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Chapter 1 - Administrative Services Division

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Weapons Training

100.1 RANGE PROCEDURES

Employees shall adhere to the following Range procedures:

(a) Personnel must wear soft body armor, and approved eye and ear protection while on the line during an actual course of fire.

(b) "Check in" on arrival at the range with the Armorer for weapon inspection and ammunition issue.

(c) Weapons will be cleaned prior to arriving at the range.

(d) Weapons and magazines will be brought to the range unloaded, unless otherwise specified on the sign up sheet.

(e) Only ammunition issued or approved by the Rangemaster will be carried on the range.

1. Ammunition will be issued after check in and inspection.
2. Loading of weapons and magazines will be on the direction of Rangemaster only.

(f) No alcoholic beverages will be on the range nor consumed by shooters at any time. Any personnel, who have the odor of, or is under the influence of an alcoholic beverage, will not be allowed on the range under any circumstances.

(g) A qualified "Rangemaster" will be present on the range at all times, when the range is being used for firing.

(h) "Rangemasters" will not shoot, unless a second non-shooting, qualified range officer assumes command.

(i) "Rangemasters" shall be held responsible for any violation of Range Safety Rules.

(j) Range rules must be strictly enforced for the safety of all participants and possible observers. Violations will be immediately brought to the attention of the Rangemaster. Continuous violations, or those of a grievous nature, will result in immediate expulsion from the range, and notification of the Chief of Police.

100.2 RANGE SAFETY PROCEDURES

Employees shall adhere to the following Range safety procedures:

(a) All weapons are assumed to be loaded at all times.

1. While on the range all handguns will be carried loaded and holstered. All rifles/ shotguns will be carried unloaded with the action open unless otherwise directed by the Rangemaster.
2. Only ammunition issued or approved by the Rangemaster will be carried on the range.

(b) Never let the gun muzzle cover anything you are not willing to destroy.

(c) Be sure of your target; SAFETY is the responsibility of all shooters.

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(d) Fire only when authorized by the Rangemaster.

1. Firing will commence with a short audible signal.
2. Firing will cease at anytime a long audible signal is heard.
   (a) If there is a question of safety or any other reason - a cease fire signal shall be given.

(e) Reloading shall only be done on the firing line with the weapon pointed down range unless otherwise directed by the Rangemaster.

(f) Dry firing or inspection of weapons allowed only with the authorization of the Rangemaster or Armorer.

(g) Do not go downrange until the line is cleared by the Rangemaster.

(h) Misfires and weapon malfunctions will be handled as an "in-service" or "live fire" condition, and cleared by the participant. When all safe attempts to identify the problem, and clear the weapon have been made, then assistance from range personnel must be requested.

(i) On completion of the designated course of fire, the shooter shall execute a safe unload of the weapon. Personnel will leave the range with a safe unloaded weapon unless otherwise directed by the Rangemaster.

(j) Before going back in service, RELOAD following safe loading procedures. If you are leaving the range, and immediately returning to service, advise the Rangemaster, and a secure area will be provided for the purpose of reloading.

100.3 CLEANING AND MAINTENANCE OF WEAPONS

100.3.1 FIELD STRIPPING PROCEDURE

Smith & Wesson semi-auto pistols:

(a) Make the weapon SAFE

1. Remove magazine from weapon;
2. Lock slide to rear and inspect weapon to make sure it is empty;
3. Allow slide to go forward.

(b) Disassembly Procedure

1. Pull the trigger once and remove your finger from the trigger guard area;
2. Move the slide approximately 1/8” - 1/4” to the rear and depress the barrel stop on both sides of the frame with your thumb and forefinger;
3. Holding the stops down - allow the slide to return forward sliding off the frame being careful to trap the recoil spring and guide with your hand;
4. With slide upside down, compress recoil spring and lift out recoil spring and guide assembly;
5. Remove the barrel by lifting up on the barrel lug.

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100.3.2 CLEANING AND LUBRICATION

Smith & Wesson semi-auto pistols:

(a) Slide Assembly

1. Brush barrel bore with brass brush and solvent. Using a cloth patch, swab bore until clean;
   - (a) Special attention to chamber case rim;
   - (b) Rotate brass brush to clean this area.
2. Clean bolt face with fiber brush and solvent;
   - (a) Attention to remove powder build up;
   - (b) Particular check area beneath extractor claw.
3. Brush rails on slide with fiber brush and solvent;
4. Wipe off all surfaces with dry cloth to remove extra solvent.

(b) Frame Assembly

1. Brush rails on receiver using fiber brush;
2. Attention to trigger well for particulate accumulation;
3. Check magazine well for residues;
4. Wipe off all surfaces.

(c) Magazines (once a year or as needed)

1. Depending on usage, wipe off residues with a clean dry cloth;
2. Use extreme care if disassembled, all oils and solvents must be wiped clean before reassembly.

(d) Lubrication Points

1. Frame before reassembly
   - (a) One drop of lubricant on each of the four slide rail tabs;
2. Barrel
   - (a) One drop of lubricant on the forward edge of the barrel hood.
   - (b) One drop on the barrel near the muzzle - use fingers to evenly spread lubricant.

100.3.3 REASSEMBLY AND FUNCTION CHECKS

Smith & Wesson semi-auto pistols:

(a) Slide Assembly

1. Install barrel in slide
2. Install recoil spring guide assembly, making certain that the guide is centered and at the lowest point against the barrel lug.

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(b) Slide to Frame

1. Hold the slide and recoil spring firmly in one hand, move the rear of the slide onto the frame rails. Continue moving the slide onto the frame until the slide is fully rearward before allowing the slide to return to the closed position;

(c) Work slide back and forth to spread lubricant, then wipe off excess from weapon.

(d) Do function checks

1. Check trigger pull and firing of striker;
2. Free function of magazine release and drop of magazine;
3. Check slide locks open on empty magazine.

100.4 LOADING AND UNLOADING PROCEDURES OF WEAPONS

100.4.1 SAFE LOADING

(a) From the holster or locker storage (unloaded):

1. Lock slide to the rear (keep finger off trigger);
2. Insert full (recommended 16 rounds)magazine;
3. Draw the slide to the rear and "slingshot" forward to load a round or push down on slide stop to release slide;
4. Holster the weapon by using the strong thumb to push forward on the rear of the slide, keeping the slide in battery;
5. Remove magazine, leaving weapon holstered, and top it with one additional round filling to recommended 16.

(a) If the weapon is loaded and unloaded frequently, the round in the chamber should be rotated to avoid damage to the case rim.

(b) SERVICE READY CONDITION - Holstered

1. 1 round in the chamber;
2. 16 rounds in the magazine.

100.4.2 SAFE UNLOADING OR CLEARING

(a) From the holster:

1. Remove the magazine from the weapon in holster;
2. Draw weapon pointed in SAFE direction;
3. Pull the slide to the rear rapidly ejecting the chambered round, (Do not catch the ejected round);
4. Lock slide to the rear and visually inspect the chamber and magazine well;
5. Release the slide;
6. Holster a SAFE weapon or SECURE in storage.

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(b) From a secure location

1. Remove the magazine and lock slide open;
2. Inspect chamber and magazine well;
3. Release the slide;
4. Holster the weapon, ready for SAFE loading.

100.4.3 COMBAT RELOADING PROCEDURES

(a) SPEED Reload - (2 or 3 seconds), the weapon has been fired empty (slide locked open), or while still in battery, the shooter has chosen to refill to capacity;

1. Weapon is lowered from line of sight (approximately 4");
2. INDEX a new magazine from pouch;
   (a) Magazine is held with floorplate in heel of hand with index finger along the forward edge;
   (b) Index finger checks for loaded magazine and proper alignment.
3. As new magazine is "indexed", push mag release button dropping the used magazine;
4. Cant weapon slightly to aid insertion of the new magazine;
5. If necessary, depress slide stop to chamber a round;

(b) TACTICAL Reloading - (4 or 5 seconds), time and cover are both available to the officer. Rather than discard a partially depleted magazine, it can be saved and used at a later time but allow the officer to continue with a fully loaded weapon.

1. Index a new magazine from the pouch;
2. Place this magazine between the index and middle finger of the weak hand;
3. Position the hand below the magazine in the weapon;
4. Release depleted magazine catching it with the weak hand using the thumb and index finger;
5. Insert fresh magazine into the weapon using the heel of the weak hand;
6. Place the depleted magazine in a pocket and NOT back in the pouch.

100.5 MALFUNCTION DRILLS

100.5.1 TYPE 1 - FAILURE TO FIRE

(a) The striker has fallen and the weapon did not fire.

(b) CORRECTIVE ACTION

1. TAP with the heel of the weak hand striking the bottom of the magazine to ensure it is properly seated;
2. RACK the slide to the rear and "slingshot" forward, to extract and load a round;

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3. READY - Back on target - evaluate.
4. BANG pull the trigger if necessary.

100.5.2 TYPE 2 - FAIL TO EJECT (STOVEPIPE)

(a) The weapon has fired. An expended casing has lodged in the ejection port.

(b) CORRECTIVE ACTION

1. IDENTIFY - a visible casing is usually obstructing the front sight;
2. With the weak hand grasp rear of the slide. Invert the weapon by rotating towards the weak side. Rack the slide to the rear allowing the casing to fall out the ejection port;
3. "Slingshot" the slide forward to load a new round;
4. Pull trigger to fire weapon.

100.5.3 TYPE 3 - FAILURE TO EXTRACT (DOUBLE FEED)

(a) The weapon did not extract the casing after firing. The slide has stripped a round from the magazine, jamming it into the expended casing that is in the chamber.

(b) CORRECTIVE ACTION

1. IDENTIFY - tilt the barrel up and to the side to allow visual inspection through the ejection port. Jammed round should be visible;
2. TAKE COVER! Reduce your exposure;
3. Lock the slide to the rear;
4. Release the magazine, stripping it out with the weak hand;
5. Drop the slide on the jammed round;
6. Insert new loaded magazine from pouch;
7. "Slingshot" slide to clear malfunction and chamber a new round;
8. Pull trigger to fire weapon. If the weapon did not clear it will take more to correct the problem than a field situation allows a secondary weapon may be an alternative.

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Quartermaster Supply System

101.1 STRUCTURE

(a) The Equipment Committee will recommend uniform and personal equipment specifications to the Chief of Police for approval prior to implementation.

(b) The Administrative Services Division will appoint and supervise a department Quartermaster.

(c) The Quartermaster is responsible for obtaining bids for all covered items, managing uniform/equipment stock, determining serviceability, and issuing or return items in accordance with this procedure.

101.2 ITEM REPAIR AND REPLACEMENT POLICY

(a) The department will replace serviceable items which are deemed necessary to replace due to promotion or demotion.

(b) Any serviceable item meeting current department specifications, which is returned to stock for any reason, may be reissued.

(c) Optional items must originally be purchased by the member, however, their replacement will be issued.

101.3 PROCEDURE

(a) Members shall submit all items for repair/replacement directly to the Quartermaster.

(b) Upon receipt, the Quartermaster:

1. Inspects the item for serviceabiltiy and whether the item, if unservicable, is to be repaired or replaced.
2. If the item is deemed unserviceable, retains the item and either forwards a purchase authorization to the member or issues a temporary replacement for the item (if necessary) and provides for its repairs, or
3. If the item is deemed serviceable, submits the item to the Administrative Services Division Commander and if he/she concurs, returns the item to the member with an explanation.
4. A supervisor may direct members to replace specific unserviceable items.

101.4 UNIFORMS/EQUIPMENT FOR NEW-HIRE COMMISSIONED PERSONNEL

UNIFORMS

The Quartermaster maintains a list of issued and approved uniforms and equipment.

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Preparation of Lesson Plans

102.1 DEPARTMENTAL LESSON PLANS

Preparation for all departmental training classes will include the development of lesson plans by the instructor. Lesson plans will be developed by the instructor, reviewed by the training coordinator, and approved by the Chief of Police.

102.2 PREPARATION OF LESSON PLANS

(a) Lesson plans for department training must follow the attached format (See attachment: Lesson Plan Format.pdf) and be submitted for approval at least ten working days before the training is to occur. It is important for staff to be afforded the opportunity to review the contents of the training prior to the course beginning and allow time for any required changes to be made.

(b) The lesson plan format includes the following:

1. A face sheet for hi-lighting the author, training topic, approval, schedule, instructors, etc.
2. Job Task analysis - What job tasks are being addressed by the training
3. Goals and Objectives - What are the goals and objectives of the training
4. Lecture (if applicable) - Description/outline of lecture content
5. Demonstration (if applicable) - Description of any demonstrations
6. Practice Drills (if applicable) - Description of any practice drills
7. Practical Testing (if applicable) - Description of any practical testing exercises.
8. Other informational areas may be included as necessary depending on the training to be accomplished (e.g. listing of resources, reference materials, etc.)
9. All materials are to be submitted with the lesson plan for review by the training coordinator and approval by command staff.
10. A sign-up sheet will be published by the training coordinator and the completed roster should be included in the final submission after instruction has been given. Attendance and test scoring will be monitored by the instructor and submitted to the training office on completion of classes.

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Electronic Home Detention Court Commitment Procedures

103.1 PURPOSE

All Renton Municipal Court commitments, where jail time is ordered, will be recorded, tracked, stored, signed off with time served, and returned to the court after completion by the Renton Electronic Home Detention Coordinators.

The steps for completing this process are as follows:

103.2 IN CUSTODY COMMITMENTS

(a) After sentencing, a copy of the completed Renton Municipal Court commitment showing appropriate sentencing information will be faxed by Renton Municipal Court to the SCORE Jail. A copy will be faxed to the EHD office or placed in the court EHD mailbox.

(b) EHD will record the commitment, documenting pertinent defendant information for tracking and any future disposition inquiries.

(c) Defendants will be screened for EHD eligibility and contacted at SCORE, if necessary.

(d) At the completion of jail time, or the payment of a fine, the commitment will be documented appropriately with completion information by the EHD Coordinators and returned to the Renton Municipal Court to be placed in the defendant's case file.

103.3 OUT OF CUSTODY COMMITMENTS

(a) After appearance in Renton Municipal Court, where jail time is ordered, defendants will contact the EHD Coordinators, in person or by phone, to schedule jail time and inquire about EHD eligibility.

(b) A completed Renton Municipal Court commitment will be left in the court EHD mailbox by the Renton Municipal Court Specialist.

(c) The EHD Coordinators will document the commitments with the appropriate assigned jail report date and return a copy to the Renton Municipal Court Specialist to be placed in the defendant's case file.

(d) The Renton Municipal Court commitment will be recorded in the computer showing name, cause number, jail report date, and other pertinent information, to allow tracking and answering of any inquiry questions.

(e) The EHD Coordinators will process the defendant, enroll them in the Renton Electronic Home Detention Program, and sign off the commitment showing time served after completing the sentence, and return the commitment to the court.

(f) If the defendant is not eligible for Home Detention, or not able to participate in the EHD Program for any reason, the commitment will be filed under the appropriate scheduled jail report date to ensure the defendant complies with the order. If the defendant does

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not report, as scheduled by the EHD office, the commitment will be returned to the court so a warrant can be issued.

(g) If the defendant reports to serve the sentence at SCORE, the commitment will be tracked, documented properly by the EHD Coordinators after time is served, and returned to the court to be recorded and placed in the appropriate case file.

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Review Board

104.1 PURPOSE AND SCOPE

The Review Board is a committee that reviews and recommends disciplinary action to the Chief of Police for employees involved in traffic collisions, vehicle damage, officer involved shootings, missing equipment, and other on-duty mishaps. There are specific guidelines that the committee is to follow, see *Review Board Rules*.

104.2 COMMITTEE STRUCTURE

The committee consists of a chairman, alternate chairman, two members of staff, one alternate staff member, two Guild representatives, one alternate Guild member, and a secretary. See Review Board Binder for the current list of members and guidelines.

104.2.1 REVIEW BOARD SECRETARY

The role of Review Board Secretary is record keeper and scheduler. Currently this is a duty of the Chief of Police's Administrative Assistant.

104.3 MEETING FREQUENCY

The committee usually meets on odd months (e.g., Jan, Mar, May) in the afternoon of the second Thursday. Special meetings can be scheduled by the chairman.

Make sure that Conference Room B is scheduled at 2:00 p.m.

104.4 CASE FILES

The Review Board case files are in the bottom drawer of the pedestal cabinet behind the Administrative Assistant's chair. They contain the following:

(a) Committee procedures and member duties

(b) Current list of members

(c) List of pre-set meeting dates for the year

(d) Record sheets for employees

(e) Work sheets for the committee

104.5 INCIDENT REVIEW

After an incident takes place, an electronic file is forwarded through the chain of command as well as the Review Board Secretary. These should be in the electronic file under the next Review Board date. The original documents should also be forwarded to the Review Board Secretary. The original is then sent to the Chief for sending the incident to the Review Board. If you have only received a hard copy, make sure you scan it yourself and put it in the proper folder.

(a) About 10 days prior to the Review Board date process the paperwork as follows.

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(b) There is a folder on I:Review Board. A folder has been created for each date that the Review Board meets for the year.

1. In the appropriate dated folder, create additional folders for each Review Board incident by using the next number from the previous Review Board (e.g., RB-09-10, RB-09-11.
2. On each of the original incidents, write the assigned Review Board number at the top.
3. Move the PDF documents that have been sent to your email into the appropriate folder.

(c) Pull up the last Review Board Memo from the previous month's folder and use it as a mask for the current one.

1. Email the Review Board Hearing Memo to all Review Board Members as well as those on the list.

(d) Email all review board members AND each person with a case on the Review Board, a copy of the Memorandum list of cases.

1. Email just the review board members the electronic copies of each case.

(e) Complete a blue Review Board file folder for each incident. These folders can be found in file cabinet 4 in the Supply room.

1. I:ReviewBoard:reviewboard labels. Make new labels for each file.
2. On the left of the folder, put a copy of the Review Board Memo.
3. On the right will go the original Review Board packet of information.

(f) Lost Equipment Found
Example: Electronic and hard copy of a case of an employee who has lost equipment. The equipment was found prior to the Review Board Meeting.

1. The case is sent back to the supervisor via the Chief.
2. If a number has been assigned, it is voided and the employees name does not go on any memorandums or lists (revise memorandums if necessary.

(g) The Thursday before the Review Board meeting (seven days prior), post a copy of the most current memo on the bulletin board in the Officers' Workroom.

On the day of the Review Board Meeting, pull any discipline within two years from the employees personnel file. Hold the stack for the Chairman who will request the stack. When they are finished with the information, these can be shredded.

(a) The Review Board Binder and past RB cases are not available to the Board Members to view. They are considered "meeting minutes," and are kept in case of any legalities.

(b) The pending blue Review Board folders as well as past discipline will be given the chairman for the meeting.

The Review Board will review and discuss the incidents, decide if behavior was "appropriate" or "inappropriate" and make any recommendations for further action.

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104.6 AFTER THE MEETING

After the meeting, the chairman will compile the results of the discussion for the secretary to process. He/she will then return to the secretary the rough copy for the secretary to re-create, or he/she will send an electronic copy that has already been completed.

(a) If it is your responsibility to fill out the form, pull up the template and fill it out appropriately. Save to the proper electronic folder.

1. Make three photocopies of the typed results.
2. File a copy in the Review Board jacket with the handwritten results.
3. Place the original printed results in a sealed envelope addressed to the specific officer and place it in their mailbox.
4. Place the remaining two copies in the pending folder of the Review Board files and mark your calendar for seven days from the time the results have been completed.

On the eighth day after the Review Board Hearing, or after officers are notified:

(a) Check with the chairman to see if any appeals have been received.

1. If an officer appeals his case within seven days, the process is repeated for that case.
2. If no appeal has been received, continue here.

(b) Use one copy to create memo for disciplinary recommendations from the chief.

(c) The remaining copy is posted, MINUS THE RECOMMENDATION, on the bulletin board in the Officers' Workroom.

1. Cut off and shred the "recommendation" portion off the bottom of the typed results prior to posting.

(d) Using samples from the Review Board electronic folder such as Review Board Counseling, Review Board Reprimand, etc. create memo for the Chief to sign.

1. Include a copy of the Review Board's decision with the memo and submit to the Chief for his/her signature.

(e) When signed, put a copy in the Review Board file of the decision and the letter to the employee.

If no discipline is required, the original memo goes to the employee, and a copy to the Review Board file. Nothing goes to the personnel file.

If discipline is required:

(a) Complete the memo to the Commander requiring discipline, attach the Review Boards decision, and the memo to the employee. The blue folder will continue to stay in your possession until you receive a memo from the Commander stating that the discipline has been completed.

1. A copy of the discipline goes into the Review Board file, and the personnel file.

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104.7 APPEAL PROCESS

If an appeal is received within seven days, the chairman will call a special meeting to review the case again with the officer present.

When typing the meeting memo, be sure to consult the Review Board Rules. There are to be different Board members present for the second review (usually the alternates).

Be sure to put a copy of the memo in the RB jacket and note the appeal on the individual's record sheet in the Review Board Binder.

The process starts again.

104.8 HOUSEKEEPING

(a) The Review Board Log is divided into information and current employees. Former employees and retirees are in a separate book in the pedestal drawer.

(b) Review Board files are kept for six years plus current. Anything on major incidents (disciplinary) are also in the individual's personnel file.

(c) In January, purge the Review Board drawer of the oldest files - anything past six years.

(d) In the Review Board Log, match the purged RB jackets with the incident in the book.

1. In the right hand margin, next to the incident being purged write "destroyed" and the date.
2. On the I drive under Destruction of Records you will need to list which files you are going to destroy using the same type of information from previous years.

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Lethal Force Review Board Procedure

105.1 MISSION STATEMENT

It is the mission of the Renton Police Department Lethal Force Review Board to thoroughly investigate lethal force applications by department members, while maintaining focus on the rights of the officer(s), the integrity of the Department and the trust of the public.

105.2 RESPONSIBILITIES AND CRITERIA

(a) The Chief of Police will schedule a meeting of the Lethal Force Review Board (LFRB) after each lethal force application by a department member.

(b) The LFRB will convene within 30 calendar days after the completion of the investigation.

(c) The LFRB convenes to investigate and review the use of lethal force and make findings as to the adherence to department policy during the incident. The LFRB will then make recommendations to the Chief of Police.

(d) The LFRB will review and discuss reports and evidence available to include listening to all communications regarding the incident.

(e) The LFRB may call witnesses deemed necessary, including detectives and officers. If civilians are called, they cannot be compelled to attend.

(f) The subject(s) of the inquiry may call mutually agreed upon expert witnesses to testify at the hearing.

(g) The LFRB will discuss and review all information provided to the Review Board.

105.3 COMPOSITION

The LFRB will consist of five members, appointed by the Chief of Police. At least one of the board members will be a Renton Police Officer's Guild member. It is vitally important that the LFRB be comprised of members who are exceptionally well versed in current deadly force case law and department policy. Because of this, member appointments should be long term and only changed when necessary.

Other department members who have an interest in the process, such as RPOG, Range Master, DT Instructors, EVOC Instructors may be allowed to attend as observers. Assigned Board Members would still be free to take testimony from these individuals. Observers will not participate in the findings and recommendations process. The Chief will assign a Chairperson on the LFRB.

105.4 DETERMINATIONS

The LFRB shall make findings of facts and conclusions as to the circumstances surrounding any reviewed lethal force application. Once the LFRB has adjourned a hearing, the Chair will ensure a preliminary report is prepared and delivered to the Chief within 30 calendar days. The following is a framework of what the report may contain, but is not limited to the following:

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(a) Summaries of the incident and Board's deliberations.

(b) Recommendations regarding equipment, tactics and/or policies.

(c) Determination of the below listed questions and other questions necessary to make proper findings and recommendations:

1. Was the force necessary to protect the member or others from what he/she reasonably believed was an imminent threat of death or serious physical injury?
2. Did the member use deadly force to capture/seize a dangerous suspect having probable cause to believe that the suspect had committed a crime involving the infliction or threatened infliction of death or serious physical injury?
3. Did a reasonable effective alternative to the use of force appear to exist to the officer?
4. Was the amount of force used reasonable to affect the lawful purpose intended by the officer?
5. Did the actions of the officer contribute to the need to use lethal force?
6. If feasible, was a warning verbalized by the member?

105.5 FINDINGS AND RECOMMENDATIONS

Once the LFRB has concluded the hearing(s) they are asked to make a finding whether the application of lethal force was found to be:

(a) Reasonable; the member's actions were within department policy and procedures. No further actions to be taken or the Board may submit recommendations.

(b) Not Reasonable; the Board has identified a policy violation; a policy failure, a training deficiency, or the use of lethal force was unintentional. Recommendations may include:

1. Refer to Internal Investigations.
2. Refer to the Training Unit for corrective action or re-training in specific areas.
3. Refer to Professional Standards Division for policy review.

If members of the LFRB have dissenting opinions regarding any part of the findings and recommendations, those members may submit their dissent in an addendum to the Board's report.

To conclude the LFRB process, the Chief will review the findings and recommendations of the LFRB and take the following steps:

(a) Concur with the findings, close the matter and file documentation according to the records retention schedule.

(b) Not concur with the findings and assign appropriate person(s) to investigate specific issues or concerns.

(c) Notify involved members, in writing, of the findings and recommendations of the LFRB.

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If the application of deadly force resulted in a death, the Chief will delay his final determination until after an inquest is completed.

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Exempt Policy

106.1 POLICY

It is the policy of the Renton Police Department to regularly rotate the assignment of personnel in order to provide opportunities for individual growth, improve job satisfaction, improve performance, fulfill career goals, and to broaden the overall experience level of the Department.

Each Division Commander having an assigned specialty position shall establish and maintain a current personnel rotation schedule for all officers and sergeants assigned that position.

Upon the successful completion of an eighteen-month evaluation period, an officer will be assigned the rotation of January 1st of the (fourth, fifth, sixth, eighth) calendar year after initial assignment to the (insert specialty here) Division.

The Commander of the member's Division, subject to the approval of the Deputy Chief, may exempt up to (two, four, five) members from rotation.

An "exempt from rotation" status is assigned at the discretion of the Deputy Chief and Division Commanders with the approval of the Chief of Police, and may be revoked upon written notice to the individual involved. In such an event, the individual shall be:

(a) Reassigned to the Patrol Operation's Division if his/her originally scheduled rotation date has passed; or

(b) Retained in his/her current division until the originally scheduled rotation date.

106.2 PURPOSE

There are times when the benefit of allowing an employee to remain beyond their normal rotation significantly outweighs normal protocol. Reasons for an extension (exemption) are wide ranging, but include the division's need to maintain a member's high level of expertise, specialized training, organizational knowledge, or leadership skills.

106.3 PROCESS

Members completing their normal (four, five, six or eight) year rotation in January may be considered for exemption for an additional year. Subsequent one year exemptions may be granted as outlined below.

At least six months before a member is scheduled to rotate out of the Division, the Division Commander and Sergeant(s) will evaluate the Division and determine:

(a) If any member(s) currently exempt/extended should remain for an additional year and;

(b) If any member who is concluding their normal (four, five, six or eight) year rotation within the next year should be considered for exemption.

The overall needs of the organization will be weighed against the policy.

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In considering a new or continued exemption, the focus will be on the anticipated needs of the Division and Department, as well as the members' adherence to the following standards.

106.4 PERFORMANCE STANDARDS

Members wishing to be considered for exemption or maintain an exempt status are also expected to be Division role models by maintaining the highest standards of performance. Areas of consideration are:

- Adhere to the Renton Police Department's Core Values and Department Mission Statement.
- Conduct themselves in a manner which supports teamwork by constructively assisting and cooperating with other members, divisions, ranks and outside agencies.
- Be productively engaged in the Department's work while on paid time.
- Demonstrate a willingness and aptitude to train and mentor less experienced members assigned to the Division.
- Find constructive ways to handle differences.
- Avoid open unproductive, repeated complaints about Department and City administration, policies, and procedures. Discuss complaints with supervisors in a constructive, respectful manner. Suggest practical, constructive alternatives and be willing to contribute to realistic solutions.
- Positive, professional attitude, appearance.
- Represent the Division in a positive manner.

106.5 SPECIFICALLY IN INVESTIGATIONS

- Consistently be available for, and respond to, call-outs and in-custody interviews on weekends.
- Actively assist and cooperates with other members, divisions and outside agencies.
- Demonstrate a strong work ethic by conducting thorough investigations with the ultimate goal of charging or apprehending suspects while producing clear, readable and well organized cases.
- Expected to prepare and present court cases in a manner, which most effectively supports successful prosecution.
- Find innovative ways to assist with ongoing, formal training related to their area of expertise, knowledge, training or skills.

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Use of Force

107.1 PURPOSE AND SCOPE

The Chief of Police or his/her designee shall establish and maintain written policies and procedures regarding the use of force and the use of deadly force, which shall be consistent with this section.

Renton Police Department's Use of Force Policy covers the use of force, and is applicable to all Renton Police Department personnel.

107.2 LESS-LETHAL AND INTERMEDIATE WEAPONS - REQUIREMENTS

Less-lethal weapons may be used to control or to defend the member or others from harm. Less-lethal weapons include oleoresin capsicum, conducted energy weapons/devices (tasers), and impact weapons. Commissioned officers other than command staff and those in a non-uniformed assignment will carry a minimum of two less-lethal weapons while on duty.

107.3 SPECTRUM OF FORCE

(a) Only lawful and reasonable force to a person shall be used. Members shall use a reasonable amount of force when force is necessary to accomplish an arrest, overcome perceived resistance to arrest, defend themselves or others from harm, or control a situation.

(b) When the use of force is necessary, the degree of force used should be in direct relationship to the amount of resistance used by the person, or the imminent threat the person poses to officers, staff, or other citizens.

(c) The use of force will be reasonable in light of the subject’s level of resistance as perceived by the officer. This force may be in the form of:

1. Presence
2. Verbal advice, persuasion, or commands
3. Physical touching or guidance (escorting)
4. Soft, Empty-hand Techniques
    - (a) Counter-joint techniques/holds
    - (b) Hair holds/take-downs
    - (c) Pressure point
    - (d) Pain compliance
5. Hard, Empty-hand Techniques
    - (a) Active counter-measures
    - (b) Kicks
    - (c) Strikes

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(d) Stuns

(e) Conducted Electrical Weapon non-probe drive stun

6. Intermediate Force

(a) Impact weapons

(b) Oleoresin Capsicum spray

(c) Conducted Electrical Weapon probe deployment

7. Deadly Force

(a) Vascular Neck Restraint

8. Deadly Force

107.4 DEADLY FORCE

(a) Deadly force shall not be used on a person unless the person applying the deadly force reasonably believes that the person poses an imminent threat of death or serious bodily injury to an officer or any other person.

(b) A written report on the use of force shall be made on Renton Police Department Form RPD086 (Use of Force Report) by each officer or staff member involved or observing the use of such force. All reports will be made in a timely manner.

(c) The report shall be reviewed by the Chief of Police or his designee who shall, if appropriate, investigate the incident further and make a determination whether the appropriate, justified, or reasonable force was used. Said determination shall be made a matter of record.

107.5 VASCULAR NECK RESTRAINT

(a) Definitions

1. The "Vascular Neck Restraint" means any hold or restraint specifically designed to inhibit blood flow through the vessels of the neck without inhibiting breathing by compression of the airway in the neck and without compression of the larynx or trachea.

2. The carotid submission hold shall be considered to be deadly force.

(b) No vascular neck restraint shall be used except by persons instructed in the dangers of the neck holds, its definition as deadly force, and the proper use and constraints of the technique, by someone specifically trained in the use and dangers of neck holds. Refresher training shall be provided on at least an annual basis.

(c) Medical attention shall be administered to the person by a qualified medical professional as soon as possible after the use of any neck restraint.

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107.6 CHOKE HOLD

(a) Definition

1. The "choke hold" means any hold or restraint specifically designed to inhibit breathing by compression of the airway in the neck. The choke hold shall be considered to be deadly force.

(b) Medical attention shall be administered to the person by a qualified medical professional as soon as possible after the use of the choke hold.

107.7 OLEORESIN CAPSICUM (OC) SPRAY

(a) Definition

1. Oleoresin Capsicum (OC) is a derivative of hot peppers and is classified as an inflammatory.
2. OC is classified as an intermediate level of force.

(b) Only Departmentally-approved Oleoresin Capsicum sprays will be used.

(c) Training

1. Personnel will meet Department standards for use and carry of OC products.
2. Training files will be maintained by the Training Officer.

(d) Procedures

1. OC may be used in situations:
   (a) where other force options have been ineffective or are inappropriate
   (b) where an officer reasonably believes that he/she will become engaged in fight with the suspect
   (c) to control a situation in which the officer reasonably believes there is a danger of injury to the officer or others
2. OC will only be used as a control or compliance measure and shall never be used for any illicit or illegal purpose (i.e., as a means of punishment or interrogation).
3. OC use shall be consistent with any applicable state or federal law, the guidelines of the Department's Use of Force policies, and the manufacturer's specific guidelines for use.

(e) Guidelines for usage.

1. Officers should only use the amount of OC reasonably needed to achieve the desired effects. Once the desired effects are achieved, the officer shall discontinue usage.
2. Primary targets include face, eyes, nose, and mouth.
3. Officers may spray a combative, restrained/handcuffed person only when available means of control have been exhausted or would clearly be ineffective.

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(f) OC Relief Procedures (humans).

1. After control has been established and resistance has ceased, the officer will make reasonable effort to allow the OC-affected subject relief
2. Reasonable OC relief efforts may include:
   - (a) remove the affected person from the spray area to an area free from OC exposure;
   - (b) keeping the person calm by informing the person of the anticipated effects of OC exposure;
   - (c) instructing the affected person to blow their nose and rapidly blink their eyes to dislodge OC particles;
   - (d) flush the affected area with water to relieve the inflammation to the eyes and skin;

(g) OC Clean-Up (areas). Reasonable efforts to clean up areas after OC exposure may include (as practical under the circumstances of the exposure) opening doors, placing fans, and/or washing the affected area with soap and water.

(h) Medical Treatment.

1. All subjects who receive a direct OC exposure should be assessed by qualified medical personnel prior to booking or being released. The subject should be able to open their eyes within 30 minutes and feel significant relief within one hour.
2. If the subject displays symptoms of an allergic reaction such as hives, lesions, difficulty swallowing, sounds of respiratory distress or obstructed airway, or significant swelling on the face, medical aid should be sought immediately.
3. Officers will not withhold medical attention from the person, whether requested or not, if the officer reasonably believes the affected person is in need of such attention.

107.8 REPORTING AND NOTIFICATIONS

All Use of Force incidents require completion of a Use of Force report (RPD086).

In addition, use of OC spray requires timely verbal notification to the on duty supervisor.

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Use of Force Policy: TASER Conducted Electrical Weapon

108.1 POLICY

The TASER X26 and X2 Conducted Electrical Weapons (CEW) are incorporated into the department's policy on use of force.

108.2 TRAINING AND QUALIFICATION PRIOR TO USE

Department members will receive training and pass a qualification exercise prior to carrying or using the TASER CEW. The training plan will be in accordance with factory guidelines, approved by the department, and given by a certified TASER CEW instructor.

Department members who carry or use the TASER CEW will also be required to successfully complete training and requalification at least annually.

108.3 MAINTENANCE OF RECORDS

(a) The Administrative Services Division will keep records on training and qualification of each member, and a record of each TASER CEW, as already required per General Orders.

(b) After a TASER CEW application, the Training Unit will be notified so a download can be done of the TASER CEWs dataport.

1. As soon as practical, the officer will notify a supervisor to put the TASER CEW out of service and forward it to the Training Unit for download. The patrol supervisor will issue the officer a spare TASER CEW from the sergeant's locker.
2. The supervisor receiving the CEW will ensure that an email is sent to the Training Unit advising that a download is required.

108.4 DEPLOYMENT OF TASER CEWS, CARTRIDGES AND BATTERIES

(a) Only department-issued TASER CEWs, TASER CEW cartridges, and TASER CEW batteries will be authorized for use.

(b) Officers should perform an operational check of the TASER CEW at least once per rotation. For the X26, the check should be conducted by removing the cartridge and running one complete five-second spark cycle, then checking the CID to ensure sufficient battery capacity. For the X2, the check should be conducted by pressing the ARC switch for at least two-to-three seconds to determine that the unit sparks, then checking the CID for faults and battery capacity. The battery should be replaced when it has less than 20% capacity remaining.

(c) The department will issue green, 25-foot extended-probe cartridges for use in the field. Spare CEW and cartridges will be stored in the patrol sergeant's locker.

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108.5 APPLICATION OF THE TASER CEW

When the TASER CEW is applied by firing probes, it is an intermediate level of force. Firing probes at a person should be considered a higher level of force than a non-probe “drive-stun” application to the same targeted area of the body.

A non-probe drive-stun application to a primary target area is considered a pain-compliance technique commensurate with hard, empty-hand strikes.

(a) The TASER CEW is authorized for use against aggressive dogs or other animals.

(b) The preferred target area for probe deployment will normally be the lower center-of-body mass, ideally with one probe above and one probe below the beltline. The preferred target area for drive-stuns will normally be a large muscle group below mid-torso, ideally at a motor nerve “pressure point”. Members will not purposely target the head, neck or genitals except in circumstances manifesting substantial danger of death or serious bodily injury to any person.

(c) The TASER CEW will not be used:

1. In the presence of explosive or flammable chemicals or fumes.
2. Except in circumstances manifesting substantial danger of human death or serious bodily injury, the TASER CEW will not be used on:
   (a) Obviously pregnant women;
   (b) Infirmed or very elderly persons;
   (c) Very young children

(d) The application of the TASER CEW will be in compliance with all state and federal laws and department policies regarding the use of force.

108.6 SUSPECT CARE FOLLOWING USE

(a) Embedded probes may be removed at the scene by a department member only if:

1. The member has been trained in the safe removal of the probes, AND
2. The probes are not embedded in the person’s head, neck, or genital areas.
3. The member should ensure that no part of the probe remains in the subject’s body.

(b) Probes embedded in the person’s head, neck, or genital areas will be removed by qualified medical personnel.

(c) All subjects who have been struck by probes or who have received an electrical discharge from the CEW should be assessed by qualified medical personnel prior to booking or being released.

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108.7 USE OF FORCE REPORTS

(a) Since the TASER CEW is a weapon, it is already covered by the mandatory reporting requirements of General Order 1.3.6(I)(C). Any application of the TASER CEW must therefore be reported as a Use-of-Force Report.

(b) In addition to the written report, any firing or application of the TASER CEW will be reported verbally to the supervisor as soon as practical following the application.

(c) Force has been applied by means of the TASER CEW whenever:

1. A probe strikes the person, even if no electricity is conducted; OR
2. Any electricity is conducted to the person, even if no probes hit; OR
3. Probes are fired at a person, even if no probes hit or no electricity is conducted

108.8 COLLECTION OF CEW EVIDENCE

(a) Expended probes, wires, cartridges, and at least one AFID tag from each fired cartridge should be collected and submitted in to evidence whenever:

1. Probes are deployed at a person, regardless of whether any probes contact the subject or electricity is conducted
2. If it is not possible to recover one or more of these items, the circumstances must be documented in the report of the officer deploying the CEW.

(b) Probes which strike a person will be considered a blood-contaminated sharp object and should be cautiously handled and appropriately packaged. Recovered probes should be carefully placed sharp-tip-first into the round probe bays in the front of the expended cartridge. Place tape over the front of the cartridge to contain the probes.

(c) Care should be taken to ensure the cartridge and wires are packaged as closely as possible to their fired state. The wires should not be stretched-out or manipulated more than necessary.

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Gifts and Gratuities

109.1 PURPOSE AND SCOPE

This policy applies to any item of value received by an employee in the course of their duties.

109.2 POLICY

(a) Department employees shall not accept any gift or other item if it appears that the person offering the gift is trying to influence the employee.

1. Several gift/gratuity situations are prohibited.

    (a) Soliciting or receiving any thing of monetary value that would, to a reasonable person, appear to have been accepted with the intent to give or obtain special consideration or influence.

    (b) Using or attempting to use their official position for a purpose that is for the private benefit of the Department employee or any other person.

    (c) Soliciting or accepting any gift or gratuity from other Department employees if such items would adversely affect the actions of the employee in connection with police operations.

    (d) Offering or agreeing to purchase any item of private property from a non-criminal justice employee, when the contact with the owner or agent of the owner is as a result of the employee performing his/her Department duties, without Department approval. This prohibition to purchase specifically includes firearms and real property.

    (e) Becoming financially or otherwise indebted to any other employee to the extent that work performance is affected.

    (f) Soliciting any personal notoriety and/or award or soliciting or accepting any reward for services rendered incident to their position or duty as an employee of the Department.

    (g) Soliciting or accepting free admission to the theaters and other places of amusement for themselves or others, except in the line of duty.

2. Employees receiving prohibited gifts or gratuities are required to report and document such items.

    (a) Through a memo to chain of command.

(b) Employees may accept the following unsolicited items unless it would appear to a reasonable person that the item had been offered with the intent to influence the employee's official actions.

