Division (PITD) Director Gerald Ward.



INTEROFFICE CORRESPONDENCE

TO: All Police Personnel
FROM: Chief Dennis Larsen, CHF
DATE: March 26th, 2025
SUBJECT: Departmental Order 2025-02, Domestic Violence Unit

Effective immediately, the Family Violence Unit has been renamed the Domestic Violence Unit. This change reflects our commitment to clarity and alignment with statutory changes and widely recognized terminology. Please note that all policy language, documentation, and communications currently referencing the Family Violence Unit will now refer to the Domestic Violence Unit.