Mission Statement

The Tulsa Police Department will apply all knowledge, skills, and available resources by working in partnership with our Community to provide quality service, protect life and property, prevent crime, and resolve problems, so people can live without fear in a safe environment.

Value Oath

I accept the responsibilities of being recognized as a leader of the Tulsa Police Department. As a leader, I pledge to honorably perform my assigned duties while displaying the integrity and the courage:

- To stand up for what I know is right,
- To stand up against wrongs in any form,
- To respect the dignity and rights of every individual,
- To exercise wisdom and fairness in dealing with all citizens, and
- To ultimately bring honor and pride upon the Tulsa Police Department and myself.
Statement of Vision

The Tulsa Police Department will be recognized as the national benchmark in innovative and professional policing.

This quality is characterized by:
- Public trust through partnerships,
- Uncompromised integrity,
- Demonstrated excellence,
- Exceptional personnel.

Oath of Office

Having been duly appointed a police officer of the City Of Tulsa and peace officer of the State Of Oklahoma, I do solemnly swear that I will defend, enforce, and obey the Constitution and laws of the United States, the State Of Oklahoma, and the Charter and Ordinances of the City of Tulsa.

That I will obey the lawful orders of my superior officers and the regulations of the Tulsa Police Department.

That I will protect the rights, lives, and property of all citizens and uphold the honor of the police profession with my life if need be.

This I solemnly swear.
### 31-100 SERIES

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**GLOSSARY**
PURPOSE OF CHANGE:

To clarify language for the use of deadly force.

POLICY:

The Tulsa Police Department places the highest value on the preservation of life. Personnel will use only that force which is objectively reasonable. Reasonableness is not capable of precise definition or mechanical application. Its proper application requires careful attention to the facts and circumstances of each particular case, including the severity of the crime at issue, whether the suspect poses an immediate threat to the safety of the officers or others, and whether the suspect is actively resisting arrest or attempting to evade arrest by flight. The reasonableness of a particular use of force must be judged from the perspective of a reasonable officer on the scene at the time of the incident and on whether the officer's own reckless or deliberate conduct during the seizure unreasonably created the need to use such force.

The use of unnecessary or excessive force will result in departmental discipline and may create personal liability for the officer with civil and/or criminal penalties. Actions that do not meet the spirit of this policy will neither be condoned nor tolerated merely because the acts were lawful.

The Use of Force Continuum is included as a guide in the appropriate use of force. It is recognized that it cannot be rigidly applied in rapidly unfolding and fluid situations. Officers should generally use the level of force which can reasonably be expected to succeed in controlling the situation. Officers are not required to move in a hierarchical fashion through all the levels of control, but instead, should use that level of force which is appropriate and reasonable under existing circumstances.

Deadly force may be used if the officer has probable cause to believe that the suspect poses an imminent threat of serious physical harm, either to the officer or others, to defend an officer or others from the threat of immediate physical harm from a dangerous animal, or to destroy a seriously injured animal when other dispositions are impractical and when approved by a supervisor.

An officer may use deadly force when making an arrest or preventing an escape from custody following an arrest. The officer must reasonably believe that such force is necessary to prevent the arrest from being defeated by resistance or escape, there is probable cause to believe that the person to be arrested has committed a crime involving the infliction or threatened infliction of serious physical harm, and the escape of the subject poses an imminent threat to the officer or others. Deadly force may also be used if the person to be arrested is attempting to escape by use of a deadly weapon (21 O.S. 732). When feasible, a verbal warning will be given to the offender prior to the use of deadly force.
The use of deadly force is not authorized when its use would constitute a greater threat to innocent human lives than the actions of the suspect. Officers or employees must always be aware of the probable and possible result of their use of force. Officers or employees are never justified in using deadly force in a reckless manner disregarding the safety of themselves, other officers, or innocent bystanders. Officers or employees must identify and acquire the specific threat before using deadly force.

Officers or employees shall not use tactics solely to justify the escalation of force when such escalation of force would not otherwise be appropriate (e.g., it would not be appropriate for an officer or employee to step in the path of a moving vehicle solely to justify the use of great or deadly force as self-defense).

For the purpose of this policy, use of any firearm to discharge a projectile composed of any material which may be reasonably expected to cause death or great bodily injury is considered deadly force and shall only be employed in circumstances where the use of deadly force would be justified. The use of a flexible baton, kinetic baton, PepperBall launcher, breaching gun, or any similar launcher or munitions will not be considered deadly force when used as trained and designed as a less lethal alternative.

There will be an administrative review immediately following any use of deadly force. The Detective Division will conduct a criminal investigation into any use of deadly force. The Deadly Force Review Board will review all uses of deadly force referred to it by the Chief of Police. The Board reviews the administrative and criminal investigations, as well as testimony from officers and witnesses, when necessary.

### GREAT FORCE

- **Deadly Force Applications, KO1 Kinetic Baton, and the 12-Gauge Flexible Baton**
  - Likely to produce great bodily injury or death, likely to cause bodily injury
  - Calculated to Incapacitate (STOP)

### INTERMEDIATE FORCE

  - No expectation of great bodily injury or death, some possibility of injury, involves some pain compliance techniques
  - Calculated to Control and/or Overcome

### LOW FORCE

- Firm Grip or Gesture, Verbal Commands, Uniform Presence
  - Little expectation of injury, low visual impact
  - Calculated to Gain Compliant Behavior

**SUMMARY:** Procedures for the use of force.

**APPLIES TO:** All police personnel

**DEFINITIONS:**
DEADLY FORCE – that force which is likely to cause death or serious physical harm.

IMMEDIATE THREAT – a significant threat that an officer reasonably believes will result in death or serious physical harm to the officer or others. The threat is not limited to being instantaneous. A person may pose an immediate threat even if they are not at that moment pointing a weapon at the officers or others.

LATERAL VASCULAR NECK RESTRAINT (LVNR) – any choke, sleeper, or similar hold that is intended to disrupt the flow of blood or oxygen to the brain which would result in a temporary loss of consciousness.

SERIOUS PHYSICAL HARM/GREAT BODILY HARM – injury that causes a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

USE OF FORCE CONTINUUM – a visual representation of force options designed to facilitate an understanding of appropriate levels of force by officers.

WEAPONLESS CONTROL TECHNIQUES – gestures, verbal commands, or physical control holds utilized to gain compliance from a subject.

PROCEDURES:

A. USE OF FORCE REPORTS

1. In other than testing or training situations, personnel will complete a Use of Force Report as soon as possible and forward it to the Chief of Police through the chain of command when the following force is used:

   a. OC spray.
   b. Electronic Control Device (ECD).
   c. PepperBall launchers.
   d. Physical control holds which result in an injury requiring medical attention or are alleged to have resulted in injury to another person.
   e. Impact weapons/force (e.g., baton and fist).
   f. Police canine bite.
   g. KO1 kinetic baton and the 12-gauge flexible baton.
   h. Vehicle containment.
   i. Chemical Munitions.
   j. Flash Sound Diversionary Devices.

2. When force is used, only one Use of Force Report per incident need be completed. The report shall include the names of all personnel utilizing force. The on-scene supervisor will ensure that the report is completed as soon as possible.

3. When a firearm is accidentally discharged or an injured or vicious animal is shot, the officer shall complete an Interoffice Correspondence explaining the details of the circumstances to the officer’s division commander. The division commander will also review and forward all findings and recommendations to the Chief of Police.
4. All *Use of Force Reports* will be reviewed by Internal Affairs (IA) for possible eligibility in the Employee Tracking and Assistance Program (ETAP).

5. IA will complete an annual documented analysis of all *Use of Force Reports*. This analysis will include conclusions, recommendations, and proposals. The analysis is due July 1.

6. When the use of deadly force involves a department-issued or approved firearm or department-issued weapon in accordance with the *Uniform Specifications Manual*, the investigatory process shall be applicable to both on-duty and off-duty incidents.

B. NOTIFICATIONS

1. When force is used that requires a use of force report, an employees will notify a field supervisor as soon as possible.

2. Supervisors will notify a shift commander, the on-call Captain, or Staff Duty Officer.

3. When deadly force is used, shift commanders, on-call Captain, or the Staff Duty Officer will notify IA and the Detective Division as soon as possible, except when a firearm is accidentally discharged or an animal is shot and no additional injuries or property damage occurs.

4. When the use of deadly force results in property damage or an injury requiring first aid or medical treatment, notify the Detective Division.

5. When the use of force results in serious injury or death, request that Public Safety Communications (PSC) notify the following personnel in accordance with 31-308, *Staff Representation After Hours*:
   a. On-call IA Investigator.
   b. On-call Captain/Staff Duty Officer.
   c. The officer’s division commander.
   d. The Bureau deputy chiefs.
   e. The Chief of Police.
   f. The on-call Public Information Officer.
   g. The Tulsa Police Department Legal Advisor.
   h. On-duty Captain
   i. The Police Chaplain

6. Evaluate the incident and determine the need for further notifications (e.g., CIRT).

C. DEADLY FORCE INCIDENTS

1. Upon arrival, a supervisor shall assign an officer to remain and “walk through” the scene with Detectives.
2. The officer(s) or employee(s) directly involved in the use of deadly force will go directly to the Detective Division when relieved from the scene. An uninvolved officer shall accompany them to maintain the evidentiary chain of custody. The officer(s) or employee(s) shall remain at Detective Division until chain of custody issues have been resolved.

3. The Detective Division will conduct a criminal investigation upon notification of the use of deadly force.

4. The involved officer(s) or employee(s) will remain available for the Detective Division to contact and schedule an in-depth interview at their earliest convenience.

5. The involved officer(s) or employee(s) may be represented by legal counsel, if desired, during the criminal investigation.

6. The Detective Division will submit an Interoffice Correspondence to the Chief of Police by 0800 hours on the day following the occurrence, outlining the following:
   a. The need for the force used.
   b. The type of force employed.
   c. How and where the force was employed.
   d. Additional information regarding the use of force (e.g., injuries, backdrop, witnesses).

7. The Chief of Police or designee may place involved officer(s) on administrative leave pending the results of the criminal investigation.

8. The weapon used in a deadly force incident will be given to Detectives and will be sent to the lab for testing. While the weapon is being tested, the division commander or shift commander will ensure that the officer has a weapon to carry until their weapon is returned. Upon completion of the testing, the weapon will be returned to the officer as soon as possible by the Detective Division.

D. ADMINISTRATIVE REVIEW PROCESS

1. After receiving a clearance sheet from the DA regarding the criminal investigation of a use of deadly force incident, IA will conduct an administrative investigation on:
   a. On-duty employees of the Tulsa Police Department, or an on-duty Tulsa Police Reserve Officer, or any other person acting in concert with Tulsa Police Officers.
   b. Off-duty employees of the Tulsa Police Department or an off-duty Tulsa Police Reserve Officer when the use of deadly force involves a department issued or approved firearm as described in the Uniform Specifications Manual.
   c. Employees of the Tulsa Police Department or a Tulsa Police Reserve Officer who accidentally discharges their firearm which causes injury to any person.
2. IA will prepare and submit a complete report to the Chief of Police within 30 days of each incident. The IA Commander may grant an extension if the investigation will not be completed within the 30 day time frame.

3. When the actions of an employee, while working in an official capacity, result in the death or serious physical injury of another, the Chief of Police or designee shall remove the employee from the line-duty assignment pending an administrative review of the incident.

4. After receiving approval by the Chief of Police, or designee, to return to their duty assignment, the employee’s division commander will coordinate with the employee the exact time and date the employee shall return to their normal duties.

E. DEADLY FORCE REVIEW BOARD

1. The Deadly Force Review Board will review all incidents of deadly force that are referred to the Board by the Chief of Police.

2. Each member of the Board will be an officer not directly involved in the incident.

3. The Chief of Police will appoint the Board from the following ranks with a maximum of five voting members for incidents involving Tulsa Police Officers or employees:
   a. A bureau deputy chief to act as chairman.
   b. The division commander of the involved officer or employee.
   c. The Training Division Commander.
   d. An officer of equal rank to the officer involved.
   e. The Tulsa Police Department Legal Advisor (non-voting).
   f. The Special Operations Team (SOT) Leader or Team Commander (non-voting).
   g. An officer below the rank of division commander chosen by the officer being reviewed.

4. If the incident involves a Tulsa Police Reserve Officer, the following will also be appointed:
   a. The Special Operations Division Commander (non-voting).
   b. If the Tulsa Police Reserve Officer was assigned to a TPD partner, the Division Commander of the partner will be appointed as the Division Commander of the involved officer (voting).
   c. If the Tulsa Police Reserve Officer was working a special event (e.g., Fairgrounds, River Parks), the Special Operations Commander will be appointed as the Division Commander of the involved officer (voting).

5. The duties of the Board will be to:
a. Thoroughly review the criminal investigation report.
b. Thoroughly review the administrative investigation completed by IA.
c. Hear direct testimony from officers and witnesses when necessary.

6. The Board will develop findings and make recommendations to the Chief of Police in the following areas:
   a. Whether the use of deadly force complied with policy.
   b. Tactical considerations.
   c. Training considerations.
   d. The quality of supervision.
   e. The process and the quality of the post-incident investigation.

7. The Chief of Police will review all findings and forward the decision to the officer’s or employee’s bureau deputy chief.

8. The Chief of Police will report the decision and any resolutions along with the Board’s findings to all sworn personnel.

9. The Bureau Deputy Chief will review and forward the findings along with the Chief’s decision to the officer’s or employee’s division commander.

10. The division commander will review and initiate the required action.

11. Data and/or statistics related to the use of deadly force will be identified at the Deadly Force Review Board meetings and directed to the Training Division to be incorporated into training when appropriate.

REGULATIONS:

1. When officers or employees use the level of force described in procedures A.1. and A.3., they shall make the appropriate reports and notifications as set forth in this policy.

2. Officers or employees shall not discharge firearms for the purpose of warning shots or for any indiscriminate use. Officers or employees shall use firearms only as authorized by this policy.

3. Officers or employees shall identify and acquire a specific threat/target before using deadly force.

4. The use of LVNR or a similar neck restraint is not authorized.

5. Officers shall use only that force which is objectively reasonable.

6. Any time the actions of an officer or employee result in injury or alleged injury to another person, once the subject is properly restrained, officers will perform the following:
a. Render necessary first aid.
b. Request EMSA to respond to the scene, if appropriate.
c. Immediately notify a supervisor.

7. Only personnel who have been trained, and have demonstrated proficiency in the use of, departmental-authorized weapons will be approved to carry such weapons.

8. Agency personnel will be issued a copy of, and be instructed in, the content of this policy before being authorized to carry lethal and less lethal weapons.

9. A report must be submitted whenever an employee takes an action that results in, or is alleged to have resulted in, injury or death of another person. This report will be either a Use of Force Report, an Interoffice Correspondence, or a statement to the Detective Division as outlined in this policy. If serious bodily injury or an injury that could result in death occurs, this report will be completed by Detective Division as outlined in C.6. Field supervisors will ensure that reports on any other injuries are completed.

REFERENCES:
21 O.S. 732
31-101B, Roadblocks
31-101C, Vehicle Containment
31-101D, Use of OC Spray
31-101E, Use of Electronic Control Devices
31-308, Staff Representation After Hours
31-304C, Employee Tracking and Assistance Program
Uniform Specifications Manual
CALEA 1.2.2, 1.3.1-1.3.10, 1.3.12, 1.3.13, 11.4.5, 12.2.1, 41.2.3, 52.2.3, 52.2.7, 82.2.1
PURPOSE OF CHANGE:
To document compliance with CALEA standards and to address issues identified in the semi-annual policy and procedure audit.

POLICY:
Roadblocks may be used during a pursuit when an officer can demonstrate that a roadblock will protect the safety of the public and others. Because of the obvious risk inherent with the use of a roadblock, primary consideration must be given to the safety of citizens, officers, and suspects before this tactic is used.

The Tulsa Police Department does not authorize the use of deadblocks.

SUMMARY: Procedures for setting up a roadblock.

APPLIES TO: All police personnel

DEFINITIONS:
DEADBLOCk – the total blockade of a street or highway, leaving no path of escape.

ROADBLOCK – the partial blockade of a street or highway, leaving one lane of traffic open.

PROCEDURES:
A. OFFICER

1. If possible, obtain supervisory approval prior to setting up a roadblock.

2. Every attempt will be made to provide traffic warnings on both sides of a roadblock.

3. Officers may use a roadblock at intersections to protect the safety of citizens.

4. When setting up a roadblock:
   a. Notify the pursuing officers of the location of the roadblock.
   b. Identify the location of the roadblock by the use of flashing emergency lights or other illumination.
   c. Leave one lane open.
d. Ensure officers are in protected positions a safe distance away from the approaching suspect vehicle.

B. SUPERVISOR


2. If personal injury or property damage results from the use of a roadblock:
   a. Notify a shift commander or staff duty officer as soon as possible.
   b. Complete a City of Tulsa Vehicle Investigation Report in accordance with 31-119, City Vehicle Collisions/Damage, if required.
   c. Request Public Safety Communications (PSC) dispatch an advanced traffic investigator to the scene.

C. ADVANCED TRAFFIC INVESTIGATOR

Complete an Official Oklahoma Traffic Collision Report in accordance with 31-110B, Personal Injury/Fatality Traffic Collisions and 31-119, City Vehicle Collisions/Damage, if required.

D. SHIFT COMMANDER/STAFF DUTY OFFICER

If serious personal injury results, notify Internal Affairs (IA) as soon as possible.

REGULATIONS:

1. An officer shall not remain inside a vehicle that is used as part of a roadblock.

2. Privately owned vehicles shall not be used in a police roadblock.

3. A roadblock shall not be located in the proximity of hills, curves, or any location where the view of the roadblock would be obstructed to oncoming traffic.

4. Officers shall not use deadblocks.

REFERENCES:

31-110B, Personal Injury/Fatality Traffic Collisions
31-119, City Vehicle Collisions/Damage
CALEA 41.2.2, 61.3.4
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To add the word “occupied” to the definition of vehicle containment and to address any other issues identified in the annual policy and procedure audit.

POLICY:

Vehicle containment tactics are authorized only on those rare occasions when officers can objectively establish that by not stopping or containing a vehicle using low-speed collision (10 MPH or lower) with a police vehicle, the use of even greater force would in all probability occur. Officers must always be aware of possible safety concerns when utilizing this tactic. Officers will only use vehicle containment with strict regard for the safety of themselves, other officers, and citizens. The Tulsa Police Department does not authorize bumping, ramming, or the use of deadblocks.

Officers may use a police vehicle or vehicles to block-in or contain a suspect vehicle. This tactic will primarily be used as a means to prevent a stationary vehicle from moving or to stop a vehicle moving slowly (10 MPH or less) in which contact would cause minimum damage to either vehicle.

Vehicle containment is considered a seizure under the Fourth Amendment of the United States Constitution and Article II, Section 30 of the Oklahoma Constitution. Consequently, vehicle containment may be used only when an officer has a lawful reason to detain the driver or other occupant in the vehicle.

SUMMARY: Procedures for vehicle containment.

APPLIES TO: All police personnel

DEFINITIONS:

BUMPING/RAMMING – an intentional maneuver causing a collision between two vehicles, at least one of which is traveling faster than 10 MPH.

DEADBLOCK – the total blockade of a street or highway, leaving no path of escape.

SLOW-MOVING VEHICLE – a vehicle traveling at speeds estimated at 10 MPH or lower.

VEHICLE CONTAINMENT – the use of a police vehicle or vehicles to block the movement of an occupied vehicle; or an intentional maneuver causing collision between two slow-moving vehicles; or a slow-moving vehicle (10 MPH or lower) with a stationary vehicle, in an effort to contain and/or stop that vehicle.
PROCEDURES:
1. A police vehicle or vehicles may be used to block-in or contain a vehicle when:
   a. The vehicle is at rest.
   b. The vehicle is traveling at 10 MPH or less.
2. Vehicle containment tactics may be used to contain a stopped or slow-moving vehicle.
3. When possible, obtain supervisory approval prior to using vehicle containment tactics. It is not necessary to obtain approval when using a vehicle to block-in a vehicle which is at rest.
4. When a vehicle containment tactic is used, complete a *Use of Force Report* and forward to the Chief of Police through the officer's chain of command prior to the end of shift. The report should include the circumstances that initiated the need for vehicle containment and a diagram of the incident/collision.
5. If personal injury or property damage results from the use of vehicle containment:
   a. Notify the officer's immediate supervisor, shift commander (or Staff Duty Officer), and division commander as soon as possible.
   c. Request Public Safety Communications (PSC) dispatch an advanced traffic investigator to the scene.
   d. The advanced traffic investigator will complete an *Official Oklahoma Traffic Collision Report* in accordance with 31-110B, *Personal Injury/Fatality Traffic Collisions*.
6. If serious personal injury or substantial property damage results, notify the Internal Affairs Unit (IA) as soon as possible.

REGULATIONS:
1. Officers shall take every precaution to avoid involving innocent citizens or their property when using vehicle containment tactics.
2. Officers shall not use vehicle containment tactics if it would result in a head-on collision.
3. Officers shall not use vehicle containment tactics in pursuit situations.
4. Vehicle containment tactics shall only be used when officers can objectively establish that the use of greater force will occur if the vehicle is allowed to continue and there is a lawful reason to detain the driver or other occupant in the vehicle.

REFERENCES:
- Fourth Amendment of the *United States Constitution*
- Article II, Section 30 of the *Oklahoma Constitution*
- 31-110B, *Personal Injury/Fatality Traffic Collisions*
- 31-119, *City Vehicle Collisions/Damages*
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PURPOSE OF CHANGE:
To reflect the change in organizational structure, to document compliance with CALEA standards, and to address issues identified in the semi-annual audit.

POLICY:
Officers will use only that force which is objectively reasonable and necessary. A Personal Defense Unit (PDU) enhances an officer’s ability to neutralize an aggressive situation without the additional escalation of force. This decreases the chance of injury to officers, suspects, and others.

The use of a PDU is not meant to replace tactics or training and should only be viewed as an additional tool or option available to the officer. The PDU is considered an intermediate force weapon and should be handled with care.

SUMMARY: Procedures for the use of a PDU.

APPLIES TO: All police personnel

DEFINITIONS:
FIELD PDU – a full-sized PDU carried by officers in field assignments.

OC (OLEORESIN CAPSICUM) SPRAY – an organically based biodegradable aerosol derived from a natural food ingredient (the oil of the cayenne pepper).

UNDERCOVER PDU – a compact PDU carried by officers in undercover, plainclothes, or administrative assignments.

PROCEDURES:
1. Whenever practical, and to warn assisting officers of an impending discharge, officers should use the phrase “STAND CLEAR” prior to discharging a PDU. Officers should only use the amount of spray necessary to bring the aggressor under control.

2. When the aggressor is under control, officers will closely monitor the person for signs of respiratory distress and positional asphyxia. If respiratory distress or positional asphyxia is observed, get the person immediate medical attention.

3. Assist the aggressor in rinsing his/her face and hands with clear water to relieve discomfort as soon as possible. If symptoms persist without any relief after 45 minutes, obtain medical attention promptly.
4. Other than during the required annual testing, officers will notify a supervisor as soon as possible after discharging a PDU.

5. Officers will complete a Use of Force Report and forward it to the division commander through the chain of command. The division commander will review and forward the report with all findings and recommendations to the Chief of Police through the chain of command. The Chief of Police will review and forward the report to the Headquarters Division (HQ) to be filed.

REGULATIONS:

1. Officers shall carry the departmental issued PDU only after successful completion of the appropriate training.

2. Uniformed personnel shall wear the field PDU with holster on his/her pistol belt.

3. Plainclothes officers shall carry the undercover PDU in such a manner that it is readily accessible. Officers working undercover assignments are not required to carry the PDU on their person.

4. Upon expiration, the PDU shall be turned in to the divisional equipment officer and exchanged for a new one. Equipment officers shall forward the expired PDUs to the Training Division Sergeant.

5. Officers shall not leave or hold a sprayed person laying face down after the person is restrained and under control.

6. Officers shall not discharge a PDU in the immediate area of infants.

7. Officers shall make every effort to avoid discharging large quantities of OC spray in confined spaces.

8. Officers shall use OC spray only in the manner established by this policy.

9. Officers shall assist the person in rinsing their eyes, face, and hands with clear water as soon as possible.

10. Officers shall monitor a person for forty-five (45) minutes after being sprayed with OC spray.

11. If a sprayed person complains of respiratory distress or if the symptoms persist without relief for more than forty-five (45) minutes, officers shall obtain immediate medical attention for the subject.

REFERENCES:

31-101A, Use of Force
CALEA 1.3.4, 1.3.5, 1.3.10, 17.5.3
PURPOSE OF CHANGE:

To change the name of the weapon to Conducted Electrical Weapons (CEW), to modify the evidence handling procedures for the use of a CEW, to highlight backing officer responsibilities during a CEW deployment and to update the policy.

POLICY:

Officers will use only that force which is objectively reasonable. A CEW enhances an officer’s ability to neutralize a situation without the additional escalation of force and decreases the chance of injury to officers, suspects, and others. The use of a CEW is not meant to replace tactics or training and should only be viewed as an additional tool or option available to the officer. A CEW is considered an intermediate force weapon and should be handled with care.

The use of a CEW is intended to temporarily incapacitate an offender, not to cause permanent injury. Officers deploying a CEW should be aware of excited delirium and contributing factors that lead to excited delirium deaths.

A CEW is not a replacement for a firearm. A CEW should ideally be deployed when a cover officer is present. A CEW should be used with firearm backup in incidents where there is a threat of death or great bodily harm to the officer or another person. Officers must attend initial training in order to be allowed by the Tulsa Police Department to carry a CEW. Officers must also attend annual CEW training to continue carrying a CEW.

SUMMARY: PROCEDURES FOR THE USE OF A CEW.

APPLIES TO: ALL POLICE PERSONNEL

DEFINITIONS:

ACTIVE AGGRESSION – a threat or overt act of an assault (through physical or verbal means), coupled with the present ability to carry out the threat or assault, which reasonably indicates an assault or injury to any person is imminent.

CONDUCTED ELECTRICAL WEAPON (CEW) – a weapon primarily designed to disrupt a subject’s central nervous system by means of deploying electrical energy sufficient to cause uncontrolled muscle contractions and override an individual’s voluntary motor responses.

EXIGENT CIRCUMSTANCES – circumstances that would cause a reasonable person to believe prompt action is necessary to prevent physical harm to officers or others.
EXCITED DELIRIUM – a state of extreme mental and physiological excitement characterized by extreme agitation, hyperthermia, epiphoria, hostility, exceptional strength and endurance without apparent fatigue.

PROCEDURES:

1. Upon encountering a situation that may require the use of a CEW, if time permits, request a backing officer before deploying. After deployment of a CEW, a supervisor should be advised of the deployment as soon as possible. EMSA should be notified when officers respond to calls for service in which a CEW has been utilized against a person.

2. Unless exigent circumstances exist, backing officers should use each 5-second CEW cycle as a “window of opportunity” to establish control/cuff the suspect while they are affected or immediately after the CEW cycle has ended. The need for multiple 5-second cycles, or extended/prolonged CEW exposures may be avoided or reduced by “controlling/cuffing during the “window of opportunity” that the 5-second CEW cycle provides.

   a. Electricity generally follows the path of least resistance. Therefore, officers should be able to control/cuff the suspect during the CEW cycle without being affected as long as they do not place their hands on or between the CEW probes. Officers will not be incapacitated if they do feel the electrical current, rather being able to instinctively pull their hand away upon feeling a shock. Officers will then need to reassess the subject and location of the probes and grab the suspect somewhere else.

3. Officers should give a verbal warning that a CEW will be deployed unless such notice would compromise officer safety.

4. The “fleeing” of a subject should not be the sole justification for the use of a CEW. The severity of offense, threat to self, or threat to others should be considered before officer’s use a CEW on a fleeing subject.

5. Officers shall not simultaneously deploy CEWs on one individual. Each additional application of the CEW must be evaluated in the same manner the first application was applied. In the ideal set of circumstances, custody and control officer(s) will gain physical control while the subject is still under the influence of the CEW. In exigent circumstances additional applications may be appropriate if additional personnel are not present and approaching the subject may cause a greater threat to the CEW operator or citizens. Officers must assess the effectiveness after an initial deployment and determine if an additional application is warranted or a different tactic should be used. If a subject receives an application, medical personnel will assess the subject. The names of the medical personnel shall be included in the Use of Force Report.

6. The maximum effective range of the CEW is 20-25 feet. The Department currently uses 25’ cartridges. The optimum range of the CEW is 15 feet.

7. A CEW can be an ignition source and should not be deployed near flammable liquids
8. Officers should avoid using a CEW on individuals who are positioned on an elevated surface because they cannot control their fall (i.e., subjects who are standing on a ledge, balcony, bridge, or on the side of a hill).

9. A CEW should not be used on handcuffed persons unless they are exhibiting active aggression and/or to prevent individuals from harming themselves or others.

10. A CEW causes temporary incapacitation, which can be dangerous and even fatal. Therefore, it should not be used on the following individuals unless exigent circumstances exist:
   a. Subjects who are in water.
   b. Obviously pregnant females.
   c. Young children.
   d. Elderly persons.
   e. Visibly frail persons.

11. When the subject has been secured, medical personnel will remove the CEW probes, check the impact sites, and return the probes and associated wires to the arresting officer. The arresting officer will turn the cartridge, wires and AFIDS into the property room as described below in procedure 13. Medical personnel, who remove the probes and check the wound sites will be identified in the Use of Force Report. Officers who deploy a CEW shall obtain photographs of the probe impact sites as well as any other related injuries. The photographs shall be transferred to DIMS and documented in the Use of Force Report.

12. If necessary, officers may transport subjects with embedded probes. If necessary, the conductive wires should be cut as close to the probes as possible prior to transport.

13. Officers will advise booking personnel when a subject has received a CEW application.

14. Officers will attempt to locate the yellow, pink, and clear colored “micro-dots” “AFIDS” dispersed at the time the cartridge is fired. These will be collected as evidence along with any expended cartridges, probes and/or wires and turned into the property room as evidence. Used cartridges with the barbs attached are considered biohazards and will be placed in a biohazard receptacle before being turned in. Officers should avoid breaking the wires attached to the cartridge, if possible, and turn them in with the cartridge.

15. Officers will complete a Use of Force Report and forward it to the division commander through the chain of command. The division commander will review and forward the report with all findings and recommendations through the bureau deputy chief to the Chief of Police.

16. The Chief of Police will review the report and forward it to Internal Affairs to be filed.
17. Officers shall ensure the data record of their CEW is downloaded by the TPD range staff as soon as feasible. Officers are encouraged to complete the data download prior to completing their use of force reports.

REGULATIONS:

1. Officers shall only carry the department-issued CEW after successfully completing the appropriate training.

2. Any deployment of a CEW (either in “probe” or “drive-stun” mode) shall be documented in a Use of Force Report.

3. The CEW “Probe Mode” should be the primary setting option, with “Drive Stun Mode” generally used as a secondary option.

4. CEWs shall not be used against subjects in physical control of any vehicle in motion, unless exigent circumstances exist.

5. CEWs shall be maintained in a holster on an officer’s weak (support) side to avoid accidental drawing and/or firing of an officer’s handgun.

6. Officers shall request that EMSA personnel evaluate and/or transport the subject to a medical facility after a successful CEW deployment.

7. Subjects displaying symptoms of excited delirium will be transported by EMSA to a hospital for observation and blood work. All persons who have been subjected to a CEW application should be monitored regularly while in police custody, even if they received medical care.

8. A CEW shall only be used in the manner established by department training and this policy.

9. A CEW shall never be used as a means of punishment.

10. Officers shall never point a CEW at another person unless intending to deploy it.

11. Officers shall avoid deploying the CEW at a subject’s head, neck, upper chest and genitalia. These areas shall also be avoided when a CEW is used in the “Drive Stun Mode.”

12. Officers shall not modify a CEW.

13. Officers shall not use any restraint technique that impairs respiration.

14. Officers shall provide medical personnel with a “Physicians Reference Guide” card after a CEW is deployed against a subject, if requested. This guide can be found in policy 31-101E, Attachment.
15. Functionality testing or maintenance of a CEW shall be done in a controlled environment and not in view of the public. Functionality “Spark” testing should be conducted before each shift and, at a minimum, no less than four (4) times per week.

16. Officers will ensure that, at a minimum, their CEW has been downloaded at the Firing Range at least once each quarter (minimum of 4 times per year) irrespective of whether or not the CEW has been deployed.

REFERENCES:

31-101A, Use of Force
PERF Policy and Training Considerations, October 25, 2005
Taser User Certification Course, Version 19, Released April 2013
CALEA 1.3.4, 1.3.5, 1.3.10, 1.3.12
The Taser device affects both the sensory and motor nervous systems. Affected muscles contract involuntarily, causing the subject to be physically debilitated.

**Electrical pulse (X26, X26P and X2):**
- 0.095-0.125 joules per pulse (jpp), .0021 Amps, 50,000 volts
- Cardiac Defibrillators: 150-400 joules per pulse

It is not necessary for the probes to penetrate the skin for the subject to receive an electromuscular disruption effect.

**Probes:** Speed = 76-166 feet per second
- Constructed of brass, have a barbed end

**Probe removal:** Stabilize the penetration site with one hand while pulling the probe straight out with the other.

**Consciousness:** Unless a secondary injury occurs, the subject does not lose consciousness.

**Reference:** See the following web site for further medical study information.

[www.Taser.com](http://www.Taser.com)

PROCEDURE

Subject
Handcuffing and Custodial Transportation

Supersedes No. Previous Date

Approved By
Ronald Palmer, Chief of Police

Date Approved
Effective Date

Page 1 of 4

Procedure File No. 31-101F

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PURPOSE OF CHANGE:

To address changes in the transportation of detainees.

POLICY:

Handcuffing and custodial transportation are some of the most basic functions that officers perform. However, there is always an opportunity for resistance and officers need to always remain alert to the actions of their detainees.

Officers are responsible for detainees until they are relieved of that duty. This includes medical treatment, if necessary, and basic human necessities. Officers are also responsible for ensuring that their detainee has been thoroughly searched.

Detainees will not be left alone or without immediate supervision; therefore, the Tulsa Police Department does not maintain areas that could be classified as temporary detention. All detainees are secured with handcuffs the entire time they are in a Tulsa Police officer’s custody, the only exceptions are listed in this policy and TOG 1006, Handcuffing and Custodial Transportation. Detainees may be taken to designated testing/processing areas at a Uniform Division or Detective Division prior to being booked into jail at David L. Moss Criminal Justice Center (DLMCJC) for the purpose of completing reports, turning in evidence, or for testing purposes. Portions of this policy relate to those areas. Detainees may also be taken to designated interview/interrogation rooms for interrogation, see TOG 2031, Interviews and Interrogations.

Effective August 31, 2007, all uniform division commanders will ensure that this policy and TOG 1006, Handcuffing and Custodial Transportation are reviewed at least once every three years during squad meeting to ensure that officers are kept up-to-date on proper methods of handcuffing, custodial transportation, and monitoring detainees. This training will be included in the recruit police academy.

SUMMARY: Procedures for handcuffing and custodial transportation of detainees.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. HANDCUFFING AND SEARCHES

1. With the following exceptions, detainees will be handcuffed behind their backs when taken into custody and remain handcuffed until booked into DLMCJC.
## Handcuffing and Custodial Transportation

<table>
<thead>
<tr>
<th>Subject</th>
<th>Procedural Details</th>
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<tbody>
<tr>
<td>a. If a detainee has an injury or medical condition that would prevent handcuffing behind their back, they may be secured in another manner.</td>
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<tr>
<td>b. If the detainee is being interrogated, the handcuffs may be removed while in a designated interview/interrogation room.</td>
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<td>c. If the detainee is a juvenile being released to a parent, guardian, or responsible adult, the juvenile’s handcuffs may be removed to allow for fingerprinting.</td>
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<tr>
<td>d. If the detainee needs to go to the restroom, handcuffs may be removed while in the restroom.</td>
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<tr>
<td>e. It may be necessary to remove handcuffs from a detainee for testing purposes or the recovery of evidence.</td>
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In any of the above circumstances, there shall be more than one officer present to observe the detainee.

2. Officers will not leave or hold a detainee face down after being placed under control/restraint unless that detainee is closely monitored for signs of respiratory distress. Officers will seek immediate medical attention for detainees who exhibit signs of acute distress.

3. Detainees will be thoroughly searched after they are handcuffed in accordance with Policy and Procedure 31-107, **Personal Searches**.

### B. CUSTODIAL TRANSPORTATION

1. Officers will notify Public Safety Communications (PSC) via radio when transporting detainees. Officers will give destination, gender, and beginning/ending mileage when transporting juveniles or detainees that are the opposite gender of the transporting officer.

2. Officers transporting a detainee to another agency or court will notify the appropriate personnel of any information relating to the detainee’s escape or suicide potential or other personal traits of a security nature. Officers will also ensure that detainees, for this purpose, are positively identified prior to transport.

3. Officers will conduct a thorough search of any detainee in their custody prior to transport. Officers will also search any vehicle used for transport prior to and after transporting detainees.

4. If a detainee escapes while being transported, the transporting officer will exhaust all efforts at re-apprehension. If the detainee is still outstanding at the conclusion of these efforts, the officer will:
a. Ensure that a COS is issued citywide.
b. Ensure that notification is made to other area law enforcement agencies.
c. Notify the chain of command.
d. Prepare an *Incident Report*.
e. If a detainee’s escape occurs during a special transport situation (e.g., during transport to the Osage or Wagoner County Jail), immediately notify the affected agency and request that their officers respond.

5. Photographs and fingerprints of adult detainees being booked will be taken at the destination jail facility. (Tulsa, Osage, or Wagoner Counties)

6. In the event of a situation involving high stress or emotion (e.g. pursuits), supervisors will use their discretion to determine if the arresting officer should transport the detainee or if another officer should be assigned.

C. TESTING/PROCESSING AREAS

1. While in a testing/processing area, detainees will only be secured to designated benches or places that are immovable and specifically manufactured or designed to secure them.

2. While in a testing/processing area, detainees will never be left alone or without immediate supervision.

3. If the testing/processing area does not have a panic or duress alarm, officers observing detainees will have their portable radio with them in the event of the need for assistance.

4. Officers are responsible for ensuring that basic human necessities, such as water, restrooms, and medical treatment are provided for their detainees.

5. Juvenile detainees will not be secured in the same area as adult detainees. Female and male detainees will not be secured within close proximity to each other.

6. Each division where detainees are expected to be transported, even on a short-term basis, must have a sign depicting requirements for the handling of detainees. These divisions will also have a fire prevention, fire evacuation, and fire suppression plan.

7. Division commanders will ensure that testing/processing areas within their division are inspected for cleanliness and to determine if any unsafe conditions are developing. These inspections will occur at least once a month and will be documented on a *Testing/Processing Area Inspection Sheet*. The division commanders will also conduct an administrative review of testing/processing areas and procedures at least once every three years to ensure that policies and procedures governing testing/processing areas are being followed and are adequate for departmental needs. Testing/processing areas should have at a minimum, access to report forms, computers to expedite report completion, and clean water/restrooms.

8. Officers will ensure that all weapons are securely fastened in their appropriate holsters.
D. MEDICAL

1. If a detainee requires medical attention, officers will contact dispatch to request that an ambulance respond. Officers will not transport sick or injured detainees unless the illness or injury is minor and will not be aggravated by the transport. Disabled detainees may also require transportation by an ambulance.

2. An ambulance may be utilized to transport violent detainees to Tulsa County Behavioral Health Center (TCBH) or from TCBH to a hospital. Officers will not remove restraints from detainees who have been violent and still have the ability to resist, unless it is absolutely necessary to remove them for medical treatment.

3. If a detainee’s condition requires admission or a lengthy stay at a hospital, the officer will contact a supervisor. The supervisor will contact a Shift Commander and advise them of the situation.

4. If the Shift Commander decides not to continue guarding the detainee, the arresting officer will release the detainee from custody and advise hospital personnel. The arresting officer will complete the appropriate reports and document the circumstances of the detainee’s release. The arresting officer will be responsible for ensuring that an out-of-custody arrest affidavit is completed for open charges when a detective is not needed for follow-up investigation.

5. If a Shift Commander decides to continue guarding the detainee, they can authorize the use of reserve officers.

REGULATIONS:

1. Officers are responsible for, and will maintain, control of a detainee until relieved of this responsibility.

2. Officers shall never leave a detainee unattended.

3. Officers shall conduct a thorough search of the detainee prior to transport.

4. More than one officer shall be present to observe a detainee if the detainee cannot be handcuffed for any of the following reasons: medical, interrogation, a juvenile being held prior to parental release, restroom, testing, or recovery of evidence.

REFERENCES:

31-101, Use of Force
31-103, Radio Communications/General Information
31-107, Personal Searches
TOG 1006, Handcuffing and Custodial Transportation
TOG 2014, Radio Communications
CALEA 1.2.5, 42.2.10, 70.1.1, 70.1.2, 70.1.7, 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.5.1, 71.1.1, 71.2.1, 71.3.1, 71.3.2, 71.3.3, 71.4.1, 71.4.2, 71.4.3

and all safety devices are engaged before entering a testing/processing area and not accessible to detainees.
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**PURPOSE OF CHANGE:**

To address issues identified in the annual policy and procedure audit.

**POLICY:**

Officers will respond to calls for police service by observing the traffic laws of the city and state. Marked, low-profile, and unmarked police units will be equipped with both emergency lights and siren, which must be in operation before violating the "rules of the road." This provision does not relieve drivers of authorized emergency vehicles from the duty to drive with due regard for the safety of all persons, nor will such provisions protect drivers from the consequences of their reckless disregard for the safety of others.

Officers may violate the “rules of the road” only if there is an emergency call or they are pursuing an actual or suspected violator of the law. Driving with emergency lights alone does not exempt an officer from obeying the "rules of the road" as provided by state statutes and city ordinances. Therefore, officers will not violate city or state traffic laws while driving a police vehicle with emergency lights only.

Unmarked and undercover vehicles are not readily identifiable as police vehicles to the public. Undercover vehicles shall not be used for routine traffic enforcement and unmarked vehicles must meet state lighting requirements. Traffic stops without a marked, unmarked, or low profile unit and uniformed officer should only be done under exigent circumstances. If an undercover officer needs to effect a traffic stop, a marked unit will be requested to assist.

**SUMMARY:** Procedures for determining emergency response and police vehicle operations.

**APPLIES TO:** All police personnel

**DEFINITIONS:**

**CODE 1** – operating a police vehicle with emergency lights and siren engaged.

**LOW PROFILE POLICE UNIT** – a police vehicle with the standard decals, striping, and emergency equipment used by the Tulsa Police Department with the exception of the overhead emergency lighting equipment. A low profile unit has emergency lighting equipment installed in the front, rear, and the four corners of the vehicle. Example: Traffic unit vehicles with decals but no overhead lights

**MARKED POLICE UNIT** – a police vehicle with the standard decals, striping, and emergency equipment including overhead emergency lighting equipment used by the Tulsa Police Department.

**UNDERCOVER POLICE UNIT** – a police vehicle without the standard decals, striping, emergency equipment, or overhead emergency lighting equipment used by the Tulsa Police Department. Example: Detective and Headquarters vehicles with no decals or lights
UNMARKED POLICE UNIT – a police vehicle without the standard decals, striping, emergency equipment, or overhead emergency lighting equipment used by the Tulsa Police Department. An unmarked police unit has emergency lighting equipment installed in the front, rear, and the four corners of the vehicle, pursuant to state law. Example: Traffic Unit vehicles with no decals or overhead lights; plain white vehicles

PROCEDURES:
1. Officers will determine the appropriate response based on policies of the Tulsa Police Department and the information available to the officer at that particular time.

2. Officers may activate either emergency lights or siren in the following situations:
   a. Routine traffic stops.
   b. When a police vehicle is used to warn of a traffic hazard.
   c. Incidents where sirens are used to warn of approaching severe weather.

3. Marked, low profile, and unmarked police units that comply with Regulation 3 and 4 may be used for routine traffic enforcement.

4. Undercover police units shall not be used for routine traffic enforcement. Undercover officers who need to conduct a traffic stop will request that a marked police unit be dispatched.

5. Trucks and vans will not initiate or participate in pursuits.

REGULATIONS:
1. Unless radio traffic is being held for an emergency (10-63) or when momentarily using emergency equipment during traffic stops, officers shall notify the dispatcher as soon as possible when operating a police vehicle in code 1 status.

2. Officers shall comply with the “rules of the road” when operating a police vehicle in other than code 1 status.

3. Unmarked police units used for routine traffic enforcement must comply with the lighting guidelines set forth in 47 O.S. 12-218:
   a. Three flashing red, blue, or a combination of red and blue to the front of the vehicle;
   b. Two flashing white lights to the front of the vehicle;
   c. Flashing red, blue, white, or any combination of red, blue, or white placed at the four corners of the vehicle so that they are visible for 360 degrees; and
   d. One flashing red, blue, amber, or any combination of red, blue, or amber lights to the rear of the vehicle.

4. Pursuant to 11 O.S. 34-106, officers conducting routine traffic enforcement with an unmarked unit must be dressed in the official uniform including shoulder patches, badge, and any other identifying insignias normally used by the employing law enforcement agency. Tulsa Police Officers must wear the class A uniform. See the Uniform Specifications Manual.
REFERENCES:

47 O.S. 12-218
11 O.S. 34-106
31-102B, *Vehicle Pursuits*
*Uniform Specifications Manual*
CALEA 41.2.1, 41.3.1, 61.1.6
PURPOSE OF CHANGE:

To address Blue Team as the primary reporting function for Vehicle Pursuits. To add electronic tracking of vehicles/GPS as factors to be considered when determining whether to engage in or continue a pursuit.

POLICY:

The decision to pursue a motor vehicle is among the most critical made by law enforcement officers. This decision must often be made in tense, uncertain, and rapidly changing circumstances. The Department has a duty to enforce the law and apprehend violators of the law. This duty must be exercised in accordance with federal and state law.

Federal courts use the “shocks the conscience” test. This test is used to determine liability under civil rights law. The court must review the actions of law enforcement and determine if the officer purposefully caused harm unrelated to the legitimate object of the arrest. A pursuit with no intent to physically harm a suspect or to worsen his/her legal plight does not give rise to substantive due process liability. In addition, if officers intentionally seize a vehicle then their actions must be objectively reasonable.

State law requires that officers not recklessly disregard the safety of others in pursuit of a violator but drive with due regard for the safety of all persons. Officers will abide by state and federal requirements. Pursuit is justified only when the necessity of apprehension outweighs the degree of danger created by the pursuit.

Officers are not automatically prohibited from pursuing traffic offenders or misdemeanor suspects. However, officers shall carefully weigh the seriousness of the offense with the hazards of the pursuit. Violation of this policy may expose the officer to criminal and/or civil liability.

SUMMARY: Procedures for pursuing vehicles.

APPLIES TO: All police personnel

DEFINITIONS:

BOX-IN – attempting to slow or stop the suspect by surrounding the suspect vehicle with police vehicles.

DIRECTLY INVOLVED IN THE PURSUIT – the police vehicles behind the suspect vehicle actively attempting to apprehend the suspect. This includes the primary and secondary pursuit vehicles, the supervisor who joins the pursuit, and any additional vehicles authorized by the pursuit monitor. This does not include those vehicles paralleling or blocking intersections.
**ELUDING** – when the operator of a motor vehicle has received a visual and audible signal (emergency lights and siren) from an officer driving a police vehicle directing the operator to bring the vehicle to a stop and the operator willfully increases speed, extinguishes lights, or willfully attempts in any other manner to avoid apprehension by the officer.

**PRIMARY PURSUIT VEHICLE** – the vehicle in closest proximity to the fleeing vehicle with the primary responsibility for conducting the pursuit. The primary unit may or may not be the unit that initiated the pursuit.

**PURSUIT** – an active attempt by an officer to apprehend one or more occupants of a moving vehicle after the officer has activated their emergency lights and siren and the officer reasonably believes that the driver of the fleeing vehicle is attempting to elude the officer.

**PURSUIT MONITOR** – a supervisor who assumes responsibility for, or is assigned to, monitoring the pursuit, usually the pursuing officer's supervisor.

**ROADBLOCK** – the partial blockade of a street or highway, leaving one lane of traffic open.

**SECONDARY PURSUIT VEHICLE** – the second vehicle in the pursuit.

**TERMINATION OF GROUND PURSUIT** – ceasing pursuit of the suspect vehicle.

**TERMINATION BY YIELDING TO HELICOPTER** – requires that vehicles directly involved in the pursuit turn off emergency lights and siren, drop from view of the suspect, and obey the rules of the road.

**PROCEDURES:**

1. Prior to initiating and during a pursuit, officers will continually question whether the seriousness of the violation reasonably warrants the initiation or continuation of the pursuit. Factors to be considered include, but are not limited to:
   
a. Objective reason for the pursuit.
b. Likelihood of personal injury or property damage.
c. Probability of identifying the suspect.
d. Probability of apprehension.
e. Time of day.
f. Weather conditions and condition of road surface.
g. Approximate age of the suspect, if known.
h. Observed driving ability of the suspect (e.g., possible 10-75, weaving).
i. Mechanical condition of the officer's vehicle and the suspect's vehicle, if known.
j. Observed number of passengers.
k. Availability of the helicopter.
l. Ability to maintain clear radio communication.
m. Pedestrian and vehicular traffic.
n. Electronic tracking of vehicle/ GPS.

2. After the above conditions have been evaluated, officers may, at their discretion, initiate and continue a pursuit when:
3. When officers initiate a pursuit, they should notify their primary talk group dispatcher as soon as possible. The primary or secondary pursuit vehicle officer will transmit the following information (if known) as soon as possible:

   a. Current location.
   b. Direction of travel.
   c. Reason for the pursuit.
   d. Speed.
   e. License state and number.
   f. Vehicle description (e.g., color, make).
   g. Number of occupants and descriptions.
   h. Approximate age of the suspect.
   i. Observed driving ability of the suspect.
   j. Any pedestrian and vehicular traffic (if applicable).

4. When a pursuit is initiated, the dispatcher will immediately notify helicopter personnel (if on duty) and advise pursuing officers of the helicopter and crew status. The dispatcher is responsible for notifying other talk groups and will automatically place the pursuing officer’s talk group on emergency traffic (10-63). When a pursuit comes within approximately two miles of another uniform division’s boundary or it becomes apparent that a pursuit will enter another uniform division’s boundary, the dispatcher will patch in to that uniform division’s talk group.

5. The backing officer responding to the pursuit will become the secondary pursuit vehicle. Backing officers will notify the dispatcher of their designator and estimated time of arrival. The secondary pursuit vehicle will assume the responsibility for radio communications upon joining the pursuit.

6. Supervisors of initiating officers will acknowledge on the radio that they are monitoring the pursuit. If the initiating officer’s supervisor is not available, the nearest supervisor will respond and become the pursuit monitor. If a supervisor does not acknowledge on the radio, the dispatcher will assign an available supervisor to be the pursuit monitor. The pursuit monitor will not be the primary pursuit unit.

7. If the pursuit continues outside the City of Tulsa, Public Safety Communications (PSC) will notify the appropriate outside agencies of the pursuit. If requested by an officer or supervisor, PSC will request assistance from the appropriate outside agencies.

8. Officers are not prohibited from paralleling the path of a suspect vehicle or blocking intersections for the protection of the public either during the pursuit or after the pursuit is terminated. Officers in the area who are not primary or secondary pursuit vehicles may use emergency lights and siren to parallel if:
a. It is done in a reasonable and prudent manner.

b. It is done in a manner that does not pressure the suspect to continue the pursuit or to increase speed.

9. When approaching or entering into a major arterial intersection, officers should slow or be prepared to stop if necessary. If the police unit is equipped with a siren cutout, do not utilize the radio.

10. When the helicopter crew advises that the suspect vehicle is in view, the observer will assume responsibility for the pursuit and advise officers of the suspect vehicle activity.

11. All ground units will terminate pursuit by yielding to the helicopter when advised by helicopter personnel that they have the vehicle in view unless authorized to continue the pursuit by the pursuit monitor.

12. If the escape of a suspect would create a continuing threat to the public, the pursuit monitor may authorize the continuation of the ground pursuit even after the helicopter arrives. In that event, the helicopter crew will assume responsibility for radio communications when the suspect vehicle is on arterial streets.

13. Personnel trained and authorized in the use of tire deflation systems may attempt to stop a vehicle that is eluding or refusing to stop. A tire deflation system will not be used unless there is sufficient time to reach a position of safety after deployment and to notify pursuing officers of the system’s location.

14. Officers will continually evaluate the known circumstances. When the risks outweigh the benefits of continuing the pursuit, the pursuit will be terminated.

15. When motorcycle officers, K-9 officers, and officers driving low profile or unmarked police units (see 31-102A for definitions) initiate a pursuit, they will yield to the first marked police unit available to assist. After being relieved, these units may become the secondary pursuit vehicle until relieved by a second marked unit. After being relieved, officers will then proceed in a reasonable and prudent manner to the termination point of the pursuit. K-9 officers are authorized to remain in the pursuit.

16. Before a pursuit continues outside the City of Tulsa, the pursuing officer and/or the pursuit monitor will determine whether or not to terminate the pursuit.

17. Officers will not participate in pursuits initiated by outside law enforcement agencies unless requested to do so by the pursuing agency. Simple notification by an outside agency that a pursuit is approaching or has entered into the City of Tulsa does not constitute a request for assistance. Blocking intersections for a pursuit that enters the City of Tulsa does not constitute participation in that pursuit.

18. If a pursuit continues outside the City of Tulsa, the pursuit monitor may join the pursuit as an additional unit to provide on-site supervision. Absent other prohibitive factors, the lack of a supervisor being actively involved in the pursuit will not prevent the pursuit from continuing.
19. When the pursuit has ended an officer or supervisor involved in the pursuit will request 10-64 traffic. If the situation is not resolved, request that a tactical talk group be activated.

20. The pursuit monitor will complete the *Blue Team Vehicle Pursuit Report* after reviewing In-Car Video and interviewing the officers involved. The pursuit monitor will submit copies of related reports (e.g., *Arrest and Booking Data Sheet*, a collision report, etc.) to the division commander through the initiating officer’s chain of command via Blue Team.

A. The summary section of the Vehicle Pursuit report shall contain the following information:

1) Initial Reason for Vehicle Stop
2) Route of the Pursuit
3) Location of Top Speed
4) Year, make, model of suspect vehicle
5) Was the driver’s name known or could it have been determined
6) Was the driver believed to be a juvenile prior to termination
7) Shift Commander Notified & Notifying Supervisor
8) Duties of the involved officers
9) Factors used in the judgment to continue or terminate the pursuit
10) If vehicle was stolen, when was it determined
11) Any other relevant information that is not collected elsewhere

21. The *Vehicle Pursuit Report* and related reports will be reviewed and forwarded through the chain of command to the Operations Bureau Deputy Chief via Blue Team.

22. The Pursuit Review Board will review pursuits initiated by the Tulsa Police Department or by an outside agency that requested and received assistance. The chairman of the Board will select one sergeant, one corporal, and one officer from within the uniform divisions, and one Law Enforcement Driver Training (LEDT) instructor to serve on the Board for a period of one (1) year. If any Board personnel are involved in a pursuit, they will not vote on that pursuit.

23. The Pursuit Review Board will consist of the following individuals:

a. Chairman, Operations Bureau Deputy Chief.
b. Uniform division Commanders.
c. Training Division Commander (or designee).
d. Sergeant, uniform division.
e. Corporal, uniform division.
f. Officer, uniform division.
g. LEDT instructor.
h. Safety Analyst (non-voting member).
i. Grants Coordinator (non-voting member).
24. The duties of the Pursuit Review Board will be to:

   a. Thoroughly review *Vehicle Pursuit Report* and any additional reports pertaining to a pursuit, including, if necessary, audio and video recordings.

   b. Hear direct testimony, when necessary, from officers and witnesses.

   c. Develop findings and make recommendations to the Chief of Police in the following areas:

      1) Pursuit compliance with policy.
      2) Tactical considerations.
      3) Training considerations.
      4) Appropriateness of supervision.
      5) The process and quality of the post-incident investigation.

   d. The Chairman (or designee) of the Pursuit Review Board will prepare a written report with recommendations that address the factors listed in Procedure 1 and forward it to the Chief of Police.

   e. If the Chief of Police determines that additional investigation is required, he will assign the possible violation for investigation.

   f. The Headquarters Division will maintain the IAPro database listing the information and recommendations contained within all *Vehicle Pursuit Reports*. Quarterly and annual reports will be prepared addressing the factors listed in Procedure 24, c.1 through c.5, and include recommendations concerning pursuit tactics and training. Additionally, the lead LEDT instructor will complete an annual, documented analysis of all *Vehicle Pursuit Reports*. The analysis will include conclusions, recommendations and proposals if applicable.

REGULATIONS:

1. Officers directly involved in a pursuit shall use emergency lights and siren for the duration of the pursuit.

2. Units authorized to be directly involved in the pursuit are the primary and secondary pursuit vehicles, a K-9 officer, a supervisor, and any additional units authorized by the pursuit monitor. The pursuit monitor shall not be the primary pursuit unit.

3. There shall be no attempt by any officer to box-in, pass, or drive along side a suspect vehicle that is being pursued. Officers shall not use vehicle containment tactics in pursuit situations. No officer shall pass the primary pursuit vehicle or any other pursuit vehicle unless requested to do so by the pursuing officer, pursuit monitor, or other supervisor.

4. Only officers driving marked, low profile, or unmarked police units, or motorcycles may initiate a pursuit. Officers driving low profile or unmarked police units, K-9 units, or motorcycles will yield to the first marked unit. Officers driving trucks, vans or undercover police units shall not initiate or engage in pursuits.
5. Pursuing officers who are ordered by the pursuit monitor, supervisor, or commanding officer to terminate a pursuit shall do so immediately.

6. Officers transporting non-police personnel shall not initiate or participate in a pursuit.

7. Tire deflation systems shall only be used by authorized personnel who have been trained in their use. Tire deflation systems shall not be used on two or three wheeled vehicles.

REFERENCES:

47 O.S. 11-106
31-102A, Vehicle Operations/Response Codes
31-304A, Complaints Against Police Employees
TOG 1001, Use of Air Support
TOG 1005, Foot Pursuits
TOG 1006, Handcuffing and Custodial Transportation
TOG 1007, High Risk Vehicle Stop
TOG 1015, Unknown Risk Vehicle Stop
TOG 1016, Vehicle Containment
TOG 1017, Vehicle Tire Spike Use
TOG 2014, Radio Communications
TOG 2017, Law Enforcement Driving
CALEA 1.3.6, 11.6.3, 41.1.4, 41.2.2, 41.2.3, 41.3.1, 46.1.4, 61.1.6, 81.2.5
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To add “plain English” for NIMS requirements, change the way FTOs and OITs use designators, and incorporate information from TOG 2014, Radio Communications.

POLICY:

Public Safety Communications (PSC) was established to aid and to ensure the safety of Tulsa Police officers and to serve the citizens of the City of Tulsa. Radio communications are to be conducted in accordance with the rules of the Federal Communications Commission, the Operational Guidelines of the Tulsa Police Department, and relevant Policy and Procedures.

To expedite the proper handling of calls and transmission of necessary information, officers are assigned to a primary “talk group” corresponding to their duties and/or area of assignment. Due to the nature of duty assignments, primary talk groups may vary.

The Computer Aided Dispatching System (CADS) needs to be updated as necessary for line-up, watch list, and specialty unit roster changes. This is to ensure that CADS has the appropriate information for daily shifts.

SUMMARY: Procedures for using police radio communications.

APPLIES TO: All police personnel

DEFINITIONS:

DESIGNATOR – the radio call sign assigned to an officer’s corresponding beat or assignment.

FAILSOFT – the mode of operation for the 800 MHz radio system when it cannot maintain normal trunking operations. It is indicated by beeps every 10 seconds and shows “1-talk group FS” on mobile and portable radio digital displays (e.g., 1-A FS).

PERSONALITY/ZONE – a collection of similar or associated talk groups (e.g., Personality/Zone 3 is a collection of all local law enforcement dispatchers; Personality/Zone 7 is all TPD talk groups).

PLAIN ENGLISH – non abbreviated words used instead of 10-codes to communicate effectively and efficiently between agencies that do not share the same 10-codes.

TALK GROUP – an individual communication path designated for a specific group of radio users (e.g., 7A is UDN; 7D is UDE; 7G is UDSW).

TRAILING DESIGNATOR – a word used after a designator to differentiate between two people using the same designator, such as in training.
PROCEDURES:

1. All transmissions will be limited to official police business; keep them free from jargon. Officers should be concise and pronounce words slowly and distinctly. During lengthy transmissions officers should pause three to five seconds and use the word “break” to indicate there is more to follow. This allows officers with emergency transmissions to interrupt if necessary.

2. If an officer’s assignment requires the use of a talk group other than the assigned primary talk group, they will notify the assigned primary talk group dispatcher, then switch to the specified talk group and advise the other dispatcher of their designator and status or request.

3. Upon completion of the task or assignment, the officer will switch back to the primary talk group and advise the dispatcher of their status.

4. Teletype or Records requests should be made by telephone, if possible, utilizing the officer line however, in situations where using the telephone is impractical, officers may obtain the required information through the appropriate radio talk group. Officers should use their full unit designator when transmitting (e.g., Adam 201).

5. Officers should switch to service side “J” when requesting more than one TRACIS number.

6. For reasons of officer safety, prior to stopping a vehicle officers will inform their assigned talk group dispatcher of the following information, in the order listed, if available:
   a. Location.
   b. License state and number.

7. For higher risk stops or unusual situations, officers are encouraged to provide additional information such as vehicle description and number of occupants and description.

8. Any time a non-uniform unit is planning or involved in any operation that is likely to require assistance or response from a uniformed patrol officer, the non-uniform unit should contact the appropriate uniform shift captain and a PSC supervisor. If the shift captain is not available, notification should be made to the appropriate patrol squad supervisor. This contact should be made via radio if possible. If radio contact could compromise the investigation, the notification should be made by telephone. The notification should include a general location and any pertinent information relative to the operation.

9. Officers transporting prisoners or civilians will notify their assigned talk group dispatcher of their designator and the appropriate 10-code (10-15 or 10-16).

10. When transporting members of the same sex, officers will notify their primary talk group dispatcher of the following:
a. Their designator and the appropriate 10-code (10-15 or 10-16).
b. The name, race, and sex of the subject being transported.

c. Their unit number.
d. The beginning location, mileage, and initial destination.
e. The arrival location and mileage.

11. When transporting members of the opposite sex, officers will notify their primary talk group dispatcher of the following:

a. Their designator and the appropriate 10-code (10-15 or 10-16).
b. The name, race, and sex of the subject being transported.

c. Their unit number.
d. The beginning location, mileage, and initial destination.
e. The arrival location and mileage.

12. When training an Officer In Training (OIT), a Field Training Officer (FTO) may require the OIT to use the trailing designator “OIT” to differentiate between themselves and the OIT, such as D102 and D102-OIT. This may be used when the FTO and OIT are separated in the field for any reason.

13. Field supervisors will be responsible for line-up changes. Changes can be made by computer or telephone if a computer is not available. Field supervisors will notify PSC of officers on the line-up who will not be available for call at the time that their shift begins (e.g., on special assignment). Field supervisors may assign relief officers to fill open beats.

14. Division commanders will notify the PSC technical support supervisor of any change of personnel among divisions, shifts, division assignments, or days off. The notification may be entered directly on divisional computers that have access to PSC lineups or placed on a Watch List form. The notification will be submitted a minimum of seven (7) days prior to the change.