1. Advertising or promotional items valued at $25 or less.

2. Items valued at $25 or less that are placed in a common area where they are shared with coworkers.

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3. Items with an aggregate value that does not exceed $50 from a single source in a calendar year.
4. Tokens or awards of appreciation in the form of a plaque, trophy, desk item, wall memento, or similar item.
5. Informational material, publications, or subscriptions related to the recipient's performance of official duties.
6. Food and beverages consumed at hosted receptions.
7. Admission to, and the cost of food and beverages consumed at events sponsored by or in conjunction with a civic, charitable, governmental or community organization.
8. Gifts that are accepted on behalf of and retained by the Department.
9. Gifts of nominal monetary value, not to exceed $25.
10. Purchases made by a community member for an individual officer (e.g., a cup of coffee, a snack or beverage), with the total value being $5 or less.
11. Anonymous purchases of food for an individual officer, with the total value of $10 or less.

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Extra-Duty Employment

110.1 POLICY

Department members may engage in extra-duty employment where a government, profit-making, or non-profit entity has an agreement with the City of Renton and the Renton Police Department for law enforcement officers who are able to exercise police powers. All commissioned officers are authorized to work extra-duty law enforcement employment unless otherwise directed by the Chief of Police or his designee. Probationary officers may work extra-duty assignments after earning solo patrol status, with the approval of their division commander.

(a) Extra-duty services which may be approved include:

1. Private business security;
2. Traffic control and pedestrian safety;
3. Crowd patrol;
4. Routine law enforcement for public authorities;
5. Plainclothes assignments.

(b) Extra-duty employment will not be approved when officers are requested to work under the following circumstances:

1. Any occupation of a menial nature, when in uniform or otherwise identified as an officer, which would tend to lower the dignity of the police service.
2. As a process server, bill collector, or any other employment which may require the use of police power for a private purpose.

110.2 COMPENSATION, HOURS AND RESPONSIBILITIES

Officers working extra-duty employment are considered employees of the City of Renton Police Department. The City of Renton, who is reimbursed by the extra-duty employer, compensates department members for extra-duty employment. Officers shall comply with all department policies and procedures while working in an extra-duty capacity.

(a) The rate of compensation for extra-duty employment is articulated in the agreement between the City of Renton and the Renton Police Officers' Guild;

(b) The City of Renton indemnifies members engaged in extra-duty employment;

(c) Work hours for all extra-duty employment must be scheduled in a manner that does not conflict or interfere with the member's performance of their primary duties;

(d) Officers engaged in extra-duty employment may be requested to respond to emergency calls for service and are expected to leave their extra-duty employment in such situations.

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110.3 PROGRAM ADMINISTRATION

The Extra-duty Employment Program is administered within the Administrative Services Division under the direction of the Administrative Services Division Commander. Extra-duty employment assignments are as follows:

- Administrator - Administrative Services Division Commander
- Coordinator - Administrative Services Division Sergeant
- Assistant Administrator - Patrol Services Commander
- Secretary - Police Secretary (as assigned)

110.3.1 ADMINISTRATOR

Responsibilities of the Administrator are as follows:

(a) Administration of the Extra-duty Employment Program;

(b) Approval of extra-duty employment requests under the direction of the Chief of Police or his/her designee;

(c) Enforce extra duty job policies and procedures and administer penalties when appropriate.

110.3.2 COORDINATOR

Responsibilities of the Coordinator are as follows:

(a) Review requests for extra-duty employment and submission of requests to the Administrator, with recommendations, for approval;

(b) Determine the law enforcement/private security service needs of the extra-duty employer;

(c) Analyze appropriate staffing levels for the extra-duty job;

(d) Provide the Secretary with a description of the extra-duty job and the expectations of police officers while working the assignment;

(e) Review violations of extra-duty job policy and procedure.

110.3.3 ASSISTANT ADMINISTRATOR

Responsibilities of the Assistant Administrator are as follows:

(a) Perform the duties of the Coordinator in his/her absence.

110.3.4 SECRETARY

The responsibilities of the Secretary are as follows:

(a) Serving as the main point of contact for extra-duty employment inquiries.

(b) Forwarding extra-duty employment requests to the Coordinator or Administrator for approval when necessary;

(c) Generating and maintaining all extra-duty employment records as well as postings in TeleStaff;

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(d) Providing a description of the extra-duty job and the expectations of officers with the posting;

(e) Processing of payment requests correlating to completed job assignments.

110.4 EXTRA-DUTY EMPLOYMENT POLICY AND PROCEDURE

(a) Extra-duty Sign-up

1. Officers shall only work extra-duty jobs on their regular or scheduled time off.
2. There is no more than sixteen(16) hours of service, regular and/or extra duty, in a workday; and,

(b) Officers may sign up for two (2) jobs per month. Additional jobs can be worked given the following circumstances:

1. An extra-duty job is vacant seven (7) days prior to the job date.
2. An extra-duty job is vacant four (4) days prior to the job date. Officers may sign up for all hours or partial hours of the job.
3. With prior approval of the Administrator but only if extraordinary circumstances exist.
4. When signing up for an extra-duty job, officers shall:
   (a) Sign up for the extra-duty job in the TeleStaff system:
      1. First sign up is between the 18th and 27th of each month.
      2. Second sign up is between the 28th and the end of each month.
   (b) Avoid switching or trading jobs unless approved by the Coordinator.
5. Cancellation of an Extra-duty Job Assignment.
   (a) Officers who sign up for a job must fulfill the obligation. If, for any reason, the officer is unable to work the job, the officer must notify the Coordinator personally. The Coordinator will remove the member from the TeleStaff system. If the member is unable to contact the coordinator they may contact a Supervisor who will remove the member from the system and email the coordinator indicating the removal.
   (b) Officers who cancel an extra-duty assignment within seven (7) days of the job are responsible for finding a replacement officer.

(c) Working an Extra-duty Job:

1. Officers must notify Valley Communications of the location, hours of the extra-duty job, and vehicle number if applicable.
2. Officers will remain at an extra-duty job location unless:
   (a) With extra-duty employer approval it is necessary to briefly leave for a designated break or relief or;
   (b) Ordered to respond to an emergency call for service by a supervisor or;

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(c) An emergency exists and an immediate response is necessary to prevent risk to the public or other department members.

3. Officers will adhere to Lexipol policy 313.2, Gifts and Gratuities and will follow the Law Enforcement Code of Ethics.

4. Officers shall perform extra duties which are requested by the employer and approved by the Coordinator.

5. Supervision of officers working extra-duty jobs is the responsibility of the Patrol supervisor who is in charge of the sector where the extra-duty job is located.

(d) Payment for Extra-duty Job Assignment.

1. Upon completion of an extra-duty assignment, the officer will make any necessary changes in TeleStaff such as adjusting times or adding a project code. The on-duty Patrol Sergeant or OIC shall be notified when the job is complete so it can be approved.

2. Comp time in lieu of pay for extra-duty employment is not authorized.

(e) Violations and Complaints.

1. Violations of extra-duty policy and procedure shall be reported to the Coordinator. Violations may include failure to complete a job assignment or failure to follow other provisions in this policy.

2. Police/Citizen complaints will be processed according to Lexipol policy 907.1.

3. Violations of extra-duty policy and procedure will be investigated by the Coordinator and forwarded to the Administrator for review.

(a) Penalties may include the following:

1. 1st Offense: Loss of all extra-duty privileges for a period of one (1) to ninety (90) days;

2. 2nd Offense: Loss of all extra-duty privileges for a period of ninety (90) days to one hundred-eighty (180) days;

3. 3rd Offense: Loss of all extra-duty privileges for a period of one hundred-eighty (180) days to three hundred sixty-five (365) days.

(b) The above penalties shall be imposed for offenses occurring in any one year period of time. The time period of one year does not include penalty time.

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Assigned Take Home Vehicle Use Policy

111.1 PURPOSE AND SCOPE

The Department provides a take home vehicle program for all commissioned and some non-commissioned personnel. The city of Renton reserves all rights governing the use of department vehicles and has established a policy that regulates use of department vehicles in order to maintain a system of accountability and efficiency in operations.

All members who choose to participate in this program shall understand that authorization and use of an assigned vehicle can be revoked at any time by action of the Chief of Police or his/her designee when it is determined to be in the best interest of the City or if the member has failed to comply with departmental rules or regulations. Any violation of this policy is cause to remove an assigned vehicle from a member and shall not preclude additional disciplinary action.

111.2 RESIDENCY AND DISTANCE REQUIREMENTS

- All members who choose to participate and are assigned a take home vehicle under this program, must live within a straight line distance of 30 miles from the City.
- Members who live outside of the 30 mile distance effective January 1, 2018, will be allowed to participate in the program under a “grandfather” clause. However, should the members choose to relocate even further from the City they would fall under the paragraph below.
- Members who live outside this boundary may leave their assigned take home vehicle at City Hall or seek approval from the Chief of Police for an alternate parking location when the vehicle is not in use. Examples of alternate parking locations could be a secured area such as a police or fire station within the 30 mile radius or other state or local owned facility where there is secured parking.

111.3 SECURITY AND STORAGE

- Unattended vehicles shall be locked at all times. Members are responsible for checking the security of weapons and computers in the vehicle. Members should remove all weapons and sensitive police equipment prior to maintenance.
- Members who are on vacation in excess of two weeks or otherwise absent for an extended period of time, shall leave their assigned marked take home vehicle at City Hall for use by other members.
- Members who park their vehicle in front of or near their homes should park in a reasonably safe location that enhances the security of the vehicle through natural or artificial lighting.

111.4 UNSCHEDULED USE OF VEHICLES

- Personnel utilizing their vehicle for any other purpose than normally assigned duties shall notify their supervisor. Training, court appearances, maintenance, or other work related travel needs are acceptable uses.

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- Members shall use discretion, but may on occasion stop if necessary while traveling to or from the city to complete a personal task as long as it is within a reasonable distance along their route of travel. However, members shall not purchase alcoholic beverages while traveling in a department vehicle.

111.5 AUTHORIZED PASSENGERS

- Members operating an unmarked department vehicle may occasionally drop off or pick up a family member while traveling to or from work if it's within a reasonable distance along their route of travel. Members should get approval from their supervisor if there's a need to transport a passenger other than a family member outside of official business or duties.
- Members will comply with all passenger restraint requirements as required by law.

111.6 ISSUANCE OF AN ASSIGNED TAKE HOME VEHICLE

Members may be assigned a take home vehicle based on availability and department needs to maintain operations and efficiency. The Department will attempt to assign a vehicle to a commissioned officer upon the successful completion of the Field Training Officer Program and with the authorization of a supervisor. Non-commissioned members may be assigned a take home vehicle on the successful completion of training and the authorization of a supervisor.

111.7 COLLISIONS, DAMAGE, MISUSE AND MAINTENANCE

- Any time a vehicle is involved in a traffic collision regardless of how minor, a supervisor shall be notified immediately. An investigation will be conducted consistent with our current policy.
- Any damage to a vehicle, not caused by a collision, shall be immediately reported to a supervisor. An investigation into the damage will be initiated consistent with our current policy.
- Any administrative investigation that determines a member has abused or misused a vehicle could result in a disciplinary action which may include loss of an assigned take home vehicle.
- In the event of a collision or extended maintenance, the member will be expected to find alternative means to travel to work. While on duty, the member may be assigned a department vehicle from the fleet (i.e., Spare).
- It is the responsibility of the member to schedule routine maintenance.

111.8 ENFORCEMENT ACTION

- When driving to and from the city, members should exercise discretion in becoming involved in enforcement action except in those circumstances where a potential threat to life or serious property damage exists.
- Members may render aid to a stranded motorist when deemed prudent.

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- When reasonable, members shall notify dispatch of their actions and take into consideration safety issues of being outside the city, in an unfamiliar location, and alone.

111.9 ASSIGNED TAKE HOME VEHICLE RULES

- Each member shall be responsible for the care and cleanliness of their assigned vehicle. This expectation includes the interior and exterior of the vehicle and any assigned equipment within the vehicle.
- Department supervisors will be responsible for periodic inspections of vehicles assigned to employees to insure compliance with the intent of this policy. All department vehicles are subject to inspection at any time by a supervisor and there is no expectation of privacy with respect to the vehicle or its contents.
- Commissioned Personnel shall carry a firearm, ballistic vest and police identification with them when operating a marked vehicle.
- Employees operating a marked Renton police vehicle shall be dressed in their uniform of the day at all times while in operation of the vehicle, with equipment and resources necessary to take enforcement action.
- Officers shall have their police radios on when in the vicinity of Renton and surrounding agencies and if necessary respond to emergency calls. The member shall notify the dispatcher that they are responding.
- There shall be no modification of vehicles in either performance or appearance without approval from the Chief of Police.
- The member is responsible for any fees such as tolls, camera enforcement, parking citations, incurred outside the city limits or while traveling off-duty to or from the city. Any tolls incurred during on-duty activity will be reported to their supervisor and will be reimbursed if unavoidable.
- Members may purchase a “Good to Go” pass at their own expense.
- Members who are on light duty shall not operate a marked police vehicle until they are cleared to return to work and can safely operate a motor vehicle as documented by a doctor or other health care professional. Any deviance to this rule must be approved by the Chief of Police.
- Under no circumstances will vehicles be operated by employees who are under the influence of alcoholic beverages or any substances that would impair driving ability.
- Commissioned Members with mobile computers shall be logged in as they enter the city limits and may log off when they leave the city limits after shift.
- Members are responsible for fueling their vehicles with city provided fuel.
- The use of a hand held cellular phone is discouraged while operating a department vehicle. Members are encouraged to use a hand free device while operating a vehicle.

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- Law Enforcement has an exception in the rules governing the use of HOV lanes. However, members shall not use HOV lanes while commuting to or from work. HOV lane use shall be limited to on-duty use only.

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Code of Conduct

112.1 PROCEDURE

The department's Code of Conduct Policy also provides a uniform means of recognizing actions or performances by members of the Police Department which are exceptional.

When a department member performs a meritorious act which is perceived to be worthy of greater recognition than afforded by a Letter of Commendation:

The nominating member will:

- Complete a separate Commendation Report for each person involved.
- Submit the approved report to the candidate's immediate supervisor.

The candidate's immediate supervisor will:

- Request review of the report by the involved member, for purposes of accuracy.
- Submit the approved report to the Employee Recognition Board, via normal chain of command.

The involved member will:

- Review the Commendation Report for accuracy.
- Return the corrected and/or approved report to the supervisor or command officer from whom he/she received it.

The involved member's command officer will:

- Review the Commendation Report.
- Initial the report.
- Forward the report through the chain of command to the Chief of Police.

The Chief of Police will:

- Bring the Commendation Report to staff for review.
- Obtain a consensus recommendation from staff as to which, if any, award the candidate should be awarded (the staff recommendation is non-binding upon the Chief of Police).
- Return the Commendation Report to the submitting person, should approval be denied or accomplish one of the following:
    - Personally present or delegate the presentation of one of the following awards.
        - Distinguished Service Medal and Certificate;
        - Meritorious Service Medal and Certificate;
        - Superior Tactics and Response Service Medal and Certificate:
        - Life Saving Medal and Certificate:

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        - Purple Heart medal and certificate.
    - Maintain the approved Commendation Report permanently in the member's personnel file.

112.2 LETTER OF COMMENDATION

When a department member performs a commendable act, which is perceived to be worthy of a Letter of Commendation. Any other member of higher rank or position than the member to be commended may submit a Letter of Commendation on behalf of that member, via the normal chain of command, to the Chief of Police.

- No copy shall be provided the member at this point.

The Chief of Police, upon receipt of the Letter of Commendation, will either:

- Cause the Letter of Commendation to be placed in the member's personnel file, with or without additional comment;
- Provide the member with a copy;
- Return a copy of the letter to the member's commanding officer for presentation; or
- Return the letter to the submitting party, via the appropriate chain of command:
    - When the letter contains insufficient information;
    - When the incident lacks merit; or
    - When the incident is believed to be worthy of consideration for a higher award.

112.3 TYPES OF AWARDS

112.3.1 MEDAL OF VALOR

The Medal of Valor will be awarded to department members for acts which meet all of the following conditions:

- When the act conspicuously displays extreme courage, beyond the normal demands of police service;
- When failure to take such action would not justify official censure;
- When substantial risk to the member's physical safety actually existed, and the member was unquestionably conscious of this imminent threat;
- When the objective was logically believed to be of sufficient importance to justify the risk taken; and
- When the member accomplished the objective, or was prevented from doing so by incurring a disabling injury or death.

112.3.2 DISTINGUISHED SERVICE MEDAL

The Distinguished Service Medal will be awarded to department members for acts which meet all of the following criteria:

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- When the member manifests outstanding courage in the performance of duty under circumstances less than those required for the Medal of Valor;
- When a serious risk to the member's physical safety actually existed, or when there was substantial reason to believe that such a risk was present;
- When the act indicated that the member was conscious of the imminent danger to his/her personal safety, or when a reasonable and prudent person would normally assume such a danger was present;
- When the objective was reasonably believed to be of sufficient importance to justify the risk taken; and
- When the member accomplished the objective, or was prevented from doing so by circumstances beyond his/her control.

112.3.3 MERITORIOUS SERVICE MEDAL

The Meritorious Service Medal will be awarded when there is sufficient evidence of outstanding performance of duty on a single occasion, or meritorious performance over a period of time, notwithstanding any consideration of the member's physical safety.

112.3.4 SUPERIOR TACTICS AND RESPONSE (STAR) MEDAL

The STAR Medal will be awarded to members who, through exceptional tactics, act to successfully control or resolve a critical incident, thereby setting a standard for safety and professionalism to which all officers should aspire.

112.3.5 SERVICE AWARD

- For the purpose of this award, a “critical incident” shall refer to any rapidly unfolding and dynamic incident where the suspect is armed and the ability or intent to use lethal force is present but not readily apparent.
- “Exceptional tactics” shall include utilization of proper tactics and appropriate force which mitigated the level of danger to the officer and which were directly responsible for preventing the incident from escalating to a deadly force situation.

112.3.6 LIFE SAVING MEDAL

The Life Saving Medal will be awarded to members who saved the life of another person. Factors for consideration are:

- The member was aware of the seriousness of the situation.
- The member acted purposely.
- The member did not carelessly create the situation causing the need for them to act.
- If the member had not acted, it was more likely than not the person would have died.
- The member rescued a person from what would have otherwise become a life threatening situation.

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112.3.7 PURPLE HEART MEDAL
The Purple Heart Medal will be awarded to members who receive a severe injury, in the line of duty that is intentionally inflicted by an adversary or during an intentional assault upon the member.

112.3.8 LETTER OF COMMENDATION
The Letter of Commendation will be awarded when there is sufficient evidence of meritorious performance of duty on a single occasion, notwithstanding any consideration of the member's physical safety that does not merit the awarding of a medal.

112.4 CITIZEN RECOGNITION POLICY
The effective investigation, prosecution, and reduction of crime cannot be accomplished by the police without the support and cooperation of the citizens whom they serve. Each citizen must recognize his obligation to the community and his shared responsibility for its welfare. The Department seeks to further the acceptance of these duties through recognition of those citizens whose actions have contributed to the apprehension of criminals, the prevention of crime, or the safety of the community.

When a private citizen performs an act perceived to be deserving of Department recognition, any department member may request the recognition on behalf of the private citizen by submitting a written request to the Chief of Police via the chain of command.

Upon receipt of the request, the Chief of Police will evaluate the request, and accomplish one of the following:

- Request that the Mayor present a "Police Honor Citation";
- Issue a "Certificate of Appreciation";
- Return the request to the submitting member, via the appropriate chain of command;
- In the absence of adequate documentation; or
- When the substance of the incident is not deemed worthy of official or further recognition.

Classes of Awards and Commendations for private citizens:

- The Civilian Medal of Heroism will be awarded to a private citizen who performs an act of valor involving serious risk of personal injury or death.
- The Civilian Medal of Gallantry will be awarded to a private citizen who makes an exemplary contribution, or performs an outstanding act of service to the community which promotes the advancement of law enforcement.
- The Civilian Community Service Award will be presented to an individual or organization for assistance with a singular event or on-going project which aids the Police Department in the accomplishment of its mission.

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112.5 AWARD BAR FOR YEARS OF SERVICE WITH THE DEPARTMENT

In an effort to recognize City of Renton Police Department employee years of service, employees are authorized to wear a designated ribbon on their uniform once they have 10 years of service with the City. The service bar is blue centered and flanked by gray, and to be worn in the same manner as other department recognized ribbons.At 20 years of service a silver star will be placed in the center of the ribbon.At 30 years of service a second silver star will be placed in the center of the ribbon.

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Discipline System

113.1 PURPOSE AND SCOPE

Discipline is the responsibility of each individual.A well-disciplined police force is one that voluntarily and ungrudgingly conforms to all rules and orders.

The Renton Police Department employs a structured disciplinary system to be followed in case of alleged or suspected violations of Department rules, orders, City of Renton ordinances, Civil Service Rules, or any applicable state or federal statute by members of the Renton Police Department.This procedure is meant to assure the prompt and thorough investigation of complaints, clear the innocent, establish the guilt of wrongdoers, and facilitate fair, suitable, and consistent disciplinary action.

Discipline will generally be administered in a progressive fashion (i.e., from minimal to maximum).The seriousness of the incident, the circumstances surrounding the incident, the employee's past disciplinary records, the employee's past work performance, the overall negative impact on the organization the incident caused, and the prognosis for future similar problems will all be taken into consideration in the administration of discipline.

113.2 DISCIPLINARY ACTION

Upon conclusion of an investigation, if it is apparent that an employee is guilty of a rule violation, and disciplinary action is appropriate, discipline will be administered as follows:

(a) **Counseling/Training** - If the employee misconduct is minor, consisting of only a minor procedural mistake or inappropriate judgment, employees, as a general rule, will be counseled or given appropriate training.

1. The Administrative Services Division shall be responsible for developing and conducting in-service training for Police Department employees designed to further their knowledge and understanding of proper and effective police methods and techniques.The training should foster positive and constructive techniques for improving employee productivity, effectiveness and morale.The Department may mandate remedial training for employees found to be deficient in some necessary skills.

(b) **Written Reprimand** - If the employee misconduct is serious or is part of a continuing pattern of behavior involving repeated minor misconduct or mistakes, employees as a general rule will be reprimanded.Reprimands will contain charges (what rules have been violated) and specifications (description of the conduct that constituted the rule violation).Reprimands will be part of an employee's personnel file.

(c) **Loss of accumulated time** - If the employee misconduct is serious, or is part of a continuing pattern of behavior involving repeated serious misconduct, the employee may be recommended for loss of accumulated time.Recommendations for loss of accumulated time will be implemented according to current Civil Service Rules.

(d) **Recommendations for suspension/demotion** - If the employee misconduct is very serious, or is part of a continuing pattern of behavior involving

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repeated serious misconduct, employees may be recommended for suspension/ demotion.Recommendations for suspension/demotion will be implemented according to current Civil Service rules.

1. Recommendations for suspension or demotion will include charges and specifications for the particular offense.Suspensions/demotions will become a part of an employee's personnel file.

(e) **Recommendation for dismissal** - If the employee misconduct is so serious that continued employment is no longer appropriate or is part of a continuing pattern of behavior involving repeated serious or very serious misconduct, employees as a general rule will be recommended for dismissal.Recommendations for dismissal will contain charges and specifications for the particular offense.Dismissals will be implemented according to current Civil Service rules.

Actions that carry possible loss of accumulated time up to recommendation for dismissal will trigger an internal investigation.

113.3 SUPERVISORY ROLE AND AUTHORITY

In the disciplinary process, the role of the supervisor is:

(a) To observe the performance, conduct and appearance of members, and detect those incidences when commendations or disciplinary actions are warranted;

(b) To investigate allegations of employee misconduct, when within the scope of their activity and responsibility;

(c) To recommend the most effective methods of discipline, taking into consideration the behavior history and personality traits of the personnel under their supervision;

(d) To implement the disciplinary action approved by the Chief of Police.

Supervisors or command officers who personally observe employee misconduct have the authority to exercise limited disciplinary action.

(a) If the misconduct is very minor, such as a minor mistake, departure from procedure, or the exercise of inappropriate judgment, the supervisor may take immediate corrective action in the form of coaching or counseling.Notification to a superior is optional.The employee's misconduct and the corrective action taken should be documented by the supervisor;

(b) If the misconduct is serious, and the supervisor believes that a reprimand is appropriate, a memorandum explaining all of the details of the situation and outlining the supervisor's decision to reprimand, should be submitted to the supervisor's Division Commander.A reprimand should be prepared by the Division Commander and issued to the employee following review through the chain of command.Command officers, who are considering issuing a reprimand, are strongly encouraged to internally confer with their superior prior to issuance of the reprimand to insure the appropriateness and consistency of their actions;

(c) If the misconduct is very serious and the supervisor believes that a suspension, demotion, or dismissal may be appropriate, a police/citizen complaint form should be

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completed and forwarded as a sealed document to the Deputy Chief.The complaint is logged, and then assigned, per Chapter 52.

1. In these situations, supervisors should immediately, but internally, advise their superior of the circumstances surrounding the incident and any action they have taken;
2. If a supervisor believes it is necessary to relieve a member from duty because the conduct observed is extremely serious, or the officer is unfit for duty due to intoxication or other reasons, supervisors may make an emergency suspension for up to one day with pay to allow the investigative process to begin and higher authority to be informed.

113.4 DISCIPLINE - PROCEDURE

(a) In the event of a "sustained allegation", the Chief of Police shall review the investigation (including all investigative materials and recommendations), and shall perform one of the following:

1. Provide written notification to the accused member of the intended disciplinary action, affording that member a five-day period to request either a personal review by the Chief of Police (in the members presence), or a review by the disciplinary Review Board.The request must be in writing to the Chief of Police.In addition, the member shall be advised that if the Chief of Police grants a review, any subsequent review by the Board is waived.
2. Order that the disciplinary Review Board be convened.

(b) The Disciplinary Review Board shall convene within 15 days of the member's request, or if no such request is made, within 15 days of the receipt of the Chief's order to convene.

(c) The Disciplinary Review Board shall:

1. Review and investigate reports, statements and material concerning the original allegation of misconduct, or any other allegation of misconduct, which may be discovered as a result of the investigation;
2. Hear the testimony of witnesses, and also summations of the accused member and/or the Department representative;
3. Enter into executive session to discuss the testimony and investigative material presented for the purpose of:
   (a) Deciding by a majority vote whether disciplinary action is or is not appropriate;
      1. In accomplishing this objective, the Board shall consider only that information or material presented to the Board in the presence of both the principal member and the Department representative.
   (b) Deciding by a majority vote what disciplinary action, if any, shall be recommended to the Chief of Police;

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1. In this stage of the procedure, the Board may consider the principal member's official disciplinary history in determining the severity of the recommended disciplinary action.

(c) Forward to the Chief of Police and to the accused member, within five days of the conclusion of the hearing, the Board's specific recommendation as to disciplinary action.

(d) Upon receipt of the Disciplinary Review Board's recommendation, or if the Board had not been ordered to convene and the accused member's five-day period to request the Board's review has expired, the Chief of Police shall render, in writing, his/her final decision.

1. Copies of all disciplinary action taken against a member shall be placed in the member's personnel file and in the Department's internal investigation file.

113.5 DISCIPLINE - APPEAL PROCEDURE

(a) With the exception of reprimands, a member shall have the right to appeal any disciplinary action imposed by the Chief of Police or his/her designee to the Civil Service Commission as provided for in the Commission's rules, regulations, and procedures.

(b) A member of the Renton Police Officer’s Guild shall have the right to request review, by the disciplinary Review Board, of any intended action, except reprimands, by the Chief of Police or his designee.

1. The Disciplinary Review Board shall consist of three members of the Police Department, all of whom shall be the rank of Sergeant or above.

(a) Two selected by the Chief of Police;

1. One of which is designated as the Department Representative;

(b) One selected by the appellant;

2. Both the appellant and the Department representative shall have the right to cross-examine any witness who testifies.

(a) The Board may exercise discretion as to the acceptance or rejection of any testimony by a non-department member who refuses to cooperate in the process.

3. The Board shall sit as an informal Review Board, and as such, strict rules of evidence shall not apply.The Board's Department Representative shall rule on admissibility of all evidence and testimony, except as may otherwise be limited by this document.

113.6 DISCIPLINE - DISMISSAL

If an investigation of employee misconduct results in dismissal, the employee shall receive written notice which includes the following information:

(a) Reason for dismissal (charges and specifications);

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(b) Effective date of dismissal;

(c) Status of fringe and retirement benefits after dismissal;

This section does not apply to entry-level probationary employees.

113.7 DISCIPLINE - RECORDS RETENTION

Personnel File

(a) An employee's personnel file is the property of the employer.

(b) Personnel files are confidential, but are subject to due process.

(c) Contents of a personnel file may be released upon agreement between the employer and employee.

(d) Any disciplinary action, such as suspension or written reprimand charges and specifications, will be entered in the concerned employee's personnel file.

(e) Employees may review anything placed in their personnel file.

(f) Records of disciplinary actions will be maintained in the employee's personnel file, in accordance with current labor practices and records retention laws:

1. Written reprimands shall be removed from the employee's personnel file after two years at the employee's written request (if no reoccurrence of misconduct).

2. Records of serious discipline shall be removed from the employee's personnel file after five years at the employee's written request (if no reoccurrence of misconduct).

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Peer Support Program Policy (SOP)

114.1 POLICY

The purpose of this policy is to establish procedures to ensure that all officers are free from any physical, emotional, or mental condition that might adversely affect the exercise of peace officer powers.

The situations and demands specific to law enforcement can cause effects from both acute and accumulated workplace stress. This precipitates the need for employees to have support for both personal and professional crisis situations and general work stressors.

The Renton Police Department recognizes that these stressors can affect the abilities of its employees to provide proper and professional services to the community. The Department also recognizes the value of the individuals it employs and wishes to provide various avenues of help depending on the needs of the employee.

The goal of the Peer Support Program is to prevent and/or lessen the potential negative impact of stress upon police department employees by providing emotional support, information and assistance.

114.2 PROCEDURE

(a) A critical incident is any event, on duty or job related off-duty, involving actual or threatened death or serious injury, which has the potential to create a sense of fear, helplessness, horror or general distress, or an event that is overwhelming to the natural defenses of a department member. Furthermore, a Peer Support Team (PST) offers the department member a sounding board for personal life crises.

(b) The Peer Support Team shall consist of volunteer Peer Support Team Members (PSTM). These volunteers will be trained to provide support and reassurance to a fellow department member who has experienced a critical incident and/or are in crisis.

(c) The Chief of Police grants PSTM's departmental confidentiality to encourage the use of such effective support services. Renton Police Department Peer Support policy may be affected by the levels of attorney-client privilege or work product and confidentiality that apply to PSTM's by law as well as legally-imposed limitations to confidentiality. PSTM's shall not be asked to give information about members they support. The only information that command staff or any department member may receive about peer support cases is the anonymous statistical information regarding the utilization of a Peer Support Program.

(d) It is the policy of the Renton Police Department that trained PSTM's will assist all department members involved in a traumatic incident or other related personal crisis.

(e) A Peer Support Team Member (PSTM), commissioned or non-commissioned, is a specifically trained colleague, not a counselor or therapist. The Peer Support Team Member will be comprised of department members who have been specifically trained in stress management, critical incident stress and crisis intervention techniques. The peer support program can augment outreach programs such as employee

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assistance programs (EAP) but not replace them. PTSMs should refer cases that require professional intervention to a Mental Health Professional (MHP).

(f) Only those department personnel officially designated by the Chief of Police as Peer Support Team Members prior to the incident may claim confidentiality in their communications with other Department members, randomly when acting in a Peer Support capacity (per RCW 5.60.060 [6][a]);

1. Exceptions to the issue of confidentiality are in the following cases:

(a) The employee admits to current and continuing physical abuse of a child or domestic partner;

(b) The employee threatens physical harm to themselves or another person;

(c) The employee admits to having committed a crime as defined by law; or

(d) As otherwise required by law.

(g) Peer Support assistance shall not interfere or conflict with administrative procedures such as: Tactical critiques; Investigations; Review boards; Assigned meetings, etc. The peer support program is not an alternative to discipline. A PSTM will not intervene in the disciplinary process, even at an employee's request.

(h) A Peer Support Program Coordinator should be identified whom has a block of time devoted to program logistics and development. This individual would coordinate referrals to MHPs, collect utilization data, and coordinate training and meetings. PSTMs should be required to advance their skills through continuing training as scheduled by the program coordinator.

(i) Confidentiality cannot be maintained when an employee shares information with a PSTM who is subpoenaed to testify unless covered under RCW 5.60.060[6][a] Peer Support Group Counselor, "Applies to law enforcement peer counselors only".

(j) PSTMs should be trained to be sensitive to role conflicts that could affect future decisions or recommendations concerning assignment, transfer, or promotion. PSTMs cannot abdicate their job responsibility as officers by participating in the program.

114.3 STATEMENT OF UNDERSTANDING

(a) PSTMs understand that their position is voluntary. Team members will make time and efforts to participate in the Peer Support Program; it is understood that they make themselves available for co-workers. At times when directed by the Chief of Police a PSTM may be compensated at an hourly overtime rate per Renton Police Officers' Guild Contract.

(b) Most team member-employee interactions will occur during day-to-day operations and will not significantly affect the Team Members' work assignments. Should the PSTM become involved in an extended peer counseling it is the responsibility of the Team Member to seek his/her supervisor's approval. No names or personal identifiers of the employee will be given to the supervisor.

(c) The PSTMs supervisor should report negative job performance caused by peer support duties to the Team Coordinator for discussion and resolution.

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(d) The Peer Support Program is a function of, and managed by the Renton Police Department. It is the responsibility of the Team coordinator to manage the program and ensure that the Chief of Police is kept informed as to status of the program.

(e) The Chief of Police will designate the Peer Support Team Coordinator. After PST candidates have been identified by their peers and have attended basic peer support training they will be designated by the Chief of Police as Peer Support Team Members (PSTMs). Upon completion of peer support training all PSTMs shall be covered under RCW 5.60.060[6][a] Peer Support Group Counselor. “Applies to law enforcement peer counselors only”.

(f) All individual contact with a member of the PST must always be initiated from the member seeking assistance (or a delegate chosen by that member). A communication system should be established to activate the PST.

114.4 SELECTION OF MEMBERS

The process for selection of members to the peer support team will be as follows:

(a) Nominations from each division (command staff, commissioned and non-commissioned) will be made by those working in that unit.

(b) Employees nominated will be contacted by the team coordinator to determine their desire to serve in the capacity of a peer counselor.

(c) The names of those nominated and who agree to serve if selected will be assigned to fill positions on the team.

(d) The Team Coordinator will be selected by the Chief of Police.

114.5 TEAM MEMBERSHIP DURATION

(a) Team Members will serve as peer counselors for as long as the wish, unless it adversely impacts the member’s regular duty assignments and corrective action and counseling has not resolved the issue.

(b) Team Members can ask to be placed on “secondary responder” status, which means all other Team Members would be utilized prior to their being called to a scene. Also, their name would be removed from the contact list as being available for non-incident counseling.

114.6 PEER SUPPORT TEAM SERVICES

The following services may be provided but not limited to:

(a) Confidential place to talk

(b) Critical Incident Stress Management

(c) Referrals to Mental Health Professional (MHPs)

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114.7 PARTICIPATION REQUIREMENTS

(a) Conduct - Peer Support Team Members shall provide comfort within an atmosphere of extreme credibility and confidentiality.

(b) Confidentiality - In the course of providing this service, a Team Member may be privy to confidential statements and remarks that are intended to be trusted to them alone. For confidentiality to be considered, the Peer Support Team Member must be acting in that capacity. The following guidelines shall be adhered to with regard to confidentiality, except when superseded by law:

1. All conversations with employees and/or their families are considered to be totally confidential except when required by law.
2. When a contact is made with a Peer Support Team Member that Team Member must clearly state that they are a member of the Peer Support Team and that the conversation will be held in strict confidence unless the situation requires mandatory reporting by law.
3. Team Members shall not release any information to the news media or public concerning matters involving their action as a team member.
4. Any conversations between a Team Member and police department personnel may be shared only with the expressed permission of the employee.
5. Conversations that a Team Member has with the general public are NOT confidential as it would be outside the scope of the program.

(c) Critical Incident Defusing - After a critical incident, Peer Support Team Members may provide Critical Incident Defusing for employees.

(d) Follow-up - After a contact or a defusing, Team Members are expected to follow up on that contact within a week and suggest further support if needed.

(e) Referrals - Any time a Team Member feels that a situation is above their training level they should refer the employee to someone with the needed expertise in that area. A resource list is available to all Team Members.

(f) Contact Reporting - The Team Coordinator shall be informed of the fact that a contact has been made by a Team Member. The Team Coordinator will keep track of how often the peer support program is being used. No additional written documentation will be completed or retained by any member of the Peer Support team regarding any contact.

(g) Termination from the Peer Support Team - A Team Member may be terminated from the Peer Support Team for violation of any stated participation requirements. If a violation of the requirements is reported, the Team Coordinator will notify the Chief of Police and conduct an inquiry into the situation. Such inquiry will be completed within two weeks and the results will be given to the Chief of Police along with a termination recommendation. Termination from the team will be done by the Chief of Police. Breach of confidentiality will be grounds for immediate termination.

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114.8 CONTRACT CRITERIA

A Peer Support Team Member response is recommended for, but not limited to the following circumstances:

(a) Sudden Infant Death Syndrome (SIDS)

(b) Suicide or Homicide Calls (i.e. gruesome/traumatic scenes)

(c) Seriously Injured Police Officers

(d) Gruesome Motor Vehicle Collisions

(e) As requested by an on-duty supervisor.

Request - It shall be the responsibility of the on-duty supervisor to make an early determination to request activation of the program and contact the Peer Support Team Coordinator.

Response - Upon notification of need, the Team Coordinator will make sure a Peer Support Team Member responds to an incident where appropriate.

Additional Help - The Peer Support Team Member may determine that additional team members are needed to assist in the incident. Once this determination is made, the team member will notify the Team Coordinator and request that additional team members be called upon as needed.

Renton Police Department Personnel - Any employee of the Renton Police Department may contact a Peer Support Team Member at any time.

114.9 CONFIDENTIALITY

(a) The Peer Support Program is a confidential program. No emails or records identifying employees who utilize the program shall be maintained.

(b) Peer Support Team Members shall not discuss information obtained while acting in a peer support capacity with anyone other than a Mental Health Professional or their designee for the purpose of mental health support unless required by law.

(c) Peer Support Team Members shall not divulge shared information with other employees, family members, friends, department leadership or the general public.

(d) A Peer Support Team Member cannot be found insubordinate for failure to divulge information obtained as a Peer Support Team Member under any administrative investigation of employee misconduct other than for illegal activities.

(e) Peer Support Team Members may consult with the organization’s Mental Health Professional or EAP Coordinator, who will also maintain confidentiality. Requests to contact the organization’s Mental Health Professional should be routed through the Team Coordinator.

(f) Employees shall be advised that confidentiality will be maintained except in the following circumstances:

1. The protection of confidentiality within the department shall not apply to employee misconduct that constitutes illegal activity. A Peer Support Team Member shall divulge information obtained from an employee who

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acknowledges participation in misconduct that constitutes illegal activity, to the proper authority (e.g. member's supervisor, law enforcement)

2. Confidentiality cannot be maintained when an employee shares information with a Peer Support Team Member who is subpoenaed to testify unless covered under RCW 5.60.060 [6][a] Peer Support Group Counselor. "Applies to law enforcement peer counselors only".

3. A Peer Support Team Member who, as a consequence of obtaining any information from an employee, believes that the employee is an immediate danger to him/herself or others, shall consult with the organization's MHP who will determine what steps should be taken. The MHP shall notify the employee's Commander if appropriate.

4. To the extent records are created in relation to the program, those records will be subject to the Public Records Act, Chapter 42.56 RCW. Confidentiality cannot be guaranteed for records absent clear authority under the law.

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Knife Policy

115.1 PURPOSE

The purpose for this SOP is to establish guidelines for selection, carry, safe handling and proper use of police utility knives.

115.2 POLICY

To provide guidelines on the selection of departmentally-approved police utility knives, how and when knives may be carried and used in order to increase safety.

115.3 DEFINITION

There are two types of knives that can be categorized as a police utility knife: a fixed blade knife, with a fixed blade and a fixed handle; and a folding knife, in which the blade mechanically folds into the handle.

115.4 PROCEDURES

(a) Authorized Use

1. The Department recognizes the need for its officers to be properly equipped to handle a wide variety of duty responsibilities. Department members may carry police utility knives as authorized by this policy and consistent with their duty assignment.
2. The police utility knife is intended solely for the purpose of carrying out the general duties of police operations; its use as a defensive or offensive weapon is authorized only in exigent circumstances.

(b) Authorized Blades and Carry Requirements

1. Folding and fixed blade knives shall have a blade no longer than four inches, measured from blade tip to handle. For tactical deployment the Division Commander, or their designee, can authorize longer lengths to meet situational needs.
2. Police utility knives, while being worn on duty, shall be secured in a sheath (fixed blade knives) or in the folded position (folding blade knives). In order to maximize security and retention of police utility knives, they will be worn in the least obtrusive manner possible. Folding blade knives shall be secured in a pouch, with some level of retention, or inside a pocket or other uniform compartment, with only the pocket clip portion of the knife above that visible. Fixed blade knives will also be concealed from public view and will be secured in a sheath. For tactical deployment the Division Commander, or their designee, can authorize modifications to this policy for specific purposes.

(c) Compliance and Safe Handling

1. Compliance: All utility knives carried on-duty by department members shall comply with state law unless waived by law for police use. Additionally, all utility

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knives and methods of carry and concealment shall be subject to the approval of designated supervisory or command personnel.

2. Safe Handling: Officers shall handle the police utility knife in an appropriate and safe manner so as to ensure the safety of themselves, fellow officers and general public. Officers shall not exhibit or handle the knife in a careless or alarming manner.

(d) Use as a Weapon

1. The police utility knife is not intended for use as a weapon and officers are discouraged from using it in that capacity. However, it may be used in defensive or offensive capacities under exigent circumstances. Under such circumstances, it will be deemed a use of deadly force, and subject to the department's use of force policy.

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Chapter 2 - Investigations Division

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Fire Investigations

200.1 PURPOSE

In order to fix responsibility for proper arson investigation and to establish a firm working relationship between Fire Investigators of the Renton Fire Department and the Renton Police Department, the following policy governing reporting and the investigation of suspicious fires is hereby established.

200.2 REPORTING

It will be the responsibility of the duty Fire Investigator to obtain a police case number on all suspicious fires.

(a) The case report number can be obtained from the Police Department in the following ways:

  (a) A police officer at the scene of the fire.

(b) A copy of the Fire Investigators Scene Report and follow-up sheets will be filed with the Police Department front counter to be processed in the police case.

  1. Data entered by the front counter.

    (a) POLICE - Enter entire report including the narrative.

    (b) FIRE - Enter all BUT narrative. COPY narrative and send to police front counter along with report.

    (c) ORIGINAL reports to RENTON POLICE DEPARTMENT FILES.

(c) Case assigned per Case Management System by Police Investigations.

200.3 FOLLOW-UP PROCEDURES

(a) The Detective Sergeant will review and forward the case to a detective as:

  1. An information case;

  2. An assignable information case; or

  3. An assigned case.

(b) The police investigator will contact the Fire Investigator assigned the case as soon as possible after receiving the case.

(c) All supplemental reports generated by the Police Department will be forwarded to the Fire Prevention Bureau and Police Investigations.

(d) All additional reports generated by the Fire Prevention Bureau will be forwarded to the Police Department front counter for distribution to Investigations and case jacket.

(e) Police Department and Fire Prevention Investigators will coordinate efforts to efficiently solve the case.

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200.4 ADDITIONAL ASSISTANCE

All additional assistance such as fingerprints or detective callout will be coordinated through the Police Department Duty Supervisor or CDO.

200.5 TRAINING

The Police Department will provide in-house training for Fire Investigators which covers investigative techniques and evidence collection and storage.

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Minimum Staffing

200.1 STAFFING LEVELS

The Investigations Division will require a minimum number of investigators present for duty at any given time to ensure safety and to respond to the needs of the community.

(a) Should the number of investigators present for duty be less than the emergency staffing level, the supervisor shall hold over or call in whatever number of investigators may be necessary to attain at least emergency staffing.

(b) The investigations supervisors shall determine the number of investigators in excess of emergency staffing needed for any particular time period and are authorized to require their presence on an overtime basis.

(c) The investigations supervisors will maintain a duty roster for all investigators for a period of at least four months in advance of the current date.

(d) Minimum staffing does not apply to holidays.

(e) Investigations supervisors may authorize flex time on an individual basis as long as there is reasonable coverage.

200.1.1 DEFINITIONS

Minimum staffing - A minimum of four investigators (including the supervisor) will be scheduled for duty per section for the days that section is scheduled to work.

Emergency staffing - An investigations supervisor may not schedule emergency staffing (three investigators) without prior consent, but should any watch be at minimum staffing level, and any one investigator become ill, injured, or for any other reason is unable to perform his/her duties, the continuance of an emergency staffing status is authorized, but not mandated.

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Pawn Shop

201.1 PURPOSE

Many items pawned at pawn shops are later determined to be stolen. The items are not always stolen from within the City limits of Renton. Although the Renton Police Department does not have jurisdiction over the item, we do have a responsibility to help the victim retrieve their property.

201.2 GENERAL PROCEDURES

(a) The following procedure will be followed when a detective receives a stolen hit on an item stolen from the Renton jurisdiction:

1. Notify the pawn shop the item is a reported stolen.
2. Serve the pawn shop with a Stolen Property Hold/Intent to Seize Order form (RPD310).

(b) The following procedure will be followed when a detective receives a stolen hit on an item stolen from a jurisdiction outside of Renton:

1. Notify the jurisdiction from which the item was reported stolen.
2. Notify the pawn shop the item is stolen.
3. Place a temporary hold on the item for the agency having jurisdiction if requested.
4. Advise the pawn shop and the agency that any further issues related to the item must be coordinated between the pawn shop and that agency.

201.3 REQUESTS FOR CIVIL HEARING

Parties who have items seized have a right to a civil hearing and may request one by submitting their request to the Chief of Police in writing. Upon receipt of the request the detective will:

(a) Make two copies of the entire case relating to the stolen item.

(b) Send a copy to the City Attorney.

(c) Send a copy to the City Hearing Examiner.

(d) Testify at the hearing upon request.

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Automated Fingerprint Identification System

202.1 GENERAL PROCEDURE

Fingerprints are considered evidence and the responsibility of the Evidence Technician to process. In order to maintain consistency in the process the following procedure will be adhered to.

(a) The case detective will fill out the King County AFIS Lab Request for Latent Print Examination/Processing form, and submit it with the latent print/s. The Evidence Technician will log the latent print cards out to King County AFIS in the evidence property management computer system.

(b) If the latent is on duplicast, the print must be photographed with the 1:1 camera and the duplicast returned to evidence.

(c) The Evidence Technician will transport all AFIS prints to the Regional AFIS Lab and return the goldenrod copy of the AFIS sheet to the Evidence Room.

(d) AFIS will review the prints, make their evaluation and mail their report of findings to the Renton Police Department, to the attention of the assigned case Detective.

(e) The Evidence Technician picking up the prints from AFIS will be responsible for returning the paperwork and prints to the Evidence Room.

(f) The Evidence Technician will file the white AFIS sheet in the main case file.

(g) Prints returned from AFIS will be returned to evidence the same as any other evidence.

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Major Crimes Call Out

203.1 PURPOSE

Investigations Division personnel are called to investigate and process the crime scene at major crimes. Detectives are trained in crime scene processing and investigative techniques. When detectives are called to respond to these incidents, it is important the response is a coordinated effort to most effectively bring the incident to a successful conclusion.

203.2 GENERAL PROCEDURES

Detectives will abide by General Order 42.1, General Order 83.1 and the following procedures when responding to a major crime call-out:

(a) Detectives will receive a call that they are needed for a major crime.

(b) All detectives called will respond to the station for a briefing and assignment.

(c) Detectives will be assigned to the investigative or crime scene team.

(d) The supervisor will coordinate continued interaction between the two teams.

(e) The administrator will oversee the incident and coordinate with other administrators and press liaison personnel.

(f) Outside agency requests (prosecutor, coroner, crime lab) will be made by the supervisor on scene.

203.3 RESPONSIBILITIES

203.3.1 INVESTIGATIVE TEAM

(a) The team leader and/or Investigative Supervisor is responsible to direct the investigative team.

(b) Responsible for the investigation of the crime.

(c) Attempt to locate suspect(s).

(d) Interrogate suspects(s).

(e) Interview witnesses.

(f) Canvass neighborhood for witnesses and additional leads.

(g) Coordinate with the supervisor to exchange information with crime scene team.

(h) Participate in search warrants.

(i) Prepare all applicable reports.

203.3.2 CRIME SCENE TEAM

(a) The team leader and/or Investigative Supervisor is responsible for directing the crime scene team.

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(b) Responsible for collecting evidence at the crime scene.

(c) Protect the crime scene.

(d) Obtain a search warrant if needed.

(e) Locate all evidence

(f) Video the scene

(g) Sketch the scene

(h) Photograph the scene and evidence

(i) Record all observations

(j) Coordinate with the supervisor to exchange information with investigative team

(k) Prepare all applicable reports.

203.3.3 SUPERVISOR

(a) Call detectives and inform them they are needed to respond to the station unless this has been done by Staff Services personnel.

(b) Assign team leaders for the investigative and crime scene teams.

(c) Assign personnel to each team.

(d) Coordinate the exchange of information at the scene.

(e) Monitor the crime scene and investigation, making changes in assignments as necessary.

(f) Call outside agencies when needed (prosecutor, coroner, crime lab).

(g) When a supervisor is not available, an assistant supervisor will be responsible for the supervisor duties.

203.3.4 COMMANDER

(a) Call supervisor when notified of the call-out.

(b) Monitor the incident and make changes in responses as necessary.

(c) Coordinate with the Command Duty Officer, Press Liaison, Deputy Chief and Chief.

(d) Monitor personnel and equipment needs.

(e) Schedule debriefings.

(f) When the commander is not available, the CDO will be responsible for his duties.

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Domestic Violence Direct Victim Service Gift Cards

204.1 PURPOSE

The purpose of this section is to provide guidelines on the use and tracking of the Domestic Violence Direct Victim Service Gift Cards controlled by the Investigations Division. These gift cards are used for expenditures necessary to provide immediate direct victim services to victims of domestic violence as documented in the Renton Police Department police report. Gift cards and vouchers that fall under this procedure include but are not limited to: Sam's Club Gift Cards, Fred Meyer's Gift Cards, grocery chain gift cards, telephone cards, restaurant vouchers, hotel and gas vouchers.

204.2 ACCESSIBILITY

(a) The Investigation Division Commander is responsible for the oversight of these types of victim services.

(b) The Domestic Violence Victim's Advocate is responsible for disbursement of these victim services gift cards/vouchers.

(c) The gift cards/vouchers will be secured in a locked safe. Access to the safe will be limited to the Victim Advocate and the immediate Supervisor. No other access will be granted to these gift cards/vouchers without the permission of the Division Commander.

(d) The Domestic Violence Victim's Advocate will replenish the stock of these gift cards/ vouchers as needed. A request will be made to the Division Commander for the replenishment and will be granted dependant on budget funding.

204.3 CRITERIA FOR USE

(a) Gift cards or vouchers: Gift cards and vouchers will be provided for direct and immediate victim needs as determined by the Victim's Advocate based upon an interview with the victim. The intent of these services is to cover immediate needs for the victim until such a time that the victim has had the opportunity to seek other service resources.

(b) All gift cards/vouchers will be tracked by the Victim's Advocate and a monthly report will be submitted to the immediate supervisor documenting the tracking of these items.

(c) The Investigation Division Supervisor will audit the gift cards/vouchers fund twice a year providing a report to the Division Commander.

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Inmate Storage Area

205.1 PURPOSE

Property of inmates taken to local jail facilities may have to have their personal items stored at the police department during their incarceration. Located on P2 of City hall inside the sally port, on the North wall is a fenced area, Inmate Storage Area, for this purpose, for up to 60 days after property is retained by Renton PD. This area is NOT for storage of items of evidentiary value.

205.2 GENERAL PROCEDURE

When an inmate is booked into a correctional facility and their property will not be stored at the facility, officer will do the following:

(a) Remove all critical items from the inmates property (wallets, purses, money, identification, cell phones) and leave those at the facility the inmate is being processed into

(b) Complete Renton Police Department form #301 (instructions for retrieving their items on release)

(c) Have the inmate sign RPD form #301, leaving a copy with them at the facility they are being booked into.

(d) Return to the Inmate Storage Area with the inmates property and place items in a cubby, along with a copy of RPD form #301

(e) Remove any and all perishable items/food from property

(f) Place the third and final copy of RPD form #301 at the front counter.

205.3 RESPONSIBILITIES

205.3.1 FRONT COUNTER

(a) Maintain a copy of RPD form #301 until inmate retrieves their property or it is disposed of in accordance with department policy.

(b) Once property is returned to inmate of their designee, scan RPD form #301 into MSP and place it with the case file.

205.3.2 EMPLOYEE RETURNING PROPERTY

(a) Any employee of the Renton Police Department can return an inmate's property at any time of day.

(b) Employee will verify ID of the Inmate/property owner or their designee prior to property being returned.

(c) Employee will retrieve the property from the Inmate Storage Area and have the inmate or their designee sign a copy of RPD form #301 showing property returned.

(d) Employee will place the signed copy of RPD form #301 at the front counter.

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205.3.3 EVIDENCE TECHNICIANS

(a) Maintain the Inmate Storage Area.

(b) Dispose of Property in accordance with department policy, 60 days after retention of the inmates property.

(c) Notify the arresting officer of any items of value located in property prior to disposal of the property after the 60 day period.

(d) Notify the arresting officer and their supervisor if contraband is located inside the Inmate Storage Area.

205.3.4 ARRESTING OFFICER

(a) Complete RPD form #301 when taking an inmate's property back to the Inmate Storage Area.

(b) Ensure all three (3) signed copies are placed in their proper locations. One (1) with inmate at jail facility. One (1) with inmate's property in the Inmate Storage Area. One (1) with the front counter.

(c) When notified by Evidence Technicians of contraband or valuables discovered with the property, respond to the evidence area and place those items into evidence.

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Chapter 3 - Patrol Services Division

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Traffic Unit Serious Injury, Possible Fatal and/or Fatal Collision Investigation

300.1 PURPOSE

The traffic unit will be responsible for the investigation of all collisions that involve fatal or serious injuries that are likely to become fatal.

(a) A minimum of three traffic officers will respond to a traffic call out.

(b) The first traffic officer on the scene will assume command of the traffic investigation until relieved by the Traffic Sergeant or Traffic Investigator.

(c) As in all traffic collisions the care of the injured is primary; traffic control if needed will be established to prevent further collisions, to preserve evidence, and to prevent entry of unauthorized personnel into the crime scene.

(d) If alcohol and/or drugs is suspected, blood should be drawn at the scene by medic personnel if possible. If it cannot be accomplished at the scene, an officer will accompany the suspect to the medical facility and get a blood draw.

(e) Personnel assigned to photograph the scene will ensure that the units digital camera is taken to the scene.

(f) The primary investigator will insure that all evidence is photographed and proper measurements are recorded.

(g) Statements will be taken at the scene if sufficient traffic personnel are present. If not, names, addresses and home/work telephone numbers will be taken as well as a brief synopsis of what witness can testify to and their location.

300.2 PRIMARY INVESTIGATOR'S DUTIES

(a) The officer will record upon his/her arrival initial observations of the conditions at the scene relevant to the investigation to include persons and/or equipment at the scene.

(b) Location of involved vehicles as well as the location of responding emergency units.

(c) Type of locality.

(d) Roadway surface and configuration as well as roadway conditions to include construction in area.

(e) Lighting and weather to include air temperature.

(f) A cursory search of the area should be made noting collision damage, skid marks, and relevant evidence that should be photographed and will establish the acts or reactions of the involved vehicles prior to and after the initial impact.

(g) Investigator should keep in mind that all collisions are different and unique and that the one common element is that in all collisions three impacts occur.

1. Vehicle vs. vehicle or fixed object.
2. Occupants impacting vehicle interior or other occupants.

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3. The impacting of body organs within the human body.

300.3 EXTERIOR VEHICLE EXAMINATION

(a) Walk around recording damages and angle of impact to include separating secondary and induced damage.

(b) Examine tires. Record any damage to the tires or rims.

(c) Record damages to the auto glass and windshields.

(d) Examine and record damages to the head and tail light assemblies/lenses.

(e) Examine filaments of head and the tail lamps.

300.4 INTERIOR VEHICLE EXAMINATION

(a) Inspect and record location on all equipment to include windshield wipers, lights, radio and air conditioning switches.

(b) Windshield obstructions.

(c) Articles carried inside the vehicle.

(d) Mirror positions.

(e) Inspect seat belts as to numbers and possible use.

(f) Inspect for and record secondary impact of occupants against the vehicle and/or seats as well as article carried within the vehicle.

(g) Seat damage to match against occupant injuries.

(h) Other relevant evidence to include but not limited to alcohol and drugs.

300.5 PHOTOGRAPHY/VIDEO

(a) All physical evidence (i.e., skid marks) should be photographed.

(b) Vehicle damage to include interior.

(c) Overall photographs of crime scene to include vehicle approach.

300.6 MEASUREMENTS

(a) Physical evidence (i.e., skid marks and all other relevant evidence) should be located by measurements using base line with fix point ot Total Mapping Station.

(b) Vehicle points of rest and point of impact.

(c) Rough field diagram should be prepared.

(d) All measurements are to be recorded on Pocket Zone Total Mapping Station.

(e) Roadway and/area width.

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300.7 CHECK LISTS

Attached are check lists that are to be used solely as a guide. It should be remembered that each and every column is different and unique and any relevant evidence should not be overlooked because it does not happen to appear on a check list.

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Animal Control

301.1 PURPOSE

The purpose of this SOP is to define the role and responsibility of the Animal Control Officer with the City of Renton, and the policy of Animal Control in general.

301.2 SICK AND INJURED ANIMALS

(a) The Animal Control Officer will respond to sick and injured animals during normal working hours. The Animal Control Officer will make an evaluation as to the extent of the injuries or sickness of the animal. The following will be taken into consideration:

1. Severity of the injuries or illness.
2. Transportability.
3. Availability of the owner.

(b) After an evaluation is done, the Animal Control Officer will make a decision as to what course of action to take. Choices of action can include:

1. Rendering aid.
2. Tranquilize and transport.
3. Transport to the owners residence.
4. Transport to a local veterinarian for aid.
5. Transport to the emergency after hour animal care facility.
6. Euthanize.

(c) At all times the amount of suffering the animal will have to endure will be considered before making any of the above decisions.

(d) During hours when the Animal Control Officer is not working, members of the Renton Police Department will be called upon to respond to sick and injured animals. The same set of alternatives are at their disposal. The following is a list of local veterinarians that are available to assist members with these types of incidents:
(Please contact them in this order)
Eastside Veterinary Associates
1700 NE 44th St
Renton WA 98056
425-276-4100
Blue Pearl Emergency Vet
4208 Lind Ave SW
Renton, WA 98057
206-905-4494

(e) If a decision is made to take the animal into custody and transport, the animal should be transported in the Animal Control Vehicle.

(f) The following are guidelines for specific animals and situations:

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1. Barking Dogs
   (a) Make a report of the violation on an AEGIS report, use code 3740 and request a copy go to Animal Control. Note if dog was barking when you got there and if owner was contacted while you were there.
2. Dog and cat bites
   (a) Make a report of the violation on an AEGIS report, use code 3700 and request a copy go to Animal Control. Take photographs of injury (before dressing is applied if possible). Obtain copy of proof of vaccines. If owner is not able to secure animal for ten days in a secure area, the animal needs to be transported to the kennels at the City Shops. Secure the animal in a kennel by itself and lock the kennel. Notify Animal Control Officer and the Patrol Services Supervisor that the animal is quarantined in the kennel.

301.3 STRAY ANIMALS

(a) The Animal Control Officer responds to calls of stray animals. Once the animal is taken into custody the animals can be dealt with in one of the following ways:

1. Check the animal for a Renton Animal License, microchip, or other identification and contact owner.
2. Impound the animal to Eastside Veterinarian Associates, located at 1700 Ne 44th St, and notify Animal Control if this was done by an officer. Animal Control will attempt to identify/contact the owner if known.
3. As soon as possible, Animal Control will notify a volunteer Animal Placement Coordinator of the impound. The Animal Placement Coordinator will assist in efforts to identify the animals owner using various resources including social media. The Animal Placement Coordinator will also begin looking for a place for the animal to go if the owner cannot be identified during the stray hold period, which will be a minimum of 72 hours.

301.4 EUTHANIZE

At times animals will have suffered injuries that will require euthanasia to prevent further suffering. In that event, the Animal Control Officer will; the animal needs to be put to death in a humane fashion.

(a) Transport the animal to a veterinarian office for the purpose of evaluation and euthanasia of the animal. The decision to transport the animal rests with the Animal Control Officer. If the animal cannot be transported without first administering medication, arrangements will be made to have the medications transported to the scene to be administered by a veterinarian.

(b) Another alternative is to call a commissioned officer to the scene and have them dispatch the animal with a firearm.

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(c) If the Animal Control Officer is not available or has called a commissioned officer to the scene and the animal needs to be euthanized with a firearm, the officer needs to comply with current reporting policy for this action.

301.5 RENDERING

(a) Animal Control Officers are called upon to pick up dead animals from the roadway and on citizen's property, or as a result being euthanized due to severe injuries. These animals, depending on the size, are bagged and transported to the city Animal Control shed and are placed in the freezer. These animals are removed at a later date by a private contractor.

(b) Individuals requesting that their deceased animal be cremated may:

1. Take animal to local veterinarian.
2. Take animal directly to Seattle/King County Humane Society.

(c) Renton Animal Control Officers will not assist in any animal cremation or the handling of remains or ashes.

(d) Renton Animal Control Officers will only respond to dead animal pick up requests from local veterinarians if it is an injured stray brought to them by a resident. These types of requests will be referred to private businesses who provide this service. The following is a list of businesses that provide this service:
S. Morris Company
c/o Steve Morris
P.O. Box 997687
Seattle, WA 98199
425-784-4055

301.6 ANIMAL CONTROL PHONE

(a) A separate phone line is dedicated to the Animal Control office. This phone is used to take messages from citizens when Animal Control is not on duty or a citizen wishes to report a non-emergency situation.

(b) Normally all requests for Animal Control will be handled through the 911 phone system. Non-emergency and informational calls for animal control services should be made to the AC business line at 425-430-7550. Types of non-emergency calls that are acceptable for the business line are:

1. Lost animal (owner reporting a lost animal or inquiring if one has been found).
2. Barking dog complaint.
3. Requests to have trap set.
4. Advising of dead animal location.
5. Questions about the city animal ordinance.
6. File reports of animal cruelty.
7. Report nuisance wildlife.

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(c) The voice messages on this line are to be cleared at the beginning of each shift by the on duty Animal Control Officer. Information from these messages will be prioritized and the Animal Control Officers will plan their day accordingly.

(d) When the Animal Control Officer is going to be off duty for an extended period of time (vacation, illness, etc.) the Patrol Services Supervisor will ensure that the phone messages are cleared in a timely manner and that the outgoing message reflects that the Animal Control Officer is on an extended absence.

301.7 KENNEL

(a) Animal Control Officers at times may be required to temporarily place animals in a holding area. An animal kennel is located at the City of Renton Maintenance Shop for this purpose. A shed is located next to the kennel and is equipped with food supplies and other equipment necessary to care for the animals.

(b) A log of all animals placed in the kennel is located in the Animal Control Vehicle. This log includes the following:

1. Date placed in kennel.
2. Purpose for placement.
3. Description of animal.
4. Scheduled release date.
5. Date released
6. Person (or agency) released to.
7. Case number.

(c) The following are reasons that animals may be held in the City kennel:

1. Temporary hold of stray animals As soon as possible, these animals will be transported to the Eastside Veterinarian Associates for the remainder of the stray hold period.
2. Dangerous animal involved in bite of human and held for 10 day quarantine period.
3. Dangerous animal involved in other police department investigation and held pending investigators release authorization.

(d) Animals can be removed from the kennel under the following conditions:

1. Owner has been located.
2. Quarantine period has ended successfully and owner is located.
3. Investigator authorizes release.
4. Euthanized due to temperament or other noted problem.
5. Transfer to another facility

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(e) In the event that an owner is located, an Animal Control Officer or an Animal Placement Coordinator will coordinate the release.

(f) Responsibility of feeding animals while they are in the City of Renton kennel rests on the Animal Control Officer. The Animal Control Officer will monitor the needs of the animals while they are in the custody of the City. Food for kenneled animals is kept in the shed next to the kennel.

(g) Animals requiring special food needs may require the purchase of such items from other sources.

(h) On occasion animals may need to be kept over a long period of time and feeding of the animals will need to be done when the Animal Control Officer is not on duty (weekends, vacation, etc.). It is the Animal Control Officer's responsibility to coordinate the feeding and care of the animals during their absence. This can be done in several ways:

1. On-duty traffic personnel (Parking Enforcement Officer, Motorcycle Officer, Accident Investigator, Supervisor).
2. On-duty patrol personnel (K-9 Officer, Patrol Officer).
3. Approved overtime.
4. Volunteers

(i) At the discretion of the Animal Control Officer, quarantine may be done at the owner's resident. The Animal Control Officer may conduct the quarantine of animals that have been involved in an incident of biting. In the absence of the Animal Control Officer, the Investigating Officer can quarantine the animal. The Investigating Officer will need to complete a RPD476 form and give the yellow copy to the owner of the quarantined animal if possible. If the owner is unable to secure the animal, or lives outside the city or the owner is unknown, the animal will be kept at the Kennel at the City shops or at Eastside Veterinarian Associates for the required 10 days.
Once the quarantine time is complete and the animal appears to show no signs of rabies it may be returned to the owner. If the animal shows signs of rabies the Animal Control Officer will notify the victim of the bite and advise the victim of the need to receive medical attention.
The animal will be destroyed by either the Animal Control Officer, or a local veterinarian. The animal will be submitted for testing to the King County Health Department.

301.8 ANIMAL LICENSING

(a) The selling of the licenses is coordinated through the City of Renton Finance Department.

(b) All transactions regarding purchasing of licenses is handled through the City of Renton Finance Department.

(c) Animal Control Officers will not sell or take in any funds for the purchase of animal licenses.

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(d) The Animal Control Officers should hand out the applications and refer the citizen to the Finance Department to pay for and obtain the license and tag.

(e) The City of Renton Animal License is valid from the date of purchase for one or two years thereafter depending on which license was purchased.

(f) At the beginning of each licensing period the Finance Department orders license tags for dog and cats separately.

(g) Animal License information (e.g., owner, description of animal, address, license number) is maintained by the City of Renton Finance Department.

301.9 WILD ANIMALS

(a) Animal Control Officers will respond to wild animal calls. Non-emergency wildlife calls can be handled as any other animal call.

(b) When the Animal Control Officer is not on duty, non-emergency wildlife calls can be referred to the Animal Control phone line 425-430-7550.

(c) Any dead wildlife should be moved off the roadway and Animal Control Officer notified of the location of the animal for pick up.

(d) Injured wildlife can be cared for at several locations. It is important to remember that the safety of humans is always more important than the care of the wild animal.

1. When evaluating the extent of the injuries or sickness of the animal, the following will be taken into consideration:

(a) Severity of the injuries or illness.

(b) Transportability.

(e) After an evaluation is done, the Animal Control Officer will make a decision as to what course of action to take. Choices of action can include:

1. Rendering aid.
2. Tranquilize and transport.
3. Transport to a local veterinarian for aid.
4. Transport to the emergency after hour animal care facility.
5. Euthanize.

(f) At all times the amount of suffering the animal will have to endure will be considered before making any of the above decisions.

(g) The wild animal must be able to be transported safely

(h) If the animal cannot be transported safely, Animal Control Officers may request a veterinarian to their location.

(i) The following are guidelines for specific types of injured wildlife:

1. Birds (most)

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(a) Compound fractures of wings, legs or neck. These animals should be destroyed as quickly as possible.

2. Hawks and Owls

(a) Should be covered with a towel/blanket and kept calm, transported to one of listed organizations above of coordinate a pick up from a wildlife organization listed above. Best to call first.

3. Deer

(a) Broken legs, cannot rise or attempting to, dragging itself, has blood draining from nose or mouth. Should be destroyed as quickly as possible and not referred to State Fish and Wildlife.

4. Bats

(a) Normally the bats will be inside a building. Seal the room off and contact the Animal Control Officer for removal.

(j) Bites by wild animals. (Skunks, Raccoons, Bats, Coyote, Squirrels and Opossums)

(k) Locate the animal

(l) Contain the animal (Use Extreme Caution)

(m) Destroy the animal. Do not damage the head, if the animal is to be dispatched by firearm, it should be done in the body cavity directly behind the front legs where the vital organs are located.

(n) Contact Animal Control Officer if possible. If unable to contact an Animal Control Officer contact Seattle/King County Health Department. Health Department personnel will advise you what to do with the animal.
Seattle/King County Health Department 206-296-4880

(o) Reptiles

1. Turtles should be held for the Animal Control Officer.

2. Snakes should be held for the Animal Control Officer. Use extreme caution with large snakes (constrictors, etc.) Contact Animal Control Officer as soon as possible.

301.10 LIVESTOCK

(a) Animal Control Officers may be directed to respond to loose livestock calls. The following steps should be taken:

1. Locate animals.

2. Attempt to keep animals from creating a hazard.

3. Attempt to locate owners of livestock (neighbors usually know who owns them).

4. Secure the livestock.

5. If unable to secure livestock, make arrangement to impound.

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(b) Injured livestock needing medical attention where the owner cannot be located can be treated by the following:
Cedar River Animal Hospital
4501 NE 4th St
425-226-9773

301.11 BEES

(a) In the event that a bee (honey bees, not wasps and hornets) hive swarms the best advice is to “leave them alone”!

1. They normally won’t sting as they have no home and no young to protect.
2. Contact Valley Communications for a list of beekeepers.
3. When a resident calls about ab wasp or hornet problem, they should be referred to a local pest control company.

301.12 CASE REPORTS

(a) Case reports will be completed by Animal Control Officers and Commissioned Officers in the following circumstances:

1. Animal bites or attacks (3700)
2. Euthanizing (3750)
3. Leash Law violation (3730)
4. Cruelty (3710)
5. Impounds to Eastside Veterinary Associates (3760)
6. Trap setting (3720)
7. Noise complaint (barking dog etc.) (3740)
8. Owner release (3760)
9. Injured animal taken to treatment facility (3750)
10. Adoption coordinated by department (3760)

(b) Warning notices (RPD218) can be used as a way to contact citizens that may not be aware that their animals are violating laws. It is not necessary to complete a case report when warning notices are used.

301.13 MONTHLY ACTIVITY LOG

At the end of each month, and by the 5th of the next month, the Animal Control Officers will submit a monthly report to the Patrol Services Supervisor detailing their activity.

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301.14 ANIMAL CONTROL VEHICLE

(a) The Animal Control Vehicle is normally located at the City of Renton shops. An additional set of keys to the Animal Control Vehicle is located in the Patrol Sergeants key box.

(b) When personnel other than the Animal Control Officer use the Animal Control Vehicle, the personnel need to sign out the vehicle on lower portion of the Daily Assignment Sheet posted for the shift on duty in the Patrol Sergeant's office.

(c) There are several pieces of specialized equipment in the Animal Control Vehicle. These include:

1. Animal Come-A-Longs (2).
2. Winch (mounted in rear of holding area).
   (a) Used to lift large animals into holding area.
   (b) Controls are located in glove box.
3. Dart gun.
   (a) Used to tranquilize animals.
4. Carrier Cages.
5. Leashes.
6. Tennis Balls.
7. File Box with forms.

301.15 TRANQUILIZATION/CHEMICAL CAPTURE

A tranquilizer gun is located in the Animal Control truck. Inside the gray carrier box is all the necessary tools. The tranquilizer gun is to be used only by trained and certified Animal Control Officers. The decision to use the tranquilizer gun is made by the Animal Control Officer. This option is to be used when others means of capture have been unsuccessful or the danger to the officer, to the animal, or to the citizens is so great that chemical capture would be safer. After the animals have been tranquilized, they should be monitored for a minimum of one hour. If the animal is showing any signs of respiratory problems, or if they are not waking up, the animal should be transported to the veterinarian hospital for treatment. The amount of chemical used should be recorded in the case report.

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Traffic Escorts

302.1 LAW ENFORCEMENT ESCORT SERVICES

(a) Escort services may be provided in situations where such services would be advantageous to traffic control and directions, safety to the motoring public and safety of the escorted. It may include, but is not limited to emergency vehicles, VIP's, funerals, oversize loads, and vehicles with hazardous or unusual cargo. A "Very Important Person" (VIP) is defined as a dignitary, famous personality, notorious person, or any other person determined to require special security.

(b) Requests for escorts will be referred to and coordinated by the Patrol Services Commander.

(c) When the Department elects to honor a request for a scheduled escort service, the trip route will be established in advance and the escort will be conducted only by officers who have been Escort trained.

(d) Point traffic control will be established, as appropriate, along the scheduled route, sufficient to ensure safe passage.

(e) Tactical control of the escort will be assigned to a specific commander, supervisor, or officer in accordance with the complexity of the escort services to be provided. The tactical controller will set the pace of the escort taking into consideration prevailing conditions. The tactical controller will terminate the escort and resume normal vehicular operation when, in their opinion, conditions are such that continuation of the escort would constitute an unacceptable risk to the public.

(f) The use of emergency vehicle equipment during the escort will be specified in advance by appropriate supervisory or command personnel.

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Chapter 4 - Special Operations Division

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One Party Consent

400.1 1989 OMNIBUS DRUG BILL

The 1989 Omnibus Drug Bill allows recording of conversations with one consenting party. There are essentially three ways that the one party consent law can be lawfully utilized by law enforcement.

(a) A safety interception based upon danger to the consenting party.

(b) A drug investigation interception based upon the authorization of a police command staff member.

(c) A written or telephonic authorization from a judge for any felony.

400.2 DUTIES UNDER 202

(a) INVESTIGATOR

1. Obtain a signed written consent form from consenting party.
2. Complete the written authorization form including probable cause.
3. Review form with Special Operations Division supervisor to ensure it meets all requirements set by the law.
4. Ensure equipment is in working order.
5. file a report with the Superior Court Administrator for each authorized interception.
6. Dispose of any tape, transcription of the tape, or notes based on the transmissions unless otherwise allowed by the law.

(b) SPECIAL OPERATIONS SUPERVISOR

1. Review authorization form.
2. Submit the authorization form to the Special Operations Division Commander or another available police command staff member for authorization.
3. Monitor the operation of the interception.

(c) SPECIAL OPERATIONS COMMANDER

1. Authorize the request for interception if it meets the standards of the law.

(d) AUTHORIZATION UNDER SECTION 202, CHAPTER 271 OFFICER SAFETY INTERCEPTION, TRANSMISSION AND RECORDING AUTHORIZATION

1. Interception, transmission, and recording of a private communication, except telephone conversation, is permitted for the safety of a consenting person.
2. The person requesting the interception must have reasonable suspicion:

   (a) The consenting party is in danger; and,

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(b) The communication will concern unlawful manufacture, delivery, sale or possession of a controlled substance.

3. Prior to utilization, there must be written authorization, approved by a police command staff member, includes the following:
   (a) Confirmation there is a written consent form on file for the consenting party.
   (b) Date/time authorization is given.
   (c) Names of persons expected in conversation (suspects).
   (d) Specific reasons for believing consenting party's safety will be in danger.
   (e) Authorizer's signature.
4. A new written authorization will be completed for each instance a recording is to be made.
5. Written authorizations will be maintained by the investigator. The person recording does not have to be in physical possession of the authorization while recording.
6. Within 24 hours, the tape, any transcription of the tape, or notes based on the tape will be destroyed unless there is reason to believe that:
   (a) A criminal case where a consenting party would be a victim of a serious violent offense arising out of the same incident;
   (b) A civil action where a consenting party will be presented as a victim of an act of physical violence arising out of the same incident.
7. The investigator will make a written report to the Washington State Superior Court Administrator for any authorization resulting in any interception, transmission or recording. The report will include:
   (a) Date and time of the authorization;
   (b) Confirmation of transmission, interception or recording.

400.3 DUTIES UNDER SECTION 204

(a) INVESTIGATOR

1. Obtain a signed written consent form from consenting party.
2. Complete the written authorization form including probable cause.
3. Attempt to obtain a judicial authorization when directed by the Special Operations Division Commander or other police command staff member.
4. Review form with Special Operations supervisor.
5. Ensure equipment is in working order.
6. Request extensions when necessary.
7. Place tapes or data files into the CI file.

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8. Place transcripts into the case file.
9. Submit a report to a judge in a court of jurisdiction within 15 days after receiving a signed authorization which results in an interception.

(b) SPECIAL OPERATIONS SUPERVISOR

1. Review authorization form.
2. Submit the authorization form to the Special Operations Division Commander or other police command staff member for authorization.
3. Monitor the operation of the interception.

(c) SPECIAL OPERATIONS COMMANDER

1. Authorize the request for interception if it meets all the standards of the law.

(d) AUTHORIZATION UNDER SECTION 204, CHAPTER 271 EVIDENCE GATHERING INTERCEPTION, TRANSMISSION AND RECORDING AUTHORIZATION

1. Interception, transmission, and recording of a private communication, including telephone conversation, is permitted for gathering evidence relevant to illegal drug activity.
2. Section 204 requires:
   (a) Written consent of one party to a conversation to allow interception;
   (b) Probable cause to believe the conversation will involve discussion of manufacture, delivery or possession with the intent to manufacture or deliver a controlled substance, legend drug or imitation controlled substance;
   (c) A written report be completed.
3. Prior to utilization, there must be written authorization from the Special Operations Division Commander or another police command staff member which includes the following:
   (a) The name of the consenting party, or that the consenting party is a confidential informant and the informant number;
   (b) The name(s) of the person(s) expected to participate in the communications.
   (c) Anticipated date, time and location of the communication (authorization is valid for 24 hours and may be extended twice for a total of 72 hours);
   (d) Whether there was an attempt to obtain a court ordered authorization and the outcome of that attempt;
   (e) Information supporting the existence of probable cause to believe that the conversation will involve the discussion of the manufacture, delivery or possession with intent to manufacture or deliver a controlled substance, legend drug or imitation controlled substance;

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(f) Date and time authorization signed by the Special Operations Division Commander or other police command staff member.

4. The investigator will make a written report to the Washington State Superior Court Administrator for any authorization which has been made regardless of whether the authorization resulted in any interception, transmission or recording. The report will include:

   (a) Date and time of the authorization;

   (b) Confirmation of transmission, interception, or recording;

   (c) Total number of arrests resulting from interceptions;

   (d) Number of invalidations.

5. Within 15 days after signing an authorization which results in an interception, transmission, and/or recording of a conversation, the investigator shall submit a report to a judge in a court of jurisdiction. The report shall include:

   (a) The identities of the persons who participated in the conversation;

   (b) The original authorization;

   (c) The date, time, and location of the conversation.

6. Within two judicial days after receiving the report, the judge shall conduct a review of the authorization. If probable cause is not present or any of the aforementioned requirements have not been met, the court shall:

   (a) Order the destruction of the recording and any transcriptions and copies;

   (b) Absent the existence of probable cause, with six months, cause a notice to be sent to the last known address of all nonconsenting parties to the communication. The notice shall inform all nonconsenting parties as to the recordings, and the agency responsible.

7. Intentional violation of this statute regarding the interception, transmission, or recording of a private conversation is a Class C Felony. Departments can also be civilly liable up to $25,000.

400.4 DUTIES UNDER RCW 9.73.090(2)

(a) INVESTIGATOR

1. Obtain a signed written consent form from consenting party.
2. Prepare a written statement of facts for the application for interception.
3. Review statement of facts with the King County Prosecutors Office.
4. Obtain signature of the judge.
5. Ensure equipment is in operating order.

(b) SPECIAL OPERATIONS SUPERVISOR

1. Monitor the operation of the interception.

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2. Submit "Good Cause" reports to the judge to postpone or dispense with notification of person(s) named in the authorization.

(c) JUDICIAL AUTHORIZATION UNDER RCW 9.73.090(2) EVIDENCE GATHERING INTERCEPTION, TRANSMISSION AND RECORDING AUTHORIZATION

1. Interception, transmission, and recording of a private communication, including telephone conversation, is permitted for gathering evidence relevant to illegal drug activity.

2. RCW 9.73.090(2) requires:

   (a) Written consent of one party to a conversation to allow interception;

   (b) Probable cause to believe the conversation will involve discussion of manufacture, delivery or possession of manufacture, delivery or possession with the intent to manufacture or deliver a controlled substance, legend drug or imitation controlled substance;

   (c) Prior judicial authorization.

3. The written application to the judge must be under oath and includes the following:

   (a) The identity and qualifications of the officers seeking the authority to intercept;

   (b) Identity of the particular person(s), if known, committing the offense and whose conversations are to be recorded:

   (c) Details as to the particular offense being committed;

   (d) Probable cause to believe such communication will be communicated on the wire communication facility involved, or at the particular place where the oral communication is to be recorded;

   (e) The location of the interception;

   (f) The dates and times between which the interception is requested,(for narcotics offenses, the authorization is good for 14 days and may be extended once by the court; 7 days for other felonies);

   (g) A statement of facts showing that other investigative procedures have been tried and failed or reasonably appear to be unlikely to succeed if tried, or to be too dangerous to employ.