15. Specialty unit supervisors will update unit rosters after the annual shift change and when non-shift change transfers occur. Rosters will be forwarded to the Public Information Office (PIO) whenever changes occur. The PIO will collect current rosters of all departmental specialty units after the annual shift change, or when non-shift change transfers occur, and forward them to the Operations Department Head of Public Safety Communications (PSC).

16. If an officer needs an audiocassette of a radio transmission or a telephone call from a dispatch recording, they will prepare an Interoffice Correspondence to their supervisor. The Interoffice Correspondence will include the following information:

a. Unit Designator.
b. Date, time, and duration of the event.
c. Talk group where the event occurred.
d. Type of call.
e. Telephone number, address, and type of call for 911 recording requests.
f. The reason for the request.

17. Once approved by a supervisor, the officer will forward the Interoffice Correspondence to PSC. Upon receiving the Interoffice Correspondence, PSC will make the audiocassette and
forward it to the requesting officer. A supervisor may go directly to PSC, or authorize an officer to go directly to PSC, to obtain an audiocassette of a radio transmission or a telephone call. If a dispatch recording is needed for evidence, the requesting officer will deliver the approved Interoffice Correspondence to a PSC supervisor. When the recording is obtained the officer will turn it in as evidence and will include the incident report number on the Property Receipt.

18. If an officer receives a request from outside the Department for a dispatch recording, the person making the request will be referred to the PIO.

REGULATIONS:

1. Patrol officers are expected to be 10-8 and on their primary talk group at the beginning of the shift. At the conclusion of the shift, if an officer is 10-8, the primary talk group dispatcher will change the status to 10-7. Officers who are checked out on a call at the end of the shift must inform the dispatcher when they clear from the call and then put themselves 10-7. Detectives and other non-patrol officers who check out on the radio shall notify the dispatcher of their status upon clearing from the location.

2. Officers shall keep their primary talk group dispatcher informed of all status and location changes.

3. When officers check out for a meal or coffee break, they are required to give the dispatcher their location, the name of the restaurant, if applicable, and the phone number, if known. If at the officer’s home, checking out at “residence” will suffice.

4. If a primary talk group becomes inoperable due to a condition other than Failsoft, all affected units must manually switch their radios. If assigned to:
   a. Primary talk group “A” switch to “B.”
   b. Primary talk group “D” switch to “E.”
   c. Primary talk group “G” switch to “H.”

5. Alternate talk groups will be used during emergency situations requiring extended use of a talk group.

6. If requesting to be regrouped to a special or specific reserved talk group, officers will provide radio numbers and unit designators of all officers to be regrouped. (Note: SOT talk groups require approval by the SOT commander.)

7. When a tactical talk group (TAC) has been activated, all radio communications (including service requests) will take place on the activated talk group.

8. When a TAC has been activated, a supervisor or officer at the scene will request that it be disabled as soon as it is no longer needed.

9. Talk groups designated for Teletype and Records are reserved for those types of requests and shall not be used for car-to-car communications.
10. Officers and supervisors shall not change their status or request the reassignment of calls by telephone or by the wireless messaging function.

11. 10-Codes regarding an individual’s medical or psychological condition or diagnosis are confidential (i.e. possible exposure risk from airborne/bloodborne pathogens or psychological conditions) and will only be used as directed in TOG 2014, Radio Communications.

12. Per guidelines of the National Incident Management System (NIMS), when utilizing a Regional Mutual Aid (RMA) frequency, officers will use plain English and cease using 10 codes.

REFERENCES:

31-103B, Radio Communications/Assignment of Calls
31-103C, Radio Communications/Emergency Radio Traffic
31-103D, Radio Communications/Caution Indicator File
TOG 2014, Radio Communications
CALEA 46.1.2, 81.1.1, 81.1.2, 81.2.4
PURPOSE OF CHANGE:
To be in compliance with National Incident Management System (NIMS).

POLICY:
Generally, when assigning calls, the location of the call will determine the district unit to which it is assigned. In an effort to assign all incoming calls as rapidly as possible, the assignment of calls may sometimes cross district or talk group boundaries. As a general rule, on high priority calls (priority 1 through 4) if the district unit is unavailable for the call, the closest unit will be assigned the call, regardless of talk group boundaries.

When a call is assigned to an officer, the officer is responsible for the proper disposition of the call including the completion of any necessary reports. Disposition may include responding to the request for service, requesting reassignment of the call to another unit if field circumstances will delay the officer originally assigned from responding to the call in a reasonable length of time, or passing the call on to the unit’s relief if the call is of a non-emergency nature and is assigned within the last fifteen (15) minutes of the shift.

If all field units have been exhausted and priority 1 and 2 calls are holding, a Public Safety Communications (PSC) supervisor will inform a field supervisor of the circumstances. In extreme situations field supervisors will receive initial call assignments of an emergency nature (e.g., injury collision, priority 1, 2, and 3 calls). Options available to the supervisor are the diversion of units enroute to minor calls, requesting that units on break be called back into service, etc.

SUMMARY: Procedures for calls assigned from PSC.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:
1. Acknowledge and accept all calls for service until the designated shift change.
2. Correctly copy all of the call information at the time of assignment. If uncertain on any point, ask for clarification before accepting the call.
3. Exchange of assigned calls should be kept to a minimum.
4. Officers will notify the primary talk group dispatcher to reassign a call if field circumstances prohibit their response within a reasonable length of time.

5. Officers will switch talk groups for assignment when notified to do so by their primary talk group dispatcher. Upon switching talk groups, officers will notify the dispatcher of the requesting talk group that they are ready to copy the call.

6. Officers will report 10-97 status on all calls, whether assigned as the primary unit, the backer, or an additional unit at the scene. If an officer is not the primary unit or the assigned backer, they should include a reference to the call (e.g., Adam-102, 10-97 at 311 South Peoria).

7. The first arriving officer will become the Incident Commander for the call until command is transferred to the primary unit, a supervisor, or an officer with more experience, training, or certifications.

8. When assigned by another talk group dispatcher as outlined in Procedure 5, report 10-8 status to both the primary talk group dispatcher and the reassigned talk group dispatcher upon completion of each assignment.

9. Officers may hold non-emergency calls if assigned within fifteen (15) minutes of the end of the shift. Officers originally assigned the call shall bear the responsibility for ensuring that all calls are handled in a proper manner. If not relieved promptly by the on-coming beat officer, the initially assigned officer shall pass the call to the on-coming supervisor for disposition.

REGULATIONS:

1. Each officer shall respond to a dispatched assignment unless instructed otherwise by a supervisor. If an officer is shown to be in service and does not respond to an assignment, the call will be assigned to their supervisor.

2. Each officer is responsible for the completion of each assignment during their shift.

3. Officers shall not ask the dispatcher to make a supervisory decision, such as whether to send backers to the scene. Officers or supervisors in the field will make such decisions and instruct dispatchers to send assistance.

REFERENCES:

31-103A, Radio Communications/General Information
31-103C, Radio Communications/Emergency Radio Traffic
31-103D, Radio Communications/Caution Indicator File
TOG 2014, Radio Communications
PROCEDURE

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 Procedure File No. 31-103C

Subject: Radio Communications/Emergency Radio Traffic

Supersedes No. 31-103E

Previous Date 8/15/2003

Approved By Ronald Palmer, Chief of Police

Date Approved 9/25/2009

Effective Date 9/25/2009

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To incorporate Alert Tone 2 for shooting/shots fired calls.

POLICY:

In the following situations the alert tone signifying emergency traffic will be broadcast on talk groups 7A, 7D, 7G, 7J, 7N, 7O, 8D, 8G, and Regional Dispatch A:

1. Officers in need of assistance (alert tone 1).
2. All shooting/shots fired calls (alert tone 2).
3. All armed robberies in progress (alert tone 3).
4. Other situations when authorized by supervisory personnel (alert tone 3).

If the alert tone is broadcast due to an officer in need of assistance, talk groups 7A, 7D, and 7G will be patched together and will remain patched until a supervisor or officer at the scene instructs Public Safety Communications (PSC) to return to normal radio operations. If an officer activates an emergency button on a talk group other than 7A, 7D, or 7G, that talk group will be included in the patch.

If the alert tone was broadcast for reasons other than an officer in need of assistance, only the affected talk group(s) will be placed on emergency traffic. All other talk groups will return to normal operations after the alert tone announcement has been made.

Serious felony crimes in progress (e.g., rapes, first degree burglaries, homicides, assaults with a deadly weapon) and armed robberies not in progress will be immediately broadcast on the talk group of occurrence.

When a serious felony crime in progress is in close proximity to talk group dividing lines, a broadcast on the bordering talk group will be made as soon as possible.

When an officer outside their assigned talk group drives up on an emergency situation, the officer will request emergency traffic through the assigned talk group dispatcher in the area of occurrence. The dispatcher will be responsible for adding the appropriate talk groups as necessary to the broadcast. Dispatchers will ensure that appropriate backers are responding to the location. The dispatcher will also be responsible for determining if the situation requires the use of the emergency alert tone.

In all emergency traffic conditions (including 10-24, 10-33, and 10-63), an officer or supervisor at the scene will clear the emergency traffic.

SUMMARY: Procedures for initiating emergency radio traffic.

APPLIES TO: All police personnel

DEFINITIONS:
ALERT TONE 1 – a continuous tone indicating that an officer is in need of assistance or an emergency alert button has been activated.

ALERT TONE 2 – a high-low warble tone indicating a shooting, shots fired into a dwelling, or any other situation with confirmed shots being fired.

ALERT TONE 3 – a series of short or rapid intermittent tones indicating an armed robbery in progress, a suspect near the scene, or any other situation authorized by supervisory personnel.

IN PROGRESS – includes situations where the suspect(s) is still at or near the scene of a crime or where the offense has occurred within the last five minutes.

PRIORITY 1 CALL – human life in danger or felony crimes in progress.

PRIORITY 2 CALL – felony crimes just occurred, serious crimes in progress or just occurred, and weapons calls.

PROCEDURES:

1. Alert tone 1 will automatically be broadcast on all talk groups. Emergency traffic will be held on the main side talk groups (7A, 7D, 7G) as well as the talk group that the officer was on when the emergency button was activated.

2. Alert tone 3 will automatically be broadcast on all talk groups. Once the broadcast is made, only the affected talk group(s) will remain on emergency traffic.

3. Officers are responsible for monitoring their assigned talk group at all times and should avoid unnecessary transmissions during emergency traffic.

4. To initiate emergency traffic from the field, officers will use the 10-33 code followed by the location and the assistance needed, if possible.

5. The 10-63 code will be used by PSC to direct emergency traffic for the network.

6. For urgent response of all units in the vicinity, officers will use the 10-24 code followed by the location and the assistance needed, if possible.

7. All personnel are to limit transmissions during emergency traffic to information pertaining to the emergency. If other emergency situations arise, those officers may request emergency traffic for their situations. High priority calls (priority 1 or 2) and field-initiated calls requiring a backer will be handled on the officer’s assigned service talk group.

8. A field officer or supervisor can request the activation of a tactical talk group. Once activated all affected officers will switch to that talk group.

9. During emergency situations the dispatcher will acknowledge all officers’ radio traffic even if it is not related to the emergency. The dispatcher will inform the officer of the nature and location of the existing emergency.

10. During emergency situations dispatchers are responsible for maintaining talk group control. Officers are responsible for clearing the talk group as soon as possible once the situation is under control or the need no longer exists.
11. Officers will activate their emergency alert button only if voice communication is not possible. The emergency alert button does not give PSC a location but only indicates that an emergency exists for the person with that radio.

12. When an emergency alert has been activated, PSC personnel will respond as follows:
   a. If the officer is on duty and checked out (on a call or 10-59, etc.), PSC will immediately activate alert tone 1 and broadcast an officer in need of assistance call giving the last known location. If an officer activates an emergency button and then initiates voice traffic, the dispatcher will not use the alert tone to avoid covering radio traffic from the field. Dispatch will immediately advise the field of the emergency button activation.
   b. If the officer is on duty and 10-8, PSC will call the officer and request 10-90. If the officer does not respond, PSC will initiate the procedure as outlined in 12 #a.
   c. If the officer is off duty, PSC will call the officer and request 10-90. If the officer does not respond, a shift commander or Staff Duty Officer will be advised of the emergency alert. The shift commander or Staff Duty Officer will then provide PSC with direction for any further action.

13. If an accidental activation or malfunction of the emergency alert button occurs, the officer will immediately notify the dispatcher of the accidental alert on the same talk group where the alert occurred.

14. The following system has been designated to assist officers in attempting to communicate when no other verbal communication is possible after the emergency alert button has been activated.
   a. In order to alert other officers or citizens in the area, officers in need of assistance should turn on their emergency lights and siren.
   b. Once PSC has acknowledged the condition, talk groups 7A, 7D, and 7G, will automatically be placed on 10-63 traffic. These talk groups will remain in this condition until the officer has been located and assistance has been provided or until an officer or supervisor requests 10-64.
   c. Once it has been established that an officer cannot verbally transmit, PSC will be responsible for asking questions to determine the officer’s location. PSC will use the following as a guideline:

   1) A single key from the officer’s microphone will indicate an answer of “yes.”
   2) A double key from the officer’s microphone will indicate an answer of “no.”
   3) A triple key from the officer’s microphone will indicate an answer of “unknown.”

REGULATIONS: None

REFERENCES:

- 31-103A, Radio Communications/General Information
- 31-103B, Radio Communications/Assignment of Calls
- 31-103D, Radio Communications/Caution Indicator Files
- TOG 2014, Radio Communications
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To renumber, reformat, and transfer information to an Operational Guideline.

POLICY:
The Tulsa Police Department’s Computer Aided Dispatching System (CADS) shall use a Caution Indicator File system to warn officers who are assigned to addresses where there is known to be a high potential risk to officers’ safety.

SUMMARY: Procedures for activating a Caution Indicator for a specific address.

APPLIES TO: All police personnel

DEFINITIONS:
CAUTION INDICATOR FILE – a system within CADS by which a caution is attached to a particular address and which will “pop up” for any location within 500 feet of the particular address. These addresses are those in which there is an armed and dangerous person, a potential for a violent confrontation, or where someone has made a specific threat to an officer’s safety.

PROCEDURES:
1. Officers shall contact a field supervisor or shift commander to request that a Caution Indicator be placed on an address.

2. After determining that a Caution Indicator is warranted, a field supervisor or shift commander may contact the Public Safety Communications (PSC) supervisor by telephone to have it placed on the address immediately. The request should include:
   a. The address.
   b. The name of the person involved.
   c. A description of the person involved.
   d. The types of weapons involved.
   e. The most recent date of incident.
   f. A brief description of the incident which presents a dangerous situation to an officer making a call at that address.

3. The field supervisor or shift commander will follow up with a written request to PSC detailing the information within 24 hours of the incident.
4. PSC personnel will synopsize the request to meet the Caution Indicator File limitations (4 lines of 80 characters each), log the request, and enter it into CADS.

5. The dispatcher will notify responding officers immediately of a Caution Indicator attached to the address of the call and of all information available in the Caution Indicator File.

6. All entries in the Caution Indicator File will be reviewed for purge after 90 days. The requesting shift commander or supervisor shall be notified before an entry is purged.

7. The requesting shift commander or supervisor will investigate the situation and make a recommendation to continue, update, or purge the caution information.

8. The shift commander will return the recommendation to the PSC administrative offices.

**REGULATIONS:** None

**REFERENCES:**

31-103A, *Radio Communications/General Information*
31-103B, *Radio Communications/Assignment of Calls*
31-103C, *Radio Communications/Emergency Radio Traffic*
TOG 2014, *Radio Communications*
PURPOSE OF CHANGE:

To clarify when officers can respond to media requests and incorporate information re: critical incidents and public statements by officers involved in incidents.

POLICY:

It is the policy of the Tulsa Police Department to partner with news media organizations to meet our mission by disseminating relevant and timely information regarding criminal activity, public safety issues, crime prevention, major incidents, and any matter involving the Police Department which is of public interest. The Tulsa Police Department will be transparent regarding operations and official business within the parameters of the law and operational guidelines. Therefore, cooperation of all sworn and non-sworn police personnel regarding media inquiries is mandatory. All personnel of the Department are subject to inquiries from the news media, and it is the obligation of each member to intelligently respond to media requests within their area of responsibility. Officers receiving media requests not related to their area of responsibility shall forward the request to the TPD Public Information Office (PIO). Inquiries regarding policy, management decisions, personnel, or any other administrative or management issue shall be forwarded to the PIO. Additionally, the Tulsa Police Department will release information for the purposes of engaging the public to report information related to criminal activity and suspicious behavior.

Upon approval of a TPD Division Commander, the Department will partner with an individual news media organization regarding the exclusive production of a news story where a public safety interest exists. Department personnel will not show favoritism to any news media organization or news media representative regarding exclusive projects.

Any information collected by Tulsa Police personnel in the performance of their assigned duties is the property of the Tulsa Police Department and the release of that information is subject to Tulsa Police policy and procedures. Tulsa Police personnel have a duty to maintain confidentiality regarding information pertaining to criminal investigations, criminal intelligence, investigative techniques, or police tactics when the public release of such information may interfere with a criminal investigation or cause undue danger to TPD personnel or witnesses. Furthermore, TPD personnel are prohibited from being a “confidential source” or providing “tips” to any individual news media representative for the purposes of giving advance notice of any arrest, TPD operation, or potentially newsworthy event to a single news media organization. Information of public interest will be released using the official “media release” format by the PIO unless otherwise directed at the discretion of the Chief of Police or his designee.
News media personnel have a right to perform news gathering functions at all newsworthy events and to report or photograph anything they observe when legally present at an incident area. Officers will cooperate with the news media personnel in an open and friendly manner. However, when an incident area has been secured to preserve evidence, officers have a duty to control access to that area.

**SUMMARY:** Procedures governing the release of information to the news media.

**APPLIES TO:** All police personnel

**DEFINITIONS:**

**AREA OF RESPONSIBILITY** – the duty responsibilities, specialized information, and particular knowledge pertaining to the current assignment of Tulsa Police Department personnel.

**CRIMINAL INTELLIGENCE PRODUCTS** – documents, electronic communications, law enforcement bulletins related to suspected criminal behavior or suspicious activity. Also includes criminal investigation updates created by the Tulsa Police Department or any other Law Enforcement Agency disseminated for the purposes of updating personnel regarding criminal investigations and crime trends, as well as suspected criminal activity and suspicious behavior. These products will be marked with a warning indicator such as, but not limited to, “Law Enforcement Sensitive” or “Not for Public Dissemination”.

**INCIDENT AREA** – shall include crime scenes, disaster scenes, drownings, fires, and all other emergency situations.

**INVESTIGATIVE DETAILS** – Information collected pursuant to a criminal investigation, investigative techniques, identity of witnesses, or any other information, plans, strategies, tactics, imminent arrests, or facts pertinent to a criminal investigation.

**JOINT INFORMATION CENTER (JIC)** – A facility established to coordinate all incident-related activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**JOINT INFORMATION SYSTEM (JIS)** – integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort, and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

**NEWS MEDIA REPRESENTATIVES** – those individuals who are employed by agencies of the electronic or print media such as radio, television, newspaper, or the internet.
PERSONALLY INVOLVED – when an officer is a direct party to an incident, such as being a witness, victim or a person of interest.

PUBLIC INFORMATION – information that may be of interest to the general public regarding policy, procedures, or events involving the Department, or other newsworthy information that is not legally protected, which does not unduly interfere with the mission of the Department, infringe upon the rights of a defendant, or compromise the legitimate safety and privacy interests of officers, victims, witnesses, or others.

PUBLIC INFORMATION OFFICE (PIO) – the Department’s PIO serves as a central source of information for release by the Department and responds to requests for information by the news media and the community. The PIO is available on an on-call basis for incidents of such magnitude where statements to the media would interfere with scene management by on-scene officers and supervisors.

PUBLIC STATEMENT – a statement made to news media or posted on social media.

PROCEDURES:

1. Officers will provide assistance to news media personnel only within the limits of the officer’s area of responsibility. Requests for information that do not fall within an officer’s area of responsibility shall be referred to contact the PIO during normal business hours.

2. The determination of what classifies as a newsworthy event is not the responsibility of the officer; officers may not dictate what may or may not be photographed. Officers will allow news media personnel access to incident areas except when secured to preserve evidence or for safety reasons.

3. Officers will inform news media personnel of any known or potential danger in the incident area. The Department shall not assume responsibility for the physical safety of news media personnel who choose to subject themselves to danger. The decision to assume the risk remains entirely with the news personnel involved.

4. Officers will restrict access to the incident area where the presence of news media personnel would further endanger officers or citizens or escalate the need for police action beyond the present situation.

5. Officers having sufficient information will generally make available information on arrests, investigations, and other incidents to the news media unless they are personally involved in the incident. Information relating to the facts and circumstances of an arrest or other incident of interest to the media may be released only during the time period reasonably contemporaneous with an arrest or incident. Officers may announce:

   a. The facts and circumstances of arrest including the time and place of arrest, resistance, pursuit, and the use of weapons.
b. An arrested person’s name, race, sex, age, and home address, if the individual is an adult. If the individual is under the age of 18 and does not qualify as a Youthful Offender, refer the media to the PIO or the supervisor in charge of the incident.

c. Persons under the age of 18 who qualify as Youthful Offenders may be considered adults and the information released will be the same as for an adult.

d. The identity of the investigating and arresting officer or unit and the length of the investigation.

e. The description of any evidence seized if such release will not jeopardize the continuing investigation.

f. The scheduling or result of any stage in the judicial process.

g. Pertinent facts relating to the crime itself and to investigative procedures, if such release will not jeopardize the continuing investigation.

h. Information regarding the public safety impact and the response of the Tulsa Police Department regarding non-criminal incidents.

6. Officers may also:

   a. Disclose the nature of the charge.
   b. Quote from or refer without comment to public records of the court in the case.
   c. Request assistance in obtaining evidence.

7. When personnel receiving a media inquiry do not feel they have adequate information to make an appropriate response, are personally involved in the incident, or if they are unsure of legal limits or time limitations, they shall refer the news media to their supervisor, the supervisor in charge of the incident area, or the PIO.

8. It is the primary responsibility of supervisors and shift commanders to respond to media requests contemporaneous with an arrest or incident. When supervisors or shift commanders do not feel they have adequate information or sufficient time to answer questions at crimes scenes or major incidents, they will ask the media to wait for a response or notify PSC to call-out the on-duty PIO. Upon arrival at the scene, the PIO will resume the responsibility for answering media requests. The PIO will not respond to media requests after business hours unless called out by a supervisor, shift commander, or a TPD staff member.

9. The PIO will answer requests for information Monday through Friday during normal business hours. The PIO will gather information regarding the media request or assist the news media in locating the best-informed departmental personnel with the most accurate information. Media requests regarding information not related to any personnel’s area of responsibility will be referred to the PIO. The PIO will assist in preparing and distributing agency news releases, arranging news conferences, and coordinating the release of information about victims, witnesses, and suspects. The PIO will also author and coordinate the release of information concerning confidential
agency investigations, and operations as well as assist in crisis situations when necessary. When applicable, the IC will approve any release prior to information being released to the public.

10. The PIO will coordinate with the media to publicize TPD objectives, problems, and successes and will involve the news media in the development of changes in policies and procedures relating to the public information function.

11. The PIO will coordinate the JIC during critical incidents and work with other agencies’ PIOs. The PIOs of all agencies will determine a primary PIO to conduct media interviews. During critical incidents, the PIO will establish the JIC and shall approve all media releases with the IC.

12. Requests from the media for mug shots contemporaneous with an arrest of public interest or for any other reason will be referred to TCSO at the Tulsa County Jail.

13. When supervisors in charge of an investigation determine that release of information about an incident could be detrimental to the safety of those involved or would seriously impede the investigation, they should refer the news media to the PIO.

14. Supervisors in charge of a criminal investigation may self-initiate the release of information for the purposes of requesting information from the public or to update the status of the case at their discretion. The release of information must be made to all local news media organizations. TPD personnel will not show favoritism to any news media organization or news media representative. This does not apply to specific media requests for information.

15. Officers or employees may reply to charges of misconduct that are publicly made against them and may participate in legislative, administrative, or investigative hearings. This policy does not supercede any more restrictive rules governing the release of information regarding juveniles or other offenders.

REGULATIONS:

1. TPD initiated release of information (not responses to specific requests from media) may only be released on the official TPD media release format by the PIO or by an in-person interview.

2. Police personnel shall not provide any criminal intelligence products, bulletins, or law enforcement sensitive documents to the news media without the authorization of the Chief of Police or his designee.

3. Personnel are authorized to release information only related to their area of responsibility. This may be done by telephone or in-person interview.
4. Police personnel are prohibited from becoming a confidential source for any news media organization or news media representative concerning the official business of the Tulsa Police Department. This includes providing advance notice of police operations, arrests, investigative details, policy issues, or any other information relative to the operation of the Tulsa Police Department. Requests for such information shall be forwarded to the PIO or the supervisor in charge of an investigation.

5. Officers shall not release the identity of a suspect to the news media prior to arrest unless authorized by a division commander, a shift commander, the supervisor in charge of the investigation, or the PIO.

6. Officers or employees shall not disclose any investigative details. Officers must gain supervisory approval to release information to aid in an investigation, to assist in the apprehension of a suspect, or to warn the public of any danger.

7. Officers or employees shall not release or authorize the release of any statement for dissemination by the news media at the time of arrest, issuance of an arrest warrant, or the filing of any complaint, information, or indictment in any criminal matter, until the completion of trial or disposition without trial, concerning the following:

   a. Any information pertaining to the case not specifically approved above.

   b. The prior criminal record or mugshots without permission of a division commander, a shift commander, a field supervisor, or the PIO.

   c. The character or reputation of the accused.

   d. The existence or contents of any confession, admission, or statement given by the accused, or the refusal or failure of the accused to make any statement.

   e. The performance or results of any examination or test, or the refusal or failure of a person to submit to an examination or test, or the identity or nature of physical evidence expected to be presented (to include Breathalyzer/Intoxilyzer test results).

   f. The possibility of a guilty plea.

   g. Any opinion as to the accused’s guilt or innocence, the merits of the case, or the evidence in the case.

8. Officers or employees shall not allow the news media to interview an arrestee unless the arrestee requests or consents to an interview in writing. The arrestee must be informed of his Miranda rights and his right to refuse to grant an interview. Prior to the interview, permission must be obtained from a division commander, a shift commander, a field supervisor, or the PIO.

9. Officers shall not allow the deliberate posing of a person in custody for photographing or televising by representatives of the news media.
10. Information requests pertaining to administrative or criminal investigations involving Tulsa Police employees will be directed to the Chief’s Office or PIO.

11. Requests for documents or information pursuant to the Open Records Act shall be forwarded to the ISD division commander.

12. TPD supervisors may release information using the “secure media portal” as a follow-up to potentially news worthy incidents. Use of this site does not relieve personnel from answering requests by the media.

13. The Chief of Police, or designee, may release any information at their discretion.

14. With the approval of a Division Commander, TPD personnel may be involved in the production of an exclusive story regarding a specific public safety topic of interest. Approval must be obtained for each exclusive story prior to conducting the interview.

REFERENCES:

31-105B, Requests for Information
31-121C, Youthful Offenders
CALEA 45.2.1, 54.1.1, 54.1.2, 54.1.3
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PURPOSE OF CHANGE:

To change “Information and Technical Services Division (ITS)” to “Information Services Division (ISD).”

POLICY:

This policy and procedure should be considered in conjunction with 31-105A, News Media/Release of Information. This policy and procedure is applicable to requests for information, documents, and records in situations not reasonably contemporaneous with arrest, whether contained in documents, computer files, investigative files, photographs, video or audio tapes, or teletypes.

It is necessary to recognize the limitations placed on the release of information by laws and court decisions. The Open Records Act sets forth categories of records that are, if kept, open to the public for inspection.

All documents and records in the possession of, or generated by, the Tulsa Police Department are in the custody of the Chief of Police. The Information Services Division (ISD) Commander is the official designee authorized to release records for inspection, copying, or mechanical reproduction, under the authority of the Open Records Act or other law.

Requests for material under the Open Records Act or other pertinent law will only be accepted when directed in writing to the ISD Division Commander.

Information not covered by the Open Records Act is presumed to be confidential and will be released only to other law enforcement agencies or as provided by applicable law.

SUMMARY:

Procedures governing the release of information, documents, and records. These items include criminal history information, crime reports, collision reports, teletypes, investigative reports, or other documents, tapes, or photos.

APPLIES TO: All police personnel

DEFINITIONS:

CRIMINAL HISTORY RECORD INFORMATION – information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any dispositions arising therefrom, sentencing, correctional supervision, and release.
RECORD – all documents, including but not limited to, any book, paper, photograph (including mugshots), microfilm, computer tape, disk, record, sound recording, film recording, video recording, or other material, regardless of physical form or characteristic, created by, received by, under the authority of, or coming into the custody, control, or possession of the Tulsa Police Department.

PROCEDURES:

1. Unless otherwise granted permission by the Chief of Police, or official designee, no officer or employee has permission to release police records to other than law enforcement personnel.

2. Officers and employees in positions where routine information requests are received shall familiarize themselves with applicable laws, regulations, and procedures relating to the release of information. Other officers and employees who are requested to release information, documents, or records shall refer the person requesting such items to ISD.

3. Officers and employees shall not release information obtained via teletype for other than a law enforcement purpose. This includes vehicle registration and license information.

4. A subpoena duces tecum, in the name of an officer or employee, is not authority for the officer or employee to take any official police record or document, either original or copy, to court. The Chief of Police is the legal custodian of all official records. The Chief, or his designee, must be served for official records to be surrendered. The subject of a subpoena duces tecum may be required, subject to the terms of the subpoena, to disclose any personally possessed materials such as field notes, etc. For purposes of subpoenas, the ISD Captain will accept subpoenas directed to the Chief of Police.

5. Officers or employees, for community service purposes, may release statistical information, such as crime statistics for a given neighborhood, providing such statistics do not contain information relating to specific victims, suspects, or addresses.

6. All requests from non-law enforcement agencies or persons for the release of criminal history information will be referred to ISD.

REGULATIONS: None

REFERENCES:

31-105A, News Media/Release of Information
PURPOSE OF CHANGE:

To address issues identified in the annual policy and procedure audit.

POLICY:

Officers who have knowledge of an arrest warrant that meets legal and departmental requirements have a duty to serve the warrant should they make personal contact with the warranted person. However, in some circumstances (such as when the victim of a serious crime or injury has a minor traffic warrant outstanding), the cause of justice may be better served by postponing the service of the warrant to a more opportune time.

Officers may serve a warrant not in their possession when it is confirmed the warrant exists. The defendant must be notified the officer is acting under the authority of a warrant and must also show the defendant the warrant within a reasonable amount of time under the circumstances, if requested.

A bail holder may recommit a defendant to jail upon endorsement of a certified copy of the bond. Peace officers may be empowered by the bail holder to serve the recommitment. However, officers will not arrest a defendant in such cases unless a bench warrant has been issued. If a bench warrant has been issued, the officer will make the arrest on the basis of the warrant, not the recommitment.

SUMMARY: Procedures for serving arrest warrants.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. DETERMINE IF THE WARRANT MEETS LEGAL REQUIREMENTS

1. When serving a warrant in the officer's possession, the officer must determine that the warrant includes:

   a. Name of the defendant. If name is unknown, any name may be used (normally John or Jane Doe).

   b. Offense.

   c. Date of issuance.

   d. City, town, or county where issued.
e. Amount of bail (on bailable offenses).

f. Signature of a magistrate and their office. However, bench warrants are signed by the court clerk at the direction of the magistrate and must bear the Court's seal.

g. Directed to a peace officer.

2. When making an arrest on a warrant confirmed by the Records Section, but not in the officer's possession, the officer may assume the warrant is fair on its face until a copy of the warrant is actually seen.

3. When serving warrants at nighttime, officers must determine the warrant can lawfully be served at night.

4. Any felony warrant, including felony bench warrants, may be served at any time.

5. Municipal and state misdemeanor warrants, including misdemeanor bench warrants, may only be served between 6:00 a.m. and 10:00 p.m. inclusive, with the following exceptions:

   a. An arrest on a misdemeanor warrant may be made at any time of the day or night (whether the warrant is stamped for night service or not) if the defendant is in a public place or on a public roadway.

   b. Warranted persons in custody on other charges may have all warrants served on them.

   c. Misdemeanor warrants stamped DAY OR NIGHT SERVICE may be served at any time.

   d. As otherwise directed by the magistrate endorsed upon the warrant.

6. The warrants clerk will forward a printout of new outstanding warrants to the uniformed divisions, Special Investigations Division (SID), and Detective Division (DET) on a weekly basis.

B. PHYSICAL DESCRIPTIONS ON WARRANTS

1. Every warrant should list at a minimum the following descriptive information:

   a. Physical description that includes at least race, sex, approximate age, and/or date of birth.

   b. Identifying numbers such as social security, driver’s license, or military service numbers.

   c. Or a combination of both physical description and identifying numbers.

2. Officers who receive warrants that do not contain the appropriate descriptors, but are otherwise legal, must have positive knowledge that the person they arrest is without question the same person named on the warrant.
C. CLASSIFICATION OF CRIMES ON WARRANTS

1. Any warrant not clearly marked FELONY will be treated as a misdemeanor.

2. Warrants for offenses that are classified as neither felony nor misdemeanor (e.g., juvenile, paternity, mental health, etc.) have the same force as a misdemeanor warrant and will be treated as such.

3. Oklahoma National Guard warrants will be treated as misdemeanors.

4. Federal military desertion notices are classified as felonies. Civil police authorities are empowered to arrest deserters of the federal military services. AWOL (Absent Without Leave) Notices will not be entered into the Tulsa Police records system. Officers will not arrest military personnel who are merely AWOL from the federal military services. The AWOL status does not automatically change to desertion when the member has been absent over 30 days.

5. Arrest warrants with the following designators, although rarely issued, are valid and may be served:
   a. WH - Writ of Habeas Corpus warrants.
   b. MI - Miscellaneous warrants.
   c. NF - Not Filed - deferred prosecution warrants.

6. Officers are prohibited from serving warrants that are in the process of being issued from the District Attorney's office until such warrants have been:
   a. Completed (typed up).
   b. Processed by the District Court Clerk.
   c. Presented to and processed by the TPD warrants clerk.

D. CONFIRMING WARRANTS

1. Before attempting to serve any warrant not in an officer's possession, the officer must confirm the warrant with the appropriate confirming authority.

2. The Records Section is the confirming authority for local municipal and county warrants stored in its files.

3. When notified by a defendant a warrant should have previously been canceled, an officer will notify the Records Section. The records clerk will verify the status of the warrant by calling the appropriate Municipal or District Court Clerk during normal business hours.

4. When the court clerks' offices are closed and unavailable to confirm warrants and the defendant has no bond/fine receipt or other tangible evidence to substantiate their claim, all warrants for the defendant’s arrest found in the warrants files will be considered valid.
5. When a defendant has a bond/fine receipt that establishes the warrant should have been canceled, notify the Records Section and release the defendant. Advise the defendant to contact the appropriate court to have the warrant canceled. To prevent service of the warrant by another officer, advise the record clerk to note the warrant should have been canceled.

6. Confirmation of warrants from agencies outside Tulsa County must be in the form of a written teletype message.

**E. WARRANTS CHECK-OUT PROCEDURES**

1. An officer desiring to attempt to serve an outstanding warrant may do so by checking out the original warrant.

2. The officer must complete a *Warrant Out Card* and present it to the warrants clerk.

3. The warrants clerk will give the officer the original warrant and place a copy of the warrant and the *Warrant Out Card* in the warrant file.

4. If an officer desires to serve a warrant that is currently checked out, the records clerk will provide the requesting officer with the name of the officer who has the warrant checked out. If the officer still desires to serve the warrant, they must contact the officer who has the warrant checked out.

5. When no arrest is made on a warrant that has been checked out, the officer must return the warrant to the warrants desk before the end of the shift on the same day it was checked out.

**F. SERVING OUTSIDE WARRANTS**

1. Incoming warrants from agencies outside Tulsa County will be forwarded to the warrants clerk for processing.

2. Teletypes providing warrant information from agencies outside Tulsa County that do not request immediate action will be forwarded to the Fugitive Warrant Unit (DET).

3. If the teletype requests immediate action, the teletype operator will attempt to contact the Detective Division Commander or captain to determine whether to assign an officer to attempt service of the outside warrant. If the Detective Division Commander or captain is not available, contact a shift commander, division commander, or Staff Duty Officer.

4. If an outside warrant is served, the arresting officer will complete the *Probable Cause Statement* on the backside of the *Arrest and Booking Data Sheet* explaining the grounds for the arrest, attach a copy of the teletype to the *Arrest and Booking Data Sheet*, and place a hold on the arrestee for the outside agency.

5. NCIC Warrants: According to the NCIC handbook, an NCIC hit is not by itself probable cause to make an arrest. It is only one factor that may be added to other factors in order to establish probable cause.
6. When an NCIC hit is received and an officer has no other charges against the defendant:
   a. The officer will contact teletype and request confirmation from the originating agency.
   b. If confirmation from the outside agency receiving the request is not received within 10 minutes, the teletype operator will resubmit the request.
   c. If confirmation is not received within 10 minutes of the second request, the teletype operator will notify the officer.
   d. The officer will ask the teletype operator to telephone the originating agency. If the agency confirms the warrant by telephone, ask the agency representative to immediately forward a teletype confirming the warrant.
   e. If confirmation is not received within 30 minutes of an "NCIC hit," the officer will complete a Field Interview Report (FIR) and release the suspect. Forward a copy of the FIR to the Fugitive Warrant Unit (DET).
   f. If an "NCIC non-extraditable warrant hit" is received, notify the requesting officer. The officer will complete an FIR and release the suspect. Forward a copy of the FIR to the Fugitive Warrant Unit, and to the investigative unit that handles the original crime type (e.g., S.W.I.K. to Homicide, 1st Degree Burglary to Burglary).

7. When a suspect is in custody on other charges and an NCIC hit is received:
   a. The officer will contact teletype and request confirmation from the originating agency.
   b. The officer will attach a copy of the teletype to the Arrest and Booking Data Sheet and place a hold on the arrestee for the outside agency.

8. Authority for arrest on out-of-state warrants:
   a. Felonies: Any peace officer or person is empowered to make a warrantless arrest if the officer or person has knowledge that the subject is charged with a felony in an out-of-state court.
   b. An arresting officer must set forth the grounds for the arrest in an Officer's Affidavit. (Note: This requirement is met by completing the Probable Cause Statement on the back of the Arrest and Booking Data Sheet).
   c. Misdemeanors: In order to arrest a person who is charged with a misdemeanor crime in another state, an Oklahoma peace officer must file state fugitive charges. After a judge within this state has issued a warrant, an officer may serve this arrest warrant.
G. SERVICE OF TULSA MUNICIPAL WARRANTS OUTSIDE OF TULSA

1. Although the service of a municipal warrant may be made anywhere in the State of Oklahoma by an officer of the municipality, officers may not go outside the city limits of Tulsa to serve municipal warrants without first receiving permission from a supervisor, shift commander, division commander, or Staff Duty Officer.

2. Any county sheriff can serve Tulsa municipal warrants anywhere in the state. However, officers of other municipal law enforcement agencies cannot arrest a suspect solely on the basis of a City of Tulsa warrant. If officers have arrested a suspect on other charges for which officers have jurisdiction, they may release the suspect to a Tulsa Police officer when the suspect is ready to be released.

3. When notified that another law enforcement agency desires to release a prisoner with outstanding City of Tulsa warrants to our custody, the agency will be referred to the municipal court warrants officers during normal business hours (Monday-Friday, 8 a.m. to 5 p.m.). If the warrants officers are not available, contact a Fugitive Warrant Unit officer, a field supervisor, or a shift commander or division commander of the uniform division nearest the calling agency.

4. After normal business hours, contact a shift commander, division commander or Staff Duty Officer.

5. The decision to send officers to transport the prisoner shall be based on:
   a. Severity of the charge.
   b. Number of outstanding warrants.
   c. Distance to the agency holding the prisoner.
   d. Current number of available officers.

H. ATTEMPTED SERVICE OF WARRANTS

1. Each time an officer attempts to serve an arrest warrant but is unable to make an arrest, the officer will notify a warrants clerk either by phone or radio and provide the following information:
   a. Date and time service was attempted.
   b. Name of officer(s) attempting service.
   c. Name of person on whom service was attempted.
   d. Reason for nonservice (e.g., suspect no longer at address).
   e. Address of attempted service.

2. The warrants clerk notified will complete a Warrant Attempted Service Report and attach it to the warrant.

I. CANCELING WARRANTS

1. When any warranted arrest is made, whether the warrant is in the Department’s records or not, the arresting officer must proceed to the warrants desk located in booking and complete a Recall/Cancellation Notice. The record clerk will sign the cancellation and provide the arresting officer with a copy.
2. In addition, when serving state warrants, officers are to complete the return on the back of the warrant by:
   a. Noting the date received.
   b. Noting the name of the arrested person.
   c. Signing above the signature line marked DEPUTY SHERIFF (allow room on the signature line for a Deputy's signature).
   d. Print TULSA POLICE DEPARTMENT below your signature. This procedure is necessary to document the officer possessed the warrant at the time the warranted subject was booked, and to rebut any allegation the warrant had been recalled prior to arrest.

3. Give the booking officer the Warrants Recall/Cancellation Notice, the original warrant, and all existing copies of the warrant.

J. YOUTHFUL OFFENDER WARRANTS

1. When arresting a juvenile on a youthful offender warrant, the warrant check out and cancellation procedures will be the same as those of an adult. For all other juvenile arrest warrant procedures see 31-121B, Juvenile Arrest and Detention.

2. Notify booking personnel the warrant is for a youthful offender so the juvenile can be housed at the county jail. (Do not transfer the juvenile to JBDC). The normal booking procedure will then be followed.

REGULATIONS:

1. Officers shall not attempt to serve a photocopy of a warrant without first confirming the warrant with the Records Section or other confirming authority.

REFERENCES:

22 O.S. 189, 192, 1141(13 & 14)
10 U.S.C. 808
31-121B, Juvenile Arrest and Detention
31-121C, Youthful Offenders
CALEA 74.1.2
PURPOSE OF CHANGE:
To change the requirement to notify the Chief of Police when damage occurs during forcible entry and clarify language.

POLICY:
Every effort should be made to serve an arrest warrant without resorting to forcible entry. Only in rare circumstances should an officer force entry to serve an arrest warrant for a misdemeanor traffic offense such as no tag, no insurance, etc.

If after observing the following procedures an officer has probable cause to believe the subject of an arrest warrant is inside their residence and determines that forcible entry is necessary, the officer may break open an inner or outer door or window to search for the wanted person.

The officer’s factual knowledge that a wanted subject is within a third party residence is not in and of itself sufficient legal grounds to make a forcible entry into that residence. The officer should attempt to gain the owner’s consent as an essential course of action when exigent circumstances do not exist.

It is the position of local judges that there is no statutory authority to issue a search warrant for a third party residence when the object of the search is a person. When a wanted suspect is inside a third party residence it may be possible to obtain an arrest warrant listing the third party address while other officers maintain surveillance of the premises.

The service of all arrest warrants must comply with the procedures outlined in 31-106A, Arrests Warrants.

SUMMARY: Procedures for using forcible entry when serving an arrest warrant.

APPLIES TO: All sworn personnel

DEFINITIONS:
RESIDENCE OR DWELLING HOUSE – includes every house or edifice, any part of which is usually occupied by any person lodging therein and any structure joined to and immediately connected to such house or edifice.

THIRD-PARTY RESIDENCE – a residence that is different than stated on the arrest warrant.

PROCEDURES:
1. Prior to making forcible entry, an officer must:
a. Have probable cause to believe the suspect is inside the residence or other structure.
b. Have a copy of the arrest warrant in their possession.
c. Advise a supervisor of the circumstances prior to making entry when exigent circumstances do not exist.

2. When exigent circumstances do not exist, gain consent from the legal owner or resident of the affected property prior to making entry into a third party residence.

3. Prior to entry, an officer must announce in a clear manner, that is audible to anyone inside the premises about to be entered, the officer's identity, presence, and that they are acting on the authority of an arrest warrant. The officer must also allow a reasonable amount of time for the person(s) inside to open the door.

4. Ensure at least one uniformed officer is present and visible.

5. Make entry in a reasonable manner that produces the least amount of damage to the property while ensuring officer safety.

6. At the conclusion of the service of the arrest warrant, officers shall secure the premises. The scene supervisor will be responsible for supplying the necessary equipment and materials to secure the premises.

7. When the premises cannot be secured, and the arrestee is the owner or resident, they should be afforded the opportunity to contact a person of their choice to care for the property as soon as possible.

8. When property damage occurs during forced entry, the scene supervisor will submit an Interoffice Correspondence detailing the damage to the Bureau Deputy Chief with copies to the Office of Integrity and Compliance, Division Commander, Shift Commander, Division Administrative Captain, and the TPD Legal Advisor.

REGULATIONS:

1. At least one uniformed officer shall be present and visible during the service of an arrest warrant where forcible entry is required.

2. All police personnel shall wear body armor during the service of an arrest warrant where a forcible entry is required.

3. All officers assisting during the service of an arrest warrant where forcible entry is required shall wear clothing that ensures they are readily identifiable as police officers and have a holster that allows them to secure their weapon with a single hand.

4. Officers shall not make forcible entry into a third party residence without lawful authority (e.g., when exigent circumstances exist or under the authority of a search warrant or arrest warrant listing the address of the residence) to make a routine felony arrest.

5. Each time an officer attempts to serve an arrest warrant but is unable to make an arrest the officer will notify a warrants clerk either by phone or radio and provide the following information:
a. Date and time service was attempted.
b. Name of officer(s) attempting service.
c. Name of person on whom service was attempted.
d. Reason for nonservice (e.g., suspect no longer at address).
e. Address of attempted service.

6. Uniform division equipment officers shall be responsible for obtaining the materials and equipment necessary from the City of Tulsa Building Maintenance Section for securing a scene and shall store them in a readily available location at the uniform divisions for use when needed.

REFERENCES:
31-106A, Arrest Warrants
31-106C, Search Warrants
31-106D, Warrantless Forcible Entry to Render Aid
CALEA 1.2.4, 41.3.6
PURPOSE OF CHANGE:

To ensure The Office of Integrity and Compliance (TOIC) receives a copy of the Warrant Service and change the requirement to notify the Chief of Police when damage occurs during forcible entry.

POLICY:

Search warrants shall be served in a legal and constitutional manner. These procedures ensure search warrants will be served and documented in a manner which is uniform throughout the Department.

The safety of officers and citizens is of paramount concern during the service of search warrants. Therefore, the Special Operations Team (SOT) will be utilized in the service of certain high-risk or unknown-risk search warrants.

Officers will have deconfliction done prior to serving search warrants. This process ensures that other agencies do not have the same investigative interests as the Department.

This policy shall not preclude the use of disguises when serving search warrants. However, a supervisor’s approval must be obtained prior to using this tactic.

SUMMARY: Procedures for serving search warrants.

APPLIES TO: All sworn personnel

DEFINITIONS:

DECONFLICTION – process to ensure that multiple law enforcement agencies do not have the same investigative interests; this must be done by a person authorized by High Intensity Drug Trafficking Area (HIDTA)/Oklahoma Bureau of Narcotics (OBN).

EMERGENCY RADIO OPERATOR (ERO) – the officer designated to commence emergency radio traffic when an emergency occurs during the service of a search warrant.

HIGH-RISK SEARCH WARRANT – a search warrant for a location where the officer obtaining the search warrant knows there is a high probability for resistance.

SEARCH WARRANT SERVICE REPORT – a planning document used to identify the location to be searched, items to be seized, suspects, possible weapons, officers and equipment assigned, and a diagram of the location.

SEARCH WARRANT SERVICE USING DISGUISES – a tactic used in serving a search warrant wherein an officer, wearing a disguise, attempts to get a suspect to open a door to prevent using forcible entry.
## PROCEDURE

<table>
<thead>
<tr>
<th>Subject</th>
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**SECURE SCENE/LOW-RISK SEARCH WARRANT** – a search warrant for a location where the officer obtaining the search warrant has reason to believe there is no realistic anticipation of danger due to the nature of the facility to be searched or because previous police actions have eliminated the possibility of resistance (e.g., safe deposit boxes, bodies, crime scenes secured by officers, or pawn shops).

**UNIFORMED OFFICER** – any officer wearing an official police uniform.

**UNKNOWN-RISK SEARCH WARRANT** – a search warrant for a location where the officer obtaining the search warrant does not know the probability for resistance.

### PROCEDURES:

1. Prior to serving a search warrant, deconfliction must be completed. However, Crime Scene Detectives and police personnel that have secured a crime scene while a search warrant is being obtained are not required to complete a deconfliction report prior to service of the search warrant. It is recommended in such instances that investigators submit deconfliction forms to identify evidentiary information related to the search warrant service location.
   
   a. Contact any member of the Special Investigations Division (SID) or any Detective Division (DET) supervisor to complete deconfliction. SID personnel can be contacted on radio frequency N-Nora, by phone number [REDACTED] or by duty pager by making a request through dispatch. DET supervisors can be contacted on radio frequency A-Adam or by phone number [REDACTED]. A response to the deconfliction request will be received from OBN within one hour if there is a conflict.
   
   b. SID and DET have internal divisional policies on deconfliction submissions and shall handle deconfliction requests for all department personnel.
   
   c. Personnel authorized to submit deconfliction forms must forward the form by secure encrypted e-mail link or fax. Those authorized to submit the forms can find additional information on the process in the SID and DET unit manuals.

2. Prior to serving a search warrant, a *Search Warrant Service Report* shall be completed and approved by a supervisor.

3. Include in the *Search Warrant Service Report*:
   
   a. What is to be searched.
   b. The items to be seized.
   c. The officers who will be involved.
   d. Whether it is a high/unknown-risk or low-risk search warrant.

4. If the search is in a residence or building, at the conclusion of the search warrant service, complete a diagram on the backside of the *Search Warrant Service Report* showing the floor plan in detail (include all rooms, entryways, and exits).

5. At the conclusion of the search warrant service, forward the *Search Warrant Service Report* to SID with copies to the Crime Analysis Planning Evaluation Research Section supervisor, Uniform Division Commander where the warrant was served, the officer’s chain of command, and the Office of Integrity and Compliance (TOIC).
6. Uniform division commanders will maintain a file of *Search Warrant Service Reports* on search warrants served within their area of command.

7. For high/unknown-risk search warrants, the additional following guidelines will be followed:

   a. The supervisor approving the *Search Warrant Service Report* shall be present during the execution of the search warrant.

   b. When officers are assisting outside agencies in the service of a search warrant, the supervisor of the officers involved shall obtain sufficient information from the outside agency to complete a *Search Warrant Service Report* and Search Warrant Deconfliction Form.

   c. Supervisors will authorize the SOT to be contacted to assist in the service of a search warrant when they determine it is not feasible to arrest the suspect(s) outside of the location to be searched, and any of the following circumstances exist:

      1) The location to be searched is barricaded against entry.
      2) When serving a no-knock search warrant.
      3) There is reason to believe the suspect is armed and the suspect will use the weapon against officers.

   d. The supervisor may authorize the SOT to be notified if an investigation reveals the subject to have violent tendencies.

   e. The supervisor will designate a talk group to be used by all personnel assisting in the warrant service.

   f. The supervisor will designate an ERO who shall be responsible for the following:

      1) Monitoring the designated talk group used during the service of the warrant.
      2) Transmitting emergency messages when an emergency arises.

   g. At the conclusion of the service of the search warrant, officers shall secure the premises. The scene supervisor shall be responsible for obtaining the necessary equipment and materials to secure the premises.

   h. When the premises cannot be secured, and the arrestee is the owner or resident, they should be afforded the opportunity to contact a person of their choice to care for the property as soon as possible.

   i. When property damage occurs during forced entry, the scene supervisor will submit an *Interoffice Correspondence* detailing the damage to the Bureau Deputy Chief with copies to the Division Commander, the Shift Commander, the Division Administrative Captain, TOIC, and the TPD Legal Advisor.
REGULATIONS:

1. Complete the deconfliction form and get approval before serving a search warrant. Crime Scene Detectives and police personnel that have secured a crime scene while a search warrant is being obtained are exempt from this regulation.

2. Only authorized police personnel will submit deconfliction request forms to the HIDTA/OBN Watch Center. The Watch Center will only honor requests from approved personnel.

3. With the exception of search warrants being served by disguise, at least one uniformed officer shall be present and visible during the service of high/unknown-risk search warrants.

4. All police personnel shall wear personal body armor during the service of high/unknown-risk search warrants.

5. With the exception of search warrants served by disguise, all officers assisting in the service of high/unknown-risk search warrants shall wear clothing that ensures they are readily identifiable as officers and have a holster that allows them to secure their weapon with one hand.

6. Whenever possible, prior to the service of a search warrant, the supervisor shall notify Public Safety Communications (PSC) of the location of the warrant service, which talk group will be used, and request a dispatcher to monitor the talk group. If prior notification is not made, the supervisor shall notify PSC as soon as is reasonably possible.

7. Uniform division equipment officers shall be responsible for obtaining the materials and equipment necessary from the City of Tulsa Building Maintenance Section for securing a scene and shall store them in a readily available location at the uniform divisions for use when needed.

8. During the service of search warrants, officers will not allow Ride Along Program participants or news media personnel to enter, photograph, or videotape within private homes or other areas where a person has a reasonable expectation of privacy, without the explicit consent of the person.

REFERENCES:

31-106D, Warrantless Forcible Entry to Render Aid
Uniform Specifications Manual
CALEA 41.3.6, 42.2.2, 43.1.5, 46.2.1
PURPOSE OF CHANGE:
To clarify procedures for immediate entry under exigent circumstances.

POLICY:
The Tulsa Police Department is frequently contacted by friends, relatives, or other persons who believe a person may be injured or ill within a private residence. When an officer faces a situation where there are exigent circumstances, it may be necessary to forcibly enter the residence in order to provide aid. Courts generally recognize such an entry is permissible if the officer has a reasonable belief a person inside requires assistance. Consistent with these rulings and after observing the following procedures, officers may break open a door or window to provide necessary aid. Every effort should be made to ascertain the condition of the person without resorting to forcible entry. If it becomes necessary to force entry, it should be done in a manner which produces the least amount of damage.

Certain exigent circumstances may necessitate immediate entry to provide emergency aid. These may include times when an occupant requests police assistance, indications of distress are heard, or other indications that immediate action is necessary to prevent further injury or loss of life.

SUMMARY:
Procedures when forcible entry is necessary to check on the well being of a citizen or render aid.

APPLIES TO: ALL POLICE PERSONNEL

DEFINITIONS:
EXIGENT CIRCUMSTANCES – situations that demand unusual or immediate action. In relation to justification for warrantless search, “exigent circumstance” refers generally to those situations in which law enforcement agents will be unable or unlikely to effect a search for which probable cause exists unless they act swiftly and without seeking prior judicial authorization.

PROCEDURES:
1. Officers should determine the following information from any available source:
   a. The length of time the person has been out of contact with friends and family.
   b. Any medical or mental condition which could account for the lack of contact.
c. The person's age and/or any other information which could explain the nature of the problem and lack of contact.

d. Any previous instances where the person has failed to contact friends and relatives for a sustained length of time.

e. Any person who has access to the residence who could grant entry within a reasonable amount of time under the circumstances.

f. If there have been earlier calls to the residence.

2. Unless time and circumstances do not allow, officers will contact and advise a supervisor of the situation prior to making entry. Otherwise, officers will notify a supervisor immediately after making entry and rendering aid.

3. Upon being advised that forcible entry may be necessary or has been made, a supervisor will proceed to the scene.

4. The supervisor will confirm the above steps have been taken and examine the facts to determine the reasonableness of the belief the person inside needs/needed immediate aid.

5. If a supervisor authorizes entry, entry will be made in the least destructive manner possible.

6. At the conclusion of the forced entry, officers shall secure the premises. The supervisor is responsible for supplying the necessary equipment and materials to secure the premises.

7. Uniform division equipment officers shall be responsible for obtaining the materials and equipment necessary to secure a scene from the City of Tulsa Building Maintenance Section and shall store them in a readily available location at the uniform divisions for use when needed.

8. When property damage occurs during forced entry, the supervisor will notify the Chief of Police via email or Interoffice Correspondence detailing the damage with copies to IA, the bureau deputy chief, division commander, shift commander, division administrative sergeant, and the TPD Legal Advisor.

**REGULATIONS:**

1. A supervisor’s approval is required prior to making forced entry unless time and circumstances do not allow.

2. At least one uniformed officer shall be present and visible during forcible entry.

**REFERENCES:**

31-106C, *Search Warrants*  
CALEA 43.1.5
PROCEDURE

Subject: Personal Searches

Supersedes No.: D.O. 2004-03

Previous Date: 8/15/2003

Approved By: David D. Been, Chief of Police

Date Approved: 11/16/2006

Effective Date: 12/21/2006

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To clarify search guidelines and to incorporate the Report of Search form.

POLICY:

In accordance with the guidelines established by the United States Supreme Court, officers may conduct a preliminary search for weapons, or “frisk,” whenever circumstances warrant such a search. The Supreme Court of the United States has held that a frisk is lawful when the following factors are present:

1. There is reason to believe the suspect is armed.
2. The search is limited to weapons.
3. “Suspicious activity” has been observed and the officer is able to fully document the particular activity and explain why it is suspicious.

The laws governing field searches are more liberal. Field searches may be conducted to discover concealed weapons, evidence, or objects that can be used as a means of escape. The field search is legally reasonable when it is:

1. Based on a properly issued warrant.
2. Connected with a lawful arrest.
3. Made with the free consent of the person searched.

The Supreme Court of the United States has permitted a search of the personal effects of an arrested person as part of the routine administrative procedure at a police station incident to booking and jailing the suspect. The reasons for allowing this type search include:

1. Safekeeping of the property of the accused.
2. Preventing false claims against the officer and the agency.
3. Identifying the accused.
4. Safety.

The Supreme Court of the United States has permitted visual body cavity searches on less than probable cause when the significant and legitimate security interests of the institution outweigh the privacy interests to the suspect.

Lower courts have interpreted this to mean that before persons accused of a misdemeanor or other minor crimes are subjected to strip/body cavity searches, there must be a reasonable suspicion that they are concealing weapons or other contraband.

The laws of Oklahoma do not provide for a distinction between searching a male or a female suspect. Officers, however, shall not conduct field searches on members of the opposite sex except in emergency situations where immediate action is believed to be necessary for the preservation of life. In other situations where a field search is warranted, an officer of the
same sex shall be called upon to conduct the search. If a strip search is warranted, a member of the same sex as the suspect shall conduct the complete search, or strip search, of suspects delivered to the booking facility.

**SUMMARY:** Guidelines for conducting personal searches.

**APPLIES TO:** All sworn personnel

**DEFINITIONS:**

**FIELD SEARCH** – a detailed search of a person, made in the field for concealed weapons, evidence, or objects that can be used as a means of escape.

**JAIL OR ADMINISTRATIVE SEARCH** – an exhaustive search made at a detention facility as part of the routine administrative procedure. This routine administrative procedure includes the search of containers such as purses, shoulder bags, briefcases, etc., that the defendant had in his or her possession at the time of the arrest and are to be turned in to the property room or kept in the custody of booking or jail personnel.

**MANUAL CAVITY SEARCH** – as well as visually inspecting the anal and genital areas, some degree of touching or probing of body cavities is included.

**PRELIMINARY SEARCH OR FRISK** – a quick “pat down” search including an examination of bags or other objects that may contain weapons.

**STRIP SEARCH** – an inspection of a naked individual, without any scrutiny of the subject’s body cavities. A strip search includes removing or rearranging some or all of a person’s clothing so as to permit a visual inspection of the genitals, buttocks, anus, or female breasts of such person.

**VISUAL CAVITY SEARCH** – a visual inspection of the anal and genital areas.

**PROCEDURES:**

1. Remain alert. The person-to-person proximity of any search can develop into a potentially dangerous situation.

2. Thoroughly search the subject according to the existing techniques, keeping in mind the guidelines established by court decisions and departmental rules and policies.

3. A strip search will only be conducted by a member of the same sex as the suspect and will be witnessed by another employee who is the same sex as the suspect. Unless the person being searched waives his/her right to privacy, no other people will be allowed to observe the search.

4. If a strip search is conducted, document in the *Incident Report* the following items:
   a. Name and sex of the person searched.
   b. Name and sex of the person conducting the search.
   c. Time, date, and place of the search.
   d. A statement of the results of the search.
5. A *Report of Search* form must be completed when contact with a citizen or response to a call results in the officer conducting a search and/or seizure which is not documented in any other report. A citation does not sufficiently document searches and/or seizures.


**REGULATIONS:**

1. A strip search shall not be conducted by a Tulsa Police officer unless first authorized by a captain or above.

2. A strip search shall not be conducted on a person for a traffic ordinance violation, regulatory ordinance violation, or nonviolent misdemeanor violation unless there is probable cause to believe that either a weapon or a controlled substance is being concealed.

3. A manual cavity search will be conducted only under the authority of a search warrant and with the following restrictions:

   a. It will be conducted only by a licensed physician or registered nurse.

   b. Law enforcement officers may be present but only of the same sex as the person upon which the search is being conducted.

4. Officers will conduct a thorough search of detainees prior to transport and prior to taking custody of another officer’s prisoner.

**REFERENCES:**

TOG 1006, *Handcuffing and Custodial Transportation*

TOG 1018, *Personal Searches*

CALEA 1.2.4, 1.2.8
PURPOSE OF CHANGE:
To have UUMV and Failure to Return Rental Property (Rental Car) entered NCIC.

POLICY:
Proof of ownership is required before a stolen vehicle may be broadcast or entered into the National Crime Information Center (NCIC). However, situations may arise where the vehicle needs to be broadcast and entered into NCIC when proof of ownership cannot be obtained in a timely fashion. These include situations where a vehicle is taken in a robbery, homicide, etc. In situations such as these, and with approval from a field supervisor, an Incident Report shall be made and the information broadcast and entered into NCIC. Determining the reliability of the information obtained will be the responsibility of the officer taking the report and the field supervisor approving its entry into NCIC.

If the officer assigned will be delayed in responding to the call, with approval of a supervisor and after ensuring that the vehicle checks to the person reporting, a COS (check to own satisfaction) may be broadcast.

In other situations where it appears that a vehicle theft has occurred but the victim has no proof of ownership, an Incident Report shall be made at the scene. An NCIC entry will not be authorized in these cases until ownership is verified. A COS may be broadcast.

SUMMARY:
Procedures to be followed when investigating incidents of stolen or embezzled vehicles.

APPLIES TO: All police personnel

DEFINITIONS:
EMBEZZLEMENT OF A VEHICLE – includes test drives, leased or rented vehicles, vehicles obtained by a rental-purchase agreement, and vehicles taken with the owner’s permission.

PROOF OF OWNERSHIP – ownership may be established by a vehicle registration, vehicle title, or a 10-28 return which checks to the victim. Ownership may also be established by any two of the following documents: current insurance verification card or insurance policy, manufacturer’s certificate of origin, legal sales contract, loan papers from a financial institution, or lease or rental contract from a rental agency.

PROCEDURES:
1. Officers will be assigned to investigate auto thefts/embezzlements when one of the following conditions exist:
a. The owner/agent insists on seeing an officer.
b. The theft/embezzlement has taken place within the Tulsa city limits.
c. The owner/agent reports the vehicle stolen within the city limits, but the owner/agent resides outside the city limits. The officer may go outside the city limits to investigate if authorized by a field supervisor.