4. Recording must be done in a manner to prevent editing or alteration.

5. The judge authorizing an interception will make a report to the Washington State Superior Court Administrator within 30 days of expiration of the authorization.

6. The judge shall, within 30 days after the termination of the authorization, notify the person(s) named in the authorization. Upon showing of good cause to the court serving the notice it may be postponed or dispensed with.

   (a) Violation of this section is a gross misdemeanor. Civil liabilities may apply.

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400.5 LISTENING DEVICES

Devices used to listen to conversations will be assigned to and maintained by Special Operations Division personnel.

(a) Investigators will use the device only if they have received the proper training and the interception is authorized by an administrator.

(b) The device will be maintained in the Special Enforcement Team's office which is a locked office when the investigators are not present.

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Use of Direct Response Vehicles

401.1 PURPOSE

When authorized, Special Operations Division personnel may use City vehicles for: Commuting to and from assigned duties, To facilitate call-outs, For informant contacts, For work related emergencies responses. The vehicles will be used for duty related activities only. No personal use is authorized, except for commuting to and from work.

401.2 PROCEDURE

(a) SPECIAL OPERATIONS DIVISION PERSONNEL

1. Make arrangements for maintenance and repairs;
2. Be responsible for weekly washing and cleaning the vehicle on off-duty time;
3. Be responsible for the safe operation of the vehicle;
4. Be mindful the vehicle is not built as a "police package" and cannot be driven the same as a patrol car in pursuing suspects;
5. Have An operable radio in the vehicle at all times. The radio is to be turned on except when not practical;
6. When off for one week or more, the vehicle will be left at a city facility and the keys left with the supervisor.

(b) SPECIAL OPERATIONS DIVISION SUPERVISOR

1. Insure maintenance schedules are kept;
2. Insure the proper care of vehicles;
3. Maintain availability of vehicles when personnel are gone for a week or more.

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Landlord Notification

402.1 PURPOSE

R.C.W.59.18.075 sets forth circumstances under which law enforcement agencies must notify landlords or property management that an illegal drug or substance was seized from their property.

Any law enforcement agency which makes a seizure of any legend drug, controlled substance or imitation controlled substance, shall make a reasonable attempt to discover the identity of the landlord and shall notify the landlord in writing, at the last address listed in the property tax records and at any other address known to the law enforcement agency, of the seizure and the location of the seizure of the illegal drugs or substances.

402.2 PROCEDURE

(a) SPECIAL OPERATIONS DIVISION INVESTIGATOR

1. Review all narcotic related cases to determine if a violation of R.C.W.69.41, 69.50 or 69.52 has occurred.
2. If a violation of any of the above statutes has occurred, the investigator will forward to a Community Programs Coordinator the address and date of the seizure.

(b) COMMUNITY PROGRAMS COORDINATOR

1. Research all available records for owners or managers of the property.
2. Complete a letter of notification to the landlord or management of the property that includes the address and date of the seizure and then forward to the division commander for signature.
3. Mail original letter of notification to the landlord or management of the property and send a copy to records for the case file.

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Seizure and Forfeitures

403.1 PURPOSE

RCW 69.50.505, RCW 9.41, RCW 10.105.010 sets forth the circumstances under which law enforcement agencies may effect a civil seizure "administratively" (e.g., prior to filing a complaint for forfeiture with a court). Generally there is sufficient latitude in the provisions to effect an administrative seizure under any conditions likely to be encountered. However, seizing property without prior court process is the civil equivalent of arresting a person without a warrant; the probable cause for the seizure has not undergone prior judicial examination. The law requires records be kept on all items seized and forfeited and reports made to the state on converted and sold items.

403.2 ADMINISTRATIVE SEIZURES

(a) All criteria set forth for seizing property in RCW 69.50.505, RCW 9.41, and RCW 10.105.010 must be met prior to seizing any property. The case report will include the probable cause for seizing each item.

(b) Access to the property is governed by the laws of criminal search. If the owner or possessor refuses to surrender the item, then a court order shall be obtained and reasonable force may be used to accomplish the seizure.

(c) All financial proceeds shall be seized and processed as follows:

1. The proceeds shall be inventoried by no less than two detectives.
2. The owner shall be given a cash receipt for all financial proceeds seized.
3. The financial proceeds shall be delivered to the Unit Supervisor for verification and sealed with the forms attached.

(d) All conveyances shall be seized and processed as follows:

1. Upon seizing the conveyance, it must be thoroughly searched and its contents inventoried. All articles not part of the conveyance and not having evidentiary value or not subject to separate forfeiture action shall be removed and returned to the owner without delay. Accessories, jacks, and maintenance tools are considered part of the conveyance. Installed phones, radios, tape/disc players, etc., are also part of the conveyance. Tapes/discs found loose are not part of the conveyance. An inventory of all items discovered shall be made on a property report and maintained with the case.
2. Seized aircraft should not be moved without the assistance of a qualified pilot.
3. Upon satisfactory showing, conveyances shall be released to innocent registered owners or lien holders prior to initiating forfeiture proceedings. Quick release of a conveyance is merely an expeditious means of resolving seizures which, if pursued through forfeiture proceedings, would ultimately result in the release of the conveyance.
4. Administrative forfeitures shall be initiated as soon as possible.

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403.3 JUDICIAL SEIZURES

(a) Prior to filing the complaint of requesting the court order the detectives shall:

1. Establish probable cause for the seizure.
2. Determine what items are to be seized and their location.

(b) The detective shall coordinate with the prosecutor in order to prepare a petition and request a court order for the seizure.

(c) The court order shall be presented to the owner or the party maintaining control of the property at the time of the seizure.

403.4 HANDLING OF SEIZED PROPERTY

(a) All seized property will be logged on an evidence form and will be handled as evidence until disposed of.

(b) Seized property will not be used for department use until it is forfeited.

(c) Seizure hearings will be set without delay after receiving a request for a hearing.

403.5 RECORDS

(a) Records of all seized property will include the following:

1. Description of the property.
2. Identity of owner if known.
3. Market value of property at the time of seizure.
4. Date seized.
5. Evidence number.
6. Disposition.
7. Disposition date.

(b) Records of all forfeited property will include the following:

1. Description of the property.
2. Identity of prior owner if known.
3. Value of the property at the time of seizure.
4. Amount of proceeds realized for the disposition of the property.
5. Disposition date.

(c) A report of records of forfeited property will be filed with the state each calendar quarter.

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Search Warrant Operations

404.1 OPERATIONAL PLAN

All search warrants shall be accomplished with the use of an operation plan/format. This operational plan shall include, but not be limited to, the following:

(a) Identity of suspects and associates who may be encountered in the investigation. Photographs of each individual should be available.

(b) A detailed description of locations which will be searched in the investigation.

(c) Identification and description of all suspect vehicles which may be countered.

(d) The potential for violence of any suspect, any weapons, dogs, or other dangers which may be posed to members.

(e) Arrest or duress signals (both verbal and visual).

(f) A contingency plan.

(g) A copy of the signed search warrant.

(h) Recorded radio channel to be used.

404.2 SEARCH WARRANT - DOCUMENTATION

In addition to the signed search warrant, all search warrant operations shall require the completion of an operational plan and a risk analysis form. The search warrant must be approved by the unit supervisor. Additionally, the operational plan and risk analysis form must be signed off by the case investigator, the investigator in charge of the risk analysis and operation plan (if a different case investigator) and the unit supervisor. The absence of any signature confirming acceptance of the packet will preclude the commencement of the operational briefing until any concerns are resolved and the signatures are obtained.

404.3 SEARCH WARRANT - OPERATIONAL BRIEFING

The briefing will include a review of the operational plan/format, a review of the search warrant, the assignment of personnel to investigative tasks, an introduction of all investigation members to one another, and if applicable, a photograph and current location of any involved informant. A “brief-back” (affirmation of individual roles) is encouraged.

404.4 SERVICE PROCEDURE

(a) If the circumstances indicate the probability of dangerous persons, the division commander will determine if a SWAT Unit will be used to conduct the raid.

(b) It is recommended that the jail be notified when a large number of arrests are anticipated. Jail pre-booking forms should be filled out prior to transporting the subjects to jail.

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(c) Arrest and search warrants will be served at a residence by a minimum of four investigators accompanied by uniformed officer(s) from the agency of jurisdiction. Exception to this procedure will require prior authorization by the unit supervisor.

(d) Plainclothes officers shall wear a jacket or coat which clearly represents them as police officers when serving arrest and search warrants. A cap with appropriate identification is also recommended. Exception to this procedure must receive prior approval from the unit supervisor. In all cases, the question of officer safety will be the prevailing issue, in conjunction with the mission and goals of the unit.

(e) Protective body armor shall be worn by each investigator and shall be worn beneath the arrest/raid jacket.

(f) The unit supervisor will notify Valley Communications and the patrol supervisor in the jurisdiction the warrant is being served prior to the execution of the warrant.

(g) Prior to entering the location, the officers will knock and announce their identity as police officers and their possession of a search warrant. Officers will give the person a reasonable amount of time to open the door. Each case will have to determine how much time that is. The key is no property or contraband is worth the trauma experienced by those involved in a shooting incident. Safety is of utmost importance.

(h) When a search is conducted of a residence, the unit supervisor or case investigator will direct the activities of the team members insofar as assigning search assignments, evidence finders, photographers, custodians, and prisoner custody, etc.

(i) All searches should be followed up with a second search by a team of at least two officers. Officers are encouraged to wear protective gloves during the search.

(j) Prior to leaving the location, a copy of the search warrant and a complete inventory of property seized will be left in a visible location. Officers shall make reasonable attempts to secure the location prior to leaving.

(k) A debrief of the search warrant process is highly recommended when time and circumstances allow. The session should evaluate both positive and negative observations by all members involved.

(l) All investigators will be equipped with the following equipment during any raid-like situation.

1. Raid jacket and body armor shall be worn (cap additionally recommended);
2. Issued duty weapon;
3. Extra ammunition (as a general rule), a minimum of two reloads of ammunition should be available to the investigator;
4. Handcuffs;
5. Flashlights;
6. Available communications equipment.

(m) Search warrants on unoccupied houses or businesses (confirmed by an appropriate clearance), vehicles, property boxes, suitcases, safe deposit boxes, or emergency

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situations, etc. can be served without accomplishing the above procedures upon the approval of a supervisor.

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Special Operations Investigative Fund

405.1 PURPOSE

The purpose of this section is to provide guidelines for the use of the Special Operations Investigative Funds controlled by the Special Operations Division. This fund is to be used for expenditures necessary to conduct investigations of criminal activity.

405.2 ACCESSIBILITY

(a) The Special Operations Division Commander is responsible for the maintenance and control of the Special Operations Investigative Fund.

(b) The Special Operations Division Commander and/or the Special Enforcement Team Sergeant are responsible for disbursements from the Special Operations Investigative Fund.

(c) This Special Operations Investigative Fund is closely monitored to ensure cash is readily available. When there is a need to replenish the fund, a written request must be forwarded to the Finance Department by the Special Operations Division Commander.

405.3 CRITERIA FOR USE

(a) Authorized Expenditures - Authorized expenditures are those that directly or indirectly assist and/or contribute to an investigation of criminal activity.

1. Expenditures that may be paid from the Special Operations investigative Funds include:

    (a) Narcotic and dangerous drug buys;

    (b) Pimping and prostitution cases;

    (c) Informant expenses;

    (d) Apartment, motel rental and expenses;

    (e) Alcohol/liquor investigations and purchases;

    (f) Operative expenses including gas, cover charges, emergency equipment, phone rental, postal, parking, etc.;

    (g) “Props” related to undercover investigations;

    (h) Various undercover criminal investigations not related to vice/narcotics investigations; e.g., extortion;

    (i) Gambling.

2. The purchase of alcohol for consumption during an investigation is a justifiable expenditure. Excessive expenditures on alcohol will not be approved.

3. The Special Operations Division Commander will have the final decision on what expenditures qualify.

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(b) When justifiable expenditures are made, it is the responsibility of the officer to obtain a receipt, unless it would expose his/her cover.

(c) Unauthorized Expenditures - Unauthorized expenditures are those that do not directly or indirectly assist and/or contribute to an investigation of criminal activity. Some of these would include personal supplies, meals, or gas.

405.4 ACCOUNTING

The following procedure will be used by Department personnel in requesting money for either advance or reimbursements from the Special Operations Investigative Fund.

- Fund Advance - The officer requesting moneys from the fund will fill out the Investigative Fund Voucher. The sheet will be given to the Special operations Division Commander or the Special Enforcement Team Sergeant for approval. If approval is given, the Special Operations Investigative Fund sheet will be kept by the Special Enforcement Team Sergeant as a permanent record of the transaction. Each transaction will have a number and be entered in the journal. The officer will then receive the requested funds.
- The expenditure portion of the investigative fund voucher will be filled out by the officer requesting funds indicating what the money will be used for:
  - Informant payment;
  - Purchase of evidence;
  - Miscellaneous expenses.
- In the case where some of the approved moneys are expended for payment to a confidential informant or a reward offer, a special receipt must be signed. The informant number will be placed on the investigative fund voucher.
- All receipts will be attached to the voucher sheets for audit purposes.

405.5 FUND AUDIT

The fund will be audited monthly by the Special Operations Division Commander. The journal and cash on-hand, must tally to ensure proper accounting. At any other unannounced time, the Chief or his designee may audit the fund. The City auditor shall audit the fund a minimum of once a year.

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Pen Register/Trap and Trace

406.1 PURPOSE

The 1998 Washington State Legislature enacted a pen register/trap and trace statute which took effect June 11, 1998. Enclosed is a manual giving an overview of the law, technology, and uses of these tools. The law and required paperwork for these devices is complex and technical. Failure to comply with all the technical requirements of the statute can lead to suppression of the information obtained and suppression of all the fruits of that information. In other words, a faulty court authorization or no authorization can destroy an entire case. Even if it doesn't, it causes serious problems for an investigator who must wall off the legally obtained evidence from the evidence tainted by a violation of RCW 9.73, and for any prosecutor later dealing with the investigation or case.

406.2 PROSECUTOR'S OFFICE POLICY

Effective June 15, 1998, the following office policies apply:

(a) The Chief Deputy of the Fraud Division is ultimately responsible for insuring that court-approved pen register and/or trap and trace orders are sought only in appropriate situations and that all technical requirements of Ch. 9.73 RCW are complied with.

(b) Only deputies who have been specifically designated by the Chief Deputy of the Fraud Division may approve applications and orders for pen registers and/or trap and trace.

(c) This office will not automatically defend orders that were approved by a deputy who is not on the designated list, or that were not approved by this office at all.

Whenever possible, non-emergency questions and applications should be presented to the Fraud Division during normal business hours. Telephone numbers and E-mail addresses are listed below.

406.3 OVERVIEW

A pen register records all numbers dialed from a phone. A trap and trace identifies the originating phone for all incoming calls to a phone.

There are easier, better alternatives in many situations. Long distance or cell phone billing records can provide much or all of the same information as a pen register, although not in as timely a manner. Caller ID or the *57 feature can provide the same information as a trap and trace, if the recipient of the call is cooperating with the police.

These devices can be very helpful in locating witnesses, suspects, fugitives, runaways, and people who have been kidnapped. They can identify coconspirators and provide evidence of the relationship. They also can provide investigative leads.

Our statute is modeled on the federal statute, 18 USC 3121-3127, with four important additional requirements:

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(a) We must show probable cause that the device will lead to evidence or finding certain people.

(b) We must show (not just state) that the device is likely to produce evidence relevant to an ongoing criminal investigation.

(c) We can obtain installation for only one, or at most two, 60-day periods.

(d) Our superior court judges must file an annual report with the Administrator for the Courts. Therefore the system established in each county should facilitate easy and accurate annual reporting by the judges.

406.4 USES

Pen register/trap and trace can be critical investigative tools:

(a) To locate people in kidnapping/runaway/extortion cases and to provide leads to identify and apprehend criminals in those cases.

(b) To locate defendants and missing children in custodial interference cases.

(c) To locate both charged and uncharged fugitives.

(d) To identify and locate potential suspects or witnesses.

(e) To show telephone links among co-conspirators.

(f) To identify a computer hacker and to build a case.

(g) To provide important investigative leads in an investigation. For a good example, see *State v. Gunwall*, 106 Wn.2d 54 (1986).

(h) Although the telephone companies and police have a regular way of dealing with the typical threatening or harassing telephone calls, these devices can be employed in egregious cases.

406.5 TECHNOLOGY

(a) Wired Phone: When someone makes a telephone call, two "messages" are sent to the telephone company's switching equipment. The numbers dialed are used to place the call and to make any record needed for billing purposes. These numbers can be captured by use of a pen register attached to a particular telephone line. The pen register will show the date and time the telephone is taken off the hook, all numbers and symbols dialed, and the date and time the telephone is placed back on the hook. The second set of numbers sent to the telephone company switching equipment is the numbers which identify the telephone making the call. This feature is the basis of the called party's ability to identify the calling telephone number via Caller ID or the use of the "*57" feature. This information can be gathered for every call to a particular telephone line by a trap and trace device. In most cases in King County, this "device" is actually a special program executed by the telephone company's computer switching equipment.

(b) Cell Phone: When someone makes a cell phone call, two "messages" are sent to the telephone company's switching equipment. The numbers dialed are used to place

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the call and to make the record needed for billing purposes. These numbers can be obtained by a search warrant or subpoena directed to the cell phone company. The second set of numbers sent to the telephone company switching equipment is the numbers that identify the telephone making the call. This feature is the basis of the called party's ability to identify the calling telephone number via Caller ID or the use of the "*57't feature. This information can be gathered for every call to a particular telephone line by a trap and trace device. In most cases in King County, this "device" is actually a special program executed by the telephone company's computer switching equipment.

The number identifying the cell phone also can be used to locate the phone. The cell phone provider can determine the location of the cell being used whenever the phone is on. There are devices which can then determine the exact location of the phone, once the general area of the cell is known.

406.6 ALTERNATIVES TO A COURT ORDER

(a) By the Telephone Company

1. The telephone company can install both a pen register and a trap and trace without a warrant to protect itself and its customers from hackers, toll fraud, extortionate calls, harassing calls, etc. 18 USC 3121 (b); RCW 9.73.070; State v. Rilgy, 121 Wn.2d 22 (1993).

2. Law enforcement usually can obtain this information from the telephone company if there is a criminal investigation. Don't be perceived as having made the telephone company your agent to avoid having to get a court order.

(b) Caller ID/*57

Whenever possible, the preferred way for police to accomplish a trap and trace is to use Caller ID and/or "*57", called a customer-originated trace. Caller ID or *57 can be used when the person receiving the call is cooperating with the law enforcement. To use *57, break the connection with the caller you want to trace, obtain a dial tone, dial *57, and follow the directions given on the telephone in response to *57. You must dial *57 before making or receiving another call. The calling number can be made available and subscriber information can be provided on an emergency basis, even for a non-published listing. For additional information, consult the U.S. WEST Law Enforcement Agency Guide. The Guide is in a light-blue notebook.

406.7 BY COURT ORDER

Ch. 217, Laws of 1998

(a) Superior Court Only.

(b) Application under oath by a law enforcement officer:

(c) 1. Identity of officer and officer's agency.

2. Statement that information likely to be obtained is relevant to an ongoing criminal investigation being conducted by the agency. [Same as federal requirement.]

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3. Showing that information likely to be obtained is relevant to an ongoing criminal investigation being conducted by the agency.
4. Showing of probable cause that device will lead to:
   (a) "Obtaining evidence of a crime, contraband, fruits of crime, things criminally possessed, weapons, or other things by means of which a crime has been committed or reasonably appears about to be committed" or
      1. "Learning the location of a person who is unlawfully restrained or reasonably believed to be a witness in a criminal investigation or for whose arrest there is probable cause.
5. Order
6. Finding that information likely to be obtained is relevant to an ongoing criminal investigation.
7. Finding of probable cause that device will lead to obtaining evidence or location of person per 2,c, above.
8. State identity of telephone customers and suspect, if known.
9. State number and physical location of telephone, if known.
10. State offense being investigated.
11. Order may direct phone company to assist, if requested in application.
12. Order good for not to exceed sixty days.
13. Can be extended only under extraordinary circumstances:
   (a) One extension with a showing that probability of success is higher than under the original application;
   (b) Additional extensions only with a showing of "high probability" that information sought is "much more likely to be obtained" and "there are extraordinary circumstances such as direct and immediate danger of death or serious bodily injury to a law enforcement officer."

(d) Secrecy: The order [and logically the application?] are sealed until otherwise ordered by the court, and telephone company employees are directed not to disclose. Language is identical to 18 USC 3123(d)(1). In federal practice all documents are sealed.

(e) Practice tip: Order should also order telephone company to provide subscriber information on all telephones identified by the pen register/trap and trace. The application should contain justification for this part of the order.

(f) Telephone Company must be reasonably compensated for its assistance.

(g) Judges must file an annual report.

406.8 WITHOUT A COURT ORDER IN EMERGENCIES

(a) Joint determination by law enforcement officer and prosecutor.

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(b) Reasonably determine probable cause to believe that there is an emergency threatening immediate danger of death or serious bodily injury.

(c) There is not time using due diligence to obtain a court order, but there are grounds to obtain a court order.

(d) Must obtain an order within 48 hours.

(e) If no order within 48 hours, must stop using device when:

1. Have obtained information needed;
2. Judge denies application; or
3. 48 hours has passed.

(f) Knowing violation of emergency provisions is a gross misdemeanor.

(g) Police must file a report with the administrator for the Courts.

406.9 FEDERAL LAW

(a) Not a "search" within meaning of Fourth Amendment. *Smith v. Maryland*, 442 U.S. 735 (1979) (pen registers).

(b) Not regulated by Title III. *U.S. v. New York Telephone Co.*, 434 U.S. 159 (1977) (pen registers).

(c) For law enforcement, 18 USC 3121-3127 sets the minimum requirements which must be complied with. A court order is required, but it requires only a minimal showing: the identity of the Government attorney making the application, the identity of the law enforcement agency conducting the investigation, and a statement under oath that the information likely to be obtained is relevant to an ongoing criminal investigation being conducted by the agency.

406.10 RELATIONSHIP BETWEEN WASHINGTON LAW AND FEDERAL LAW

(a) Because the federal law requires a lesser showing than the Washington law, use CAUTION in making use of federally-obtained pen register and trap and trace evidence.

(b) Under the reasoning of *State v. O'Neill*, 103 Wn.2d 853 (1985), you probably can use the evidence to establish probable cause for a state search warrant, pen register order, trap and trace order, or one party consent recording order.

(c) In *State v. Gunwall*, 106 Wn.2d 54, 720 P.2d 808 (1986), our Supreme Court decided that a pen register is an invasion of "private affairs' and therefore is governed by Art. I, *7 of the Washington Constitution. The Court also said (strong dictum that the number dialed from a telephone comes within the definition of a "private communication transmitted by telephone," meaning that law enforcement must comply with RCW 9.73 to obtain a pen register order. Federal pen register information will be admissible at trial only if: (1) the court finds that the federal statute constitutes "authority of law" under Article I, section 7, and (2) the court either rejects the dictum of *Gunwall*, or finds that the federal law is a sufficient compliance with RCW 9.73.

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(d) In *State v. Riley*, 121 Wn.2d 22 (1993) our Supreme Court decided that a trap and trace does not intercept a "private communication, " and therefore does not come under RCW 9.73. Although not decided, it is likely (based upon *Gunwall*) that a non-consensual trap and trace will be held to involve "private affairs" and therefore be subject to Art. I, *7 of the Washington Constitution. Federal trap and trace information may be admissible at trial, if the trial court finds that the federal law is sufficient "authority of law" under Article 1, Section 7.

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Establishing Reliability for Confidential Narcotic Informants

407.1 PURPOSE

Renton Police Officers use confidential informants (CI) during numerous investigations. The majorities of these investigations are related to narcotics enforcement and require that the informants remain confidential. It is therefore necessary to establish that the informants and the information that they provide are reliable. The following guidelines are to be used to establish their reliability.

Prior to establishing the reliability of an informant, the confidential informant checklist must be completed. Strong consideration should be given for disqualifying if the applicant reveals convictions for perjury, false reporting, or any other crimes of deception.

407.2 PROCEDURE

(a) Established through prior reliability with outside agencies.

1. The informant's reliability must be verified with the outside agency prior to use. Documentation must include:

   (a) Case Agents name and phone number

   (b) Case numbers of investigations where the informant was used.

   (c) Interview with case agent.

   (d) Positive recommendation from case agent.

(b) Establishing reliability within our agency.

1. The CI must supply verifiable information relative to narcotic traffickers and their locations if the CI is going to be used for narcotic investigations.

2. The CI must complete two purchases of controlled substances while under the control and supervision of an investigator.

   (a) Both controlled purchases should be separate from a case the CI will be working on, if feasible.

   (b) The purchased controlled substances must field test positive for their desired drug.

   (c) The CI will be searched prior to and after each purchase for additional contraband or currency.

   (d) Both reliability purchases should include corroboration independent of the informant's statement. For example, officer observations, audio wire recording, video recording, etc.

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Reverse Drug Operations

408.1 PURPOSE

Reverse sting operations are conducted when it is beneficial to an investigation in order to:

(a) Obtain probable cause for arrests and/or search warrants;

(b) Seize the proceeds of crime that will impact the local community.

408.2 PROCEDURE

(a) All drug operations are inherently dangerous. Reverse sting operations are more so in that law enforcement is introducing contraband into the investigation. Typically, this contraband consists of narcotics that have been seized from other investigations, in which law enforcement has a duty to protect and preserve the narcotics from being released into the community.

(b) Contraband narcotics used for reverse sting operations will be taken out of its originating case and placed into its own evidence with a new case number. This contraband will remain under this new evidence property number unless it becomes evidence in another crime.

(c) Reverse sting operations will be planned with the same safety procedures and precautions as any other operation; however, there are certain additional factors to consider. These factors should be taken into account in order to control risks and insure that criminal charges can be filed against suspects.

(d) The additional steps and factors in reverse sting operations may include:

1. Consultation with a prosecuting authority detailed a description of the planned operation.

   (a) A brief of the investigation is to be given along with a request for advice on the filing of criminal charges for the reverse sting.

   (b) The prosecuting authority will determine if a completed transaction or if only a substantial step to a transaction will be required for charging.

2. Documentation of Contraband:
   Narcotics that are to be used in operations will be taken from cases that have been adjudicated. If this is not possible and narcotics are to be used from ongoing investigations, then verbal prosecutor approval to use the narcotics will be obtained. Narcotics from other jurisdiction may be utilized for these operations.

   (a) The narcotics will be weighed. If the narcotics have not been field tested or tested by the Washington State Crime Lab, then a presumptive field test will be conducted.

3. Law Enforcement officers (undercover officers) will maintain constant custody of the contraband during the surprise flashes. The release of any contraband narcotics to suspects will not be allowed unless officer's safety is at risk. This is a decision made by the undercover officer that is determined by risk of life.

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The use of informants controlling narcotics contraband in surprise flashes is discouraged.

4. Generally, suspects will not be informed of flashes of contraband in order to reduce the risks of a robbery of the undercover officers.

5. After the conduct of a surprise flash and/or take down of a successful operation, the contraband narcotics will be weighed, field tested again. A sample will be taken from the surprise flash as evidence in the investigation and placed into evidence in that investigation. The remaining contraband narcotics will be placed back into its original property in evidence with a report detailing any changes to the contraband (weight, packaging, etc.).

6. Officer safety overrides all other concerns in these operations.

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Pawn Shop

409.1 PURPOSE

Many items pawned at pawn shops are later determined to be stolen. The items are not always stolen from within the City limits of Renton. Although the Renton Police Department does not have jurisdiction over the item, we do have a responsibility to help the victim retrieve their property.

409.2 PROCEDURES

(a) The following procedure will be followed when a detective receives a stolen hit on an item stolen from the Renton jurisdiction:

1. Notify the pawn shop the item is a reported stolen.
2. Serve the pawn shop with a Stolen Property Hold/Intent to Seize Order form (RPD310).

(b) The following procedure will be followed when a detective receives a stolen hit on an item stolen from a jurisdiction outside of Renton:

1. Notify the jurisdiction from which the item was reported stolen.
2. Notify the pawn shop the item is stolen.
3. Place a temporary hold on the item for the agency having jurisdiction if requested.
4. Advise the pawn shop and the agency that any further issues related to the item must be coordinated between the pawn shop and that agency.

409.3 REQUESTS FOR CIVIL HEARINGS

Parties who have items seized have a right to a civil hearing and may request one by submitting their request to the Chief of Police in writing. Upon receipt of the request the detective will:

(a) Make two copies of the entire case relating to the stolen item.

(b) Send a copy to the City Attorney.

(c) Send a copy to the City Hearing Examiner.

(d) Testify at the hearing upon request.

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Conversion of Property for City Use

410.1 PURPOSE

Personal property, which has been seized or recovered by the Renton Police Department, may be converted to city use under certain circumstances. The purpose of converting property is to further our law enforcement role. Examples of property that may be converted include vehicles, computers, cellular phones, etc.

410.2 PROCEDURE

(a) A request for conversion will be submitted through the chain of command. This request will include:

1. Description of item
2. Case Number
3. Evidence number
4. Evidence item number
5. Purpose of conversion
6. Approximate replacement value

(b) If approved, the requesting party will submit an evidence request form and a copy of the authorization to their Commander.

(c) The Special Operations Division Commander will maintain a log of all converted property and will file a report via their chain of command.

(d) The department's General Orders Chapter 84.1.7 and Chapter 63 of the Revised Code of Washington will govern what property can be converted to city use.

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Bait Car Program

411.1 PURPOSE

The purpose of the Bait Car program is to target problem areas, involving Auto Thefts and/or Vehicle Prowls. They will allow us to identify active auto thieves as well as having the potential to identify chop shops and criminal organizations that target specific makes. The success of the program and knowledge by the general public can also be an effective deterrent.

411.2 PROCEDURE

(a) The assigned Officer/Detective will:

1. Identify areas experiencing increased Auto Theft and/or Vehicle Prowls.
2. Make arrangements for the placement of the Bait Cars.
3. Notify Valley Communications and log the Bait Car onto CAD.
4. Post a notification to all Renton Police personnel of the Bait Car deployment.
5. Respond and coordinate response of Detective(s) upon theft of Bait Car.

(b) Valley Communications should:

1. Receive notification that the bait car tracking system has been activated by BSM Wireless (the tracking system company).
2. Receive and relay to Patrol the type of activation and monitoring of the vehicle location.
3. Switch the call to TAC.
4. Refer to the bait car over the air as “Bait Car.” This is to eliminate any confusion if the vehicle enters into another jurisdiction.
5. Relay updates of the vehicle’s location and other pertinent information, speed, direction of travel.

(c) Patrol Officers should:

1. Respond into the area to obtain visual contact with the bait car.
2. Minus a “trunk activation”, slow their response once in area, as the tracker will have a delay of 6 to 30 seconds or more.
3. Limit the use of emergency lights and sirens in responding.
4. Reset and re-arm the alarm if the vehicle is still on location and not occupied.
5. Give the command to “Shut the engine off” via radio once the occupied bait car is located and sufficient units are in place.
6. Allow 25 – 30 seconds from the time the command is given for the vehicle to actually be disabled.
7. Give consideration as to the vehicles location and potential stopping location prior to disabling the ignition.

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8. Give the command to “Unlock Doors” once the car is stopped and officers are ready to conduct a high risk stop.
9. Be aware suspects may or may not be able to exit the car without the remote activation to conduct a high risk stop.
10. Arrest the driver for investigation of Theft of Motor Vehicle (RCW 9A.56-065).
11. Arrest all passengers for the investigation of TMVWOP-2 (RCW 9A.56.075).
12. Under no circumstances make mention to the suspect(s) that the vehicle is a bait car.
13. Once the vehicle is cleared and the suspect(s) secured, request that the vehicle be disarmed by BSM (the tracking system company) through Valley Communications.
14. Respond to the last known location of the Bait Car. In the event BSM (the tracking system company) loses the GPS position of the vehicle, officers will.
    (a) Upon arriving in the area give the command to “Activate the Horn.”
    (b) Follow the appropriate search and seizure procedures for recovering the vehicle.
    (c) Make a decision to disable the ignition early and in the interest of public safety if the car is not located in a reasonable time or it is traveling at excessive speeds.
    (d) Give the command to disable the vehicle immediately if the suspect(s) in the bait car attempt to elude officers.
15. If the vehicle is unable to be disabled, PATROL UNITS WILL NOT PURSUE THE BAIT CAR outside of a specific incident wherein the need to stop the vehicle in the interest of public safety outweighs the risks of pursuit to the public.
16. Do not PIT or spike the Bait Car unless the situation dictates a specific need.
17. Notify Valley Communications of the last known location and have the vehicle entered into WACIC/NCIC as stolen to activate the Lo-Jack tracking system.
18. If possible, have BSM (the tracking system company) attempt to activate the horn immediately.
19. If the vehicle has been abandoned, search for evidence of the identity of the suspect(s), photograph any damage and complete appropriate reports.
20. Use gloves to preserve the presence of latent prints that may be on the vehicle as it will be processed.
21. Notify assigned Officer/Detective for response and interviews.
22. Have the vehicle driven, or if not drivable, towed to the Renton City Shops.

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Chapter 5 - Staff Services Division

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Inspection of Criminal Record By Subject of Record

500.1 POLICY

Inspection of criminal record by individual subject of record is provided by department policy and procedure in compliance with applicable state and federal law.

500.2 REFERENCES

Renton City Ordinance 4298
RCW 10.97.010 through 120
RCW 34.05.570
RCW 42.17.250 through 440
WAC 446-20-070 through 100

500.3 REQUEST TO INSPECT RECORD

(a) An individual who is, or believes they may be the subject of a criminal record maintained by the Renton Police Department, shall be permitted to inspect their criminal history record information (hereafter referred to as CHRI) as defined in RCW 10.97.30.

(b) The individual's right to access and review his CHRI shall not extend to data contained in intelligence, investigative or other related files, or data collected/maintained by agencies other than the Renton Police Department, and will include only information defined as CHRI in RCW 10.97.030.

(c) Requests for CHRI from other agencies will be referred to those agencies; or the individual may be referred to Washington State Patrol Identification Section for a state wide criminal history record check;

(d) See form example #1

(e) The individual shall complete the Inspection of Records' Request form (form RPD614). This form can be completed at any time;

(f) See form example #2

(g) Inspection will be during regular office hours (Monday through Friday, 8:00 a.m. to 5:00 p.m.).

(h) Identification, which may include fingerprints, will be required of the requesting individual.

(i) Inspection requests shall be answered within five business days of receipt.

(j) If the individual desiring his CHRI is unable to read or otherwise unable to examine the information because of a physical disability, he may designate another person to assist by filling in the appropriate portion of the Inspection of Record Request;

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1. The designated individual shall be allowed to read, describe, and/or translate the CHRI to the requester.

(k) The individual will be allowed a reasonable period of time (not to exceed 30 minutes) to examine the CHRI;

1. The CHRI will be in the form of an in house computer printout and/or a copy of arrest 3x5(s)
2. An example of a Renton Police Department CHRI is attached
3. Examination shall be visual unless the individual challenges the CHRI as inaccurate or incomplete (refer to IV Challenge of Records)

(l) Upon receipt of request the Records Specialist will research the appropriate department files; (computer incident name search, citation name search, arrest file charge search and arrest 3x5 search)

1. If there is no CHRI the Specialist will so indicate on the form and return it to the requesting individual;
2. If there is CHRI the Specialist will disclose the CHRI to the individual.
   (a) NOTE: To facilitate the response, the information extracted from the files will be in a form different from the actual incident report. The information will be in the form of the computer name search printout and/or copy of arrest 3x5s entries prior to 1989

(m) Upon request, the Specialist may provide copies of conviction records (incident reports) to the individual. Conviction data must include disposition information as provided in RCW 10.97.040.

1. The individual must request specific cases.
2. The Specialist will collect the appropriate fees for copying conviction records.
3. The Specialist will complete a Records Request form to create an audit trail.
4. Non-conviction data will NOT be copied at this point.

500.4 CHALLENGE OF RECORD

(a) If the individual of record wishes to challenge the CHRI as inaccurate or incomplete, the Specialist will:

1. Provide the Challenge and Request for Modification or Deletion of Criminal History form to the individual to complete.
   (a) See second (back) page of form example #2
2. Copy the challenged data.
3. Collect appropriate fees.
4. Return the copies of challenged data to the individual.

(b) The individual of record must:

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1. Complete the Challenge and Request for Modification of CHRI form.

(c) The Specialist will:

1. Provide a dated receipt copy of the Challenge form to the individual.
2. Advise the individual the challenge will be responded to within 10 days.
3. Submit the Challenge file to the Staff Services Supervisor.

(d) The Staff Services Supervisor will review the file and either sustain or deny the challenge within 10 days;

1. If the challenge is sustained the Supervisor will provide corresponding modification of department files and notification to all agencies, including WASIS, which received erroneous information within the past year.
2. If the challenge is denied the Supervisor will provide written notification to the individual via certified mail, including reasons for denial and an explanation of the Appeals process.
   (a) Refer to example form #2, second page

500.5 APPEAL OF DECISION

(a) The individual of record has 20 business days after receipt of Refusal to Modify Record in which to appeal by filling out the appropriate form, provided by the department;

1. See form example #2, second page

(b) Upon receipt of the Appeal, the Chief of Police will:

1. Review the request and make a determination within 30 days;
   (a) Denial by agency head constitutes a final decision under RCW 34.04.130.
2. Notify the individual of the decision by certified mail;
3. If the appeal is granted, notify the Staff Services Supervisor;
   (a) The Staff Services Supervisor will be responsible for modification of the records according to III (c) (1) above.

500.6 REQUEST FOR DELETION (REFER RCW 10.97.060)

(a) The individual must complete the Challenge and Request for Modification or Deletion of Criminal History form and submit copies of the data to be deleted;

1. See example form #2, second page

(b) The Specialist will submit the request to the Staff Services Supervisor;

(c) The Staff Services Supervisor will review the request, using the definition in RCW 10.97.030 (2) and RCW 10.97.060 as the guide;

(d) If the request is approved, the Supervisor is responsible to:

1. Destroy the index entry for the individual as it pertains to the specific incident;

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2. Note the incident report and associated files that the individual's involvement has been deleted from the record;
3. Notify WASIS and any other criminal justice agency(s) provided with the information in the past year, of the deletion;
4. Provide written notification of the decision to the individual by certified mail. If the request was denied, reasons for denial must be included in the notification.

500.7 FORM STORAGE

Completed Inspection of Records' Request forms, including Challenges, Modifications or Deletions are maintained in the Records section.

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Record Checks

501.1 GENERAL RECORD CHECK PROCEDURE

(a) Records Specialists are primarily responsible for handling record checks.

(b) All requests will be referred to Records during their hours of duty;

1. EXCEPTION: Requests from Police/Sheriff Departments during Records non-working hours.
2. Teletype requests other than those from the Gambling Commission or State Liquor Board should be handled on the shift they are received.
   (a) If no response, shred the teletype.
   (b) If responded to, file in the teletype folder in Records.
      1. Carefully read ALL teletypes coming in on your shift to know whether they need immediate response or action.

(c) As a general policy the Renton Police Department provides records checks for certified Criminal Justice Agencies (CJA) only.

1. See a list of certified CJA's attached, in Records or the list can be obtained from WACIC memo file 3401.
2. Police/Sheriff/State Patrol agencies may be provided full and complete information;
   (a) EXCEPTION: Juvenile Records (Refer to Item 3).
3. Written record checks require disposition in accordance with RCW 10.97.040
4. Juvenile records will be released only for investigation purposes, or when the other participant is assigned the responsibility of supervising the juvenile, in accordance with RCW 13.50.050(4).
5. Requests for record checks at Front Counter require agency identification from requester and a completed Records Request form.
6. Telephone record checks will be released to Police/Sheriff/State Patrol agencies only. Telephone inquiries from other CJA's (Federal Bureau of Investigations, Department of Corrections, etc.) require a written request.
   (a) Obtain requester’s name, department and phone number. Verify phone number prior to returning call.
   (b) Or obtain requester’s ORI
7. Out-of-state record checks require an answer by teletype or written correspondence.
8. Audit trails are required on all disseminations.

(d) A citizen may obtain a self-record check in accordance with General Order 82.1 and SOP SSD-001.

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(e) The Renton Police Department does not provide records checks to Armed Forces recruiters. They may be referred directly to the local courts (Renton Municipal, Renton District, and King County Superior)

(f) Refer to the following for specific procedures on various agencies.

(g) Refer any questionable release to supervisor.

501.2 BACKGROUND CHECKS (RENTON POLICE DEPARTMENT APPLICANTS)

(a) Usually requested by Administrative Services in writing.

(b) Check following records:

1. In-house records
2. CHRI (Access). Use purpose "J"
3. WACIC/NCIC/DOL
4. DOL ADR

(c) Obtain dispositions on all charges.

(d) Attached printouts of all information (including dispositions) to the Records Request form.