2. During the preliminary investigation, determine whether the vehicle has been towed or repossessed. If the vehicle has not been towed or repossessed, complete an Incident Report and turn it in by the end of the shift.

3. If the vehicle was taken as loot in another offense, do not make a separate auto theft report. Include the vehicle as property taken in a burglary, armed robbery, etc., on the Property Supplemental.

4. If the suspect is known to the victim but did not have consent to take the vehicle and the owner has proof of ownership, have the vehicle entered NCIC and broadcast a COS.

5. A leased or rented vehicle is not considered stolen or embezzled until 10 days past the due date on the contract. A copy of the lease or rental agreement must accompany the original report for prosecution to take place. Have the vehicle entered NCIC and broadcast a COS.

6. Dirt bikes, trailers, boats, and construction and farm equipment are not considered vehicles for the purpose of a stolen vehicle report. List these items as property taken in a larceny, burglary, etc.

7. Upon completion of the initial investigation, contact the Records Section and provide the clerk with the victim and vehicle information. Include the name of the records clerk who was contacted in the original report. Ensure that if a title is used as proof of ownership, the title number is included in the report. If an insurance policy is used as proof of ownership, ensure the policy number and insurance information is included in the report.

8. If the owner lives outside the city limits, complete an Incident Report. If the owner does not have proof of ownership, broadcast a COS and instruct the victim to provide a copy of the title or registration to the Auto Theft Unit. Do not send an out-of-town victim home without taking a report.

9. Ensure victims understand that if they recover their vehicle, they need to call for an officer to cancel the original report.

REGULATIONS: None

REFERENCES:
31-108B, Recovery of Stolen Vehicles
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To address minor issues identified in the annual policy and procedure audit.

POLICY:

Every attempt will be made to return a stolen vehicle to its rightful owner when recovered. The following procedures ensure that the owner is contacted as soon as possible and the vehicle is returned upon the recovery. Officers will not remove a stolen vehicle from a private towing facility when the vehicle has been legally towed by that company.

SUMMARY: Procedures for recovering stolen vehicles.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. LOCAL RECOVERY

1. When officers recover a stolen vehicle, they will verify the vehicle identification number (VIN) and tag number through the Records Section and, if applicable, will process the vehicle for evidence.

2. Officers will contact the Records Section to provide recovery information. Officers will attempt to contact the owner or request that the Records Section do so and will document this in their report.

   a. If contact is made, advise the owner of the condition of the vehicle. If inoperable, the owner will have the option of having the vehicle towed or leaving it at the scene. The decision may be made either at the time of the telephone call or after the victim arrives at the scene.

   b. If contact with the owner was not made, the Records Section will continue to attempt to contact the owner by telephone for the remainder of the shift. If recovered near the end of the shift, have the next shift continue to attempt to contact the owner by telephone.

   c. If contact with the owner is not made, the Records Section will notify the owner/victim in writing that the vehicle has been recovered and towed.

3. Officers will complete a Supplemental Report using the incident number from the original report detailing the recovery information. Complete a Suspect Supplemental
if suspect information is available. All reports will be turned in at the end of shift. Include the following information in the report:

a. Vehicle year, make, and model.

b. VIN and tag number.

c. Date, time, and location of recovery.

d. Disposition of the vehicle (towed, returned to owner, etc.).

e. Condition of the vehicle. Detail any missing parts (stereo, battery, etc.) in the report. If the vehicle has been stripped (major parts of the vehicle are missing, i.e., doors, seats, transmission, etc.) specify the major parts that are missing.

f. Circumstances of the recovery, any property recovered from the vehicle, and the reason(s) the vehicle was towed (if applicable).

4. Officers will only tow the vehicle and complete the *Vehicle Tow-In Form* if the owner cannot be contacted. Officers will not place a hold on a recovered vehicle for the Auto Theft Unit unless the VIN has been altered or removed or the vehicle qualifies for confiscation.

5. If the vehicle is being recovered from the contracted wrecker service, ensure that the recovery location listed on the *Supplemental Report* is the location from which the vehicle was towed.

6. If a vehicle is being towed in accordance with 31-112G, *Impounding Vehicles, General* and also appears to be stolen (e.g., the column is popped, keys are in the vehicle, or the ignition is stripped out) but has not yet been reported:

a. Check with the Records Section to run a local stolen check and/or to determine if the vehicle has been reported stolen previously.

b. Attempt to contact the registered owner.

c. Forward an *Interoffice Correspondence* to the Auto Theft Unit describing the vehicle and the circumstances of the tow.

B. OUTSIDE RECOVERY

1. If an out-of-state vehicle is recovered and was reported stolen locally, follow the procedures for a local recovery.

2. Verify the VIN and tag number through NCIC. Upon verifying that the vehicle is stolen, complete an *Incident Report* listing the crime type as “Outside Recovery.” Include as much information as possible concerning the circumstances of the theft (i.e., victim’s name, address, location of occurrence, etc.).

3. If the owner information is not available, list the reporting agency as the victim. If there are missing parts (stereo, battery, etc.) detail that in the report. If the vehicle has
been stripped (major parts of the vehicle are missing, i.e., doors, seats, transmission, etc.), specify the major parts that are missing in the report as well.

4. Process the vehicle for evidence. Complete a Suspect Supplemental if suspect information is available.

5. Complete a Vehicle Tow-In Form and tow the vehicle. List any property or valuables recovered from the vehicle on the Vehicle Tow-In Form. Turn in all property or valuables recovered from the vehicle to the property room. Include the property receipt number on the Incident Report.

6. If the vehicle is being recovered from the contracted wrecker service, ensure that the recovery location is listed as the location from which the vehicle was towed.

7. Request that Teletype notify the reporting agency of the recovery and the disposition of the vehicle.

**REGULATIONS:** None

**REFERENCES:**

31-108A, Vehicles Reported Stolen
31-112G, Impounding Vehicles, General
PROCEDURE

Subject     SOT Deployment / Armed and Barricaded Suspects

Supersedes No. Previous Date

Approved By
Ronald Palmer, Chief of Police

Date Approved Effective Date
10/30/2008 12/8/2008

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To document compliance with National Incident Management System (NIMS).

POLICY:
During incidents involving armed and barricaded suspects, hostage situations, and other occurrences of a critical nature, the primary goal of the Tulsa Police Department is to apprehend the suspect without injury or loss of life. Organization, teamwork, and discipline are required of each officer to protect the lives of victims, police officers, and suspects.

The first officer to arrive on scene will become the Incident Commander (IC). This officer will maintain command until command is transferred to a supervisor or another officer based on expertise, knowledge, or certification. The first officers to arrive on the scene have the most crucial responsibility. They must assess the situation quickly and accurately and report their findings to other involved personnel. They must communicate critical information that will enable other officers to contain the suspect, control the situation, establish travel routes, and conclude the incident as safely as possible. Officers will not jeopardize this responsibility by taking independent action and will attempt to avoid confrontation in favor of controlling and containing the situation until the arrival of Special Operations Team (SOT) personnel.

However, when officers reasonably believe they are faced with a situation involving the imminent loss of life, such as an active shooter, officers are authorized to take appropriate and reasonable actions utilizing approved techniques (e.g., Contact Team). The first arriving officer or officers can “pass command” to take appropriate and reasonable action to resolve the situation.

SUMMARY:
Procedures for the deployment and the response of SOT personnel.

APPLIES TO: All police personnel

DEFINITIONS:
ARMED AND BARRICADED SUSPECT – an armed person who has committed a felony or is an imminent threat to himself or others and who refuses to submit to arrest by using a structure (e.g., house, vehicle, building) to prevent apprehension.

CRISIS NEGOTIATORS – SOT personnel who are specially trained in tactical negotiations.

CRITICAL SITUATIONS – crucial or unusual circumstances in which concentrated and specially trained forces are necessary to resolve a crisis situation (e.g., SOT).
PROCEDURE

FIREARMS DISCIPLINE – officers shall not discharge weapons at the scene unless ordered to do so or when defending themselves or others.

INNER PERIMETER – the immediate area of containment. This area is initially manned by uniformed officers until they are relieved by SOT personnel.

KILL ZONE – the area in which the suspect(s) could cause serious injury or death, based upon the suspect’s location and the weapons at their disposal.

OUTER PERIMETER – a secondary control area. This area is manned by uniformed officers and should be evacuated of civilian traffic.

PUBLIC INFORMATION OFFICER (PIO) – the person responsible for communicating with the media or other appropriate agencies requiring information directly from the incident scene.

SPECIAL OPERATIONS TEAM (SOT) – a team of specially trained officers (including both tactical officers and crisis negotiators) responsible for containing the suspect and resolving the situation.

SPECIAL OPERATIONS TEAM COMMANDER – the captain who has overall responsibility for the SOT and who approves the tactical plan.

SPECIAL OPERATIONS TACTICAL TEAM LEADERS – designated supervisors on the SOT who are responsible for supervising teams and directing their tactical deployment.

PROCEDURES:

1. When responding to an armed and barricaded suspect, officers will:
   a. Maintain firearms discipline and take a position of cover.
   b. Isolate and secure the area. Confine the suspect to the immediate location and determine the kill zone.
   c. Aid any wounded and evacuate anyone within the kill zone. (Note: when possible, officers shall wait for special resources to arrive before attempting to evacuate seriously wounded individuals.)
   d. Direct witnesses to a place of safety and detain them for debriefing.
   e. Make the following notifications:
      1) An ambulance or fire department personnel, if necessary.
      2) A supervisor.
      3) The shift commander or Staff Duty Officer.

2. Advise Public Safety Communications (PSC) of the following information:
   a. Scene assessment.
   b. Location, description, and number of suspects.
   c. Type of weapon(s) the suspect possesses.
   d. Specify the area of the kill zone and identify the avenues of approach.
   e. Hostage information.
f. Injured person(s) present.
g. Locations where additional officers should be assigned.

3. Request that PSC notify the SOT Commander/Team Leader. Upon arrival, SOT members will relieve uniformed officers and assume control of the inner perimeter. Upon being relieved by an SOT member, officers will report to the Command Post for debriefing.

4. When requested, a PSC supervisor will notify:
   a. The SOT Commander/Team Leader.
   b. The designated on-duty SOT members.
   c. The Staff Duty Officer.
   d. The on-call Public Information Officer (PIO).

5. Upon arrival, a field supervisor will assume command and:
   a. Initiate on-scene communications on a tactical frequency.
   b. Establish a Command Post under the Incident Command System (ICS) and convey the location and the telephone number to PSC.
   c. Obtain any available information that describes the location where the suspect is barricaded, including the floor plan.
   d. Establish initial contact with the suspect. Request assistance from the telephone company, if necessary.

6. Upon arrival, the shift commander or Staff Duty Officer will be the IC. The IC will:
   a. Maintain overall responsibility for the incident.
   b. Verify that all initial procedures and notifications have been completed.
   c. Upon completion of the operation verify that the area of the Command Post is secure.

7. Upon arrival, the SOT Commander will assume sole tactical responsibility and control for the incident and for the deployment of team members, under the Operations Section/Tactical Branch of the ICS. In the absence of the SOT Commander, an SOT Team Leader will assume these responsibilities.

8. SOT Team Leaders are responsible for developing a tactical plan to resolve the incident as well as executing the tactical resolution.

9. The IC will maintain command and control of the overall scene. Officers at the scene will provide support and maintain the perimeter at the direction of the IC. The SOT Commander shall advise the IC of all tactical plans. The IC may offer advice to the SOT Commander, however, the SOT Commander shall have final control of conducting all tactical operations.

10. The PIO will be responsible for:
   a. The safety of media personnel.
   b. Setting up a media information area.
c. Disseminating information to the media as it is made available by the SOT Commander or the IC in charge of the scene.

REGULATIONS:

1. Officers responding to an armed and barricaded suspect or other critical situations shall maintain firearms discipline.

2. SOT personnel are not to be used in their capacity as tactical officers except under the direct supervision of the SOT Commander or a Team Leader.

3. SOT negotiators are not to be used in their capacity as crisis negotiators except under the direct supervision and authorization of the SOT Commander or a Team Leader.

4. Chemical agents require proper training for effective use and shall be used only upon the authorization of the SOT Team Commander or Team Leader. (Exception: Personal Defense Units/OC Spray.)

REFERENCES:

31-111A, Hazardous Materials Incidents
31-127, Tulsa Police Reserve Emergency Call-Out
31-132, Aircraft Crashes
31-134, Bomb Threats/Detonations
31-140, Incident Command System
Critical Incident Response Manual
CALEA 12.1.2, 41.2.4, 46.1.4, 46.2.1, 54.1.1
PURPOSE OF CHANGE:
To incorporate portable breath testing devices into policy.

POLICY:
Persons who drive under the influence of alcohol, drugs, or other intoxicating substances constitute a great threat to human life and personal property. The Tulsa Police Department places a high priority on the apprehension and conviction of drunk drivers.

The arresting officer, not the arrestee, will decide which type of test or tests will be administered for the state’s test. The primary test for the Tulsa Police Department will be the breath test and will be administered absent unusual circumstances (e.g., the driver is physically incapable of performing the breath test or is hospitalized). In these cases, a blood test will be administered at a hospital.

SUMMARY:
Procedures when arresting a person for Driving Under the Influence (DUI), Driving While Impaired (DWI), or Actual Physical Control (APC).

APPLIES TO: All sworn personnel

DEFINITIONS:

PORTABLE BREATH TESTING DEVICE (PBT) – Portable, electro/mechanical device that receives and analyzes an ambient or direct sample of air from a person’s breath to determine the presence and/or concentration of ethanol alcohol.

STANDARDIZED FIELD SOBRIETY TEST (SFST) – a battery of three tests administered and evaluated in a standardized manner to obtain validated indicators of impairment and to establish probable cause for arrest.

PROCEDURES:

A. PORTABLE BREATH TESTING DEVICE (PBT)

1. PBTs will only be issued and administered by those personnel who have been trained in their use. Training will consist of a tutorial CD followed by a test. The printed Certificate of Completion should be forwarded to the Traffic Safety Coordinator, who will forward it to the Training Division.

2. PBT device is a supplemental tool to SFST. The PBT device alone is not probable cause for an arrest and it does not replace the state’s test.

3. If SFST results are inconclusive, or environmental or physical impairments limit the use of SFST, the PBT device can be helpful in determining whether or not to arrest the subject.
4. The PBT device must be recalibrated at least annually per manufacturer recommendations. The PBT device operator is responsible for ensuring that it is functioning properly and recalibrated.

B. BREATH TEST

1. SFST shall only be administered by trained and certified officers or supervisors. Whenever possible, administer SFST at the scene.

2. Officers will read the Oklahoma Implied Consent Law Advisory (OICL) to the arrested driver before requesting that the driver submit to a blood or breath test. All tests will be completed within two hours of arrest.

3. If the driver agrees to submit to the State's test, ensure that the driver does not smoke, vomit, belch, or ingest any substance during a fifteen minute deprivation period just prior to the breath test. Conduct the deprivation period at the breath testing facility.

4. Officers will complete an Officer's Affidavit/Notice of Revocation Form in accordance with the Department of Public Safety's (DPS) instructions. Only officers or supervisors currently certified by the Board of Tests (BOT) for Drug and Alcohol Influence shall administer a breath test and only pursuant to current BOT procedures.

C. BLOOD TEST

1. If there is probable cause to believe that a DUI driver operated a motor vehicle involved in a collision that resulted in serious physical injury to another person, place the driver under arrest at the scene, if possible. If the driver refuses to submit to the state’s test, is unconscious, or is incapable of giving consent to the test, document the refusal or incapacity on the Officer’s Affidavit. Complete and sign a Blood Test Authorization Form directing the appropriate medical facility to withdraw blood for the blood test.

2. If the breath test is low or zero and the blood test for drugs will be the primary test, complete and sign a Blood Test Authorization Form.

3. If a Drug Recognition Expert (DRE) evaluates the driver, place a copy of the DRE fact sheet in the blood kit box. Write “DRE EXAM” or affix a DRE sticker to the outside of the box.

4. Officers must complete a pink Lab Analysis Request for all blood kits indicating which controlled substances or prescription drugs are suspected in addition to alcohol. Include the original Blood Test Authorization Form and a copy of the Officer’s Affidavit and Notice of Revocation form in the blood kit. Blood kits must be placed in the refrigerator of the property room. Submit copies of the Blood Test Authorization Form, Officer’s Affidavit and Notice of Revocation, and property receipt, along with Lab Analysis Request to the lab.

C. CHARGES

1. If the driver has no DUI or APC convictions, per Teletype, book them on city charges. If the driver has previous convictions for DUI or APC, book them on state charges. All DWI charges are booked to municipal court. If booked to municipal court and the driver has previous DUI or APC convictions, the city charge will be declined. The officer who made the initial arrest must complete an Out of Custody Affidavit and submit it to the District Attorney’s office for processing and the issuance of a warrant.
2. If the DUI driver has been transported to the hospital for emergency medical treatment, officers will do one of the following after administering the blood test:

   a. If the driver is being arrested for a DWI or first offense DUI, issue a municipal citation at the hospital. The driver must be able to sign the citation. If the driver is unable to sign the citation, stay with the driver until released from the hospital or complete a municipal court Out of Custody Affidavit.

   b. If a second or subsequent DUI, stay with the driver until released from the hospital or complete a district court Out of Custody Affidavit.

3. Copies of all reports and the intake packet shall be forwarded to the City Prosecutor’s Office for municipal charges or the District Attorney’s Office for state charges. If charges are initially declined while awaiting results for a blood test, the Court Liaison will monitor these cases. However when the results of blood tests are returned (usually in about 6-8 weeks), the officer who made the initial arrest will complete an Out of Custody Affidavit and send it to the City Prosecutor or District Attorney’s office for processing and the issuance of a warrant.

REGULATIONS: None

REFERENCES:

47 O.S. 6-106(4), 10-104(B), 11-902, 11-904, 11-906(4), 754, 756
37 T.R.O. 649, 656, 661
31-110B, Personal Injury/Fatality Traffic Collisions
TOG 2003, Collection, Preservation, and Packaging of Evidence
CALEA 1.2.5, 61.1.5, 61.1.10, 61.1.11, 61.2.1, 61.2.2, 82.2.2
PURPOSE OF CHANGE:

To clarify who to contact on fatality collisions, remove the *Collision Supplemental Report*, and clarify when to contact the Oklahoma Department of Transportation (ODOT).

POLICY:

Investigating fatality collisions or collisions with personal injuries that create a substantial risk of death requires specialized training. Therefore, officers trained in advanced traffic collision investigation shall be assigned to investigate all collisions involving fatality, personal injuries creating a substantial risk of death, and injury collisions involving City of Tulsa vehicles.

State statute 47 O.S. 10-104 (B) directs that, “Any driver of any vehicle involved in a collision who could be cited for any traffic offense where said collision resulted in the immediate death of any person shall submit to drug and alcohol testing as soon as practicable after such collision occurs. The traffic offense violation shall constitute probable cause for purposes of Section 752 of this title and the procedures found in Section 752 of this title shall be followed to determine the presence of alcohol or controlled dangerous substances within the driver's blood system.”

SUMMARY:

Procedures for the investigation of fatality collisions and collisions resulting in injuries creating a substantial risk of death.

APPLIES TO: All police personnel

DEFINITIONS:

**ADVANCED TRAFFIC INVESTIGATOR (ATI)** – officers who have received Advanced Traffic Collision training (Basic Advanced Traffic Investigator school by TPD, IPTM, NorthWest Traffic, CLEET, or equivalent). Advanced Traffic Investigators assigned to fatality collisions must have a current assignment to a uniform division.

**FATAL TRAFFIC COLLISION** – a collision in which death occurs as a proximate result of injuries sustained during the collision.

**SIGNAL 30 TEAM** – ATIs on the current Divisional Call-Out list that have completed the annual ATI refresher training.

**SIGNAL 30 TEAM LEADER** – a current supervisor of a divisional traffic unit.

**DIVISIONAL CALL-OUT LIST** – a list compiled by each Uniform Division Commander every year after shift change. The top of the list will be the divisional Signal 30 Team
Leader followed by officers in that division’s traffic unit, then other ATIs chosen by the Division Commander to be on the Signal 30 Team.

PROCEDURES:

1. Responding officers should assess the scene and administer first aid, if applicable. Request supplemental services as needed (i.e., EMSA, Fire Department, wrecker services, ONG, PSO, etc.).

2. Officers should contact the ODOT through dispatch when a collision involves damage to a guard rail, causes a highway or interstate to be closed to traffic, or damages the road itself.

3. Contact a field supervisor if the collision is a fatality or involves personal injuries that create a substantial risk of death.

4. Any driver, whether at fault or not, involved in a fatality collision who could be cited for any traffic offense will be tested for drugs and alcohol utilizing procedures set forth in 47 O.S. 752.

5. Field Supervisors shall request assistance from an ATI when any collision occurs that they believe that an ATI’s assistance would be appropriate.

6. Supervisors will request Public Safety Communications (PSC) assign an on-duty ATI and notify the divisional Signal 30 Team Leader if the collision is a fatality or involves personal injuries that create a substantial risk of death. If there are no on-duty ATIs available, PSC will call the Signal 30 Team Leader and the Signal 30 Team Leader will utilize the Divisional Call-Out list to assign ATIs.

7. An on-scene ATI can request additional ATIs to assist when needed with a collision. If there are no on-duty ATIs available, PSC will notify the Signal 30 Team Leader. The Signal 30 Team Leader will assign additional ATIs.

8. The Diversified Crimes Unit will be notified when a 10-79 involves a fatality or personal injuries that create a substantial risk of death.

9. To protect the scene and eliminate the potential for additional collisions, supervisors will establish a perimeter, request additional units for traffic control if necessary, and direct emergency services to the proper location ensuring the scene is not destroyed or contaminated. The scene will be treated like any other crime scene and held until the appropriate personnel arrive.

10. Upon arrival, ATIs shall assume control of the investigation. Field supervisors will maintain control of the scene unless relieved by the Signal 30 Team Leader. ATIs shall be responsible for examining and locating, by measurements, physical evidence in the roadway and for examining and noting vehicle damage. ATIs will be responsible for contacting Crime Scene Detectives.

11. Field officers will assist in the investigation by identifying and isolating drivers and witnesses, obtaining witness statements on collision report forms, and performing other tasks as requested by the ATI. Officers should encourage witnesses to remain at the scene until the ATI arrives.
PROCEDURE

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Traffic Collisions

Date Approved: 2/3/2009

Effective Date: 2/5/2009

12. The field supervisor in charge of the scene shall ensure PSC notifies the contracted funeral home and the Medical Examiner (ME). In cases of heavy traffic or no evidence of foul play, the ME may allow the investigating officer to have the body removed, and meet at the hospital or ME’s office. If the ME elects to come to the scene, it must be held intact until the ME authorizes the removal of the body.

13. The Public Information Office (PIO), or person releasing the information, shall be notified as soon as practical or before the ATI goes off-duty. The name(s) of the deceased shall not be released until notification has been made to the next of kin. Provide the following information via the Daily Field Activity Report for review by the shift commander and the Staff Duty Officer as well as the PIO for use in drafting a news release:

   a. Collision location.
   b. Number of vehicles involved.
   c. Name and age of victims and injured parties.
   d. Name and relationship of the next of kin, if notified.

14. The field supervisor or ATI Investigator may request a police chaplain to assist officers with notifying the next of kin.

15. The collision report will not be turned in until it is completed. Partial reports should be placed on the server as “open” by the end of the shift.

16. The investigating ATI will be responsible for the entire investigation up to and including presenting charges to the District Attorney.

17. The investigating ATI will notify the National Highway Traffic Safety Administration’s (NHTSA) Early Notification program. This program will notify the Fatality Analysis Reporting System (FARS) analyst. This notification should be made by email [REDACTED] within 24 hours and should include the following information:

   a. Date and time of collision.
   b. Number of fatalities and names of fatalities.
   c. Brief synopsis.
   d. Reporting Agency.

REGULATIONS:

1. The name(s) of the deceased shall not be released until notification has been made to the next of kin.

2. All completed collision fatality reports must be signed by a Signal 30 Team Leader.

REFERENCES:

47 O.S. 10-104 (B)
47 O.S. 752
31-110A, DUI, DWI, APC Arrests
TOG 2003, Collection, Preservation, and Packaging of Evidence
CALEA 1.2.4, 41.2.5, 42.2.3, 61.1.5, 61.2.1, 61.2.2, 61.2.3, 61.2.4, 81.2.5, 83.1.1
***PURPOSE OF CHANGE:***

To reflect changes in responsibility for notifications when restrictions are necessary.

**POLICY:**

Weather conditions periodically cause large numbers of traffic collisions to occur within a relatively short period of time. Responding to all collisions during such periods depletes the number of available officers to a level insufficient for appropriate response to emergencies. Therefore, when weather conditions cause excessive calls for traffic collision investigations, Traffic Collision Response Restrictions shall be implemented.

**SUMMARY:** Procedures for implementing Traffic Collision Response Restrictions.

**APPLIES TO:** All police personnel

**DEFINITIONS:** None

**PROCEDURES:**

1. During periods of inclement weather, a Public Safety Communications (PSC) supervisor will notify a uniform division commander, shift commander, or the Staff Duty Officer if an excessive number of traffic collisions have been reported causing the number of available officers to drop to insufficient levels for appropriate response to emergencies.

2. When notified by PSC personnel, division commanders, or shift commanders will evaluate the situation, and if appropriate, advise PSC personnel to implement Traffic Collision Response Restrictions.

3. When inclement weather has already created driving conditions so hazardous that Traffic Collision Response Restrictions will soon be necessary, the Staff Duty Officer, a division commander, a shift commander, or designee may implement the restrictions in preparation for an anticipated depletion of available officers. They will monitor conditions and cancel Traffic Collision Response Restrictions when the conditions warrant.

4. If a citizen calls to have a traffic collision investigated during Traffic Collision Response Restrictions, call takers will determine whether one or more of the following conditions exists. If so, assign an officer to investigate the collision.
   
   a. Fatality or injury.
   b. Drunk driver.
c. Hit and run.
d. City owned vehicle.

5. If the conditions do not exist, inform the caller that an officer will not be assigned. Inform the caller that the drivers must exchange information as outlined in Procedure 7, and that if anyone refuses to provide required information to call back and an officer will be assigned to assist with the exchange. The mere lack of insurance or a driver’s license is not a refusal and an officer will not be assigned.

6. Officers who discover or are assigned a collision investigation during Traffic Collision Response Restrictions will, upon arrival, determine if one or more of the conditions from Procedure 4 are present.

7. If any of the conditions that are stated in Procedure 4 are present, investigate the collision using normal procedures. If conditions that are stated in Procedure 4 are not present, inform the drivers that, pursuant to state law, an officer will not investigate the collision. Inform the drivers that they must exchange the following information:

   a. Name, address, and phone numbers of all drivers.
   b. Driver license information.
   c. The tag year, state, and number of each vehicle involved.
   d. Insurance verification information.
   e. The year, make, and model of each vehicle involved.
   f. The name, address, and phone number of the registered owner of each vehicle involved.

8. Inform all drivers that they must complete an Operator’s Traffic Collision Report Form and turn it in to the police department within ten days.

REGULATIONS:

1. Unless authorized by a supervisor, officers shall not take coffee or meal breaks (10-45 or 10-46) while Traffic Collision Response Restrictions are in effect.

REFERENCES:

CALEA 61.2.1, 61.2.2
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PURPOSE OF CHANGE:

To broaden and rename the policy to include additional types of checkpoints.

POLICY:

Checkpoints are a tool that officers can utilize for many different purposes. However, they must be reasonable and based on the gravity of the public concerns served by the seizure, the degree to which the seizure advances the public interest, and the severity of the interference with individual liberty. Roadside safety checkpoints may include, but are not limited to seatbelts, drunk drivers, driver’s license and/or insurance checks, and stops to seek information regarding a crime. Normal traffic enforcement, such as watching for seatbelt violators from the side of the road, does not constitute a checkpoint.

Driving a motor vehicle is a privilege, not a right, granted by the state. Persons who drive under the influence of intoxicating substances pose a great threat to human life and personal property. Therefore, officers are authorized to conduct sobriety checkpoints pursuant to the procedures and regulations established herein. The purposes of a sobriety checkpoint are to deter persons who are under the influence of intoxicating substances from driving a motor vehicle and to protect the public by arresting drivers who operate motor vehicles while under the influence of intoxicating substances.

SUMMARY: Procedures for performing roadside safety checkpoints.

APPLIES TO: All sworn personnel

DEFINITIONS:

AFTER ACTION REPORT – a report used to document the results of a roadside safety checkpoint.

BRIEFING CHECKLIST – a checklist of required procedures.

NEUTRAL SELECTION PROCESS – an objective process used to choose which vehicles are to be stopped at the roadside safety checkpoint. (Example: every vehicle must be stopped or every 5th vehicle must be stopped.)

OBSERVATION UNITS – marked police units stationed near the entrance and exits of the checkpoint.

PRIMARY SCREENING AREA – the area where vehicles are initially stopped.

ROADSIDE SAFETY CHECK – a temporary operation in which law enforcement utilizes a neutral selection process to stop some or all traffic.
SECONDARY SCREENING AREA – a safe area off the travel portion of the roadway used to continue the lawful investigation of detained vehicles and/or drivers. This area will be utilized to conduct Standardized Field Sobriety Tests (SFST) and to issue citations.

VEHICLE LOG – a form containing a chronological list (by tag number) of all vehicles stopped at the roadside safety checkpoint and the enforcement action taken.

PROCEDURES:

1. Division commanders, or designees, will maintain a file containing all roadside safety checkpoint proposals and After Action Reports.

2. Roadside safety checkpoint proposals must be approved by a captain prior to implementation. The proposal will include the time, location, and duration of the checkpoint.

3. The field supervisor will ensure the location of the roadside safety checkpoint meets all the following minimum requirements:
   a. Adequate visibility and safety from oncoming traffic.
   b. Ample room for officers and detained vehicles.
   c. Establishment of a secondary screening area.
   d. Permission obtained for encroachment on private property.
   e. Freedom from obvious hazards on the roadway.
   f. Adequate advance warning signs announcing the roadside safety checkpoint.
   g. Sufficient lighting to ensure motorists’ and officers’ safety.

4. The field supervisor will conduct a briefing with officers prior to the roadside safety checkpoint and complete the Briefing Report Checklist form. The field supervisor will ensure that all personnel and equipment are properly placed prior to the first vehicle being stopped and assign an officer to complete a Vehicle Log form to ensure all tag numbers are noted.

5. Utilizing a neutral selection process, officers will signal vehicles to proceed to the primary screening area of the roadside safety checkpoint. They will engage in brief conversation with the driver, explaining the reason for the stop. The driver shall be delayed no longer than is necessary to achieve the goal for the stop, unless the officer:
   a. Receives legal consent from the driver.
   b. Can articulate a reasonable suspicion that a crime has been or is being committed.

6. In the event one of the above occurs, the driver will be escorted to the secondary screening area. Officers shall not detain a passenger unless they have a lawful reason.

7. Field supervisors may utilize a chase vehicle for use in the event that a driver does not stop for the checkpoint.

8. Shift commanders will monitor the roadside safety checkpoint to ensure it does not cause unreasonable congestion or time delays. If an unexpected influx of traffic is experienced
and the congestion and time delays become unreasonable, suspend the roadside safety checkpoint until the area clears. If the congestion and time delays continue to be unreasonable, terminate the roadside safety checkpoint.

9. The field supervisor will ensure that equipment is collected and stored upon completion of the roadside safety checkpoint. The field supervisor will submit an After Action Report to the division commander upon completion of the roadside safety checkpoint. The report shall contain a brief narrative listing the location, date and time, assigned personnel, arrest/citation totals, and any unusual events. It will also contain a copy of the Briefing Report Checklist, site diagram, Vehicle Log, and copies of arrest reports.

REGULATIONS:

1. No driver shall be delayed any longer than is necessary to achieve the goal for the stop, unless the officer receives legal consent and/or can articulate a reasonable suspicion that a crime has been or is being committed.

2. No passenger(s) shall be detained unless the officer has a lawful reason for the detention.

REFERENCES:

Lookingbill v. State, 2007 OK CR 7, Case Number F-2005-1235, 03/20/2007 31-110A, DUI,DWI,APC Arrests CALEA 61.1.6, 61.1.10
PURPOSE OF CHANGE:
To add definitions, clarify policy, and document compliance with CALEA and NIMS standards.

POLICY:
The nature of chemical, biological, radiological, nuclear, and explosive (CBRNE) weapons and other hazardous material incidents present serious health and safety concerns. Officers who respond to a hazardous material/CBRNE incident will treat it as one of potential danger.

Specialized equipment and expertise are required to address these situations. State law, 27A O.S. 4-1-103.D, requires that upon arrival, the lead fire official will immediately assume the responsibility for management as the Incident Commander (IC) at a hazardous material/CBRNE site. Under the Incident Command System (ICS), all other responding emergency personnel are to assist the lead fire official.

The primary responsibilities for officers responding to hazardous material incidents will be to coordinate with the IC if the ICS has been implemented and to cooperate with other agencies at the scene. Officers are discouraged from endangering themselves by performing rescue or other operations in the contaminated area unless they are wearing protective clothing, a self-contained breathing apparatus, and are trained in the use of this equipment.

Officers who are assigned or discover a traffic collision involving vans, truck-trailers, tank cars, or other carriers capable of transporting hazardous materials must approach the scene with caution. Notify the Tulsa Health Department, Fire Department, and Tulsa Area Emergency Management Agency (TAEMA) anytime a placarded vehicle or railcar is involved in a collision and there is a suspected leak or spill. If there is not an apparent leak or spill, contact only the Fire Department.

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. Notification should include the number of injured persons in the danger area and, if possible, the nature of the hazardous material/CBRNE.

SUMMARY: Procedures for responding to a hazardous material/CBRNE incident.

APPLIES TO: All police personnel

DEFINITIONS:
COLD ZONE – the fully safe operating area surrounding the Warm Zone at a hazardous material/CBRNE site.

EMERGENCY RESPONSE GUIDE BOOK (ERG) – a field reference manual published by the Department of Transportation (DOT) listing hazardous materials. The manual is cross-referenced by the 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.
HAZARDOUS MATERIAL – a group of materials that can cause harm to people or the environment upon release. Includes CBRNE and other harmful materials.

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

INCIDENT COMMANDER (IC) – the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

PLACARD – a diamond shaped sign with colors, letters, descriptive drawings, and numbers that are displayed on the sides and ends of a motor vehicle, railcar, freight container, or portable tank containing hazardous materials. The number will correspond to the DOT ERG.

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

SHIPPING PAPERS – papers that list the specific cargo being transported. The papers list the sender, the receiver, the carrier, the destination, and details the contents and the dangers associated with the material. In a truck it will be located in the cab and will be called a Bill of Lading. In a train it will be located in the engine and will be called a Consist. In a barge it will be in a special box or in the wheelhouse of the tugboat and will be called a Dangerous Cargo Manifest. In an aircraft it will be located in the cockpit and will be called the Air Bill.

STAGING AREA – a location established where resources can be placed while awaiting a tactical assignment. The Operations Section, when activated, manages Staging Areas.

WARM ZONE – the area between the Hot and Cold Zones at a hazardous material/CBRNE site.

PROCEDURES:

1. When officers approach a hazardous material/CBRNE incident, they will approach from upwind and uphill. Officers will never approach from downwind. Ask the dispatcher for the wind speed and wind direction when assigned the call.

2. Attempt to determine the hazardous material or type of CBRNE involved. Possible sources are:
   a. The person in charge.
   b. Placards and/or labels.
   c. Shipping papers.
   d. Shape, type, and location of the container.

3. Attempt to determine the number of injured persons.

4. Inform the dispatcher of potential hazards and request that the Fire Department, Tulsa Health Department, and TAEMA be notified.

5. Inform the dispatcher of the immediate need for additional emergency equipment, emergency services, and personnel. Include the number of additional personnel needed and the location to which they are to report.

6. Determine routes of ingress and egress for responding units. Inform the dispatcher of these routes.
7. Take appropriate action to stabilize conditions at the scene:
   a. Isolate the Hot Zone and establish the boundaries of the Warm and Cold Zone.
   b. Notify an adult in each household and other persons in the area of the possible danger.
   c. Keep internal combustion engines out of the Hot and Warm Zone.
   d. Aid the injured if possible. (NOTE: Officers who do not have protective clothing, a self-contained breathing apparatus, and are not trained with this equipment must not enter the Hot or Warm Zone.)
   e. If any person has entered the Hot Zone, ensure that they are decontaminated before leaving the Warm Zone.

8. Gather and report the following information to the dispatcher as soon as it is safe to do so:
   a. Location of the incident and the size of the area involved.
   b. The type of incident, whether at a fixed site or involving transported materials, and whether a fire is involved.
   c. Direction of fluid or vapor travel.
   d. Number of injured and any reported symptoms.
   e. Placard information, bill of lading information.
   f. ERG information.
   g. Weather conditions, wind direction, speed, and any expected changes.
   h. Degree of danger at site and potential danger to surrounding area and first responders.
   i. Safe routes for responding emergency personnel.
   j. Property and/or vehicle owner’s names.
   k. Staging areas and Command Post location if they have been established.

9. The supervisor will re-evaluate the incident upon arrival. If a Command Post has already been established, the ranking officer shall report to the Command Post. If the role of IC has not been assumed, and a Command Post has not been established, the ranking officer will assume the role of IC and establish a Command Post using the ICS in accordance with 31-140, Command Posts. The IC shall also establish a Staging Area(s) within the Cold Zone to which ambulance service, equipment, volunteers, police personnel, and fire personnel shall respond.

10. The supervisor will determine additional manpower needs for zone security and evacuation notification.

11. Ensure access routes are established and conditions at the scene are stabilized.

12. Increase the area of evacuation notification if necessary.
13. If the hazardous material/CBRNE incident requires a substantial effort including evacuations and/or a large use of manpower, notify the Chief of Police or designee of the circumstances and actions being taken.

14. Coordinate activities with the IC if the ICS is implemented. The IC will direct the necessary actions to control the incident and dispose of the hazard. Actions that 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. Establish relocation points (e.g., schools, Salvation Army, Red Cross, fairgrounds, churches) and facilitate the movement of displaced citizens to these points.
   c. Inform evacuees of the approximate time they may return to the area.
   d. Arrange for evacuation area security.

15. Arrange for personnel relief.

16. Ensure that officers decontaminate clothing and take proper precautionary measures if they have had any possible contact with the hazardous or CBRNE material, its vapors, or any contaminated persons or equipment. Contact TPD range personnel to respond to collect all contaminated firearms for decontamination.

SAFETY PRECAUTIONS:

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

2. Eliminate open flames and the possibility of sparks from smoking, flares, electricity, etc.

3. Shut off automobile engines. Never enter the Hot or Warm Zone in an automobile.

REGULATIONS:

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

2. Equipment used in hazardous material/CBRNE incidents will be meet the National Institute for Occupational Safety and Health (NIOSH) standards.

REFERENCES:

27A O.S. 4-1-103.D
31-127, Tulsa Police Reserve Emergency Callout
31-132, Aircraft Crashes
31-134, Bomb Threats/Detonations
31-140, Command Posts
Critical Incident Response Manual
Emergency Response Guidebook
PURPOSE OF CHANGE:

To reformat and address issues identified in the annual policy and procedure audit.

POLICY:

The Tulsa Police Department will make every reasonable effort to provide a safe working environment for employees. The storing and handling of hazardous substances will be in compliance with this policy, the City of Tulsa Safety and Health Manual; Section 301, and the State of Oklahoma Hazard Communication Standard pursuant to 40 O.S. 401-424.

The following procedures have been established to minimize the possibility of an employee becoming ill or injured through exposure to a hazardous substance.

SUMMARY: Procedures for the storage and handling of hazardous substances.

APPLIES TO: All police personnel

DEFINITIONS:

CHEMICAL INVENTORY LIST (CIL) – an alphabetical listing that identifies all hazardous substances used or stored at a facility. The CIL will include the common or trade name of the substance, chemical name(s), and the location code for the area where the substance is stored or used.

HAZARDOUS SUBSTANCE – any substance that is a physical hazard or a health hazard.

HEALTH HAZARD – any substance including, but not limited to, chemicals which are carcinogens, toxic, or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, and agents which damage the lungs, eyes, mucus membranes, or the hepatopoietic system; any chemical or biological substance or agent contained in the U.S. Occupational Safety and Health Administration's List of Hazardous Materials, 29 CFR, Part 1910, Subpart Z; and any substance for which a Material Safety Data Sheet (MSDS) has been provided by the manufacturer as a hazardous substance.

MATERIAL SAFETY DATA SHEET (MSDS) – information provided by a manufacturer that outlines special cautions and controls necessary for handling hazardous substances.
PHYSICAL HAZARD – a chemical which is a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive, and which is contained in the *U.S. Occupational Safety and Health Administration's List of Hazardous Materials*, 29 CRF, Part 1910, Subpart Z and any substance for which an MSDS has been provided by the manufacturer as a hazardous substance, or such substance deemed by the Commission of Labor of the State of Oklahoma, based on documented scientific evidence, that poses a threat to the safety of an employee.

WORK AREA – any room or defined space, whether within or outside a building or other structure, where hazardous substances are present, produced, used or any other place where an exposure could occur.

PROCEDURES:

1. Division commanders will develop a training and education program that will inform employees of appropriate work practices, appropriate protective measures, and appropriate emergency measures regarding hazardous substances being stored or handled in the workplace.

2. Division commanders, or designee, will maintain and make readily available to employees MSDS, a CIL, and any other information relating to the toxicity or hazards associated with these substances. An information sheet identifying the location of the MSDS binders and the CILs must be posted on each facility's bulletin board. If applicable, signs will be posted in the appropriate locations as defined under rule four of the *Oklahoma Hazard Communication Standard*.

3. Division commanders will complete and update annually a CIL in accordance with the *City of Tulsa Safety and Health Manual*, Section 301. Each division commander will forward a copy of the CIL to the Safety/Equipment Manager.

4. The Safety/Equipment Manager will forward a copy of each CIL to the Tulsa Fire Department.

5. Division commanders will ensure that labels on incoming containers of hazardous substances are not removed or defaced.

6. Supervisors will restrict access to work areas that store or handle hazardous substances to only those employees who are assigned to that area and ensure that those employees who are working with hazardous substances have been properly trained.

7. Employees will immediately report to a supervisor any exposure to a hazardous substance that could result in contamination or illness. Include the facts and circumstances surrounding the exposure.

8. If a subordinate reports an exposure, the employee's supervisor will complete an *Injury Report* and attach a copy of the appropriate MSDS. Forward the original to the Safety/Equipment Manager and a copy to the employee's personnel file.
REGULATIONS:

1. Employees who are not normally assigned to areas where hazardous substances are stored or used shall not enter those areas without approval from a supervisor.

2. Employees shall handle hazardous substances only after receiving proper training and authorization to do so.

3. Employees shall not remove, alter, deface, or cover up chemical or hazard warning labels without approval from a supervisor.

4. Employees shall immediately report to a supervisor any significant spill of a hazardous substance.

5. Employees shall only dispose of hazardous substances with approval from a supervisor and in accordance with established regulations (proper procedures for disposal are listed in the MSDS).

6. Employees' chemical exposure records shall be maintained in accordance with City of Tulsa Safety and Health Manual, Section 301.8.

REFERENCES:

40 O.S. 401-424
31-302B, Line of Duty Injury Reporting/Leave
City of Tulsa Safety and Health Manual, Section 301.8
Oklahoma Hazard Communication Standard
U.S. Occupational Safety and Health Administration's List of Hazardous Materials, 29 CRF, Part 1910, Subpart Z
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**PURPOSE OF CHANGE:**
To document compliance with National Incident Management System (NIMS).

**POLICY:**
The hazards involved in the manufacturing of illegal drugs in clandestine laboratories pose an extreme danger to law enforcement personnel, the public, and the environment. The chemicals involved in clandestine laboratories produce a number of health hazards including the possibility of a fire or explosion.

When confronted with a clandestine laboratory, the safety of officers and citizens always outweighs the desire for successful prosecution of any suspects.

Special Investigations Division (SID) will be notified immediately when a suspected clandestine laboratory is encountered. SID personnel will respond to the scene to confirm the actual presence of the laboratory.

**SUMMARY:** Procedures for investigating clandestine laboratories.

**APPLIES TO:** All police personnel

**DEFINITIONS:**

**CLANDESTINE DRUG LABORATORY** – an unlicensed chemical laboratory, whether simple or complex, fixed or mobile, designed in secrecy, for the experimentation in or actual production of illegal, controlled, or dangerous substances.

**HAZARDOUS SUBSTANCES** – any substance that is a physical hazard or health hazard as defined in procedure 31-111B, *Storage and Handling of Hazardous Materials*.

**PROCEDURES:**
1. When officers encounter a suspected clandestine laboratory, they shall immediately exit, secure the scene, and contact a supervisor.

2. The supervisor will respond to the scene, immediately notify SID personnel, assume the role of the Incident Commander (IC), and evaluate:
   a. Whether an area evacuation is required.
   b. The need for fire and/or ambulance services.
   c. The need for additional personnel.

   **Note:** The supervisor should ensure that all personnel involved in the investigation receive appropriate training and are aware of the potential hazards associated with clandestine laboratories.
3. If there are no SID personnel on duty, the supervisor will notify Public Safety Communications (PSC) and instruct them to contact the on-call laboratory team.

4. The supervisor or responding officers should try to obtain a search waiver before the arrival of SID personnel.

5. The IC, or designee, will establish a staging area that is upwind from the scene and will coordinate with SID personnel when they arrive. If the following information can be obtained without reentering the scene, determine:
   a. If hazardous chemicals are present.
   b. If suspects are present. If so, detain them at the scene.
   c. If additional officers are needed to secure the area.
   d. If children live in or have otherwise been exposed to the lab site. If children are present, do not release them. Take them into protective custody and notify PSC to contact a Child Crisis detective.
   e. If responding officers are exposed to hazardous chemicals, have them complete on-duty injury reports according to 31-302B, *Line of Duty Injury Reporting/Leave*. Also, make sure that the SID supervisor lists the exposed officers on the *Exposure Report* form.

6. All officers must observe the following safety precautions:
   a. Avoid physical contact with hazardous substances.
   b. Avoid breathing vapors from hazardous substances.
   c. Do not smoke, eat, or chew gum at the scene of a clandestine laboratory.

7. The responding officers will brief SID personnel when they arrive at the scene. They will provide specific details of the exact location, observations, and information that leads the officers to believe a clandestine laboratory exists.

8. SID personnel will respond to the scene when notified of a suspected clandestine laboratory. SID personnel will:
   a. Evaluate available information and determine if a clandestine laboratory is present.
   b. Obtain a search warrant or secure a search waiver if not already done by field officers.

9. Uniformed officers will secure any suspects, and if arrested, complete the booking process.

10. Only SID personnel who have been properly trained and equipped will make entry to a clandestine laboratory and evaluate the hazards.

11. Once the laboratory has been rendered safe, the SID laboratory team will dismantle the laboratory and gather necessary samples.
REGULATIONS:

1. Chemicals seized from a clandestine laboratory shall be removed in compliance with prescribed Environmental Protection Agency guidelines.

2. Uniform officers at the scene of a clandestine laboratory shall not stop or alter any power or water sources, dismantle any equipment, or handle any chemicals, containers, or apparent finished products, without the direction of the SID laboratory team.

REFERENCES:

31-111B, Storage and Handling of Hazardous Materials
31-302B, Line of Duty Injury Reporting/Leave
CALEA 1.2.4, 41.2
PURPOSE OF CHANGE:
To update procedures dealing with on-duty officers and found property, and to add the requirement for a TRACIS check on recovered evidence/found property.

POLICY:
The operational hours of the Main Property Room vary. However, property can be stored on a temporary basis, 24 hours a day, seven days a week, at divisional property rooms. All property placed in the Main Property Room or a divisional property room shall be properly marked, packaged, and secured.

Policies 31-112A through 31-112F, along with TOG 2003, Collection, Preservation, and Packaging of Evidence, have been established to aid officers in the proper handling of evidence. In any case where doubt exists as to the proper method of marking or preserving property, officers should seek assistance from a Crime Scene Detective (CSD) or other available expert (bomb technician, laboratory personnel, etc.).

It is the responsibility of the officer first observing or receiving evidence to transport and turn the evidence in to a property room, except when that responsibility is assumed by another officer, a CSD, or other specialist at the scene. In either circumstance, complete all necessary reports and secure all evidence or property into a property room before the person bearing the responsibility ends their shift. If the investigation reveals that dangerous explosives may be involved, an officer shall contact the Bomb Unit for recovery pursuant to 31-134, Bomb Threats/Detonations.

Officers recovering fireworks, black powder, flares, or other items not suitable for storage in the Property Room, shall utilize a day box located at a uniform division as instructed in 31-134, Bomb Threats/Detonations.

SUMMARY: PROCEDURES FOR TAKING PROPERTY INTO CUSTODY.

APPLIES TO: ALL POLICE PERSONNEL

DEFINITIONS:
EVIDENCE – property that is evidence in an investigation for which an arrest or crime report has been made.

POTENTIAL EVIDENCE – property which may be evidence in a case but has not been connected with any specific arrest or crime report at the time the property is recovered.
FOUND PROPERTY – property which has been found by a private person or an officer and is not of evidentiary value.

PROCEDURES:

1. Officers who recover evidence or locate found property will initiate an NCIC/TRACIS check on the found property or evidence if there is an identifiable serial or owner applied number.
   a. Note the result of the NCIC/TRACIS check from Procedure #1 on the Property Receipt.
   b. If the NCIC check has not returned at the time the Property Receipt is completed, note it on the Receipt and instruct the Teletype operator to forward the NCIC reply to the Evidence/Property Room.

2. If evidence is turned in to a property room, an Incident Report must be completed detailing the investigation and the circumstances by which the item came into the officer’s and agency’s possession. Exceptions to this include Hold for Owner (except firearms), Hold for SANE, and Hold for Destruction (except firearms), see Procedure 6.

3. The chain of custody of evidence/property will be documented at all times. The transfer of any recovered property in the field from one officer to another officer shall be documented in the transferring officer’s supplemental report. A Property Receipt will also be completed describing each item of property obtained.

4. When turning in a firearm to the Evidence/Property Room for any reason (Hold for Owner, Destruction or Evidence), an Incident Report or Field Interview Report detailing how the firearm came into the possession of the officer is always necessary.

5. Officers called to pick up a SANE exam without an Incident Report shall turn in the Sexual Assault Evidence Collection Kit to a property room. The kit shall be marked “Hold for SANE” and the SANE exam number will be documented in the Property Receipt description.

6. When property other than firearms is turned in as Hold for Owner, Hold for SANE, or Hold for Destruction, an Incident Report is not required. However, if the recovering officer has reason to believe the items might be evidence of a crime, the officer should complete an Incident report or Field Interview Report detailing the circumstances.
   a. When creating a Property Receipt that has no evidence to be turned in and the reason for hold will be Hold for Owner, Hold for SANE, or Hold for Destruction, select No Report Needed in the Report Type section of the on-line Property Receipt. Then, detail the circumstances by which the property came into the Department’s possession and explain the reason that it is being turned into a Property Room in the “Comments” section of the Property Receipt in lieu of completing an Incident Report.
b. If property receipt comments are deemed insufficient then they will be rejected by Evidence/Property Room personnel. The comments must be re-done to contain sufficient information detailing how the property came into the officer’s possession and why the property is being secured by the Tulsa Police Department.

c. When adding on property to an existing receipt, do not select No Report Needed if a TRACIS number is already associated with the receipt.

7. Fireworks are hazardous and are not turned in to a property room. Except for unusual situations, fireworks will not be listed on a Property Receipt. When fireworks are recovered for prosecution and a citation is to be issued, an Incident Report is not necessary. The situation must be clearly explained in the Officer’s Notes section of the citation. When no citation is issued, complete an Incident Report detailing the seizure. Turn the fireworks in to a day box that is located at a uniform division. In unusual situations such as large amounts of fireworks to be recovered or fireworks used in an unusual manner, complete an Incident Report and take pictures of the fireworks.

a. Notify Bomb Squad personnel if non-commercial fireworks are to be recovered or additional assistance is required.

b. Bomb Squad personnel will routinely dispose of fireworks to limit the hazard they pose.

c. If an officer believes fireworks should be secured for an extended period of time in reference to a case, Bomb Squad personnel must approve the request for hold.

8. When a citizen locates found property, state law requires that officers give the citizen the option of retaining or relinquishing any future claim to the property. There is no legal distinction between found property and potential evidence. If potential evidence cannot be connected to a specific crime it must be handled as found property.

9. If the found property is not known to be evidence in a crime and the citizen wishes to retain it or to turn it in to the Tulsa Police Department, officers will follow these steps:

a. Complete a Citizen Property Registration form in lieu of an Incident Report and obtain the citizen’s signature on the form.

b. If the citizen refuses to sign the Citizen Property Registration form but wants to keep the property the officer will write “Refused to Sign” on the Citizen Property Registration form.

c. Leave the found property with the citizen.

d. Submit the Citizen Property Registration form with a proper TRACIS report number to a supervisor for approval.

e. Forward the approved Citizen Property Registration form to the Records Section.

f. Found property will only be placed in a property room with a completed Property Receipt if the finder relinquishes any future claim to the property.
10. Officers who are off duty and locate found property shall be treated as any other citizen would be in accordance with the procedures established herein.

11. On duty officers who locate found property are prohibited from claiming the found property. The property will be turned in according to the procedures established herein.

12. Departmental property rooms are secure facilities and no unauthorized personnel may enter unless accompanied by a Tulsa Police Officer.

13. Personnel from the Main Evidence/Property Room will be responsible for transporting property from divisional property rooms to the Main Evidence/Property Room. Evidence/Property Room personnel will not accept property when:
   a. The Property Receipt is not completed properly.
   b. The property is not packaged properly.

   Such property shall remain at the uniform division until the problem is corrected by those in the chain of custody. When properly packaged, the property will be transported to the Main Property Room.

14. Officers required to bring evidence to court will check it out from the Main Property Room.

15. Upon completion of its use in court, the evidence will be returned to the Main Property Room immediately. If the evidence packaging or container is opened in court, upon return to the Main Evidence/Property Room the person who checked it out will note on the release section of the Property Receipt who opened the packaging or container. The evidence will not be accepted back into the Main Property Room until it is properly packaged.

16. After the statute of limitations have expired, Property Room personnel may forward a copy of the Property Receipt to the appropriate investigative unit. That unit’s supervisor will see that the case is researched. Within twenty (20) working days, the unit supervisor will return a completed Property Disposition form to the Main Property Room indicating whether the property should be released, disposed of, or should continue to be held.

**REGULATIONS:**

1. If the property is contraband or evidence of a crime, officers shall only seize the property pursuant to law.

2. Officers shall take special care to ensure that evidence is not destroyed due to negligence during the recovery process.
3. When money, drugs, or guns are to be turned in to the Evidence/Property Room, at least two officers shall be present when the items are packaged and when they are secured in a property room. When these sensitive items are turned in, both the recovering officer and the witnessing officer must sign the Property Receipt indicating that they both ensured that the property was correctly packaged and secured. A witnessing officer is not required for property other than money, drugs, or guns.

4. Officers will complete all necessary reports and secure all evidence or property into a departmental property room before the person bearing the responsibility ends their shift.

REFERENCES:

11 O.S. 34-104 (G)
31-112C, Property Recovery from Pawn Shops
31-112D, Field Drug Testing
31-112E, Major Crime Scene Processing
31-112F, Major Crime Scenes/Sexual Assaults
31-134, Bomb Threats/Detonations
31-302D, Exposure to Communicable Diseases
TOG 2003, Collection, Preservation, and Packaging of Evidence
CALEA 61.2.3, 82.3.2, 83.2.1, 84.1.1, 84.1.2, 84.1.3
PROCEDURE

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To renumber and address issues identified in the annual policy and procedures audit.

POLICY:
The Tulsa Police Department will assist Neighborhood Inspection officers by standing by and keeping the peace during the removal of abandoned or junked vehicles that have been found to be a nuisance pursuant to 24 T.R.O. 300-304

SUMMARY: Procedures for assisting Neighborhood Inspection officers.

APPLIES TO: All police personnel

DEFINITIONS:
PRIVACY INTEREST – when the vehicle is in the backyard surrounded by a fence that is attached to a residence, or when a portion of a vehicle is in a garage.

PROCEDURES:
1. When radio assigned, officers will assist Neighborhood Inspection officers in the removal of the junked or abandoned vehicle by standing by and keeping the peace.

2. If the owner or tenant resists removal, officers will contact a supervisor.

3. Supervisors may attempt to obtain consent. If supervisors believe the risk to personal safety outweighs the need to remove the vehicle they may decline to assist Neighborhood Inspection officers in removal of the vehicle.

REGULATIONS:
1. An Order Of Abatement shall only be served during daylight hours.

2. Officers shall not assist in the removal of a junked vehicle from private property where the owner has established a privacy interest or its removal would damage private property, unless all persons who have an interest in the property consent. Officers shall not assist in the removal when there is a risk to personal safety.

REFERENCES:
24 T.R.O. 300-304
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**PURPOSE OF CHANGE:**

To update the method of communication between officers and the Detective Division when a *Written Hold Order* has been placed on property at a pawnshop.

**POLICY:**

When lost, stolen or embezzled property is located in a pawnshop, the officer discovering the property shall place a *Written Hold Order* on the property. The *Written Hold Order* shall remain in effect for 30 days allowing for further investigation.

When officers place a *Written Hold Order* on property located in a pawnshop, they will notify the Detective Division Burglary Sergeant by email before the end of the shift. If the property was reported lost, stolen or embezzled locally and an incident number is available through the Records Section, a supplemental report shall be made to the original incident number. If the property was reported stolen outside of Tulsa and was confirmed through Teletype, the officer shall complete an original *Incident Report* with the crime type listed as Outside Property Recovery.

A detective shall follow-up and recover the property from the pawn shop when necessary. The detective assigned the case where the property originated from will be responsible for the disposition of the property.

**SUMMARY:**

Procedures for stolen or embezzled property that has been located at a pawnshop.

**APPLIES TO:** All police personnel

**DEFINITIONS:**

- **OCA** – incident number listed by the ORI on the NCIC entry.
- **ORI** – the originating agency listed on an NCIC hit.
- **WRITTEN HOLD ORDER** – written notification to a pawnbroker (required by Oklahoma State Statutes) to hold the described property for a period not to exceed 30 days.
- **PAWN EXTENSION** – written notification to a pawnbroker (required by Oklahoma State Statutes) to extend the hold on the described property for a period not to exceed an additional 30 days.
CONSENT TO CONFISCATE – written release voluntarily relinquishing property from the pawnshop to police custody.

PROcedures:

A. Officers

1. When assigned to a pawnshop where the complainant believes they have located property reported lost, stolen, or embezzled, the officer shall determine if there is probable cause to believe the property matches that listed on the Incident Report or NCIC entry.

2. If probable cause is present, place a Written Hold Order on the property. This may be accomplished by a Written Hold Order form or a handwritten Statement of Witness form. The expiration of the hold shall be 30-days from the date of the order.

3. Include on the Written Hold Order the following information:
   a. Signature of the pawnbroker or his designee.
   b. Name, title, and badge number of the police officer placing the hold order.
   c. Address of the Tulsa Police Department and the incident (OCA) number.
   d. Name of the agency reporting the property stolen or embezzled.
   e. Mailing address of the pawnshop where the property is held.
   f. Expiration date of the holding period.
   g. Complete description of the property to be held, including the model number, serial number, and pawn transaction number.

4. When discovering property that was reported stolen locally, complete a supplemental Incident Report and attach the signed Written Hold Order. Include in the supplemental:
   a. Victim’s name.
   b. Incident number.
   c. Identifying characteristics.
   d. Description of the property, pawn transaction number, date of pawn, and the name of the employee that completed the transaction.

5. When recovering property reported stolen to an outside agency, complete an original Incident Report and attach the signed Written Hold Order. The crime type shall be listed as Outside Property Recovery Include:
   a. Description of the property.
   b. Pawn transaction number.
   c. Date of pawn.
   d. Name of the employee completing the transaction.
   e. Identifying characteristics.
   f. ORI.
   g. OCA.
B. DETECTIVES

1. When assigned a case involving lost, stolen, or embezzled property where an officer has initiated a pawn hold, verify the expiration date of the Written Hold Order.

2. If notified of lost, stolen, or embezzled property being located in a pawn shop in an assigned case, follow the same procedure as the officer for placing the Written Hold Order.

3. Assure written extensions of the order are renewed as necessary with the pawnbroker prior to the 30-day expiration of each order.

4. Obtain a copy of the pawn ticket with the signed declaration.

5. Attempt to contact the victim and get positive identification of the property being held.

6. When the investigation is completed, forward a Property Referral Form to the Victim/Witness Center, who shall monitor the property and arrange for a Proprietary Interest Hearing.

7. Complete a Supplemental Report listing the victim, incident number, and description of recovered property.

8. Notify Teletype to remove the item from NCIC.

C. DETECTIVES- OUTSIDE PROPERTY LOCATED

1. When notified of property reported as lost, stolen, or embezzled to another agency is located in a local pawnshop, place or verify a Written Hold Order.

2. Ensure extensions of the Written Hold Order are renewed as necessary.

3. Send a teletype to the reporting agency advising of the Hold Order and request a copy of the agency’s Incident report listing the property as stolen.

4. If there is not a response to the first notification before the first 30-day hold expires, you may extend the hold an additional 30 days. If you choose to extend the hold beyond the initial 30 days, send a second teletype advising the agency when the hold will expire and NCIC protocols. If there is no response before the second hold expires, release the hold.
5. Complete the investigation and forward a Property Referral Form to the Victim/Witness Center for a Proprietary Interest Hearing to be scheduled. The Victim/Witness Center shall assist the victim or agency in recovering the property.

REGULATIONS:

1. Oklahoma State Statute dictates a *Written Hold Order* shall be in effect for a period not to exceed 30 days and shall contain the following information:
   
   a. Signature of the pawnbroker or his designee.
   b. Name, title, and badge number of the police officer placing the hold order.
   c. Address of the Tulsa Police Department and the incident (OCA) number.
   d. Name of the agency reporting the property lost, stolen or embezzled.
   e. Mailing address of the pawnshop where the property is held.
   f. Expiration date of the holding period.
   g. Complete description of the property to be held, including the model number, serial number, and the name of the employee completing the transaction as well as the pawn transaction numbers.

2. Detectives, when receiving a notification of property reported as lost, stolen or embezzled to a case they are assigned, shall follow the same procedures as officers for placing the *Written Hold Order*.

3. Pawnshop holds shall only be lifted by detectives and done in writing.

4. Detectives shall follow-up and recover the property from the pawnshop when necessary.

5. If not extended by a detective, pawnshop holds expire in 30 days.

6. Detectives shall release property located in pawnshops in accordance with Oklahoma State Statutes regarding disposition of recovered property.

7. Disposition of lost, stolen or embezzled property turned in to the Property Room shall be made through the judicial process.

REFERENCES:

59 O.S. 1508 (B)
31-112A, Recovered/Found Property
31-112E, Major Crime Scene Processing
31-112F, Major Crime Scene – Sexual Assaults
TOG 2003, Collection, Preservation, and Packaging of Evidence
Detective Divisions Operations Manual
PURPOSE OF CHANGE:

To address issues identified in the annual policy and procedure audit, to remove references to Street Crimes, and to document compliance with CALEA standards.

POLICY:

Only certified field drug testers will be authorized to perform field drug tests.

SUMMARY: Procedures for performing field drug tests.

APPLIES TO: All police personnel

DEFINITIONS:

FIELD DRUG TESTER – an officer who has been certified by a trainer to perform field drug tests.

LAB TEST – a test performed by a forensic laboratory to determine the presence of a controlled substance in a sample.

TRAINER – an officer who has been certified to instruct additional personnel in the performance of field drug tests.

PROCEDURES:

A. OFFICERS

1. When a suspected controlled substance is seized as evidence in an arrest:

   a. Make every effort to contact an on-duty field drug tester to test the seized substance.

   b. Upon completion of the test, turn the suspected controlled substance in to the nearest division property room.

   c. Attach the completed *Field Drug Test Report* with a copy of the *Property Receipt* to the arrest packet and place it in the intake tray.

   d. Forward copies of the test report and the property receipt with the original *Lab Request* to the Lab.
2. If an on-duty field drug tester cannot be contacted:
   a. Follow the procedures for a probable cause arrest.
   b. Turn the suspected controlled substance in to the nearest division property room.
   c. Note on the Incident Report that a field drug test was not completed at the time of the arrest.
   d. Upon receipt of the intake packet, the Court Liaison officer will request that SID perform the field drug test.

B. FIELD DRUG TESTERS

1. As soon as possible, field drug testers will proceed to the requesting officer’s location and perform a field drug test on the suspected controlled substance.
2. Complete a Field Drug Test Report. On the report, document which test was performed and which controlled substance was identified.
3. Give the original test report to the arresting officer.

C. FIELD DRUG TEST TRAINING

1. Officers who wish to attend training to be certified to perform field drug tests should submit an Interoffice Correspondence to the division commander through their chain of command.
2. If approved, the division commander will forward the request to the Chief of Police for final approval. Division commanders should ensure that there are a sufficient number of field drug testers available to cover all shifts and all days.
3. Upon completion of training, the trainer will submit the officer’s name to the Lab.

D. LAB

1. Track all field drug testers to ensure continued reliability of their results.
2. Upon receipt of a request, perform a lab test on the suspected controlled substance.
3. If the results from the lab test differ from the results of the field drug test:
   a. Report all instances to the SID Division Commander.
   b. Complete an Interoffice Correspondence notifying the field drug tester through his/her division commander. Forward a copy to the arresting officer.
REGULATIONS:
1. Only certified field drug testers shall perform field drug tests.

2. Following three instances where the lab test results differ from the results of the field drug test, an officer shall be subject to removal as a Department field drug tester.

REFERENCES:

CALEA 42.2.1
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**PURPOSE OF CHANGE:**
To address issues identified in the annual policy and procedure audit, incorporate NIMS changes, and change CSD to MCU.

**POLICY:**
To increase the quality and quantity of physical evidence collected and to assist field officers in the collection of evidence, a Major Crimes Unit (MCU) Detective will be available. MCU Detectives will be assigned to major crime scenes. Uniformed officers will be responsible for processing all other crime scenes.

The assigned uniform officers will secure the major crime scene. The crime scene will be investigated by a detective and processed by a MCU Detective. Additional officers may be assigned to investigate and process the crime scene. Officers not assigned are prohibited from entering the crime scene. The assigned field supervisor is responsible for ensuring that the appropriate personnel are notified and that these guidelines are adhered to.

**SUMMARY:** Procedures to be followed at major crime scenes.

**APPLIES TO:** All sworn personnel

**DEFINITIONS:**

**MAJOR CRIME SCENE** – one of the following crime scenes:

1. Homicide.
2. Suicide.
4. Rape.
5. Major armed robbery (e.g., bank, large loss, or seriously injured victim).
6. Felonious assault with serious injury.
7. Assault and battery with a deadly weapon with serious injury.
8. Traffic fatality.
9. Any scene involving explosives or incendiary devices.
10. Any scene where a police officer’s use of deadly force results in injury or death.
11. Any incident or disaster requiring the expertise or specialized equipment of the MCU.
12. Malicious intimidation (i.e., specific intent to harass another person by assaulting, threatening, or damaging any real or personal property because of a person’s race, color, religion, ancestry, national origin, or disability).
PROCEDURES:

A. FIELD SUPERVISOR

1. A field supervisor shall be assigned to each major crime scene and shall assume the role of Incident Commander (IC).

2. Provide additional manpower as needed. The IC shall be responsible for the overall coordination of the crime scene investigation.

B. OFFICERS AND FIELD SUPERVISORS ASSIGNED

1. Secure the scene until relieved by a Major Crimes Unit (MCU) Detective. Prevent the entry into the scene of persons other than those charged with the responsibility of investigating and processing the scene as outlined in this policy.

2. Notify a MCU Detective and the shift commander if on duty. If the incident is a malicious intimidation crime involving only verbal threats and there is no physical evidence, it will not be necessary to notify a MCU Detective.

3. Assist detectives in the investigation of a major crime scene.

C. SHIFT COMMANDER

1. Notify a MCU Detective anytime there is a homicide, shooting with serious injury, or an officer involved shooting with injury.

2. Notify the Internal Affairs anytime an officer uses deadly force, except when shooting at an approved firing range or the shooting of a seriously wounded or dangerous animal.

3. Notify the on-call Robbery detective of any armed robbery arrest and the arrest of selected suspects (e.g., suspects arrested for multiple offenses and crimes of an extremely serious nature).

4. In the event a shift commander is not available, the supervisor assigned to the scene will be responsible for making the above notifications.

REGULATIONS: None

REFERENCES:

31-101A, Use of Force
31-112A, Recovered/Found Property
31-112C, Property Recovery from Pawn Shops
31-112F, Major Crime Scene – Sexual Assaults
31-139A, Malicious Intimidation
TOG 2001, Department Approved Weapons
TOG 2003, Collection, Preservation, and Packaging of Evidence
CALEA 41.2.4, 42.1.4, 46.1.4, 83.1.1, 83.2.1, 83.2.4, 83.2.7
PURPOSE OF CHANGE:

To update policy to reflect Child Crisis handles cases involving Sexual Assault where the victim is 13 years of age and younger and Sex Crimes handles cases where the victim is 14 years of age and older.

POLICY:

A sexual assault crime scene will be treated as a major crime scene and the original investigation and all follow-up investigations will be conducted accordingly.

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 their 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. When the court is not open for business, the victim of domestic abuse may request a petition for an emergency temporary order of protection. A victim protection order for any victim of rape or forcible sodomy shall be substantially similar to a protective order in domestic abuse cases. See also 31-120A, Domestic Violence/Protective Orders.

Routinely, sexual assault examinations for adults are performed only if the sexual assault occurred within the past 120 hours. An exam may still be useful even if the victim has bathed or doused. An exception to the time restriction is given for assault victims who have been abducted. The Sexual Assault Nurse Examiner (SANE) facility will serve as the site for all adult sexual assault examinations when no medical emergency exists. In the event a medical emergency does exist, the victim should seek treatment at the nearest hospital. When a victim is admitted to a hospital other than where the SANE facility is located, the SANE nurse will travel to the facility to perform the sexual assault exam following treatment of the victim’s medical needs.

For child victims, sexual assault exams will be performed at the same location. However, if an investigation involving a child victim reveals only touching or fondling type behavior occurred, then a sexual abuse exam, performed at the Children’s Justice Center, will be scheduled at a later time to be determined by the assigned detective. If the investigation reveals genital to genital contact, genital to anal contact, oral contact on victim by suspect, and/or ejaculation within the past 72 hours, the victim should be transported to the SANE facility to have the sexual assault exam performed as soon as possible. If there is a likelihood of DNA evidence existing, then a child victim may still have the exam past 72 hours.

State law allows victims over 18 years of age to have the right to a free forensic medical examination. While a police report is not required for the exam, the victim should be aware that failure to report the crime to law enforcement may impede the investigation and prosecution of the assailant.
SUMMARY: Procedures for investigating sexual assaults.

APPLIES TO: All police personnel

DEFINITIONS:

FORCIBLE SODOMY – The act of forcing another person to engage in the detestable and abominable crime against nature.

RAPE – An act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
8. Where the victim is at least sixteen years of age and is less than eighteen years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen years of age or older and is an employee of the same school system.
9. Where an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.
SEXUAL ASSAULT EVIDENCE COLLECTION KIT – A large white envelope containing items used in the collection, preservation and packaging of evidence collected during the sexual assault exam.

SEXUAL ASSAULT INFORMATION FORMS – The forms used to record the findings and evidence recovered during a sexual assault exam. The forms are completed by the Sexual Assault Nurse Examiner or the physician during the exam. These forms are available at the SANE facility.

PROCEDURES:

1. Determine if the victim is in need of immediate medical attention. If there is no medical emergency, transport the victim to the SANE facility for police investigation. Victims requesting an examination without a police investigation will be provided with a Victims Rights Card and advised to call DVIS/Call Rape. No police report is required at this time, however, the victim should be advised that failure to report the crime to law enforcement may impede the investigation and prosecution of the assailant. Officers shall not discourage victims from requesting a police investigation and report.

2. Advise the victim their clothing may be collected as evidence. If the victim does not bring a change of clothing to the hospital, DVIS/Call Rape will provide clothing at the SANE facility.

3. If possible, do not allow the victim to bathe, smoke, drink, or use the restroom prior to the exam. If the victim has done any of these activities prior to the exam, document the activity in the Incident Report. Only obtain basic information in reference to the assault as the victim will be interviewed more in-depth by both the SANE nurse and a detective. Victims should never be asked to complete a witness statement during the initial investigation unless directed by a detective.

4. Contact Public Safety Communications (PSC) personnel and request DVIS/Call Rape be notified. Inform the dispatcher of the victim’s estimated time of arrival at the SANE facility.

5. If the victim of rape or forcible sodomy requests a petition for an emergency temporary order of protection, the officer making the preliminary investigation will provide the petition and, if necessary, assist the victim in completing the petition form. Immediately notify a district court judge of the request and describe the circumstances.

6. Inform the victim whether the judge has approved or disapproved the emergency temporary order. Upon approval, provide the victim with a copy of the petition and the written statement.

7. Ensure the victims are given written notice of their rights, including the telephone number of the twenty-four-hour statewide hotline established by the Office of the Attorney General.

8. Officers will secure and preserve the crime scene and contact a Crime Scene Detective to process the scene. Ensure each individual who collects evidence marks it and includes the date, time, and location of recovery.
9. If an adult victim is treated and released from another hospital and a sexual assault exam is required, transport the victim to the SANE facility.

10. If the victim is admitted to a hospital other than where the SANE facility is located, the SANE nurse will conduct the examination on-site.

11. Receive the Sexual Assault Information Forms from the SANE nurse (or from emergency room personnel). Ensure the victim (the parent or the guardian if the victim is a juvenile), the SANE nurse (or the physician completing the exam), and the officer have all signed the AUTHORIZATION FOR EXAM portion of the Sexual Assault Information Form.

12. Receive the Sexual Assault Evidence Collection Kit and any other evidence from hospital personnel. If the victim’s clothing was recovered, each piece of clothing must be packaged separately. The SANE nurse will seal the panties/briefs separately in the kit.

13. Do not place clothing in the evidence collection kit. Clothing should be collected in individual paper sacks and sealed with tape. Never use plastic bags to collect evidence of sexual assault. Sign and date the sealed Sexual Assault Evidence Collection Kit and any additional packages.

14. If blood and/or urine were collected for Drug Facilitated Sexual Assault analyses, the specimens require specific handling. The sample container or tubes padded with paper towels containing urine must be placed in a paper bag and sealed with tape. The seal must be signed and dated. The bag must be clearly marked “Contains Urine–Store in Freezer.” The tubes containing blood must be padded with paper towels, placed in a paper bag, and sealed with tape. The seal must be signed and dated, and the bag must be clearly marked “Contains Blood–Store in Refrigerator.”

15. Sign the white copy of each Sexual Assault Information Form. Turn in each white copy of the Sexual Assault Examination Form with the Incident Report to the Records Section prior to the end of the shift.

16. If an arrest is made for a sexual assault (other than the lewd molestation of a minor), request that PSC contact the appropriate on-call detective who will complete the intake process. The Child Crisis Unit will conduct investigations involving victims from birth to 13 years of age. The Sex Crimes Unit will conduct investigations involving victims who are 14 years of age and older.

17. If the arrest is for the lewd molestation of a minor under the age of 13, request PSC contact the on-call Child Crisis detective. If the arrest is for the lewd molestation of a minor between the ages of 14 to 18, advise PSC to contact the on-call Sex Crimes detective.

18. Turn in the Sexual Assault Evidence Collection Kit, and any other evidence, to any of the property rooms (at the uniform divisions) as soon as possible. If the Property Receipt was not available at the time the Incident Report was turned in to the Records Section, fax them a copy to be added to the Incident Report.

19. Each Sexual Assault Information Form (white) will share the same case file number as the
original Incident Report.

20. Officers called to pick up a SANE exam without a police report shall turn in the Sexual Assault Evidence Collection Kit to the Property Room. On the Property Receipt mark the kit “Hold for SANE” and document the SANE exam number in the description.

REGULATIONS:

1. Sexual Assault Evidence Collection Kits and/or the victims will not be left unattended at the SANE facility to be picked up by another officer when the exam is completed.

2. If an officer is assigned the call late in the shift, a supervisor may assign another officer to relieve the originally assigned officer.

3. Officers shall not examine victims of any age for evidence of sexual assault or sexual abuse.

REFERENCES:

19 O.S. 215.33
21 O.S. 886-8, 1111
22 O.S. 40.1, 40.2, 40.3
43A O.S. 3-314
31-112A, Recovered Evidence/Found Property
31-112E, Major Crime Scene Processing
31-112F Att., Major Crime Scenes/Sexual Assaults - Attachment
31-120A, Domestic Violence/Protective Orders
31-120A Att., Domestic Violence/Protective Orders - Attachment
TOG 2003, Collection, Preservation, and Packaging of Evidence
CALEA 83.2.7
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

All adult and juvenile victims of sexual assault will be examined at the Sexual Assault Nurse Examiner (SANE) facility, currently located at
PURPOSE OF CHANGE:
To clarify what information to include in the HOLD FOR section for records.

POLICY:
Officers will impound vehicles only when necessary. Officers are authorized to move or cause to be removed any vehicle from a street, highway, shoulder, or other public way to the nearest garage designated or maintained by the City of Tulsa that meets the criteria for vehicle impoundment. State statute prohibits officers from using the insurance database as the primary reason for a traffic stop. Officers shall use discretion when impounding vehicles based on the lack of compulsory insurance.

SUMMARY: Procedures for impounding vehicles.

APPLIES TO: All police personnel

DEFINITIONS:
INVESTIGATIVE HOLD – a temporary, ten-day hold on an impounded vehicle for investigative purposes.

OTHER HOLD – a temporary hold placed on an impounded vehicle for reasons other than investigative purposes (i.e. no insurance, expired tag, or other OTC).

VEHICLE IMPOUNDMENT – to remove or cause to be removed a vehicle from a street, highway, shoulder, or other public way by an officer, and stored in a designated facility contracted by the City of Tulsa.

PROCEDURES:
1. Officers may impound vehicles in the following situations:
   a. A vehicle is evidence in a crime or needs to be held for investigative purposes.
   b. A vehicle has been abandoned or the driver was arrested and the vehicle is left unattended in a location that would constitute a traffic hazard or is highly susceptible to damage or vandalism. This includes private property open to the public when the offense the vehicle was initially stopped for occurred on a public way.
   c. A report has been made that such vehicle has been stolen and the owner cannot be notified or is unable to come to the scene and take possession of the recovered vehicle within a reasonable amount of time.
   d. A vehicle is confiscated pursuant to law.
e. A vehicle has been marked for tow and is parked or left standing in the same location on a city street in excess of 24 hours.

f. The vehicle’s owner, after proper notification, has failed to pay the outstanding parking citations issued to the vehicle and a court has ordered it impounded as a nuisance.

g. The owner or operator specifically requests and authorizes the impoundment.

h. The owner or operator has been involved in an accident or has been taken into custody and is not physically, mentally, or legally capable of driving the vehicle or of giving consent to leave it.

i. The vehicle is operated on a public street or highway and the vehicle’s registration has been expired in excess of ninety days.

j. The vehicle is operated on a public street or highway and the vehicle is determined to not have compulsory insurance pursuant to state law.

2. Officers may offer the owner/operator one of the following options for the disposition of the vehicle as long as registration and/or insurance are current and the court has not ordered it impounded:

a. Allow a responsible person who possesses a valid operator’s license to assume responsibility for the vehicle and its contents.

b. Summon a person of the owner/operator’s choice to come to the scene, in a timely manner, to take custody of the vehicle.

c. Properly park and secure the vehicle.

3. When towing a vehicle:

a. Officers shall request wrecker service at the location of the impoundment.

b. Officers shall complete a Tow-In Report for each vehicle that is impounded and turn it in to the Records Section as soon as possible.

4. Officers may place an investigative hold on an impounded vehicle for the following reasons:

a. The vehicle is evidence in a crime.

b. The vehicle is subject to confiscation pursuant to law.

c. The vehicle is to be processed for evidence.

d. The vehicle’s owner must be identified for investigative purposes.

5. Officers may place other holds on impounded vehicles for the following reasons:

a. The vehicle’s owner, after notice, has failed to pay the outstanding parking citations issued to the vehicle and a court has ordered it impounded as a nuisance. A hold for unpaid citations shall be placed on the impounded vehicle.
<table>
<thead>
<tr>
<th>Procedure File No.</th>
<th>Date Approved</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-112G</td>
<td>5/21/2013</td>
<td>5/22/2013</td>
</tr>
</tbody>
</table>

**Subject:** Impounding Vehicles, General

b. The vehicle may be impounded and a hold placed for the Oklahoma Tax Commission if the registration has been expired in excess of ninety days.

6. When officers place a hold on an impounded vehicle, they shall complete the *Tow-In Report* and turn it in to the Records Sections as soon as possible. Fill in the hold information requested at the bottom as described below:

a. In the HOLD FOR section, the detail, division, and/or name of the investigator assigned to the case shall be indicated. If unknown, the detail or division appropriate to the offense shall be designated.

b. If the ANY HOLD section at the top of the page is marked YES, yet no hold is specified in the bottom HOLD FOR section, then the vehicle will not be placed on hold. If the ANY HOLD section at the top of the page is not marked, yet a hold IS specified in the bottom HOLD FOR section, then the vehicle will be placed on hold.

c. The REASON FOR TOW section is not to be construed as HOLD FOR or EXPLANATION OF HOLD.

d. The EXPLANATION OF HOLD section is to supplement information when the HOLD FOR section is marked. Information in the explanation area is NOT visible to non-police employees.

e. Under the section marked EXPLANATION OF HOLD, provide the following information:

1) Arrest number, if applicable.
2) Incident Report number, if applicable.
3) Crime type, location, date of occurrence, and the victim’s name, if applicable.
4) Any other details that are pertinent to the offense such as:
   a. No insurance.
   b. Expired Tag.
   c. OTC hold.

7. When a *Tow-In Report* is turned in to the Records Section with a hold, the Tow Clerk shall request hold confirmation by forwarding a copy of the report attached to a *Confirmation of Vehicle Hold Report* to the investigator at the division the hold is designated for.

8. The initial hold for investigative purposes is for ten days. To extend the hold beyond the initial ten days, the investigator shall mark the appropriate block and return the *Confirmation of Vehicle Hold Report* to the Tow Clerk within five days.

9. The assigned investigator may release or confirm the hold by contacting the Tow Clerk prior to the tenth day. When a vehicle was seized for having an altered vehicle identification number (VIN) the seizing agency must not release the vehicle until an assigned replacement VIN is issued and affixed.

10. Upon receiving the *Confirmation of Vehicle Hold Report*, the Tow Clerk shall follow the proper procedures to continue the hold or release the hold in accordance with the policies of the Records Section.
11. If the hold is confirmed, the vehicle is held until released by the investigator. The Tow Clerk shall send the designated investigator or division a Confirmation of Vehicle Hold Report every thirty days for the first six months and then every six months thereafter until the hold is released.

12. The Tow Clerk shall forward the following to the City Prosecutor’s office when releasing a hold for unpaid citations:

   a. The Tow-In Report.
   b. Stolen/Recovered Vehicle Reports/Information, if applicable.
   c. All unpaid parking citation numbers.

13. If a hold has been placed on a vehicle for no insurance, the officer will inform the owner of the process for retrieving their vehicle as follows:

   a. During regular business hours (M-F 0800-1800 hours), the owner will go to the Records Section with their proof of insurance and the records personnel will attempt to verify the insurance. Once the verification has taken place, the Records personnel will contact the impound service provider and release the hold on the vehicle. The owner can then go and retrieve their vehicle at that time.

   b. After regular business hours, the owner of the vehicle will go to the Booking Section at David L. Moss Correctional Center with their proof of insurance. The Booking personnel will attempt to verify the insurance. Once the verification has taken place, the Booking personnel will contact the impound service provider and release the hold on the vehicle.

   c. The owner of an impounded vehicle can retrieve their vehicle from the impound service provider without proof of insurance, as long as the vehicle is towed or hauled from the location without being operated on a public roadway. The owner of the impounded vehicle must provide proof of ownership of the vehicle before it can be recovered from the impound service provider.

14. While attempting to determine if a vehicle has state compulsory insurance, officers may attempt to contact the owner’s insurance provider directly at their discretion by contacting the Records Section. This situation may come about when the vehicle does not have a database return for state compulsory insurance or the driver can not provide physical proof of insurance at the scene of an investigation. If the driver insists that they have valid insurance and can provide the name of the insurance company, the officer will switch over to Records and request that the insurance company be contacted for verification prior to towing the vehicle.

REGULATIONS:

1. Officers shall complete a Tow-In Report on each impounded vehicle and turn it in to the Records Sections as soon as possible. All information pertinent to the impoundment shall be completed.

2. A copy of the Tow-In Report shall be turned into Records as soon as possible.
3. Officers shall conduct an inventory of all impounded vehicles prior to the vehicle being towed to the storage facility.

4. If a hold for confiscation is placed on the impounded vehicle, all property discovered inside the vehicle will be turned in to the Property Room.

5. When an investigative hold has been confirmed, only the assigned investigator or a supervisor may release the hold.

6. If an arrestee’s vehicle is left at the scene, the officer shall ensure the vehicle is properly parked and is secured to the extent possible under the circumstances. Leaving the vehicle at the scene is not an option when the approval of the arrestee cannot be obtained. The disposition of the vehicle shall be included on the Arrest & Booking Data Sheet.

7. Officers will make every attempt to contact the owner of a stolen vehicle before towing the vehicle. Attempts to contact the owner will be documented on the Incident Report and will include the Records Clerk information.

8. In circumstances where a vehicle is involved in a collision or incident and it is determined the vehicle does not have compulsory insurance as pursuant to state law, the officer shall impound the vehicle. The exception to this practice will be based on officer discretion determined by specific circumstances related to the vehicle (i.e. elderly person, unsafe environment, inclement weather, animals, children).

9. No vehicle shall be seized and towed for insurance purposes under this policy if the vehicle is displaying a temporary license plate that has not expired as pursuant to state law.

REFERENCES:
47 O. S. 4-107, 902, 955, & 1115 (1)
47 O. S. 7-606A
47 O. S. 1137.1 and 1137.3
37 T.R.O. 305, 505
31-108B, Recovery of Stolen Vehicles
31-112A, Recovered/Found Property
PURPOSE OF CHANGE:

To address changes in the law relating to searches of vehicles under the incident to lawful arrest exception.

POLICY:

Exigent circumstances permit a search without a warrant if the failure to conduct an immediate search would likely result in the loss of evidence.

In general, an automobile may be searched if there is probable cause to believe it contains evidence or contraband, even though no warrant is actually obtained. There is no exigent circumstance required beyond a vehicle’s mobility. This exception also applies to temporarily immobile vehicles, such as one towed into a repair shop behind a tow truck. Similarly, a car stuck in a ditch is still mobile for purposes of vehicle exception. The ability to search a vehicle requires the same level of probable cause as would be needed to obtain a warrant; it simply does away with the need to actually obtain the warrant. An officer wanting to search a vehicle must be able to articulate probable cause. They must be prepared to show the court that all factors: sights, smell, sound etc. which they relied on to build their probable cause, were present.

An officer may search incidental to a lawful arrest. The purpose is to search for evidence, weapons, or means of escape. Requisites for a valid search under this exception are that the arrest must be lawful and that it must be conducted in the immediate area of the arrest. A search of the passengers compartment of a vehicle incidental to a lawful arrest is only authorized if the arrestee is within reaching distance of the passenger compartment at the time of the search or it is reasonable to believe the vehicle contains evidence of the offense of arrest. Containers within reach of or on the arrestee may also be searched.

Officers will conduct an inventory of all vehicles prior to being impounded. The purpose of the inventory is to protect the property of the owner, prevent false claims, and protect the public from danger.

SUMMARY: Procedures for conducting searches and inventories of vehicles.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:
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1. Officers will conduct the inventory in the presence of the vehicle’s owner or operator, if possible.

2. The inventory shall extend to all containers in the vehicle. If there are locked containers that cannot be opened without causing physical damage, they will only be opened with a supervisor’s approval.

3. All items of an apparent value of $20 or more will be listed in the Vehicle Tow Report and the disposition noted (i.e., left in vehicle, turned in to property room, returned to owner, etc.).

4. Contraband or evidence of a crime discovered during an inventory or search of a vehicle shall be turned in to the Property Room and the appropriate reports completed. A description of any evidence, where it was located, and the property receipt number will be detailed in the Incident Report.

REFERENCES:

31-112A, Recovered/Found Property
31-112G, Impounding Vehicles, General
CALEA 1.2.4, 61.2.3, 61.4.3
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PURPOSE OF CHANGE:

To remove the requirement that officers turn in violator’s property to the Property Room. Also, to reformat and address issues identified in the annual policy and procedure audit.

POLICY:

State law allows, but does not require, an officer to confiscate a violator’s driver license and/or license plate when these items have been suspended by the Department of Public Safety (DPS) for financial responsibility reasons.

When a person obtains a refund from an insurance policy within the first 180 days of the policy’s effective date, or signs a nonuse affidavit, DPS will send the person a notice. If the policy holder or person signing the nonuse affidavit fails to comply or properly respond to the notice, his/her driver license and/or license plate will be suspended.

State law allows an officer to seize a driver license and license plate under specific authority. Before seizing a driver license and plate under statutory financial responsibility authority, MAKE SURE the FR FLAG states “suspended – check vehicle registration, may seize DL and plate.” In such cases, you may seize the driver license. However, in order to seize the license plate, the registration of the vehicle MUST be registered in the name of the suspended person.

This law does not specifically allow for the impounding of a vehicle when the license plate is removed. A vehicle should only be impounded in accordance with current policy.

SUMMARY: Procedures for confiscating a driver license and/or license plate.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

1. Run a 10-42 on the violator. If the FR FLAG states “suspended – check vehicle registration, may seize DL and plate,” officers may confiscate the violator’s driver license.

2. Run a 10-28 on the vehicle to ensure that the plate qualifies for confiscation.

3. When confiscating the driver license and/or license plate, obtain the violator’s driver license.
4. Remove the plate from the vehicle (if applicable). A slot screwdriver is necessary to remove most license plates.

5. If appropriate tools are not available, do not confiscate the plate. License plates that cannot be easily removed from a vehicle should not be confiscated.

6. Complete the DPS Form. Ensure that the NCIC/ORI number “OK020500” is included on the form. Give the completed DPS Form B to the violator/suspect. Inform the driver that his/her driver license and/or license plate will be forwarded to the Department of Public Safety.

7. Mail the confiscated driver license and/or license plate and a completed DPS Form A

REGULATIONS: None

REFERENCES:
47 O.S. 7-609
31-112G, Impounding Vehicles, General
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PURPOSE OF CHANGE:

To establish standards for Departmental Approved cameras and for taking, downloading, and turning in photographs from digital cameras.

POLICY:

Photographs are an integral part of police investigations. It is essential that officers have access to cameras to document evidence of criminal activity. Therefore, the Tulsa Police Department will ensure that officers and detectives have access to a camera.

Each Uniform Division Field Supervisor will be issued a digital camera to ensure the availability to Field Officers. Cameras will be assigned to uniform division personnel who have completed a mandatory basic photography class, and will primarily be issued to sergeants and corporals to ensure squad coverage throughout the week.

Personnel are authorized to use only department-approved cameras to take photographs at crime scene locations. All photographs are the property of the Tulsa Police Department. There are chain of evidence and legal issues that cannot be addressed with photographs taken by non-authorized cameras. For chain of evidence purposes, the cameras must be able to communicate with the Digital Information Management System (DIMS). A list of approved cameras is included in 31-112J Att.

SUMMARY: Procedures for taking, downloading, and turning in photographs from digital cameras.

APPLIES TO: All police personnel

DEFINITIONS:

DIGITAL CAMERA – a camera that records images as digital data.

MULTIMEDIA CARD – a storage media for storing image files from a portable device, in a form that can easily be removed for access by a PC.

PROCEDURES:

1. Crime Scene Unit (CSU) or Major Crimes Unit (MCU) will take photographs to document Major Crime Scenes and any injury or fatality collision involving a city vehicle, consistent with 31-112E, Major Crime Scene Processing and 31-119, City Vehicle Collisions/Damage.
### PROCEDURE

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#### 2. Officers shall contact an on-duty field supervisor to photograph officer involved collisions that are non-injury and non-fatality in nature, and to document evidence in crime scenes other than those listed in 31-112E as Major Crime Scenes (i.e., Domestic Violence).

#### 3. For non-evidentiary purposes, Special Investigations Division (SID) personnel will use their assigned cameras consistent with their assigned duties.

#### 4. As soon as practical after leaving a scene, all digital images will be downloaded to the DIMS via dedicated download stations available at all uniform divisions, SID, and Detective Division.

#### 5. If damage occurs to the issued digital camera, complete an *Interoffice Correspondence* explaining in detail the facts and circumstances of the damages and forward it through the chain of command to the division commander.

### REGULATIONS:

1. Cameras will only be assigned to supervisory personnel who have completed the mandatory Basic Photography/DIMS Orientation Class.

2. Only departmentally approved cameras may be utilized to photograph traffic collisions and crimes scenes. On-duty personnel are prohibited from using non-departmental approved cameras to take photographs that could have potential evidentiary value.

3. New camera purchases must be approved through an established committee made up of members from the Crime Lab, Detective Division, SID, and Uniform Divisions. Purchases must be from the approved camera list attachment to this policy, and purchased from the approved vendor.

4. Cameras will be assigned to each uniform division and each Field supervisor within that division consistent with established equipment issue and accountability standards.

5. Personnel issued digital cameras will keep the camera in a state of operational readiness.

### REFERENCES:

- 31-112A, *Recovered Evidence/Found Property*
- 31-112E, *Major Crime Scene Processing*
- 31-119, *City Vehicle Collision/Damage*
- TOG 2003, *Collection, Preservation, and Packaging of Evidence*
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### DEPARTMENT APPROVED CAMERAS

The following is a list of department approved cameras.

- Canon EOS 30D or similar Canon model.
- Canon PowerShot A580 or similar Canon model.
- SID approved special use cameras are: Canon 30D, Canon FD500, Canon FD1100, and the Canon SureShot A540 or similar Canon model.

Other cameras may be approved on a case by case basis by an established committee made up of members from the Crime Lab, Detective Division, SID, and Uniform Divisions. New camera purchases must come from the approved camera list and purchased from the approved vendor.
PURPOSE OF CHANGE:

To address issues identified in the annual policy and procedure audit.

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:
2. At the top of the FIR on the ATTENTION line, type GANGS/SID.

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 into 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)
PURPOSE OF CHANGE:
To include the option of warning citations for moving violations if given consent by Chief of Police for special projects or enforcement efforts.

POLICY:
When a violation of a City Traffic Ordinance is observed, an officer may give the violator a verbal warning, a written warning (for equipment violations only), a citation with a preset fine and court date, a citation with only a court date, or physically arrest the violator. However, the State and Municipal Traffic Bail Bond Procedure Act limits when officers may physically arrest a violator or require them to post bond. Officers will base their decision on the guidelines set forth in the following procedures.

SUMMARY: Procedures for issuing traffic ordinance citations.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:
1. All traffic violators, whether a resident of this state or a non-resident, will be issued a citation and released on their own recognizance when:
   a. The violator has been issued a valid license to operate a motor vehicle.
   b. The officer is satisfied as to the identity of the violator.
   c. The violator signs the written promise to appear in court as provided for on the citation.

2. If the violation meets any one of the following criteria, an officer will either issue a citation or arrest the violator in accordance with the Fine/Court Schedule listed in 37 T.R.O. 204, 31-114D, Fine and Court Schedule, or state law.
   a. A felony.
   b. Negligent homicide.
   c. Driving or being in actual physical control of a motor vehicle while impaired or under the influence of alcohol or other intoxicating substances, unless the person is unconscious or injured and requires immediate medical treatment as determined by a treating physician.
   d. Eluding or attempting to elude a law enforcement officer.
   e. A violation relating to the transportation of hazardous materials.
f. An arrest based upon an outstanding warrant.

g. An overweight violation, or the violation of a special permit exceeding the authorized permit weight.

h. Operating a motor vehicle without having been issued a valid driver license, or while the driving privilege and driver license is under suspension, revocation, denial or cancellation.

i. A traffic violation coupled with any offense stated in subparagraphs a through h of this paragraph.

3. If the violator has not been issued a valid driver license, or the driving privilege is under suspension, revocation, denial or cancellation conduct a brief background investigation to determine that the citation and the release procedure is appropriate. This investigation should include:

a. Adequate proof of identity.

b. Previous criminal record.

c. Length of time the violator has resided at the present address.

d. Occupation, employer, and length of service with the present employer.

e. Adequate proof of residency within the City of Tulsa that will allow service of an arrest warrant if the violator does not honor the citation.

4. If the violator is arrested, the officer will include the reason the citation process was not followed in the Arrest and Booking Data Sheet.

5. When a traffic violation is observed:

a. Determine whether the violation qualifies for a citation as mandated by the State and Municipal Traffic Bail Bond Procedure Act.

b. Determine whether the violator is in possession of or has been issued a valid driver’s license.

c. If the violator has been issued a valid driver license and the officer is satisfied as to the identity of the violator, complete the citation and provide the violator with the opportunity to sign the written promise to honor the citation (i.e., by paying the citation in person or mailing the preset fine). If the violator does not sign the promise to appear in court as provided for on the citation, the violator may be arrested or the officer may refer the case to the city prosecutor for issuance of a warrant and prosecution.

6. For violations with a preset fine, an officer may book the citation to court in the following circumstances:

a. The violation is of an aggravated nature.

b. The violation is a second or subsequent offense.

7. If the citation is booked to court, document the circumstances on the citation in the OFFICER’S NOTES SECTION or in an Incident Report.
8. For violations designated as court only, write CRT in the fine block. Select a court date in accordance with 31-114D, Fine and Court Schedule.

9. If a violation is not listed in 37 T.R.O. 204, or 31-114D, Fine and Court Schedule, book the citation to court.

10. If an officer issues a book-to-court traffic citation to a defendant, all other traffic citations issued the defendant, at that time, shall be book-to-court citations without regard to their designation by ordinance as pre-set fine violations.

11. Complete all requested information on the citation. If information is not available, write NONE in the appropriate blank. The Department of Public Safety will not process a DL suspension without a complete address and zip code.

12. If physical evidence is collected, list the property receipt number in the witness section of the hard copy of the citation and/or in the Incident Report, if required.

13. When a citation is issued for mandatory insurance verification or improper tag display, the last five digits of the VIN number must be included on the citation.

14. If a person is arrested on State warrants along with citable Municipal offenses, priority should be given to citing for the Municipal offense, prior to booking on the State warrants, unless circumstances dictate that this is not practical or unless arrest is mandatory.

   a. When a person is arrested on State warrants along with citable and non-citable Municipal offenses, arrest the violator on all of the Municipal charges. Do not issue citations.

15. Without the consent of the Chief of Police for special projects or enforcement efforts, warning citations may only be issued for equipment violations. Print the word WARNING in the space provided for the preset fine.

16. Physically Disabled Persons Parking Citations:

   a. Officers may take appropriate enforcement action against a vehicle parked in spaces reserved for the physically disabled when the vehicle does not display the appropriate insignia. Enforcement action may be taken whenever the violation is observed on public property and private property open to the public (shopping center parking lots, etc.).

   b. No enforcement action may be taken for violations occurring on private property where the public is not invited (apartment complex parking lots, etc.).

   c. Vehicles bearing permits issued outside of Oklahoma shall be afforded the same parking privileges as vehicles bearing Oklahoma Disabled Parking Permits.

   d. When determining whether a violation has occurred officers should check for the proper display and validity of an insignia, as well as, verify that the parking space has been designated as reserved for the physically disabled. If the vehicle is in violation, cite the vehicle describing the location as accurately as possible.
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17. Turn in the hard copies of all citations by the end of the shift.

**REGULATIONS:** None

**REFERENCES:**

22 O.S. 1115.1  
37 T.R.O. 204, 700  
31-114D, *Fine and Court Schedule*  
CALEA 1.2.5, 1.2.6, 1.2.7, 44.2.1, 61.1.2, 61.1.3, 61.1.4, 61.1.5, 61.1.8, 82.2.2
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PURPOSE OF CHANGE:
To remove the arrest requirement for prostitution and incorporate that an Incident Report must be completed on all non-traffic citations.

POLICY:
Per State law, if a resident or nonresident of a municipality served by a municipal court is arrested by a law enforcement officer for the violation of a non-traffic ordinance, the officer shall immediately release the subject if they acknowledge receipt of a citation by signing it. However, if it reasonably appears to the officer that the subject may cause injury to self or others or damage to property if released, or that the person will not appear in response to the citation, or the person is arrested for an offense against a person or property, the officer need not release the subject.

SUMMARY: Procedures for issuing criminal ordinance citations.

APPLIES TO: All sworn personnel

DEFINITIONS:
WILL-FILE – the process used when making a citizen’s arrest.

PROCEDURES:
1. Determine whether the violation qualifies for a citation in lieu of physical arrest.

2. Conduct a brief background investigation to determine that the citation and the release procedure is appropriate. This investigation should include:
   a. Adequate proof of identity.
   b. Previous criminal record.
   c. Length of time the violator has resided at the present address.
   d. Occupation, employer, and length of service with the present employer.
   e. Adequate proof of residency within the City of Tulsa that will allow service of an arrest warrant if the violator does not honor the citation.

3. For violations not requiring arrest, issue a citation. However, an officer may make an arrest if any of the following conditions exist:
   a. The violator may cause injury to self or others.
   b. The violator may cause damage to property.
   c. The violator is arrested for an offense against a person or property.
   d. The violator will not appear in response to the citation.
4. If a violator is arrested in lieu of a citation, document the circumstances in the *Arrest and Booking Data Sheet* or in the *Incident Report*.

5. Complete the citation in the same manner as outlined in 31-114A, *Violation of Traffic Ordinances*.

6. When a person commits both citable and non-citable municipal violations, arrest the violator on all charges. Do not issue citations.

7. An *Incident Report* must be completed for all non-traffic citations.

8. For all Municipal weapons offenses, including cited persons, confiscate the weapon and turn it in to the Property Room as evidence.

9. Will-file situations will be handled in the following manner:
   a. When the complainant and the violator are both present, a citation may be issued unless the release of the violator would be a threat to public peace.
   b. List the complainant as a witness on the citation along with all other witnesses. Include their names and addresses.
   c. Have the complainant sign and swear to the citation below the space marked *INFORMATION CONTINUATION* on the back of the citation. The issuing officer will complete the date section and sign on the space marked *ISSUING LAW ENFORCEMENT OFFICER*.
   d. Complete an *Incident Report* and include the citation number, the violator’s name, DOB, address, and telephone number. Turn in the hard copy of the citation and a records clerk will attach it to the *Incident Report*.
   e. A police officer is never obligated to arrest, imprison, or otherwise instigate criminal proceedings against someone merely at the direction of a private citizen, particularly where the police officer is satisfied that insufficient grounds existed for making the arrest.

10. Turn in the hard copies of all citations by the end of the shift.

**REGULATIONS:** None

**REFERENCES:**

11 O.S. 28-114  
31-114A, *Violation of Traffic Ordinances*  
CALEA 1.2.5, 1.2.6, 44.2.1, 82.2.2
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PURPOSE OF CHANGE:
To update the policy per CIC recommendations.

POLICY:
Juveniles will be issued citations in lieu of arrest whenever possible. Non-resident violators will be treated the same as City of Tulsa residents.

When a juvenile is arrested for a state felony or misdemeanor criminal violation, which is not covered by the Youthful Offender Act, they will be transported to the Community Intervention Center (CIC) for processing. 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 a Promise To Appear form before the juvenile is released. If transported, the CIC will complete a Promise To Appear form with the juvenile and their parent. The form will also be used for the following municipal criminal violations: Petit Larceny, Disorderly Conduct, Possession of Marijuana, and Assault and Battery. For this set of charges a citation is not necessary. It is sufficient that officers complete a TRACIS report, with a complete suspect supplemental, and a Promise To Appear form. These forms need to be sent to JBDC. For all other municipal citable offenses, the form is not necessary.

SUMMARY: Procedures for issuing citations to juvenile violators.

APPLIES TO: All police personnel

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

PROCEDURES:
A. MUNICIPAL CITATIONS

1. Juveniles may be issued a preset fine citation for any traffic code violation that has a preset fine. All traffic code citations with preset fines must also have a court date. Schedule court from 0800 to 0900 hours, ten (10) working days from the date the citation was issued. Use CH (City Hall) as the court division designator. Instruct juveniles that at least one parent/legal guardian must accompany them if they elect to appear in court.
2. State law requires that parents/legal guardians be notified when a juvenile violator is issued any citation. Complete the reverse side of the parents’ copy of all juvenile citations and include the name and address of the parent/legal guardian. Attach the parents’ copy of the citation to the hard copy.

3. Schedule all juvenile book-to-court traffic citations for Wednesday at 1700 hours, 10 to 20 working days from the date the citation was issued. Use JDMC (Juvenile Division Municipal Court) as the court division designator.

4. Schedule all Juvenile Curfew, Park Curfew, and Possession of Tobacco citations for Wednesday at 1600 hours, 10 to 20 working days from the date the citation was issued. Use JDMC as the court division designator.

B. CRIMINAL CODE VIOLATIONS

1. Tulsa County

   a. Book all juvenile criminal code violations, felony and misdemeanor, that occur within Tulsa County to the JBDC. Transport the juvenile to CIC for booking prior to transporting them to JBDC for processing if they meet the criteria in 31-121B, Juvenile Arrest and Detention. If a parent is on scene, the juvenile may be released to them. However, the current Promise to Appear form must be completed before released. The TRACIS number needs to be on the Promise to Appear form.

   b. Forward the original Promise To Appear form to JBDC by placing the form in the juvenile tray in records or by faxing it to [redacted] to the attention of the court clerk. A copy of the form needs to be attached to the TRACIS report.

   c. Set the court date for the 2nd or 4th Friday of the month at 0900 hours, 4-5 weeks from the date of the violation.

   d. If the court date falls on a holiday, set the court date for the next available Friday.

   e. Use JBDC as the court division designator.

   f. Ensure that the parent/legal guardian and the juvenile understand when and where they are to appear for court. Whenever possible, give a copy of the Promise To Appear form to the juvenile and their parent/legal guardian.

2. Osage County

   a. If a juvenile criminal code violation occurs within Osage County, the citation will be assigned to the Osage County Court.

   b. In the space provided for a court date, write WHEN NOTIFIED. Use OSAGE DA as the court division designator.
PROCEDURE

Subject: Juvenile Violators

<table>
<thead>
<tr>
<th>Page</th>
<th>Procedure File No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 of 3</td>
<td>31-114C</td>
</tr>
</tbody>
</table>

Date Approved: 03/27/2015
Effective Date: 03/30/2015

3. Wagoner County

If a juvenile criminal code violation occurs within Wagoner County, the citation will be assigned to the Wagoner County Court. In the space provided for a court date, write WHEN NOTIFIED. Use WAGONER DA as the court division designator.

C. REPORTS

1. An Incident Report is required in all will-file situations, such as Petit Larceny, Disorderly Conduct, and Assault and Battery. A report must also be completed on the following municipal criminal charges: Petit Larceny, Disorderly Conduct, Possession of Marijuana, and Assault and Battery. In the narrative of the Incident Report, include the citation number if issued. The hard copy of the citation, a copy of the Promise To Appear form and the completed notification to parents’ copy of the citation need to be attached to the Incident Report.

2. When completing reports digitally that do not require a Promise To Appear form, a records clerk will attach citations to TRACIS reports when they come into records. Make sure to include the TRACIS number on any citations.

D. WARRANTS

Juvenile warrants will be handled the same as citations. JBDC has extended jurisdiction in some cases until the delinquent’s 19th birthday. Check the warrant for verification.

REGULATIONS:

1. Officers will complete the reverse side of the parents’ copy of all juvenile citations and include the name and address of the parent or legal guardian.

REFERENCES:

47 O.S. 16-108b
31-114A, Violations of Traffic Ordinances
31-114B, Violations of Criminal Ordinances
31-114D, Fine and Court Schedule
31-114F, Petit Larceny from Retailer
CALEA 1.2.6, 44.2.1, 44.2.2, 61.1.3
PROCEDURE

Page 1 of 6

Municipal Fine and Court Schedule

Supersedes No. 31-114D

Previous Date 3/23/2007

Approved By Ronald Palmer, Chief of Police

Date Approved 5/26/2009

Effective Date 5/27/2009

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To update the policy regarding changes in arrest procedures and fines.

POLICY:
When appropriate, officers will prescribe the following preset fines, book citations to court, or make arrests for violations of the Revised Ordinances of the City of Tulsa listed below. When citing the title and section numbers, also include the applicable subsection (A, B, C, etc.). State law requires officers to immediately release Tulsa residents and nonresidents if they acknowledge receipt of a citation with their signature. However, the violator does not need to be released if it reasonably appears to the officer that the violator may cause injury to self or others, damage to property, will not appear in response to the citation, or is arrested for an offense against a person or property. When an arrest is made instead of issuing a citation, the basis for the arrest shall be documented in the Arrest and Booking Data Sheet or in the Incident Report. Preset fine schedules for Title 37, Tulsa Revised Traffic Code, are located within the ordinance book and on the Intranet.

SUMMARY: Listing of preset fines and penalties.

APPLIES TO: All police personnel

DEFINITIONS:
MALL – Main Street from Third Street to Sixth Street and Fifth Street from Boston Avenue to Denver Avenue.

PLAZA – Civic Center from Houston Avenue to Denver Avenue and Fourth Street to Sixth Street.

PROCEDURES:
1. Schedule adult book-to-court citations at 0830 hours, Monday through Friday, not less than 10 nor more than 20 working days (excluding City of Tulsa holidays) from the date the citation was issued.
2. Set the court division according to the last digit of the citation number;
   a. 1-3, Division I.
   b. 4-6, Division II.
   c. 7-0, Division III.
3. Schedule court for preset-fine citations 10 working days from the date the citation was issued. Use CH for court division designator and 0800-0930 hours for court time.
4. Schedule parking citations the same as other preset-fines, except the schedule for court time is 0800-1700 hours. Officers writing parking citations may utilize TPD 4653, yellow
parking citations. These citations have the fines and increased late fee listed, along with a payment envelope. Vehicle Identification Numbers (VIN) are necessary for holds to be placed on vehicles for non-payment of parking fines.

5. Schedule juvenile curfew citations for Wednesday at 1600 hours, at least 10 working days from the date the citation was issued. Schedule juvenile book-to-court traffic citations for Wednesday at 1700 hours, 10 to 20 working days from the date the citation was issued. Use JDMC as the court division designator for juvenile citations.

6. An *Incident Report* shall be completed for all non-traffic citations.

7. For all Municipal weapons offenses, including cited persons, confiscate the weapon and turn it into the Property Room as evidence.

**TITLE 2 - ANIMALS**

(CRT except as noted below)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>101A1</td>
<td>Unlicensed Or Unvaccinated Cat Or Dog</td>
<td>$75</td>
</tr>
<tr>
<td>101A2</td>
<td>Dog Or Cat At Large</td>
<td>$75</td>
</tr>
<tr>
<td>101A3</td>
<td>Abandoned Dog, Cat, Or Domestic Animal</td>
<td>$75</td>
</tr>
<tr>
<td>101A7</td>
<td>Failure To Have Current Dog Or Cat License Affixed</td>
<td>$75</td>
</tr>
<tr>
<td>101A9</td>
<td>Keeping An Unconfined Dog Or Cat Which Is “In Heat”</td>
<td>$75</td>
</tr>
<tr>
<td>101A11</td>
<td>Releasing An Animal From Confinement At An Exhibition Or Sporting Event</td>
<td>$75</td>
</tr>
<tr>
<td>101A12</td>
<td>Allowing An Animal To Defecate On The Property Of Another</td>
<td>$75</td>
</tr>
<tr>
<td>101A17</td>
<td>Unlawfully Harboring An Unspayed Or Unneutered Dog Or Cat</td>
<td>$75</td>
</tr>
</tbody>
</table>

**TITLE 26 - PARKS**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>103A-E</td>
<td>Prohibited Acts</td>
<td>CRT</td>
</tr>
<tr>
<td>103F</td>
<td>Ice Skating Or Snowmobiling On Park Property</td>
<td>$55</td>
</tr>
<tr>
<td>103G</td>
<td>Pollute Park Water Fountains/Streams/Ponds</td>
<td>CRT</td>
</tr>
<tr>
<td>103H</td>
<td>Violation Of Posted Park Swimming Rules</td>
<td>$55</td>
</tr>
<tr>
<td>103I</td>
<td>Unauthorized Use Of Fire/Flammable Materials</td>
<td>CRT</td>
</tr>
<tr>
<td>103J</td>
<td>Unauthorized Use Of A Horse In A Park</td>
<td>$55</td>
</tr>
<tr>
<td>103K-N</td>
<td>Prohibited Acts</td>
<td>CRT</td>
</tr>
<tr>
<td>103O</td>
<td>Vehicle Speed (Over 25MPH)/Vehicle Off Road</td>
<td>$85</td>
</tr>
<tr>
<td>103P</td>
<td>Disregarding Park Rules Or Regulations</td>
<td>CRT</td>
</tr>
<tr>
<td>103Q</td>
<td>Possessing An Unauthorized Weapon In A Park</td>
<td>CRT</td>
</tr>
<tr>
<td>103R</td>
<td>Unauthorized Swimming Or Wading In Park</td>
<td>$55</td>
</tr>
<tr>
<td>103S</td>
<td>Disturbing Trees In A Park Area Or Facility</td>
<td>CRT</td>
</tr>
<tr>
<td>103T</td>
<td>Disobeying Or Interfering W/Park Employee</td>
<td>CRT</td>
</tr>
<tr>
<td>103U</td>
<td>Attaching Or Posting A Sign Or Advertising</td>
<td>$55</td>
</tr>
<tr>
<td>103V</td>
<td>Consume Alcoholic Beverage On Road/Parking Lot</td>
<td>CRT</td>
</tr>
<tr>
<td>103W</td>
<td>Practicing Golf In An Undesignated Area</td>
<td>$55</td>
</tr>
<tr>
<td>103X</td>
<td>Swimming/Wading/Standing In Arkansas River</td>
<td>$55</td>
</tr>
</tbody>
</table>
### Municipal Fine and Court Schedule

**Date Approved**: 5/26/2009  
**Effective Date**: 5/27/2009

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>103Y</td>
<td>Camping Or Sleeping In An Undesignated Area</td>
<td>CRT</td>
</tr>
<tr>
<td>103Z</td>
<td>Flying A Kite In Mohawk Park-Prohibited</td>
<td>$55</td>
</tr>
<tr>
<td>103AA</td>
<td>Possession Of Glass Container In Park</td>
<td>$55</td>
</tr>
<tr>
<td>104</td>
<td>Violate Park Curfew 11PM-5AM-Unless Posted</td>
<td>$55</td>
</tr>
<tr>
<td>105</td>
<td>Failure To Leash Or Control An Animal In A Park</td>
<td>$60</td>
</tr>
<tr>
<td>106</td>
<td>Acts Requiring Permits</td>
<td>CRT</td>
</tr>
<tr>
<td>108</td>
<td>Handling Or Disturbing Museum Art, Artifacts, Etc.</td>
<td>CRT</td>
</tr>
<tr>
<td>109A-F</td>
<td>Prohibited Acts</td>
<td>CRT</td>
</tr>
<tr>
<td>110A1</td>
<td>Unauthorized Animal On Zoo Grounds</td>
<td>CRT</td>
</tr>
<tr>
<td>110A2</td>
<td>Annoying, Molesting, Injuring, Etc., Zoo Animals</td>
<td>CRT</td>
</tr>
</tbody>
</table>

#### Chapter 2  Mall and Plaza

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>201A-E</td>
<td>Prohibited Acts</td>
<td>CRT</td>
</tr>
<tr>
<td>201F</td>
<td>Bicycle, Skateboard, Roller Skates</td>
<td>$55</td>
</tr>
<tr>
<td>201G</td>
<td>Posting A Sign Or Bill</td>
<td>$55</td>
</tr>
<tr>
<td>202A-E</td>
<td>Prohibited Acts</td>
<td>CRT</td>
</tr>
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</table>

#### Chapter 3  Detention Facilities And Recreational Areas

**Supervised by Public Works**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>303A-E</td>
<td>Prohibited Acts</td>
<td>CRT</td>
</tr>
<tr>
<td>303F</td>
<td>Ice Skating Or Snowmobiling On Facility Property</td>
<td>$55</td>
</tr>
<tr>
<td>303G</td>
<td>Pollute Facility Water Fountains/Streams/Ponds</td>
<td>CRT</td>
</tr>
<tr>
<td>303H</td>
<td>Violation Of Posted Facility Swimming Rules</td>
<td>$55</td>
</tr>
<tr>
<td>303I</td>
<td>Unauthorized Use Of Fire/Flammable Materials</td>
<td>CRT</td>
</tr>
<tr>
<td>303J</td>
<td>Unauthorized Use Of A Horse In A Facility</td>
<td>$55</td>
</tr>
<tr>
<td>303K-N</td>
<td>Prohibited Acts</td>
<td>CRT</td>
</tr>
<tr>
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<td>Vehicle Speed (Over 25 MPH)Vehicle Off Road</td>
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<tr>
<td>303P</td>
<td>Disregarding Facility Rules Or Regulations</td>
<td>CRT</td>
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<td>303Q</td>
<td>Possessing An Unauthorized Weapon In A Facility</td>
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<td>303R</td>
<td>Unauthorized Swimming Or Wading In A Facility</td>
<td>$55</td>
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<tr>
<td>303S</td>
<td>Disturbing Trees In A Facility Area</td>
<td>CRT</td>
</tr>
<tr>
<td>303T</td>
<td>Disobeying Or Interfering W/Facility Employee</td>
<td>CRT</td>
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<tr>
<td>303U</td>
<td>Attaching Or Posting A Sign Or Advertising</td>
<td>$55</td>
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<tr>
<td>303V</td>
<td>Consume Alcoholic Beverage On Road/Parking Lot</td>
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</tr>
<tr>
<td>303W</td>
<td>Practicing Golf In An Undesignated Area</td>
<td>$55</td>
</tr>
<tr>
<td>303X</td>
<td>Camping Or Sleeping In An Undesignated Area</td>
<td>CRT</td>
</tr>
<tr>
<td>304</td>
<td>Violate Facility Curfew-11PM-5AM Unless Posted</td>
<td>$55</td>
</tr>
<tr>
<td>305</td>
<td>Animal At Large In Facility</td>
<td>$60</td>
</tr>
<tr>
<td>306</td>
<td>Acts Requiring Permits</td>
<td>CRT</td>
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</tbody>
</table>

### TITLE 27 - CRIMINAL CODE

#### Chapter 3  Offenses Against Public Justice (ARR except as noted below)

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>302</td>
<td>Failure To Assist Officers Making Arrest</td>
<td>CRT</td>
</tr>
<tr>
<td>303A</td>
<td>Abuse Of A Tulsa Police Department Dog</td>
<td>ARR/CRT</td>
</tr>
<tr>
<td>303B</td>
<td>Abuse Of A Tulsa Police Department Horse</td>
<td>ARR/CRT</td>
</tr>
<tr>
<td>308</td>
<td>Unauthorized Communication With A Jail Prisoner</td>
<td>CRT</td>
</tr>
</tbody>
</table>

#### Chapter 4  Offenses Against The Person (ARR except as noted below)

<table>
<thead>
<tr>
<th>Code</th>
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<th>Penalty</th>
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</thead>
<tbody>
<tr>
<td>402A</td>
<td>Assault-Attempted Battery/Physical Offer Of Injury</td>
<td>ARR/CRT</td>
</tr>
<tr>
<td>Procedure File No.</td>
<td>Page</td>
<td>Date Approved</td>
</tr>
<tr>
<td>-------------------</td>
<td>------</td>
<td>---------------</td>
</tr>
</tbody>
</table>

### Municipal Fine and Court Schedule

- **402B** Assault And Battery-Unlawful Use Of Force To Injure
- **408** Assault With Bodily Waste, Fluids, Or Excretions

#### Chapter 5
**Outraging Public Decency**

- **CRT**

#### Chapter 6
**Prostitution**

- **ARR/CRT**

#### Chapter 7
**Public Intoxication (ARR except as noted below)**

- **700A** Consumption Of Intoxicants In Public

- **CRT**

### Title 27 - Criminal Code

#### Chapter 8
**Gambling and Bookmaking**

- **CRT**

#### Chapter 9
**Intoxicating Liquors**

- **CRT**

#### Chapter 11
**Railroads**

- **$75**

#### Chapter 12
**Streets and Sidewalks**

- **$75**

#### Chapter 13
**Street Advertising**

- **$50**

#### Chapter 14
**Disturbing The Peace ($50 preset fine except as noted below)**

- **1404A1** Obscene, Lewd, Lascivious, Or Indecent Phone Calls
- **1404A2** Annoying, Threatening, Or Harassing Phone Calls
- **1404A3** Knowingly Permit Obscene/Harassing Phone Calls
- **1404A4** Conspire To Make Repeated/Harassing Phone Calls

- **ARR/CRT**

#### Chapter 15
**Weapons**

- **ARR/CRT**

#### Chapter 16
**Hotels, Motels, Rooming Houses**

- **CRT**

#### Chapter 17
**Picketing**

- **CRT**

#### Chapter 18
**Public Property (CRT except as noted below)**

- **1800A-D** Public Property Restrictions
- **1804** Violate Convention Center Curfew (0200-0500 hours)

- **ARR/CRT**

- **$75**

#### Chapter 19
**False Pretenses and Frauds**

- **CRT**

#### Chapter 20
**Larceny (ARR except as noted below)**

- **2002** Larceny Of Electric Current/Natural Gas/Water
- **2003** Petit Larceny Merchandise From Retailer/Wholesaler
- **2004** Larceny Of Cable Television Signal

- **ARR/CRT**

#### Chapter 21
**Private Property (ARR/CRT except as noted below)**

- **2105A** Injuring/Tamper With Vehicle Or Its Accessories
- **2105B** Climb Upon/Manipulating Vehicle Mechanisms

- **ARR/CRT**

#### Chapter 22
**Public Protection (ARR/CRT except as noted below)**
<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2204</td>
<td>Unauthorized Entering Or Using Of A Fire Escape</td>
<td>CRT</td>
</tr>
<tr>
<td>2205</td>
<td>Practicing Fortune Telling Or Phrenology</td>
<td>CRT</td>
</tr>
<tr>
<td>2206</td>
<td>Abandoning Refrigerator Accessible To Children</td>
<td>CRT</td>
</tr>
<tr>
<td>2208A1-4</td>
<td>Smoking In Certain Public Areas Prohibited</td>
<td>CRT</td>
</tr>
<tr>
<td>2209</td>
<td>Operate Entertainment Club After Hours</td>
<td>CRT</td>
</tr>
<tr>
<td>2211</td>
<td>Furnishing Or Sale Of Tobacco Products To Minors</td>
<td>CRT</td>
</tr>
<tr>
<td>2212</td>
<td>Minor In Possession Of Tobacco Products</td>
<td>JBDC</td>
</tr>
<tr>
<td>2213</td>
<td>Distribute Tobacco Samples To Minors</td>
<td>CRT</td>
</tr>
<tr>
<td>2214</td>
<td>Sale Of Tobacco Not In Original Packaging</td>
<td>CRT</td>
</tr>
</tbody>
</table>

**TITLE 27 - CRIMINAL CODE**

**Chapter 25 Dangerous Substances**

**Chapter 26 False Alarms**

**Chapter 28 Juvenile Curfew (CRT except as noted below)**

2803A Juvenile Curfew Violation (Under Age 18) JDMC

**MISCELLANEOUS**

**Title 14 Fire Prevention Code (CRT except as noted below)**

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Cost</th>
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</thead>
<tbody>
<tr>
<td>F307.2.2</td>
<td>Open Burning-Unlawful</td>
<td>$220/CRT</td>
</tr>
<tr>
<td>F308.3.1</td>
<td>Open Flame Cooking Devices</td>
<td>$220/CRT</td>
</tr>
<tr>
<td>F310.2</td>
<td>Smoking Where Prohibited-Certain Areas</td>
<td>$220/CRT</td>
</tr>
<tr>
<td>F310.7</td>
<td>Discarding Burning Objects</td>
<td>$220/CRT</td>
</tr>
<tr>
<td>F503.4</td>
<td>Fire Lane-Obstruction (Parking Of Vehicles)</td>
<td>$60</td>
</tr>
<tr>
<td>F508.5.4</td>
<td>Fire Hydrant/Fire Connections-Obstruction (Parking Of Vehicles)</td>
<td>$60</td>
</tr>
<tr>
<td>F3301.1.3</td>
<td>Unlawful Possession, Manufacture, Storage, Sales, Handling, Or Use Of Fireworks</td>
<td>$220/CRT</td>
</tr>
</tbody>
</table>

**Title 17 Health Code**

**Title 21 License Code**

**Title 36 Taxi and Bus Code**

134F Fail To Pay Taxi Fare CRT

**REGULATIONS:** None

**REFERENCES:**

11 O.S. 28-114
11 O.S. 1115.1
Tulsa Municipal Court Administrative Order No. 03-02, 03-03, 04-01, 04-02
Tulsa City Prosecutor’s Citation Guide
Revised Ordinances of the City of Tulsa
31-114A, Violation of Traffic Offenses
31-114B, Violation of Criminal Ordinances
31-114C, Juvenile Violators
### Municipal Fine and Court Schedule

<table>
<thead>
<tr>
<th>Subject</th>
<th>Date Approved</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>31-114E, Citation Accountability</td>
<td>5/26/2009</td>
<td>5/27/2009</td>
</tr>
<tr>
<td>31-114F, Petit Larceny from Retailer/Wholesaler</td>
<td></td>
<td></td>
</tr>
<tr>
<td>31-114G, Early Settlement Program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CALEA 1.2.5, 1.2.6, 61.1.4, 61.1.5, 82.2.2</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
PURPOSE OF CHANGE:

To document compliance with CALEA standards regarding citation books.

POLICY:

The Tulsa Police Department will issue and maintain accountability of each citation assigned to police personnel. In addition to being addressed in this policy, traffic citations and accountability are addressed in 37 Tulsa Revised Ordinances (TRO) 316 and 317. Prior to issuing a citation book, division commanders, or their designees, will ensure the completion of a Citation Accountability Record. These records will be maintained at the division for a period of one year from the date of issue.

SUMMARY: Procedures for maintaining accountability of citations.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES:

A. CITATION ACCOUNTABILITY RECORDS

1. Every officer will be held accountable for each citation in their citation book.

2. Citation books will be maintained in a secure location at each division that is accessible to only division commanders, and/or their designees.