(e) Date and initial the records request form

(f) Audit trails are required on all disseminations.

(g) Return all paperwork to requester.

501.3 DEFENSE INVESTIGATIVE SERVICES (DIS)

Defense Investigative Services (DIS) is a certified criminal justice agency. They mainly do records checks for the military for security purposes.

(a) All records checks will be done by correspondence. No records checks will be done by telephone or in person.

(b) Date stamp incoming requests.

(c) Check in-house records

(d) DO NOT release juvenile information.

(e) Give Criminal/Criminal Traffic and Felony.

(f) Do not give infractions unless pattern indicated (four or more).

(g) Valid suspect information may be released;

1. Read report(s) to determine if valid suspect information. Include status (i.e., insufficient evidence, charges not filed, etc.).
2. If the case settlement is not in file, check with follow-up unit to determine status.

(h) Type all information (including dispositions) directly on the Records Request form, or on the form provided by the requester, or use appropriate stamp.

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(i) Date and initial.

(j) Audit trails are required on all disseminations.

(k) Return records request by mail.

1. Supervisor: Julie Peddy, SAC
206-546-6118
PO Box 33520
Seattle, WA 98133-0520

501.4 DEPARTMENT OF DEFENSE (DOD)

Department of Defense (DOD) is not a certified criminal justice agency but is entitled to information by federal authority. They mainly do record checks for security clearance on people who live in or have lived in Renton.

(a) DOD has also authorized the Secretary of the Air Force to contract with independent investigators to conduct national security background investigations.

1. Investigators will have credentials issued by the Department of the Air Force. If verification is needed call:

2. MSM Security Services
Doug Dunkle
1-800-284-94507337
Hanover Pkwy
Greenbelt, MD 20770

3. Current authorized independent investigator

(a) C. H. Wright
742-4326

(b) All record checks will be done by correspondence. No record checks will be done by telephone or in person.

(c) Date stamp incoming requests.

(d) Check in-house records.

(e) DO NOT release juvenile information.

(f) Give Criminal/Criminal Traffic and Felony.

(g) Do not give infractions unless pattern indicated (four or more).

(h) Valid suspect information may be released;

1. Read report(s) to determine if valid suspect information. Include status (i.e., insufficient evidence, charges not filed, etc.).

2. If no case settlement is in file, check with follow-up unit to determine status.

(i) Type all information (including dispositions) directly on the Records Request form, or on the form provided by the requester, or use appropriate stamp.

(j) Date and initial.

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(k) Audit trails are required on all disseminations.

(l) Return records request by mail.

501.5 OFFICE OF PERSONNEL MANAGEMENT (OPM)

Office of Personnel Management (OPM) is not a certified criminal justice agency but are entitled to information by federal authority. They primarily do record checks for people who live or have lived in Renton and have access to critical or sensitive information that can affect national security.

(a) All records checks will be done by correspondence. No records checks will be done by telephone or in person.

(b) Date stamp incoming requests.

(c) Check in-house records.

(d) DO NOT release juvenile information.

(e) Give Criminal, Criminal Traffic and Felony.

(f) Do not give infractions unless pattern is indicated (more than four).

1. Dispositions not required.

(g) Valid suspect information may be released;

1. Read report(s) to determine if valid suspect information. Include status (i.e., insufficient evidence, charges not filed, etc.).

2. If the case settlement is not in file, check with follow-up unit to determine status.

(h) Type all information (including dispositions) directly on the Records Request form, or use the form supplied by the requester, or use the appropriate stamp.

(i) Date and initial.

(j) Audit trails are required on all disseminations.

(k) Return records request by mail.

1. US Office of Personnel Management (OPM)
Supervisory Investigation: Marianne Robinette
415-281-7005
120 Howard St, Room 220
San Francisco, CA 94105

501.6 DEPARTMENT OF CORRECTIONS (DOC)

Department of Corrections (DOC) is a certified criminal justice agency. They mainly do records checks for people who are on parole or probation.

(a) Date stamp incoming requests.

(b) Check in-house records.

(c) Entitled to all information:

1. Do not include infractions;

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2. Obtain dispositions;
3. Valid suspect information may be released;
   (a) Read report(s) to determine if valid suspect information. Include status (i.e., insufficient evidence, charges not filed, etc.).
   (b) If no case settlement is in file, check with follow-up unit to determine status.

(d) Type all information (including dispositions) directly on the Records Request form, or use the form supplied by the requester, or use the appropriate stamp.

(e) Date and initial.

(f) Audit trails are required on all disseminations.

(g) Return records request by mail.

501.7 U.S. PROBATION AND PAROLE

US Probation and Parole is a certified criminal justice agency.

(a) Date stamp incoming requests.

(b) Check in-house records.

(c) Entitled to all information:

(d) Do not include infractions;

(e) Obtain dispositions;

(f) Valid suspect information may be released.
   1. Read report(s) to determine if valid suspect information. Include status (i.e., insufficient evidence, charges not filed, etc.).
   2. If the case settlement is not in file, check with follow-up unit to determine status.

(g) Type all information (including dispositions) directly on the Records Request form, or use the form supplied by the requester, or use the appropriate stamp.

(h) Date and initial.

(i) Audit trails are required on all disseminations.

(j) Return records request by mail.

501.8 DEPARTMENT OF LICENSING, PROFESSIONAL LICENSING SERVICES

Department of Licensing, Professional Licensing Services performs record checks for private detective and security guard license applicants.

(a) All record checks will be done by correspondence. No record checks will be done by telephone or in person.
   1. Requests for checks on business or individuals determined to be outside the city limits will be returned to DOL.

(b) Date stamp incoming requests.

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(c) Check in-house records only.

(d) Note any records of interest and forward information with the request to the Staff Services Division Supervisor.

(e) Audit trails are required on all disseminations.

(f) If no record, stamp, date and initial.

(g) Forward to City Business Licensing office.

501.9 GENERAL SERVICES ADMINISTRATION FEDERAL PROTECTIVE SERVICE

General Services Administration Federal Protective Service is a certified criminal justice agency.

(a) All records checks will be done by correspondence. No records checks will be done by telephone or in person.

(b) Date stamp incoming requests.

(c) Check in-house records.

(d) DO NOT release juvenile information.

(e) Give Criminal, Criminal Traffic, and Felony.

(f) Do not give infractions unless pattern indicated (four or more).

(g) Valid suspect information may be released;

1. Read report(s) to determine if valid suspect information. Include status (i.e., insufficient evidence, charges not filed, etc)

2. If the case settlement is not in file, check with the follow up unit to determine status.

(h) Type all information, including dispositions, directly on the Records Request form, or on the form provided by the requester.

(i) Date and initial the records request form.

(j) Audit trails are required on all disseminations.

(k) Return records request by mail. A list of employees authorizing them to receive criminal histories is attached. If additional verification is needed:

1. Harold R. Gamble, Director
GSA, Region 10
400 15 St SW
Auburn, WA 98001-6599

501.10 ATTACHMENTS

(a) Renton Police Department form RPD645, Records Request Reply Form

(b) Certified Criminal Justice Agency List

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501.11 ABBREVIATIONS

ACCESS - A Central Computerized Enforcement Service System

ADR - Abstract of Driving Record

CHRI - Criminal History Record Information

CJA - Criminal Justice Agency

DOL - Department of Licensing

NCIC - National Crime Information Center

ORI - Originating Agency Identifier

RCW - Revised Code of Washington

WACIC - Washington State Crime Information Center

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Warrants - Renton Municipal Court

502.1 POLICY

Renton Municipal Court warrants are delivered to Staff Services Division. Warrants are entered, per WACIC guidelines, in a reasonable amount of time.

The original warrants are filed in the Staff Services Division until cleared and returned to the court.

502.2 PREPARATION

(a) The name on each warrant is checked through WACIC/NCIC.

1. In cases where the WACIC inquiry indicates a Renton warrant is already on file, indicate that on the new warrant and set it aside to be combined with the existing entry.

(b) The name on each warrant is checked through DOL.

1. Verify or add the OLN (operators license number)
   - (a) Next to the OLN add if the number is OLN or ID only to show that the OLN has been verified.
   - (b) If the OLN is an out-of-state ID card, notate it as OLN. (See III.C)
2. Verify the OLN expiration is correct
3. Verify and/or add the SSN (social security number)
4. Do not verify physicals. Physicals are entered as listed on the warrant.

(c) Middle name vs. middle initial
To ensure getting the warrant hit when running by full middle name or by middle initial:

1. Warrants lists middle initial/DOL lists full middle name:
   - (a) Enter the warrant with the middle initial and add name with full middle name as an AKA
2. Warrant lists full middle name/DOL lists middle initial:
   - (a) Enter the warrant with the full middle name and add name with middle initial as an AKA

(d) License plates are run through DOL.

1. If the vehicle is not registered to the subject of the warrant draw a line through the license plate number.
2. If the vehicle is registered to the subject of the warrant verify:
   - (a) Year of expiration
   - (b) Year of vehicle
   - (c) Make of vehicle
   - (d) Model of vehicle

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(e) Style of vehicle

(f) Color of vehicle

(g) Do NOT run a report of sale request

(e) Multiple Warrants

1. Check all warrants
2. Initial each warrant to show that it has been checked
3. Place the highest bail warrant on top

(f) Write “cash only” next to the bail amount for Cash Only warrants

(g) Draw a line through any information on the warrant that is not entered into WACIC.

(h) The Specialist completing the WACIC/DOL inquiries will initial the upper left hand of the warrant to indicate that it is ready for entry.

502.3 WARRANT ENTRY

(a) Warrant entry can be done through the WSP WebMSS connection, or through the records management system NCIC link.
Refer to the ACCESS Flip Chart for warrant entry.

(b) Fields used by the Renton Police Department are explained in the FTO manual. Vehicle make, model and style codes are listed in the NCIC code manual.

(c) If the DOL record is ID Card Only enter the number into MNU field.

(d) If the OLN is an out-of-state ID Card Only enter as an OLN because the MNU field does not allow entry of State of issue.

(e) Where multiple warrants are received on the same person, the warrant with the largest bail amount is to be the WACIC entry; information on additional warrants will be listed in the miscellaneous field of the entry. An agency may enter only one warrant on each person.

1. Expiration date is based on the primary entry.

(f) Do not enter nicknames

(g) Do not enter AKA, eye or hair color

502.4 EXTRADITION POLICY

(a) EXTRADITE KING COUNTY ONLY - For warrants with a total bail up to $250.

(b) EXTRADITE KING, PIERCE AND SNOHOMISH - For warrants with total bail of $251 to $500.

(c) EXTRADITE KING, PIERCE, SNOHOMISH AND THURSTON - For warrants with total bail of $501 and up, No Bail warrants, multiple warrants, and Cash Bail Only warrants.

(d) When an agency not included in the above boundaries calls to see if we will extradite, the duty sergeant is authorized to make an exception to the above policy, based on

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the totality of the situation (e.g., manpower, nature of the charges, agency desiring arrest, etc.).

502.5 FILING

(a) Once entry is complete, tape the "Enter Record" printout to the back of the warrant. Tape either in all four corners or once each at top and bottom to prevent the entry from becoming unattached from the warrant. If there are multiple warrants staple once in the upper left corner.

(b) Initial and date the front of the warrant on the "date entered" line at the bottom right corner.

(c) File warrants in the front of the appropriate folder.

(d) The computer entry will be checked by a second person.

1. Date and initial when this is done;
2. File the warrant alphabetically in the folder.

502.6 CONFIRMING

(a) Upon receiving an inquiry about a warrant entered in WACIC, pull the warrant from the file and have it "in hand" before confirming.

(b) Verify name, descriptors, bail amount and extradition.

(c) OSA Arrest on RPD Warrant

1. Verify if:
   (a) Transport to SCORE or
   (b) Booked at OSA on their charge/s or
   (c) If OSA wants to arrange a meet
2. If transported to SCORE fax the warrant to SCORE; request OSA place a WACIC locate on the warrant.
3. If booked at OSA, request OSA NOT place a WACIC locate on the warrant or book on RPD warrant. OSA may request a faxed copy of the warrant. Refile warrant with note that indicates OSA, date and time. Upon completion of OSA charge/s, the OSA will call again to confirm the warrant and advise if they've made arrangements for SCORE to pick up or if RPD is to transport.
4. If OSA requests a meet transfer to Valley Communications.

(d) RPD Arrest on RPD Warrant

1. Officer will call to confirm or have Valley Communications call to confirm the warrant.
2. SSD will fax warrant to SCORE and note details on a sticky note attached to the warrant.

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3. Make a copy of the warrant for the officer.
4. Pending warrants will be filed in a visible location at front counter.

502.7 CLEARING WARRANT ENTRIES

Whenever a person has been arrested by any agency on a Renton warrant, that entry is to be cleared from WACIC.

(a) If arrested by a Renton Officer:

1. The arresting officer will sign the warrant.
2. Specialist will clear the WACIC entry. Refer to the ACCESS Ready Reference Guide.
3. Staple computer printouts ("clear record") to the warrant.
4. Initial and date the "date cleared" line in the lower right hand side of the warrant. If there were multiple warrants, initial each one as cleared.
5. Return the warrant and printouts to Renton Municipal Court.
6. Renton officer will obtain a copy of the warrant on which he/she will write his/her report.
7. Staff Services will scan the warrant to the case in the departments RMS.
8. If the warrant does not have a case number SSD will issue a new case number, enter data into the RMS and scan the warrant to the case.

(b) If an OSA officer booked the subject into SCORE
SCORE will request a faxed copy of the warrant, if it was not sent during the confirmation process.
A SCORE corrections officer will sign the warrant and fax it back to RPD.

1. Specialist will clear the WACIC entry. Refer to the ACCESS Ready Reference Guide.
2. Staple computer printouts ("clear record") to the warrant.
3. Initial and date the "date cleared" line in the lower right hand side of the warrant. If there were multiple warrants, initial each one as cleared.
4. Return the warrant and printouts to Renton Municipal Court.

(c) If after a reasonable amount of time we have not received the signed warrant from SCORE call requesting the signed warrant.

1. If you are told that a warrant subject is not in custody at SCORE after we've faxed them the warrant:
   (a) Get SCORE employee's name
   (b) Check SCORE's records www.scorejail.org, Inmate Locator.
   (c) If you locate the subject please call SCORE back.

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(d) In cases where a subject has been sentenced to a state institution, that institution notifies us by Teletype that they have the person in custody, for what charge and length of time, referencing our warrant entry.

1. Clear the WACIC entry.
2. Return the warrant, the printout and Teletype to the Renton Municipal Court. If they determine a hold is to be placed on the person, they will handle it.

(e) When a warrant has reached its expiration date, Renton Municipal Court personnel will forward a memo listing all the expired warrants. These warrants are to be CANCELLED in WACIC.

1. Pull the warrant from the warrant file.
2. If the subject has multiple warrants double-check the list to be sure only the expired warrant/s are canceled. The entry may be modified or it may be necessary to cancel the entry and reenter it.
3. Staple the WACIC cancellation Teletype to the warrant.
4. Date and initial the date-cleared section of the warrant.
5. Forward the Canceled warrants and the list to the appropriate court.

(f) Whenever a warrant has been satisfied, Renton Municipal Court personnel will request by phone that the warrant be cleared or recalled. A “recall” or a “clear” for the purpose of WACIC is the same. Some of the circumstances that lead to this request are when the warrant subject appears in court on the drop in calendar and requests a new hearing date, or a payment schedule be extended; or pays off the warrant. These warrants are to be CANCELLED in WACIC.

1. Note on the warrant the date and time and the name of the court clerk who requested the clear.
2. CANCEL the warrant in WACIC.
3. Date and initial the date-cleared section of the warrant.
4. Staple the WACIC clear Teletype to the warrant.
5. Forward to Renton Municipal Court.
   (a) If a recall warrant was in “locate” status, it may have already been pulled and returned to Renton Municipal Court by the Auxiliary Services Secretary.

502.8 VALIDATIONS

Annually request a printout from Washington State Patrol that lists all Renton Police Department warrant entries currently in WACIC. All entries on the printout will be checked against those currently on file with Staff Services. Warrants not on file with Staff Services will be cleared in WACIC.

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Service of Court Orders

503.1 RECORDS UNIT RESPONSIBILITY

The Records Unit will have primary responsibility for handling all court orders.

(a) Any court can initiate an order. Only Superior Court can process orders involving children or the disposition of property.

(b) The originating court may initiate an order and include a letter indicating the order is to be transferred to Superior Court.

1. The originating court will provide Superior Court's cause number.
2. If WACIC entry is needed, use the Superior Court ORI and cause number (ORC and RES fields).

503.2 PAPER SERVICE AND ENTRY

When papers are to be served and/or entered into WACIC:

(a) An order is ENTERED into WACIC based on the home address of the petitioner. If the petitioner lives within the Renton city limits, enter the order into WACIC.

(b) An order is SERVED based on the respondent information provided in the Law Enforcement Information Sheet (LEIS).

1. Service is usually based on respondent's home address. The LEIS may indicate that service is more likely to be successful at a work address.
2. If the address where service is requested is inside the Renton City limits, Renton Police Department will be responsible for processing for service.

(c) If an order is received that is not for Renton Police service or entry, fax the order to the appropriate agency. Log the order in the court orders logbook maintained by the Records Unit.

503.2.1 WACIC ENTRY

(a) If the order is to be entered AND served, make one copy of the order.

1. The original is for service. Refer to the Service of Orders subsection.
2. One copy is eventually filed in the Orders Cabinet located outside the front counter. Refer to IV.F and IV.G.

(b) Use the respondent information (i.e., name, date of birth) as reported on the LEIS to obtain DOL information. If not enough information is provided use other available resources such as:

1. Department records management system
2. Judicial Information Systems (JIS)
3. Call the attorney
4. Call the petitioner

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(c) Enter WACIC

1. Refer to WACIC manual for entry procedure.

(d) Print WACIC entry

(e) Initial WACIC entry

(f) Attach entry printout and DOL printout to the RPD copy of the order.

(g) Put the order in the wall file in the Records Unit to be checked.

(h) After the entry is double checked, the order is filed in the Court Orders cabinet located outside front counter.

503.2.2 SERVICE OF ORDERS

(a) Service is not considered valid unless the respondent is personally served, or unless the court specifies otherwise.

(b) Service is required at least five court days prior to the hearing date (business days, Monday through Friday, excluding holidays). Refer to 10.14.070.

(c) Orders are served by officers.

(d) For an order to be served, use the Service of Papers check sheet.

1. Check the respondent for outstanding Renton Municipal Court or other extraditable warrants.

2. Do a complete records check.

3. Service packet contains:

(a) Check sheet

(b) Order

(c) LEIS (not included with the process server packet)

(d) ROS
Respondent does NOT receive a copy of the Law Enforcement Information Sheet or Order of Waiver of Fees.

4. Records packet contains a copy of:

(a) Check sheet and process server form

(b) Order

(c) LEIS

(d) ROS

(e) WACIC printout

(e) Service by an officer:

1. Call 911 for papers to be served by an officer.

2. Give responding officer the Service Packet including CHRI, outstanding warrant information, etc.

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3. Advise officer to return packet and papers if he/she is not able to serve.
   (a) Make sure the officer notes service attempts on the Service Papers checklist.
4. Advise officer to complete the Return of Service if papers were served.

(f) Unsuccessful Service

1. Complete the Return of Service or the form letter showing that the order was not served, stating the reason.
2. Make log book entry noting return of papers.
3. Modify records management system to reflect unsuccessful service-including the reason.
4. If the Return of Service was received in a timely manner, make two photocopies of the Return of Service or of the form letter.
   (a) Send the original to the appropriate court.
   (b) Mail a copy to the petitioner.
   (c) Attach a copy to the order that is filed in the Court Order cabinet located outside the front counter.
   (d) Scan the Return of Service as a document to the case and as a document to the petitioner and respondent's global subject jackets.
5. Make notations on the Service of Papers Check sheet.

(g) Successful Service

1. Make sure the Return Service is completed.
2. Note service in the Court Order logbook.
3. Modify records management system to show date of service.
4. Modify WACIC entry to indicate service.
   (a) Initial printout.
   (b) If there is no WACIC entry, Teletype the agency responsible for the entry advising of service, with copy to RPD.
   (c) Attach printout and Teletype to the order.
5. If the Return of Service was received in a timely manner, make two photocopies.
   (a) Send the original to the appropriate court.
   (b) Mail a copy to the petitioner.
   (c) Scan the Return of Service as a document to the case and as a document to the petitioner and respondent's global subject jackets.
6. Make notations on the Service of Papers check sheet or on the process server's process slip.

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7. Served orders entered by the Renton Police Department are placed in the Orders Cabinet located outside the front counter, until expiration. Upon expiration they are filed in the case jacket.
8. Served orders not entered by the Renton Police Department are filed in the case jacket.

503.3 PROCESSING THE PAPERWORK

(a) Log the date and time received in the court order logbook.

(b) Scan the order to the case as a document.

(c) Scan the order as a document to the petitioner's global subject jacket

(d) Scan the order as a document to the respondent's global subject jacket.

(e) Effective 05-25-2005 a Renton Police Department case number is issued for all court orders.

503.4 NO CONTACT ORDER RECALLS

(a) Log the recall into the court orders log book.

(b) Cancel the WACIC entry.

1. Date and initial the printout and indicate who recalled it (e.g., "Recalled per Sue at RMC 01-31-97 BW").

(c) Return Renton Municipal Court orders with the cancel Teletype to Renton Municipal Court.

(d) File a copy of the canceled Teletype in the case jacket.

(e) Update records management system indicating the order was recalled.

503.5 VALIDATIONS

All orders entered into NCIC are validated pursuant the NCIC Validations Procedure.

503.6 RETENTION

(a) Orders with case numbers are retained for the life of the case in accordance with Washington State Archives Law Enforcement Records Retention Schedule, 6. Enforcement, Destruction Authorization Number (DAN) LE07-01-12; LE05-01-04; 8. Investigation, LE2010-063, LE07-01-09; LE2010-064.

(b) Court orders without case numbers (prior to 05-25-2005) are destroyed one year after expiration.

1. Complete a Certificate of Destruction that includes:

(a) Record Series

(b) DAN

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(c) Date of Destruction

(d) Method of Destruction

(e) Signature

2. Forward completed Certificate of Destruction to the Staff Services Division Supervisor.

(c) The court order log is retained for three years in accordance with Washington State Archives Law Enforcement Records Retention Schedule, 6. Enforcement DAN LE07-01-08.

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Concealed Pistol Licenses

504.1 NEW CONCEALED PISTOL LICENSES (CPL)

504.1.1 NEW CPL APPLICATIONS

APPLICATIONS FOR NEW CPLS are by appointment only.

(a) Applications will only be accepted from City of Renton residents, any non-resident of the State of Washington pursuant to RCW 9.41.070(13)(c), or any Renton Police Department commissioned officer.

(b) Citizen will complete application and one fingerprint card.

(c) Review the application and fingerprint card.

1. Write the receipt number on the application.
2. Abbreviations are not acceptable.
3. The application must contain the applicant's full name.
4. The applicant's address must match the address listed on their driver's license and must be a residential address. Post office boxes are not acceptable.
   (a) If the applicant has moved but did not update their driver's license they can present other documents listing their current address, such as utility bills or lease agreements.
   (b) If the applicant does not have a valid permanent Washington Driver's License or Washington State Identification Card OR has not been a resident of the State for the previous consecutive 90 days, the license may be held up to 60 days after the filing of the application before being issued.
5. Sign the application.

(d) Collect the fee and issue a receipt.

1. Original to citizen
2. The carbon copies with the fee are put into the secure money drop box.

(e) Provide the applicant with a Firearms Safety pamphlet.

504.1.2 VOLUNTEER RESPONSIBILITIES

A Volunteer will:

(a) Fingerprint the applicant (1 card)

(b) Have applicant sign the CPL

(c) Forward the application and fingerprint card to Staff Services.

(d) Staff Services will mail the fingerprint card to the Washington State Identification Section (WASIS).

(e) When the fingerprint card is returned from WASIS, Staff Services will attach it to the application.

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504.1.3 CONDUCT A BACKGROUND CHECK

(a) Department un-entered warrant file

(b) DOL firearms file

(c) Local check

(d) JIS (Discuss & Scomis)

(e) If the record is found under a listed alias, attempt to verify true identity through whatever means are available (e.g., match physical descriptors; criminal history/ fingerprint match; scars, marks and tattoos on file with the agency of record, etc.) to ensure that the record is for the same person making the application.

(f) NICS QNP Inquiry

(g) Print the NICS response (NICS responses include WASIS, WACIC/NCIC, III, and DSHS).
NICS transactions are destroyed at 0100 hours the following day. Once destroyed, another NICS inquiry cannot be made.
If an application is going to be denied, NICS must be notified prior to 0100 hours the following day.

1. Immediately after submitting the NICS inquiry, submit a NLN (NICS delayed notification). This will allow any required time needed for additional research or records.
2. If it is determined the application can proceed submit a NPN message to NICS.
3. If it is determined the application will be denied, submit a NDN message to NICS.
4. If a denial is overturned submit a NDO message to NICS.
5. If the NICS inquiry returns with a SID or FBI number run a QNR inquiry using the SID or FBI number and reason of Record Verification.
6. Initial and date that the background check has been completed.

(h) IF CRIMINAL HISTORY RECORD INFORMATION (CHRI) exists, refer to the CPL Denial Criteria and Process section.

504.1.4 TYPING/ISSUING ORIGINAL CPLS

(a) Once the application has been approved type the CPL.

(b) Mail it.

(c) Forward the DOL and LE copies with the application to the Administrative Secretary.

(d) After processing the Administrative Secretary returns the LE copy with the application to the Lead Police Service Specialist. A volunteer is assigned to match the LE copy and application with the fingerprint card. Once matched the documents are filed numerically.

(e) If the background checks returns clear the CPL must be issued within 30 days of application.

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504.2 CPL RENEWALS

RENEWALS MUST TAKE PLACE within 90 calendar days prior to expiration, or 90 calendar days after expiration.

A CPL renewal is considered late the day after expiration. A late fee will be charged.

After 90 calendar days, the applicant must reapply for an original license and pay the original application fee.

There are no exceptions.

The applicant is to complete the CPL application form, checking the appropriate renewal box.

504.2.1 REVIEW THE APPLICATION

(a) Write the receipt number on the application.

(b) Abbreviations are not acceptable.

(c) The application must contain the applicant's full name.

(d) The applicant's address must match the address listed on their driver's license and must be a residential address. Post office boxes are not acceptable.

1. If the applicant has moved but did not update their driver's license they can present other documents listing their current address, such as utility bills or a lease agreement.

(e) Sign the application.

504.2.2 PROCESSING PERIOD

Inform the applicant that there is a 30-day processing period, and the completed CPL will be sent to him/her in the mail.

(a) Obtain the old CPL and verify identity by checking picture identification.

(b) Collect renewal fee and issue receipt. Stamp applicant's receipt with "Concealed Pistol License in process of renewal." Return applicant's old CPL with their receipt.

(c) Obtain the applicant's signature on a new CPL.

(d) Place the new CPL and the application in the pending file at Front Counter.

504.2.3 CONDUCT A BACKGROUND CHECK

(a) Department un-entered warrant file

(b) DOL Firearms File

(c) Local Check

(d) JIS

(e) NICS QNP Inquiry

(f) Print NICS response.

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(g) IAQ if the applicant is not a US citizen (NICS responses include WASIS, WACIC/ NCIC, III, and DSHS).
NICS transactions are destroyed at 0100 hours the following day. Once destroyed, another NICS inquiry cannot be made.
If an application is going to be denied, NICS must be notified prior to 0100 hours the following day.

1. Immediately after submitting the NICS inquiry, send an NLN (NICS delayed notification). This will allow any required time needed for additional research of records.
2. If it is determined the application can proceed submit a NPN message to NICS.
3. If it is determined the application will be denied submit a NDN message to NICS.
4. If a denial is overturned submit a NDO message to NICS.
5. If the QNP inquiry returns with a SID or FBI number run a QNR inquiry using that SID or FBI number and reason of Record Verification.

(h) If CRIMINAL HISTORY RECORD INFORMATION (CHRI) exists, refer to the CPL Denial Criteria and Process section.

504.2.4 ISSUING THE RENEWAL

(a) If the BACKGROUND CHECK RETURNS CLEAR, type the CPL form and mail the original to the applicant.

1. Date of expiration will be 5 years from the expiration date of the old license.
2. Issue date will be date application was made.

(b) Assemble the documents in this order: green copy, goldenrod copy, and application and forward to the Administrative Secretary.

(c) The Administrative Secretary returns the application and law enforcement copy of the CPL to the Lead Police Services Specialist. A volunteer files the documents numerically.

504.3 CPL DENIAL CRITERIA AND PROCESS

PERSONS CONVICTED OF THE following crimes are ineligible for a CPL:

(a) Felony convictions in this State or elsewhere.

(b) Convictions for the following DV crimes if committed after July 1, 1993:

1. Assault 4
2. Coercion
3. Reckless Endangerment II
4. Criminal Trespass I
5. Violation of the provision of a Protection order or no-contact order restraining the person or excluding the person from a residence.

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(c) Persons who have been involuntarily committed for mental health treatment under RCW 71.05.320, 71.34.090, Chapter 10.77 or equivalent statues of another jurisdiction.

(d) A person who is under 21 years of age.

(e) A person who is subject to a Court Order or injunction regarding firearms pursuant to RCW 10.99; 26.09; 26.10; 26.26; 26.50; 9A.46

(f) A person who is free on bond or personal recognizance pending trial, appeal or sentencing for a felony offense.

(g) A person who has a confirmed outstanding warrant for his/her arrest from any Court of competent jurisdiction for a felony or a misdemeanor.

(h) A person who has been ordered to forfeit a firearm under RCW 9.41.098(1)(d) within one year before filing an application to carry a pistol concealed on his/her person.

(i) Three violations of RCW 9.41 in a 5-year period (includes misdemeanor convictions).

(j) Persons who are not United States citizens.

1. Non-U.S. citizens must have a permanent resident card.
2. Aliens must first obtain an Alien Firearms License from DOL. Refer to the DOL Correction Notices section.
3. For Canadian citizens, refer to 9.41.170(4) for exceptions.

504.3.1 DENIAL PROCESS

(a) When the background checks show any of the above criteria, type a CPL denial/ revocation letter.

(b) Create a document attached to the subject's jacket in the department records management system:
On (date) Concealed Pistol License denial letter sent to SSD Commander for review and signature. (Applicant's Name) concealed pistol license application is under review for a (date) (adult or juvenile) conviction for (charge) (crime class) out of (charging agency) (charging agency case number) (your initials)
Name the document "pending CPL denial". Do not finalize.
Example: Smith CPL under review for 10-10-10 adult conviction for class C felony Theft our of Tacoma PD case 10-42, Pierce Superior Court Case 10-10-10-10-10./vgb/

(c) Forward the application, attached documentation, memo summarizing the findings, and the denial letter to the Staff Services Division Commander for approval and signature.

1. Include all teletypes of background checks, even if they returned clear or no record.

(d) Once the denial letter has been signed make a copy.

1. Mail original denial letter to applicant.
2. Update the previously created document in the department's records management system:

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On (date) CPL denial letter signed by SSD Commander mailed to (applicant's name). Copy of denial letter sent to DOL (your initials). Finalize the document. Example: On 10-10-10 CPL denial letter signed by SSD Commander mailed to Smith. Copy of denial letter sent to DOL/vgb

3. Write DENIED on the DOL copy of the CPL. Do not write over any of the information on the form. Send original license (all copies), one copy of denial letter and a copy of the application to the Administrative Secretary for processing as a voided license.

4. Scan all documents to the subject's jacket in the department's records management system. Name the document "CPL Denial Documentation." Finalize the document.

5. Create an Alert Entry

   (a) Alert Category: Person

   (b) Alert Type: CPL Denied

   (c) Expiration Date: Two years and one month

   (d) Alert Description: CPL denied for 10-10-10 adult conviction for class C felony Theft our of Tacoma PD 10-423342342342, Pierce County Superior Court case 10-10230491235971-357/vgb

6. If an applicant requests reason for denial Staff Services may inquire of the department records management system and give the reason for the denial to the applicant. If the applicant requests any additional information or assistance he/she may be referred to either the Staff Services Supervisor or the Staff Services Commander in that order.

504.3.2 RESTORATION OF RIGHTS PROCESS

No person convicted of the following crimes may have his or her privilege to carry a concealed pistol restored:

- Murder
- Manslaughter
- Robbery
- Rape
- Indecent Liberties
- Arson
- Assault
- Kidnapping
- Extortion
- Burglary

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- Violations of 69.50.401(a) and 69.50.410

Except for the crimes listed above, a person shall not be precluded from possession of a CPL if the conviction has been the subject of a pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted or the conviction or disposition has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence 9.41.040(3). Persons seeking to restore their weapon possession rights are to be referred to King County Superior Court.

- Certificate of Rehabilitation; and
- has not been again convicted of any crime and is not under indictment for any felony offense after five or more consecutive years following completion of their sentence, or for non-felony offense after three or more consecutive years.

The document must specifically state that the subject's firearms rights are restored.

If firearms rights are restored the applicant must complete a new application and pay the appropriate new application fees.

504.4 REVOCATION OF CPLS

(a) Upon conviction of a crime that makes a person ineligible to own a pistol, the CPL shall be revoked by the issuing authority.

1. Upon order to forfeit a firearm under RCW 9.41.098(1)(d) the issuing authority shall revoke the license for one year on the first forfeiture;

(b) Upon revocation of a CPL the issuing authority shall notify DOL in writing.

504.5 REPLACEMENTS

Replacement CPLS may be issued to replace a lost CPL, a damaged CPL, a name change, or a CPL typed with incorrect information..

(a) The applicant must appear at the Renton Police Department to produce identification for replacement.

1. Replacements will be issued to City of Renton residents only.
2. Check the applicant in DOL for verification of license.

(b) Applicant is to complete a CPL application.

(c) Have applicant pre-sign a blank CPL and collect the replacement fee.

(d) Advise the applicant that the replacement, if approved, will be mailed within 30 days of date of application.

(e) Conduct background check as outlined for new application.

If the subject meets denial/revocation criteria, follow the denial process in the CPL Denial Criteria and Process section.

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504.5.1 IF BACKGROUND CHECK IS CLEAR

(a) Pull file copy of CPL

(b) Type license the same as the original. In the Previous License box type the previous CPL number and expiration date.

(c) On the CPL application note the new license number, date sent and initial.

(d) Assemble in this order: DOL copy, law enforcement copy, and application and forward to the Administrative Secretary.

(e) Administrative Secretary will forward a letter to DOL indicating the reason for the new license and attach a copy to our file copy.

504.6 VOIDED CPLS

(a) Write “void, date, your initials” on the CPL.

(b) Write a memo to the Staff Services Division Supervisor stating the reason for voiding the CPL. Attach all copies of the CPL to this memo.

(c) The SSD Supervisor forwards the memo and all copies of the voided CPL to the Administrative Secretary.

504.7 DOL CORRECTION NOTICES

DOL will return CPLs for correction with a form letter that lists the error/s. The Lead Police Services Specialist will issue a replacement CPL at no charge to the applicant.

(a) Type the replacement CPL.

(b) Send a letter to the applicant (form letter located on H:Admin/Forms Template/600) that advises the applicant to bring their CPL to the department for replacement. Make a copy of the letter and attach it to the replacement CPL.

(c) Hold at front counter until the applicant appears.

(d) When applicant appears take their incorrect CPL for destruction. Have the applicant sign the replacement CPL and issue them the original.

(e) Assemble documents in this order: green copy, goldenrod copy, and DOL correction notice and forward to the Administrative Secretary.

504.8 ALIEN FIREARMS LICENSE

No longer processed by local law enforcement; now the responsibility of DOL.

504.9 FIREARM DEALER'S LICENSE

(a) Applications for Firearms Dealer’s Licenses will only be accepted from dealers located in the City of Renton.

(b) Firearms dealers and their employees must qualify to sell firearms under the same standards that qualify individuals to possess firearms.

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(c) Firearm Dealer's Licenses are good for one year and are not renewable. The dealer must reapply each year.

(d) In order to obtain a Firearms Dealer's License, the dealer applies through the business' local law enforcement agency for criminal history background check.

504.9.1 DEALER EMPLOYEES PROCESS

(a) Only employees who sign firearm transaction forms need to be fingerprinted.

(b) Employees must make an appointment to be fingerprinted.

(c) The total fingerprinting fee for a dealer EMPLOYEE is $21:

1. $5 City of Renton fingerprinting fee
2. $16 Washington State AFIS fee

(d) After processing the fingerprints card, WSP will return the results to the Renton Police Department. The Department will forward results to the Dealer.
If a dealer employee returns with conviction data it is the dealer's responsibility to determine which convictions disqualify the employee

504.9.2 DEALER'S PROCEDURE

(a) The owner or manager must make an appointment to be fingerprinted.

1. At the time of the appointment the owner or manager is to pay the $5 City of Renton fingerprinting fee. There is no AFIS fee for the owner/manager.
2. The owner or manager is to complete a Firearms Dealer License application.
3. The owner or manager is to provide a copy of the business' Federal Firearms License and Washington State Business license showing the UBI number.

(b) A volunteer will:

1. Submit fingerprints via AFIS

(c) Staff Services will conduct a background check:

1. WASIS/NCIC III
2. WACIC/NCIC
3. DOL Firearms File
4. DSHS (by fax)
5. Department warrant file
6. JIS
7. Local check
   (a) If CHRI exist, refer to the CPL Denial Criteria and Process section.
   (b) If the record is found under a listed alias attempt to verify true identity through whatever means are available (i.e., match physical descriptions; criminal history/fingerprint match; scars, marks and tattoos on file with the

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agency of record; etc.), to ensure that the record is for the same person making the application.

(c) If BACKGROUND CHECK CLEAR forward the application with the completed background checks along with copies of the Federal Firearms License and Business License attached to the Staff Services Supervisor for issuance of the license.

(d) Staff Services Supervisor will:

1. Type the dealer license
2. Call the owner or the manager advising the application has been approved and is ready for issuance.
3. The owner or manager is to bring $125 cash, check or money order payable to the Washington State Patrol.
4. Issue receipt
5. Issue original dealer license
6. Payment, copy of receipt, and the goldenrod copy of the dealer license are placed in drop box to be processed by the Administrative Secretary.
7. File the green copy of the Dealer's License in the Dealer's License file located in the Staff Services Supervisor's office.

504.10 CURRENT FEE SCHEDULE AND DISTRIBUTION

(a) The fee for a new CPL is $52.50 (effective 3/19/2012) and is distributed as follows:

1. $15 - State General Fund
2. $3 - State Firearms Range account in the General Fund
3. $14 - City of Renton
4. $4 - City of Renton (fingerprint fee)
5. $16.50 - FBI

(b) The fee for a CPL Renewal is $32 and is distributed as follows:

1. $15 - State General Fund
2. $3 - State Firearms Range account in the General Fund
3. $14 - City of Renton

(c) The fee for a CPL Late Renewal is $42 and is distributed as follows:

1. $15 - State General Fund
2. $3 - State Firearms Range account in the General Fund
3. $14 - City of Renton
4. $3 - State Wildlife Fund, used exclusively for the printing and distribution of a pamphlet on the legal limits of the use of firearms, firearms safety, and the

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preemptive nature of State law. The pamphlet shall be given to each applicant for a license.

5. $7 - City of Renton

(d) The fee for a CPL replacement of a lost or damaged license is $10 and is paid to the City of Renton.

(e) The fee for a Firearms Dealers License is $125 and is distributed to the State Violence Reduction and Drug Enforcement account (69.50.520).

504.11 ABBREVIATIONS

BATF - Bureau of Alcohol/Tobacco and Firearms

CHRI - Criminal History Record Information

CPL - Concealed Pistol License

DOC - Department of Corrections

DOL - Department of Licensing

DSHS - Department of Social and Health Services

DV - Domestic Violence

FBI - Federal Bureau of Investigation

IAQ - INS inquiry

INS - Immigration and Naturalization Service

JIS - Judicial Information System

NICS - National Instant Criminal Background Check System

RAP - Record of Arrest and Prosecution

RCW - Revised Code of Washington

SSD - Staff Services Division

WASIS - Washington State Identification Section

WSP - Washington State Patrol

504.12 RETENTION/DESTRUCTION

(a) Denied CPLs are retained in accordance with the Washington State Archives Law Enforcement Retention Schedule, destruction authorization number (DAN) LE17-01-02. Denied CPLS are retained for 2 years after the date of denial and are then destroyed.

1. Upon expiration delete the Alert entry and all documents referencing the denial. Destroy the paper file.

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2. Prepare a Certificate of Destruction. Forward the Certificate of Destruction to the Staff Services Division Supervisor.

(b) Approved CPLs are retained in accordance with the Washington State Archives Law Enforcement Retention Schedule, destruction authorization number (DAN) LE17-01-01. Approved CPLS are retained for 6 years after expiration and are then destroyed.

1. Upon expiration delete the application and any supporting documents.
2. Prepare a Certificate of Destruction. Forward the Certificate of Destruction to the Staff Services Division Supervisor.