3. Upon issuing a new book of citations to an officer, division commanders, or their designees, will ensure the Citation Accountability Record, located in the front of the citation book, is completed.

4. The completed Citation Accountability Record will be stored in a secure location at the division and maintained for a period of not less than one year.

5. Hard copies of issued citations will be maintained in a secure location at each division and Records Section. This location must be accessible to only the division commander, and/or designees, prior to data entry and transfer to the Municipal Court Clerk.

B. CITATIONS VOIDED BEFORE ISSUANCE

1. If a citation is voided before it is issued (e.g., citizen found the insurance verification form or driver’s license), the officer will write VOID across the front of the citation.
The officer will then complete the DIVISION, SIGNATURE, and I.D. NO. entries on the front of the citation.

2. On the back of the citation, in the OFFICER’S NOTES section, the officer will include the following:
   a. A brief reason for voiding the citation.
   b. The officer’s printed name.
   c. The officer’s printed badge number and division number.
   d. A supervisor’s signature and the date signed. (If a supervisor issued the citation, another supervisor’s signature is required.)

3. In those situations where an officer is unable to completely fill out the citation because they were interrupted due to a high priority call or arrest, they will follow the process described in Procedures B.1 and B.2 above.

4. Officers will staple the pink copy to the hard copy and turn in the voided citation.

C. CITATIONS VOIDED AFTER ISSUANCE

1. If a citation has already been issued to the violator, only the Chief of Police, or designee, may dispose of the citation.

2. The citation may only be disposed of when it is obvious that the citation was erroneously issued or patently faulty on its face.

3. In such cases, the Chief of Police, or designee, will write a memorandum to the Manager of the Criminal Division of the Legal Department.

4. The memorandum will set forth the facts and reasons for recommending the dismissal of the issued citation.

REGULATIONS:

1. Officers will turn in all hard copies of citations no later than the beginning of their next shift during their current workweek.

2. To ensure proper processing, citations will be filled out in a complete and legible manner.

REFERENCES:

37 T.R.O. 316, 317
CALEA 82.3.4
PURPOSE OF CHANGE:
To designate CIC as an alternate destination for juveniles cited for Petit Larceny From Retailer/Wholesaler and to provide officer discretion on finger printing petit larceny suspects.

POLICY:
When officers are confronted with a Petit Larceny of Merchandise From Retailer Or Wholesaler violation, they have the option of issuing a citation in lieu of an arrest unless it is an adult violator’s second or subsequent offense. Juvenile violators may be written citations on subsequent offenses.

SUMMARY: Procedures for issuing Petit Larceny citations.

APPLIES TO: All sworn personnel

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

PROCEDURES:
1. Conduct a brief background investigation to determine if the violator should be issued a citation and released (as outlined in 31-114B, Violations of Criminal Ordinances).

2. Complete the citation, listing the arresting employee and any other witnesses in the WITNESS SECTION of the citation. Include addresses and telephone numbers.

3. Have the complainant sign and swear to the citation below the space marked INFORMATION CONTINUATION on the backside of the citation.

4. The issuing officer will then complete the date section and sign on the space marked ISSUING LAW ENFORCEMENT OFFICER. Book the citation to court.

5. Complete an Incident Report. Include the citation number, violator's name, DOB, and address in the narrative section. Attach the hard copy of the citation to the Incident Report.

6. Complete a Property Supplemental and indicate that the merchandise was retained by the store.
7. A suspect’s finger print is not required for Petit Larceny. If an officer questions a suspect’s true identity, a finger print may be taken. Place the violator's right index finger print on a Narrative Supplemental Report. If the right index finger cannot be printed, use the left index finger.

8. If any finger other than the right index is printed, indicate next to the print which finger was printed. Do not place scotch tape over the print to preserve it. This makes it difficult for the Laboratory Latent Print Examiner to identify the print.

9. Juvenile violators will be handled the same as adults with the following exceptions:

   a. If the juvenile violation occurs within the Tulsa City limits and within Tulsa County, book the citation to the Juvenile Bureau of District Court (JBDC). Complete the Tulsa County Promise To Appear form and set a court date, as described in 31-114C, Juvenile Violators. If the juvenile is transported to CIC, CIC personnel will complete the Tulsa County Promise To Appear form.

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

   c. If the juvenile violation occurs within the Tulsa City limits, but within Osage County, the citation will be assigned to Osage County’s District Court. Complete the Osage County Promise To Appear form and set a court date, as described in 31-114C, Juvenile Violators. Use Osage DA as the court designator.

   d. If the juvenile violation occurs within the Tulsa City limits, but within Wagoner County, the citation will be assigned to Wagoner County’s District Court. In the space provided for a court date, write WHEN NOTIFIED. Use Wagoner DA as the court designator.

10. Attach the hard copy of the citation to the Incident Report. When completing reports digitally, a records clerk will attach citations to TRACIS reports when they arrive at the Records Section.

**REGULATIONS:** None

**REFERENCES:**

27 T.R.O. 2003
31-114B, Violation of Criminal Ordinances
31-114C, Juvenile Violators
31-114D, Fines and Court Schedule
CALEA 1.2.6
PURPOSE OF CHANGE:

To reformat and address issues identified in the annual policy and procedure audit.

POLICY:

When appropriate, officers may refer citizens to the Early Settlement Program. This can be accomplished by either referring the parties to the Early Settlement office or by issuing the involved parties a mediation citation. A mediation session cannot be scheduled on the telephone. If a citation is issued, the officer should impress upon the citizens the importance of appearing before the mediator. The citation is not a mandatory order to appear, but serves as a convenience in record keeping and reminds citizens of their obligation to resolve the dispute.

Disputes mediated by Early Settlement include consumer/merchant, real estate, landlord/tenant, civil, larceny related disputes, neighborhood, family and divorce issues. The most important factor in deciding whether citizens can be helped through Early Settlement is that the involved parties should have an ongoing relationship (e.g., neighbors, family, landlord/tenant, etc.). Some situations which are ordinarily referred to the City Prosecutor for filing of a complaint may be referred to Early Settlement for mediation.

Domestic disturbances and cases involving physical injury will not be referred to Early Settlement for mediation.

SUMMARY: Procedures for referring citizen disputes to the Early Settlement Program.

APPLIES TO: All police personnel

DEFINITIONS:

EARLY SETTLEMENT – a municipal court sponsored mediation program wherein citizens who have disputes are helped to negotiate a mutually acceptable solution with the help of a neutral third party mediator. A mutually acceptable solution is decided by the involved parties, not the mediator. The mediation sessions are confidential and information is not released.

MEDIATION – the process of neutral intervention in an effort to help the involved parties negotiate a settlement.

MEDIATOR – a neutral third party trained to intervene in dispute settlement. The mediator is a volunteer, professionally trained in mediation, and certified through the Supreme Court of Oklahoma. The mediator is not necessarily a professional in law or counseling.

SESSION – a formal meeting between the involved parties in the presence of a mediator for the purpose of discussing the problems in an attempt to reach a mutually acceptable, long-lasting solution.
PROCEDURES:

1. If a complaint or inquiry is received by telephone, complaint takers will determine if the dispute can be handled by Early Settlement. If the dispute fits the criteria, refer the complainant to Early Settlement by either transferring the call or furnishing the phone number [REDACTED]. The staff at Early Settlement will explain the mediation service to the caller. If an additional referral is needed, Early Settlement staff will make the appropriate referral.

2. When officers are assigned to a dispute, they will determine if the dispute qualifies for the Early Settlement Program. Explain the process of mediation to the involved parties and/or provide descriptive brochures of the program.

3. Advise the involved parties that:
   
   a. They do not need an attorney, but may bring an assisting professional (i.e., an attorney, realtor, etc.).
   
   b. There is a five dollar ($5.00) fee for each party for the mediation session.
   
   c. The parties do not forfeit legal alternatives available to them if a satisfactory resolution cannot be reached.
   
   d. The mediator is not a judge and will not “hand down” a decision. The mediator is there to assist the parties in communicating with each other and to help them reach a lasting, mutually acceptable solution.
   
   e. Mediation is not conducted in an adversarial setting and is not an evidentiary hearing. Witnesses are not allowed during the hearing.

4. If mediation citations are to be issued, conduct a brief background on the involved parties.

5. Write MED in the space provided for the fine on the citation. Do not schedule a date or time for the mediation to occur.

6. Obtain as many telephone numbers as possible for each person.

7. In the court appearance section of the citation, write MEDIATION-AFTER 5 BUSINESS EXPLAIN TO THE INVOLVED PARTIES THAT EARLY SETTLEMENT WILL MAIL THEM A TIME AND A DATE TO APPEAR FOR MEDIATION. THEY ONLY NEED TO CALL IF THEY HAVE NOT HEARD ANYTHING FROM EARLY SETTLEMENT IN 5 BUSINESS DAYS.

8. In the violation section of the citation, enter the appropriate city charge, if any (e.g., Quarreling, Trespassing, Public Intoxication, Disturbance, etc.).

9. On each citation, enter in the witness section the name, the telephone number, and the citation number of the other involved party. This will ensure that the citations will be cross-referenced.
10. An officer may make notes on the hard copy of the citation indicating information such as the dispute was alcohol related, drug related, etc.

11. It is not necessary for the parties to sign the citation, however it is desirable. By having the parties sign the citations, it helps to legitimize the process.

12. Staple the hard copies of the citations together and turn them in by the end of the shift.

**REGULATIONS:**

1. Disputes involving felony crimes shall not be referred to the Early Settlement Program.

2. Disputes shall not be referred to the Early Settlement Program if a threat of continued violence is perceived.

3. Domestic disturbances and cases involving physical injury shall not be referred to the Early Settlement Program.

**REFERENCES:** None
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**PURPOSE OF CHANGE:**

To document compliance with NIMS standards and clarify when to contact detectives on unattended deaths.

**POLICY:**

State law gives the State Medical Examiner (ME) jurisdiction in the investigation of any human death. The Tulsa Police Department will assist the ME in the investigation of the following types of deaths within the city of Tulsa as set forth in 63 O.S. 938:

1. Violent deaths, whether apparently homicidal, suicidal, or accidental, including but not limited to, deaths due to thermal, chemical, electrical, or radiational injury, and deaths due to criminal abortion, whether apparently self-induced or not.
2. Deaths under suspicious, unusual, or unnatural circumstances.
3. Deaths related to disease that might constitute a threat to public health.
4. Deaths unattended by a licensed medical or osteopathic physician for a fatal or potentially fatal illness.
5. Deaths of persons after unexplained coma.
6. Deaths that are medically unexpected and that occur in the course of a therapeutic procedure.
7. Deaths of any inmates occurring in any place of penal incarceration.
8. Deaths of persons whose bodies are to be cremated, buried at sea, transported out of the state, or otherwise made ultimately unavailable for pathological study.

Natural deaths that occur in nursing homes and hospitals, or hospice deaths, will not be investigated unless such deaths are reported to the Tulsa Police Department as being unusual or of suspicious circumstances. This does not include retirement homes, villages, or centers where residents are not under 24 hour medical care by a nurse and/or doctor.

The Detective Division will also assume responsibility for investigating deaths resulting from suicide and those cases where death is likely to result from an attempted suicide.

Patrol officers will respond to all calls for service involving human deaths and will complete the appropriate reports when investigating attended and unattended deaths.

**SUMMARY:** Procedures for investigating non-traffic deaths.
APPLIES TO: All police personnel

DEFINITIONS:
ATTENDED DEATH – a death is considered attended if the decedent has been under the care of a licensed medical or osteopathic physician for the natural process to which he/she succumbs during the 30 days prior to death and the decedent's physician signs the attending physician's death certificate.

HOSPICE DEATH – a natural death that occurs while the decedent is under the care of a hospice representative who is under the authority of the decedent's physician.

UNATTENDED DEATH – a death is considered unattended if the circumstances of the death are not consistent with a natural death, the decedent has not been under the care of a licensed medical or osteopathic physician during the last 30 days, or the decedent's physician refuses to sign the attending physician's death certificate.

PROCEDURES:
A. VIOLENT, UNUSUAL, OR SUSPICIOUS DEATHS
1. When an officer is assigned to investigate a non-traffic related death or when death is likely to occur that is violent, unusual, or suspicious in nature, they will record the exact time of the initial call or when the information was first received. If information is received in person, detain and identify the individual.

2. The first officer to arrive on scene will become the Incident Commander (IC). This officer will maintain command until it is transferred to a supervisor or another officer based on expertise, knowledge, or certification. The IC on the scene will note the time of arrival and first observations. Officers will proceed with the presumption that the victim is alive unless circumstances leave no doubt that death has occurred.

3. The following notifications will be made (record the times and the identities of persons who were notified):
   a. Ambulance, if needed.
   b. Supervisor.
   c. Shift commander.
   d. Homicide detective.
   e. Major Crimes Unit detective (MCU).

4. Secure the crime scene in accordance with 31-112E, Major Crime Scene Processing.

5. Isolate and separate the witnesses. Individual witness statements will be taken using the Witness Statement Form.

6. If the suspect is still present at the scene:
   a. Take the suspect into custody and remove them from the crime scene.
b. Ensure that an officer is available to observe the suspect's behavior and record any spontaneous statements.

7. Detectives will assume responsibility for the crime scene and the criminal investigation upon their arrival. Detectives will also be responsible for notifying the ME. Officers will update detectives and assist with the investigation, if requested, and continue to secure the scene until MCU detectives complete their investigation.

8. If an immediate family member is not present at the scene, make the death notification in accordance with 31-137, Tulsa Police and Fire Chaplaincy Corps. The identity of the individual who made the death notification, the family member who was notified, and the date and time of the notification should be documented.

9. Complete the appropriate reports. All reports, logs, and supplementals pertinent to the investigation will be made available to the ME upon request.

10. An investigation will be conducted in conjunction with the ME and the District Attorney's Office (DA) of any death occurring in the City of Tulsa that was reported to the police, the ME, or the DA as being unusual, of suspicious circumstances, or upon receiving a complaint from any one of the following:

   b. The ME.
   c. The DA.
   d. Funeral home employees.
   e. EMSA attendants.
   f. Relatives of the deceased.
   g. A legal guardian or attorney of the deceased.
   h. Any person who has an interest in the well-being of the deceased.

11. If an officer is refused admittance or asked to leave a residence where a death has been reported to the police and there is suspicion that a crime has been committed, officers will secure the residence as a possible crime scene and notify a supervisor and detectives immediately.

B. DEATHS NOT UNUSUAL, VIOLENT, OR SUSPICIOUS

1. When an officer is assigned to investigate a non-traffic related death that is not violent, unusual, or suspicious in nature, they will investigate into whether the death was attended or unattended.

2. Upon arrival at the scene, officers will proceed with the presumption that the victim is alive unless circumstances leave no doubt that death has occurred.

3. Notify an ambulance, if necessary.

4. Notify the ME as soon as possible.
a. Hold the scene until contact is made by the ME’s office.

b. If the ME determines that the death is attended, the attending physician or the designated health care representative may contact the funeral home selected by the family. The decedent’s body may then be removed in accordance with the family’s wishes without further involvement by the police.

c. If the ME determines the death to be unattended and believes the circumstances are suspicious, detectives will be contacted.


5. If an immediate family member is not present at the scene, make the death notification in accordance with 31-137, *Tulsa Police and Fire Chaplaincy Corps*.

6. Complete an *Attended/Unattended Death Report* containing the following information:

   a. The identity of the ME notified and whether the ME accepted jurisdiction of the investigation and/or custody of the body.

   b. Whether or not the decedent’s attending physician refused to sign the death certificate.

   c. To whom the decedent’s body was released.

7. If a police officer is refused admittance or asked to leave a residence where a death has been reported to the police and there is no suspicion of a crime, officers will leave the residence and notify the ME and the DA immediately.

**REGULATIONS:**

1. A field supervisor shall assume the role of the IC upon arrival, and shall be responsible for the overall coordination of field officers at the crime scene.

2. Officers shall not use the telephone or other facilities within the crime scene, unless authorized by the MCU detective responsible for the scene.

3. When the death of an inmate occurs in any place of penal incarceration operated in part or wholly by the City of Tulsa, an investigation shall be conducted immediately. If there is a death of an inmate at the David L. Moss Criminal Justice Center, Tulsa County Sheriff’s Office may request the assistance of TPD if their personnel are involved in any manner.

4. The ME shall be contacted in all instances where police are involved and there is a human death.

5. Officers shall cooperate with the ME in death investigations and shall make all evidence related to the investigation available.
6. The IC as well as a detective will evaluate the need to obtain a search waiver/warrant to gain access to the crime scene if necessary.

REFERENCES:

63 O.S. 938  
31-112E, Major Crime Scene Processing  
31-137, Tulsa Police and Fire Chaplaincy Corps  
CALEA 32.1.4, 42.1.4, 55.2.5, 83.2.6
PURPOSE OF CHANGE:
To incorporate procedures for transporting emotionally disturbed persons outside the City of Tulsa.

POLICY:
Protective custody is not a criminal arrest. It is a tool used to allow a peace officer to place a person who appears to be, or states to be, in need of emergency mental health treatment in custody so a licensed mental health professional can determine if detention is warranted. A peace officer may also place a person who appears to be in need of emergency mental health treatment in custody based on the statement of a third party if the officer did not personally witness the behavior(s) of the person. The person upon whose statement the officer relies must provide a written statement (or third party Individual’s statement) to accompany the officer and the person to the detention facility. Protective custody is intended only to prevent harm to the emotionally disturbed person or others or in the case where a person requires immediate treatment to prevent progressively more debilitating mental impairment. 43A O.S. 5-207 (B) states that “Any peace officer who reasonably believes that a person is a person requiring treatment as defined in 43A O.S. 1-103 shall take the person into protective custody. The officer shall make every reasonable effort to take the person into custody in the least conspicuous manner.”

Emotionally disturbed people will be treated courteously and humanely and police personnel will take every action necessary to ensure their safety. Investigations regarding emotionally disturbed persons will be thoroughly conducted. Nothing in this policy shall be construed as being in lieu of prosecution relating to public intoxication laws.

Persons who are placed into protective custody within Tulsa County are to be assessed at the Tulsa Center for Behavioral Services (TCBH), [redacted] regardless of their county of residence. TCBH is the designated mental health facility for Tulsa County and the Department.

APPLIES TO: All police personnel

SUMMARY: Procedures for processing non-criminal emotionally disturbed adults.

DEFINITIONS:

DESIGNATED MENTAL HEALTH FACILITY – a facility designated by the State of Oklahoma Department of Mental Health and Substance Abuse Services as appropriate for the emergency examinations and/or detention of persons requiring treatment.
COMMUNITY OUTREACH PSYCHIATRIC EMERGENCY SERVICES (COPES) – a civilian response team funded by the State designated to respond to subjects experiencing a mental health crisis.

MENTAL HEALTH RESPONSE OFFICER (MHRO) – Department-certified officers who have received advanced training in active listening skills, interpersonal communications, and who utilize the additional information to coordinate with mental health professionals.

PROGRAM ASSERTIVE COMMUNITY TREATMENT (PACT) – a state funded team designated to provide long-term, outpatient care to selected patients. Officers will only utilize PACT upon the request of the subject who is a client.

PERSON REQUIRING TREATMENT (43A O.S. 1-103) –

- a person who because of a demonstrable mental illness represents a risk of harm to self or others, who has engaged in one or more recent overt attempts, gestures, or threats to harm self or someone else, and as a result of the mental illness it can be reasonably assumed that without treatment the expectation is that the person will cause serious bodily harm to him/herself or others, or

- a person who is drug- or alcohol-dependent of sufficient severity to cause major disruption in at least two areas of daily living.

PROTECTIVE CUSTODY (43A O.S. 5-206) – the taking into protective custody of a person pursuant to the provisions of 43A O.S. 5-208 until such time as an emergency examination is completed and a determination is made as to whether or not emergency detention is warranted.

RISK OF HARM TO SELF OR OTHERS (43A O.S. 1-103) –

- a substantial risk of physical harm to self as manifested by evidence of serious threats of, gestures, or attempts at suicide or other self-inflicted or bodily harm,

- a substantial risk of physical harm to another person or persons as manifested by evidence of violent behavior directed toward another person or persons,

- having placed another person or persons in a reasonable fear of violent behavior, threats, or gestures of harm directed towards such person or persons or serious physical harm to them as manifested by serious threats,

- a reasonable certainty that without immediate treatment severe impairment or injury will result to the person alleged to be a person requiring treatment as manifested by the inability of the person to avoid or protect self from such impairment or injury, or

- a substantial risk of serious physical impairment or injury to self as manifested by evidence that the person is unable to provide for and is not providing for the basic physical needs of the person due to a mental illness, and that appropriate provision for those needs cannot be made immediately available in the community.

ROUTE BOOK – includes maps to transport facilities, phone numbers, radio information and contact information for local agencies along the transport route. Will be available at each Uniform Division.
SECURE FACILITY – a hospital/facility that has a psychiatric inpatient care unit. Emergency rooms are not secure facilities. Hospitals that do not have psychiatric units are not secure facilities.

PROCEDURES:

1. Officers will determine if an emotionally disturbed subject should be taken into protective custody using the criteria for persons requiring treatment and the risk of harm to self or others.

2. If protective custody is warranted, officers will take the subject into custody in the least conspicuous manner possible and transport to TCBH for an emergency examination.

3. If the subject requires emergency medical treatment, contact EMSA for transport to the nearest medical facility. The subject may also require medical clearance from a medical facility if the designated mental health facility’s on-duty physician deems it necessary. If the subject is admitted to the medical facility, the officer’s statement and/or individual’s statement along with the TRACIS report number will be left at the medical facility so the Emergency Order of Detention (EOD) process can be completed upon the subject’s release from the facility.

4. Officers may request an MHRO any time they need help or under the following circumstances:
   a. If officers are unable to establish rapport with the person in crisis.
   b. If officers are unclear on the proper disposition of the person in crisis.
   c. When officers have a disagreement/conflict with a mental health professional or facility.

5. Officers may also utilize COPES for mental health consultation services in the field. Officers should inform PSC that a team is needed at their location. In the event of a voluntary admission with no safety or security concerns, the team may transport the subject.

6. If officers take a subject into protective custody based upon their personal observations, officers must complete a Peace Officer’s Statement for Emergency Detention which may be obtained at the designated facility. If the subject is taken into protective custody based on another person’s observations, ensure that the witness completes a third party statement which is also available at the designated facility.

7. Complete an Incident Report utilizing the heading “Protective Custody/Emergency Order of Detention (PC/EOD).”

8. A person who has been assessed and admitted into a psychiatric unit or medical unit of a secure facility will not be transported by TPD to TCBH.

9. A person, who has been released from a medical unit of a non-secure facility and requires
psychiatric assessment, will be transported by TPD to TCBH. If a person is assessed at a secure facility but not admitted, TPD will transport to TCBH.

10. If TCBH has reached their maximum bed capacity, TCBH personnel will locate the nearest available facility and reserve a space. If the nearest facility is located outside The City of Tulsa, officers will utilize the following procedures:

a. Officers should check with TCBH to ensure that a bed was reserved for the subject. TCBH personnel will provide officers with directions to the facility.

b. Transports will be made with (2) officers. The PTV or a unit with a cage may be used for transport.

c. A captain or his designee may request TPR/TTPR to transport EOD persons when the shift is at or below minimum manning levels.

d. TPR/TTPR officers may transport with a TPD officer or another TPR/TTPR officer.

e. Once a determination is made to utilize TPR/TTPR for EOD transport, dispatch will first determine if any TPR/TTPR are on duty. If a TPR/TTPR is reassigned to EOD transport, they should have enough time remaining on their shift to transport and return prior to the end of shift.

f. If no TPR/TTPR officers are on duty or insufficient time exists for an EOD transport by on duty TPR/TTPR, dispatch will notify the TPR/TTPR EOD liaison officer and provide information on where to pick up the person being transported and phone numbers and designator of the supervisor requesting the transport.

g. The EOD liaison officer will contact the appropriate TPR/TTPR from the volunteer list and notify dispatch of an estimated time of arrival, their names, and designators.

h. Officers will contact a supervisor to obtain:

   a. P-card for fuel expenses only. Must be used at a pay at the pump store. The P-card limit is $100.
   b. Route book.
   c. Pike Pass.
   d. Supervisor contact number.

i. The P-Card, Pike Pass, the Mental Health Transport Form, and the Mental Health Transport Log will be kept in a safe. The safe will be kept at the desk in view of the camera. All supervisors will be provided the safe combination.

j. The supervisor will check out the P-card and Pike Pass to the transporting officers utilizing the Mental Health Transport Log for documentation. The Log will be returned to the safe.
k. Officers will complete a *Mental Health Transport Form*. Upon returning from the trip officers will turn in the *Mental Health Transport Form*, fuel receipts, the P-card, and pike pass to a supervisor.

l. The supervisor will verify the *Mental Health Transport Form* and ensure the receipts are in order. The supervisor will document the log out time on the *Mental Health Transport Log* and place the *Mental Health Transport Log*, the P-card and the pike pass back in the safe.

m. The supervisor will place all fuel receipts and the *Mental health Transport Form* in an interoffice envelope for the administrative sergeant. The administrative sergeant will use the fuel receipts to complete the P-card process. If the officer does not have fuel receipt(s) they will complete an interoffice to the division commander detailing the absence of the receipt(s). The administrative sergeant will complete the *Department of Mental Health and Substance Abuse Services Invoice* for each trip.

n. At the end of each month, the administrative sergeant will retrieve the *Mental Health Transport Log* from the safe and cross reference it with the Department of Mental Health and Substance Abuse Services Invoices to ensure they coincide. The administrative sergeant will submit all the invoices for the month to the Chief’s administrative assistant. Administrative sergeants will keep copies of the invoices and the *Mental Health Transport Log* on file for audit purposes.

o. The Chief’s administrative assistant will document each individual *Department of Mental Health and Substance Abuse Services Invoice* from each division on the *Mental Health Transport Log* and complete the *Mental Health Related Transportation Record*. He will obtain the Chief’s signature on the *Mental Health Related Transportation Record* and submit it to the Oklahoma Department of Mental Health and Substance Abuse Services.

p. During transport, if officers lose communication with TPD Dispatch, they are to switch to the Regional Channel which will allow them radio contact with local agencies.

q. If the transport breaks down or is involved in a collision, officers should contact the nearest local agency and the shift commander/staff duty officer.

r. Officers will notify dispatch of beginning and ending mileage as well as any stops along the route.

**REGULATIONS:**

1. Officers shall complete a *Peace Officer’s Statement* if a subject has been taken into protective custody based upon an officer’s observations. An *Incident Report* must be completed whether officers complete a *Peace Officer’s Statement* or not.

2. Requests for officers to transport subjects from secure facilities shall not be honored.

3. MHROs will be utilized as an additional resource and will not automatically be assigned to
calls involving emotionally disturbed subjects.

4. Officers will remain at the facility until cleared to leave by the triage specialist.

5. All employees are required to have an entry level training course regarding the interaction of persons suspected of suffering from mental illness. Employees are also required to complete a refresher-training course at least every three years. Documentation of this training shall be maintained by the Training Division.

6. Pursuant to state law, sworn personnel are required to attend two (2) hours of continuing law enforcement training annually relating to recognizing and managing a person appearing to require mental health treatment of services. Depending on the content, the same course may be used to satisfy the requirement in regulation 5 listed above.

REFERENCES:

43A O.S. 1-103, 5-206, 5-207, 5-208
2032, Specialty Vehicles
CALEA 1.1.3, 1.2.7, 41.2.7
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PURPOSE OF CHANGE:
To clarify what reports are necessary in misdemeanor situations.

POLICY:
If a person in custody for a misdemeanor violation exhibits behavior which leads an officer to believe the person is in need of treatment under the criteria established in 31-116A, Emotionally Disturbed/Non-Criminal, the officer shall take the person into protective custody. The misdemeanor charges will be held in abeyance until the person has received treatment.

If a person is in custody for a felony charge and exhibits behavior which leads an officer to believe the person is in need of treatment under the criteria established in 31-116A, Emotionally Disturbed/Non-Criminal, the officer will book the person on the charge and will fully disclose the emotional condition of the suspect to jail personnel. The determination of any mental illness will then be made through a court ordered examination under criminal insanity procedure statutes.

SUMMARY:
Procedures for processing alleged emotionally disturbed persons who have been arrested for criminal charges.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:
1. In felony situations, book the subject on the criminal charge and include a detailed description of the subject’s mental condition in the Incident Report as well as in the Arrest and Booking Data Sheet. If arrested on an outstanding felony warrant only, complete an Incident Report listing the subject as the victim and “mental illness” as the crime type.

2. In misdemeanor situations, take the subject into protective custody following the procedures set forth in 31-116A, Emotionally Disturbed/Non-Criminal. Ensure that an Incident Report is completed for the offense victim in addition to an Incident Report listing the subject as the victim and Emergency Order of Detention as the crime type.

3. If jail personnel refuse to accept a subject that an officer reasonably believes does not require treatment, contact a shift commander or the Staff Duty Officer. Jail personnel are required to complete the appropriate affidavit for emergency detention.

REFERENCES:
31-116A, Emotionally Disturbed/Non-Criminal
CALEA 1.1.3, 41.2.7
PROCEDURES

Subject: Emotionally Disturbed Juveniles
Supersedes No. Previous Date

Approved By: Mark McCrory, Acting Chief of Police Date Approved: 3/20/2007
Effective Date: 3/23/2007

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PURPOSE OF CHANGE:
To clarify procedures to be followed when a parent is not located or refuses to consent to treatment.

POLICY:
A child may be taken into protective custody by a police officer without a court order, and without consent of the child’s parent or legal guardian. They may be taken to a mental health facility whenever there is reasonable cause to believe that as a result of a demonstrable mental illness there exists an imminent danger that the child will intentionally or unintentionally cause serious physical injury to himself/herself or another person.

SUMMARY:
Procedures for taking an emotionally disturbed juvenile into protective custody.

APPLIES TO: All sworn personnel

DEFINITIONS:
CHILD – any person under the age of 18 years.

PROCEDURES:
1. If a child requires any medical attention, transport (or call EMSA for transport) the patient to the nearest emergency room and remain with the child throughout the process of medical clearance.

2. If a child meets the criteria to be taken into protective custody for mental health reasons and the child has committed an offense that causes them to be charged as an adult or youthful offender, book the child as outlined in 31-121C, Youthful Offenders.

3. If a child has committed an offense that would constitute a misdemeanor if committed by an adult or if the child has not committed any criminal offense, and the officer determines that the child needs to be placed in protective custody due to the need for immediate emergency mental health care, attempt to contact the child’s parents or legal guardian who can consent to emergency mental health care.

4. If a parent or other authorized person is not located or refuses to consent, transport the child to a mental health facility for in-patient evaluation and treatment. Contact the dispatcher to determine which facility is on call to perform the mental health assessment. Transport the child to the facility and remain with the child until admission to the facility is completed.

5. If the facility declines to admit the child because it is determined that the child does not
need Acute level of in-patient psychiatric care, obtain written documentation from the facility. If the child is charged with a misdemeanor or if no crime has been committed, return the child home or to an appropriate shelter as listed below:

a. If the child is under the age of 18 and a return to the child’s home would endanger the welfare of the child, place the child in the Laura Dester Center. Give the facility a copy of the release and turn the original in with the Incident Report.

b. If the child is age 12 or younger and there is no home available, place the child in the Laura Dester Center. Give the facility a copy of the release and turn the original in with the Incident Report.

c. If the child is over the age of 12 and does not have a home available, place the child in Youth Services of Tulsa. Give the facility a copy of the release and turn the original in with the Incident Report.

d. If the child is taken home, turn the original release in with the Incident Report. It is not necessary to give the parent or legal guardian a copy of the release. Parents or legal guardians do not get a copy of the written report from the facility. The report remains either with the child at the shelter, or becomes a part of the police officer’s report.

6. If the child is admitted to a mental health facility and either of the following circumstances exist, notify the Mental Health Liaison at the Juvenile Bureau of District Court (see 31-116C, Emotionally Disturbed Juveniles-Attachment for the telephone numbers):

a. If an emergency psychiatric admission has occurred without consent of the parent, legal guardian, or custodian.

b. If it appears the child is a ward of the Court as an adjudicated delinquent child or a child in need of supervision, and has been admitted with or without parental consent.

Note: Notify the Mental Health Liaison by telephone at the Juvenile Bureau of District Court the same day as the child’s admission to the facility if during normal business hours (0900 to 1700, Monday through Friday). After normal business hours, FAX them a copy of the Incident Report (see 31-116C, Emotionally Disturbed Juveniles-Attachment for the telephone numbers).

7. If it appears the child has also been abused, neglected, and/or abandoned or if the child is already in the custody of the Department of Human Services as a deprived child, complete an appropriate Incident Report. In addition, contact the local child abuse hotline or if after business hours contact the statewide child abuse hotline (see 31-116C, Emotionally Disturbed Juveniles-Attachment for the telephone numbers).

8. If it appears the child is currently in the custody of the Office of Juvenile Affairs, notify the on-call OJA worker (see 31-116C, Emotionally Disturbed Juveniles-Attachment for the telephone numbers).
9. Complete an *Incident Report* listing the offense as “Child In Need Of Treatment.” Note in the report which facility the child was taken to and turn the report in at the end of the shift.

10. If the child is not admitted but is booked on a misdemeanor charge, list the appropriate offense on the *Incident Report* instead of “Child In Need Of Treatment” (e.g., Malicious Mischief).

11. Whenever a child is taken into protective custody for emergency mental health care an *Assumption of Custody Notice* must be completed.
   a. If a parent, guardian, or custodian of the child is present, complete the notice and give it to them. If the child is taken from the home of the parent, guardian, or custodian and they are not present, post the notice in a conspicuous place.
   b. If the child was taken into custody but not from the child’s home and the location of the parent, guardian, or custodian is known and able to be reached in a reasonable amount of time, deliver the notice to them at that location.
   c. If the location of the parent, guardian, or custodian is not known, or they are at a location where it is not reasonable to deliver the notice, note this in the *Incident Report*.

**REGULATIONS:** None

**REFERENCES:**

31-116C Att, *Emotionally Disturbed Juveniles - Attachment*
31-121C, *Youthful Offenders*
CALEA 1.1.3, 41.2.7, 44.2.1, 44.2.2
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The following are telephone numbers for use in conjunction with 31-116C, *Emotionally Disturbed Juveniles.*
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PURPOSE OF CHANGE:
To renumber from 31-117 to 31-117A and to address issues identified in the annual policy and procedure audit.

POLICY:
K-9 units may be used to assist officers in the following circumstances:

1. Apprehension of felony suspects.
2. To locate a lost or missing person in emergency situations.*
3. In certain serious misdemeanor situations.
4. In property searches.

Physical contact (biting) between a K-9 unit and a suspect is considered use of force and is in all circumstances controlled by 31-101A Use of Force.

* If not an emergency, the Search and Rescue Dogs of Oklahoma organization is better suited for locating missing persons, drowning victims, and cadavers. Normal response time for them is 30 to 60 minutes on nights and weekends and one to two hours during normal business hours. They can be paged at [number]

SUMMARY: Procedures for utilizing a K-9 unit.

APPLIES TO: All police personnel

DEFINITIONS: None

PROCEDURES: None

REGULATIONS:
1. Before releasing their partner, K-9 officers shall consider the facts and circumstances of each particular case including:
   a. The severity of the crime at issue.
   b. Whether the suspect poses an immediate threat to officers or others.
   c. Whether the suspect is actively resisting arrest or attempting to evade arrest by flight.
2. When feasible, K-9 officers shall issue a warning that a dog is about to be released before releasing their partner.
3. Approval from a K-9 supervisor, shift commander, or Staff Duty Officer shall be received prior to the use of a K-9 in misdemeanor situations.

4. A K-9 supervisor, shift commander, or Staff Duty Officer shall only approve the use of a K-9 in a misdemeanor situation when extreme circumstances exist. To determine if the use of a K-9 would be appropriate, the following circumstances shall be considered:

   a. Safety of the general public.
   b. Safety of the officer.
   c. Type of crime committed.
   d. Exigent circumstances.
   e. Vehicle and pedestrian traffic.
   f. Weather.
   g. Time lapse.
   h. Location.
   i. Time of day.
   j. Concerns of the K-9 officer.

5. K-9 officers shall make every reasonable effort to maintain control of their partner at all times.

6. K-9 officers shall keep their partner on a restraint (leash, tracking harness) anytime the dog is used to assist in the apprehension of a misdemeanor suspect or to locate a lost/missing person.

7. The K-9 officer shall determine the most appropriate search method.

8. K-9 officers shall make every effort to prevent their partner from making physical contact with a misdemeanor suspect. However, the actions of the suspect and the officer's safety will always be taken into consideration.

REFERENCES:

TOG 1009, *K-9 Deployment*
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PURPOSE OF CHANGE:

To renumber from 31-117A to 31-117B and to address issues identified in the annual policy and procedure audit.

POLICY:

The Tulsa Police Department 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: None

PROCEDURES:

A. NARCOTIC TRAINING AIDS

1. Narcotics used for the purpose of training and maintenance of K-9 police dogs in the detection of illegal substances may be obtained from the Oklahoma State Bureau of Investigation (OSBI) only by departmentally designated K-9 officers who have been certified by both the Oklahoma Bureau of Narcotics and Dangerous Drugs (OBNDD) and the Drug Enforcement Administration (DEA).

3. A personal log will be kept for the narcotics training aids issued to and maintained by each K-9 officer. The personal log will:
   a. Be maintained in accordance with the procedures established in the OBNDD rules and regulations manual.
   b. Include documentation of transfers of the training aids between storage facilities, weigh-ins, spillage, loss, and any unusual occurrences.
   c. Be inspected monthly by a K-9 supervisor to ensure accuracy and completeness.
6. In the event of loss or spillage of a narcotic training aid, the K-9 officer responsible for the training aid will:

   a. Complete *DEA Form #106* (with two additional copies) directed to the Support Division Captain who will forward the form to the Compliance Division of the OBNDD.

   b. Submit an *Interoffice Correspondence* to the Support Division Commander explaining the loss or spillage.

   c. Have it weighed by a K-9 supervisor to establish the new weight of the training aid and record it in the officer’s personal log.

7. At least once each quarter, the K-9 officer will have the contents of his/her narcotics kit weighed by a K-9 supervisor. The results of the weigh-in will be documented in the officer’s personal log and the divisional log.

9. In the event of transfer or termination of the K-9 officer from the drug dog program, the officer will be required to return the narcotics training aid kit to the OSBI and complete the appropriate forms. The officer’s individual narcotics log will then be turned in to the Support Division Captain.

B. EXPLOSIVE TRAINING AIDS

1. All explosive training aids will be maintained by bomb squad personnel in the explosives magazine located at [redacted].
2. Bomb squad personnel will transport the explosive training aids to and from the K-9 training site.

3. Bomb squad personnel will maintain oversight and control of the explosives training aids at all times during the training sessions.

REGULATIONS:

1. Only K-9 officers designated by the Department and certified by the OBNDD or the DEA will check out a narcotics training aid kit from the OSBI in Oklahoma City.

2. The narcotics training aids are required to remain in the storage box unless being utilized for training or conducting a drug search. Direct oversight for the narcotics training aids are the responsibility of each certified K-9 officer.

REFERENCES: None
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PURPOSE OF CHANGE:

Change point assessment definitions and the supervisors collision report form, include LEDT training collisions, and the entry of all related forms into Blue Team.

POLICY:

City ordinances require that the Tulsa Police Department investigate traffic collisions involving City-owned vehicles. Collisions involving police vehicles resulting in personal injury or property damage will be reported for investigation. In all city vehicle collisions investigating officers will complete an Official Oklahoma Traffic Collision Report, except those collisions where only police vehicles are involved, there are no injuries, and there has been no damage to non city-owned property. Traffic citations will not be issued to the operators of police vehicles or any other City-owned vehicles involved in traffic collisions. 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.

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.

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

SAFETY CHECK – a training program 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, Safety Check Ride Program, for further detail.

VEHICLE INVESTIGATION REPORT – a form used to document a collision incident involving a police department vehicle.
PROCEDURES:

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

1. Employees will notify the dispatcher immediately if involved in a collision. 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 their immediate 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 citizen, the investigating officer or supervisor shall instruct the citizen to call the City Legal Department for direction in filing a claim.

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

7. If serious injury or loss of life occurred in the collision, 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 serious injury or loss of life occurred in the collision, the scene supervisor must ensure the Event Data Recorder (“black box” EDR) is 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 HQ 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 serious injury or death occurs, refer to policy 31-110B, Traffic Collisions.
11. Non-collision damage to a vehicle will be entered into Blue Team, utilizing the incident type, “Vehicle Accident”. It will be routed through the employee’s chain of command and sent to the Police Safety Manager. The Police Safety Manager will then code it 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 officer’s immediate supervisor will respond to the scene. If the immediate supervisor is not available or was involved in the collision, any available field supervisor will respond. The supervisor will complete the front page only of the Vehicle Investigation Report. The report is for internal use only and will not be turned in to the Records Section.

3. In circumstances where a police vehicle is involved in a collision with a fixed object or 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 Vehicle Investigation Report, including the back page of the report. Additional pages may be attached if the collision involves more than one police vehicle. A separate Vehicle Investigation 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 officer 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 do so, their immediate supervisor will assume this responsibility. The original Interoffice Correspondence will be forwarded to the scene supervisor.

5. The scene supervisor will then take the original Vehicle Investigation Report, the original Interoffice Correspondence, and a copy of the Oklahoma Traffic Collision Report and upload them into BlueTeam, along with photographs taken at the scene. The immediate supervisor (or supervisors if more than one employee is involved) shall review the forms on BlueTeam and make recommendations. The supervisor(s) will then forward these documents through the chain of command utilizing BlueTeam to the Bureau Deputy Chief for further review. The supervisor will also ensure that the officer’s divisional equipment officer is included when the documents are forwarded. 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 safety check. Whenever possible, the check ride is to be completed before the end of the officer’s next scheduled shift. For further details see TOG 2009, Safety Check Ride Program.
C. REQUIRED REPORTS – OTHER CITY VEHICLES

For non-police city vehicle collisions, a collision report is all that is required from the investigating officer. Each city department has their own 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 TRACIS number, and, if possible, a copy of the *Official Oklahoma Traffic Collision Report* form to the employee’s supervisor.

D. CITY POLICE VEHICLE COLLISION REVIEW

1. The Health and Safety Committee 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 Health and Safety Committee shall consist of the following members:

   a. Chair - Division Commander appointed by the Chief of Police (non-voting, except to break a tie).
   b. Divisional equipment officer or divisional safety committee designee.
   c. LEDT Instructor (active status).
   d. Advanced Traffic Investigator.
   e. TPD Safety/Equipment Manager (non-voting).

2. It is recommended that employees discuss the details of the collision with their divisional designee prior to the meeting.

3. The TPD Safety/Equipment Manager shall present each investigation to the Health and Safety Committee for review. The LEDT Instructor is responsible for collecting all applicable data related to employee collisions in an effort to ensure that the LEDT Unit maintains current training guidelines in relation to employee driving behaviors.

4. Findings from the Health and Safety Committee 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.

5. The committee chairperson will appoint a member to record the minutes. Copies of the Health and Safety Committee Meeting Minutes and the findings on employee collisions shall be sent to the Fraternal Order of Police and posted on the iNet.

6. Employees shall receive written notification of the committee’s decision within ten (10) days of the finding. Employees shall sign a copy of the *Employee Driving Record* form and return that signed copy to the Health & Safety Committee Chair. If an employee wishes to appeal the committee’s decision, they have ten (10) working days to notify the Health & Safety Committee Chair. This shall be done by checking the “yes” box on the *Employee Driving Record* form and completing an *Interoffice Correspondence* detailing the reason for the appeal. The original form and detailed *Interoffice Correspondence* shall be sent to the Health & Safety Committee Chair.
7. All appeals will be reviewed by the Collision Appeal Committee. The committee shall consist of the following members:
   a. Chair - Chief of Police.
   b. Health and Safety Committee Chair, or designee.
   c. Training Division Commander, or designee.
   d. Employees’ Division Commander, or designee.

8. If the committee concurs with the employee’s appeal based on the initial Interoffice, that ruling may be made without the employee meeting with the committee. Findings of the appeal committee shall be binding. The assessment of police department license points and/or training shall not be considered discipline and shall not be subject to the grievance procedure. Suspension of an employee’s city driver’s license shall be subject to the grievance procedure.

9. The administration of the Police Department License Point System shall be conducted by the Health and Safety Committee as follows:
   a. The Health and Safety Committee designee shall maintain a record of all points assessed against an employee’s city driver/operator safety record.
   b. If an employee accumulates twelve (12) or more points in a twenty-four (24) month period, subject to determination by the committee, their license 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 Health and Safety Committee 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 License Point System shall be based on the below guidelines:

<table>
<thead>
<tr>
<th>Points</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 Points</td>
<td><strong>Chargeable Collision (Flagrant):</strong> 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. The action could be described as that which “shocks the conscience.”</td>
</tr>
<tr>
<td>4 Points</td>
<td><strong>Chargeable Collision:</strong> 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.</td>
</tr>
</tbody>
</table>
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.

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.

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, curb strikes causing wheel damage.

0 Points

**Non-Chargeable Collision:** The action of the driver was not the cause of the collision.

11. Any employee who accumulates eight (8) or more points on their city license within any twenty-four (24) month period shall be reviewed through the Collision Repeater Program. Part of this review will consist of a conference including the following individuals:

   a. Employee.
   b. Health and Safety Committee Chair (or designee).
   c. Employee’s division commander.
   d. Employee’s shift commander.
   e. Employee’s immediate supervisor.
   f. Representative from the LEDT Unit.
   g. When requested by the employee, a representative from the Fraternal Order of Police.

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. 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 Instructors.

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 Instructors.

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 only to the Training Division Commander by the LEDT Team Leader.

2. Collisions which result in injuries will require the completion of a Vehicle Investigation Report by a supervisor. The collision will include a diagram with the report. The report will be submitted to the Training Division Commander.

3. Collisions which occur during LEDT Training will not be submitted to the Safety Committee for Points assessment to the officer’s City Driver’s License.

REGULATIONS:

1. 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 a minimum of eight (8) hours and coordinated by the LEDT Unit. The representing LEDT Instructor on the Health and Safety Committee is responsible for the notification of the training to the involved employee.

2. Procedures D.1-11 and Regulation 1 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:

31-110B, Traffic Collisions
TOG 2009, Safety Check Ride Program
Collective Bargaining Agreement
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PURPOSE OF CHANGE:
To add the SANE nurse for photographs if a Family Violence or Crime Scene Detective is unavailable and include language for the Domestic Violence Danger Assessment.

POLICY:
Arrests will be made in domestic violence incidents when there is probable cause that the elements of a crime exist. Domestic violence incidents will be treated the same as all other requests for police assistance where violence has occurred or has been threatened. 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.

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.

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.

State law requires records to be kept of all 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 whether a crime has occurred or not.

SUMMARY:
Procedures for answering calls involving domestic violence.

APPLIES TO: All police personnel

DEFINITIONS:
DATING RELATIONSHIP – a courtship or engagement relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.
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 ABUSE (criminal offense) – any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse. This definition refers to the criminal act of assault or assault and battery committed upon the above listed individuals.

FAMILY OR HOUSEHOLD MEMBERS – includes, spouses; ex-spouses; present spouse of a former spouse; parents; foster parents; step parents; adoptive parents; grandparents; children; grand children; step children; adoptive children; foster children; persons otherwise related by blood or marriage; persons living in the same household or who formerly lived in the same household; or persons who are the biological parents of the same child, regardless of their marital status, or whether they have lived together at any time (this shall include the elderly and the handicapped).

PRESENCE OF A CHILD – means 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.

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.

PROCEDURES:

A. DOMESTIC VIOLENCE CALLS

1. When officers are assigned to a domestic violence call and no crime has been committed, officers will complete a Domestic Violence Supplemental/Interview and a Suspect Supplemental.

2. When officers determine domestic abuse has occurred, a warrantless misdemeanor arrest may be made, even if the battery did not take place in their presence, under the following circumstances:
   a. There is probable cause to believe the suspect committed an act of domestic abuse within the preceding seventy-two (72) hours.
   b. Officers observe a recent physical injury to, or an impairment of, the physical condition of the victim.

3. If a juvenile is arrested for domestic violence and JBDC refuses detention, contact a district court judge (see 31-120A Att, Domestic Violence/Protective Orders – Attachment). The judge will determine whether to detain the juvenile. Document the judge’s decision in the Incident Report.
4. A warrantless arrest for domestic violence may take place anywhere, including the suspect’s place of residence. However, officers should not make warrantless entries into a third party residence unless they have consent, a search warrant, or exigent circumstances. If an officer makes a warrantless arrest for assault and battery/domestic violence, file the charge as a State misdemeanor.

5. Officers will note visible physical injuries to the victim in the Incident Report. Officers will also have photographs taken of the visible injuries. Officers will contact an on-duty field officer or supervisor who is equipped with an approved digital camera to photograph the injuries. 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 if neither is available. The SANE nurse will come to any hospital emergency room or will meet officers at the SANE room at Hillcrest.

6. When an arrest is made for domestic violence, digital photos depicting injuries to the victim will be printed with a color printer and included with the Incident Report. The digital images will be downloaded to the Digital Information Management System (DIMS) as soon as practical after leaving a scene.

7. If there is no physical evidence of abuse or no impairment of the physical condition of the victim, and it is a prompt and reasonable time after the abuse has occurred, then the victim may make a citizen’s arrest.
   a. If a will-file arrest is made by the victim, use the will-file process utilizing the city ordinance for domestic assault and battery. This ordinance is to be used only for will-file arrests. No citations will be issued for domestic abuse.
   b. If an officer does not believe probable cause for making the arrest exists, they are not obligated to arrest, imprison, or otherwise instigate criminal proceedings against someone merely at the direction of a private citizen.

8. 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.

9. 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 or not. 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.

10. 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.

11. Officers will include a signed Witness Statement, either written by the victim or dictated to the officer. Officers will note in the Incident Report if the victim is unable or refuses to give a statement.
12. 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.

13. Inform the victim that the report will be referred to the Family Violence Unit (FVU).

### B. WEAPON CONFISCATION

1. If an arrest is made for domestic abuse and a weapon was used, recover the weapon (if possible) and turn it in to a departmental property room as evidence. Place a hold on the item for weapon confiscation.

2. At the top of the *Incident Report* on the ATTENTION line type “SID – WEAPON CONFISCATION.” The Special Investigations Division (SID) will evaluate the probable cause for the confiscation. If it is determined that the weapon qualifies, SID will forward the appropriate reports to the District Attorney’s office.

3. If the District Attorney does not approve the confiscation, the property room will be notified to cancel the confiscation hold. The property may be released when it is no longer needed as evidence. The assigned detective is responsible for informing the owner when the property may be released.

### C. DOMESTIC VIOLENCE DANGER ASSESSMENT

When officers complete the *Domestic Violence Field Interview/Supplemental* form they should provide as complete answers as possible to all questions and injury diagram.

1. If there is need for emergency medical attention, conduct the interview after the victim has been treated at the scene or medical facility.

2. Conduct the victim interview in a private setting, away from the suspect, and, if possible, other family members.

3. Obtain and record preliminary information from the victim about the current reported incident and specifics leading up to the incident, whether there is a relationship between the victim and suspect, prior history of abuse, any court orders, use of weapons, or use of alcohol/drugs, and all other information on the *Domestic Violence Supplemental* report form and in the *Incident Report*.

4. Record the victim’s “excited utterances” and emotional and physical condition.

5. Note demeanor, body language and other non-verbal communication and document in the police report.
6. Document the victim’s injuries and inquire about injuries that are not visible, especially if there has been a report of strangulation.

7. Obtain temporary addresses/phone information from the victim.

8. If the officer determines and/or feels that the victim is at high risk and needs immediate assistance, the officer shall:

   b. Inform the victim that there are free and confidential services available that offer a wide range of services through the Family Safety Center.

   c. Inform the victim of Domestic Violence shelter hotline and assist with transport to shelter, if necessary.

   d. Inform the victim of Protective Order information and options in accordance with Tulsa Police Department Policy & Procedure, 31-120B.

   f. Offer to contact local domestic services agency for the victim to speak with an advocate, if the victim gives the officer permission, the officer will then contact the Domestic Violence Intervention Services (DVIS) to provide confidential advocacy

D. MONTHLY REPORTS REQUIRED BY OSBI

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 shall complete an Incident Report and/or a Domestic Violence Supplemental/Interview in addition to a Suspect Supplemental on each reported incident of domestic violence or violation of a protective order.
2. Officers shall provide all victims of domestic abuse with a *Victim’s Rights Card*.

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

**REFERENCES:**

22 O.S. 60 – 60.18  
21 O.S. 644: 2011, Section 142A-3  
27 T.R.O. 402 (C)  
31-112F, *Major Crime Scenes – Sexual Assaults*  
31-120A Att., *Domestic Violence – Attachment*  
31-120B, *Protective Orders/Violation of Protective Orders*  
31-323, *Domestic Violence/Possession of Firearms and Ammunition*  
CALEA 1.2.5, 1.2.7, 55.1.1, 55.2.5, 82.2.1, 82.2.2, 83.2.2, 83.2.4
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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 31-120A, Domestic Violence and 31-120B, 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].

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.

The Osage County FAX number is [redacted].

Wagoner County Judges

During normal business hours contact judges through the District Court Clerk’s Office at (918) [redacted].

After normal business hours contact Judge [redacted] (cell phone). If that is not successful, contact other judges through the Wagoner County Sheriff’s

The Wagoner County FAX number is [redacted].

REFERENCES:

22 O.S. 40.3 (B)
31-120A, Domestic Violence/Protective Orders
31-120B, Protective Orders/Violation of Protective Orders
31-121B, Juvenile Arrest and Detention
PROCEDURE

Page 1 of 5

Procedure File No. 31-120B

<table>
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<th>Subject</th>
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<th>Previous Date</th>
</tr>
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<th>Approved By</th>
<th>Date Approved</th>
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PURPOSE OF CHANGE:

To renumber and create a new policy and reflect changes in law regarding warrantless arrests on protective orders.

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 years or older against another adult, emancipated minor, or minor child who are family or household members or who are or were in a dating relationship. This definition lists those individuals who are able to seek relief under the Protection from Domestic Abuse Act.
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.

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.

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. When the court is not open for business, the victim of rape, forcible sodomy, and domestic abuse may request a petition for an Emergency Temporary Order of Protection. An arrest is not necessary, however, the suspect must be served before the order goes into effect. The peace officer making the preliminary investigation shall:

   a. Provide the victim with a petition for an Emergency Temporary Order of Protection and, if necessary, assist the victim in completing the petition form.

   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 their decision to approve or disapprove the emergency temporary order.

   c. Inform the victim 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, 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 notify said victim that the emergency temporary order shall be effective only until the close of business on the next day that the court is open for business.

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 JURISDICITION 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.

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 Records Section. 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.

REFERENCES:
22 O.S. 60 - 60.9
21 O.S. 644
27 T.R.O. 402 (C)
31-112F, Major Crime Scenes – Sexual Assaults
31-102A, Domestic Violence
31-120A Att., Domestic Violence - Attachment
31-323, Domestic Violence/Possession of Firearms and Ammunition
CALEA 1.2.5, 1.2.7, 55.2.5, 74.1.1, 74.2.1, 82.2.1, 82.2.2
PURPOSE OF CHANGE:
To reformat and address issues identified in the annual policy and procedure audit.

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

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 Exploitation 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. EXPLOITATION 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
PURPOSE OF CHANGE:

To update the policy per CIC recommendations.

POLICY:

When coming into contact with juvenile offenders, Tulsa Police officers will use the least coercive among reasonable alternatives that are consistent with state and federal law. These alternatives include release without further enforcement action, citation, and referral to juvenile court.

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. CIC is located at 600 Civic Center on the first floor of the police courts building.

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]

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 31-120A 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
31-114C, Juvenile Violators
31-116C, Emotionally Disturbed Juveniles
31-116C Att., Emotionally Disturbed Juveniles - Attachment
31-120A Att., Domestic Violence/Protective Orders - Attachment
31-121A, Juvenile Escappee from Institutional Placement
31-121B Att., Juvenile Arrest and Detention - Attachment
31-121C, Youthful Offenders
31-122A, Missing Person/Runaway
31-141, Wagoner/Osage County Arrests and Prisoner Transports
CALEA 44.2.1, 44.2.2
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### FBI LIST OF NON-SERIOUS OFFENSES

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<td>Abusive language</td>
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<td>Allow minor in bar</td>
<td>Illegal consumption beer</td>
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<tr>
<td>Armed robbery</td>
<td>Illegal possession beer</td>
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<td>Assault</td>
<td>Inadequate brakes</td>
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**REFERENCES:**

- 74 O.S. 150.2-150.12
- OSBI Fingerprinting Administrative Procedures and Basic Techniques
PURPOSE OF CHANGE:

To update the procedure for interviewing juveniles to conform with Title 10A section 2-2-301 as amended May 2009, which prohibits interrogating juveniles under (18) years of age unless they are at least (16) years of age and being charged with a youthful offender crime.

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 31-121B, *Juvenile Arrest and Detention*, and 31-114C, *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:

YOUTHFUL OFFENDER –

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
31-114C, Juvenile Violators
31-121B, Juvenile Arrest and Detention
CALEA 44.2.1, 44.2.2, 44.2.3
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**PURPOSE OF CHANGE:**

To document compliance with CALEA standards.

**POLICY:**

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.

In taking a proactive approach to controlling juvenile delinquency, the Tulsa Police Department participates in the School Resource Officer (SRO) Program that provides police presence within the public school system. SROs are certified by the Bureau of Alcohol Tobacco and Firearms (ATF) to teach Gang Resistance Education and Training (G.R.E.A.T.) courses to elementary and middle school students. SROs provide a vital liaison function between the Department and the public school system. In addition, they also act as a resource in preventing delinquency, providing guidance on ethical issues in a classroom setting, providing individual counseling and/or mentoring to students, and explaining the role of law enforcement in society.

**SUMMARY:**

To establish a system for evaluating the goals and objectives of community involvement programs for juveniles.

**APPLIES TO:** All police personnel

**DEFINITIONS:** None

**PROCEDURES:** None

**REGULATIONS:**

1. Personnel involved in juvenile-related programs shall submit documentation of their participation as outlined in 31-314, *Partnerships in Policing* and in the *Managing Law Enforcement Initiatives Manual*.

**REFERENCES:**

31-314, *Partnerships in Policing*

CALEA 44.1.1, 44.1.3, 44.2.4, 44.2.5

*Managing Law Enforcement Initiatives Manual*
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PURPOSE OF CHANGE:
To address changes in transporting juveniles from the Juvenile Bureau of District Court (JBDC) to Municipal Court.

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
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PURPOSE OF CHANGE:

To comply with amendments to Title 10 as renumbered in Title 10A of the Oklahoma Statutes that requires implementation of a system of joint response by law enforcement and DHS, when a child has been taken into protective custody, to determine if the child can be protected through placement directly from the home to relatives or others rather than the child going into DHS emergency custody.

POLICY:

The Tulsa Police Department responds to various calls 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, 10A O.S. § 1-4-202, and Administrative Order AD-2009-134 of the Tulsa County District Court, Juvenile Division.

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 of a child prior to adjudication of the child following issuance of an 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 volatile enough to present an immediate hazard to the children or the officer.
   b. Contact DHS’ emergency response team at [PHONES] or through the service dispatcher as soon as a safe environment or stable situation is established.
   c. 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. See paragraph #7 below for exceptions to this procedure.
   d. If DHS’ emergency response team does not respond to a location within one and one half (1 1/2) hours, officers may transport the children to the shelter and meet DHS at the shelter.

4. DHS will conduct a safety evaluation at the scene and determine the proper course of action regarding the removal of children.

5. 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. 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. Officers and DHS personnel will request the names and contact information for alternative care-givers for the child from the child’s parent or custodian.
   b. Officers shall run proposed alternative care-givers and other adult members of the alternative care-giver’s household through NCIC for the purpose of determining if they have prior convictions for a specific list of crimes.
   c. Criminal history information will only be disseminated to officers through secure methods.
1. Criminal history requests will be made by telephone if possible.

2. Criminal history information will normally be faxed to a secure facility to be reviewed by the officer.

3. A supervisor’s approval is required to disseminate criminal history information to the officer by telephone.

d. A criminal history would render a proposed alternative home ineligible to receive a child would be if the proposed care-giver or any adult member of the household has a felony conviction for any of the following offenses:

1. Within the five year period preceding the application date, a physical assault, battery, or a drug related offense;

2. Child abuse or neglect;

3. Domestic abuse;

4. A crime against a child, including, but not limited to, child pornography; or

5. A crime involving violence, including, but not limited to, rape, sexual assault or homicide, but excluding those crimes specified in paragraph (#1).

e. Officers are not allowed to disclose the details of the criminal history, but may inform DHS personnel if the proposed alternative care-giver and other adult members of the alternative care-givers household are eligible or ineligible.

f. 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.

6. DHS and law enforcement will jointly determine how to handle the arrangements for children to be transported to an alternative placement or to the Laura Dester Shelter when an alternative placement is not located.

7. In an unusual circumstance such as a safety issue at the scene, severe weather, or other condition, DHS may be unable to respond to the scene. In this case, the child who has been taken into protective custody will be transported by officers to the Laura Dester Shelter.

8. 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.

9. The on-call judge will be contacted to resolve any dispute between DHS and officers regarding emergency custody or placement of a child taken into protective custody.
10. 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 conduct a background check of the person assuming physical custody of the child as outlined in paragraph #5.

b. 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).

c. 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. When a child has been taken in to protective custody and DHS is unable to respond due to a safety issue, severe weather or other unusual circumstance, officers will transport the child to the Laura Dester Shelter in accord with the Administrative Order – AD 2009-134.

4. 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).

5. 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.

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
31-122
TOG 2014
Administrative Order AD-2009-134 of Tulsa County District Court, Juvenile Division
CALEA 41.2.6
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PURPOSE OF CHANGE:

To update the procedures for responding to missing persons/runaways.

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.
   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
31-122B, Amber Plan
31-140, Command Posts
CALEA 41.2.4, 41.2.5, 41.2.6, 44.2.1, 44.2.2
PURPOSE OF CHANGE:

To define Amber Alert Center (AAC) and change EOC to AAC.

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 has 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 Exploitation Unit Sergeant 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:
   b. Review field search efforts.
   c. Notify the Public Information Officer (PIO) 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) Exploitation Unit Sergeant.
      2) DaRT Team Commander
      3) Exploitation Unit Personnel.
      4) Sex Crimes Personnel.
      5) Child Crisis Personnel.
      6) The Detective Captain over People Crimes.
      7) PIO.
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 DaRT 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 Exploitation Unit Sergeant or the People Crimes Captain.

REFERENCES:

31-140, Command Posts
CALEA 41.2.4, 41.2.5, 41.2.6, 44.2.1, 44.2.2
PURPOSE OF CHANGE:
Mandated by Oklahoma Statute.

POLICY:
The Tulsa Police Department responds to various types of missing persons situations. Circumstances may include kidnappings, runaways, or people with diminished mental capacities 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 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 over the age of 60 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 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 over the age of 60, who has a proven mental or physical disability.

APPLIES TO: All police personnel

DEFINITIONS:

SILVER ALERT – a system to alert the public when a person over the age of 60 is missing and police believe them to be in danger.

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

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:
Subject: Silver Alert

Date Approved: 8/09/2010
Effective Date: 8/10/2010

1. If the above criteria are met:
   a) The person has a proven Mental or Physical Disability.
   b) There is reason to believe the person is in imminent danger or 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 Silver Alert protocol is met:
   a) Notify on-duty Detectives to activate the Amber Alert Center (AAC).
   b) Assign at least four officers to staff the AAC.
   c) Notify dispatch of the Silver Alert activation and request notification of the listed personnel:
      1. Exploitation Unit Sergeant.
      2. DaRT Team Commander.
      3. Exploitation Unit Personnel.
      5. The Detective Division Captain.
      6. PIO.
   d. Set up a field command center.
   e. Coordinate with the Detective Captain on AAC command developments.
   f. Continually evaluate field search operations.
   g. Consider the activation of DaRT members for assistance with the Command Post and search activities.
   h. 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.

4. 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.
5. The person assigned to activate the AAC is to proceed to the Detective Division. The Silver Alert/Amber Plan Activation Briefcase is located in the Detective Division on top of the mail shelf. It contains an AAC door lock code, 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: None

REFERENCES:
PURPOSE OF CHANGE:
To update patrol rifle information from the range and incorporate CALEA changes.

POLICY:
The Patrol Rifle Program gives Tulsa Police Officers the opportunity to carry and utilize patrol rifles on duty.

The program is designed to offer better protection for the citizens of Tulsa as well as the officers who serve them. Officers are sometimes confronted with suspects who possess superior firepower. The patrol rifle gives officers the ability to increase critical distance, overcome superior firepower, and thereby provide a secure resolution to these situations.

SUMMARY: Procedures for participation in the Patrol Rifle Program.

APPLIES TO: All sworn personnel

DEFINITIONS: None

PROCEDURES:

A. PROGRAM CRITERIA

1. Officers must have qualified with their Glock 22 at their initial service handgun qualification session immediately preceding the application to the Patrol Rifle Program.

2. Officers must successfully complete a 30-hour class conducted by the range staff.

3. Officers will be required to demonstrate proficiency annually with their patrol rifle. The training sessions will be held during a specific time frame to be determined by the range staff.

4. Special Operations Team (SOT) members who are issued a Department AR-15 or M4 automatically qualify for the Patrol Rifle Program.

B. APPLICATION

1. Officers must submit an Interoffice Correspondence through their divisional chain of command requesting entry into the program.

2. After review, the division commander will forward the Interoffice Correspondence to the Rangemaster for final approval.
3. 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.

C. EQUIPMENT

1. The approved rifle is the Department M4 issued to SOT members, or an AR-15 clone approved by the Rangemaster, or designee.

2. The AR-15 or clone must be equipped as follows:
   a. Maximum barrel length of 20 inches.
   b. Chambered for the .223 Remington caliber round (5.56 NATO round).
   c. Forward assist.
   d. Barrel twist no slower than 1:9.
   e. Dust cover.
   f. Iron sights.
   g. A minimum of two 20-round or 30-round magazines.
   h. Solid or collapsible butt stock.
   i. Sling.
   j. 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.

3. The AR-15 or clone must not be fully automatic.

4. The Rangemaster must approve any add-ons to the weapon.

5. Range staff will service the weapon and supply the duty ammunition.

D. DEPARTMENT ISSUED HANDGUN QUALIFICATION REQUIREMENTS

After entry into the program, officers who fail to qualify at their initial service handgun qualification session will be suspended from the program. The officer must return within six months of the date of failure to attempt to requalify. To be reinstated into the program, the officer must then satisfactorily complete the state qualification course with the department issued handgun, retake the written knowledge examination, and shoot a qualifying score with the AR-15.

E. AR-15 RIFLE QUALIFICATION REQUIREMENTS

1. 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.

2. 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.
3. Officers failing to demonstrate proficiency initially or demonstrate proficiency thereafter on the patrol rifle course during requalification will be suspended from the program for six months. The officer may be reinstated into the program after the six-month period. However, the officer must re-take the written knowledge examination and shoot a qualifying score with the AR-15 to be fully reinstated.

REGULATIONS:

3. An officer's participation in the 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:

31-101A, *Use of Force*
31-316, *Firearms Qualification*
CALEA 1.2.2, 1.3.10, 1.3.11
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PURPOSE OF CHANGE:
To allow Volunteers in Police Service to ride along one shift per quarter, to address issues identified in the annual policy and procedure audit, and to document compliance with CALEA standards.

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 Uniform Division North, 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 Agreements.
   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 requesting permission to participate in the Ride Along Program. Upon approval, the employee will forward the request and a *Hold Harmless Agreement* to the division commander where he/she wishes to ride. Non-sworn police employees’ participation will be limited to one shift per quarter.

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 Explorers or if they have permission of the Chief of Police.

16. Tulsa Police Explorers must have approval from an Explorer advisor and may participate in the Ride Along Program one shift per month. If under the age of 18, Explorers 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. Participants shall conduct themselves in a civil and courteous manner at all times.

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 shall not engage in pursuits while participants are passengers in their vehicles.

6. 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.

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

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

**REFERENCES:**

CALEA 45.1.1, 45.2.1
PURPOSE OF CHANGE:

To reformat and address issues identified in the annual policy and procedure audit.

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:

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

b. 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:

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

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

c. 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 are:

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 Reports 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
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To clarify the availability of animal control emergency call-out services to the Tulsa Airport Police.

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 hrs 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
PURPOSE OF CHANGE:

To incorporate the Tulsa Police Reserve Directed Traffic Enforcement Program into policy and update educational requirements for selection criteria.

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.

CITATION AND BACKING 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 ENFORCEMENT PROGRAM – a program which enables Citation and Backing 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 PROGRAM 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

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 will successfully complete a basic police course of accredited instruction statutorily mandated by the Council on Law Enforcement Education and Training (CLEET) for reserve officers. Effective July 1, 2005, reserve officers must also successfully complete training equal to that required of full-time officers in those areas of assigned duties and responsibilities.

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 in addition to any in-service training and firearms qualification required by the Department.

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 an additional 480 hours of riding with a full-time district beat officer, complete a 10-hour training shift with a full-time uniform FTO district beat officer, and ride a finalizing 8-hour shift with a selected TPR officer in order to be eligible to participate in the Citation and Backing Program.

C. MANAGEMENT OF THE RESERVE PROGRAM

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

2. The TPR Program 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 Citation and Backing Program may be assigned by Public Safety Communications (PSC) as primary units 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).
4. Reserve officers working in the Citation and Backing 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. In addition, reserve officers may respond as a backer to perform necessary traffic control, render aid, and/or standby and preserve the scene of collisions and crimes until an on-duty, full-time officer arrives during circumstances when one is temporarily unavailable for the following calls:
   a. 10-76.
   b. 10-77.
   c. 10-78.
   d. 10-79.
   e. Alarm calls (not including businesses or Tulsa Public School alarms).
   f. 911 hang-up calls.

5. Reserve officers working the Citation and Backing 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.

6. 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.

7. 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.

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

9. While en route 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.

10. 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.
11. 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.

12. 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 Program 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
31-102A, Vehicle Operations/Response Codes
31-127B, Tulsa Police Reserve Emergency Call-Out
31-201A, Uniform and Equipment Specifications
31-316, Firearm Qualification
CALEA 16.3.1, 16.3.2, 16.3.3, 16.3.5, 16.3.6, 16.3.9, 33.4.1, 33.4.3, 33.5.1, 46.1.11
PROCEDURE

Page 1 of 2

Subject
Tulsa Police Reserve Emergency Call-Out

Supersedes No.

Previous Date
06/07/2004

Approved By
Ronald Palmer, Chief of Police

Date Approved
6/25/2009

Effective Date
7/21/2009

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PURPOSE OF CHANGE:

To document compliance with NIMS standards.

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:**

31-127A, *Tulsa Police Reserve Officer Program*
31-140, *Command Posts*
CALEA 16.3.1
PURPOSE:
The purpose of this Directive is to establish effective guidelines, consistent with Title VI of Civil Rights Act of 1968 and the Omnibus Crime Control and Safe Streets Act, for Departmental Personnel to follow when providing services to, or interacting with, individuals who have limited English proficiency (LEP).

The Tulsa Police Department recognizes the importance of effective and accurate communication between its employees and the community they serve. Language barriers can impede effective and accurate communication in a variety of ways. Language barriers can sometimes inhibit and even prohibit individuals with LEP from accessing and/or understanding important rights, obligations, and services, or from communicating accurately and effectively in difficult situations. Hampered communication with LEP victims, witnesses, alleged perpetrators, and community members can present the Police Department with safety, evidentiary, and ethical challenges. Ensuring maximum communication ability between law enforcement and all segments of the community serves the interest of both.

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 911 calls.

   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 Sergeant 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 Sergeant 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 Sergeant will annually disperse, Department-wide, an outline of the Second Language Program.

   g. The Career Development Sergeant 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 Sergeant for an extensive background investigation. The Career Development Sergeant 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 Sergeant. The Career Development Sergeant shall provide dispatch with a language proficiency list of certified volunteer interpreters.

4. Basic Spanish Language Skills Training

a. The Career Development Sergeant 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 skills 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 Sergeant 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 Sergeant shall annually review new documents and determine whether they are vital and should be translated.

c. The Community Education Sergeant, in conjunction with the Career Development Sergeant, 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 Sergeant 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
TOG 2033
PROCEDURE

Subject: Use of Interpreters When Communicating with Deaf or Hard of Hearing Persons

Supersedes No. Previous Date

Approved By Date Approved Effective Date

David D. Been, Chief of Police 8/15/2003 8/15/2003

Page Procedure File No.
1 of 5 31-131

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To reformat and move phone numbers to 31-131 Att., Use of Interpreters When Communicating with Deaf or Hard of Hearing Persons - Attachment.

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

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:

31-131 Att, Use of Interpreters When Communicating with Deaf Persons – Attachment
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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]
**PURPOSE OF CHANGE:**

To address new policy and procedure formatting standards.

**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 31-140, *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 31-140, 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:

31-111A, Hazardous Materials
31-127, Tulsa Police Reserve Emergency Call Out
31-132 Att, Aircraft Crashes – Attachment
31-134, Bomb Threats/Detonations
31-140, Command Posts
Major Incident Response Manual
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 at [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.
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PURPOSE OF CHANGE:
To clarify procedures for dissemination of terrorism related information and to document compliance with CALEA standards.

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
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PURPOSE OF CHANGE:

To address issues identified in the annual policy and procedure audit.

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.

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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 2/3/1999)*

Ordinance 19721. *Amends Title 21, Chapter 19a - Intrusion Alarm Certification Ordinance*

27 T.R.O. 26, *False Alarms*
PROCEDURE

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PURPOSE OF CHANGE:

To integrate the *City of Tulsa Personnel Policy and Procedures* on Sexual Harassment into Tulsa Police Department *Policy and Procedure*.

POLICY:

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

The Tulsa Police Department will not tolerate any form of harassment based on gender, age, ethnicity, disability, political affiliation, religion, national origin, or race. Officers and employees will conduct themselves in accordance with the highest moral and ethical standards. Any sworn 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 sworn police personnel

DEFINITIONS:

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

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

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

c. 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 gender, age, ethnicity, disability, religion, national origin, or race constitutes harassment when such conduct:
a. Has the purpose or effect of substantially interfering with an individual’s work performance.

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

c. 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. Any employee who believes he/she has been the subject of harassment and/or discrimination must immediately report the incident(s) either verbally or in writing.

4. Complaints of 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 harassing conduct without fear of retaliation of any kind or form. Employees who file false or malicious allegations of sexual harassment will be subject to disciplinary action up to and including termination.

7. In order to minimize sexual 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.
Subject: Performance of Duty - Nondiscrimination

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8. The receipt, investigation, and determination of any act prohibited by this policy shall be carried out in accordance with 31-304A, *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 sexual 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 harassment.

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 sexual harassment will not be tolerated in the work place and to take immediate action if they become aware of such 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 sexual 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 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 105.72 through 105.76, Sexual Harassment*.

**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:**

31-304A, *Complaints Against Police Employees*

_City Personnel Policy and Procedures, Section 105, Sexual Harassment Policy_

_Collective Bargaining Agreement, Article 4.7.11, & Appendix B_
PROCEDURE

Subject
Prohibition Against Bias-based Policing

Supersedes No.

4/28/2004

Approved By
David D. Been, Chief of Police

Date Approved
8/23/2005

Effective Date
8/23/2005

This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To document compliance with CALEA standards.

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 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 personnel in bias-based policing issues including legal aspects and will take corrective measures when bias-based policing occurs. The Office of Integrity and Compliance (TOIC) will conduct an annual administrative review of agency practices to include citizen concerns. The annual report prepared by TOIC will satisfy this requirement.

APPLIES TO: All police personnel

SUMMARY: To define and prohibit bias-based policing.
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, or race.

PROCEDURES: None

REGULATIONS:

1. No officer shall engage in bias-based policing. 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.

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. Violations of this policy shall result in disciplinary action.

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

REFERENCES:

22 O.S. 34.3-34.5
CALEA 1.2.9
PROCEDURE

Page 1 of 2

Supersedes No. 31-136C

Subject Prohibition Against Retaliation

Approved By David D. Been, Chief of Police

Date Approved 4/15/2004

Effective Date 4/28/2004

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PURPOSE OF CHANGE:

To document compliance with the Consent Decree.

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:

PURPOSE OF CHANGE:
To clarify the purpose of the annual specialized assignment review.

POLICY:
All specialty assignments shall be made based on merit. Specialty assignment vacancies will be posted at each division and on the Intranet. Each posting will include, but not limited to, the specific assignment, the job description, and each and every minimum and preferred qualifications required for the assignment. The vacancy posting will remain active/posted for three (3) weeks.

The Department has established a one-day training session in basic investigation, which includes report writing, search warrants, and case management. By September 1, 2005, this training will be 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 time will count toward meeting annual 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 position of FOP president.

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. The established minimum qualifications and the additional preferred requirements for positions shall not be waived unless there are no applicants who meet the minimal qualifications. The position will then be opened for three (3) weeks to all that apply and the most qualified person for the position will be selected.
3. When an interim or temporary assignment is made to a position that is intended to be a permanent position, the Department will announce the permanent assignment as open at the time the temporary assignment is made, but no longer than fourteen (14) calendar days after the assignment, and proceed to fill the position based on merit and fitness for the position.

4. In each division, the major shall be charged with accepting all applications for specialty assignments and for making recommendations to the 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.

5. All applicants will complete an Internal Vacancy Application form that can be found on the DOC library in the Admin folder. All applications for a position will be considered. If there are more than fifteen (15) applicants for any position, the pool of applications received may be narrowed to 15 or less applicants. Applications will be reviewed based upon the applicants’ skills/qualifications when compared to the minimum and preferred qualifications for the position to which they are applying. This review will include the applicants’ qualifications as outlined in their written application for the position. Each division commander will assure that interviews are conducted for all specialty assignments within their division. Interviews will be conducted by sworn personnel of the rank of Sergeant or above.

6. The specialty unit’s chain of command is prohibited from recruiting officers to apply for specialty assignments other than through the posted announcement. An officer found in violation of this procedure will be subject to disciplinary action. Should no one who is qualified apply for an assignment during the application submission period, which shall be no less than three weeks, steps may be taken to secure a qualified person to serve in the open position.

7. Bureau Deputy Chiefs will annually determine which specialty assignments within their bureaus will be reviewed for the purpose of determining whether the assignment should be continued or whether the personnel resources applied to that assignment should be modified. The review will be completed no later than March 31st of each year and forwarded to the Chief of Police. The review will include:
   a. A listing of the bureau’s applicable specialty assignments.
   b. A statement of purpose for each listed assignment.
   c. The evaluation of the initial problem or condition that required the implementation of the specialized assignment.
   d. Each and every minimum and preferred qualification for the position.

REGULATIONS:
1. Officers shall not be recruited to fill specialty assignment vacancies other than as outlined in Procedure 6.

REFERENCES:
Johnson, et al. vs. City of Tulsa, No. 94-CV-39-H(M) Consent Decree, Section 5.2 - 5.6
CALEA 16.2.1, 16.2.2, 33.6.
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PURPOSE OF CHANGE:

To document compliance with the Consent Decree.

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:

PURPOSE OF CHANGE:
To address issues identified in the annual policy and procedure audit.

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
PROCEDURES

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PURPOSE OF CHANGE:
To update contacting agency information and to update phone numbers.

POLICY:

The Tulsa Police Department shall work with the Tulsa County Sheriff’s Office (TCSO), Wagoner County Jail, and Osage County Jail to determine the citizenship status of all individuals arrested and booked on felony charges as well as full-custody misdemeanor charges. If it is determined that an arrested person’s presence in the United States is unlawful or questionable during the booking process, officers shall report such information to TCSO booking personnel. TCSO will contact the Immigration and Customs Enforcement/Detention and Removal Operations (ICE/DRO) Criminal Alien Program (CAP) and request a detainer.

When transporting arrestees to Wagoner or Osage County jail, officers will attempt to verify that arrestee’s immigration status. Officers will contact ICE/DRO CAP and, if confirmed to be an illegal alien, inform the jail officers of the arrestee’s immigration status.

Whenever a foreign national is arrested or detained in the United States, there are legal requirements contained in the Vienna Convention on Consular Relations to ensure that the foreign national’s government can offer appropriate consular assistance. In all cases, the foreign national must be told of the right of consular notification and access. According to the Department of State, this requirement applies even if the foreign national is not in the United States legally. A list of contact information for embassies and consulates within the United States is available at the Public Safety Response Center, on the TPD Intranet, and the Consular Notification and Access Reference Card.

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.

It is the responsibility of the federal government to enforce immigration laws. Federal agencies, such as ICE, have specific authority to investigate an individual’s immigration status and deport persons who have no legal authority to be in the United States. The primary mission of the Tulsa Police Department is to protect and serve diverse communities. The need to foster trust and cooperation from the public to solve crimes, maintain public safety and keep the peace is paramount.

Tulsa Police officers will detain suspects where probable cause exists to arrest for the commission of a serious crime and to prevent premature release of those individuals. All persons processed by TPD at the David L. Moss Criminal Justice Center (DLMCJC), Wagoner County Jail or Osage County Jail, shall be asked to identify their place of birth and immigration status.

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 illegally in the United States.
SUMMARY:
Procedures for determining 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, see 31-138 Att., Handling of Foreign National – Attachment.
   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. Keep a record of all notifications and actions taken by noting it on the Arrest and Booking Data (A&B) Sheet.

2. An officer processing a full-custody arrest shall ask the arrested person where they were born. Note on the A&B the arrestee’s place of birth (POB). If other than the United States, ask for country and province, state, or territory.

3. If an officer concludes that an arrestee is in the United States illegally after conducting a reasonable inquiry, the officer shall ensure ICE/DRO CAP is contacted and request a “detainer” for the arrested individual.
   a. If a prisoner is being booked into DLMCJC, notify booking personnel that the arrestee’s immigration status is illegal or questionable and they will notify ICE/DRO CAP. Note this information on the A&B.
   b. If transporting a prisoner to Wagoner or Osage County Jail, TPD personnel will be responsible for attempting to determine the immigration status of the arrestee.
      1) Contact Teletype and request an 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/DRO CAP Duty Phone. See 31-138 Att., Handling of Foreign Nationals – Attachment, for phone numbers.
      2) If officers are unable to contact ICE/DRO, note the attempt to contact on the A&B.
      3) Notify the jail personnel if ICE/DRO wants to place a detainer on the arrestee. The jail will contact ICE/DRO CAP to inform them that the arrestee is in their custody. An ICE/DRO representative will place the actual detainer on the individual.
4) Document all requests for a detainer on the A&B.

REGULATIONS:

1. Anytime a foreign national is arrested or detained, they must be advised 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. Officers shall make inquiries about a person's citizenship or immigration status when a full custody arrest has been made and the arrestee is being booked into the appropriate jail facility.

4. When booking arrestees into Wagoner or Osage County Jail, officers shall contact ICE/DRO CAP when they conclude that an arrestee is in the United States illegally or their status is questionable.

5. No personnel will be hindered from cooperating with federal agencies regarding the immigration status of any individual.

REFERENCES:

31-138 Att., Handling of Foreign Nationals-Attachment

31-141, Wagoner/Osage County Arrests and Prisoner Transports

CALEA 1.1.4
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CONTACT NUMBERS FOR U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT

MANDATORY NOTIFICATION COUNTRIES:

Algeria
Antigua and Barbuda
Armenia
Azerbaijan
Bahamas
Barbados
Belarus
Belize
Brunei
Bulgaria
China
Costa Rica
Cyprus
Czech Republic
Dominica
Fiji
Gambia
Georgia
Ghana
Grenada
Guyana

Hong Kong
Hungary
Jamaica
Kazakhstan
Kiribati
Kuwait
Kyrgyzstan
Malaysia
Malta
Mauritius
Moldova
Mongolia
Nigeria
Philippines
Poland (non permanent residents only)
Romania
Russia
Saint Kitts and Nevis
Saint Lucia

Saint Vincent and the Grenadines
Seychelles
Sierra Leone
Singapore
Slovakia
Tajikistan
Tanzania
Tonga
Trinidad and Tobago
Tunisia
Turkmenistan
Tuvalu
Ukraine
United Kingdom
U.S.S.R.*
Uzbekistan
Zambia
Zimbabwe

*Although the U.S.S.R. no longer exists, some nationals of its successor states may still be traveling on its passports. Mandatory notification should be given to consular officers for all nationals of such states, including those travelling on old U.S.S.R. passports. The successor states are also listed above.

REFERENCES:

31-138, Handling of Foreign Nationals
Suggested Fax Sheet for Notifying Consular Officers of Arrests or Detentions

Date: ___________________ Time: ___________________

To: Embassy/Consulate of ____________ in ____________, ___________
   (Country) (City) (State)
   Fax: (___) _______________ (see http://www.travel.state.gov/law/consular/consular_745.html for phone/fax nos.)

Subject: NOTIFICATION OF ARREST/DETENTION OF A NATIONAL OF YOUR COUNTRY

From:
Name: ________________________________________________________
Office: ________________________________________________________
Street Address: ________________________________________________
City: ________________ State: ________________ ZIP: _______
Telephone: (___) ________________ Fax: (___) ____________________

We arrested/detained the following foreign national, whom we understand to be a national of your country, on ____________, ______________.

   Mr./Mrs./Ms: ________________________________________________
   Date of Birth: ______________________________________________
   Place of Birth: ______________________________________________
   Passport Number: ____________________________________________
   Date of Passport Issuance: _________________________________
   Place of Passport Issuance: _________________________________

To arrange for consular access, please call (___) ________________ between the hours of _______ and _______. Please refer to case number __________________ when you call.

Comments/Charges (optional):
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PURPOSE OF CHANGE:
To reformat and address issues identified in the annual policy and procedure audit.

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:
INTIMIDATION OR HARASSMENT BECAUSE OF RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORIGIN OR DISABILITY, 21 O.S. 850 –

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)

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)

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

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
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PURPOSE OF CHANGE:
To add definitions and clarify language to document compliance with NIMS standards.

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.
DISASTER RESPONSE TEAM (DaRT) – a group of officers trained and outfitted 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.

FINANCE SECTION CHIEF – responsible for tracking all costs and financial considerations of the incident, as well as obtaining spending approvals.

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, and 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.

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.

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.

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.

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).
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.

PLANNING SECTION CHIEF – responsible for analysis and documentation of the situation as it progresses.

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

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. A Captain is the ideal rank for the role of IC/OIC. 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 certification requirements of NIMS, such as successful completion of ICS-300 and ICS-400.

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 DaRT in order to facilitate Command Post operations. The DaRT commander 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:

   1) Strategically located.
   2) Accessible to responding personnel.
   3) Defensible against attack and out of the danger area.
   4) Sufficient space for responding personnel, equipment, and parking.
   5) Accessible to restroom facilities.
   6) Accessible to telephone and utilities (water, electric).
   7) A helicopter landing area nearby.
   8) Accessible to structures or other protection from weather.
   9) 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 DaRT Leaders should be notified whenever the mobile command vehicle is requested in order to determine the scale of response of DaRT 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 31-308, 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 (DaRT personnel will handle, when activated), staging areas and access routes.
   b. Determine a relocation area for evacuees.
   c. 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) Air Support Unit.
      3) Detective Division (DET).
      4) K-9 Unit.

   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, DaRT 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.

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 DaRT 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
31-111A, Hazardous Materials
31-127, Tulsa Police Reserve Emergency Call Out
31-132, Aircraft Crashes
31-132 Att, Aircraft Crashes – Attachment
31-134, Bomb Threats/Detonations
31-308A, Staff Representation After Hours
Critical Incident Response Manual
CALEA 12.1.2, 41.2.6, 46.1.2, 46.1.3, 46.1.4, 54.1.1, 81.2.4
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

REFERENCES:
Critical Incident Response Manual
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To merge TOG 2010 and 2011 into a policy and to update the procedures for Wagoner and Osage County arrests, booking, and transport.

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 Arret 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
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**CONTACT NUMBERS FOR WAGONER AND OSAGE COUNTIES**
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PURPOSE OF CHANGE:
To direct officers to the *Uniform Specifications Manual* for uniform guidelines.

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, he/she 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.

Officers shall be inspected at least once each calendar year in the complete Class-A uniform. All other exceptions shall be made only upon issuance of a Departmental Order by the Chief of Police or his/her 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:
31-311, *Awards*
31-312, *Funeral and Formal Functions*
*Uniform Specifications Manual*
CALEA 1.3.9, 22.2, 41.3
1. Current members of specialty units may wear the following approved utility uniforms. Exceptions may be made as directed by the division commander.
   a. Bike Patrol: TPD uniform or designated white shirt and black shorts on riding days.
   b. K-9: TPD uniform, except on training days.
   c. Motorcycles: motorcycle uniform or plain clothes on training days.
   d. Mounted: mounted uniform or plain clothes on training days and during care.
   e. Air Support: flight suit.
   f. Bomb Squad: bomb utility uniform.
   g. Special Operations Team (SOT): SOT utility uniform.
   h. Crime Scene Detectives: collared shirt and slacks with sport coat available.
   i. Gang Unit: TPD uniform or designated utility uniform.
   j. Range: fatigues with Tulsa Police Training Center collared polo shirt.
   k. Warrant Officers: TPD uniform, business suit, slacks, coat, tie, or casual business attire.
   l. Planning and Research Section: TPD uniform, business suit, slacks, coat, tie, or casual business attire.
   m. Training Division: TPD uniform, business suit, slacks, coat, tie, or casual business attire.
   n. Detective Division: business suit, slacks, coat, tie.
   o. Dive Team: Dive Team utility uniform.

2. 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.

3. Officers shall display only one Special Insignia Pin on his/her uniform at a time.

4. Officers shall hold a current membership in the unit or organization to display their Special Insignia Pin.

5. Officers shall only wear a Special Insignia Pin in accordance with 31-201A, Uniform Equipment & Specifications and this attachment.
PURPOSE OF CHANGE:
To replace social security number with City of Tulsa employee ID and change the due date for receipts from December 15 to December 1.

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*
PURPOSE OF CHANGE:

To clarify the use of police vehicles for off-duty employment.

POLICY:

In an effort to increase police presence in the community's neighborhoods, the Department has adopted the Fleet Efficiency Program. The presence of police vehicles in neighborhoods serves to identify police officers and encourages interaction with citizens. This program also enhances the ability of police officers to respond in times of emergency. 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 in excess of nine calendar days in a row, including regularly scheduled days off.

AUTHORIZED POLICE FUNCTIONS – the following functions:

a. Court or other hearing appearances arising from departmental action.
b. Duties coordinated by the Special Events Coordinator.
c. Circumstances requiring an officer to report to a duty station.

FUNCTIONS REQUIRING DEPARTMENTAL APPROVAL FOR THE USE OF DEPARTMENTAL VEHICLES – the following functions:

a. Honor Guard functions.
b. Community relations projects.
c. Police funerals.
d. Off-duty employment.
e. 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.

2. When selected to participate in the program, police officers must sign a Vehicle Use Agreement form outlining the responsibilities for the operation and the maintenance of their assigned police vehicles.

3. Officers assigned vehicles must ensure that when the vehicle is not in use it is legally parked and locked at all times, preferably in the officer’s driveway.

4. Officers are authorized to operate departmental vehicles, while in an off-duty capacity, 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. If an officer desires to utilize a departmental vehicle for off-duty employment, they must complete the Off-Duty Employment Notification form indicating their desire to use the vehicle for off-duty employment. The Off-Duty Employment Notification form must be approved by their Division Commander.

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 traffic violation occurring within the City of Tulsa provided the violation is hazardous in nature. Officers are expected to provide assistance 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 that the officer is relieved as soon as possible.

11. At their discretion, supervisors may conduct inspections of police vehicles assigned to
officers under their supervision. These inspections will be conducted at least quarterly and will be documented on the *Uniform and Equipment Inspection Checklist*. Inspections may include, but are not limited to the exterior, interior, trunk, and glove box areas. Required equipment for patrol vehicles include:

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 officers will provide replacement equipment. If any equipment requires repair, the officer assigned the vehicle (or the divisional Equipment Officer if the vehicle is unassigned) will be responsible for assuring the repairs are completed.

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 in various situations. 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 and/or the Police Safety Coordinator will ensure that personnel designated to operate special purpose vehicles, (e.g. mobile command posts, bicycles, motorcycles, or boats), receive any training needed 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 shall be allowed to drive the assigned vehicle to their residence provided 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 expressly authorized by the Chief of Police.

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 keep the Off-Duty Employment Notification form current at all times.

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 as outlined here and in policy 31-201A, Uniform and Equipment Specifications.

8. Officers wishing to alter or add equipment to their police vehicle shall first obtain written approval from their Division Commander.

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 a minimum of once each quarter.

12. 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.

13. Dispatch will place the officer 10-89 in the division (MVD, GID, RID) in which they are physically located.

14. Officers must advise the dispatcher that 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.

REFERENCES:

31-201A Att., Uniform and Equipment Specifications - Attachment
31-313, Off-Duty Employment
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Uniform Specifications Manual
*Collective Bargaining Agreement, Article 20*
*Memorandum of Understanding, Article 20, Section 20.10 (2009)*
*CALEA 41.1.4, 41.3.2, 41.3.3, 53.1.1, 22.3.4*
PURPOSE OF CHANGE:

The purpose of this policy is to provide personnel of the Tulsa Police Department with guidelines for the use, management, storage, and retrieval of audio/video (A/V) recordings by mobile video systems.

POLICY:

The use of a Mobile Video Recording System (MVRS) provides A/V evidence and helps defend against civil litigation and allegations of officer misconduct. All officers using MVRS devices shall adhere to the operational objectives and protocols outlined herein to maximize the effectiveness and utility of the MVRS and the integrity of evidence and related A/V documentation.

The goal of the Tulsa Police Department is to equip all police vehicles authorized to conduct traffic stops and/or be used in emergency operations with an MVRS.

It is the policy of the Tulsa Police Department that officers will record in audio and video, all enforcement contacts and all custodial transports or detentions within the police vehicle. Recordings made will be available for viewing by the officer who created it. Supervisors can review recordings of officers, permanently or temporarily under their supervision. Supervisors may randomly view recordings of the personnel under their supervision for evaluation purposes or for a specific event or allegation. The MVRS Administrator will routinely monitor user history. MVRS recordings shall be considered police records and shall not be released or exported for any reason without the express consent of the Chief of Police, or designee.

It is not the intent of the Tulsa Police Department to record private conversations, phone calls, or generally invade an employee’s right to privacy.

SUMMARY: Procedures for the use of MVRS and the resulting A/V recordings.

APPLIES TO: All police personnel

DEFINITIONS:

RECORDED MEDIA – Audio/Video (A/V) Recordings. Refers to A/V signals recorded on any storage device.

MOBILE VIDEO RECORDER SYSTEM (MVRS) – This term is synonymous with In-Car Video System (ICVS) and refers to any system that captures A/V signals. The ICVS is installed in a vehicle, and includes a camera, microphone, recorder, and a control interface.

MVRS ADMINISTRATOR – Personnel assigned and trained in the operational use and repair of MVRSs, duplicating methods, storage and retrieval methods and procedures, and who possess a working knowledge of video forensics and evidentiary procedures.
VIDEO PROCESSING UNIT (VPU) – A central processing unit installed in a vehicle designed to process and store A/V data.

PROCEDURES:

A. PROGRAM OBJECTIVES

1. The Tulsa Police Department (TPD) has adopted the use of MVRSs to accomplish the following objectives:

   a. to enhance officer safety.
   b. to accurately capture statements and events during the course of an incident.
   c. to enhance the officer’s ability to document and review statements and actions for both internal reporting requirements and for courtroom preparation/presentation.
   d. to capture A/V information for use in current and future investigations.
   e. to identify training issues and/or other departmental needs.

B. GENERAL PROCEDURES

1. It shall be the responsibility of the TPD and the City of Tulsa to ensure the A/V recording equipment is properly installed according to the manufacturer’s recommendations.

   a. The MVRS shall automatically activate when emergency equipment or a wireless transmitter is engaged. The system may also be activated manually from the control interface by using the record buttons within the vehicle.
   b. Placement and operation of system components within the vehicle shall be based on officer safety requirements.
   c. All officers shall successfully complete the TPD approved course of instruction prior to being deployed with an MVRS.
   d. Recordings shall remain encrypted and be maintained on server storage unless specifically selected for export by the Chief of Police, or designee.

      1) All requests for recordings shall be directed to the MVRS Administrator.

C. MVRS USE

1. Every MVRS is configured to begin recording upon activation of a trigger. Once a pre-determined trigger has been activated to begin recording, the MVRS has a default pre-event video only recording of 30 seconds. Any of the following triggers will begin recording:

   a. by pressing the on-screen button on the in-car mobile computer.
   b. by pressing the red record button on the back of the primary in-car camera.
   c. by moving the emergency equipment switch to position “2” on the light/siren control box.
d. by pressing the red button on the personal microphone module worn on the officers’ duty belt or person.

e. A sudden shock, bump or collision with the vehicle will also trigger recording. A “G-Force” sensor is installed with every MVRS in Tulsa Police vehicles.

2. Regardless of how the MVRS is triggered, officers are required to record all enforcement contacts and all custodial transports or detentions within the police vehicle.

3. In the event of an extreme, dynamic situation where the MVRS cannot be triggered due to officer safety risks, the MVRS shall be started as soon as practical and reasonable.

4. Recordings shall not be stopped until the full conclusion of any contact, incident, or transport where law enforcement action could be taken. In limited circumstances when the length of recording is for an extended period of time and the probability of enforcement action is low, the officer can stop the recording.

5. The uploading of all recordings will occur automatically at the Tulsa Police divisions where police vehicles are parked. Officers shall ensure MVRS recordings are uploaded on a regular basis.

6. Once uploaded to the server, A/V recordings will be retained for a minimum of 26 months from the date of record. Recordings can be retained longer, or indefinitely, upon the request of investigators, supervisors, etc. upon approval of the Chief of Police or designee.

7. In critical events, pursuits, or collisions, officers and supervisors are encouraged to review A/V recordings. If the system is operational, but the vehicle is not, have the vehicle transported to the nearest division for upload. In extreme emergencies, and with permission of a Captain or above, the MVRS Administrator may be called out to retrieve recordings from a disabled or otherwise immovable vehicle. All recordings are maintained on the server.

8. Officers will utilize the wearable microphone while on duty. If a Reserve officer or other sworn officer is in the vehicle, they shall wear the second microphone provided for all vehicles.

9. At the beginning of each shift, users will test the system to assure full functionality and confirm the user login is accurate and complete.

10. If the MVRS is not functional, the user will contact a supervisor to receive permission to continue their shift without the MVRS. After approval and the end of that shift, the police vehicle will be taken to the Radio Shop for repair. Outside of normal hours, officers will contact the Service Desk or create an online service ticket.

11. Officers will indicate in official police reports, or citation notes, that an A/V recording was captured and may provide possible evidentiary value for that case.

12. Officers should classify and tag A/V recordings with appropriate notes and comments.

D. MVRS ADMINISTRATION

1. The MVRS Administrator will be responsible to the Chief of Police, or designee, for the export of recordings for investigations, training, or evidence.
2. The viewing software will be placed on computers at locations within the police department. Officers and supervisors can sign in to the software to review recordings as needed.

3. The Chief of Police, or designee, will have the ability to set any recording on the server to not auto-delete. They may set a recording as “restricted” to limit access.

4. The request from the court system for A/V recordings will be handled through the MVRS Administrator. The MVRS Administrator will export a recording to the appropriate media for the Court system and provide it through normal evidentiary procedures.

REGULATIONS:

1. Officers shall successfully complete the TPD approved course of instruction prior to being assigned an MVRS. This training will include operating procedures as well as recording techniques.

2. Under no circumstances will recordings be altered, deleted or destroyed prior to the 26 month retention period.

3. Users are responsible for assuring full functionality of the MVRS installed in the police vehicle.

4. Any malfunction of the MVRS will be reported immediately to a supervisor. The Service Desk will be contacted by the end of the shift and if repair is needed, it must be initiated before the next shift of work.

5. Officers who have a non-functional MVRS, shall contact a supervisor to receive permission to continue their shift without using the MVRS. Supervisors shall consider all factors when determining whether an officer will continue working with a non functional MVRS and ensure appropriate steps are taken for repair.

6. Sworn officers shall use an MVRS in accordance with this policy.

7. Supervisors reviewing recordings for evidence of misconduct must have reasonable suspicion that misconduct has occurred.

8. Distribution of, or allowing others outside the Tulsa Police Department to view, duplicate, film or possess recordings from MVRS, without permission of the Chief of Police, or designee, is expressly forbidden.

9. Recordings exported for evidence shall be treated according to normal evidentiary procedures.

10. Any tampering or obstruction to any degree with the intent to disable the MVRS is expressly forbidden.

11. Failure to use the MVRS as prescribed by this policy can result in disciplinary action.

12. Any exceptions to this policy must be approved in writing by the Chief of Police.

REFERENCES:

47 O. S. 12-218
CALEA 41.3.8
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PURPOSE OF CHANGE:
To incorporate the Inventory Management system (IMS) for TPD owned equipment.

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. 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:

   - Firearms and less-lethal weapons
   - Ammunition
   - Police vehicles
   - Support equipment attached to a police vehicle: radio, rugged computer, and video camera will be listed with the police car.
   - Ballistic vests
   - Hand held police radios
   - Desktop Computers
   - Non-rugged laptop computers not assigned to a police vehicle
   - MiFi’s
   - Unique software not part of the standard TPD image which supports operations that has been installed on a desktop, laptop, or mobile computer
   - All equipment purchased with a grant
   - Department issued mobile phones
   - 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 officers.
   b. Fleet and departmental equipment manager.
   c. SOD equipment officer will be responsible for working with special teams 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
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To update the policy to incorporate extreme cases of exigent circumstances that may warrant temporary surrender of equipment, change restricted duty to administrative/limited duty, and to include instructions on how to surrender computers, broadband devices, department issued or controlled items and specialty unit equipment.

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.
2. When directed by the Chief of Police, or designee, equipment shall be surrendered prior to:
Subject: Surrender of Departmental Equipment

Date Approved: 12/18/2014
Effective Date: 12/18/2014

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.


   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 Collectives Bargaining Agreement, Article 21
CALEA 17.5.1, 17.5.2
PURPOSE OF CHANGE:
The purpose of this policy is to provide law enforcement officers with guidelines for the proper use and care of body armor.

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. Annual inspections of body armor shall be conducted for fit, cleanliness, signs of damage, abuse and wear.

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
CALEA 41.3.5,41.3.6
National Institute of Justice(NIJ) Standard: 0101.06
PURPOSE OF CHANGE:
To reformat and address issues identified in the annual policy and procedure audit.

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 was lost, include a five dollar ($5.00) replacement fee.
   b. If approved, sign and forward the request to the division administrative sergeant.
   c. Forward the request form along with the broken 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 secured 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 sergeant.
b. The division administrative sergeant will document that the key was returned on the pink copy of the request form and forward to the SDS division.

c. The division administrative sergeant will maintain the key in a secured area until the key is reassigned.

5. The division administrative sergeant 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 are transferred to another division shall turn their issued keys in to the division administrative sergeant prior to the employee’s departure.

**REFERENCES:** None
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To update language and remove unit designations that are no longer utilized.

POLICY:
The Chief of Police is responsible for the overall management of the department. 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 unusually 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. When an absence is anticipated, the Chief of Police will designate an Acting Chief of Police by Interoffice Correspondence. The Mayor will appoint an Acting Chief of Police in the unexpected absence of the Chief of Police, or designee.

2. Generally, the department operates 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 (Sergeant/Corporal).
   f. Officer/employee.

3. 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.

4. Division commanders will establish and annually update divisional goals and objectives and make them available to their personnel. This review will occur no later than 60 days after the Departmental Goals and Objectives are distributed. It will include a re-evaluation of progress made toward attaining the previous year’s goals and objectives. Copies of those goals and objectives will be sent to the Chief of Police and maintained by the Chief’s Aide.

5. 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.

6. 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 31-301B and other directives of the Tulsa Police Department.

7. If a report, review, or other activity mandated by CALEA accreditation standards will be submitted more than one week past the due date, the person responsible for completing the activity will submit an interoffice to the Chief of Police through their chain of command requesting an extension. The interoffice will explain the reason for delay and anticipated completion date. A copy of the interoffice will also be sent to the Accreditation Manager.

8. The Chief of Police, or designee, will establish and annually update departmental goals and objectives and make them available to all affected personnel. This review will include a re-evaluation of progress made toward attaining the previous year’s goals and objectives.
9. Headquarters will conduct an annual beat study to assist in the review of personnel allocation as it relates to patrol operations. The results will be submitted to the Operations Bureau Deputy Chief.

10. Headquarters will complete a triennial department workload assessment and write an executive summary to be forwarded to the Chief of Police with a copy to the Accreditation Manager. This assessment will be consistent with CALEA standard 16.1.2 and commentary.

11. The Chief of Police, or designee, is responsible for maintaining a Multiyear Plan to include long-term goals and objectives, anticipated workload and population trends, anticipated personnel levels, and anticipated capital improvements and equipment needs. This plan will be updated annually.

12. 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.

13. The Chief of Police will review all analyses and consider any recommendations. If any are to be implemented, the Chief will forward them to the appropriate division(s) or unit(s) for action.

14. Copies of the reports completed pursuant to these procedures will be forwarded to the Accreditation Manager.

**REGULATIONS:** None

**REFERENCES:**

31-136D, Specialty Assignments
31-301B, Written Directives, Departmental Roster, and Administrative Reports
TOG 2022, Organization and Administration
CALEA 11.1.1, 11.2.1, 11.2.2, 11.3.2, 11.4.3, 12.1.2, 12.1.4, 15.1.3, 15.2.1, 15.2.2, 16.1.2, 25.1.2, 25.1.3
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To update Multi-Year Plan and Unit Manual information.

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 31-301B 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 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

   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.
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<td>02/13/2014</td>
</tr>
<tr>
<td>Effective Date</td>
<td>02/17/2014</td>
</tr>
</tbody>
</table>

2. Division Commanders:
   a. Ensure that administrative sergeants 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

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

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 Sergeant 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 sergeants to keep the directives up-to-date.

REFERENCES:

31-301A, Organization and Administration
31-301B 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
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

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ADMINISTRATION

Subject
Directives, Departmental Roster, and Administrative Reports – Attachment

Date Approved 5/21/2013
Effective Date 5/22/2013

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REFERENCES:

CALEA 11.4.1, 12.1.4, 25.1.3, 41.2.2, 82.2.1
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**PURPOSE OF CHANGE:**
To reflect changes in the Collective Bargaining Agreement.

**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:**

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<th>IMMEDIATE FAMILY – an officer’s spouse, children, parents, and/or any foster or step situations within these relationships.</th>
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<td>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.</td>
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**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
31-302B, Injury Leave
Collective Bargaining Agreement, Article 15
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To address minor issues identified in the annual policy and procedure audit.

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:

1. When reporting an on-duty injury:
   a. 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.
   b. A supervisor will respond to the scene of the injury to determine the need for medical treatment and/or scene processing.
   c. The supervisor will identify all witnesses to the injury producing incident and obtain witness statements.

2. Complete the following reports when an on-duty injury is sustained:
   a. 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.
   b. The Worker’s Compensation Section will generate the *Injury Report* and send it to the supervisor for incident investigation and employee/supervisor signatures.
      1. The supervisor will return the *Injury Report* to the City of Tulsa’s Worker’s Compensation Section through the chain of command.
   c. 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.
   d. Injured TPR officers will:
      1. 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.
      2. Inform the Service of the name, address, and phone number of their paying job, with current wages.
      3. Notify the TPR coordinator as soon as possible. If after regular working hours, leave a voice mail message.
   e. 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.
   f. The division commander will review and forward the reports to the Administrative Bureau Deputy Chief as soon as possible.
   g. 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.

3. If medical treatment is required:
a. 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.

b. After being examined by the City Physician:

1) 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.

2) If unable to deliver the sheet, officers will request that the route sheet be faxed to their division and forwarded to their supervisor.

c. After normal business hours, refer to 31-302B Att., Line of Duty Injury – Attachment and notify the City Physician as soon as possible.

4. When medical treatment is delayed:

a. If the injury or illness has not yet been reported, notify a supervisor and follow the reporting requirements of procedure #2.

b. The officer will complete an Interoffice Correspondence explaining why treatment was delayed.

c. 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.

d. 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.

5. When returning to work after an absence caused by an on-duty injury:

a. 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.

b. The supervisor will forward a copy of the City Medical Route Sheet and the Release To Return To Work Form to the administrative sergeant. 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.

6. When requesting injury leave:

a. Officers will submit a completed Injury Leave Request to their immediate supervisor within thirty days after the first regularly scheduled workday missed.

b. 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.
c. The division commander will review the request and forward the original to the Administrative Bureau Deputy Chief.

d. 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.

7. Officers who desire to file for Worker’s Compensation benefits in lieu of or after City benefits expire, will:

a. Contact the Human Resource Worker’s Compensation Section.

b. Complete the *Worker’s Compensation Form 3* (obtain from the City Human Resource Department) in triplicate.

c. Mail this form to the Worker’s Compensation Court. The officer must file this form within two years from the last date of the exposure (or incident date), or within two years of the last day the officer received medical treatment.

8. Injury Repeater Program:

a. The division commander will investigate the facts pertaining to the on-duty injury.

b. 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.

c. The purpose of the review is to determine:

1) Exactly how the injury occurred.
2) If the injury could have been prevented.
3) If similar accidents or injuries can be prevented in the future.
4) If the officer should be placed in the Employees’ Injury Repeater Program.
5) If any corrective actions are required (e.g., retraining, physical evaluation by the City Physician, physical fitness program).

d. 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.

e. 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
CALEA 22.2.1, 22.2.2
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:

The City Physician may refer an officer to another physician, clinic, or hospital if an injury requires treatment beyond their capabilities.

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.

The City of Tulsa Injury Reporting phone number is
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To update policy to reflect that officers may carry a firearm under certain circumstances, while on disabled/limited duty status.

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:

1. When placed on limited duty for a temporary disability due to a medical reason:
   
a. If for pregnancy, the employee will obtain a signed *Physician’s Statement* from the private doctor listing all duty restrictions and/or special requirements.

b. 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.

c. Following assessment by the City Physician, the employee will obtain a signed *City Medical Route Sheet* listing duty restrictions, special requirements, and/or follow-up appointments from the City Physician.

d. The employee will submit the route sheet or the *Physician’s Statement* to their immediate supervisor on the day it was received.

e. When a medical referral is made by the City Physician, the employee will obtain a *Medical Referral Slip*.

f. The employee will return the completed referral slip to the City Physician’s office within 48 hours following an appointment with a consulting physician.

g. The immediate supervisor will forward the *City Medical Route Sheet* or the *Physician’s Statement* to the administrative sergeant. The administrative sergeant 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.

h. 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.

i. If the employee is not scheduled to return to full duty within one month, the division commander will notify the Chief of Police.

j. 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.

k. 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.
1. 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.

m. 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.

n. 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.

o. 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:
   1. The Legal Department
   2. The City Physician
   3. The Injured or disabled employee
   4. The Human Resources Department
   5. The Chief of Police or his designee

p. 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.

2. When placed on administrative limited duty:
   a. 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.
   b. 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.

3. When it becomes apparent to an employee that they may be permanently disabled:
   a. The employee will notify their immediate supervisor, as soon as possible, after they become aware of their disability.
   b. The immediate supervisor will notify the Chief of Police of the employee’s permanent disability through the employee’s chain of command.
   c. 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.
d. The employee will furnish the City Physician with applicable medical records, if requested.

e. The City Physician will determine if the employee is capable of performing all of their essential job functions.

f. If it is determined that a permanent disability does exist:

1) 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.

2) Human Resources will notify the disabled employee in writing of the City Physician’s findings.

g. 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.

h. 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.

i. 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.

j. 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.

k. 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:

1) 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

2) Disability separation procedures should be initiated.

4. Tulsa Police Reserve Officers (TPR):

Notify the TPR coordinator, as soon as possible, after a TPR becomes aware of a temporary or permanent disability.

5. 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
31-302 Att, Line of Duty Injury Reporting – Attachment
Collective Bargaining Agreement, Article 16
PURPOSE OF CHANGE:
To incorporate TOG 2020, and to address issues identified in the annual policy and procedure audit.

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:

a. 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.

b. **Parental** – needle stick or cut.

c. **Permucosal** – 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 other 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...
PROCEDURE

Subject: Exposure to Communicable Disease

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

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 31-302B, 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. TCSO medical personnel at the jail will be provided with all necessary supplies to draw blood from source persons via the contract that the City of Tulsa has with Regional Medical Lab. TSCO Medical Personnel will arrange pickup of the sample by the Lab.

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*
31-112A, Recovered/Found Property
31-302B, Line of Duty Injury Reporting/Leave
TOG 2003, Collection and Preservation of Evidence
TOG 2014, Radio Communications
CALEA 33.1.7, 33.5.1
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**PURPOSE OF CHANGE:**
To reformat, address issues identified in the annual policy and procedure audit, and to renumber.

**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, work shops, 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:

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*
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To add vacation reduction to documents to be purged and to update time limits for purging and expunging files. Also to add counseling procedures for employees covered under the American Federation of State, County and Municipal Employees (AFSCME) Office Technical (OT) & Administrative Technical (AT) collective bargaining agreement. Also, to correct the allotted time for the completion of Internal Affairs investigations and CCRP resolutions.

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.

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. 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.

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 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 be charged with documenting the complaint or concern.
   a. Concerns can be documented with an online contact form.
   b. Complaints will be documented with a complaint form and/or an Interoffice to the Chief of Police.
   c. The complaint form can be completed by the supervisor or the citizen. The matter and the resolution of the complaint shall be forwarded to the Chief of Police through the chain of command. Each person in the chain of command shall be obligated to ensure that such complaints were handled appropriately.

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 Chief of Police within 90 days.

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 complete and expedient investigation is conducted.

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.
   e. Administrative investigations of criminal allegations, when directed by the Chief of Police.

2. The investigator will notify the employee, through the chain of command, that a
complaint was received and will be investigated.

3. 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.

4. IA investigators may assist divisional supervisors with investigations as needed when approved by the IA Commander.

5. IA will conduct an investigation at the request of any member of the department who justifiably feels threatened by false accusation or a contrived situation involving false evidence. Such requests are to be made to and approved by the Chief of Police or designee.

6. IA will maintain investigative files of all complaints assigned by the Chief of Police or designee and make proper entries in personnel files.

7. 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 IA investigation process) to the appropriate captain.

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, through the Bureau Deputy Chief, 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 division commander and
bureau deputy chief of the continuing developments in the investigation in order that it may be determined whether to:

a. Retain the employee in their present assignment.

b. Assign the employee to limited duty (See P&P 31-302C) where they are under close supervision and have limited contact with the public or with other police employees.

c. Excuse the employee from duty or seek immediate suspension. The Chief of Police will decide whether the nature of the complaint is serious enough to suspend the employee 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. At the discretion of the Chief of Police, polygraph examinations may be used for pre-employment screening.

6. 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. 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 sergeant 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 for investigation. 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. The investigating supervisor will schedule a resolution meeting after the investigation is completed.

7. The resolution meeting will be conducted at the affected employee’s division and attended by the complainant, the employee involved, and the supervisor investigating the complaint. If a complainant fails to attend a 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 action will be taken as a result of their investigation (i.e., counseling, training, etc.).

10. Investigating supervisors will complete an interoffice detailing the results of the investigation and the resolution meeting. The investigator will forward the resolved complaint through the Captain to the Division Commander.

11. Copies of all CCRP complaints will be maintained at IA.

G. 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 the investigation is worked in the IA format and has been completed, the Chief of Police will classify the complaint in one of the following ways:
   a. Unfounded – the allegation is false or not factual.
   b. Exonerated – the incident complained of occurred but was lawful and proper.
   c. Not Sustained – there is insufficient evidence to prove or disprove the allegation.
   d. Sustained – the allegation is supported by sufficient evidence.

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.

H. 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, CCRP documentation, and Divisional Letters of Reprimand shall be purged and expunged after one year.

5. Departmental Letters of Reprimand shall be purged and expunged after three years.

6. Suspensions, Vacation Reductions, and Orders of Demotion shall be purged and expunged after five years.

7. The above provisions shall not apply to discipline for employment discrimination or harassment workplace incidents.

8. If the discipline relates to dishonesty by the employee being disciplined the time periods for purging and expunging shall be increased to:

   a. two years for counseling documentation,
   b. two years for Division Letters of Reprimand,
   c. five years for Department Letters of Reprimand,
   d. seven years for Suspensions, Vacation Reductions, and Orders of Demotion.

1. See American Federation of State, County and Municipal Employees (AFSCME) Office Technical (OT) & Administrative Technical (AT) collective bargaining agreement Article 9.4 for counseling procedures for employees covered by this agreement.

9. Employees shall be allowed to review their personnel files, under appropriate supervision, at any reasonable time and challenge any information maintained in the file.

**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 Department or divisional-level investigations directed by the Chief of Police or designee.

4. The nature of the allegations, the results of internal investigations, and any
disciplinatory action taken will be treated as a matter of public information.

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, if a citizen complaint form is not completed, the supervisor will document the complaint by completing an online contact report or an interoffice correspondence. The completed report will be reviewed by the chain of command of the employee being complained upon.

10. After reviewing the online contact reports, the Division Commander will notify the IA Commander, Bureau Chief, or Chief of Police if an administrative investigation is warranted.

11. If a sustained complaint includes disciplinary action of counseling, the employee’s supervisor will forward an interoffice, through the chain of command, documenting the counseling session was completed. A copy will be also be forwarded to IA.

REFERENCES:

31-101A, Use of Force
31-304B, Pre-Action Hearings
31-304C, Employee Tracking and Assistance Program
31-306, Performance Evaluations
Collective Bargaining Agreement, Article 7, Article 11 and Appendix B
CALEA 26.1.4, 26.1.5, 26.1.8, 42.2.6, 52.1.1, 52.1.2, 52.2.2, 52.2.3, 52.2.4, 52.2.6, 52.2.7
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To address issues identified in the annual policy and procedure audit and to address changes required by the American Federation of State, County and Municipal Employees (AFSCME) collective bargaining agreement.

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 31-301B, 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:

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
31-301, Written Directives
31-304A, 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
PURPOSE OF CHANGE:
To add the Fraternal Order of Police as part of the annual evaluation.

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.
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 per P&P 31-101A.
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. Psychological 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:**

31-101A, *Use of Force*

CALEA 22.2.3, 22.2.6, 26.1.4, 33.1.5, 35.1.9
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

TULSA POLICE DEPARTMENT
EMPLOYEE TRACKING AND ASSISTANCE PROGRAM

Identification Phase

<table>
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<tr>
<th>ETAP NUMBER</th>
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Employee Name

SOC# ____________________ DOB ___________ DOE ____________________

Present Assignment _________________________________________________

Criteria being used for identification into the program include:

<table>
<thead>
<tr>
<th>IA Case #</th>
<th>Type of Case</th>
<th>Findings</th>
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<tbody>
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<table>
<thead>
<tr>
<th>Assault Incident #</th>
<th>Date</th>
<th>Disposition</th>
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<th>Date</th>
<th>Determination</th>
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</tbody>
</table>

A conference has been held in accordance with Policy 31-304 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

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. It is the responsibility 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 [name] and Supervisor [name] met and the following training/assistance or plan of action was developed:
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

I feel the employee is in need of professional evaluation or counseling. I recommend that a committee meet in accordance with Policy 31-304 C, Phase 2, Paragraph 3.A.

Explain: ___________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

The employee has refused to participate in the program and/or cooperate in developing a plan of action. Explain: ___________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Assigned Supervisor's Signature

Employee Comments: ____________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________
_________________________________________________________________________

Employee's Signature ____________________________
PURPOSE OF CHANGE:

To update policy and procedure to reflect the changes in court sign-in procedures and outline the Court Monitor’s procedures for assisting officers with court overtime requests and to renumber this policy.

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 sergeant, 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 sergeant 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 they will automatically be placed on-call by the District Attorney’s office. The employee will not need to make contact with 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 when the Court Monitor is present
   a. The sign-in location will be the District Court Victim/Witness Center located on the 8th floor of the Tulsa County Courthouse.
   b. Upon arrival at the District Court Victim/Witness Center, the officer will complete an overtime request and attach the subpoena. Also, the officer will document, on the subpoena, which ADA requested them to appear. If the officer was not requested, they will document they attempted to contact the ADA and how this attempt was made. The officer will put an immediate contact phone number on the subpoena, preferably a cell phone number.
   c. The Court Monitor will stamp the overtime request, place the time in the “start time” box, and place the officer’s name on the court docket to designate the officer is present. The Court Monitor will provide this information to Victim/Witness personnel.
   d. When the Court monitor is notified the officer has been released, the Court Monitor will assure the officer is not needed for another case. If the officer is released from court for the day, the Court Monitor will notify the officer, at the number provided, they are released from court.
   e. The Court Monitor will stamp the overtime request and complete the “end time” box. The Court Monitor will forward the overtime request to the officer’s shift commander. The Court Monitor will document any questions about the overtime for the shift commander to address.

2. District Court when the Court Monitor is absent
   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 and a copy of the original subpoena in the lock box located at the court log. Attach the employee and timekeeper copies of the *Overtime Request Form* to the properly stamped/dated subpoena, then forward the documents to a supervisor for approval within five days.

3. JBDC

a. The sign-in location will be the Juvenile Court Victim/Witness Center (located at JBDC) for Juvenile Court.

b. 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. The officer will document, on the subpoena, which ADA requested them to appear. If the officer was not requested, they will document they attempted to contact the ADA and how this attempt was made. Officers will then report to the appropriate courtroom or location as directed by the Victim/Witness Center staff.

c. 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.)

d. Complete the *Overtime Request Form* and place the audit (original) copy and a copy of the original subpoena in the lock box located at the court log. Attach the employee and timekeeper copies of the *Overtime Request Form* to the properly stamped/dated subpoena, then forward the documents to a supervisor for approval within five days.

4. Federal and Municipal Court

a. In the Police/Courts building, sign in on the court log and time/date stamp the subpoena and *Overtime Request Form*.

b. Report to the Municipal Court Division or the U.S. Attorney’s Office 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. When released from Municipal or U.S. District Court, return to the Police/Courts building, sign out on the court log, and date/time stamp the subpoena and *Overtime Request Form*.
f. Complete the *Overtime Request Form* and place the audit (original) copy and a copy of the original subpoena in the lock box located at the court log. Attach the employee and timekeeper copies of the *Overtime Request Form* to the properly stamped/dated subpoena. Within five days, forward the documents to a supervisor for approval.

5. Department of Public Safety Hearings

   a. The sign-in location for Department of Public Safety Hearings is located at the DPS office located at 14002 E 21st Street, Suite A. Sign in on the hearing log and date/time stamp the DPS letter along with an *Overtime Request Form*. Have the DPS hearing officer sign the letter and *Overtime Request Form*.

   b. When released from the hearing, sign out on the hearing log and date/time stamp the DPS letter along with the *Overtime Request Form*.

   c. Complete the *Overtime Request Form* and place the audit (original) copy and a copy of the original subpoena in the lock box located at the court log. Attach the employee and timekeeper copies of the *Overtime Request Form* to the properly stamped/dated subpoena, then forward the documents to a supervisor for approval within five days.

   d. Department of Public Safety case appeals assigned to the District Court will be handled the same as a District Court subpoena.

6. Court outside the City of Tulsa

   a. When responding to courts outside the City of Tulsa, the officer will 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. Forward the documents to a supervisor for approval within five days and forward the audit (original) copy and a copy of the subpoena to the Court Monitor.

E. COURT OVERTIME

1. Supervisors will approve the *Overtime Request Form* after ensuring the subpoena is attached and has all necessary information (i.e., signatures, date/time stamp).

2. Division staff will approve the *Overtime Request Form* after ensuring the subpoena is attached and has all necessary information (i.e., signatures, date/time stamp).

   a. After approval, the Captain will separate the *Overtime Request Form* for distribution. The pink/green *Overtime Request Form* with subpoena attached will be given to the timekeeper and the officer’s copy to the employee.

3. The Division Commander will investigate and approve or deny any questionable overtime requests.
4. The Court Monitor will collect and review the audit (original) copy of the Overtime Request Forms, the attached subpoenas, and all sign in/out court logs. The audit copy will be returned to the appropriate division as soon as possible.

5. The Division Commander will ensure the audit copy and the timekeeper’s copy of the Overtime Request Form are compared and reattached.

6. Overtime Request Forms 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
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 Forms, 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 regards 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.

REFERENCES:

City of Tulsa Personnel Policy and Procedure
Collective Bargaining Agreement, Article 13 318, Use of Departmental Computer Systems
CALEA 22.1.1
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To update policy to reflect supervisors calling all available contact numbers when attempting to contact officers for hire back overtime and to leave messages when contact is not made with officers.

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 anytime 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 anytime.
   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:

*Tulsa Police Department Policy and Procedure, 31-305A*
*City of Tulsa Personnel Policy and Procedure*
*Collective Bargaining Agreement*
PURPOSE OF CHANGE:
To update policy to reflect the change of PPR schedule for civilian employees from the fiscal year calendar to the January through December calendar.

POLICY:
The performance appraisal process helps improve productivity and ensures that employees are given an opportunity to develop their job knowledge, skills, and abilities in a positive and productive manner.

All employees will receive an annual evaluation. In addition, officers, corporals, and sergeants will receive a mid-year counseling session during January of each year. This session is designed to reinforce objectives and goals of the Department as well as the individual. These counseling sessions will focus on what behaviors are expected to achieve excellent job performance.

Supervisors are responsible for the technical and administrative expertise in their area of supervision and are expected to help officers develop to their maximum potential. Supervisors will assist officers in developing their job skills and give officers an opportunity to provide input.

APPLIES TO: All police personnel

SUMMARY: Procedures for evaluating police personnel.

DEFINITIONS:

PERFORMANCE, PLANNING, AND REVIEW RECORD (PPR) – the evaluation form used to evaluate civilian employees, captains, majors, and deputy chiefs.

TULSA POLICE DEPARTMENT PERFORMANCE EVALUATION – the form used to evaluate officers, corporals, and sergeants.

PROBATIONARY EMPLOYEE QUARTERLY EVALUATION FORM – an Interoffice Correspondence format form used to evaluate probationary employees and Tulsa Police Reserves.

PROCEDURES:
A. During January of each year, officers, corporals, and sergeants will meet with their immediate supervisors for a counseling session. Job tasks that will be considered during the Annual Performance Evaluation will be reviewed.
1. If a supervisor feels that an officer needs improvement in work performance, the supervisor will discuss these areas with the officer and set a course of action for improvement.