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Application to Transfer Pistol

505.1 APPLICATION TO TRANSFER PISTOL

(a) Federal Law requires that anyone intending to purchase a firearm submit a State of Washington Application to Transfer Pistol, form #FIR-652-001, to the local law enforcement official where the individual resides. Multiple sales are to be reported on ATF Form #F3310.4.

(b) Purchasers showing a valid Washington State Concealed Pistol License (CPL) can take immediate possession of the firearm.

(c) Purchasers not showing a valid Washington State CPL are required to wait five full business days before taking possession of the firearm.

(d) The Firearms Dealer must submit the Application to Transfer by the end of the business day.

1. The Renton Police Department will only accept Applications to Transfer for City of Renton residents.

   (a) If the applicant is not a City of Renton resident, contact the gun dealer and advise which agency they are to send the application to. Once notified the Application to Transfer form is shredded.

2. The Renton Police Department will only accept such Applications to Transfer via the US Postal Service or personal delivery.

3. Applications to Transfer will not be accepted by phone under any circumstances. Fax delivery is acceptable, however should not be accepted as a general course of business.

505.2 PROCESSING APPLICATION TO TRANSFER

(a) Date/time stamp each application and determine if the applicant is a City of Renton resident. If the applicant is not a City of Renton resident, the form is to be returned to the gun dealer, marked “not a city resident.”

(b) Review the application to ensure basic requirements for purchase are met:

1. Applicant must be at least 21 years of age

2. Applicant must be a United States citizen

   (a) If the purchaser is not a United States citizen, the purchaser must supply a Washington State Alien Firearms License as issued by the Department of Licensing or a permanent resident card issued by ICE.

(c) If the applicant has a valid Concealed Pistol License the firearm dealer will conduct the NICS check and note the NICS transaction number of the form. The dealer will receive notice from FBI NICS on whether or not the applicaton can proceed. If the application is to proceed the dealer will forward the application to the Renton Police Department.

1. Staff Services will then conduct the following background checks:

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(a) DOL Concealed Pistol License File (DF)

(b) WACIC stolen status (WG)

(c) Local records

(d) JIS (Discus; Scomis)

(e) WACIC/NCIC

1. DO NOT conduct a NICS check as this will create a new NICS transaction number for the same application.

2. If there is no denial criteria forward the application to the Staff Services Supervisor for destruction.

3. If there is a denial criteria, or if additional research is needed, call the dealer to place a hold on the purchase. Note whether or not the applicant has taken possession of the firearm. 9.414.090 (4) allows up to 90 days to complete research.
Proceed to the Denial Process section.

(d) If the applicant does not have a valid Concealed Pistol License there is a five day waiting period during which time every attempt to process the application must be made. If the application is received three or more days after the application date, place a hold on the purchase by calling the dealer. Advise the dealer more time is needed to conduct the required background checks.

1. Staff Services will conduct the following background checks:

(a) DOL Concealed Pistol License File (DF)

(b) WACIC stolen status (WG)

(c) Local records

(d) JIS (Discus; Scomis)
Before proceeding to the final check research all other checks to determine if the application can proceed or will be denied or placed on hold for additional research.

(e) NICS Inquiry (QNP)
(NICS responses include WASIS, WACIC/NCIC, III, and DSHS)
If the application can proceed note the NICS transaction number on the application and FAX it to the dealer. Multiple purchases for one person – use same NICS number.
If the application is denied or placed on hold, immediately following the NICS check send the NICS Denial Notification (NDN) (mask F NDN). Call the dealer to notify of the denial and hold. If more time is needed to determine eligibility send the delay message prior to the denial message. Proceed to the Denial Process section
If after sending the denial (NDN) notification it is determined the application can proceed notify NICS using the overturn message (F NDO).

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(f) If the NICS inquiry returns with a SID or FBI number run a QNR inquiry using the SID or FBI number.

505.3 DENIAL CRITERIA

PERSONS CONVICTED OF THE following crimes are ineligible to possess a firearm:

(a) Felony convictions in this state or elsewhere;

(b) Convictions for the following DV crimes if committed after July 1, 1993:

1. Assault 4
2. Coercion
3. Reckless Endangerment II
4. Coercion
5. Criminal Trespass I
6. Violation of the provision of a Protection order or no-contact order restraining the person or excluding the person from a residence

(c) Persons who have been involuntarily committed for no less than 14 days for mental health treatment under RCW 71.05.320, 71.34.090, Chapter 10.77 or equivalent statues of another jurisdiction.

(d) A person who is under 21 years of age.

(e) A person who is subject to a court order or injunction regarding firearms pursuant to RCW 10.99; 26.09; 26.10; 26.26; 26.50; 9A.46

(f) A person who is free on bond or personal recognizance pending trial, appeal or sentencing for a felony offense;

(g) A person who has a confirmed outstanding warrant for his/her arrest from any court of competent jurisdiction for a felony or a misdemeanor;

(h) A person who has been ordered to forfeit a firearm under RCW 9.41.098 (1)(d) within one year before filing an application to carry a pistol concealed on his/her person.

(i) Three violations of RCW 9.41 in a five year period (includes misdemeanor convictions).

(j) Persons who are not United States citizens.

1. Aliens must first obtain an Alien Firearms License from DOL or a permanent resident card issued by ICE. Refer to the Retention/Destruction section
2. For Canadian citizens, refer to 9.41.170 (4) for exceptions.

505.4 DENIAL PROCESS

(a) If the individual is prohibited by law from purchasing a firearm the dealer will be notified that they are prohibited from making the sale based upon “reasonable cause

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to believe" that the intended buyer is prohibited from purchasing a firearm. A denied Application to Transfer will be filed in the Staff Services Supervisor's office.

(b) Complete the denial/review request form summarizing denial criteria. If it clearly appears that this will be a denial, also complete the denial/revocation letter.

(c) Forward the letter, the summary form and the application to the Staff Services Division Commander for approval and signature.

1. If the applicant does not have possession of the weapon pending the five day waiting period, and the Staff Services Division Commander is unavailable during this time, refer to the Staff Services Division Supervisor.

2. If the applicant has a valid Concealed Pistol License and took possession of the weapon at the time of purchase, refer to the Staff Services Division Lead Specialist who will prepare a revocation letter for the division commander's signature.
If the Commander approves the denial letter for mailing:

(a) Scan the entire file to the subject's global jacket in the department records management system. Do not finalize the document.

(b) Mail original to the applicant.

(c) Wait 10 days for an appeal from the applicant. If there is no appeal or if it is unsuccessful, write DENIED on the copy of the application. Add the reason for the denial to the letter. Mail the application with a copy of the denial letter to:
Department of Licensing
Firearms Desk
P.O. Box 9649
Olympia, WA 98504

(d) Mail photocopy to the dealer.
If the applicant requests the reason for the denial, Specialists may look up the information in the Renton Police Department records management system and disclose to the applicant the reason for denial. If the applicant requests additional information, they may be referred to the Lead Police Service Specialist, the Staff Services Division Supervisor or the Staff Services Division Commander.
After the denial, destroy the entire file and delete the document from the subject's global jacket in accordance with the Washington State Archives Retention Schedule, DAN LE17-01-03.

(d) If an application is denied by a gun dealer as a result of a NICS check, the gun dealer is to refer the applicant to NICS.

505.5 RESTORATION OF RIGHTS PROCESS

No person convicted of the following crimes may have his or her privilege to carry a concealed pistol restored:

- Murder

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- Manslaughter
- Robbery
- Rape
- Indecent Liberties
- Arson
- Assault
- Kidnapping
- Extortion
- Burglary
- Violations of 69.50.401(a) and 69.50.410

Except for the crimes listed above, a person shall not be precluded from possession of a CPL if the conviction has been the subject of a pardon, annulment, certificate of rehabilitation, or other equivalent procedure based on a finding of the rehabilitation of the person convicted or the conviction or disposition has been the subject of a pardon, annulment, or other equivalent procedure based on a finding of innocence 9.41.040(3). Persons seeking restoration of weapon possession rights are to be referred to King County Superior Court

- ***Certificate of Rehabilitation*** to include an Order of Dismissal which must specifically state that firearms rights are restored
  And
- Has not been again convicted of any crime and is not under indictment for any felony offense after 5 or more consecutive years following completion of their sentence, or for non felony offense after 3 or more consecutive years.

505.6 RETENTION/DESTRUCTION

Denied weapon transfer applications are retained for 20 days in accordance with the State retention schedule, destruction authorization number LE17-01-03.

Prior to destruction verify there is an Alert Entry in the department's records management system.

Approved weapon transfer applications are retained for 60 days in accordance with the State retention schedule, destruction authorization number LE2010-049.

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Violent Person File (Officer Safety Alert)

506.1 PURPOSE AND SCOPE

The Violent Person database is intended to provide protection to police, corrections, or other criminal justice employees when they contact an individual who has exhibited assaultive or threatening behavior when contacted by law enforcement or corrections. This file is available statewide and all wanted person inquiries are checked against it. Entry of records in the Violent Person database is restricted to law enforcement and correctional agencies.

506.2 CRITERIA FOR ENTRY OF NAME INTO NCIC VIOLENT PERSON FILE (VPF)

(a) Offender has been convicted for murder/homicide or physical assault of a law enforcement officer, fleeing, resisting arrest or any such statue which involves violence against law enforcement officer; or

(b) Offender has been convicted of a violent offense against a person to include homicide or attempted homicide; or

(c) Offender has been convicted of a violent offense against a person where a firearm or weapon was used; or

(d) A law enforcement agency, based on its official investigatory duties, reasonable believes that the individual has seriously expressed his or her intent to commit an act of unlawful violence against a member of the law enforcement or criminal justice community.

506.3 DOCUMENTATION REQUIREMENTS

(a) Signed statement of circumstances from the investigating officer.

1. The reporting officer must complete the Renton Police Department VPF Form. This form includes a summary of why the subject should be entered into the NCIC Violent Person File. This form must include the case number that supports the NCIC entry.

2. A new case number is generated for the actual NCIC entry and a separate file is maintained under that case number.

(b) Charging information, if any.

(c) Authorized statement signed by the chief administrative officer of the agency or his/her designee.

1. The Violent Person File Form must be signed by the approving supervisor and the approving administrative officer.

506.4 CRITERIA FOR ENTRY OF VEHICLE INTO NCIC

No vehicle entry will be made into the VPF unless there is reason to believe the subject of record is actually operating the vehicle.

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(a) Registered ownership of a vehicle is NOT criteria for entry in this record.

506.5 VALIDATION OF RECORDS IN THE VIOLENT PERSON FILE

Validation of records retained in the NCIC VPF is required three months after primary entry. Subsequent validations occur annually in based on the month the first validation is completed. The Staff Services Division Supervisor will be primarily responsible for the validation procedure.

(a) Upon receipt of the list of names from NCIC, the Staff Services Division Supervisor will check for any contacts by the department since the original entry was made.

(b) A copy of the original case and any subsequent contacts will be forwarded to the Patrol Commander authorizing entry into the NCIC Violent Person File.

(c) The Patrol Commander will review the information and return the file to the Staff Services Division Supervisor with written recommendation to either retain or delete the record in the Violent Person File.

506.6 NCIC RETENTION PERIOD FOR VIOLENT PERSON FILE

Violent Person entries in the VPF (NCIC) will remain in the file until action is taken by the Department to clear or cancel the record.

506.7 RECORDS MANAGEMENT SYSTEM ENTRY

Violent Person records are also entered into the records management system as a case.

(a) Issue a case number separate from the original incident number.

(b) Use offense code 0195 Officer Safety.

(c) Enter original case as an associated case in the Violent Person case.

(d) Enter person as a suspect.

(e) Complete a narrative.

(f) Add an Officer Safety Alert in MSP.

(g) Create a blue Violent Person file writing the Officer Safety case number on the side of the file. Case file is to contain:

1. NCIC printout of Violent Person entry
2. Violent Person/Premise History form
3. Renton Police Department criminal history (done at first and subsequent validations)
4. NCIC, CHRI, DOL (done at first and subsequent validations)
5. Case report(s)

(h) The records management system Person of Interest entries are validated at the same time the WACIC entry is.

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(i) The Staff Services Division Supervisor will place a copy of the updated information in the appropriate Violent Person case jacket as documentation of retention or deletion of the data.

506.8 RENTON POLICE DEPARTMENT RETENTION

(a) The Staff Services Division Supervisor is responsible for destruction of Violent Person Files.

(b) It is the department's responsibility to clear a name from the Violent Person File upon determining the subject no longer presents a threat to a law enforcement officer, or upon official notification that the subject is in long-term custody; or deceased.

(c) The Violent Persons name record must be canceled immediately upon determining the record was not valid.

(d) Expired Violent Person case retention is based on the case that originated the officer safety request.

(e) Expired Violent Person cases to be retained are returned to regular case files. The Violent Person form, NCIC entry and any additional documents subject to retention criteria are transferred to the original case file for retention.

(f) Department records management

1. Enter scheduled destruction date
2. Enter all validation information using the summary function

(g) If the case qualifies for destruction follow closing instructions in SOP-058.

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In-Station Alarms

507.1 GENERAL INFORMATION

Staff Services Division monitors the city's alarm system.
There are four basic types of (color coded) alarms:

- Fire and Fire Trouble (red)
- Intrusion (blue)
- Panic (purple)
- System (yellow)

Restored alarms will display green.

507.2 ALARM LIST

The following alarms are monitored at the Front Counter:

(a) Non-directional Beacon (NDB)

(b) City Shops - 3555 NE 2nd St.

1. Fire
2. Fire Trouble

(c) Facility Shop

1. General Building Alarm
2. Main Entry Intrusion
3. Office Window Intrusion
4. Shop Rollup Door Intrusion

(d) Golf Course - 4050 Maple Valley Highway

1. Clubhouse Fire
2. Clubhouse Fire Trouble
3. Driving Range Fire
4. Driving Range Fire Trouble
5. Golf Course Intrusion (audible)
6. Driving Range Panic
7. Lounge Panic
8. Pro Shop Panic

(e) Highlands Library - 2902 NE 12th St

1. Fire

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2. Fire Trouble
3. Intrusion (audible)

(f) Main Library - 100 Mill Ave. S

1. Intrusion (not currently working)
2. Heat Ducts Fire
3. Low Water Fire
4. Pull Boxes Fire
5. Smoke Detectors Fire
6. Sprinklers Fire
7. Fire Trouble

(g) Renton Community Center - 1715 Maple Valley Highway

1. Heat Ducts Fire
2. Kitchen Area Fire
3. Pull Boxes Fire
4. Smoke Detectors Fire
5. Sprinkler Water Flow Fire
6. System Trouble Fire
7. Intrusion Zones 1, 2, 3 (audible)
8. Intrusion Janitor Room (audible)
9. Panic Front Desk

(h) Senior Center - 211 Burnett Ave. S

1. First Floor Fire
2. Main Hall Fire
3. Second Floor Fire
4. System Trouble Fire
5. Water Flow Fire
6. Intrusion (audible)

(i) Facilities Park Shops – 107 Williams Avenue North

1. Intrusion

(j) City Hall - 1055 South Grady Way

1. First Floor
   (a) Police First Floor Control Room (front counter) Panic

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(b) Finance Panic

(c) Lobby Information Desk Panic

(d) IS Computer Room Glass Break

2. Second Floor

(a) Lobby Panic

3. Third Floor

(a) Court Clerks North Window Panic

(b) Court Clerks West Window Panic

(c) Courtroom #1 Panic

(d) Judges Chambers Panic

(e) Large Courtroom Panic

(f) Electronic Home Detention Room #325 Panic

(g) Probation Office #326 Panic

4. Fifth Floor

(a) Lobby Panic

5. Sixth Floor

(a) Lobby Panic

6. Seventh Floor

(a) City Clerk Panic

(b) Council Chambers Panic

(c) Human Resources Panic

(d) Mayor's Office Panic

(e) Mayor's Receptionist Panic

7. Jail P-2

(a) Evidence Freezer

(b) Evidence Intake

(k) System Alarms

1. Invalid Facility Codes

2. Line Errors

3. Lost Communications

Fire alarms for City Hall (1055 South Grady Way) are monitored by ADT.

507.3 ACKNOWLEDGING (RESPONDING TO) ALARMS

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507.3.1 NON-DIRECTIONAL BEACON (NDB) ALARM

The NDB facility provides users who have appropriate radio compass receivers or other direction finding equipment with an accurate and reliable means of navigation. It may be used for homing, as a marker for holder areas, or as an obstruction marker. This allows any aircraft in the coverage to tell what direction the Renton Airport is in relation to their location.

This alarm indicates that the NDB is out of service. This can be due to it actually being out of service or can be activated by weather. When activated by weather it will usually restore within a few minutes. This NDB Off and NDB on can occur many times in succession when affected by the weather.Ideally, there would be a 10-minute wait to see if it does go back into service and stays in service. However, due to system constraints this is not always practical. Therefore at the first NDB out of service alarm:

(a) Select the NDB off alarm

(b) Enter

(c) Follow on screen instructions

1. Between 0700 – 1530 hours
   Call the Renton Tower (Renton FCT) advising the NDB alarm has sounded and is considered out of service.
   (206) 764-6632
   Call the City Signal Shop advising the NDB alarm has sounded, the time it sounded, and that it is considered out of service OR that a malfunction of the NDB has been reported by the Renton Tower or Seattle TRACON (Seattle Terminal Radar Approach Control).
   Ext: 7423
   On Call Pager: (425) 325-0535

2. Between 1530 – 2000 hour October 1 through April 30
   Between 1530 – 2100 hours May 1 through September 30
   Call the Renton Tower advising the NDB alarm has sounded and is considered out of service.
   (206) 764-6632
   Page the Signal Shop advising the NDB alarm has sounded, the time it sounded, and that it is considered out of service OR that a malfunction of the NDB has been reported by the Renton Tower or Seattle TRACON.
   On Call Pager: (425) 325-0535

3. Between 2000 – 0700 hour October 1 through April 30
   Between 2100 – 0700 hours May 1 through September 30
   Call Seattle TRACON advising the NDB alarm has sounded and is considered out of service
   (206) 214-4655
   Page the Signal Shop advising the NDB alarm has sounded and is considered out of service OR that Renton Tower or Seattle TRACON reported a NDB malfunction.
   On Call Pager: (425) 325-0535

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NDB SERVICE

The Signal Shop will notify you once the NDB is back in service:

(a) Select the NDB on alarm

(b) Enter

(c) Follow on screen instructions

1. 0700 – 2000 hours October 1 through April 30
   0700 – 2100 May 1 through September 30
   Call Renton Tower advising the NDB is back in service and the time it was placed back in service
   (206) 764-6322

2. 2000 – 0700 hours October 1 through April 30
   2100 – 0700 hours May 1 through September 30
   Call TRACON advising that the Renton NDB is back in service and the time it was placed back in service.
   (206) 214-4655

507.3.2 ACKNOWLEDGING FIRE, PANIC AND INTRUSION ALARMS
To acknowledge Fire (except City Hall) Panic, and Intrusion alarms:

(a) Select the alarm

(b) Enter

(c) Follow on screen instructions

(d) Type notes

(e) Once the alarm has been restored (green) acknowledge it to clear it from the screen.

507.3.3 ACKNOWLEDGING SYSTEM ALARMS
To acknowledge System Alarms:

(a) Invalid Facility Codes require no action other than to acknowledge it to clear it from the screen.

(b) Line errors require no action other than to acknowledge it to clear it from the screen.

(c) Lost Communications can be immediately acknowledged. Lost Communications alarms will usually restore within 1-2 minutes. If they don't restore after two minutes, call IS at numbers listed on screen.

507.4 CITY HALL (1055 SOUTH GRADY WAY) FIRE ALARMS
A fire alarm sounds on the floor it is activated on, as well as one floor above and one floor below. In addition to the siren there are strobes.

ADT monitors the fire alarms for city hall. They are responsible for calling Valley Communications.

All floors affected are to evacuate.

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If a fire alarm sounds on the first floor call Valley Communications and the jail to advise you are evacuating the building. Take the keys and radio with you.

The fire department will evacuate other floors as they deem necessary.

The fire department will advise when the building can be re-entered.

507.5 ALARM TESTING

ASG is responsible for quarterly testing of the panic and intrusion alarms.

The Facilities Division is responsible for test of the fire alarms.

The Facilities Division performs monthly testing on all panic alarms.

Staff Services will perform random testing of their panic alarms.

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Arrest Files Retention

508.1 DEFINITION

Arrest Files are named by the Washington State Archives as Inmate Custody Files and are defined as records documenting the custody of inmates.

508.2 PROCEDURE

(a) Prior to October 1, 2004, the Renton Police Department maintained arrest files separately from case files. Effective October 1, 2004, the Renton Police Department began maintaining arrest files with the appropriate case file.

(b) Arrest files included with a case are retained and destroyed in accordance with the Washington State Archives Record Records Retention Schedule governing cases. Refer to the Case Retention Procedure.

(c) Arrest files not included with a case file are retained and destroyed in accordance with the Washington State Archives Law Enforcement Records Retention Schedule 4. Corrections and Jails, Destruction Authorization Numbers (DAN) LE15-01-40; LE2010-038, and LE2010-086.

(d) DAN LE15-01-40 governs the retention and destruction of inmates age 18 and over. These files are destroyed six years after termination of incarceration (release from custody date).

1. Arrest files created prior to the implementation of the department's electronic records management system may not include a release from custody date. The Renton Police Department Jail is classified as a 365 day facility. Arrest files that do not indicate a release date are destroyed seven years and one day after the booking date.

(e) DAN LE2010-038 governs the retention and destruction of inmates under 18 years of age. These files are destroyed five years after the inmate turns 18 years of age and 6 years after termination of incarceration (release from custody date).

1. Arrest files created prior to the implementation of the department's electronic records management system may not include a release from custody date. The maximum amount of time a juvenile can be held in the Renton Police Department Jail is six hours. Juvenile arrest files that do not indicate a release date are destroyedfive years after the inmate turns 18 years of age and six years after termination of incarceration (release from custody).

(f) DAN LE2010-086 governs notorious and/or historically significant inmates. These files retained for six years after termination of incarceration and then transferred to Washington State Archives.

1. Arrest files created prior to the implementation of the department's electronic records management system may not include a release from custody date. The Renton Police Department Jail is classified as a 365 day facility. Notorious and/or historically significant arrest files that do not indicate a release date are retained

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for seven years and one day after the booking date and are then transferred to Washington State Archives.

(g) A Certificate of Destruction is completed that includes:

1. Records Series
2. DAN
3. Date of destruction
4. Method of destruction
5. Signature
   Forward completed Certificate of Destruction to the Staff Services Division Supervisor.

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Subpoena Duces Tecum

509.1 DEFINITIONS

Subpoena Duces Tecum - A written order commanding the attendance of a person in court and directing that person to produce books, papers, documents or other objects designated in it.

509.2 RECEIPT OF SUBPOENA DUCES TECUM

509.2.1 STAFF SERVICES DIVISION RESPONSIBILITIES

Upon receipt of a Subponena Duces Tecum, Staff Services Division personnel will:

(a) Indicate and initial date and time received, and

(b) Forward to Records Specialist.

509.2.2 RECORDS UNIT SPECIALIST RESPONSIBILITIES

(a) Make three copies of the Subpoena Duces Tecum.

(b) Pull case, and check with follow up unit to obtain any additional information.

(c) After gathering all case information requested in Subpoena Duces Tecum, copy all data, and forward to Staff Services Division Manager with two copies of the Subpoena Duces Tecum.

(d) File the third copy of the Subpoena Duces Tecum in the case jacket, indicating the date forwarded to Staff Services Division Manager.

509.2.3 STAFF SERVICES DIVISION MANAGER RESPONSIBILITIES

(a) Review Subpoena Duces Tecum and all copied documents for completeness.

(b) Contact the Bureau Commander and/or Chief of Police, if requested data includes references to officer activity, personnel files, etc. which would more properly be provided by them.

(c) Immediately contact City Attorney, if hearing date indicated in Subpoena Duces Tecum is unreasonable, or if request does not comply with statutes, or if unable to gather information requested.

(d) Forward all copied data and the Subpoena Duces Tecum to the City Attorney for review.

(e) Maintain file of subpoenas forwarded to the City Attorney, including date/time sent.

(f) Upon advisement by City Attorney that documents were forwarded to proper court, close file, and forward to Records Unit for filing in case jacket.

(g) Upon advisement by City Attorney of necessity for personal appearance, recover appropriate documents, and appear as scheduled.

(h) After scheduled appearance, close file, and forward to Records Unit for filing in case jacket.

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509.2.4 BUREAU COMMANDER AND/OR CHIEF OF POLICE RESPONSIBILITIES

Provide copies of all pertinent data to the Staff Services Division Manager, or if unable to comply with request, will immediately notify Staff Services Division Manager, providing reason.

509.2.5 CITY ATTORNEY RESPONSIBILITIES

(a) Review Subpoena Duces Tecum and copied data.

(b) Forward data to appropriate court, advising court that no personal appearance will be made unless specifically requested.

(c) Advise Staff Services Division Manager when data has been forwarded.

(d) If necessary for Staff Services Division Manager to appear in person with data, so advise, and return documents to Renton Police Department.

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Expunging/Sealing of Juvenile Records

510.1 PROCEDURE

(a) Juvenile records will be expunged or sealed upon order of the court. When such an order is received all information pertaining to the subject will be gathered and submitted to the Staff Services Division Supervisor for approval to:

1. Expunge or seal the subject's name from all computer files.
2. Expunge of seal the subject's name from the case file and microfilm.
3. Expunge or seal the arrest file.

(b) Juvenile records may be expunged at the request of the subject under the following circumstances:

1. For class B offenses other than sex offenses, since the last date of release from confinement, including full-time residential treatment, if any, or entry of disposition, the person has spent five consecutive years in the community without committing any offense or crime that subsequently results in conviction.
2. For class C offenses other than sex offenses, since the last date of release from confinement, including full-time residential treatment, if any, or entry of dispositon, the person has spent two consecutive years in the community without committing any offense or crime that subsequently results in conviction.
3. For gross misdemeanors and misdemeanors, since the last date of release from confinement, including full-time residential treatment, if any, or entry of disposition, the person has spent two consecutive years in the community without committing any offense or crime that subsequently results in conviction or diversion.
4. No proceeding is pending against the moving party.
5. No proceeding is pending seeking the formation of a diversion agreement.
6. The person has not been convicted of a Class A or sex offense.
7. Full restitution has been paid.

(c) In accordance with the RCW 13.50, the Renton Police Department may expunge juvenile arrest files once the juvenile reaches 18 years or age or 23 years of age for Class A felonies, and does not have an adult arrest record.

(d) In accordance with Washington State Archives Law Enforcement Records Retention Schedule 8 Investigation Destruction Authorization Number (DAN) LE07-01-10: Sealed juvenile records are retained until the juvenile reaches 23 years of age or until a court-ordered expungement, whichever is sooner.

(e) A Certificate of Destruction is completed that includes:

1. Record series
2. DAN

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3. Date of destruction
4. Method of destruction
5. Signature
   Forward the Certificate of Destruction to the Staff Services Division Supervisor.

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Subpoenas/Court Notices

511.1 PROCEDURE

(a) Subpoenas from Superior Court or Renton Municipal Court may be accepted at Front Counter, after making certain they are issued in the name of a Department employee. They are then forwarded to the Patrol Secretary for processing.

(b) In instances when a process server is attempting personal service upon a department member for testimony as a result of official duties as a member of the Renton Police Department, other than Renton Municipal Court or King County Superior Court, the following shall occur:

  (a) If the member is on duty, contact the member regarding the subpoena service;

  (b) If the member is not on duty, check the member's NWS personnel jacket (documents tab) to ascertain that a signed copy of form RPD624 is on record there;

  (c) If so, contact a commissioned sergeant or above to personally accept service of the subpoena;

  (d) If the member is not on duty, and has not signed form RPD624, service will not be accepted at the Police Department.

(c) Prosecutors calling for officers in regards to court dates, times, etc., should be referred to the Patrol Secretary.

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Case Settlements

512.1 PROCEDURE

(a) The Staff Services Division processes Case Disposition Reports (case settlements).

1. Case settlements should be completed prior to running the UCR (Uniform Crime Reporting) and other monthly reports.
2. Case settlement processing should be done by the fifth day of the month.

(b) If a case comes in after monthly reports have been completed, use a settlement date of the next month to be counted on UCR.

(c) Verify and edit data as needed in the department records management system.

1. Refer to current records management system step-by-step instructions.

(d) **Be sure recovered serialized property and vehicles, and located missing persons are cleared WACIC/NCIC.**

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Arrest Records

513.1 PROCEDURE

(a) Every person arrested by the Renton Police Department receives a unique arrest number that is generated by the department records management system.

1. Prior to 10-01-04 Arrest Booking Cards, mug shots, fingerprint cards and duplicate Arrest Disposition Reports are filed by the subject's unique arrest number.
2. Effective 10-01-04 Arrest Booking Cards are filed in the appropriate case file.
   (a) Fingerprint cards are electronically submitted to and retained by AFIS. If a copy is needed it can be requested from AFIS.
   (b) Mug shots are electronically maintained in the department's records management system. If a copy is needed it can be printed.
   (c) Misdemeanor Arrest Disposition Reports are processed by Renton Municipal Court.
   (d) Felony Arrest Disposition Reports are processed by Staff Services, refer to the Felony Arrest Dispositions Procedure.

513.2 AUXILIARY SERVICES

Auxiliary Services will forward Arrest Booking Cards to Staff Services.

(a) PREPPING

1. Remove all staples.
2. Remove Unusual/Unique Circumstances forms and file in Unusual/Unique Circumstance Forms folder located in Records storage room.
   (a) Filed by Year and then Month
3. Remove and shred case report.
4. Re-staple with one staple in upper left corner.
   (a) Do not put half sheets as first or last document
5. Write case # in red in upper right corner.
   (a) If arrest contains multiple case numbers use the most recent.
6. Verify case number is correct by comparing case # on booking to NWS case.
   (a) If incorrect forward to Sergeant McMullen for correction.

(b) Records Management System Arrest Entry

1. If all charges are EHD only, a records management system arrest entry is not needed. The booking card is filed in the appropriate case jacket.

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2. If all charges are OSA only, a records management system arrest entry is not needed. The booking card is filed in the appropriate case jacket.
3. If all charges are warrants, a records management system arrest entry is not needed. The booking card is filed in the appropriate case jacket.
4. If all charges are DWLS, a records management system arrest entry is not needed. The booking card is filed in the appropriate case jacket.
5. If all charges are Court Transport or Custody Transfer, a records management system arrest entry is not needed. The booking card is filed in the appropriate case jacket.
6. If charges are any combination of 1 – 5, a records management system arrest entry is not needed. The booking card is filed in the appropriate case jacket.
7. Check remaining bookings to see if an Arrest was entered in NWS
   (a) If an arrest is entered, the booking card is filed in the appropriate case jacket.
   (b) If arrest is not entered and is a felony add the appropriate arrest information to the case in the records management system.
   (c) If arrest is not entered and is a misdemeanor reduced from felony update the appropriate arrest information in the case in the records management system.
   (d) If arrest is not entered and does not fit “b” or “c” so note and forward to the Staff Services Division Supervisor.

513.3 FELONY ARREST DISPOSITION REPORTS

Felony Arrest Disposition Reports with a copy of the booking card are forwarded to the Pending Felony Arrest Disposition file located in the Staff Services Division Supervisor’s Office. Refer to the Felony Arrest Dispositions Procedure.

513.4 RETENTION

Refer to the Arrest Files Retention Procedure for retention of arrest records.

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Found/Recovered/Seized Property

514.1 PURPOSE AND SCOPE

To document all property received by the Department and to facilitate the return of property to owners.

514.2 GENERAL

(a) All found, recovered or seized property is entered into Evidence on Q by the department member who received/found/recovered/seized the property.

(b) Once the Evidence Technician has received the property from intake an Evidence on Q property form is generated.

(c) The Evidence on Q property form is forwarded to Staff Services.

1. Staff Services will enter all found, recovered, or seized property into the case in the department records management system.
2. Staff Services will enter all found, recovered, or seized property, and evidence with a serial number or a unique owner applied number into WACIC.

514.3 FOUND PROPERTY AT THE FRONT COUNTER

514.3.1 FIREARMS/EXPLOSIVES/DRUGS

If a citizen comes to the Front Counter with found property, direct the reporting party to the 911 lobby telephone to request officer response via Valley Communications. If a firearm is being turned in, verify the location of the firearm. If possible, the firearm should remain in a locked vehicle until the officer arrives.

514.3.2 ALL OTHER PROPERTY

(a) Staff Services will complete the Found Property form that will be kept with the property until it is entered into Evidence on Q or returned to the owner.

(b) Staff Services will obtain finder's name, telephone number and location that property was found.

(c) If the property contains identification Staff Services will attempt to locate the owner requesting they pick up their property. All attempts to contact the owner will be documented on the Found Property form.

(d) If the property contains a serial number or unique owner applied number Staff Services will assign a case number and enter the property into WACIC immediately. The Specialist will attempt contact with the owner. If unable to reach the owner, the property will be placed in the Evidence Room as soon as possible.

(e) If the property does not have a serial or owner applied number, the Specialist receiving the property will make several attempts to contact the owner.

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(f) If the owner does not claim the property within 14 days, the Specialist who accepted the property will assign a case number and will enter the property into Evidence on Q.

1. Remember to complete the authorization to release section in Evidence on Q.

(g) Once the property has been entered into Evidence on Q the Specialist who accepted the property will enter the case into the department records management system. The Specialist will include a narrative detailing contact attempts.

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No Disclosure

515.1 PROCEDURE

(a) Victims, witnesses, complainants may request no disclosure of their involvement in police reports if disclosure would endanger any person's life, physical safety or property.

(b) If a request for no disclosure is made, the officer must mark the report appropriately. Disclosure need not be discussed unless the victim/witness/ complainant initiates the discussion.

(c) When there is a request for no disclosure:

1. The Specialist will stamp all copies of the report by the victim/ witness/ complainant name requesting no disclosure.

2. Stamp the appropriate names on the shift briefing log.

(d) A request for no disclosure does not mean the report will not be released. The information which would reveal the identity of the person requesting no disclosure (i.e., name, address, telephone number, place of employment if pertinent, location of occurrence if it will identify the victim/witness/complainant) will not be released.

1. Reports with requests for no disclosure will be released for the purpose of insurance/attorneys/discovery, etc.

(e) The Records Specialists are responsible for screening reports prior to release.

1. Identifying details must be deleted for victims, witnesses, complainants who request no disclosure.

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Vehicle Impound

516.1 PROCEDURE

(a) A Renton Police Department Vehicle Impound Inventory (form RPD056) or a SECTOR Tow/Impound and Inventory Record (form 3000-110-076) via SECTOR is completed by the officer at the time of impound. To ensure timely WACIC entry and owner notification the RPD Impound Form is to be delivered to Staff Services (front counter) as soon as possible. If an impound is entered via SECTOR, the officer will notify Staff Services as soon as possible.

(b) When issuing a case number for the 4370 Blocking/Disabled Vehicle; 4380 Abandoned Vehicle; or 4390 Impounded Vehicle note on the WACIC/NCIC Urgent Report Log.

(c) Every morning the day shift Specialist will check SECTOR for any outstanding vehicle impound forms.

(d) When the impound form is received (whether it be the RPD form or the WA State form) Staff Services will:

1. Run the vehicle WACIC/NCIC and print the registration.
    (a) If a stolen hit is received, follow the procedure for recovery of a stolen vehicle (Stolen/Recovered Vehicles Procedure).
2. Enter the vehicle WACIC as an impounded vehicle.
3. Attach the WACIC entry to the impound form.
    (a) A second Specialist must check the entry and initial.
4. If the registration shows a report of sale, run a Department of Licensing (DOL) AVL (Report of Sale Information) inquiry. Use the purchaser information to complete the impound letter.

(e) A Vehicle Impound Notification letter to the registered owner (or owner indicated on the report of sale) must be sent out for every vehicle impounded, including those with holds placed on them. The Specialist entering the impound into WACIC is responsible for mailing out the impound letter.

1. If there is not time to complete the process, leave the impound form at the front counter until the next Specialist on duty can do so.
2. The Staff Services Division Commander's name is typed on the letter.
3. Indicate notification of owner on the Vehicle Impound Inventory form by dating and initialing.
4. Mail the original to the registered owner.
5. Attach a copy of the notification letter to the impound form.
6. If the Impound Form serves as the case report (in the case of Abandoned/Notice to Remove vehicles that are impounded, or citations without a case number) enter the registered owner into the police records management system.

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(a) The yellow copy serves as the case entry copy. If an impound is via SECTOR, make a copy of the impound for case entry. Once the case is entered the RPD yellow copy of the SECTOR copy is shredded.

7. File the Vehicle Impound Inventory form and all attachments in the vehicle impound file at the front counter.

(f) If the owner elects to leave the vehicle parked and secured, rather than having it impounded, the Hold Harmless section of the RPD Vehicle Impound Inventory form is completed by the officer and signed by the owner.

1. All copies of the Vehicle Impound Inventory form are then filed in the case jacket with the report

(g) Once the tow company releases the vehicle to the registered owner, the tow company forwards their copy of the Vehicle Impound form to the Renton Police Department.

1. Match this copy with the original from the impound file at the front counter and clear the vehicle WACIC.

2. Attach the WACIC clear print out and impound company copy of the Vehicle Impound Inventory form to the original Vehicle Impound Inventory form and send it to file.

3. Vehicle Impounds are validated monthly. Refer to the Audits and Validations section.

516.2 EVIDENCE HOLDS

A vehicle that is held for evidence, for either the Traffic of the Investigation Division is to be towed to a secured city lot (such as the city shops). A Vehicle Impound Inventory and an Evidence on Q entry will be completed. The impounding officer will forward the blue copy of the Vehicle Impound Inventory to the Evidence Technician. The rest of the Vehicle Impound Inventory copies are delivered to Staff Services (front counter) as soon as possible.

(a) When the impound form is received Staff Services will:

1. Run the vehicle WACIC/NCIC and print the registration;

(a) If a stolen hit is received, follow the procedure for recovery of a stolen vehicle (SSD SOP036);

2. Enter the vehicle WACIC as an impounded vehicle;

3. Attach the WACIC entry to the impound form.

4. A second Specialist must check the entry and initial.

5. If the registration shows a report of sale, run a Department of Licensing (DOL) AVL (Report of Sale Information) inquiry. Use the purchaser information to complete the impound letter.

(b) A Vehicle Impound Notification letter to the registered owner (or owner indicated on the report sale) must be sent for every vehicle impounded, including those with holds

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placed on them. The Specialist entering the impound into WACIC is responsible for mailing out the impound letter.
If there is not time to complete the process, leave the impound form at the front counter until the next Specialist on duty can do so.

1. The Support Services Division Commander's name is typed on the letter.
2. Attach a copy of the notification letter to the impound form.
3. Check the "A hold has been placed" box, the division name, and phone number.
4. Mail the original to the registered owner.
5. Forward a copy to the appropriate follow-up unit.
6. File the Vehicle Impound Inventory form and all attachments in the vehicle hold impound file at the front counter.

(c) The follow-up unit is responsible for release authorization.

1. The follow up unit will complete the Vehicle Release Form and forward to the Evidence Technician.
2. The Evidence Technician will notify the registered owner that the hold has been released and make arrangements with the registered owner to pick up the vehicle. Once the vehicle has been released the Evidence Technician will forward a copy of the release forms to Records.
3. Staff Services will:
   (a) Match the release form with the original Vehicle Impound Inventory form from the impound hold files at the front counter and clear the vehicle WACIC.
   (b) Scan the WACIC clear to the case.
   (c) Attach the WACIC clear print out and the release form to the original Vehicle Impound Inventory form and send it to file.
   (d) Impound evidence holds are validated quarterly. Refer to the Audits and Validations section.

516.3 SEIZURES

Vehicles that are seized are taken to a secured city lot. These vehicles are NOT entered into WACIC. Seized vehicles are documented in Evidence on Q. The officer will notify Staff Services of the seizure. This notification can be with a copy of the Evidence on Q report, an RPD impound form, or by providing the license plate number to Staff Services. If the license plate is provided without the RPD impound or Evidence on Q paperwork, Staff Services will run the license plate and note the case number, officer, and date and time of the seizure on the DOL return. Staff Services will maintain a seizure file at the front counter.

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516.4 AUDITS AND VALIDATIONS

(a) Vehicle Impound files are to be checked monthly to ensure timely removal from WACIC.

1. Review each file checking for any impounds that are more than 1 month old.
2. Send a copy of the Vehicle Impound Inventory form to the tow company requesting status of the vehicle. Make notes on the Vehicle Impound Inventory accordingly.
3. If the tow company advises they have already sent release notification request second notification. Once notification has been received, clear the vehicle WACIC, and scan to the case.
4. If the tow company does not respond to the letter after 30 days follow up with a phone call to the tow company. Continue calling the tow company until disposition of the vehicle is known.
5. Document all actions taken to verify status of the vehicle.