2. The supervisor will document the date and a brief summary of these counseling sessions in an *Interoffice Correspondence* and forward it to their division commander.

**B.** The annual evaluation process will begin May 1. Each officer, corporal and sergeant will complete a self-evaluation using the *Tulsa Police Department Performance Evaluation* form prior to meeting with their supervisor.

1. Annual evaluations for all sworn personnel, with the exception of TPR, must be completed and returned to the Office of the Chief of Police no later than July 1.

2. Performance evaluations will be based solely on work performed during the rating period, with the beginning and ending dates clearly specified. Supervisors will give an explanation in the comments section of the evaluation form when an employee’s performance ratings are unsatisfactory or outstanding.

3. Supervisors will review and sign each completed evaluation.

4. All performance evaluations completed by an employee’s supervisor will then be reviewed by the rater’s supervisor whose signature will indicate final approval. This review by the rater’s supervisor is to ensure fairness and impartiality of the ratings given and ensure that ratings are applied uniformly. One component of the supervisor’s evaluations will be the quality of ratings given to employees.

**C.** Special Evaluations will be completed by a supervisor when any of the following conditions exist:

1. An employee who does not meet acceptable standards will be re-evaluated at least every 90 days until acceptable standards are met. If the employee fails to receive an acceptable standard after three special evaluations, a pre-termination hearing will be scheduled to be conducted by the Chief of Police, or designee.

2. When requested by an employee or an employee’s supervisor.

3. Employees who have been suspended will receive an evaluation within 30 to 60 days of their return to duty. The captain or civilian manager may modify the extent of this review if approved by the division commander.

**D.** Civilians, captains, majors, and deputy chiefs will be evaluated in accordance with City of Tulsa Personnel Policies and Procedures manual section 703. These evaluations will be completed on the *Performance, Planning, and Review Record* form. The evaluations for civilian employees will be completed no later than November 30. The evaluations for captains, majors, and deputy chiefs will be completed no later than June 30 and forwarded to the Office of the Chief of Police. The Chief’s Office will then forward them to Human Resources.
E. Full-time probationary police officers must be evaluated quarterly. During academy training this will be documented by regular testing scores. During FTO training, it will be documented by field training documents. In the event that a probationary officer has not received an evaluation within a quarterly period, and has not completed probation, then an evaluation for that quarter must be done. (See Procedure H. for further details).

F. TPR officers will be evaluated quarterly for one year after graduating from the academy. This will be documented using field training documents and the evaluation process outlined in procedure H. TPR officers will then be evaluated annually, starting the following year, using the same procedures as full time officers. The time period for TPR annual evaluations will be in accordance with the current TPR manual.

G. Non-probationary employees will be advised in writing whenever their performance is deemed to be unsatisfactory. The written notification will be given at least 90 days prior to the end of the rating period.

H. All entry-level probationary employees, temporary employees, and early hire Apprentice Police Officers will be evaluated quarterly using the Probationary Employee Quarterly Evaluation.

I. Evaluation Requirements:

1. Once completed, each employee will be advised of the results of their performance evaluation.

2. Each employee will be informed of the level of performance expected, and rating criteria or goals for the new reporting period.

3. Each employee and reserve officer will be counseled by their supervisor regarding such topics as advancement, specialization, or training appropriate for the employee’s position.

4. During the review of the evaluation, employees will be given an opportunity to concur or not concur with the evaluation and to make written comments to supplement the completed performance evaluation report. All employees will sign their evaluations to acknowledge receipt.

5. An employee has the right to contest any evaluation through their chain of command and/or when appropriate, through the appeals process contained in the City of Tulsa’s discrimination policy and/or Collective Bargaining Agreements. If agreed to by the employee, prior to making an appeal, a meeting may be scheduled with the employee, the rater, and the rater’s supervisor to see if the problem can be resolved. The employee has the option of having a representative of their choice present at all times during the meeting.

6. A copy of all evaluation forms will be given to each employee immediately following the evaluation process.
7. All evaluations will be forwarded to the Office of the Chief of Police. From there, they will be forwarded to Human Resources, placed in the employee’s personnel file, and retained for the entire length of the employee’s service. TPR evaluations will be forwarded to the TPR Program Coordinator to be placed in their personnel file.

**REGULATIONS:**

1. All evaluations of employee performance will cover a specific time period.

2. Supervisors who are responsible for completing evaluations must attend supervisory training classes that include the evaluation process and training in career development activities.

3. Supervisors will read the procedures listed on the evaluation form prior to rating the employee and use the measurement definitions listed on the evaluation form.

4. Criteria used for the performance evaluation must be specific to the assignment of the employee during the rating period.

5. The rater will give an explanation in the comments section of any evaluation form when an employee’s performance ratings are unsatisfactory or outstanding.

6. All employees will sign their evaluations to acknowledge receipt.

7. All performance evaluations completed by an employee’s supervisor will then be reviewed and signed by the rater’s supervisor.

**REFERENCES:**

*Collective Bargaining Agreement*
*City of Tulsa Personnel Policies & Procedures* 104, 416, 703
*Johnson, et al. v. City of Tulsa, No. 94-CV-39-H_(M) Consent Decree, Section 15.1*
*CALEA 33.8.1, 35.1.1-35.1.8*
PURPOSE OF CHANGE:
To update policy to reflect changes in the utilization of confidential informants and the related documentation required.

POLICY:
The Tulsa Police Department recognizes there will be occasions during the course of some investigations when officers may need the assistance of confidential informants (CI) to accomplish various investigative functions. It is the policy of the Tulsa Police Department that any person who is paid money for their assistance, or any person who expects to receive prosecutorial consideration for their assistance, will be considered a CI. Any person providing actionable intelligence regarding criminal activity or assistance that leads to the issuance of a search warrant or arrest warrant and is not identified by name in the affidavit, will also be considered a CI and must be documented in the Special Investigations Division (SID) informant files prior to use. Situations involving anonymous information sources are not governed by this policy.

If an officer develops a confidential informant through the course of their field assignment, the CI will be referred to the appropriate investigative unit. With the approval of the officer’s chain of command, an officer may work with the CI in conjunction with the appropriate investigative unit for career development purposes.

Officers will use CI’s on a selective basis. Officers and employees will not interfere with the proper administration of criminal justice. Except for circumstances involving the furtherance of justice, the correction of an injustice, or assistance with an investigation of a more serious nature, any attempt to have traffic or criminal charges reduced, voided, or stricken from any docket, record, or file is prohibited.

Before an individual can be paid from government funds or receives prosecutorial consideration, the person must be assigned a CI number and the appropriate information must be on file with SID. The information in these files will help protect officers and the department from false accusations and will help provide for the safety of officers and citizens who might otherwise be endangered by false information provided by an unreliable informant.

The only way to judge the credibility and reliability of an informant or the information provided by an informant is through the proper documentation, reporting and tracking of the informant and information provided. The information provided by informants is considered property of the Tulsa Police Department, not the officer who receives and/or acts upon the information.
Officers shall not enter into agreements with defendants over providing information in exchange for lesser or a reduction in the amount of criminal charges filed. This is the purview of the District Attorney’s office, City Attorney’s office, and U.S. Attorney’s office. Officers may approach the appropriate prosecutor’s office to discuss the possibility of the reduction of charges on behalf of a defendant with the approval of their supervisor.

When a documented informant provides information to an officer that results in action being taken by the officer (i.e., search warrant, arrest, interdiction, seizure), the officer will document the action taken and/or a brief description of the information provided on the Informant Case Update Form. The CI will sign the form prior to the officer taking action on the information. If exigent or unusual circumstances exist that prohibit a signature from being obtained, a supervisor may approve the use of a digital recorder to document the information provided. An Informant Case Update Form shall be completed by the officer handling the CI. The officer will document the existence of the recording on the CI signature line. A disk copy of the recording will be forwarded to the SID Administrative Sergeant, along with the completed Informant Case Update Form, for inclusion in the CI file. False or unreliable information that is provided by a CI will also be documented utilizing the same form for inclusion into the CI file. A TRACIS report shall be completed when applicable.

SUMMARY: Procedures for utilizing a CI

APPLIES TO: All Police Personnel

DEFINITIONS:

ACTIVE CONFIDENTIAL INFORMANT – A properly registered and approved confidential informant who has provided information or assistance regarding criminal activity documented on an Informant Case Update form within the past 6 months.

CONFIDENTIAL INFORMANT(CI) – Any person who provides assistance or information to an investigator for monetary gain, any person who provides assistance or information for prosecutorial consideration, or any person providing actionable intelligence regarding criminal activity or assistance that leads to the issuance of a search warrant or arrest warrant and is not identified by name in the affidavits. Situations involving anonymous citizens who provide information are not considered CI’s (i.e. neighbors, Crime Stopper complainants, concerned citizens).

DEACTIVATED INFORMANT – A confidential informant who is no longer in a position to provide information or assistance regarding criminal activity (i.e. fulfilled obligations, moved, unwilling to cooperate etc.). An informant in this category may become active provided the officer submits a new registration packet for approval if the CI has been deactivated for a period of one year or more. When a confidential informant file indicates a CI has not been utilized for a period of six (6) months, the supervisor and controlling officer will determine whether or not the CI should be deactivated.

FEDERAL DEFENDANT – a person arrested for a federal criminal offense who is awaiting trial.
FEDERAL OFFENDER – A person convicted of a federal criminal offense.

INFORMANT(S) – For the purposes of this policy informants shall include; Active Informants (AI), Confidential Informants (CI), and Reliable Confidential Informants (RCI).

PROSECUTORIAL CONSIDERATION – Shall include reduced bond, O.R. bond, withdrawal of a warrant, charges not being filed, reduction of sentence, the dismissal of charges that have been filed, or a reduction in number or severity of charges.

RELIABLE CONFIDENTIAL INFORMANT (RCI) – A confidential informant (CI) or a person who has established a long term working relationship with an investigator(s) with or without compensation. The RCI is a person who has provided information to law enforcement in the past that has proven to be truthful and reliable and the information resulted in the arrest of criminal violators and/or furtherance of investigations.

TERMINATED INFORMANT – A confidential informant who has intentionally provided false information or who has displayed unsatisfactory or criminal behavior that outweighs their ability to assist the Tulsa Police Department and the citizens of Tulsa. Terminated informants cannot be reactivated without the express permission of the SID Division Commander.

PROCEDURES:

Informant Management

Management of an informant is primarily composed of developing a working relationship and controlling the informant. This is the area wherein many department members fail to appreciate the potential for negative results. In an effort to minimize negative impact, the following guidelines are provided.

1. Officer/Informant Relationship
   a. Each informant shall have a primary and a secondary officer established to ensure full-time control. The supervisor shall be kept knowledgeable of all informant related events.
   b. Be friendly, but businesslike in interaction with an informant. It is imperative the officer(s) maintain objectivity throughout this relationship.
   c. Informant shall not be related by kin to the officer(s) managing them.
   d. Be honest with the informant; never make a promise you cannot keep.
   e. Contacts with the informant should be in person whenever possible.
   f. Show appreciation and dissatisfaction whenever appropriate.
   g. Guard the secrecy of the informant’s identity.
   h. Only necessary information shall be provided to the informant.

2. Informant Control – This is an area of concern many police officers fail to recognize and/or take the appropriate action. The following guidelines are provided to minimize control problems.
a. The officer(s) must stress to the informant the informant is not to take independent action, but is to follow the directions of the officer(s). Relevant areas are:

b. The supervisor is to be kept informed of all meetings with informants including:

   1. Meeting date, location and time;
   2. Topics:
      a. Target selection.
      b. Goals of the investigation.

3. Evaluating Informants – When evaluating the informant or source of information, the following should be considered:

   a. Past performance of the informant.
   b. Does the informant have a personal interest in the target?
   c. Under what conditions did the informant obtain the information?
   d. Was the information obtained directly or learned second or third hand?
   e. Constantly evaluate the informant as well as the information you receive.

**Documenting Informants**

Informants must be documented and a number assigned if they fall within the definition provided. All informants must be registered at the time benefits/services are initially provided, to include cultivation expenses. Informant registration is a concept that works as a management tool to track the reliability of informants. This gives credibility to the department by maintaining accountability and control over informants. For those situations where payment is to be made to a CI for their assistance or the confidential informant is eligible for prosecutorial consideration, the officer will contact SID to see if the informant is currently documented as a CI.

1. If the CI is documented, officers need only inform SID of any new information or warnings on the CI for inclusion in the CI file.

2. If the CI is not documented, the following steps must be taken:

   a. Conduct a criminal background check on the person providing the information utilizing TRACIS and Teletype.

   b. Complete a *CI Background Information Form* and attach any pertinent criminal history data to the back of the form.
c. Complete the *Cooperating Individual Agreement* with the CI and have the informant initial each conditional point listed, then date and sign the agreement.

d. Obtain a right index fingerprint of the CI on the *Cooperating Individual Agreement*. The agreement must be signed and dated by the CI and two officers.

e. Include information on past cases resulting from the CI’s information, if applicable and if known.

f. Include any information considered a warning regarding the CI.

g. Include an up to date photograph of the CI.

h. The completed *Confidential Informant Background Information, Cooperating Individual Agreement*, criminal history, photograph, and any other supporting documentation must be presented to the officer’s supervisor for review.

i. The supervisor will forward the information to SID for inclusion in the CI’s information file. All new Confidential Informant files will be reviewed by the SID Captain and SID Administrative Sergeant for accuracy or potential conflicts. A CI is not considered documented until the officer receives a CI number from the SID Administrative Sergeant.

j. The SID Administrative Sergeant will then generate a CI file for the informant. Any follow up forms relating to the CI should bear the CI number to ensure proper filing. The file folder will hold the original *Confidential Informant Background Information* and *Cooperating Individual Agreement* forms along with any original *Voucher for Purchase of Information/Evidence* and *Informant Case Update* sheets for the informant and/or information provided by the informant.

3. If the CI is seeking prosecutorial consideration the following steps must be taken:

   a. Contact a supervisor to receive approval.

   b. Contact the appropriate prosecuting authority (City Prosecutor, District Attorney, or U.S. Attorney) prior to having significant discussions regarding pending or potential charges with the CI.

   c. If appropriate prosecuting authority agrees the CI can be utilized, document the approving prosecutor’s name along with the date and time on the *Confidential Informant Background Information*. The prosecutor’s signature will be obtained as soon as possible.

   d. Officers will complete the appropriate documentation as described in Section b of “Procedures: Documenting Informants”.
4. If the appropriate prosecuting authority cannot be contacted, the following steps must be taken in any unusual or exigent circumstances:

   a. An SID supervisor must be contacted and approve the action. The SID supervisor will submit an interoffice correspondence, along with the original CI documentation forms, to the SID Division Commander detailing the circumstances. The interoffice correspondence will be placed in the CI file. A copy of the interoffice will be emailed to the SID Division Commander prior to the end of shift.

   b. An “Informant Case Update” form must be completed and signed by the CI and witnessed by two officers prior to any action being taken on their information or assistance. If exigent or unusual circumstances exist that prohibit a signature from being obtained, a supervisor may approve the use of a digital recorder to document the information provided. An *Informant Case Update Form* shall be completed by the officer handling the CI. The officer will document the existence of the recording on the CI signature line. A disk copy of the recording will be forwarded to the SID Administrative Sergeant, along with the completed *Informant Case Update Form*, for inclusion in the CI file.

   c. Officers will complete the appropriate documentation as described in Section b of “Procedures: Documenting Informants”.

5. If the CI’s background investigation reveals the person desiring to be a CI is a federal offender or a federal defendant, or on state probation or state parole, an officer must first receive approval from the SID Division Commander or designee.

**Paying Informants**

Prior to paying a CI for evidence or information, officers must obtain approval from their chain of command for both the payment and the amount of the payment. SID must be consulted to determine the appropriate payment amount. Officers will not agree to pay a CI a specific amount of money without first receiving approval from their chain of command. Officers shall not use personal funds to pay a CI under any circumstances.

1. After payment has been approved, the supervisor will ensure the necessary prosecutors, officers, and CI all agree to the terms of the obligation. The CI may then complete their obligation. Non-investigative personnel shall contact SID for assistance.

2. After the CI has completed their obligation, officers will obtain the money from SID. At the time of payment, officers will ensure:

   a. The CI’s obligation has been fulfilled satisfactorily.

   b. Two officers and a supervisor are present and are witness to the payment. If possible, one of the officers should be from the unit supplying the money.

   c. A *CI Payment Voucher* is completed and is signed by the CI, the witnessing supervisor, and both officers.
3. The CI Payment Voucher will then be reviewed and signed by the officer’s immediate supervisor and the SID Captain.

4. The CI Payment Voucher will then be forwarded to SID for inclusion in the CI’s file.

5. If an officer desires to contact a prosecuting authority (City Prosecutor, District Attorney, or U.S. Attorney) in reference to having a CI receive any type of prosecutorial consideration, the officer must first obtain approval from their supervisor and document the CI in the SID files. The prosecutor will determine if the cooperation merits a reduction or dismissal of the charges in the interest of further investigations. If necessary, the prosecutor, not the officer, will approach the court.

**Working With Federal Offenders**

When notified by an officer they desire to use a federal offender or federal defendant as a CI, the SID Division Commander will ensure the appropriate conditions exist and that the operating procedures required by the federal court are followed.

**Informant Case Updates**

To ensure adherence to this policy, sergeants will meet in person with all active informants being controlled by officers in their squad by February 15 of each year. The meeting shall be witnessed by another supervisor without the controlling officer present. The meeting will be documented on the Informant Case Update Form. The SID Administrative Sergeant can provide assistance in confirming the status of a CI if needed. When a confidential informant file indicates a CI has not been utilized for a period of six (6) months, the supervisor and controlling officer will determine whether or not the CI should be deactivated. If an informant has been deactivated for a year or more, a new registration packet must be submitted for approval prior to the CI being utilized. If an officer believes a confidential informant’s status should be deactivated or terminated, the officer will submit an interoffice to the SID Division Commander documenting the specific reasons. The SID Division Commander will make a determination based on the documented facts and forward to the SID Administrative Sergeant to update the file.

**REGULATIONS:**

1. Officers of non-investigative units shall not purchase evidence nor cause evidence to be purchased without the approval of their chain of command. If an officer develops a CI through the course of their field assignment, they will be referred to the appropriate investigative unit. With the approval of the officer’s divisional chain of command, an officer may work with the CI in conjunction with the appropriate investigative unit for career development purposes. Officers shall accomplish this through SID or the appropriate investigative unit.

2. All controlled buys, deliveries, or any other undercover operations involving narcotics or CI’s must be coordinated through SID or the appropriate investigative unit.

3. All in person contacts and interviews with informants, defendants, and possible hostile witnesses must be conducted by two officers.
4. Federal offenders or defendants cannot work as police informants without an officer first contacting and receiving permission from the SID Division Commander or designee who shall ensure all appropriate conditions and operating procedures required by the Federal court are followed.

5. Officers have no authority to make agreements with a CI regarding criminal charges. If an officer desires to contact a prosecuting authority (City Prosecutor, District Attorney, or U.S. Attorney) in reference to having a CI receive any type of prosecutorial consideration, the officer must first obtain approval from their supervisor and document the CI in the SID files. The prosecutor will determine if the cooperation merits a reduction or dismissal of the charges in the interest of further investigations. If it is necessary, the prosecutor, not the officer, will approach the court.

6. An officer shall not make payments to a CI who has proven to be unreliable in the past without first obtaining approval from the officer’s division commander.

7. An officer shall notify the SID Administrative Sergeant by submitting an Informant Case Update if a documented CI is found to be unreliable so the CI file can be updated.

8. An officer shall not make payments to a CI until the CI’s obligation has been satisfactorily completed.

9. Payment will not be made to a CI who has charges pending without first obtaining approval from the officer’s division commander and the appropriate prosecuting authority.

10. The use of juvenile informants must be approved by either an SID Captain or the Captain supervising the appropriate investigative unit and parental consent must be confirmed by signature on the Cooperating Individual Agreement form. Any juvenile under the age of 16 shall not be utilized as an informant.

11. Prior to utilizing their assistance, all confidential informants or reliable confidential informants will be documented in SID files and receive a CI number. Any unusual or exigent exceptions must be approved by an SID supervisor, who will submit an interoffice, along with the original CI documentation forms to the SID Division Commander detailing the circumstances. The Interoffice will be placed in the CI file. A copy of the interoffice will be emailed to the SID Division Commander prior to the end of shift.

12. An Informant Case Update form must be completed and signed by the CI and witnessed by two officers prior to any action being taken on their information or assistance. If exigent or unusual circumstances exist that prohibit a signature from being obtained, a supervisor may approve the use of a digital recorder to document the information provided. An Informant Case Update Form shall be completed by the officer handling the CI. The officer will document the existence of the recording on the CI signature line. A disk copy of the recording will be forwarded to the SID Administrative Sergeant, along with the completed Informant Case Update Form, for inclusion in the CI file.
13. Police personnel will be responsible for keeping their supervisors informed of their relations and activities regarding confidential informants.

14. The informant shall never be permitted to direct or control any part of an investigation.

15. All interactions with CI’s will be carried out with the highest regard placed on confidentiality. Unnecessary disclosure of the CI’s identity in discussions is prohibited.

16. Personnel will continually verify information and not rely on “trust” in the CI as a factor in evaluating information received.

17. Informants are assets of the department, not specific officers. When an officer retires, transfers, gets promoted or fails to adhere to departmental guidelines, the department can reassign an informant to another officer.

18. Officers shall maintain a professional relationship with informants at all times and shall not:

   a. Engage in sexual activity with a known informant.

   b. Engage in a social, financial or business relationship with a confidential informant other than to pay approved government funds to the informant.

   c. Promise an informant they will not have to testify.

   d. Exchange gifts or gratuities with confidential informants.

   e. Fraternize socially with confidential informants.

   f. Use informants convicted of perjury.

   g. Use informants who are known or believed to have provided false or misleading information to law enforcement in the past.

   h. Knowingly use informants who are fugitives or in wanted status. Any exceptions will be based on the merit of the case and with the approval of a Division Commander and the issuing authority.

REFERENCES:

CALEA 17.4.2, 42.1.6, 42.2.2, 42.2.7, 43.1.2, 43.1.3, 82.3.5
PURPOSE OF CHANGE:

Expand the definition of critical incident and to create the Staff Duty Captain position.

POLICY:

The staff of the Tulsa Police Department are accessible during regular business hours to administer and manage the affairs of the Department. After normal business hours, concerns or questions about administration and management can usually be answered by the uniform division shift commanders. When the uniform division shift commander is not available, the Staff Duty Captain will be contacted. The shift commander or Staff Duty Captain may contact the Staff Duty Major if necessary.

The positions of Staff Duty Captain and Major have been created to facilitate vertical communications with staff officers and provide advice and assistance to on-duty officers during non-business hours. The positions of Staff Duty Captain and Major are a responsibility of all majors and captains on a weekly rotating basis.

The Public Information Office (PIO) should be notified when a critical incident occurs so that they will remain informed and disseminate information appropriately. The Staff Duty Major should also be notified so they can notify the Chief of Police and Deputy Chiefs when critical incidents occur. If the Staff Duty Major is not available, the shift commander should ensure the notifications are made. If a shift commander is not on duty, then the Staff Duty Captain should be notified. The Director of Communication with the City of Tulsa should also be notified by the dispatch supervisor (PSC).

SUMMARY:

Procedures outlining the duties and responsibilities of shift commanders and Staff Duty Captains and Majors after normal business hours.

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. For the purpose of this policy, it will also include major incidents such as homicides, SOT call-outs, major bomb squad call-outs, serious storms, serious disturbances, incidents where an officer is seriously injured or killed, incidents where there may be a question as to the City’s liability or which may result in heightened community interest, etc.

PROCEDURES:

A. SHIFT COMMANDER

1. Responsibilities
a. Facilitate staff communication with field personnel.

b. Respond to various calls in the field.

c. Coordinate major crime scenes.

d. During normal business hours, notify the Chief of Police, Deputy Chiefs, and the PIO when a critical incident occurs. After normal business hours, notify the PIO and the Staff Duty Major, who will notify the Chief of Police and Deputy Chiefs. If no shift commander is on duty, the on-scene supervisor will contact the Staff Duty Captain, who will be responsible for notifying the PIO, Chief of Police and Deputy Chiefs.

e. During normal business hours, notify the Chief of Police and Deputy Chiefs when a law enforcement officer of another agency is involved in a critical incident within the city limits of the City of Tulsa. After normal business hours notify the Chief of Police and Deputy Chiefs through the Staff Duty Major. If there is not an on-duty shift commander, the on-scene supervisor will contact the Staff Duty Captain.

f. Coordinate with the media after normal business hours, unless relieved of this responsibility by the Staff Duty Major, Staff Duty Captain, or the PIO.

B. STAFF DUTY CAPTAIN/MAJOR

1. Work Schedule:

   a. Staff duty is assigned to majors and captains on a weekly rotating basis. Assignments are made by the Operations Bureau Deputy Chief and posted semi-annually.

   b. Duration of the assignment is from 0800 hours on Tuesday until 0800 hours the following Tuesday.

   c. The on-call hours of assignment are from 1700 hours until 0800 hours the following morning, Monday through Friday, and 24 hours a day on weekends and holidays.

2. Responsibilities:

   a. Remain accessible to shift commanders.

   b. Respond to critical incidents when needed or requested.

   c. Coordinate with the media as needed.

   d. Notify the PIO, Deputy Chiefs and the Chief of Police as appropriate during critical or major incidents.

C. MEDIA COORDINATION

1. The designee for media contact during normal business hours is the PIO.
2. The contact point for the media after normal business hours, weekends, and holidays is the dispatch supervisor (PSC), who can contact the necessary field supervisor, shift commander, Staff Duty Captain or Staff Duty Major, PIO, and Director of Communication.

D. DISPATCH SUPERVISOR

1. When a critical incident occurs after normal business hours, contact the on-duty shift commander of the area where the incident occurred.

2. If the shift commander where the critical incident occurred is not available, attempt to contact one of the below listed staff members in the following order:
   a. Any on-duty shift commander.
   b. Staff Duty Captain.
   c. Staff Duty Major.
   d. The uniform division commander of the area where the event occurred or the division commander responsible for the officers involved.
   e. Operations Bureau Deputy Chief.
   f. Any other Deputy Chief.
   g. Chief of Police.

3. When contacted by a media representative desiring information, contact one of the following:
   a. On-duty shift commander of the area where the incident occurred.
   b. Any other on-duty shift commander.
   c. Field supervisor in charge of the incident.
   d. PIO.
   e. Staff Duty Captain or Major.

4. Notify the PIO when an incident of the following nature occurs. Clarify whether the PIO is needed to respond to the scene or simply being notified. Also notify the Director of Communication of the Mayor’s Office.
   a. Homicide.
   b. Bank Robbery.
   c. SOT Activation.
   d. Bomb Squad call outs.
   e. Dive Team call outs.
   f. Pursuits involving a death.
   g. The serious injury or death of an officer.
   h. Natural disasters (floods, tornadoes, etc.).
   i. Aircraft Crashes.
j. Officer Involved Shooting.
k. When a Supervisor requests the media relations officer.

REGULATIONS: None

REFERENCES:
CALEA 11.4.5, 12.1.2
PURPOSE OF CHANGE:
To remove reference to mounted patrol as an example of specialized training.

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. 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 required for non-sworn personnel will be the responsibility of the appropriate department supervisor. 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, in addition to recruit 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.

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 Inter-Office 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).

In addition, critiques will be distributed at the beginning of every class to allow those attending to evaluate the instruction. A survey of attitudes and opinions of those attending training courses will be conducted every three years or as required by significant changes in activity and behavior, with respect to overall academy performance, overall competence of academy employees, instructor’s attitudes and behavior while instructing, and recommendations and suggestions for improvements.

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.
5. Recognizing and managing a person appearing to require mental health treatment or services.

C. SPECIALIZED TRAINING

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

1. Continuing education directed by the Training Division may be provided at shift briefings under the direct supervision of a shift captain or squad supervisor. The Training Division will coordinate such training. After the training is complete, the attendance record and results of the training will be forwarded to the Training Director.

2. Continuing education or refresher training review initiated by the divisions may be provided at shift briefing training under the direct supervision of a shift captain or squad supervisor. If a lesson plan exists for the topics being trained, the division may use all or a portion of the lesson plan. After the training is complete, the attendance record and results of the training will be forwarded to the Training Director.

3. If training is being conducted at the division level and no lesson plan exists, a new one must be submitted to the Training Director for approval prior to the training. After the training is complete, the attendance record and results of the training will be forwarded to the Training Director.

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. 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. OUTSIDE TRAINING

Personnel attending and/or completing training courses from other city departments or an outside source will submit a Tulsa Police Department Outside Training Evaluation form to the Training Director. The report will include a synopsis and critique of the course and copies of any certificates or documents received for completing or attending the course. The In-Service Training Coordinator will maintain these records and record the training in the individual’s training file.

G. 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.

H. SWORN PERSONNEL

In addition to other training, sworn personnel must also receive the following:

1. 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 Hazard Plan.

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.

I. NON-SWORN PERSONNEL

Non-sworn personnel will receive the following:

1. Pre-service orientation training.
2. In-service training for identified civilian progression positions.

J. 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.
4. Documented refresher training at least every three years on the interaction 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, probationary employee performance evaluation rater training.

K. 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 31-101A—31-101E) before being authorized to carry lethal and less-lethal weapons.
2. Personnel shall attend and complete all training to which they are assigned.
3. 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
division 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.

4. 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 sergeant. Non-sworn employees will contact their departmental class registrar.

REFERENCES:

31-116A, *Emotionally Disturbed/Non-Criminal*
CALEA 1.1.2, 1.2.9, 1.3.11, 1.3.12, 33.1.1, 33.1.2, 33.1.4, 33.1.5, 33.1.6, 33.3.1, 33.4.3, 33.5.1, 33.5.2, 33.6.1, 33.7.1, 33.7.2, 33.8.1, 33.8.2, 35.1.1, 41.1.3, 41.1.4, 41.2.3, 41.2.7, 46.1.9, 71.2.1, 82.3.5, 83.2.7
PURPOSE OF CHANGE:
To reformat and address issues identified in the annual policy and procedure audit.

POLICY:
The Critical Incident Response Team (CIRT) has been established to assist officers in coping with the physical and emotional reactions that can occur as the result of involvement in a critical incident.

Officers involved in critical incidents are encouraged to participate on a voluntary basis in follow-up contacts with CIRT members and/or Psychological Services.

If there is any doubt whether it is appropriate to notify the CIRT team in a particular incident, a supervisor should resolve the doubt in favor of initiating the contact.

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.

CRITICAL INCIDENT RESPONSE TEAM (CIRT) - a group of Tulsa Police officers who are specially trained to assist officers who have been involved in critical incidents.

 PROCEDURES:
1. A supervisor will contact a CIRT member, either directly or through the dispatcher, whenever a critical incident has occurred. The 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 CIRT members at their own discretion.

2. The involved officer may have any person contacted whom the officer desires to assist him/her following involvement in a critical incident (i.e., a CIRT member, a minister or chaplain, a close friend, or family member).

3. If the involved officer requests assistance, the CIRT 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 CIRT member will be available to provide support to the involved officer if he/she desires assistance.

5. The CIRT member will discuss with the involved officer the various potential reactions that they may experience as the result of a critical incident.

6. The CIRT member will provide additional CIRT services as requested by the involved officer.

7. The CIRT member will advise the involved officer that Psychological Services will be notified of the critical incident and that the involved officer may be contacted by Psychological Services.

8. The CIRT member will notify Psychological Services and provide them with information concerning the incident.

9. Public Safety Communications will maintain a current list of Critical Incident Response Team members that includes each officer’s home telephone number and current duty assignment.

REGULATION:

1. A CIRT member shall be contacted anytime an officer request their assistance.

REFERENCES: None
PURPOSE OF CHANGE:
To more clearly address services/assistance provided to non-sworn personnel.

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. PUBLIC INFORMATION OFFICER

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.

REFERENCES:

31-132A, Funerals and Formal Functions
31-137, Tulsa Police and Fire Chaplaincy Corps
31-310A, Critical Incident Response Team
CALEA: 22.2.3, 22.2.4
PURPOSE OF CHANGE:
To assign responsibility for the documentation and preparation of awards. To update opportunities for officers to earn bonus vacation hours during qualifications.

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:
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, or for outstanding police work which has brought a great credit to the 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.

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 – an award to any member of the Tulsa Police Department for an outstanding act of achievement which brings credit to the City of Tulsa and/or the Tulsa Police Department and which involves performance above and beyond that required by the recipient's basic assignment.
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 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 spring and fall firearms qualification. Officers who score 95 or 100 points will receive a Master Award. Officers who score 90 points will receive an Expert Award and officers who score 85 points will receive a Sharpshooter Award. Officers will have six (6) 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.

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.

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 40 or more 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 injured as a direct result of a police situation. This will not be awarded to officers who are injured as a result of their own negligence. 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.

UNIFORM/AWARDS COMMITTEE – a committee established to make recommendations on the appropriateness of each nomination for an award and to recommend and oversee any changes to the uniform of Tulsa Police Officers. The members of the committee are listed in Procedure 7.

UNIFORM/AWARDS COMMITTEE CHAIRPERSON – a division commander appointed by the Chief of Police to conduct the meetings of the Uniform/Awards Committee.

PROCEDURES:

1. Any member of the Department may nominate any other member for an award.

2. Nominations will be made in the form of an interoffice correspondence describing the incident or the reason for the nomination.

3. The nominating letter will be sent directly to the nominated employee's division commander. The division commander will direct a copy of the letter of nomination to the employee's departmental personnel file.

4. The division commander will have 10 business days to consider the nomination. The division commander may recommend a different award, an additional award, or may recommend denial of an award.

5. The division commander will then forward the letter of nomination along with a recommendation to the bureau deputy chief. Upon review the bureau deputy chief will forward the nomination letter and a recommendation to the Uniform/Awards Committee Chairperson.

6. The Uniform/Awards Committee Chairperson will prepare packets for each of the Uniform/Awards Committee members for consideration of nominations received since the last meeting.

7. The Uniform/Awards Committee will meet to review each nomination and determine if it meets the award criteria. The Uniform/Awards Committee will consist of:

   a. The Uniform/Awards Committee Chairperson appointed by the Chief of Police.

   b. The division commanders of Uniform Division East (UDE), Uniform Division North (UDN), Uniform Division Southwest (UDSW), Support Division (SD), and Training Division (TD).

   c. A Lodge representative to be appointed by the Fraternal Order of Police (FOP) President.

   d. A civilian employee from the Information and Technical Services (ITS) Division to be appointed by the division commander.
e. A representative from each of the following divisions to be appointed by each division commander:

1) Detective Division (DET)
2) Special Investigations Division (SID)
3) Headquarters Division (HQ)
4) UDE
5) UDSW
6) UDN
7) SD
8) TD

f. A Public Information Office (PIO) representative and the Uniform Coordinator will be non-voting members of the committee.

g. The term of office for committee members will be one (1) year.

8. The Uniform/Awards Committee Chairperson will then forward the nomination letter and the summarized comments or recommendations from the Uniform/Awards Committee to the Chief of Police.

9. The Chief of Police will give final approval or denial of the award in writing. The Chief of Police may recommend a different or an additional award.

10. Upon approval by the Chief of Police, the Uniform/Awards Committee Chairperson will forward documentation to the Uniform Coordinator. The Uniform Coordinator will prepare the awards and certificates for distribution. The Uniform Coordinator will enter the information into the Tulsa Area Gold Shield (TAGS) database.

11. The Uniform/Awards Committee Chairperson will send written notification to each nominee approved to receive an award. In addition, the Uniform/Awards Committee Chairperson will prepare a notification of an award denial to the person who submitted a nomination that was not approved.

12. The Uniform Coordinator will notify the nominee's division commander of approval and shall provide the ribbon and/or medal for the appropriate award to that division commander. The Uniform Coordinator will also assure that the names of those persons receiving awards are posted on the public website and coordinate press releases with the Public Information Office.

13. The nominee's division commander 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.

14. 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.

15. Nominations should be made as soon as possible following the event so that awards may be presented in a timely manner.

16. When the Chief of Police receives correspondence from an individual (internal or external source) seeking to praise an officer’s actions, the Chief will review the writer’s comments to determine if a Letter of Commendation should be presented to the officer.

17. If a Letter of Commendation is deemed to be appropriate, the Chief will forward the original correspondence regarding the officer’s actions, as well as a Letter of Commendation, through the officer’s chain of command. Included upon the Letter of Commendation will be spaces for each member of the nominee’s chain of command to signify that the documents have been reviewed.

18. Each individual in the chain of command shall review, sign, and forward the original Letter of Commendation.

19. After the immediate supervisor reviews the original Letter of Commendation, it will be forwarded to the commended officer.

20. The immediate supervisor will obtain two copies of the completed 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.

REGULATIONS:

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 highest award closest to the heart.

   b. When an odd number of ribbons are worn, the highest award shall be displayed on the top row and centered.

   c. With the exception of 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 award, 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 Ribbon, Combat Service Ribbon, Years of Service Ribbon, Special Operations Team Ribbon, Advanced Traffic Investigator Ribbon, Drug Recognition Expert Ribbon, Dive Team Ribbon, and Mental Health Response Officer 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 award as it is displayed on the uniform:

1. Medal of Honor
2. Medal of Valor
3. Purple Heart
4. Chief’s Award
5. Lifesaving Award
6. Department Commendation
7. Field Training Officer Ribbon
8. Combat Service Ribbon
9. Physical Fitness Award
10. Marksmanship Award
11. Safe Driving Award
12. Honor Guard Ribbon
13. Years of Service Ribbon
14. SOT Service Ribbon
15. Advanced Traffic Investigator Ribbon
16. Drug Recognition Expert Ribbon
17. Dive Team Ribbon
18. Mental Health Response Officer Ribbon

REFERENCES:

31-201A, Uniform Equipment and Specifications
31-201A Att., Uniform Equipment and Specifications – Attachment
Uniform Specifications Manual
CALEA 26.1.2, 41.3.4
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**PURPOSE OF CHANGE:**
To add Uniform Specifications Manual to list of references.

**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 appropriate 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 a 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 commanded 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:

31-201A, Uniform Equipment and Specifications
Uniform Specifications Manual
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PURPOSE OF CHANGE:
To address the use of Blue Team to submit the Notification Form.

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 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 with Division Commander approval.

PROCEDURES:
1. Any officer wishing to engage in off-duty employment will notify their Division Commander at least twenty-four (24) hours in advance of being employed off-duty, if possible, by completing the Off-Duty Employment Notification form located on the TPD intranet and submitting it via Blue Team.

2. The Off-Duty Employment Notification form 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 an Off-Duty Employment Notification form twenty-four (24) hours in advance. If the division is closed, notify your immediate supervisor. However, an Off-Duty Employment Notification form will be submitted 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 Off-Duty Employment Notification form must have a Division Commander’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 Division Commander and CC’d to the Administrative Sergeant and the 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.

REGULATIONS:

1. 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 Division Commander.

2. Permission from the Chief of Police is required to wear any Tulsa Police Department uniform outside of the city limits for off-duty employment purposes.

3. Permission from the Chief of Police is required to drive any Tulsa Police Department vehicle outside of the city limits for off-duty employment purposes.

REFERENCES:

Rules and Regulations, #24, Outside Employment
CALEA 22.3.3, 22.3.4
PURPOSE OF CHANGE:

To incorporate crime prevention program development and update report compilation.

POLICY:

The Tulsa Police Department is committed to community involvement in the belief that responsive, community-involved police service creates and maintains 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 regarding policing services. This input is received through surveys, officer and citizen contacts, and analysis and evaluations of various reports, including but not limited to departmental goals and objectives, information contained in the Mayor’s Weekly Report, etc. This input is reviewed by the Chief of Police during the annual evaluation of the Department’s goals and objectives. This input is used in the development of community involvement policies and development of problem oriented or community policing strategies. The long term goals and objectives of the Department are published in the Multi-Year Plan which is disseminated throughout the agency.

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.

SUMMARY:

Procedures to ensure that proactive problem solving activities are employed by the Department in cooperation 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.
PARTNERSHIPS IN POLICING – 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.

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:

1. Division Commanders will collect and compile information for the Mayor’s Weekly Report. This information will include at a minimum:
   a. A description of current concerns voiced by the community.
   b. A description of potential problems that have a bearing on law enforcement activities within the community.
   c. A statement of the recommended actions that address previously identified concerns and problems.
   d. A statement of progress made toward addressing previously identified concerns and problems.

2. Any employee who recognizes a program that may prove beneficial to a community and/or is participating in a program and wishes to utilize Department resources, or during the course of duties receives information appropriate for inclusion in the Mayor’s Weekly Report, will notify their division commander in writing so that the information can be included in the Mayor’s Weekly Report.

3. The division commander, or designee, will then compile the information and submit it to the Chief’s Administrative Assistant no later than Thursday of each week. The Chief’s Administrative Assistant will compile the information received from the division, complete the Mayor’s Weekly Report, and submit it to the Chief of Police. Upon approval of the Chief, the Chief’s Administrative Assistant will submit the report to the Mayor’s Office.

4. During the annual evaluation of the Department’s goals, the Chief will utilize this and other information to determine which areas of the Department are functioning as desired and which areas are in need of improvement. Programs showing success will serve as models, while those programs showing little effectiveness will be reevaluated.

5. Using the juvenile enforcement and prevention program information contained in the Mayor’s Weekly Reports and other information, Headquarters Division will 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 begin in January and be forwarded to the Chief of Police upon completion.
6. Headquarters Division will conduct a documented evaluation of all crime prevention programs at least every three years. Information contained in the Mayor’s Weekly Reports and other information will be used. Headquarters Division will forward the evaluation to the Chief upon completion.

7. Headquarters Division will ensure that a documented survey of citizens attitudes and opinions is conducted triennially. At a minimum the survey will measure:
   
   a. Overall agency performance.
   b. Overall competence of agency employees.
   c. Citizen’s perception of officer’s attitudes and behavior.
   d. Community concern over safety and security within the agency’s service area.
   e. Citizen’s recommendations and suggestions for improvement.

   Headquarters Division will ensure that the survey results are compiled and a written summary provided to the Chief of Police upon completion.

8. If a community involvement program disbands or an employee’s involvement is withdrawn, personnel who are participating in the program will submit an Interoffice Correspondence to their bureau deputy chief with copies to their chain of command and to the Headquarters Division.

9. Headquarters Division will work with uniform divisions and the community in order to create crime prevention groups that benefit those communities most in need based on crime type and geographic area. Headquarters Division will utilized crime data to target those communities.

REGULATIONS: None

REFERENCES:

CALEA 44.1.1, 44.1.3, 45.1.1, 45.1.2, 45.2.1- 45.2.4, 45.2.5
PURPOSE OF CHANGE:
To address issues identified in the annual policy and procedure audit.

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
<table>
<thead>
<tr>
<th>Role</th>
<th>Action</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Originating Officer</td>
<td>forward the grant proposal and Request for Action to the Grants Coordinator at least 45 days prior to the grant application deadline.</td>
<td></td>
</tr>
<tr>
<td>Grants Coordinator</td>
<td>ensure that the proposal is complete and forward it to the Chief of Police.</td>
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<tr>
<td>Chief of Police</td>
<td>make a decision and return the proposal to the Grants Coordinator.</td>
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<tr>
<td>Grants Coordinator</td>
<td>if approved, forward the grant proposal to the Mayor’s Office through the Finance and Budget Office.</td>
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<tr>
<td>Chief of Police</td>
<td>when notified of the Mayor’s decision, notify the Grants Coordinator.</td>
<td></td>
</tr>
<tr>
<td>Grants Coordinator</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Grants Coordinator</td>
<td>forward the grant application to the Chief of Police for approval and signature.</td>
<td></td>
</tr>
<tr>
<td>Chief of Police</td>
<td>return the packet to the Grants Coordinator.</td>
<td></td>
</tr>
<tr>
<td>Grants Coordinator</td>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>Grants Coordinator</td>
<td>forward a copy of the packet to Police Personnel/Budget.</td>
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</tr>
<tr>
<td>Requesting officer and Grants Coordinator</td>
<td>if approved, forward the packet to the Grantor Agency. *</td>
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<tr>
<td>Grants Coordinator</td>
<td>when notified of the decision by the Grantor Agency, inform the Project Director.</td>
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<tr>
<td>Grants Coordinator</td>
<td>if approved, forward copies of the executed grant to the Finance and Budget Office and the State Department of Commerce. *</td>
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* If not approved, the process is complete.
PURPOSE OF CHANGE:

To update the CLEET qualifying score to 72% and incorporate possible ammunition shortage issues.

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 shotgun 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 handgun 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 and any other Rangemaster-approved handgun they wish to carry.

The Department-approved Patrol Rifle is an optional secondary firearm. Those officers in the Patrol Rifle Program must qualify with the Department-approved rifle as outlined in 31-123, Patrol Rifle Program.

Target practice and firearm familiarization will typically be available to officers at the range prior to the firearms qualification. Targets and 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:

MINIMUM QUALIFYING SCORE – 72% or above on the CLEET Service Handgun 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. The range staff will notify the officer’s division commander, or designee, of their failure to qualify.

   b. The range staff 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. The officer’s division commander will reschedule the officer for remedial firearms training on the next available practice day.

   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. Division commanders, or designees, will ensure that officers who fail to qualify during the first qualification session are scheduled for a Basic Handgun Marksmanship class.

   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, the range staff 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 31-302C, Disabled/Limited Duty Personnel.

D. UNDERCOVER/OFF-DUTY HANDGUN

1. Any officer who desires to carry an issued or personally owned undercover or off-duty handgun must qualify with that weapon before carrying it. Officers will be allowed to qualify with only one personal Rangemaster-approved semi-automatic pistol and one Rangemaster-approved personal revolver per qualification session. If an officer wants to qualify with an additional weapon, they must come back during another session and only if shooting points allow.

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. A Training Division officer assigned to the range as an armorer 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 the specific shotgun issued to that officer. 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. A Department-issued shotgun 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 until they are able to qualify.

5. Any officer wishing to carry shotgun slugs must score an 80% or better during their first shotgun qualification attempt. Officers wishing to attempt to qualify with slugs must attend a two-hour familiarization class.

6. 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 course as well as the slug course at the firearms qualification session. A maximum of two attempts will be allowed.

   a. Officers meeting the minimum qualifying score will be certified to carry slugs.

   b. Officers scoring below the minimum qualifying score will not be authorized to carry slugs on-duty.

   c. 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.
3. Officers who wish to carry a personal shotgun on-duty will immediately turn in the Department-issued shotgun to the firearms training unit.

G. FLEXIBLE BATON LAUNCHER

Any officer who is issued the flexible baton launcher will be required to qualify with both a Department-issued or approved 12-gauge shotgun and the flexible baton launcher at the 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 on-duty.
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 until they are able to qualify.

H. 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.

I. 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 31-302C, 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 service handgun on the uniform gun belt.

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, KO1 kinetic baton and 12 gauge flexible baton must successfully complete classroom and practical instruction before they will be authorized to carry that weapon.

### REFERENCES:

- 21 O.S. 1289.23
- 31-101A, Use of Force
- 31-123, Patrol Rifle Program
- 31-302C, Disabled/Limited Duty Personnel
- Uniform Specifications Manual
- CALEA 1.2.2, 1.3.4, 1.3.9, 1.3.10, 1.3.11, 1.3.12, 33.1.5
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:

To address issues identified in the annual policy and procedure audit and to transfer training information from the policy into Operational Guideline 2013, Telephone Report Office Guidelines.

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
PURPOSE OF CHANGE:

To update procedures for desktop computers, mobile computers, internet connections, the City of Tulsa computer network, storage devices, and to define the relationship between the Tulsa Police Department and the City of Tulsa IT Department.

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 computers (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 31-136A, 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:

31-106A, Arrest Warrants
31-136A, Performance of Duty – Nondiscrimination
318Attachment, Use of Departmental Computer Systems
TOG 2017, Law Enforcement Driving
CALEA 11.4.4, 41.3.7, 82.1.6, 82.1.7
PURPOSE OF CHANGE:
To establish guidelines for the use of OLETS and NCIC files and security of the department issued Mobile Data Computer (MDC) equipment and related Criminal Justice Information (CJI).

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 31-318 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 agency 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 the following:
   a. 
   b. 
   c. 
   d. 
   e. 
   f. 
   g. 

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. CJIS 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 effect 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*
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

DEFINITIONS FOR 318 POLICIES

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 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.
PURPOSE OF CHANGE:
To reformat and address issues identified in the annual policy and procedure audit.

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.
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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.*
Purpose of Change:

To establish standards for a professional appearance.

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:

Brand - a mark intentionally burned into the skin for the purpose of creating a design, form, figure, or art.

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:

1. Hair Code
   a. Female personnel
      1) A female employee’s hair shall be worn no longer than three inches below the bottom of the collar. If hair is longer, it must be pulled up and secured with a plain fastener.
      2) Bangs will extend no lower than the top of the eyebrows.
   b. Male personnel
      1) A male employee’s hair shall not touch the collar or cover more than the top half of the ear.
      2) Bangs will extend no lower than the top of the eyebrows.
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3) Sideburns shall be neatly trimmed, worn straight, and not extend past the bottom of the ear.

4) 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.

5) All personnel shall be clean-shaven while on duty.

c. 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.

2. Jewelry

a. The only visible jewelry permitted are watches, earrings, and rings.

b. For female personnel only, one earring stud is allowed in each ear lobe.

c. All facial and tongue jewelry is prohibited.

d. With the exception of the ear, pierced body parts will not be visible while on duty or while wearing the Tulsa Police Department uniform.

e. All visible dental ornamentation is prohibited, such as gold/silver fillings or appliques unless deemed medically necessary.

3. Tattoos/Brands

a. 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.

b. 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.

c. If the tattoo/brand is offensive, inappropriate or unprofessional, it must be covered by the departmental uniform.

d. 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.

e. 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.
4. 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
CALEA 26.1.1, 53.1.1
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

**PURPOSE OF CHANGE:**
To establish standards for reporting military leave.

**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** (90 day or more activation) – Training Division Captain, or designee, who functions as the Department’s Military Leave Liaison on activations of 90 days or more 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:**
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.

3. Officers who are activated by the military for a period exceeding thirty (30) days will be temporarily transferred to the Headquarters Division and will immediately contact the Personnel/Payroll office.

4. Upon return from active military duty exceeding 30 days, officers must contact the Personnel/Payroll office within (1) business day prior to return and provide a copy of discharge documents, preferably a DD214/DD215 form to payroll personnel. An officer may not return to duty until after the release date on their DD214/DD215 form.

5. 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.

6. 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.

7. After contacting Personnel/Payroll, 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

8. While on active military duty, employees may maintain contact with supervisors/chain of command via city email at webmail.cityoftulsa.org.

9. Upon notification that an employee is being activated for 90 days or longer, the Personnel/Payroll office will direct the employee to the Military Leave Liaison who will:

   a. Schedule an exit interview with the Chief of Police, or designee. If time limitations do not permit a face to face interview, the interview may be conducted by phone.
b. Direct the employee to the Range Master to make arrangements to return appropriate agency owned/issued equipment to the Department’s control. If possible, the items will be stored in such a manner that the same items can be reissued to the employee upon their return to police duty.

c. During the activation, serve as a point of contact for the deployed employee and/or their immediate family in the event questions arise regarding department staffing, promotional opportunities, organizational changes, etc. Any questions or requests for information related to employee benefits or pay must be directed to the City’s Human Resources Director, or designee.

10. Upon return of the activated employee, the Military Leave Liaison will:

a. Schedule an in-processing interview with the Chief of Police, or his designee.

b. Direct the employee to contact the Range Master to make arrangements to be issued proper equipment in preparation for return to police 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 30 days or longer must notify the Headquarters Personnel/Payroll office before being deployed and immediately upon return from military duty.

REFERENCES:

City of Tulsa Personnel Policy and Procedure, Section 309, Military Leave
Uniformed Services Employment and Reemployment Rights Act
CALEA 22.2.1, 22.2.8
PURPOSE OF CHANGE:

To define and establish regulations for Cross-Deputization.

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 anytime 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 31-322-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

CALEA 2.1.2
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

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
PURPOSE OF CHANGE:
To address issues identified in the annual policy and procedure audit and to move the policy to the Administrative Section of the Policy and Procedure Manual.

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 31-120B, 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 31-304B, 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)
31-120A, Domestic Violence
31-120B, Protective Orders/Violation of Protective Orders
31-304B, Pre-Action Hearings
CALEA 52.1.3
PURPOSE OF CHANGE:
The Tulsa Police Department endorses the responsible and circumspect use of social media to enhance communication, collaboration, and information exchange; streamline processes; and foster productivity. This policy establishes the department’s position on the use of social media and provides guidance on its management, administration, and oversight. This policy is intended to apply to all forms of social media.

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.
PROCEDURE

Subject: Social media and Networking

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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 31-318, Use of Departmental Computer Systems
Rules and Regulations
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures, and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations, or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

PURPOSE OF CHANGE:
To change ITS to ISD and clarify purchases should not be for personal items.

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 person(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 PETTY 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:

CALEA 17.4.2
Accounts Payable Manual
City Ordinance #19432
ISD Policy 3141-280
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
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 and Obedient
7. Duties of Supervisors
8. Conduct Unbecoming of an Officer or Police Employee
9. Name, Badge Number, Identification Required When Requested
10. Criticism of Orders and Policies
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13. Civil Cases and Process
14. Subject to Call for Duty
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17. Courtroom Appearance and Decorum
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20. Off-Duty Action
21. Official Business and Information
22. Change of Address and Telephone Number
23. Endorsement of Merchandise or Services Prohibited
24. Outside Employment
25. Intoxicants
26. Personal Mail
27. Violation of Departmental Orders
29. Not to Seek Outside Aid
30. Police Officer Bill of Rights
This policy statement and the procedures thereunder are intended for Police Department use only. The policies, procedures and regulations are for internal Police Department administrative purposes and are not intended to create any higher legal standard of care or liability in an evidentiary sense than is created by law. Violations of internal Police Department policies, procedures, regulations or rules form the basis for disciplinary action by the Police Department. Violations of law form the basis for civil and/or criminal sanctions to be determined in a proper judicial setting, not through the administrative procedures of the Police Department.

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 corporal or above.
RULES & REGULATIONS:

1. DUTY TO ADHHERE TO THE OATH OF OFFICE AND VALUE OATH.

Officers shall take and 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

Employees shall maintain a current and complete set of policies, procedures, rules, and regulations. They are also responsible for knowing and obeying all current rules and regulations, policies and procedures, 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 AND OBEDIENT

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 obey lawful orders from an officer or employee, verbal or written in nature, including any relayed from a superior by an employee of the same or lesser rank. If there is just reason to believe an order or instruction is conflicting, unfair, 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, unfair, or illegal, the employee may call it to the attention of the next highest supervisor available or within their chain of command.
7. DUTIES OF SUPERVISORS

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.

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.

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, 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.

9. 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.

10. 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.

11. 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.

12. 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.
13. 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.

14. SUBJECT TO CALL FOR DUTY

Off-duty employees are subject to be called for duty at all times. 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.

15. 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.

16. 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 where authorized by the Chief of Police.

17. 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, the appropriate attire is a complete Class-A uniform for sworn personnel, business suit, coat and tie, or, for female employees, suitable business apparel.

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.

18. 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.

19. PERSONAL INVOLVEMENT IN QUARRELS AND DISPUTES.

Officers shall not effect 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.

20. 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.

21. OFFICIAL BUSINESS AND INFORMATION.

Employees shall consider the official business of the department confidential. They shall not reveal any such information, except to those for whom it is intended, as directed by policy and procedure or as prescribed by law.

22. 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.

23. 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.

24. 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.

B. Employees are specifically prohibited from being employed by the following described businesses or in any of the following fields of employment, in any capacity:

1. Pool hall.
2. Liquor store.
3. Taxi cab driver.
4. For any convicted felon.
5. For a collection agency.
6. Any place where gambling is conducted.
7. Bar, nightclub, beer tavern, dance hall, or at any shopping center or area where the only open business is in one of the above categories.

25. INTOXICANTS.

1. 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.
26. PERSONAL MAIL

Employees shall not use the police department as a return address for personal mail.

27. VIOLATION OF DEPARTMENTAL ORDERS.

Employees shall be subject to disciplinary action for violation of rules and regulations, policies and procedures, and departmental orders. Such disciplinary action shall be consistent with current Civil Service procedures including, but not limited to, suspension, demotion, or dismissal.

28. 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.

29. 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.

30. POLICE OFFICER BILL OF RIGHTS:

A. 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.

B. 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:

1. 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:

2. 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.

3. Preliminary discussions with supervisory personnel within the police department, in relation to a complaint received, shall not be considered an interrogation as used herein.
4. 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.

5. The officer under investigation shall be informed of the nature of the investigation prior to any interrogation.

6. Interrogating sessions shall be for reasonable periods and shall be timed to allow for such personal necessities and rest periods as are reasonably necessary.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

C. An officer under investigation shall receive written notification from the investigating officer or the Chief of Police as to the determination of the investigation.

D. 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.

E. 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 2003-02, Rescission of Departmental Orders

The following Departmental Orders have been rescinded and removed from the Policies and Procedures Manual:

Departmental Order 90-08, Commercial Vehicle Inspections
Departmental Order 92-03, Officer’s Exposure to HIV Virus
Departmental Order 92-07, Letter of Commendation
Departmental Order 93-04, 10-56 Notification in TRACIS
Departmental Order 93-07, Electronic Mail
Departmental Order 96-02, New 10-code Indicating Potential Exposure to Tuberculosis
Departmental Order 2001-01, Rescission of Policies and Procedures
Departmental Order 2001-04, Rescission of Policies and Procedures

The following Departmental Orders are reissued as follows:

Departmental Order 96-01, Reporting Late for Duty and Other Required Appearances reissued as 2003-03.
Departmental Order 97-02, Division Designators reissued as 2003-05.
Departmental Order 98-01, Use of Tulsa Police Department Recreational Facilities reissued as 2003-06.
Departmental Order 2001-02, Second Language Incentive Proficiency Requirements reissued as 2003-09.
Departmental Order 2001-03, Reports and Forms reissued as 2003-10.
Departmental Order 2001-06, Misdemeanor Arrests reissued as 2003-12.

DDB:lu
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
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)

______________________________        ______________________________
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
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 Sebastian Lantos of Sebastian Lantos, L.L.C., at (918) 250-1133, and located at 7615 E. 63rd Place, Suite 220, Tulsa, OK.

To schedule an appointment for Sign Language testing, contact Brenda Carpenter of the Tulsa Speech and Hearing Association, Inc., at (918) 832-8742, and located at 8740 E. 11th, Suite A, Tulsa, OK 74112.

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
TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 15, 2003

SUBJECT: Departmental Order 2003-11, State Misdemeanor Intake Process

When making an arrest on ALL state misdemeanor charges (except DUI/DWI/APC) it is the arresting officer’s responsibility to complete and deliver an intake packet to the Records Section. The packet will include at minimum a TRACIS Incident Report and Arrest and Booking Data Sheet (with docket number). The packet may also include witness statements, property receipts, and other necessary report forms. The arresting officer will deliver the packet to the appropriate location for transfer to the District Attorney (D.A.) Liaison.

If a DUI/DWI/APC arrest is made, whether felony or misdemeanor, complete the Arrest and Booking Data Sheet, Officer’s Affidavit, and DUI Cover Sheet and turn it in at booking. The booking and Records Section staff will complete the remainder of the packet and deliver it to the D.A. Liaison.

If there are other victimless misdemeanor charges in combination with the DUI/DWI/APC, i.e., traffic, resisting arrest, these charges may be filed without a TRACIS Incident Report unless there are lay witnesses. All elements of the crime must be detailed in the narrative on the Arrest and Booking Data Sheet. If there are lay witnesses to the crime, a TRACIS Incident Report listing those witnesses must be prepared.

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

DATE: July 23, 2004

SUBJECT: Departmental Order 2004-03, Report of Search Forms

Departmental Order 2004-01 is hereby rescinded.

Officers will complete a Report of Search form only when contact with a citizen or response to a call results in the officer conducting a search and/or seizure which is not documented in any other report.

In the current format, a citation does not sufficiently document searches and/or seizures. Therefore, when a citation is issued and a search and/or seizure occurs, a Report of Search form must be completed.

The “OFFICER ID #” on the Report of Search form shall be the badge number of the officer. Completed Report of Search forms will be forwarded to the Business Processes Advisory Group (BPAG) at the Training Center.

Attached is the revised Report of Search form.

DDB:wd

Attachment
TULSA POLICE DEPARTMENT REPORT OF SEARCH

DATE ___________________________ OFFICER ID# ________________________

------------------------------------------CITIZEN INFORMATION------------------------------------------

RACE         GENDER         AGE

PROPERTY SEIZED? □ YES □ NO

BASIS FOR SEARCH:

□ Officer Safety □ Custodial □ Plain View □ Open Field □ Administrative
□ Abandoned Property □ Exigent Circumstances □ Consent

SCOPE OF SEARCH:

□ Person □ Vehicle □ Residence □ Business □ Open Field □ Abandoned Property
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
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
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.
INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been, CHF

DATE: August 23, 2005

SUBJECT: Departmental Order 2005-06, Shift Briefing

Shift briefing will occur prior to the beginning of each patrol shift. The shift briefing 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. Officers will be notified of changes in schedules and assignments, new directives and/or changes in directives and be evaluated for readiness to assume patrol.

DDB:wd
TO:            All Police Personnel

FROM:         Chief David D. Been, CHF

DATE:         September 1, 2005

SUBJECT:      Departmental Order 2005-08, *Felony Intakes*

Departmental Order 2003-07 is hereby rescinded.

Persons arrested for open felony charges shall be taken to the Detective Division for intake prior to being taken to any jail (e.g., the David L. Moss Criminal Justice Center, the Osage County Jail, or the Wagoner County Jail).

The only exceptions are arrests for DUI/APC, drug offenses, which are investigated by SID, and Grand Larceny from a Retailer (GLFR) offenses. An intake *is* required on GLFR cases where the suspect is arrested after a former conviction of a felony (AFCF) or where the suspect is an ex-con.

During regular business hours, officers shall contact an on-duty detective in the unit dealing with the crime for which the suspect was arrested (e.g., Burglary Unit). After normal business hours, officers shall contact any on-duty Major Crime Unit detective or supervisor.

If a suspect is arrested on warranted felony charges, officers should check the TRACIS notes section, either through Records or directly through TRACIS, for a detective’s request to be contacted reference an arrest. Officers are reminded that an officer or a detective should always attempt to question a felony suspect in custody regarding any information they may have on the warranted criminal action for which they have been arrested or any other crimes for which they may have knowledge.

DDB:wd
 SUBJECT: Departmental Order 2005-09, *Uniform Transition*

Effective November 4, 2005, Tulsa Police Officers will transition to the newly authorized Class A Uniform. To insure that all officers are in compliance, please refer to details in the Tulsa Police Uniform Specifications Manual. The manual can be found on the Tulsa Police Intranet.
INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief David D. Been

DATE: December 12, 2005

SUBJECT: Departmental Order 2005-10, Detective Division Postings

Effective Monday, December 12, 2005, all officer and supervisor position openings occurring within the Detective Division will be posted department wide for a period of 21 days prior to the selection being made.

DDB: mm
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
TO: All Police Personnel

FROM: Chief Dave Been, CHF

DATE: July 31, 2006

SUBJECT: Departmental Order 2006-05, Centennial Badge

Effective August 1, 2006, Departmental Order 2006-04 is hereby rescinded.

Officers may wear the optional Centennial Badge with their uniforms until December 31, 2007.

The wearing of the flag emblem will be optional as outlined in the Uniform Specifications Manual.

DB: ra
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
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: Interim Chief David Bostrom

DATE: June 21, 2007

SUBJECT: Departmental Order 2007-02, Reassignment of Headquarters Division, Office of Integrity and Compliance, Training Division & Forensic Laboratory


The Headquarters Division is transferred to the Administrative Bureau.

The Office of Integrity and Compliance is transferred from the Headquarters Division to the Chief’s Section and will be commanded by the assigned Captain who will report directly to the Chief of Police.

The Training Division is transferred from the Investigations Bureau to the Administrative Bureau.

The Forensic Lab is transferred from the Administrative Bureau to the Investigations Bureau.

DB: mm
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
TO: All Police Personnel
FROM: Chief Ron Palmer
DATE: January 1, 2009
SUBJECT: Departmental Order 2009-01, Divisional Names

Department Order 2005-01 is hereby rescinded.

Effective immediately:

- The Uniform Division North is renamed the Gilcrease Division;
- The Uniform Division East is renamed the Mingo Valley Division;
- The Uniform Division Southwest is renamed the Riverside Division;
- The Information and Technical Services Division is renamed the Information Services Division.

The changes to various records, computer systems, and business forms will take place as regular audits and updates occur.

New Division Designators shall be as follows:

<table>
<thead>
<tr>
<th>Code</th>
<th>Division</th>
</tr>
</thead>
<tbody>
<tr>
<td>GID</td>
<td>Gilcrease Division</td>
</tr>
<tr>
<td>MVD</td>
<td>Mingo Valley Division</td>
</tr>
<tr>
<td>RID</td>
<td>Riverside Division</td>
</tr>
<tr>
<td>ISD</td>
<td>Information Services Division</td>
</tr>
</tbody>
</table>

RP:wd
TO: All Police Personnel

FROM: Chief Ron Palmer

DATE: April 28, 2009

SUBJECT: Departmental Order 2009-02, New Juvenile Transport 10-Code

Effective May 1, 2009, when transporting an arrested juvenile to any location, officers will use the 10-Code 10-14.

RP:ss
TO: All Police Personnel
FROM: Chief Ron Palmer
DATE: May 26, 2009
SUBJECT: Departmental Order 2009-03, revised City of Tulsa Citation Guide

Effective June 1, 2009, officers will utilize the revised Tulsa City Prosecutor’s Citation Guide in determining the appropriate action for individuals violating city traffic and criminal codes.

In order to reduce the financial burden to the City of Tulsa, resulting from increased cost for housing prisoners, the City of Tulsa has modified the fines and punishments for violations of city traffic and criminal codes. These modifications primarily consist of more discretion in determining whether to book to court or arrest. Priority should be given to citing and releasing, unless circumstances dictate that this is not practical or unless arrest is mandatory.

Officers should pay close attention to the revised Citation Guide as the punishment for many violations has changed.

For additional guidance in deciding whether to arrest or cite, Officers are directed to policies, 31-114A, Violation of Traffic Ordinance, 31-114B, Violation of Criminal Ordinances, and 114D, Municipal Fine and Court Schedule.

RP: cw
INTEROFFICE CORRESPONDENCE

TO: Sworn Personnel
FROM: Chief Ron Palmer, CHF
DATE: July 23, 2009
SUBJECT: Revised Departmental Order 2009-04, Changes to Uniform Standards

Effective immediately, the following uniform guidelines will be applicable to all officers.

The Class B Uniform – This is a new uniform that will be optional for regular duty functions. The purpose of this uniform is to provide officers with a lighter-weight option that has the appearance of our 100% wool Class-A uniform. This uniform may be worn by both field and administrative officers, but may not be worn at formal functions. The Class B uniform will consist of the following items:

- Trousers - Blauer Model 8561P7 (men); Blauer, Model 8561P7W (women)
- Shirts - Blauer shirt, long sleeve, Model 8450; Blauer shirt, short sleeve, Model 8460

The Class C Uniform – This uniform was formerly known as the Class-B uniform (cargo). Officers may no longer purchase the Fechheimer 6-pocket trousers. Officers may continue to wear any Fechheimer trousers that they own as long as they are serviceable. The Class-C uniform will consist of the following items:

- Trousers - Blauer cargo trousers, Model 8980 (men) / 8980W (women)
- Shirts - Blauer long sleeve, Model 8450; Blauer short sleeve, Model 8460; any previously approved Fechheimer product.

The Class-D Uniform – This uniform was formerly the Class-C uniform. (no changes)

Officers may purchase the Blauer uniforms at any vendor or online. Changes to the above uniforms will be reflected in the Uniform Manual at a later date. There will be no changes to the current Fechheimer Class-A uniform.

RP:we

Ethics • Character • Integrity • Leadership
TO: All Police Personnel
FROM: Chief Chuck Jordan
DATE: February 1, 2010

SUBJECT: Departmental Order 2010-01, Tulsa Police Reserve Transition Program

Effective immediately, any officer laid off from the Tulsa Police Department who has completed the 25-week Tulsa Police Academy within the past six (6) years may qualify for participation in the Tulsa Police Department’s Transitional Reserve Officer Program. TTPR Officers shall not be used toward minimum manning levels or to avoid hirebacks.

Additional Guidelines for Transitional Tulsa Police Reserve Officers (TTPR)
1. Transitional Tulsa Police Reserve Officers are required to work two (2) shifts per month.
2. The Chief of Police, or his designee, may authorize TTPR to work additional shifts in the event of an emergency.
3. TTPR may work additional hours as part of the Law Enforcement Support Program (LESO) in the capacity of a backer or partner.
4. TTPR Officers must also maintain other requirements mandated by the Tulsa Police Reserves.
5. Transitional Reserve officers may wear the Tulsa Police Reserve Uniform when working part-time security jobs.
6. TTPR Officers will only be eligible to work part-time security jobs for 18 months or until recalled for duty with the Tulsa Police Department.
7. TTPR Officers are not eligible to participate in the Tulsa Police Department’s “Take-Home Car Program.”
8. Officers employed with other law enforcement agencies are not eligible to participate in the Tulsa Police Reserve Transition Program.
9. Regular TPR officers are not eligible to utilize Reserve equipment or uniforms for part-time employment.
10. Transitional Tulsa Police Reserve Officers shall not be used as primary call takers.

CJ: cw
TO: All Police Personnel

FROM: Chief Chuck Jordan

DATE: February 1, 2010

SUBJECT: Departmental Order 2010-02, *Take Home Vehicles*

Effective Immediately, All sworn Police Personnel assigned a vehicle shall be only allowed to drive the assigned vehicle to their residence provided they live within the Tulsa city limits.

A Memorandum of Understanding has been signed by The Fraternal Order of Police 93 and the City of Tulsa that directly changes the “Take Home” car program.

Therefore, assigned vehicles are no longer allowed outside the Tulsa City limits. Only the Chief of Police can grant an exception to this policy.

Policy 31-202A, *Police Vehicles* has been updated to reflect this change.
TO: All Police Personnel

FROM: Chuck Jordan, Chief of Police

DATE: February 11, 2010

SUBJECT: Departmental Order 2010-03

All sworn personnel who are activated by the military for a period exceeding thirty (30) days will be temporarily transferred to the Headquarters Division upon their activation. Each sworn personnel, upon their return, shall report to the Headquarters Division staff for assignment.

CJ:ds

cc: Order File
Deputy Chief Mark McCrory
Deputy Chief Dennis Larsen
Deputy Chief Daryl Webster
Major Julie Harris, RID
Major Paul Williams, GID
Major Walter Evans, MVD
Major Burney York, SID
Major Rob Turner, SOD
Major Rod Hummel, LAB
Major Eric Dalgleish, HQ
Major Matt Kirkland, DET
Major Steve Bayles, ISD
Sergeant Ron Kawano, PIO
Officer Jason Willingham, PIO
Sergeant Butch Kennemer, GID
Corporal Dan Ward, HQ
Corporal Clark Williams, HQ
Corporal Art Surratt, HQ
Officer Phil Evans, FOP

Paula Anderson, Court Liaison
Peggy Griggs, Timekpr, SID
Dorinda Mayfield, Timekpr, ISD
Janice Millard, Timekpr, DET
Kim Caudle, Timekpr, GID
Jackye Simmons, Timekpr, MVD
Pam Gardner, Timekpr, RID
Shannon Gibbons, Timekpr, CHF
Cheri O’Neal, HQ
Charla Briggs, HQ
Keli Graham, HQ
Shelly Davis, HQ
Van Evans, HQ
Kathy Ottinger, DET (Line-up)
Becky Eubanks, PSC
Tony Cellino, Mun. Court
Phil Carnahan, SDS
Captain Richard Lawson, TD

Ethics • Character • Integrity • Leadership
TO: All Police Personnel
FROM: Chuck Jordan, Chief of Police
DATE: July 23, 2010
SUBJECT: Department Order 2010-04
Disciplinary Order for Untruthfulness

The following order serves to clarify and expand the Tulsa Police Department’s Rule and Regulation (6), Duty to be Truthful and Obedient.

Untruthfulness violates public trust. Effective law enforcement is dependent upon the public faith. A violation of trust brings disrepute upon the entire criminal justice system. In addition, it damages an officer’s credibility in court proceedings. Testifying in court is a fundamental job requirement for a police officer. It is essential that an officer’s integrity and credibility are intact.

Effective immediately, July 23, 2010, should the Department determine that a police employee has been untruthful in any report to the Department, during any sworn testimony, in any affidavit, or in an internal investigatory interview including interviews with Internal Affairs; termination will be the presumptive disciplinary action, consistent with just cause principles.

CJ:lb

Ethics • Character • Integrity • Leadership
INTEROFFICE CORRESPONDENCE

TO: All Police Employees

FROM: Chief Chuck Jordan

DATE: August 3, 2010

SUBJECT: Departmental Order 2010-05

Effective August 3, 2010, Tulsa Police Department personnel will not engage in communications of any kind with anyone other than Federal Law Enforcement Officers or Prosecutors regarding any aspect of the current federal criminal investigation of current or former Tulsa Police officers. This prohibition includes conducting investigations, surveillance, pursuing leads or making contact with informants, witnesses or others. Any exceptions to the above prohibition shall require the express consent of the Chief of Police or designee. This prohibition is not intended to prohibit internal discussion of this investigation but to prevent release of any information related to the investigation to anyone not authorized to receive it.

In addition, all personnel will immediately report to the Chief of Police any contacts or attempts at contact made by anyone other than Federal Law Enforcement Officers or Prosecutors. Any personnel contacted by persons wishing to provide information pertinent to this investigation shall document the contact and information received and forward to the Office of the Chief of Police, but shall take no further action without the express consent of the Chief or designee. Any request for departmental records, reports, documents or other materials related in any way to this investigation must also be immediately referred to the Chief’s Office for action. This includes information demanded by subpoena or discovery request.

CJ:srw
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.

Ethics • Character • Integrity • Leadership
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: December 9, 2010

SUBJECT: Departmental Order 2010-07

Effective October 16, 2010, the Training Section of Headquarters Division was removed from within the Headquarters Division and became the Training Division. The Training Division will report to the Administrative Bureau Deputy Chief.

CJ:srw
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
TO: All Police Employees

FROM: Chief Chuck Jordan

DATE: May 10, 2013

SUBJECT: Departmental Order 2013-01

Effective May 12, 2013, the Headquarters Unit will be renamed the Headquarters Division. The duties will remain the same. The Headquarters Division will report to the Administrative Bureau Deputy Chief.

CJ:ds
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.
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 918-596-7070 or at servicedesk@cityoftulsa.org.

- 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.
Administrative rights are granted at the discretion of the Chief of Police. Improper use of this capability may result in the immediate termination of administrative rights.

CJ:wve
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.

Projects solely involving operations or investigations, such as task forces or special assignments are not subject to the project inventory.

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

Ethics • Character • Integrity • Leadership
INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: June 12, 2014

SUBJECT: Departmental Order 2014-03, Take Home Vehicle Outside City Limits

Departmental Order to comply with the Collective Bargaining Agreement between the City of Tulsa and the Fraternal Order of Police Lodge 93 as it applies to Tulsa Police sworn personnel assigned a vehicle. Sworn Personnel that reside outside the city limits of Tulsa are allowed to drive their assigned vehicle to their residence provided that they live within a forty (40) mile radius of the geographical center of City of Tulsa. The geographical center is defined in the CBA as 4100 South Yale Avenue.

Participation in the take home vehicle outside of the city limits program is voluntary. Employees requesting to take an assigned vehicle to their residence outside of the city limits of Tulsa shall fill out the proper vehicle usage form. The form shall include the employee’s home address, the distance from 4100 South Yale, and the distance from the nearest city limit to the employee’s residence as measured by Google Maps. Employees will attach verification of mileage with the vehicle usage form and turn it into their respective divisions. The verification shall include the printed Google Map showing the distance from 4100 South Yale by line of sight and the driving distance to the nearest city limit. Division Commanders, or their designee, will verify the mileage and make a copy to be placed in the divisional equipment manager’s file. The original forms will be forwarded to the TPD payroll office for processing.

Employees who enter the program shall reimburse the city through payroll deduction.
The mileage reimbursement shall be adjusted annually based upon the annual adjustment of the standard mileage rate for medical or moving purposes as determined by the Internal Revenue Service (IRS.) The current rate for the FY 2013-2014 is twenty three and one-half (23.5) cents per mile. Mileage shall be paid for travel between the employee’s residence and the nearest city limit based on the average number of shifts worked by the employee per pay period. For eight (8) hour employees, the average number of shifts per pay period is 10.42 and for ten (10) hour shift employees, the average number of shifts is 8.3. Deductions shall be made on a pay period basis. The deduction shall be adjusted to reflect biweekly pay if applicable.

Employees may opt in or out of the vehicle use program or make changes to the deduction amount by submitting the vehicle use and payroll deduction forms to Tulsa Police Department payroll by the first day of the month. Changes will take effect on the last pay period of the month. Employees may opt in or out of the program or change the deductions amount upon a change of address, change of assignment, change of shift length, change of financial condition, leave exceeding on pay period, or any additional reason approved by the Chief of Police. Anytime a change in an employee’s home residence occurs, the employee must re-calculate the distance to their new residence and complete a new vehicle usage form using the process described above. The new vehicle usage form must be submitted to the employee’s division commander no later than the work day following the change in address.

In addition to the voluntary program, the following ranks and assignments are required by the Chief of Police to use the take home vehicle and shall not be required to reimburse the City for the use of the vehicle: employees holding the rank of Major and above, K-9 unit Employees, Special Operations Team members, and Bomb Squad members.

CJ:jma
INTEROFFICE CORRESPONDENCE

TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: April 9, 2015

SUBJECT: Departmental Order 2015-01

CJIS - Criminal Justice Information Services/FBI

NCIC/OLETS contain CJIS data and to continue receiving access to this information the Tulsa Police Department must comply with all CJIS regulations.

CJIS standards have gone into effect that prior to this order made the Tulsa Police Department out of compliance. To be in compliance this year, double identity authentication capabilities would have to be met for all mobile data computers (MDC) that are NCIC/OLETS capable. In 2016 CJIS will require triple authentication to sign in.

In order to gain compliance; from this date forward MDCs without triple authentication may only be used in a secure location.

- For purposes of this order, official police vehicles that are locked and or attended by authorized personnel are considered a secure location.
- Only people who are authorized to view CJIS data (NCIC/OLETS) may be allowed to view the information. All sworn Tulsa Police Officers are authorized to view the information and certain other city employees at Police Dispatch and Police Records.
- Tulsa Police MDC’s may only be removed from an authorized vehicle to be used inside a secure facility or to be used and or stored at the officer’s home.

SECURE LOCATION – TPD facilities in 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 David L. Moss jail intake and dispatch.

DF:wev

Ethics • Character • Integrity • Leadership
TO: All Police Personnel
FROM: Chief of Police Chuck Jordan, CHF
DATE: May 19, 2015
SUBJECT: Departmental Order 2015-02; Blue Team

This order is to clarify when to utilize Blue Team and which incident type to select.

**Firearm Discharge**- Is the primary internal report used to report an unintentional discharge, when no injury occurs, and for reporting the shooting of animals.

For incidents involving an intentional discharge or when an unintentional discharge results in an injury, Internal Affairs will complete the entry.

**Off-Duty Employment**- Is the primary internal report used to notify of Off-Duty Employment. A completed Off-Duty Employment Notification form will be attached.

The Off-Duty Employment Notification form is located in the DocLib or in the Blue Team Tab on the iNet.

**Property Issues**- Is the primary internal report used to report damage that TPD caused to a citizen’s property, i.e. - forced entry during warrant service, stop stick wrong vehicle, etc. It will also be used to report damage to city property or issued equipment, other than vehicle damage.
**Supervisor Contact**- Is the primary internal report used for supervisors to document citizen complaints and citizen concerns.

This does not preclude an employee from directing a citizen to the Tulsa Police Website to make an on-line complaint or from providing a Citizen Complaint Report.

**Use of Force**- Is the primary internal report for reporting use of force.

**Vehicle Accident**- Is the primary internal report for reporting vehicle accidents involving police vehicles. It is also used to report damage to a police vehicle, i.e. - storm damage, vandalism, broken windshields, etc.

Other required reports will be attached, e.g., Supervisor Collision Report, Involved Officer’s Interoffice Correspondence and State Collision report when required by policy.

**Vehicle Pursuit**- Is the primary internal report for reporting pursuits.

Blue Team Reports do not take the place of any TRACIS or State Collision report that are dictated by policy.

Instructional Power Points are located on the iNet in the Blue Team tab.

CJ:jh
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.
TO: All Police Personnel

FROM: Chief of Police Chuck Jordan, CHF

DATE: November 16, 2015

SUBJECT: Departmental Order 2015-04, 31-116A update

The Crisis Care Center and private mental health facilities shall be utilized the same as TCBH in all aspects of policy 31-116A, Emotionally Disturbed/Non-criminal.

With regard to EOD hirebacks, all items needed such as a p-card, GPS and logs are kept in a safe at TCBH, not at divisions. Officers should follow procedures listed on the I-Net under EOD hireback.
TO: All Police Employees

FROM: Chief Chuck Jordan

DATE: March 9, 2016

SUBJECT: Departmental Order 2016-01

Effective March 9, 2016, a new Division will be formed, joining together the Forensic Lab and Property Room, eliminating the current Lab Division. The duties will remain the same. The Forensic Lab and Property Division (FLP) will report to the Administrative Bureau Deputy Chief Eric Dalgleish.

CJ:ds
INTEROFFICE CORRESPONDENCE

TO: All Police Employees

FROM: Chief Chuck Jordan

DATE: May 18, 2016

SUBJECT: Departmental Order 2016-02

All officers with a Mobile Video Recorder System (MVRS) will ensure that all Audio/Video (A/V) recordings are uploaded from their Video Processing Unit (VPU) to the server prior to the end of their shift. The new MVRS unit does not automatically upload A/V data. The MVRS requires officers to manually upload the A/V data when they are in proximity of a Wireless Access Point (WAP) located at each division. For a complete list of WAP locations go to the web page on TPD iNET. Officers will perform this manual upload during their shift.

CJ:jma
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**W,X,Y, and Z**

No Policies
Glossary of Terms As Found In Policy

A

ACTIVE AGGRESSION – a threat or overt act of an assault (through physical or verbal means), coupled with the present ability to carry out the threat or assault, which reasonably indicates that an assault or injury to any person is imminent.

ADMINISTRATIVE LIMITED DUTY – a restricted, temporary assignment for administrative reasons, e.g. fitness for duty evaluation.

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).

ADMINISTRATIVE REPORTS – daily, monthly, quarterly, and annual reports that reflect the activities and operations of the department.

ADVANCED TRAFFIC INVESTIGATOR (ATI) – officers who have received Advanced Traffic Collision training (Basic Advanced Traffic Investigator School by TPD, IPTM, NorthWest Traffic, CLEET, or equivalent). Advanced Traffic Investigators assigned to fatality collisions must have a current assignment to a uniform division.

AFTER ACTION REPORT – A) a report used to document the results of a roadside safety checkpoint. B) 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).

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

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.

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.

ALERT TONE 1 – a continuous tone indicating that an officer is in need of assistance or an emergency alert button has been activated.

ALERT TONE 3 – a series of short or rapid intermittent tones indicating an armed robbery in progress, a suspect near the scene, or any other situation authorized by supervisory personnel.
AMBER ALERT CENTER (AAC) – located in Room 101 of the police/courts building, utilized during an Amber and Silver Alerts, that contains a phone bank for receiving numerous calls from the community.

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

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.

ARMED AND BARRICADED SUSPECT – an armed person who has committed a felony or is an imminent threat to himself or others and who refuses to submit to arrest by using a structure (e.g., house, vehicle, building) to prevent apprehension.

ATTENDED DEATH – a death is considered attended if the decedent has been under the care of a licensed medical or osteopathic physician for the natural process to which he/she succumbs during the 30 days prior to death and the decedent's physician signs the attending physician's death certificate.

AUTHORIZED POLICE FUNCTIONS – the following functions:
  a. Court or other hearing appearances arising from departmental action.
  b. Duties coordinated by the Special Events Coordinator.
  c. Circumstances requiring an officer to report to a duty station.

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.

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, or race.

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

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.

BOX-IN – attempting to slow or stop the suspect by surrounding the suspect vehicle with police vehicles.

BRAND – a mark intentionally burned into the skin for the purpose of creating a design, form, figure, or art.

BRIEFING CHECKLIST – a checklist of required procedures.
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**BUMPING/RAMMING** – an intentional maneuver causing a collision between two vehicles, at least one of which is traveling faster that 10 MPH.

**CAPITAL ASSET NUMBER** – a distinct identification number assigned to each Major Capital Asset, each Selected Capital Asset, and designated Non-Major Capital Assets.

**CAUTION INDICATOR FILE** – a system within CADS by which a caution is attached to a particular address and which will “pop up” for any location within 500 feet of the particular address. These addresses are those in which there is an armed and dangerous person, a potential for a violent confrontation, or where someone has made a specific threat to an officer’s safety.

**CHEMICAL INVENTORY LIST (CIL)** – an alphabetical listing that identifies all hazardous substances used or stored at a facility. The CIL will include the common or trade name of the substance, chemical name(s), and the location code for the area where the substance is stored or used.

**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, or for outstanding police work which has brought a great credit to the 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.

**CHILD** – any person under the age of 18 years.

**CITATION AND BACKING 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.

**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.

**CLANDESTINE DRUG LABORATORY** – an unlicensed chemical laboratory, whether simple or complex, fixed or mobile, designed in secrecy, for the experimentation in or actual production of illegal, controlled, or dangerous substances.

**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.
**CODE 1** – operating a police vehicle with emergency lights and siren engaged.

**COLD ZONE** – A) the fully safe operating area surrounding the Warm Zone at a hazardous material/CBRNE site. B) a fully safe area surrounding the Warm Zone at a hazardous materials site.

**COLLISION** – an occurrence whereby property damage or bodily injury results from the operation of a driver controlled vehicle at a location designed to accommodate vehicular movement.

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

**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.

**COMMUNITY** – any group of individuals brought together by a common bond or concern.

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

**COMMUNITY OUTREACH PSYCHIATRIC EMERGENCY SERVICES (COPES)** – a civilian response team funded by the State designated to respond to subjects experiencing a mental health crisis.

**CONFIDENTIAL INFORMANT (CI)** – a person who provides assistance or information to an investigator for monetary gain or a person who provides assistance or information for prosecutorial consideration.

**CONSENT TO CONFISCATE** – written release voluntarily relinquishing property from the pawnshop to police custody.

**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.

**CRIMINAL HISTORY RECORD INFORMATION** – information collected by criminal justice agencies on individuals consisting of identifiable descriptions and notations of arrests, detentions, indictments, informations, or other formal criminal charges, and any dispositions arising therefrom, sentencing, correctional supervision, and release.
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).

CRISIS NEGOTIATORS – SOT personnel who are specially trained in tactical negotiations.

CRITICAL INCIDENT – A) 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. B) 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.

CRITICAL INCIDENT RESPONSE TEAM (CIRT) - a group of Tulsa Police officers who are specially trained to assist officers who have been involved in critical incidents.

CRITICAL SITUATIONS – crucial or unusual circumstances in which concentrated and specially trained forces are necessary to resolve a crisis situation (e.g., SOT).

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.

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

DATING RELATIONSHIP – a courtship or engagement relationship. A casual acquaintance or ordinary fraternization between persons in a business or social context shall not constitute a dating relationship.

DAY BOX – an explosives storage facility. A day box is located at each uniform division.

DEADBLOCK – the total blockade of a street or highway, leaving no path of escape.

DEADLY FORCE – that force which is likely to cause death or serious physical harm.

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

DECONFLICTION – process to ensure that multiple law enforcement agencies do not have the same investigative interests; this must be done by a person authorized by High Intensity Drug Trafficking Area (HIDTA)/Oklahoma Bureau of Narcotics (OBN).
DEPARTMENT COMMENDATION – an award to any member of the Tulsa Police Department for an outstanding act of achievement which brings credit to the City of Tulsa and/or the Tulsa Police Department and which involves performance above and beyond that required by the recipient's basic assignment.


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.

DESIGNATED MENTAL HEALTH FACILITY – a facility designated by the State of Oklahoma Department of Mental Health and Substance Abuse Services as appropriate for the emergency examinations and/or detention of persons requiring treatment.

DESIGNATOR – the radio call sign assigned to an officer’s corresponding beat or assignment.

DIGITAL CAMERA – a camera that records images as digital data.

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.

DIRECTLY INVOLVED IN THE PURSUIT – the police vehicles behind the suspect vehicle actively attempting to apprehend the suspect. This includes the primary and secondary pursuit vehicles, the supervisor who joins the pursuit, and any additional vehicles authorized by the pursuit monitor. This does not include those vehicles paralleling or blocking intersections.

DISABILITY – a temporary or permanent physical or mental condition that prevents an employee from performing all of their essential job functions without accommodations.

DISASTER RESPONSE TEAM (DaRT) – a group of officers trained and outfitted 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.

DISTRIBUTION DISK – the original program disks, CDs, or other storage media that are included with a software package at the time of purchase.
DEVICE – the term used instead of bomb during radio communications.

DIVISIONAL CALL-OUT LIST – a list compiled by each Uniform Division Commander every year after shift change. The top of the list will be the divisional Signal 30 Team Leader followed by officers in that division’s traffic unit, then other ATIs chosen by the Division Commander to be on the Signal 30 Team.

DOMESTIC ABUSE (criminal offense) – any person who commits any assault and battery against a current or former spouse, a present spouse of a former spouse, parents, a foster parent, a child, a person otherwise related by blood or marriage, a person with whom the defendant is in a dating relationship as defined by Section 60.1 of Title 22 of the Oklahoma Statutes, an individual with whom the defendant has had a child, a person who formerly lived in the same household as the defendant, or a person living in the same household as the defendant shall be guilty of domestic abuse. This definition refers to the criminal act of assault or assault and battery committed upon the above listed individuals.

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 years or older against another adult, emancipated minor, or minor child who are family or household members or who are or were in a dating relationship. This definition lists those individuals who are able to seek relief under the Protection from Domestic Abuse Act.

EARLY SETTLEMENT – a municipal court sponsored mediation program wherein citizens who have disputes are helped to negotiate a mutually acceptable solution with the help of a neutral third party mediator. A mutually acceptable solution is decided by the involved parties, not the mediator. The mediation sessions are confidential and information is not released.

ELECTRONIC CONTROL DEVICE (ECD) – a device primarily designed to disrupt a subject’s central nervous system by means of deploying electrical energy sufficient to cause uncontrolled muscle contractions and override an individual’s voluntary motor responses.

ELUDING – when the operator of a motor vehicle has received a visual and audible signal (emergency lights and siren) from an officer driving a police vehicle directing the operator to bring the vehicle to a stop and the operator willfully increases speed, extinguishes lights, or willfully attempts in any other manner to avoid apprehension by the officer.

EMBEZZLEMENT OF A VEHICLE – includes test drives, leased or rented vehicles, vehicles obtained by a rental-purchase agreement, and vehicles taken with the owner’s permission.

EMERGENCY CUSTODY – custody of a child prior to adjudication of the child following issuance of an 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.
EMERGENCY OPERATIONS CENTER (EOC) – the basement of the police/courts building, utilized during an Amber Plan, which contains a phone bank for receiving numerous calls from the community.

EMERGENCY RESPONSE GUIDE BOOK (ERG) – a field reference manual published by the Department of Transportation (DOT) listing hazardous materials. The manual is cross-referenced by the 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.

EMERGENCY RADIO OPERATOR (ERO) – the officer designated to commence emergency radio traffic when an emergency occurs during the service of a search warrant.

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.

ETA – the approximate detonation time for a bomb.

EVIDENCE – property that is evidence in an investigation for which an arrest or crime report has been made.

EXCITED DELIRIUM – a state of extreme mental and physiological excitement characterized by extreme agitation, hyperthermia, epiphoria, hostility, exceptional strength and endurance without apparent fatigue.

EXECUTED GRANT – a grant contract that has been approved and signed by the contracting parties and filed with the City Clerk.

EXIGENT CIRCUMSTANCES – A) circumstances that would cause a reasonable person to believe that prompt action is necessary to prevent physical harm to officers or others. B) situations that demand unusual or immediate action. In relation to justification for warrantless search, “exigent circumstance” refers generally to those situations in which law enforcement agents will be unable or unlikely to effect a search for which probable cause exists unless they act swiftly and without seeking prior judicial authorization.

EXTENDED LEAVE – leave in excess of nine calendar days in a row, including regularly scheduled days off.

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.

FAILSOFT – the mode of operation for the 800 MHz radio system when it cannot maintain normal trunking operations. It is indicated by beeps every 10 seconds and shows “1-talk group FS” on mobile and portable radio digital displays (e.g., 1-A FS).
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<tr>
<td><strong>FALSE ALARM DISPATCH</strong> – 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.</td>
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<td><strong>FAMILY ASSISTANCE CENTER</strong> – 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.)</td>
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<td><strong>FAMILY OR HOUSEHOLD MEMBERS</strong> – includes, spouses; ex-spouses; present spouse of a former spouse; parents; foster parents; step parents; adoptive parents; grandparents; children; grand children; step children; adoptive children; foster children; persons otherwise related by blood or marriage; persons living in the same household or who formerly lived in the same household; or persons who are the biological parents of the same child, regardless of their marital status, or whether they have lived together at any time (this shall include the elderly and the handicapped).</td>
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<td><strong>FATAL TRAFFIC COLLISION</strong> – a collision in which death occurs as a proximate result of injuries sustained during the collision.</td>
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<td><strong>FEDERAL DEFENDANT</strong> – a person arrested for a federal criminal offense who is awaiting trial.</td>
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<tr>
<td><strong>FEDERAL OFFENDER</strong> – a person convicted of a federal criminal offense.</td>
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<td><strong>FIELD DRUG TESTER</strong> – an officer who has been certified by a trainer to perform field drug tests.</td>
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<td><strong>FIELD PDU</strong> – a full-sized PDU carried by officers in field assignments.</td>
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<td><strong>FIELD SEARCH</strong> – a detailed search of a person, made in the field for concealed weapons, evidence, or objects that can be used as a means of escape.</td>
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<td><strong>FINANCE SECTION CHIEF</strong> – responsible for tracking all costs and financial considerations of the incident, as well as obtaining spending approvals.</td>
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<td><strong>FIREARMS DISCIPLINE</strong> – officers shall not discharge weapons at the scene unless ordered to do so or when defending themselves or others.</td>
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<td><strong>FIRST RESPONSE</strong> – the police receive an intrusion alarm dispatch request and elect to provide intrusion alarm response.</td>
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<td><strong>FIRST RESPONSE CERTIFICATE</strong> – a certificate issued to an alarm user who has met all requirements of the <em>Intrusion Alarm Certification Ordinance</em>. Issuance shall not create any property right in the renewal, reinstatement, or continued unsuspended or unrevoked status of a certificate.</td>
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</table>
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.

FORCIBLE SODOMY – the act of forcing another person to engage in the detestable and abominable crime against nature.

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.

FOUND PROPERTY – property which has been found by a private person or an officer and is not of evidentiary value.

FULL-CUSTODY ARREST – any arrest which involves booking procedures at a jail facility.

FUNCTIONS REQUIRING DEPARTMENTAL APPROVAL FOR THE USE OF DEPARTMENTAL VEHICLES – the following functions:
   a. Honor Guard functions.
   b. Community relations projects.
   c. Police funerals.
   d. Off-duty employment.
   e. Any other function authorized by a Division Commander.

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

GOALS – a relatively broad statement of the end or result that one intends ultimately to achieve. A goal unusually requires a relatively long time span to achieve and, whenever possible, should be stated in a way that permits measurement of its achievements.

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.

GRANTS COORDINATOR – the person who oversees the research, preparation, and progress of all grants under the control of the Tulsa Police Department.

HALF-SHIFT – half (50%) of a scheduled period of duty.

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.
HARASSMENT – A) 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.

HARASSMENT – B) any slurs, jokes, and/or other degrading verbal or physical conduct relating to a person’s gender, age, ethnicity, disability, religion, national origin, or race constitutes harassment when such conduct:

a. Has the purpose or effect of substantially interfering with an individual’s work performance.

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

c. Adversely affects another employee’s work efforts and employment.

HAZARDOUS MATERIAL – a group of materials that can cause harm to people or the environment upon release. Includes CBRNE and other harmful materials.

HAZARDOUS SUBSTANCE – A) any substance that is a physical hazard or a health hazard. B) any substance that is a physical hazard or health hazard as defined in procedure 31-111B, Storage and Handling of Hazardous Materials.

HEALTH HAZARD – any substance including, but not limited to, chemicals which are carcinogens, toxic, or highly toxic agents, reproductive toxins, irritants, corrosives, sensitizers, and agents which damage the lungs, eyes, mucus membranes, or the hematopoietic system; any chemical or biological substance or agent contained in the U.S. Occupational Safety and Health Administration's List of Hazardous Materials, 29 CFR, Part 1910, Subpart Z; and any substance for which a Material Safety Data Sheet (MSDS) has been provided by the manufacturer as a hazardous substance.

HIGH-RISK SEARCH WARRANT – a search warrant for a location where the officer obtaining the search warrant knows there is a high probability for resistance.

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.

HOME DIRECTORY – a directory that is located on the main server and set aside specifically for an employee’s use.

HOSPICE DEATH – a natural death that occurs while the decedent is under the care of a hospice representative who is under the authority of the decedent's physician.
HOT ZONE – the total exclusion area around a hazardous material/CBRNE incident. Entry is limited to personnel wearing special protective clothing.

IMMEDIATE FAMILY – an officer’s spouse, children, parents, and/or any foster or step situations within these relationships.

IMMEDIATE THREAT – A) a significant threat that an officer reasonably believes will result in death or serious physical harm to the officer or others. The threat is not limited to being instantaneous. A person may pose an immediate threat even if they are not at that moment pointing a weapon at the officers or others. B) activity of a terrorist nature that is imminent or in progress which requires immediate action to prevent or minimize damages.

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

INCIDENT – A) an occurrence whereby property damage or bodily injury results from the operation of a driver controlled vehicle in a non-traffic situation and at a location not designed to accommodate vehicular movement. B) 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, and 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 AREA – shall include crime scenes, disaster scenes, drownings, fires, and all other emergency situations.

INCIDENT COMMANDER (IC) – A) the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site. B) 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.

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.

INFORMANT – a person who supplies information to officers regarding criminal activity as a cooperating witness expecting no benefit, and no long term working relationship develops between the informant and investigator(s).

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.

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.

INNER PERIMETER – the immediate area of containment. This area is initially manned by uniformed officers until they are relieved by SOT personnel.

IN PROGRESS – includes situations where the suspect(s) is still at or near the scene of a crime or where the offense has occurred within the last five minutes.

IN-SERVICE TRAINING – training, in addition to recruit training, which may include periodic retraining or refresher training, specialized training, career development, promotional training, advanced training, and shift briefing training.

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.

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.

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

Subject  Glossary

INTIMIDATION OR HARASSMENT BECAUSE OF RACE, COLOR, RELIGION, ANCESTRY, NATIONAL ORIGIN OR DISABILITY, 21 O.S. 850 –

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.

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.

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

INVESTIGATIVE HOLD – a temporary, ten-day hold on an impounded vehicle for investigative purposes.

J

JAIL OR ADMINISTRATIVE SEARCH – an exhaustive search made at a detention facility as part of the routine administrative procedure. This routine administrative procedure includes the search of containers such as purses, shoulder bags, briefcases, etc., that the defendant had in his or her possession at the time of the arrest and are to be turned in to the property room or kept in the custody of booking or jail personnel.
KEY ISSUANCE REPORT – is 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.

KILL ZONE – the area in which the suspect(s) could cause serious injury or death, based upon the suspect’s location and the weapons at their disposal.

LAB TEST – a test performed by a forensic laboratory to determine the presence of a controlled substance in a sample.

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.

LATERAL VASCULAR NECK RESTRAINT (LVNR) – any choke, sleeper, or similar hold that is intended to disrupt the flow of blood or oxygen to the brain which would result in a temporary loss of consciousness.

LEAVE – sick leave, injury leave, and leave without pay due to injury or illness.

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.

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.

LIAISON OFFICER – the point of contact for assisting and coordinating agencies.

LIFESAVING AWARD – an award to any member of the Tulsa Police Department for sustaining or saving the life of any human being, either on or off duty, except while employed as a medic or ambulance attendant.

LIMITED DUTY – a restricted temporary assignment compatible with the employee’s physical and/or mental condition as diagnosed by the City Physician.

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.
**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.

**LOGIN NAME** – a user's name that uniquely identifies that person or user account to the computer system.

**LOGIN PASSWORD** – 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.

**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).

**LOW PROFILE POLICE UNIT** – a police vehicle with the standard decals, striping, and emergency equipment used by the Tulsa Police Department with the exception of the overhead emergency lighting equipment. A low profile unit has emergency lighting equipment installed in the front, rear, and the four corners of the vehicle. Example: Traffic unit vehicles with decals but no overhead lights.

**MAJOR CAPITAL ASSET** – an asset that is considered land, buildings, improvements other than buildings, equipment, or livestock that has a useful life of more than one year and has a monetary value of $5,000 or more and is not consumable.

**MAJOR CRIME SCENE** – one of the following crime scenes:

1. Homicide,
2. Suicide,
3. Kidnapping for extortion,
4. Rape,
5. Major armed robbery (e.g., bank, large loss, or seriously injured victim),
6. Felonious assault with serious injury,
7. Assault and battery with a deadly weapon with serious injury,
8. Traffic fatality,
9. Any scene involving explosives or incendiary devices,
10. Any scene where a police officer’s use of deadly force results in injury or death,
11. Any incident or disaster requiring the expertise or specialized equipment of the MCU,
12. Malicious intimidation (i.e., specific intent to harass another person by assaulting, threatening, or damaging any real or personal property because of a person’s race, color, religion, ancestry, national origin, or disability).
MALL – Main Street from Third Street to Sixth Street and Fifth Street from Boston Avenue to Denver Avenue.

MANUAL CAVITY SEARCH – as well as visually inspecting the anal and genital areas, some degree of touching or probing of body cavities is included.

MARKED POLICE UNIT – a police vehicle with the standard decals, striping, and emergency equipment including overhead emergency lighting equipment used by the Tulsa Police Department.

MARKSMANSHIP AWARD – an award to any member of the Tulsa Police Department who demonstrates a high level of marksmanship during spring and fall firearms qualification. Officers who score 95 or 100 points will receive a Master Award. Officers who score 90 points will receive an Expert Award and officers who score 85 points will receive a Sharpshooter Award. Officers will have six (6) attempts to earn the bonus hours.

MATERIAL SAFETY DATA SHEET (MSDS) – information provided by a manufacturer that outlines special cautions and controls necessary for handling hazardous substances.

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.

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.

MEDIATION – the process of neutral intervention in an effort to help the involved parties negotiate a settlement.

MEDIATOR – a neutral third party trained to intervene in dispute settlement. The mediator is a volunteer, professionally trained in mediation, and certified through the Supreme Court of Oklahoma. The mediator is not necessarily a professional in law or counseling.

MENTAL HEALTH RESPONSE OFFICER (MHRO) – Department-certified officers who have received advanced training in active listening skills, interpersonal communications, and who utilize the additional information to coordinate with mental health professionals.

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

MINIMUM QUALIFYING SCORE – 70% or above on any course of fire.
<table>
<thead>
<tr>
<th>Subject</th>
<th>Glossary</th>
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</thead>
<tbody>
<tr>
<td>MISDEMEANOR CRIME OF DOMESTIC VIOLENCE</td>
<td>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.</td>
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<td>MOBILE DATA COMPUTER (MDC)</td>
<td>any portable or laptop computer or other computing device used to access Police information systems through radio or cellular digital communications devices.</td>
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<tr>
<td>MOBILE VIDEO SYSTEM (MVS)</td>
<td>a vehicle mounted camera and recording system with video and audio capability.</td>
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<td>MONITORING</td>
<td>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.</td>
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<tr>
<td>MOURNING BANDS</td>
<td>a thin black strip of elastic material wrapped horizontally across the center area of the uniform badge.</td>
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<td>MULTIMEDIA CARD</td>
<td>a storage media for storing image files from a portable device, in a form that can easily be removed for access by a PC.</td>
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<tr>
<td>NATIONAL LAW ENFORCEMENT TELECOMMUNICATIONS SYSTEM (NLETS)</td>
<td>the nationwide system used for wanted and stolen checks.</td>
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<tr>
<td>NEWS MEDIA REPRESENTATIVES</td>
<td>those individuals who are employed by agencies of the electronic or print media such as radio, television, or newspaper.</td>
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<td>NEUTRAL SELECTION PROCESS</td>
<td>an objective process used to choose which vehicles are to be stopped at the roadside safety checkpoint. (Example: every vehicle must be stopped or every 5th vehicle must be stopped.)</td>
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<tr>
<td>NON-LINE-OF-DUTY DEATH</td>
<td>any death of an officer occurring outside the official capacity of a police officer.</td>
</tr>
<tr>
<td>NON-MAJOR CAPITAL ASSET</td>
<td>an asset that is considered land, buildings, improvements other than buildings, equipment, or livestock that has a useful life of more than one year and has a monetary value of $1000 to $4999, not consumable, and does not include radios and personal computers. A Non-Major Capital Asset has not been determined to be a Major Capital asset by the Capital Assets Accounting Section of the Finance Department.</td>
</tr>
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</table>
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.

OBSERVATION UNITS – marked police units stationed near the entrance and exits of the checkpoint.

OC (OLEORESIN CAPSICUM) SPRAY – an organically based biodegradable aerosol derived from a natural food ingredient (the oil of the cayenne pepper).

OCA – incident number listed by the ORI on the NCIC entry.

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 with Division Commander approval.

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.

OKLAHOMA AUTOMATED SECURE INFORMATION SHARING (OASIS) – a computerized system containing information from multiple law enforcement agencies. OASIS contains tactical information from those agencies intended to promote officer safety, combat major crimes, and prevent terrorism.

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.

OPERATIONS SECTON CHIEF – responsible for all tactical operations at the incident.

ORI – the originating agency listed on an NCIC hit.

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.

OTHER AGENCY GRANTS – grants that are managed by an outside agency but impact the Police Department.

OTHER HOLD – a temporary hold placed on an impounded vehicle for reasons other than investigative purposes.

OUTER PERIMETER – a secondary control area. This area is manned by uniformed officers and should be evacuated of civilian traffic.

OUTSIDE AGENCY – any law enforcement agency other than the Tulsa Police Department.
PARTIAL SHIFT – time worked, which equals less than a full shift.

PARTNERSHIPS IN POLICING – 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.

PASSIVE RESISTANCE – physical actions that do not prevent the officer’s attempt to control. (Example: a person who remains in a limp, prone position, or passive demonstrators, etc.)

PAWN EXTENSION – written notification to a pawnbroker (required by Oklahoma State Statutes) to extend the hold on the described property for a period not to exceed an additional 30 days.

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.

PERFORMANCE, PLANNING, AND REVIEW RECORD (PPR) – the evaluation form used to evaluate civilian employees, captains, majors, and deputy chiefs.

PERSONAL COMPUTER (PC) – a personal computer system that is owned or operated by the City of Tulsa/Tulsa Police Department and is assigned to an individual workstation and/or division.

PERSONALITY/ZONE – a collection of similar or associated talk groups (e.g., Personality/Zone 3 is a collection of all local law enforcement dispatchers; Personality/Zone 7 is all TPD talk groups).

PERSONNEL ORDERS – orders directed by the Chief of Police pertaining to employment, promotion, suspension, and other personnel matters.

PERSON REQUIRING TREATMENT (43A O.S. 1-103) –
1. a person who because of a demonstrable mental illness represents a risk of harm to self or others, who has engaged in one or more recent overt attempts, gestures, or threats to harm self or someone else, and as a result of the mental illness it can be reasonably assumed that without treatment the expectation is that the person will cause serious bodily harm to him/herself or others, or

2. A person who is drug- or alcohol-dependent of sufficient severity to cause major disruption in at least two areas of daily living.
PHYSICAL HAZARD – a chemical which is a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable (reactive) or water-reactive, and which is contained in the *U.S. Occupational Safety and Health Administration's List of Hazardous Materials*, 29 CRF, Part 1910, Subpart Z and any substance for which an MSDS has been provided by the manufacturer as a hazardous substance, or such substance deemed by the Commission of Labor of the State of Oklahoma, based on documented scientific evidence, that poses a threat to the safety of an employee.

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 40 or more 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.

PLACARD – a diamond shaped sign with colors, letters, descriptive drawings, and numbers that are displayed on the sides and ends of a motor vehicle, railcar, freight container, or portable tank containing hazardous materials. The number will correspond to the DOT ERG.

PLAIN ENGLISH – non abbreviated words used instead of 10-codes to communicate effectively and efficiently between agencies that do not share the same 10-codes.

PLANNING SECTION CHIEF – responsible for analysis and documentation of the situation as it progresses.

PLAZA – Civic Center from Houston Avenue to Denver Avenue and Fourth Street to Sixth Street.

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

POTENTIAL EVIDENCE – property which may be evidence in a case but has not been connected with any specific arrest or crime report at the time the property is recovered.

POWERDMS – an online digital document management system used to document, update, distribute, and review directives and maintain digital signatures of those directives.

POWER-ON PASSWORD – a password assigned to the hardware of a PC, usually in the computer’s BIOS (Basic Input/Output System) that prevents other users from starting a system.

PURPLE HEART – an award to any member of the Tulsa Police Department who is killed or injured as a direct result of a police situation. This will not be awarded to officers who are injured as a result of their own negligence. Reviewing authorities will not recommend this award lightly.

PRELIMINARY SEARCH OR FRISK – a quick “pat down” search including an examination of bags or other objects that may contain weapons.

PRESENCE OF A CHILD – means 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.
PRE-SERVICE TRAINING – training personnel receive prior to commencing a job function.

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.

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

PRIMARY PURSUIT VEHICLE – the vehicle in closest proximity to the fleeing vehicle with the primary responsibility for conducting the pursuit. The primary unit may or may not be the unit that initiated the pursuit.

PRIMARY SCREENING AREA – the area where vehicles are initially stopped.

PRIORITY 1 CALL – human life in danger or felony crimes in progress.

PRIORITY 2 CALL – felony crimes just occurred, serious crimes in progress or just occurred, and weapons calls.

PRIVACY INTEREST – when the vehicle is in the backyard surrounded by a fence that is attached to a residence, or when a portion of a vehicle is in a garage.

PROBATIONARY EMPLOYEE QUARTERLY EVALUATION FORM – an Interoffice Correspondence format form used to evaluate probationary employees and Tulsa Police Reserves.

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.

PROGRAM ASSERTIVE COMMUNITY TREATMENT (PACT) – a state funded team designated to provide long-term, outpatient care to selected patients. Officers will only utilize PACT upon the request of the subject who is a client.

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.

PROOF OF OWNERSHIP – ownership may be established by a vehicle registration, vehicle title, or a 10-28 return which checks to the victim. Ownership may also be established by any two of the following documents: current insurance verification card or insurance policy, manufacturer’s certificate of origin, legal sales contract, loan papers from a financial institution, or lease or rental contract from a rental agency.
**PROSECUTORIAL CONSIDERATION** – shall include charges not being filed, the dismissal of charges that have been filed, or a reduction in number or severity of charges.

**PROTECTIVE CUSTODY (43A O.S. 5-206)** – A) the taking into protective custody of a person pursuant to the provisions of 43A O.S. 5-208 until such time as an emergency examination is completed and a determination is made as to whether or not emergency detention is warranted. B) The custody of a child taken by a law enforcement officer without a court order due to reasonable suspicion of an imminent safety threat.

**PROTECTIVE ORDER** – A) 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. B) an emergency protective order, an alias emergency protective order, or a protective order as defined in 31-120B, *Protective Orders/Violation of Protective Orders*.

**PUBLIC INFORMATION** – information that may be of interest to the general public regarding policy, procedures, or events involving the Department, or other newsworthy information that is not legally protected, which does not unduly interfere with the mission of the Department, infringe upon the rights of a defendant, or compromise the legitimate safety and privacy interests of officers, victims, witnesses, or others.

**PUBLIC INFORMATION OFFICE (PIO)** – A) the Department’s PIO serves as a central source of information for release by the Department and responds to requests for information by the news media and the community. B) the person responsible for communicating with the media or other appropriate agencies requiring information directly from the incident scene.

**PURSUIT** – an active attempt by an officer to apprehend one or more occupants of a moving vehicle after the officer has activated his/her emergency lights and siren and the officer reasonably believes that the driver of the fleeing vehicle is attempting to elude the officer.

**PURSUIT MONITOR** – a supervisor who assumes responsibility for, or is assigned to, monitoring the pursuit, usually the pursuing officer's supervisor.

**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. B) An interpreter who is able to interpret effectively, accurately, and impartially both receptively and expressively, using necessary specialized vocabulary.
RAPE – an act of sexual intercourse involving vaginal or anal penetration accomplished with a male or female who is not the spouse of the perpetrator and who may be of the same or the opposite sex as the perpetrator under any of the following circumstances:

1. Where the victim is under sixteen years of age;
2. Where the victim is incapable through mental illness or any other unsoundness of mind, whether temporary or permanent, of giving legal consent;
3. Where force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person;
4. Where the victim is intoxicated by a narcotic or anesthetic agent, administered by or with the privity of the accused as a means of forcing the victim to submit;
5. Where the victim is at the time unconscious of the nature of the act and this fact is known to the accused;
6. Where the victim submits to sexual intercourse under the belief that the person committing the act is a spouse, and this belief is induced by artifice, pretense, or concealment practiced by the accused or by the accused in collusion with the spouse with intent to induce that belief. In all cases of collusion between the accused and the spouse to accomplish such act, both the spouse and the accused, upon conviction, shall be deemed guilty of rape;
7. Where the victim is under the legal custody or supervision of a state agency, a federal agency, a county, a municipality or a political subdivision and engages in sexual intercourse with a state, federal, county, municipal or political subdivision employee or an employee of a contractor of the state, the federal government, a county, a municipality or a political subdivision that exercises authority over the victim; or
8. Where the victim is at least sixteen years of age and is less than eighteen years of age and is a student, or under the legal custody or supervision of any public or private elementary or secondary school, junior high or high school, or public vocational school, and engages in sexual intercourse with a person who is eighteen years of age or older and is an employee of the same school system.
9. Where an act of sexual intercourse accomplished with a male or female who is the spouse of the perpetrator if force or violence is used or threatened, accompanied by apparent power of execution to the victim or to another person.

REASONABLE – facts and circumstances, including the reasonable inferences drawn therefrom, known to an officer at the time of the use of force that would cause a reasonable officer to believe that a particular level of force is appropriate.

RECORD – all documents, including but not limited to, any book, paper, photograph (including mug shots), microfilm, computer tape, disk, record, sound recording, film recording, video recording, or other material, regardless of physical form or characteristic, created by, received by, under the authority of, or coming into the custody, control, or possession of the Tulsa Police Department.

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).
RELIABLE CONFIDENTIAL INFORMANT (RCI) – a confidential informant (CI) or a person who has established a long term working relationship with an investigator(s) with or without compensation. The RCI is a person who has provided information to law enforcement in the past which has proven to be truthful and reliable, and the information resulted in the arrest of criminal violators and/or furtherance of investigations.

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.

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.

RESIDENCE OR DWELLING HOUSE – includes every house or edifice, any part of which is usually occupied by any person lodging therein and any structure joined to and immediately connected to such house or edifice.

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.

RETAILIATION – 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.

RETIRED OFFICER – any Tulsa Police officer who has completed their service of duty as recognized under the Oklahoma Police Pension System.

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

RISK EXPOSURE – an exposure that has been epidemiologically demonstrated to pose a risk for transmission of a communicable disease. Exposures include:

a. 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.

b. Parental – needle stick or cut.

c. Permucosal – 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).
RISK OF HARM TO SELF OR OTHERS (43A O.S. 1-103) –
   a. a substantial risk of physical harm to self as manifested by evidence of serious threats of, gestures, or attempts at suicide or other self-inflicted or bodily harm,
   b. a substantial risk of physical harm to another person or persons as manifested by evidence of violent behavior directed toward another person or persons,
   c. having placed another person or persons in a reasonable fear of violent behavior, threats, or gestures of harm directed towards such person or persons or serious physical harm to them as manifested by serious threats,
   d. a reasonable certainty that without immediate treatment severe impairment or injury will result to the person alleged to be a person requiring treatment as manifested by the inability of the person to avoid or protect self from such impairment or injury, or
   e. a substantial risk of serious physical impairment or injury to self as manifested by evidence that the person is unable to provide for and is not providing for the basic physical needs of the person due to a mental illness, and that appropriate provision for those needs cannot be made immediately available in the community.

ROADBLOCK – the partial blockade of a street or highway, leaving one lane of traffic open.

ROADSIDE SAFETY CHECK – a temporary operation in which law enforcement utilizes a neutral selection process to stop some or all traffic.

ROUTE BOOK – includes maps to transport facilities, phone numbers, and radio information and contact information for local agencies along the transport route. Items will be available at each Uniform Division.

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.

SAFETY CHECK RIDE – a training program 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, Safety Check Ride Program, for further detail.

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.

SAFETY/EQUIPMENT MANAGER – The individual responsible for managing the functions necessary for equipment inventory and control. The Safety/Equipment Manager shall also be the Department Property Coordinator.

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

SCHEDULED EVENT – schools, official meetings, conferences, training seminars, workshops, criminal investigations, and other City or police related activities.

SEARCH WARRANT SERVICE REPORT – a planning document used to identify the location to be searched, items to be seized, suspects, possible weapons, officers and equipment assigned, and a diagram of the location.

SEARCH WARRANT SERVICE USING DISGUISES – a tactic used in serving a search warrant wherein an officer, wearing a disguise, attempts to get a suspect to open a door to prevent using forcible entry.

SECONDARY PURSUIT VEHICLE – the second vehicle in the pursuit.

SECONDARY SCREENING AREA – a safe area off the travel portion of the roadway used to continue the lawful investigation of detained vehicles and/or drivers. This area will be utilized to conduct Standardized Field Sobriety Tests (SFST) and to issue citations.

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.

SECURE FACILITY – a hospital/facility that has a psychiatric inpatient care unit. Emergency rooms are not secure facilities. Hospitals that do not have psychiatric units are not secure facilities.

SECURE SCENE/LOW-RISK SEARCH WARRANT – a search warrant for a location where the officer obtaining the search warrant has reason to believe there is no realistic anticipation of danger due to the nature of the facility to be searched or because previous police actions have eliminated the possibility of resistance (e.g., safe deposit boxes, bodies, crime scenes secured by officers, or pawn shops).

SELECTED CAPITAL ASSET – radios and personal computers, valued at $1000 to $4999.

SERIOUS PHYSICAL HARM/GREAT BODILY HARM – injury that causes a substantial risk of death, serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ.

SESSION – a formal meeting between the involved parties in the presence of a mediator for the purpose of discussing the problems in an attempt to reach a mutually acceptable, long-lasting solution.

SEXUAL ASSAULT EVIDENCE COLLECTION KIT – a large white envelope containing items used in the collection, preservation, and packaging of evidence collected during the sexual assault exam.
SEXUAL ASSAULT INFORMATION FORMS – the forms used to record the findings and evidence recovered during a sexual assault exam. The forms are completed by the Sexual Assault Nurse Examiner or the physician during the exam. These forms are available at the SANE facility.

SEXUAL HARASSMENT – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
   a. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment.
   b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
   c. 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.

SHIPPING PAPERS – A) the papers that list the specific cargo being transported. The papers list the sender, the receiver, the carrier, the destination, and details of the contents and the dangers associated with the material. In a truck it will be located in the cab and will be called a Bill of Lading. In a train it will be located in the engine and will be called a Consist. In a barge it will be in a special box or in the wheelhouse of the tugboat and will be called a Dangerous Cargo Manifest. In an aircraft it will be located in the cockpit and will be called the Air Bill. B) 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.

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.

SIGNAL 30 TEAM – ATIs on the current Divisional Call-Out list that have completed the annual ATI refresher training.

SIGNAL 30 TEAM LEADER – a current supervisor of a divisional traffic unit.

SILVER ALERT – a system to alert the public when a person over the age of 60 is and missing police believe them to be in danger.

SLOW-MOVING VEHICLE – a vehicle traveling at speeds estimated at 10 MPH or lower.

SOURCE PERSON – person whose body fluids came in contact with an employee.

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.
SPECIAL OPERATIONS TEAM (SOT) – a team of specially trained officers (including both tactical officers and crisis negotiators) responsible for containing the suspect and resolving the situation.

SPECIAL OPERATIONS TEAM COMMANDER – the captain who has overall responsibility for the SOT and who approves the tactical plan.

SPECIAL OPERATIONS TACTICAL TEAM LEADERS – designated supervisors on the SOT who are responsible for supervising teams and directing their tactical deployment.

SPECIALTY ASSIGNMENTS – for purposes of the consent decree all assignments other than those that are bid under the current bid process and the position of the president.

STAGING AREA – A) a location established where resources can be placed while awaiting a tactical assignment. The Operations Section, when activated, manages Staging Areas. B) A 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.

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.

STANDARDIZED FIELD SOBRIETY TEST (SFST) – a battery of three tests administered and evaluated in a standardized manner to obtain validated indicators of impairment and to establish probable cause for arrest.

STRIP SEARCH – an inspection of a naked individual, without any scrutiny of the subject’s body cavities. A strip search includes removing or rearranging some or all of a person’s clothing so as to permit a visual inspection of the genitals, buttocks, anus, or female breasts of such person.

SUBPOENA – A written command to appear before a court, requested by a prosecutor or a defense attorney.

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.

T

TALK GROUP – an individual communication path designated for a specific group of radio users (e.g., 7A is UDN; 7D is UDE; 7G is UDSW).

TATTOO – a puncturing of the skin followed by the introduction of pigment into the punctures to create a design, form, figure, or art.
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**.

TERMINATION OF GROUND PURSUIT – ceasing pursuit of the suspect vehicle.

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.

THIRD-PARTY RESIDENCE – a residence that is different than stated on the arrest warrant.

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.

TPD ITEM NUMBER – a unique number placed on all TPD non-fixed assets that have not been assigned Major Capital Asset Numbers.

TPD NON-FIXED ASSET – equipment assigned to the Department that has not been determined to be a Major Capital asset by the Capital Assets Accounting Section of the Finance Department and meets all of the following criteria: tangible, not consumable, life expectancy of more than one year but less than five years, and monetary value of at least $750 but less than $1000.

TRAILING DESIGNATOR – a word used after a designator to differentiate between two people using the same designator, such as in training.

TRAINER – an officer who has been certified to instruct additional personnel in the performance of field drug tests.

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

TULSA POLICE DEPARTMENT PERFORMANCE EVALUATION – the form used to evaluate officers, corporals, and sergeants.
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 PROGRAM MANUAL – a unit manual that provides guidelines for the members of the TPR Program and on-duty, full-time TPD supervisors.

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.

UNATTENDED DEATH – a death is considered unattended if the circumstances of the death are not consistent with a natural death, the decedent has not been under the care of a licensed medical or osteopathic physician during the last 30 days, or the decedent’s physician refuses to sign the attending physician's death certificate.

UNDERCOVER PDU – a compact PDU carried by officers in undercover, plainclothes, or administrative assignments.

UNDERCOVER POLICE UNIT – a police vehicle without the standard decals, striping, emergency equipment, or overhead emergency lighting equipment used by the Tulsa Police Department. Example: Detective and Headquarters vehicles with no decals or lights.

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.

UNIFORM/AWARDS COMMITTEE – a committee established to make recommendations on the appropriateness of each nomination for an award and to recommend and oversee any changes to the uniform of Tulsa Police Officers. The members of the committee are listed in Procedure 7.

UNIFORM/AWARDS COMMITTEE CHAIRPERSON – a division commander appointed by the Chief of Police to conduct the meetings of the Uniform/Awards Committee.

UNIFORMED OFFICER – any officer wearing an official police uniform.
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**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.

**UNIT MANUALS** – manuals that contain directives or information relative to specific units within the Tulsa Police Department.

**UNKNOWN-RISK SEARCH WARRANT** – a search warrant for a location where the officer obtaining the search warrant does not know the probability for resistance.

**UNMARKED POLICE UNIT** – a police vehicle without the standard decals, striping, emergency equipment, or overhead emergency lighting equipment used by the Tulsa Police Department. An unmarked police unit has emergency lighting equipment installed in the front, rear, and the four corners of the vehicle, pursuant to state law. Example: Traffic Unit vehicles with no decals or overhead lights; plain white vehicles.

**USE OF FORCE CONTINUUM** – a visual representation of force options designed to facilitate an understanding of appropriate levels of force by officers.

**VEHICLE CONTAINMENT** – the use of a police vehicle or vehicles to block the movement of an occupied vehicle; or an intentional maneuver causing collision between two slow-moving vehicles; or a slow-moving vehicle (10 MPH or lower) with a stationary vehicle, in an effort to contain and/or stop that vehicle.

**VEHICLE IMPOUNDMENT** – to remove or cause to be removed a vehicle from a street, highway, shoulder, or other public way by an officer, and stored in a designated garage maintained by the City of Tulsa.

**VEHICLE INVESTIGATION REPORT** – a form used to document a collision incident involving a police department vehicle.

**VEHICLE LOG** – a form containing a chronological list (by tag number) of all vehicles stopped at the roadside safety checkpoint and the enforcement action taken.

**VEHICLE RADIO MODEM (VRM)** – is the modem that allows the laptop to communicate with the police server. The VRM is usually a small black box mounted in the trunk of the patrol unit.

**VIPS LANGUAGE VOLUNTEER** – bilingual police department volunteer certified proficient to interpret for others in certain situations.
VISUAL CAVITY SEARCH – a visual inspection of the anal and genital areas.

W

WARM ZONE – A) the area between the Hot and Cold Zones at a hazardous material/CBRNE site. B) the area between the Hot and Cold Zones at a hazardous materials site.

WEAPONLESS CONTROL TECHNIQUES – gestures, verbal commands, or physical control holds utilized to gain compliance from a subject.

WILL-FILE – the process used when making a citizen’s arrest.

WORK AREA – any room or defined space, whether within or outside a building or other structure, where hazardous substances are present, produced, used or any other place where an exposure could occur.

WORK PRODUCT – any document, spreadsheet, program, or other electronic file that is created, stored or produced on a PC or other computer.

WRITTEN HOLD ORDER – written notification to a pawnbroker (required by Oklahoma State Statutes) to hold the described property for a period not to exceed 30 days.

YOUTHFUL OFFENDER –

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.