(b) Evidence holds are filed separately and are to be checked quarterly to ensure timely release to the owner and timely removal from WACIC.

1. Monthly the Evidence Technician provides a list of vehicles still on hold. Check this list against the vehicle hold file.
2. If there is still an impound form in the file, that is not on the list provided by the Evidence Technician, check the case file for release information. If there is a release clear the vehicle WACIC and file all documents in the case file.
3. If there is no release information in the case file contact the appropriate follow-up unit regarding status of the hold. Record the investigator's response on the Impound Validation form (RPD621).
4. Attach the Impound Validation form to the original file located in the impound drawer at the front counter.
5. When holds are released, the Vehicle Impound Inventory form will remain in the hold file until they are cleared WACIC. Once cleared WACIC, they are filed in the case jacket.

516.5 RETENTION

(a) Vehicle Impound forms for abandoned vehicles are retained in accordance with Washington State Archives law Enforcement Records Retention Schedule 6. Enforcement, Destruction Authorization Number DAN) LE21-01-02.

1. Retain for three years after disposition of vehicle or until completion of State Auditor's report, whichever is sooner.

(b) Vehicle Impound forms for other than abandoned vehicles are retained in accordance with Washington State Archives Law Enforcement Records Retention Schedule governing cases.

(c) A Certificate of Destruction on department letterhead is completed that includes:

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1. Record series
2. DAN
3. Date of destruction
4. Method of destruction
5. Signature
   Forward the Certificate of Destruction to the Staff Services Division Supervisor.

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Pawns

517.1 PROCEDURE

(a) In accordance with City of Renton ordinance 6-20-5, the Renton Police Department requires pawnbrokers and secondhand dealers to furnish or mail all transactions conducted on the previous day. This must be provided to the Staff Services Division within 24 hours of the transaction.

(b) Pawnbrokers and secondhand dealers record their pawn transactions on a form either provided by the Renton Police Department or on their own form.

1. All other Pawnbrokers and secondhand dealer pawn slips are forwarded to Investigations.

(c) Pawn slips are retained in accordance with the State of Washington Archives Records Retention Schedule, Destruction Authorization Number LE17-01-10.

1. Pawn slips are destroyed one year after date of receipt (issued date).
2. When pawn slips have reached the end of retention they are forwarded to the Staff Services Division Supervisor for destruction.
3. A Certificate of Destruction is completed that includes:
   (a) Record series
   (b) DAN
   (c) Date of destruction
   (d) Method of destruction
   (e) Signature
   Forward the Certificate of Destruction to the Staff Services Division Supervisor.

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Warrants - Outside Agency

518.1 POLICY

WACIC procedures and guidelines state it is the arresting agency's responsibility to confirm and locate WACIC/NCIC entries upon arrest.

518.2 OSA WARRANT - SCORE CITIES

OSA WARRANT – SCORE CITIES (Renton, Auburn, Tukwila, Burien, Des Moines, Federal Way, SeaTac)

(a) Upon receiving a warrant "hit" that appears to match the person inquired upon and indicates extradition limits that include Renton, the arresting officer will ask Valley Communications to confirm the warrant and that a confirmation of the warrant be sent to Renton Staff Services. Staff Services will locate the warrant entry following WACIC procedure.

1. If the warrant indicates an extradition area that does not include Renton, the warrant should not be confirmed and must not be located.

518.3 OSA WARRANT - NON-SCORE CITIES

(a) Valley Communications will confirm the OSA warrant and arrange extradition with the OSA's dispatch center.

(b) If extradition is refused Staff Services will locate the warrant with NOEX.

1. NOEX is used only when the city limits of Renton are within the extradition limits listed in the OSA warrant entry and the OSA refuses extradition.

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Landlord-Tenant Notification

519.1 PROCEDURE

(a) Landlords are to be notified when a tenant has been arrested for specific crimes occurring on rental properties ("Arrested" includes being booked, or cited & released, or cited via complaint). These crimes are:

1. Threatening another tenant with a firearm or deadly weapon.
2. Unlawful use of a firearm or other deadly weapon on the rental premises.
3. Physically assaulting another person on the rental premises.

(b) Landlords are also to be notified when a law enforcement agency seizes illegal drugs from rental properties. The Special Operations Division will handle this notification (Landlord Notification Procedure).

(c) Check reports on a monthly basis to find reports that require landlord notification, per RCW 59.18.075, Paragraph 2.

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Uniform Crime Reporting (UCR) Reports

520.1 POLICY

UCR reports are done on a monthly basis. Case Settlements should be completed prior to preparing the UCR reports. The UCR reports should be completed by the 10th of each month.

520.2 PROCEDURE

(a) Prior to running the UCR Audits and Reports, complete the DV and Hate Crime Reports first:

1. Hate Crime Report
   Hate Crime Reports are done quarterly. The forms are in the Hate Crime Book. To search for Hate Crimes:
   - (a) Select Report Menu (PF2)
   - (b) Officer Case Activity (PF14)
   - (c) Date range is the month you are working on
   - (d) Offense code is 199
   - (e) Verify each case meets the criteria of a Hate Crime
     1. Original - UCR
     2. Yellow - Chief
     3. Pink - Staff Services
2. UCR DV Report
   The DV report is completed monthly. This requires running 8 separate reports to search for DV Crimes:
   - (a) Select Report Menu (PF2)
     1. Select Officer Case Activity (PF14)
     2. Date range is the month you are working on
     3. Use offense code range 021-022
     4. Check each case to see if it should have the 501 DV code added.
   - (b) Select Report Menu (PF2)
     1. Select Officer Case Activity (PF14)
     2. Date range is the month you are working on
     3. Use offense code range 031-31 to 034-37
     4. Check each case to see if the 501 DV code should be added
   - (c) Select Report Menu (PF2)
     1. Select Officer Case Activity (PF14)

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2. Date range is the month you are working on
3. Use offense code range 041-045
4. Check each case to see if the 501 DV code should be added

(d) Select Report Menu (PF2)

1. Select Officer Case Activity (PF14)
2. Date range is the month you are working on
3. Use offense code range 051-51 to 053-56
4. Check each case to see if the 501 DV code should be added.

(e) Select Report Menu (PF2)

1. Select Officer Case Activity (PF14)
2. Date range is the month you are working on
3. Use offense code range 061-81 to 063-89
4. Check each case to see if the 501 DV code should be added.

(f) Select Report Menu (PF2)

1. Select Officer Case Activity (PF14)
2. Date range is the month you are working on
3. Use offense code range 071 to 073
4. Check each case to see if the 501 DV code should be added.

(g) Select Report Menu (PF2)

1. Select Officer Case Activity (PF14)
2. Date range is the month you are working on
3. Use offense code 290
4. Check each case to see if the 501 DV code should be added.

(h) Select Report Menu (PF2)

1. Select Officer Case Activity (PF14)
2. Date range is the month you are working on
3. Use offense code 501
4. Check each case to verify it meets the criteria for domestic violence (10.99.020).

(b) Now complete the UCR Audit Reports. There are three. In WANG select the report menu (PF2). Then select UCR Report (PF23).

1. UCR Setup Property/Vehicle (PF2)

(a) Date range is month you're working on.

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(b) Approximate number of pieces of property - use 5,000.

(c) Generate Property Classification File & Print Audit Report (PF2).

(d) Make corrections

1. Original - Staff Services
2. Yellow - Evidence Technician
3. Pink - Shred

(e) Once corrections have been made, run this report again without printing. It must be run again or the corrections won't show. (PF2)

2. UCR Setup Report/Offenses (PF1)

(a) Date range is month you're working on.

(b) Approximate number of offenses - use 500.

(c) Generate UCR Return (A) File and Print Audit Report (PF2)

(d) Make corrections

1. Original - Staff Services.
2. Yellow - Chief
3. Pink - shred

(e) Once corrections have been made, run this report again without printing. It must be run again or the corrections won't show. (PF2).

3. Arrest Setup (PF10)

(a) Date range is month you're working on.

(b) Use 5,000 for number of persons arrested.

(c) Generate and print report.

1. Original - Staff Services.
2. Yellow - Chief
3. Pink - shred

(d) Once corrections have been made, run this report again without printing. It must be run again or the corrections won't show. (PF10)

(c) Print rest of reports:

1. Return A (4)
2. Property by Classification (7)
3. Supplemental to Return A (8)
4. Age/Sex/Race of Persons Arrested 18 YOA & Over (12)

(a) CAUTION: Don't tear off the right margins on this report.

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5. Age/Sex/Race of Persons Arrested Under 18 YOA (13)
   (a) CAUTION: Don't tear off the right margins on this report.
6. Law Enforcement Officers Killed/Assaulted (LEOKA) (PF14)
   (a) If yes, check case(s) to see if they meet the criteria for officer assaults. Resisting can count as an assault but should involve more than mere verbal abuse or minor resistance to an arrest (page 66 UCR Manual).
   (b) Complete yellow LEOKA form and attach to UCR (pages 65-66 UCR Manual).
   (c) Copies of LEOKA report to Chief's Reports and Staff Services Manager.
   (d) Copies of WANG printout of Officers Assaulted Report.
      1. Original - our file
      2. Yellow - Staff Services Manager
      3. Pink - Shred
7. Complete "Prepared by" section at bottom of reports.
8. Assemble and distribute:
   (a) Return A
   (b) Supplemental to Return A
      1. Total value of property should match the total on the value of property stolen on the Property Stolen by Classification report.
   (c) Property Stolen by Classification.
   (d) Persons Arrested 18 YOA & Over.
      1. CAUTION: Don't tear off the right margins.
   (e) Persons Arrested under 18 YOA.
      1. CAUTION: Don't tear off the right margins.

(d) Complete the supplemental reports as necessary.

1. Homicide Report
   If a homicide occurred in that month, complete a Supplemental Homicide Report (page 63 UCR manual).
2. Hate Crime Report
   If a hate crime/s occurred in that month, complete the Supplemental Hate Crime Report/s.
3. DV Report
   Total the number of DV crimes from the reports run in I.B above and complete the Supplemental DV Report.
4. Supplemental Check sheet
   Makes 2 copies of each supplemental report completed:

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(a) Original -UCR

(b) Copy - Chief

(c) Copy - Staff Services

5. Arson Report
The Arson Report is completed by Fire Prevention and sent separately.

(e) Staff Services Division UCR Reports are filed in the Staff Services Division Supervisor's office.

520.2.1 ATTACHMENTS

(a) Example Audit Reports

1. Stolen Property (one page)
2. Offenses (three pages)
3. Offense from Arrest System (one page)

(b) Example UCR Reports

1. Return A (one page)
2. Property Stolen by Classification (one page)
3. Supplemental to Return A (one page)
4. Persons Arrested 18 Years of Age and Over (four pages)
5. Persons Arrested Under 18 Years of Age (four pages)

(c) Homicide Report

(d) LE Officers Killed or Assaulted (LEOKA)

1. LEOKA
2. WANG Officers Assaulted Report
3. WANG Incident Report (this does not go to UCR, a copy is included with the Chief's copy of the UCR Reports and with the Staff Services copy of the UCR Reports)

(e) Hate Crime Report

1. Quarterly Hate Crime Report
2. Hate Crime Incident Report
3. WANG Officer Case Activity Report, using offense code 199 Hate Crimes
4. WANG Incident Report (This does not go to UCR; a copy is included with the Chief's copy of the UCR Reports and a copy is included with the Staff Services copy of the UCR Reports)

(f) Supplemental UCR Check Form

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Citation (Uniform Court Docket) Processing

521.1 OVERVIEW

521.1.1 TYPES OF CITATIONS

The processing of the following citations are discussed in detail in the specified sections of this procedure.

- Written Warning Notices
- Traffic - Criminal Citations (Cite and Release) and Infractions
- Non-Traffic - Criminal Citations (Cite and Release) and Infractions
- Criminal Complaints
- Driving While License Suspended/Revoked
- Juveniles
- Citations Issued Through Courts Other Than RMC
- Corrected Citations
- Voided Citations

521.1.2 GENERAL PROCESSING GUIDELINES

(a) There are two different citations: Criminal and Infraction. They are differentiated by the prefixes CR (criminal) and IN (Infraction). Criminal citations also have a black line at the top and on the side. Officers are to check the appropriate boxes for Traffic or Non-Traffic and for the appropriate court (municipal or district).

(b) Officers are to write the case number on the top of the citation.

(c) Enter the citation number exactly as it appears on the citation, including all leading zeroes.

(d) Every effort is made to enter citations prior to Renton Municipal Court picking them up. If unable to enter before then (usually around 0800 hours) pull the Law Enforcement Agency (LEA) copy and forward the rest to Renton Municipal Court.

(e) Officers and detectives are required to hand deliver booked cites to the front counter as soon as possible. These are priority citations and are to be processed with or without the case report.

(f) If the citation has a case number, it must be entered as a case into the department records management system.

521.2 WRITTEN WARNING NOTICES

Written warning notices are a one copy form that is different from the citation. Forward warning notices to the Community Programs Coordinator who in turn assigns a volunteer to:

(a) Enter into the department records management system.

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(b) Forward to the Traffic Division.

521.3 TRAFFIC - CRIMINAL CITATIONS (CITE AND RELEASE) AND INFRACTIONS

(a) Make sure the infraction is for Renton Municipal Court.

(b) Check for age 16 and above.

1. 15 and younger are processed as juveniles (see the Voided Citations section)

(c) Enter citation and initial top left corner. Forward criminal citations to Records who is responsible for cpying the front and back of the citation for case file and is also responsible for copying the case for Renton Municipal Court.

1. Complain traffic infractions are handled in this same manner. Only CRIMINAL complaints are handled differently as explained in the Juveniles section.
2. Parking tickets issued to unoccupied vehicles are entered with the last name PARKING TICKET.
3. If the issuing officer is a Parks Department employee, use Officer ID number 9999.

521.4 NON-TRAFFIC - CRIMINAL CITATIONS (CITE AND RELEASE) AND INFRACTIONS

(a) Make sure they are for Renton Municipal Court.

(b) Check for age 18 and above.

(c) All juveniles are processed as juveniles (Citations Issued Through Courts Other Than RMC section).

(d) Enter citation, initial top left corner. Forward criminal citations to Records who is responsible for copying the front and back of the citation for case file and is also responsible for copying the case for Renton Municipal Court.

521.5 CRIMINAL COMPLAINTS

(a) Enter the case and citation together. Initial top left corner of citation.

(b) Print case. (Except traffic accidents).

(c) Make a copy of the printed case or accident report for the prosecutor.

(d) Pull the LEA copy of citation for filing. Make sure the case number is legible. Red pen is preferred.

(e) Forward the original citation and copy of the case to the Renton City Prosecutor.

(f) Juveniles are processed following he Citations Issued Through Courts Other Than RMC section.

1. Criminal Traffic Complaints may not have a case report.
   Note: Infraction complaints are processed the same way as infractions that are not complaints. Refer to the Non-Traffic - Criminal Citations (Cite and Release) and Infractions section.

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521.6 DRIVING WHILE LICENSE SUSPENDED/REVOKED

(a) Make a copy of the citation.

(b) Run the driver DOL.

(c) Send for a CCDR by faxing the DOL Driver Information Request Form.
The form can be found at: http://www.dol.wa.gov/forms/511001.pdf.

1. Address:
Renton City Prosecutor
Attn: Stephanie
PO Box 626
Renton, WA 98057

(d) Attach the CCDR request and DOL printout on top of the copy of the citation.

(e) Forward to the city prosecutor.

521.7 JUVENILES

521.7.1 TYPES

- Traffic: Criminal and Infraction 15 and younger
- Non-traffic: Criminal Citations (including complaints) 17 and younger

521.7.2 PROCESS

(a) Enter case report, if there is one, and citation together. Initial top left corner of citation.

(b) Pull the LEA copy of the citation. If a case number is associated make sure it is legible. Red pen is preferred.

(c) Make a copy of the report (if any).

(d) Attach a copy of the report to the original citation and mail to Juvenile Court.

1. Pre-addressed envelopes and labels are available.

(e) Juvenile citations returned by the King County Juvenile Prosecutor because the defendant reached 18 years of age before the juvenile court could prosecute are forwarded to our city prosecutor as a criminal complaint (see the Criminal Complaints section).

(f) When the King County Juvenile Prosecutor declines to prosecute a juvenile citation, update the department records management system. Forward the information to the arresting officer. File the citation in the case jacket.

521.8 CITATIONS ISSUED THROUGH COURTS OTHER THAN RMC

These are usually citations issued by Renton officers working the Valley DUI Task Force. They will be issued through various district courts.

(a) Enter the case, if any, and citation together.

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(b) Pull the LEA copy of the citation. If a case number is associated make sure it is legible. Red pen is preferred. If the court copy contains officer's notes, make a copy.

(c) Make a copy of the printed case.

(d) Mail the citation and a copy of the officers notes/or report to the appropriate court.

521.9 CORRECTION CITATIONS

Citations needing corrections will usually come from Renton Municipal Court. Typical corrections are dates of birth.

(a) Make correction in the department records management system.

(b) Correct our LEA copy.

521.10 VOIDED CITATIONS

Voided citations require a memo from the officer and signed by his/her sergeant.

(a) If a copy of the citation was not issued to the defendant:

1. Enter date voided.
2. Enter officer ID number.
3. Delete all other information that may have been previously entered, except the case number.
4. If it has a case number, pull the LEA copy to file in the case jacket. File the rest in the citation file.

(b) If a copy of the citation was issued to the defendant:

1. Enter date voided.
2. Enter officer ID number.
3. Delete all other information that may have been previously entered, except the case number.
4. If it has a case number, pull the LEA copy to file in the case jacket. Make sure the case number is legible.
5. Forward the rest of the citation to the appropriate court, with a copy of the memo voiding the citation.

(c) If the citation was not issued to the defendant, but has already been forwarded to the court, forward a copy of the officer's memo to the appropriate court.

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Driving Under the Influence (DUI) Reports/ Citations

522.1 OFFICER RESPONSIBILITIES

(a) Fax a completed DUI Report , breath test document, and supplemental reports to the Department of Licensing (DOL).

1. NOTE: The DUI Report of Breath/Blood Test must be faxed to DOL within 72 hours.

(b) Date and initial that the DUI Report was faxed to DOL.

(c) Forward the entire DUI packet and citation to the Staff Services Division.

522.2 STAFF SERVICES DIVISION RESPONSIBILITIES

(a) Conduct a Criminal History (III) check on the defendant. Print the results.

(b) Enter the DUI report and citation into the department's records management system.

(c) Scan the original citation to the case in the department's records management system. This document is titled "CR012345 DUI – Last, First, Initial".

(d) Scan the DUI report to the case in the department's record management system. This document is titled "DUI Report".

(e) Make a copy of the DUI report for Renton Municipal Court (RMC).

(f) Scan the RMC report copy and III to the case in the department's records management system. This document is titled "copy to RMC".

(g) Remove the LEA copy of the citation and attach it to the original DUI Report.

(h) Scan the III to the case in the department's records management system. This document is titled "copy to RMC prosecutor – J. Olson".

(i) Attach the III and remaining copies of the ticket to the report copy and forward to RMC.

(j) The original DUI report and LEA copy of the citation are filed in the case jacket.

522.3 CPS NOTIFICATION

RCW 46.61 requires CPS to be notified if a child under 13 years of age is present in a vehicle being driven by his or her parent, guardian, or legal custodian and that person is being arrested for a drug or alcohol related driving offense.

(a) Officers will notate in the narrative if CPS is to be notified by stating at the end of the narrative that a copy of the narrative is to be sent to CPS.

(b) Staff Services will make a copy of the narrative and scan it to the case in the department's records management system. This document is titled "Narrative to CPS".

(c) Staff Services will mail a copy of the narrative to CPS.

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Case Report Distribution

523.1 POLICY

Pursuant to General Order 82.2.5 case reports will be distributed in the following manner.

523.2 PROCEDURE

Case reports are routed electronically.

(a) Property crime reports are electronically routed to the property crimes detective sergeant.

(b) Person crime reports are electronically routed to the person crimes detective sergeant.

(c) Drug crime reports are electronically routed to the special operations detectives.

(d) Traffic crime reports are electronically routed to the traffic sergeant.

(e) The unit supervisor receiving the reports electronically assigns them to the appropriate investigator for follow-up.

(f) Patrol Operations supervisors can access entered reports for the purposes of shift briefing.

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King County Regional AMBER Alert Plan

524.1 PURPOSE AND SCOPE

(a) The King County Regional AMBER Alert Plan is a collaborative effort between law enforcement agencies and the local media within King County. The goal of the plan is the safe and swift return of children who are abducted or become missing under specific criteria, by providing accurate information to the public gaining their assistance in locating the child.

(b) A national study conducted by the Washington State Attorney General's Office found that nearly seventy-five percent of the nations children, who were abducted and murdered, were dead within three hours of the time of their abduction. Given this small window of opportunity for a safe recovery of an abducted child, the police community must depend upon the assistance of concerned citizens to help us in our efforts for the safe recovery of our children.

(c) The purpose of the AMBER Alert Plan is to utilize the locate radio and television media, to assist the police departments in the recovery of an abducted child. The local media will use the Emergency Alert System (EAS), to notify the general public of the AMBER Alert activation and request their assistance. The media will announce the description of the missing child, details of the abduction, abductor information, vehicle information, possible direction of travel, and any other information deemed helpful by the investigating agency. The broadcast will advise the public to call 911 with any possible information regarding the alert.

524.2 PROCEDURE

(a) Criteria for initiation of the AMBER Plan

1. The victim is under 16 years of age
2. The victim is not a voluntary runaway (Previous history of runaway reports is not a sole factor for exclusion.)
3. A risk of injury or death to the victim is present, in the judgment of the reporting law enforcement agency investigator.
4. It must be reported to and investigated by the Renton Police Department.

(b) Implementation

1. The investigating officer verifies the details of the possible abduction with his/her supervisor. The supervisor will notify the Watch Commander or Command Duty Officer for approval.
2. The investigating officer completes the standardized AMBER Alert Report, in addition to the required department report. Required information will include.
   (a) Victim's name (includes any nicknames)
   (b) Victim's age
   (c) Victim's physical description (Recent photograph if possible)

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(d) Victim's clothing description

(e) Victim's illnesses and/or medical concerns

(f) Last location seen (including date and time)

(g) Any suspect information (name, description, clothing, vehicle, direction of travel, etc.)

3. The investigating officer will fax the AMBER Alert form to the Valley Communication Center (Valleycom). The investigating officer will contact Valleycom to ensure that the fax was received.

4. Valleycom will notify the King County Emergency Alert System Center (EAS – King County 911 Communication Center), via fax and confirm by phone contact. Valleycom will also broadcast the information to all "Valley-com" law enforcement agencies.

5. King County EAS will make the initial broadcast using the EAS system. Additional information and updates will be disseminated by the Renton Police Department.

6. The information will be broadcasted four times an hour for the first two hours, reducing to two times per hour for the next four hours, then once an hour until canceled by the Renton Police Department or the media's discretion if longer than 24 hours.

7. Citizens with information about the case provided in the AMBER Alert will be instructed to contact 911. The local 911 centers will document calls and information on the standardized AMBER Alert Tip Sheet, and forward it to the Renton Police Department.

8. Investigative updates will be phoned and/or faxed by the Renton Police Department to Valleycom and the media as they become available.

9. Valleycom will update regional communication centers as information changes.

10. The Renton Police Department will notify Valleycom if recovery is made, or the alert is canceled. Valleycom will notify area communication centers.

11. The media may cover any news of the abduction within its normal news guidelines, but will not compromise the alert plan with updates or information other than what they receive from the Renton Police Department, via the official alert protocols.

12. Following the recovery of the child and completed investigation, a copy of the case will be submitted to the Review Committee, as soon as is reasonably possible, without jeopardizing the case investigation and any criminal prosecution.

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Personal Identification Fingerprinting - Identity Theft

525.1 POLICY

Pursuant to RCW 43.43.760(2), the Renton Police Department will fingerprint any person claiming to be a victim of identity theft.

525.2 PROCEDURE

(a) Fingerprints are scheduled by appointment only.

(b) There is a $5 City of Renton fee for this service.

(c) Personal Identification fingerprint cards will be used. The victim is responsible for submitting the completed fingerprint card, along with a $25 fee payable to Washington State Patrol by cashier's check, money order, or commercial business account. A pre-addressed envelope will be provided to the victim.

(d) The Washington State Patrol will provide the victim a statement showing that the victim's impression of fingerprints has been accepted and on file.

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Coplogic Online Reporting

526.1 PURPOSE AND SCOPE

Effective March 1, 2006, the Renton Police Department went live with online reporting. Citizens can access the system at www.rentonwa.gov. Click on How do I, then Report Section, and then Police Report. Citizens can also access the system at www.valleycom.org under Online Reporting.

526.2 ELIGIBLE INCIDENTS

The types of incidents eligible for online reporting are:

- Harassing Phone Calls
- Identity Theft
- Thefts, excluding Shoplifts (less than $1500)
- Non-Injury Hit & Run Accidents
- Lost Property
- Vandalism (less that $1500)
- Abandoned Vehicles

526.3 CRITERIA

The criteria for online reporting is:

- Occurred within City of Renton (System includes an address verification option)
- Not an emergency
- No known suspects
- No evidence
- Did not occur on Highway 167 or I-405
- Citizen has an email address
- No serial numbers
- No lost or stolen firearms, vehicles, license plates, or license plate tabs

526.4 CITIZEN OPTIONS

The citizen can:

- Find Coplogic link on city's website on their own
- Be referred by Staff Services
- Be referred by Valley Communications
- Be referred by an officer

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- There are information cards available at front counter and provided to officers

Once the citizen submits their online report they receive a temporary number and can print the report.

526.5 STAFF SERVICES RESPONSIBILITIES

Staff Services should review submitted reports, at least every 48 hours.

(a) Reports can be returned for follow up.

1. The citizen receives an email requesting additional information.
2. The citizen provides the requested information via email.

(b) Reports can be rejected because it does not meet all of the criteria listed in II.

1. The citizen will receive an email advising of reason(s) for rejection and what their next step should be based on the reason for rejection.

(c) Reports can be approved.

1. A permanent case number is issued.
   (a) Refer to the attached procedure for obtaining a case number from CAD.
2. The citizen receives an email notification of the permanent case number.

(d) Approved coplogic reports are placed with the non-priority reports for entry into the department's records management system.

1. Approved coplogic reports are scanned into the department's records management system.
2. Once scanned, the coplogic report is shredded.

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Case Retention

527.1 CASE RETENTION

The Renton Police Department adheres to the Washington State Archives Records Retention Schedules.

The Department RMS system includes documentation of case destruction.

Refer to the department RMS case retention user's manual for specific instructions.

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CAD Advisory Report

528.1 PROCEDURE

(a) When a citizen calls Valley Communications (911) to report an incident that qualifies for online or phone reporting, Valley Communications will code the incident with a disposition of Y.

(b) Incident types available for on line or phone reporting are:

1. Harassing Phone calls
2. Identity Theft
3. Theft, excluding Shoplift (less than $1500)
4. Non-Injury Hit & Run Accidents
5. Lost Property
6. Vandalism (less than $1500)

(c) At least once every 48 hours Staff Services will search CAD for incidents coded with a disposition of Y.

1. Incident History Search (pages 3-4 of CAD manual)
2. Print each CAD incident
3. Refer phone reports to light duty officer (if we have one); otherwise Staff Services will take the report
4. Check cop logic for those referred to online reporting.

(d) Once the report is processed in New World

1. Add the case number to the CAD incident using the MI feature (page 6 of the CAD manual)
2. Change the disposition in CAD from Y to H (page 7 of CAD manual).
3. Print the CAD incident.
4. File the CAD incident printout in the completed CAD incident folder located at TRU #1.

(e) If a caller referred to online reporting has not filed a cop logic report.

1. Note date/time and “no record cop logic” in the CAD incident report using the MI feature. (page 6 of the CAD manual)
2. After seven days change the disposition to Z (information) (page 7 of CAD manual)
3. Print the CAD incident report and file in the completed CAD incident folder located at TRU #1.

(f) CAD incident reports started, but not completed, will be kept in the TRU office for follow up, at least every 48 hours by Staff Services.

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Background Reinvestigations

528.1 PROCEDURE

(a) ACCESS requires all personnel who use ACCESS to have a background re-investigation every five years. This mirrors the CJIS Security Policy recommendation. To complete this compliance measures:

1. Run a criminal history inquiry using purposed code “J”. Use “Criminal Justice Re-background” as a reason. Renton Police Department records management system automatically logs criminal history inquiries. ***DO not*** retain rap sheet information.

   (a) If there are felony findings within the employee’s rap sheet they will be denied continued use and certification with ACCESS. The TAC must notify the Washington State Patrol (WSP) Information Security Officer of any findings.

   (b) If there are charges pending a disposition, the TAC must notify the WSP Information Security Officer.

   (c) If there are misdemeanor findings, the TAC shall notify the WSP Information Security Officer but, the Renton Police Department will ultimately decide whether to limit ACCESS.

   (d) Keep a log of all personnel SID numbers and the date of the background re-investigation for future ACCESS audits.

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Stolen Guns

529.1 PURPOSE AND SCOPE

The Gun File assists in the recovery of stolen or missing guns and locating guns used in the commission of a felony. It also aids in the return of recovered or pawned guns to legal owners. Agencies may inquire to see if a department holds an active stolen or loss report. They may verify if an agency is seeking the weapon in connection with a felony, has recovered the weapon, or if it has been pawned.

529.2 DEFINITION OF A GUN

(a) Any weapon, including a starter gun that will or is designed to or may be converted to expel a projectile by compressed air or gas or by the action of an explosive is considered a gun. Included are antique guns, cannons, machine guns, pistols, rifles, shotguns, the frame or receiver of any such weapon, any firearm muffler or firearm silencer, destructive devices (such as grenades, mines, missiles, and rockets), and disguised guns (such as knife guns, pen guns, belt buckle guns, and cane guns).

(b) BB guns are not considered weapons and should be entered in the Article File.

(c) Pellet guns are considered weapons and are entered in the Gun File.

529.3 CRITERIA FOR ENTRY IN THE GUN FILE

(a) Any stolen gun that has a unique serial number may be entered into WACIC/NCIC Gun File when a valid report has been signed. WSP recommends that the reporting party and the investigating officer sign the theft report.

(b) Officers notify Staff Services of stolen gun reports as soon as possible. This notification is by phone or radio and by marking these reports as Urgent.

1. Enter the gun as stolen in WACIC/NCIC. Refer to attachment A.
2. Copy/paste the entry response to a word document.
3. Run the gun and copy/paste the entry to the same word document.
4. Print the word document.
5. Initial the entry.
6. A second Specialist must check the entry and date/initial that the second check has been done.
7. At case entry scan the document into the case.
   (a) Name the document “WACIC/NCIC – Stolen Gun”

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Missing Persons

530.1 PROCEDURE

(a) The Missing Person File assists in the location and identification of missing persons by providing a computerized file of individuals who have been reported as missing. The agency holding the missing person report has the responsibility of entering the report into the system and to maintain the record in a current, up-to-date status.

(b) Any individual can be entered when there has been a missing person report filed. The entry should be made as soon as possible after the missing report has been taken.

(c) If the subject is a juvenile, the entry must be completed within two hours of the report. The missing report is sufficient documentation for entry into the missing persons file.

(d) If the subject is an adult, signed documentation is required. This documentation should be from a parent, legal guardian, next of kin, physician, or other authoritative source, including a friend or neighbor in unusual circumstances. This written document will aid in the protection of the individual's right of privacy. When such documentation is not reasonably attainable, a signed report by the investigating officer will suffice.

1. Officers notify Staff Services of missing person reports as soon as possible. This notification is by phone or radio and by marking these reports as Urgent.

    (a) Enter the missing person in WACIC/NCIC. Refer to attachment A.

    (b) Copy/paste the entry response to a word document.

    (c) Run the missing person and copy/paste the entry to the same word document.

    (d) Print the word document.

    (e) Initial the entry.

    (f) A second Specialist must check the entry and date/initial that the second check has been done.

    (g) At case entry, scan the document "WACIC/NCIC – Missing Adult" or "WACIC/NCIC – Missing Juvenile"

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Stolen Articles

531.1 PROCEDURE

(a) The purpose of the WACIC Article file is to assist in the recovery of identifiable stolen property (excluding motor vehicles, boats, motor vehicle and boat parts, guns, and securities) by providing a central repository for recording stolen, pawned, and recovered articles bearing a unique identifying number. Agencies may inquire to ascertain if any department holds an active stolen report has recovered the article, or if it has been pawned.

(b) The WACIC Article File will accept and retain any stolen, recovered, or pawned item that has permanent unique identification serial number or owner-applied number composed of alphabetic and/or numeric characters. Credit cards and other documents which may be reissued with identical number are excluded.

(c) NCIC will accept and retain only stolen articles. Not all stolen property items acceptable to the WACIC system meet the criteria for entry into NCIC. The NCIC requirements are:

1. Any item in the theft report valued at $500 or more that has a unique manufacturer-assigned serial number and/or an owner-applied number. Office equipment (adding machines, typewriters, dictating machines, etc.), color television sets, and bicycles can be entered regardless of the value.

2. If the aggregate value of property taken in one theft exceeds $5,000, any item in the theft report, regardless of the value, having a unique manufacturer-assigned number and/or owner applied number can be entered.

3. Any item in the theft report, regardless of value, having a unique manufacturer-assigned serial number and/or owner-applied number may be entered if:

(a) The circumstances of the theft indicate there is a probability of interstate movement; or

(b) The seriousness of the crime dictates that an entry should be made for investigative purposes.

(d) Officers notify Staff Services of stolen articles as soon as possible. This notification is by phone or radio and by marking these reports as Urgent.

1. A signed stolen report is NOT required for stolen articles.

(a) Enter the article as stolen in WACIC/NCIC. Refer to attachment A.

(b) Copy/paste the entry response to a word document.

(c) Run the article and copy/paste the entry to the same word document.

(d) Print the word document.

(e) Initial the entry.

(f) A second Specialist must check the entry and date/initial that the second check has been done.

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(g) At case entry, scan the document into the case.

1. Name the document “WACIC/NCIC – Stolen Article”

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Trespass Admonishment, Transit Center Expulsions and Parks Department Expulsions

532.1 TRESPASS ADMONISHMENT FORMATS

- Trespass Admonishment Card
- Case Reports (usually shoplift reports)
- Transit Center and Parks Department Expulsions

532.1.1 TRESPASS ADMONISHMENT CARDS

(a) RMS ALERT ENTRY

1. Enter as an Alert
   (a) Refer to Appendix A
2. Scan the card to documents in the subject's global subject jacket
   (a) Refer to Appendix A
3. Log number of cards processed on the Monthly Stat Log
4. Scan quality control is conducted by a department member other than the member who scanned the document
5. If the document passed the quality control check it is shredded
6. If the document does not pass the quality control check it is forwarded to a SSD Supervisor

532.1.2 CASE REPORT TRESPASS ADMONISHMENTS

These can be a part of Renton Police Department's shoplift report and/or a part of the business's shoplift report

(a) RMS ALERT ENTRY

1. Enter as an Alert
   (a) Refer to Appendix A
2. Scan to global subject jacket.
   (a) Refer to Appendix A
3. Scan quality control is conducted by a department member other than the member who scanned the document
4. If the document passed the quality control check it is shredded
5. If the document does not pass the quality control check it is returned to a SSD Supervisor

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532.1.3 TRANSIT CENTER AND PARKS DEPARTMENT EXPULSIONS

(a) RMS ALERT ENTRY

1. Transit Center and Parks Department expulsions for a period of time less than 30 days are not entered into the department's records management system. They are filed in the TRU office.
2. Transit Center and Parks Department expulsions for a period of time more than 30 days are entered as an Alert and filed in the TRU office
   (a) Refer to Appendix B
3. A copy of the Expulsion Notice is forwarded to the Parks Department

532.2 RETENTION

Refer to the current WA State Archives Law Enforcement Records Retention Schedule.

Retention Review is done by the Staff Services Division Supervisors.

532.2.1 TRESPASS CARDS, CASE REPORTS

Issued beginning 01-01-18

(a) Run a Report > Alerts > Alert Listing
   1. By expiration date (a month at a time)
   2. By Expired Alerts
   3. By Person
   4. By Trespass
(b) Go into each global subject jacket and delete the trespass card scan.
(c) Complete a Certificate of Destruction
(d) Refer to Appendix B
(e) Do the manual Purge Alert

Trespasses issued prior to 01-01-18

(a) Pull trespass card from the box
(b) Delete the scan from the global subject jacket
(c) Complete a Certificate of Destruction

Trespass Admonishments related to a case are retained for the life of a case.

532.2.2 TRANSIT CENTER AND PARKS DEPARTMENT EXPULSIONS

(a) Pull the expulsions from their respective locations
   1. Delete the scan from the global subject jacket
   2. Complete Certificate of Destruction

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Destruction After Digitization

533.1 ELIGIBLE RECORDS

(a) Eligible records are non-archival and covered by a current, approved records retention policy (DAN GSS0-09-14).

(b) Archival records are not to be destroyed. They may be scanned, but the paper copy is kept. Any archival records assessed for transfer to the State Archives must transfer both paper and image file.

533.2 SCANNING REQUIREMENTS

(a) Records are scanned and verified in a systematic and consistent fashion that ensures a complete and accurate copy of the record. Records that are not completely and accurately captured are not to be destroyed.

(b) Quality control shall comprise of visual comparison and inspection of each imaged record and source document. Each document will be scanned, then the file opened up and checked for accuracy and completeness against the source document.

(c) It shall also consist of an annual check of scanner calibrations.

(d) If vendors are contracted for imaging services, an addendum to this policy will be added.

533.3 FORMATS

(a) For short-term retention, less than six years total, either a glossless or glossy image format may be used. Acceptable file formats include: TIFF, PNG, PDF, PDF//A, JPEG and JPEG 2000.

(b) For retention of more than six years, the paper format is retained for the duration of the required retention period.

(c) Records are scanned at a DPI between 150 - 300.

(d) Images are named according to the current Naming Document Standards.

(e) Scanned images may only be tossed if a retention review date has been added to the case entry.

(f) Images are stored, maintained, and accessible for the entire length of the required retention period. If there is any question about length of retention paper copies are retained.

(g) The Renton Police Department retains legal custody of the imaged record. If an outside agency is contracted for imaging, an addendum to this policy will be added.

533.4 SECURITY

(a) Imaged records are protected against alteration and/or deletion, damage, or loss throughout the entire retention period. These protective measures include:

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1. Only Staff Services Division members trained on records retention and destruction are authorized to delete scans.
2. Storage of a regular backup is off-site to enable recovery and access to the images in the event of a disaster or emergency.

533.5 TECHNOLOGY CHANGES

In the event of technology changes, the Renton Police Department will maintain the ability to retrieve and view imaged records in systems and file formats currently used or migrate or export the record images and associated metadata to succeeding systems and file formats throughout their required retention period.

533.6 DESTRUCTION

(a) Imaged Records are destroyed only after the minimum required retention period as specified by GS50-09-14.

(b) Records are not destroyed when required for:

1. Existing public records request in accordance with Chapter 42.56 RCW, or
2. Ongoing or reasonable anticipated legislation, or
3. Other legal requirements, federal statutes, grant agreements, etc., or
4. Archival transfer

(c) If changes to the records retention schedule have occurred between digitization of the record and their planned destruction, and those changes have altered the minimum retention period.

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Felony Filing Logs

534.1 PROCEDURE

Weekly, the department receives Filing Logs from the King County Prosecutor. The logs contain felony filing information for all King County law enforcement agencies.

This information is tracked in the department's records management system.

Until the implementation of this policy these logs were scanned to the case as a document.

Because there are multiple cases from various agencies on a page we no longer scan the Filing Log document to the case. This will help reduce the overload of documents in a case and will also streamline responses to public records requests.

534.2 ADDING THE FILING INFORMATION

(a) Open the case. Pay attention to the year as it is not uncommon for the filing logs to contain cases from the previous year.

(b) Open the Arrest Tab

1. be sure the new world name is the same as the filing log – there can be multiple suspects in one case
2. there may be some instances where there is not an arrest tab entry:
   - (a) Arrest tab entry was missed at case entry. Enter the arrest.
   - (b) If the case is a current year case or a case from the previous year and has already been submitted to IBR it will be necessary to do a Prior Month Adjustment (PMA).
   - (c) There was not an arrest at case entry, but the investigator determined there was sufficient PC to forward the case to the KC prosecutor for filing of charges. This information is obtained from Case Settlements, which are processed by the SSD Supervisor. In this instance, forward the filing log to the SSD Supervisor.

(c) Open Arrestee

(d) Open Arrest Charge tab

(e) Open Offense

(f) Open the court icon

(g) In the Other Information Section:

1. Court Disposition = Charges Filed
2. Disposition Date = Date of Event from the Filing Log
   This date must be after the Arrest Tab arrest date. The arrest tab date may need correction
   Summons Number = Court number on the Filing Log

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Remarks: Enter the charge/s

(h) Shred Filing Log

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NCIC Validations

535.1 POLICY

The NCIC (National Crime Information Center) requires that entries into the NCIC system are routinely reviewed and confirmed as complete, accurate, and still outstanding or active.

References:

- Washington State Patrol ACCESS Operations Manual Procedure 01.08.000 Quality Control and Validations (Revised 09/2019)
- Washington State Archives Local Government Common Records Retention Schedule (CORE) Version 7.2, January 2017; DAN GS2016-009

NCIC Validations are processed by the Records Specialists and are assigned on a rotating quarterly schedule.

535.2 VALIDATION DOWNLOAD

CJIS Validations will send both an AM message to the main device ID and an email notification to the TAC when validations are ready for the month.

(a) The TAC or their designee needs to log on to CJIS Validations to process the records: https://cjisvalidations.wsp.wa.gov/validations/

1. User Name and password are the same as Omnixx/nexTEST
2. For login issues, contact ITDHelp@wsp.wa.gov or (360) 705-5999

(b) The TAC or their designee click on “reports” and utilize the various methods for validations.

(c) The TAC or their designee must go back the next day after validations are completed for the month, run the “summary report” and see if any records are stuck in “Pending ACK” status. If they are, the record must be reviewed and either modified and resubmitted or 'confirmed' for removal from the validation list before your validations are finished

1. Validations are not done until the summary report shows 100% in the “validated” column
2. For step by step instructions for handling “Pending ACK” please refer to the CJIS Validations User Guide pages 8 to 10: http://www.wsp.wa.gov/_secured/access/docs/cjis_validation_user_guide.pdf
3. For records that you cannot determine why they failed to validate, email access@wsp.wa.gov

The following entries are validated once 60-90 days after initial entry. No further validation is required:

- Stolen vehicles
- Stolen parts

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- Stolen guns
- Recovered guns
- Stolen boats
- Stolen securities
- Stolen license plates

The following entries are validated 60-90 days after initial entry and yearly thereafter:

- Missing persons
- Court orders
- Violent Persons
- Identity Theft

535.3 CASE FILE CHECK

Check case files.

(a) Match the entry against the case for accuracy, and modify if necessary.

(b) If there is information that the entry is no longer valid it is to be cleared from WACIC and/or NCIC.

1. Stolen property recovered
2. Missing person located
3. Court order is no longer valid
4. Violent person entry is no longer valid
5. Identity theft entry is no longer valid

(c) Update the department records management system.

535.4 VALIDATION LETTERS

537.4 In addition to checking case files, validation letters are sent to the victim, complainant, or insurance company, requesting confirmation that the item is still stolen.

RPD624A - Stolen Property Validation

RPD624B - Stolen Gun Validation-Insurance

RPD624C - Order Validation

RPD624D - Stolen Gun

RPD624E - Stolen License Plate

RPD624F - Missing Person

RPD624G - Identity Theft

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RPD624H - Recovered Gun

RPD624I - Impounded Vehicle

RPD624J - Validation Explanation Letter

RPD624K - Stolen Vehicle

535.5 STOLEN VEHICLES, PARTS, LICENSE PLATES, BOATS AND SECURITIES

(a) Send the appropriate validation letter to the victim, complainant, or insurance company, requesting confirmation that the item is still stolen.

1. Validation letters for vehicles, license plates, parts, boats and securities will include notification that after 90 days, unanswered letters will result in the property being cancelled from the system and no further notification sent.

2. If the victim of a stolen license plate has asked that validation letters no longer be sent Renton Police Department will assume the responsibility for the entry and allow it to remain in the system until the NCIC annual purge.

(b) Enclose a stamped return envelope.

(c) If the case file contains information that an insurance claim was paid, update the records management system and the WACIC entry with that information.

(d) Validation letters are filed in a pending file in the Records Unit.

(e) Upon receipt of reply indicating recovery or location of the vehicle, part, license plate, boat, or security, clear the entry from WACIC and/or NCIC.

(f) Check undeliverable letters using DOL, ACCESS, JIS, Internet address directories, and Department records for a current address. If unable to find a current address, entries on stolen vehicles, parts, license plates, boats, and securities are immediately canceled.

(g) Document all attempts to confirm the validity of the stolen property in the department records management system including who conducted the validation, how the record was validated, date of validation and the disposition of the record.

(h) Once an entry has been cleared or cancelled, the entire validation file is scanned to the case. After the scan is checked, the documents are destroyed.

535.6 MISSING PERSONS

(a) Send a validation letter (form RPD624-F) to the assigned detective requesting confirmation the person is still missing.

(b) If the person has been located the assigned detective will notify a Staff Services Police Service Specialist who will clear the entry from WACIC and/or NCIC. The assigned detective will complete a supplement to the case to support clearing the entry.

1. Missing person entries will remain in the system until the person is located.

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(c) In addition to the NCIC validation of missing persons, the Washington State Patrol Missing and Unidentified Persons Unit requests dental records and a State Missing Person Report on persons missing for more than 30 days.

1. Send a validation letter (form RPD624-F) to the assigned detective requesting he/she first verify if the person is still missing. If the person is still missing the detective is to request dental records and complete the State Missing Persons Report. The assigned detective will forward that information to Washington State Patrol and to Staff Services via case settlement.

2. If the missing person has been located the assigned detective will notify a Staff Services Division Police Service Specialist who will clear the entry from WACIC and/or NCIC. The assigned detective will complete a case supplement that supports clearing the entry.

(d) Document all attempts to confirm the validity of the missing person entry in the department records management system including who conducted the validation, how the record was validated, date of validation and the disposition of the record.

535.7 STOLEN GUNS

(a) Send a validation letter (form RPD624-D) to the victim or complainant requesting confirmation that the gun is still stolen.

(b) Enclose a stamped return envelope.

(c) If the case file contains information that an insurance claim was paid, send the validation letter (form RPD624-B) to the insurance company.

(d) Validation letters are filed in a pending file in the Records Unit until a reply is received. Once a reply is received scan the reply to the case.

1. Upon receipt of a reply, indicating the gun has been recovered; clear the entry from WACIC and/or NCIC.

2. Update the records management system.

3. Check undeliverable letters using DOL, ACCESS, JIS, Internet address directories, and Department records for a current address.

(a) Unrecovered stolen guns will remain in WACIC/NCIC until recovered.

(b) Document all attempts to confirm the validity of the stolen gun in the department records management system including who conducted the validation, how the record was validated, date of validation and the disposition of the record.

535.8 RECOVERED GUNS

(a) Send a validation letter (form RPD624 –H) to the Evidence Technician requesting verification the recovered gun is still in the custody of Renton Police Department Evidence.
Validation letters are filed in a pending file in the Records Unit until a reply is received. Once received, the reply is scanned to the case.

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(b) Retain or clear the WACIC/NCIC entry based on the response from the Evidence Technician.

(c) Scan all replies and returned letters into the department records management system.

(d) Document all attempts to confirm the validity of recovered gun entries in the department records management system including who conducted the validation, how the record was validated, date of validation and the disposition of the record.

535.9 COURT ORDERS

(a) Check JIS to confirm that the order is still valid.

(b) If the order is no longer in JIS send a validation letter (form RPD624-C) to the appropriate court.

(c) Validation letters are filed in a pending file in the Records Unit until a reply is received. Once received, the reply is scanned to the case.

(d) Orders remain in WACIC/NCIC until expired or recalled by the issuing court.

(e) Document all attempts to confirm the validity of the order in the department records management system including who conducted the validation, how the record was validated, date of validation and the disposition of the record.

535.10 VIOLENT PERSON FILE

Refer to the Violent Person File (Officer Safety Alert) Procedure.

535.11 IDENTITY THEFT

(a) Send a validation letter (form RPD624-G) to the victim requesting they validate the information provided and to indicate if they wish to have their report removed from the Identity Theft Victims file.

(b) Identity theft entries remain in WACIC/NCIC until recalled by the victim.

(c) Document all attempts to confirm the validity of the entry in the department records management system including who conducted the validation, how the record was validated, date of validation and the disposition of the record.

535.12 VALIDATION CERTIFICATION

When the entries have been checked, modifications made where appropriate, and letters sent, email the Validation Certification form to Washington State Patrol confirming that the records for the scheduled month have been validated.

535.13 VALIDATION PRINTOUT RETENTION

Upon completion of the validation process, file the CJIS Validation printouts in the Records Unit to be retained for the current year plus one year. Complete a Certificate of Destruction documenting the destruction of the NCIC printouts.

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535.14 CASES PRIOR TO 1998

Cases created prior to 1998 that require validation were maintained entirely in paper form. As each case is validated the case will be added to the department records management system, using occurred incident type 6580 – Other Misc Police Services. The victim name is added to the RMS entry. All documents will be scanned to the case entry. Offense and property are not added to the RMS entry.

535.15 WACIC ANNUAL PURGE

Annually WACIC purges stolen license plates, stolen vehicle parts and stolen vehicle entries for expiration of retention period.

The exempt Records Specialist currently processes the Annual WACIC Purge.

(a) License Plates and Vehicle Parts remain as purged. The purge statement is added to the most recent validation letter. The entire validation packet is scanned to the case. After the scan is second checked, the documents are destroyed (see 05-11484 for example). Update retention review date to five years after purge date.

(b) Stolen Vehicles are re-entered. This entry will require validation 60 to 90 days after entry.

535.16 TRIENNIAL AUDIT

Auditors will review the previous three months of NCIC validations during the triennial audit.

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Order to Surrender Weapons and Concealed Pistol Licenses

536.1 POLICY

Frequently, courts order persons to surrender weapons, primarily firearms and their concealed pistol licenses to their local law enforcement agency. The order can originate from a variety of case types related to marriage dissolution, criminal domestic violence incidents or protective orders issued by the court. The most common orders are Order to Surrender (pre-trial) and Firearms Order Form (post-sentence).

536.2 RECEIPT OF AN ORDER TO SURRENDER OR FIREARMS ORDER FORM

Upon receipt of an Order to Surrender or Firearms Order Form, Records will:

(a) Either include OTS/Y in the WACIC entry or update the existing WACIC entry

1. WACIC entry OTS:Y
2. WACIC entry POS: N

(b) Scan the Order to Surrender or Firearms Order Form with the WACIC hit to the global subject jacket separate from the NCO/PO.The scan is named:

1. Firearms Order Form Post-Sentence RMC 6Z#####16-####
2. Order To Surrender Pre-Trial RMC 6Z#### 16-####

(c) The Order to Surrender is filed with the underlying order.

536.3 SURRENDER OF FIREARMS AND/OR CONCEALED PISTOL LICENSE

Respondent is directed to call the non-emergency dispatch number from the police department lobby phone.The respondent should have instructions from the court.A supply of Renton Municipal Court instructions is located in the forms rack at front counter.

536.3.1 OFFICER

Refer to the Property and Evidence Policy.

Upon receipt of an Order to Surrender, Proof of Surrender and Receipt for Surrendered Weapons/ CPL from an officer Staff Services will:

(a) WACIC entry of Recovered Gun

(b) Scan WACIC to the case file

1. Document Title is WACIC NCIC Surrendered Firearm SN ####

(c) Merge Report

(d) Add associated Case

1. Case # of the underlying protective order

(e) Add Status of Open

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(f) Add Assignment to the Specialist assigned to processing Orders to Surrender

1. Assignment type of Proof of Surrender

(g) Forward Order to Surrender, Receipt for Surrendered Weapons and Concealed Pistol License, and Proof of Surrender to the Specialist assigned to processing Orders to Surrender.

(h) ATF Trace Request comes in later and is added to case by front counter following established naming standards.

(i) Upon receipt of the Property Report add a notation to the document tab in the case entry.

536.3.2 SPECIALIST ASSIGNED TO PROCESSING ORDERS TO SURRENDER

(a) UpdateWACIC Order Entry with POS/Y.

Surrendered guns

(a) Scan Order to Surrender, Receipt for Surrendered Weapons and Concealed Pistol License, and Proof of Surrender to the case. This scan is named Proof of Surrender Court Cause # (Proof of Surrender KCSC 16-1-####-8KNT).

(b) Send the scanned documents to front counter for the scan quality check.If the scan passes the quality check the documents are destroyed. Otherwise they are returned to the Specialist assigned to processing Orders to Surrender.If a second scan does not pass the quality control check the documents are retained in the case file.

Surrendered CPLs Issued by Renton Police Department

(a) Pull CPL application and scan it with Order to Surrender, Receipt for Surrendered Weapons and Concealed Pistol License, Proof of Surrender, and the surrendered CPL to the case.This scan is named Proof of Surrender Court Cause (Proof of Surrender KCSC 16-1-####-8KNT)

(b) Refile the CPL application, the surrendered CPL, and the Order to Surrender, Receipt for Surrendered Weapons, and Proof of Surrender together.The CPL is kept in the event the respondent's rights are restored.

(c) Update case status to closed.

(d) Remove assignment (see 17-13632).

Surrendered CPLs Not Issued by Renton Police Department

(a) Mail the surrendered CPL and a copy of the Proof of Surrender to the issuing agency.

(b) Create a document in the case titled "CPL Returned to agency name."

Add Retention Review date of six years past expiration date of the CPL.

See the Property and Evidence Policy.

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ACCESS Misuse

537.1 USE OF ACCESS SYSTEM

(a) Central Computerized Enforcement Service System (ACCESS) is a computer controlled communications system operated and maintained for all law enforcement and criminal justice agencies within the state. The Chief of the Washington State Patrol (WSP) administers all operating phases of the ACCESS System.

(b) The ACCESS System shall only be used for official law enforcement business. The following rules and policies ensure proper and efficient use of the ACCESS System. All terminal operators, including mobile data terminal users, must be certified at the appropriate level every two years. All personnel will conform to these policies and rules. Any questions regarding these policies shall be referred to the ACCESS Section.

537.2 TERMINAL AGENCY COORDINATOR

(a) Responsibility for proper operator performance, strict adherence to regulations, prompt notification of CJIS violations to the ACCESS Section, and training rests with the TAC.

537.3 INFORMATION FROM ACCESS AND DISSEMINATION

(a) All personnel who use or work on the connection to ACCESS must observe all restrictions placed on the use or dissemination of information received through ACCESS. Policies contained within the ACCESS Operating Manual and other related manuals must be adhered to. Some records may be public information; however, if the information is obtained through ACCESS it must only be used for criminal justice purposes. Those records that may be considered public would have to be released through a formal public disclosure request.

(b) Queries or messages not pertaining to law enforcement business (e.g., personal inquiries) are prohibited.

(c) Persons shall not use any information obtained through the ACCESS system, including all Department of Licensing (DOL) and Department of Corrections (DOC) information, for private business or personal reasons.

537.4 SYSTEM MISUSE

(a) Violations of the rules, regulations, policies, or procedures developed by NCIC and adopted by the WSP or any other misuse or abuse of the ACCESS System may result in agency disciplinary measures and/or criminal prosecution.

(b) If an agency initiates an internal investigation for ACCESS misuse, an ACCESS Violation Incident Report must be filled out and sent to the ACCESS Manager. If the allegations are founded, the investigating agency will choose the level of discipline. The violation report can be found on the ACCESS website.

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(c) Disciplinary measures imposed by the WSP may include revocation of individual certification, discontinuance of the system access to the department, or purging the department's records.

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Criminal History Use and Dissemination

538.1 PROCEDURE

(a) The criminal history inquiry must contain the following information:

1. Identify the specific type of request (QH, QWH, QR, QI)
2. The Attention (ATN) Field must contain the following:
    - (a) Requestor Information
        1. First initial and last name and/or unique identifier of the person requesting the information. Do not use a period (.) in the field as this will truncate the information.
            - (a) A unique identifier of the requestor might be a personnel number that does not change throughout their career
    - (b) Criminal Justice Reason
        1. The reason can be a case number or a specific criminal justice reason
            - (a) Generic reasons (investigation, employment, risk, ID verify, etc.) are considered too vague and will be a compliance issue
            - (b) If no case number is available, one of the following abbreviations may be used:
                1. DV - Domestic Violence
                2. ORT - Organized Retail Theft
                3. DUI - Driving Under the Influence
                4. VUCSA - Violation of the Uniform Controlled Substance Act.
                5. RSO - Registered Sex Offender
                6. RAPCORR - Rap Sheet Correction
                7. LE Applicant - Law Enforcement Applicant
                8. PSP - Possession of Stolen Property
                9. CON - Contractors
                10. CJ Re-background - Criminal Justice Re-Background
        2. Examples:
            - (a) J HERMANN THEFT
            - (b) J HERMANN 20-1234
3. Proper purpose codes must be used.

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(a) If you are unsure about which purpose code to use, you may refer to the ACCESS Operations Manual – Criminal History Chapter

1. **C** - Use this purpose code for official duties in connection with the administration of criminal justice (i.e. crimes, non-applicant riders and contractors or vendors not involved in the administration of criminal justice)
2. **J** - Use this purpose code when conducting the background check on new criminal justice applicants, applicant riders and the five year re-background for certified ACCESS users
3. **F** - Use this purpose code for silencer/ suppressors and for Federal Firearms Licensors (FFL)
4. **D** - Use this purpose code when the criminal history is being requested for a stalking and/or domestic violence case in a court hearing

4. The subject's information that you are querying:

(a) Full name and date of birth

(b) State Identification (SID) number or Federal Bureau of Investigation (FBI) number

(b) Secondary dissemination is when criminal history is run for one criminal justice agency and then released to another criminal justice agency for their use.

1. Secondary dissemination must be logged. The log must contain the following information:

(a) The name of the person requesting the information

(b) The full name of the agency

(c) The date of the dissemination

(d) A case number or specific reason

(c) Each agency will store all Criminal Justice Information (CJI) in a secure case file and/ or dispose of all documents according to agency required policies. For disposal and transportation of CJI, refer to the Criminal Justice Information Services (CJIS) Security Policy

(d) Agency must ensure that all personnel have been apprised that criminal history data may only be used in the administration of criminal justice. It is strictly protected by state and federal law. Refer to the Introduction chapter of the ACCESS Operations Manual for applicable laws.

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Physical Protection

539.1 PURPOSE

The purpose of this policy is to provide guidance for agency personnel, support personnel, and private contractors/vendors for the physical, logical, and electronic protection of Criminal Justice Information (CJI). All physical, logical, and electronic access must be properly documented, authorized and controlled on devices that store, process, or transmit unencrypted CJI. This Physical Protection Policy focuses on the appropriate access control methods needed to protect the full lifecycle of CJI from insider and outsider threats.

The intended target audience is personnel, support personnel, and private contractor/vendors with access to CJI whether logically or physically.

539.2 PHYSICALLY SECURE LOCATION

A physically secure location is a facility, a criminal justice conveyance, or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems. The physically secure location is subject to criminal justice agency management control. The perimeter of the physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled, and secured.

539.3 VISITORS ACCESS

Visitor specifications need to be established per agency purview and approval. A visitor is defined as a person who visits the agency on a temporary basis who is not employed by the Renton Police Department and has no unescorted access to the physically secure location within the agency where CJI and associated information systems are located.

Visitors must:

(a) Be accompanied by an agency personnel escort at all times to include delivery or service personnel. An escort is defined as authorized personnel who accompany a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any CJI therein. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort

(b) Show a valid form of photo identification

(c) Follow policy for unescorted access

1. Noncriminal Justice Agency (NCJA) like city or county IT who require frequent unescorted access to restricted area(s) will be required to establish a Management Control Agreement between the Renton Police Department and NCJA. Each NCJA employee with CJI access will appropriately have state and national fingerprint-based record background check prior to this restricted area access being granted

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2. Private contractors/vendors who have frequent unescorted access to restricted area(s) will be required to establish a Security Addendum with each private contractor personnel. Each private contractor personnel will appropriately have state and national fingerprint-based record background check prior to this restricted area access being granted

(d) Not be allowed to view screen information mitigating shoulder surfing

(e) Be escorted to a public area of the facility when they do not have any legitimate business in a restricted area. Strangers in physically secure areas without an escort should be challenged

(f) Not be allowed to sponsor another visitor

(g) Not enter into a secure area with electronic devices unless approved by the Information Technology point of contact to include cameras and mobile devices. Photographs are not allowed without permission of the Renton Police Department assigned personnel

(h) Be referred to the proper agency point of contact for scheduling requests for tours. Visitor rules apply for each visitor within the group. The group leader will provide a list of names to front desk personnel for instances of emergency evacuation and accountability of each visitor while on agency premises

539.4 AUTHORIZED PHYSICAL ACCESS

Only authorized personnel will have access to physically secure non-public locations. The agency will maintain and keep current a list of authorized personnel. All physical access points into the agency's secure areas will be authorized before granting access. The agency will implement access controls and monitoring of physically secure areas for protecting all transmission and display mediums of CJI. Authorized personnel will take necessary steps to prevent and protect the agency from physical, logical and electronic breaches.

All personnel that are not escorted with CJI physical and logical access must:

(a) Meet the minimum personnel screening requirements prior to CJI access.

1. Agencies must conduct a state of residency and fingerprint-based background check for all agency personnel and IT personnel who have direct access to CJI and those who have direct responsibility to configure and maintain computer systems and networks with direct access to CJI prior to employment or assignment.

2. Support personnel, private contractors/vendors, and custodial workers with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times.

3. Refer to the CJIS Security Policy for handling cases of felony convictions, criminal records, arrest histories, etc.

(b) Complete Security Awareness Training

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1. All authorized Renton Police Department and NCJA personnel, like city or county IT and private contractor/vendor, will receive Security Awareness Training within six months of being granted duties that require CJI access and every two years thereafter.

(c) Be aware of who is in their secure area before accessing confidential data.

1. Take appropriate action to protect all confidential data.
2. Protect all terminal monitors with viewable CJI displayed on the monitor and not allow viewing by the public or escorted visitors.

(d) Properly protect and not share any individually issued keys, proximity cards, computer account passwords, etc.

1. Report loss of issued keys, proximity cards, etc. to authorized agency personnel.
2. If the loss occurs after normal business hours, weekends or holidays, personnel are to call the Renton Police Department POC to have authorized credentials like a proximity card de-activated and/or door locks possibly rekeyed.
3. Safeguard and do not share passwords, Personal Identification Numbers (PIN), Security Tokens (i.e., Smartcard), and all other facility and computer systems security access procedures.

(e) Properly protect from viruses, worms, trojan horses, and other malicious code.

(f) Web usage - allowed versus prohibited; monitoring of user activity.

(g) Use of electronic media is allowed only by authorized personnel. Controls shall be in place to protect electronic media and printouts containing CJI while in transport. When CJI is physically moved from a secure location to a non-secure location, appropriate controls will prevent data compromise and/or unauthorized access.

(h) If CJI is transmitted by email, the email must be encrypted and email recipient must be authorized to receive and view CJI.

(i) Report any physical security incidents to the Renton Police Department's IT POC to include facility access violations, loss of CJI, loss of laptops, Blackberries, thumb drives, CDs/DVDs and printouts containing CJI.

(j) Properly release hard copy printouts of CJI only to authorized personnel in a secure envelope and shred or burn hard copy printouts when no longer needed. Information should be shared on a "need to know" basis.

(k) Ensure data centers with CJI are physically and logically secure.

(l) Keep appropriate agency security personnel informed when CJI access is no longer needed. In the event of ended employment, the individual must surrender all property and access managed by the local agency, state and/or federal agencies.

(m) Ensure the perimeter security door securely locks after entry or departure. Do not leave any perimeter door propped opened and take measures to prevent piggybacking entries.

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539.5 PENALTIES

Violation of any of the requirements in this policy by any authorized personnel will result in suitable disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination. Violation by any visitor can result in similar disciplinary action against the sponsoring employee, and can also result in termination of services with any associated consulting organization or prosecution in the case of criminal activity.

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Chapter 6 - Patrol Operations

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Citizen Observer Rider Request

600.1 PURPOSE

In order to improve communications and understanding between the Police Department and the community, selected citizens may ride as observers in patrol vehicles. It is apparent that citizens involved, through direct participation, will gain insight into the problems facing law enforcement and share their first-hand experiences with others.

600.2 POLICY

(a) Citizen-Observer Rider Request and Waiver forms shall be completed prior to participation in this program.

(b) The Citizen-Observer is the responsibility of the officer/supervisor to whom he/she is assigned and shall not be left unattended at any time except in the lunch room area.

(c) Citizen-Observers shall not have access to the following areas:

1. Records Information
2. Jail
3. Major crime scenes
4. Search warrant service
5. Personal offices
6. Briefing sessions unless waived by a supervisor.

(d) Participation in this program on an occasional basis will be limited to the following persons 16 years of age or older:

1. Personal friends and family members
2. Law enforcement officers and candidates
3. Citizen’s Academy students
4. City employees; officials; City Attorney’s or Prosecutor
5. Research/news media personnel
6. Valley Communication employees
7. Others as authorized or assigned by Administrative Staff.

600.3 PROCEDURE

(a) Officers requesting or assigned a rider must:

1. Be a commissioned non-probationary police officer.
2. Complete Citizen-Observer Rider Request and Waiver form.
3. Have the Citizen-Observer sign the Citizen-Observer Rider Request and Waiver form.

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4. Forward the Citizen-Observer Rider Request and Waiver form to an on duty specialist for Criminal History and local records check.
5. Forward Citizen-Observer Rider Request and Waiver form to duty supervisor for approval prior to initiating the ride.
6. After approval of the rider, complete and instruct rider on ride along orientation check sheet prior to initiating ride.
7. Advise Valley Communication dispatcher that officer has rider and hours of ride.

(b) The Specialist will:

1. Run Criminal History and Records check on Citizen-Observer Rider and return completed form to officer.

(c) The duty supervisor will:

1. Approve or deny the ride request:
   (a) Denial can be made based on the following
      1. Conviction of a criminal offense
      2. Under investigation by a law enforcement agency
      3. Pregnancy
      4. Supervisory Discretion:
         (a) Guideline, one ride per month
         (b) Reasonable amount for family members
      5. Juvenile under the age of 16
      6. Violation of dress code
         (a) Inappropriate for rider (tank top, cutoffs, thongs, etc.)
      7. Personnel scheduled for shift (minimum/emergency manning)
      8. Insufficient notice of rider request
2. Upon completion of ride, forward the Citizen-Observer Rider Request and Waiver form and check off sheet to Patrol Division Commander.

(d) The Division Commander will:

1. Review the Citizen-Observer Rider Request and Waiver form and check off sheet and forward to the Administrative Secretary.

(e) The Administrative Secretary will:

1. File the forms
2. Retain rider request forms for 3 years

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Bomb Threat

601.1 POLICY

It is the policy of the Renton Police Department to insure the safety of the public and its personnel in situations involving the use or potential use of explosives.

601.2 PROCEDURE

(a) A bomb threat means any communication reported to anyone warning of an explosive device or substance placed where it may cause injury or damage.

1. When Valley Communications receives a call of a bomb threat, bombing or undetonated explosive substance, a police officer will be dispatched by appropriate means immediately and the Patrol Supervisor notified.
2. When dispatching a bomb threat:
   (a) The nature of the call and the location will be given to all patrol units;
   (b) Any unit near the scene will drive away from it before responding over the radio.
3. No use of electronic devices will take place from an area closer than 300 feet to the scene because the device may generate a radio frequency that could cause detonation. All electronic devices will be turned off prior to entering this area.
4. While at the scene, officers will communicate with dispatch only by use of a landline telephone.

(b) In cases of bomb threats where no specific evidence exists of explosive substances, the officer or supervisor will use discretion in searching the premises.

(c) The evacuation of the premises is at the discretion of the person responsible for the property. The officer may order evacuation when information or evidence is compelling that a bomb is present.

(d) When searches are made, they will be thorough, systematic, and supervised. An officer should ask an adult familiar with the premises to assist in the search.

1. Civilians should be instructed not to move any suspicious or unidentified object;
2. Suspicious objects discovered by officers should be brought to the immediate attention of the owner/occupant of the building. If they cannot be identified, they should be treated as an undetonated explosive substance and not moved or touched.

(e) When no explosive substance is found, the officer will notify the dispatcher and complete the appropriate report.

601.2.1 UNDETONATED EXPLOSIVE DEVICES

When an officer discovers any undetonated explosive device, he/she will notify the dispatcher by telephone. The dispatcher will immediately notify the Duty Supervisor.

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(a) The appropriate Bomb Squad will be contacted at the direction of the Duty Supervisor. In the event a situation exists which calls for a bomb disposal unit, the Department may utilize the services of:

1. Port of Seattle Police;
2. King County Police;
3. Seattle Police
4. EOD, Fort Lewis.

(b) The highest ranking on-scene supervisor will take command of security operations. A command post with telephone communications will be established near the scene, but not closer than 600 feet and protected from the effects of any potential explosion.

1. Minimum scene security consists of a safe area beyond a 900 feet radius from the explosive substance.
2. No person will be admitted into the danger zone except as authorized by the supervisor.
3. Only explosive ordnance specialists and investigators are authorized to enter danger zones except to prevent injury or death to a person.

(c) The dispatcher will advise the Fire Department and request they stand by at 600 feet from the scene.

1. The supervisor will inform the bomb removal specialists of the nearest suitable place for detonation of explosive substances. A suitable area is one that provides open space for a 300 feet radius. This area may or may not be used at the discretion of the bomb disposal specialists.
2. If an escort is requested by the bomb removal specialists, the supervisor will provide two marked police cars. All emergency lights and headlights will be turned on but the siren and radio will not be used.

601.2.2 DETONATED EXPLOSIVE DEVICES

In cases where an explosion has occurred, the procedures for notification, scene security, and responsibility for follow-up investigation are the same as in undetonated explosive substances.

(a) When the scene is secured, the supervisor will coordinate the preservation of evidence and allow no one into the danger zone except rescue personnel, investigators, and bomb specialists.

(b) The investigators will notify the supervisor when examination of the scene is complete.

(c) Explosions may cause structural damage and other undetonated explosives may still be present. People on the scene should use caution and no person should enter the danger zone except to prevent injury or death to another person. This does not apply to investigators or specialists examining the scene.

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K-9 Unit

602.1 K-9 MISSION

The mission of the K-9 Unit is to locate suspects attempting to escape arrest, locate discarded evidence, perform building and area searches, and backtracks. They provide psychological and physical backup on calls deemed appropriate by the handler. Generally, the K-9 Unit is considered a specialized tool designed to enhance police efforts at a crime scene.

602.2 ORGANIZATION AND CHAIN OF COMMAND

(a) Organizationally, the K-9 Unit will be placed in the Patrol Operations Division. The 3rd Watch Sergeant will be responsible for the supervision of the unit and will report all K-9 activities directly to the Division Commander.

(b) Members of the K-9 Unit are subject to, and bound by the directives and procedures set forth in the Renton Police Department's General Orders Manual. K-9 Officers are responsible to the K-9 Unit Supervisor and to the Patrol Operations Division Commander.

602.3 DEFINITIONS

Announcement - A loud, verbal warning that a building/area will be searched by a generalist police dog and that anyone inside must immediately show and identify themselves.

Application - The use of a police dog in any actual police situation.

Canine Handler - The team consisting of a trained canine handler and a police dog.

Dog Log - A log book, maintained by the canine handler, which contains a complete record of all training exercises, applications, public demonstrations and veterinary care.

602.4 DUTIES

(a) The primary responsibility of the K-9 Unit is to respond to calls for service where a K-9 Unit might reasonably be of use.

(b) Normally, a K-9 Unit will NOT be used in the following circumstances:

1. Crowd and/or riot control
2. Apprehension of mentally disturbed persons, when no crime is involved.
3. Searching for lost persons
4. In areas containing hazardous materials which could harm the canine.
5. Searching for animals
6. In circumstances which might discredit the Renton Police Department.

(c) Prior to the search of any building or enclosed area, the handler will give a loud announcement of the intent to use the police dog. This announcement need not be given in circumstances where, to do so would endanger the safety of the K-9 Unit.

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602.5 EQUIPMENT

(a) The following equipment will be kept in the K-9 vehicle:

1. Tracking harness
2. 30’ lead
3. Protective sleeve
4. Water
5. First Aid Kit

602.6 RESPONSIBILITIES

(a) Under no circumstances shall any person other than the handler be allowed to handle the dog unless:

1. That person is directed to do so by the K-9 Unit Supervisor.
2. The handler is injured and/or unable to command the dog and there is an immediate need for the dog to be controlled.

(b) While on duty the canine must always be under the canine handler’s direct or immediate control as follows:

1. Under control by voice command.
2. On a leash
3. Contained in a police vehicle.

(c) The canine handler is responsible for the care and maintenance of both the dog and the assigned vehicle. While off duty the canine will be under the handler’s direct control, secured in a kennel, or safely contained within the residence/yard of the handler.

602.7 TRAINING

(a) The K-9 Unit will receive specialized training and conform to Washington Administrative Code 139.05.915 prior to any police application.

(b) Each K-9 Unit will establish and participate in a schedule of in-service training in order to maintain skills. A written record of all training exercises and applications will be maintained by the handler in his Dog Log. This log will be available for inspection by the K-9 Unit Supervisor on request.

602.8 INJURY TO CANINE

(a) Any injury suffered by a canine will be attended to immediately.

(b) Whether the injury occurs on or off duty, the handler will, as soon as practical, notify the K-9 unit supervisor.

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(c) The handler will provide proper care and maintenance for the canine, including feeding and regular veterinary care.

602.9 CANINE INFLICTED INJURIES

(a) Whenever a canine bites, or otherwise makes physical contact with an individual, the canine handler shall:

1. Examine the person to determine the extent of injury.
2. Offer medical treatment to that person.
3. Take color photographs of the affected area, even if an injury is not apparent.
4. Generate a written report to the K-9 unit supervisor describing the circumstances of the incident and the injuries observed.
5. If the person is a juvenile, notify the parent or guardian.
6. If the person involved refuses examination or medical treatment, the refusal must be witnessed by another officer.

602.10 CALL OUT PROCEDURES

(a) A request for an on-duty K-9 Unit assistance may be made directly by any member of the department. The K-9 Unit is available to assist outside agencies with the approval of the on-duty supervisor.

(b) A request for an off-duty K-9 Unit, whether from the Renton Police Department or from an outside agency, must be made only with the approval of the on-duty supervisor.

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Bloodborne Pathogens

603.1 PURPOSE

The risk of Hepatitis B, AIDS and other infectious diseases are occupational risks for emergency service providers. The risk of infection is directly related to the degree of contact, with either blood, contaminated needles or airborne illness. Although the risk is low the Renton Police Department will take extra precautions to minimize the exposure to the diseases. Employees shall adhere to City Policy Procedure 300-55: Occupational Exposure to Bloodborne Pathogens.

603.2 PROTECTIVE CLOTHING

Gloves and masks will be available in all patrol vehicles.

603.3 PRECAUTIONS

(a) Employees shall be aware of and comply with procedures when dealing with occupational exposure to any blood or other infectious materials.

(b) Do not eat, drink or smoke at crime/accident scenes where blood or bodily fluids are present or contagious factors exist.

(c) Employees shall report any direct contacts with blood or bodily fluids in the line of duty to their immediate supervisor.

(d) Extreme caution shall be used during the search of suspects to prevent accidental needle sticks. This caution is extended to vehicle searches, particularly when reaching into areas that are not visible.

(e) All crime scenes and accident scenes should be considered contaminated and caution shall be taken to prevent exposure.

(f) All procedures involving blood or other potentially infectious materials shall be performed in such a manner as to minimize splashing and spraying.

(g) Whenever it is necessary to transport a subject who has blood or bodily fluids on their person or clothing, transportation shall be separate from other individuals.

(h) When the interior of the patrol vehicle has been potentially contaminated, employees shall not smoke, eat, drink, apply cosmetics or lip balm, or handle contact lenses in the vehicle until it has been thoroughly decontaminated.

(i) Personnel involved in "blood runs" shall wear gloves while handling the containers and ensure they are not opened.

(j) Employees shall inform other support personnel (e.g., deputies, jailers, specialists, etc.) whenever a change or transfer of custody occurs and the subject has blood or bodily fluids on their person. This procedure shall also apply when subjects state they have a contagious disease.

(k) Employees with wounds or abrasions on exposed body surfaces such as hands or face should protect those areas from contact with blood.

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603.4 CLEANING OF PERSONAL OR DEPARTMENT GARMENTS

(a) Contamination in the field may be unavoidable in certain circumstances. When department issued or personal property is contaminated by blood or infectious materials, employees shall notify their immediate supervisor.

(b) Garments penetrated by blood shall be removed immediately or as soon as possible. The items will be washed in the jail washing machine by the person who was wearing the clothes or packaged as contaminated clothing and sent to a laundry facility capable of laundering this material.

(c) Under no circumstances will contaminated garments be removed from the workplace by an employee to be washed at home.

(d) Contaminated shoes and gun belts will be decontaminated with disinfectant provided in the jail sally port.

603.5 CLEANING OF EQUIPMENT

(a) Any items that may have come into contact with an infectious material should be reviewed for possible contamination, such as vehicles, handcuffs, pens, clipboards and keys. When in doubt, decontaminate.

(b) Employees shall take immediate steps to properly clean any portion or their city vehicle that may have become contaminated with an infectious material. Vehicles shall be decontaminated with the disinfectant provided in the jail sally port prior to going back into service.

603.6 DISPOSAL OF CONTAMINATED ITEMS

(a) Contaminated items such as gloves, towellettes and booties will not be left loose in a vehicle.

(b) Contaminated items will be placed in a leakproof bag marked with the recognized "Biohazard" symbol and transported to a collection site.

(c) A collection container will be available in the jail sally port for the disposal of all non-evidentiary items.

603.7 NEEDLES OR SHARPS

(a) Contaminated needles and sharps shall not be bent, recapped or removed from the scene except as follows:

1. Sharps having evidentiary value at a major crime;
2. Scene shall be processed by the detective division.
3. All needles and sharps shall be disposed of in a Sharps container.

(b) Needles which have evidentiary value will be photographed before disposal.

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603.8 HANDLING AND STORAGE OF PROPERTY AND EVIDENCE

(a) Persons working in areas for extended periods of time where blood and body fluids have been shed (crime scenes and fatality accidents) shall wear protective gloves.

(b) Evidence containing suspected blood or body fluids shall be handled with gloves. Remember, safety is of the utmost importance. Extreme caution should be used when collecting or handling wet clothing. Liquid samples shall either be collected as a liquid and stored in a bottle or if located on clothing or similar materials, shall be air-dried. An evidence tag, an evidence processing request, and a special label that states, "CAUTION: POTENTIALLY CONTAMINATED MATERIAL" shall be affixed to the outside of the package or the item put in a properly marked container.

(c) Property officers and crime scene investigators shall be notified whenever contaminated blood, body fluids or other possibly contaminated substances are transferred to their custody.

(d) All bloody clothing shall be treated as if it were contaminated.

(e) All bloody clothing or evidence and sacks containing the clothing shall be handled with protective gloves.

(f) All personnel shall thoroughly wash their hands with a germicidal soap after handling any possibly contaminated property or evidence.

603.9 AFTER EXPOSURE ADMINISTRATIVE REQUIREMENTS

(a) If Occupational Exposure occurs, these procedures are required:

1. A supervisor shall be notified immediately. The supervisor will determine if the employee requests medical attention.
2. Send the employee to Harborview Hospital or Valley Medical Center if medical attention is requested.
3. The supervisor shall complete a City Injury Report.
4. A detailed case report will be made, to include the route of exposure and the circumstances under which the exposure occurred.

(b) If substantial exposure occurs, these procedures are required:

1. A supervisor will be notified immediately and respond to the scene.
2. The exposed employee will be sent to Harborview Hospital or Valley Medical Center for medical attention.
3. The supervisor shall attempt to obtain consent from the exposing party for testing.
4. The supervisor shall contact the King County public health officer if the person (suspect) refuses a test and attempt to obtain an order for the test.
5. Complete a City Injury Form.
6. Make a detailed case report and include the details of the exposure and the exposing party.

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603.10 TESTING OF PERSON INVOLVED

If the employee experiences what is determined to be a "substantial exposure", it is important to learn about the health of the person involved to determine if any protective measure should be taken. This can be accomplished only through testing and will require the person's permission, a health officer's order or a superior court order. The complete process is contained in RCW 70.24.703. The statute provides for testing of persons who have exposed law enforcement personnel, firefighters or health care providers to substantial risk of exposure to Aides or HIV.

The first option is consent. Lacking consent the employee's immediate recourse is a public health officer, who may order the subject to submit to testing, based on the facts or the exposure. The need for testing must be well documented and applied for within seven days after the exposure incident. The exposing party can refuse the order and request a superior court hearing.

It is the health officer's responsibility to decide on whether or not to petition the court. The superior court hearing procedure may take several days. The court's standard of review for the order is whether "substantial exposure" occurred. Upon conclusion of the hearing, the court shall issue the appropriate order.

If the person involved tests positive or declines testing, the employee should be clinically and serologically tested for evidence of the Aids or Hepatitis B viruses and tested for Hepatitis B immune status. If the person is not identified or the court process takes longer than 48 hours, decisions, the employee's decisions regarding appropriate follow-up should focus on the severity, type and/or risk factors involved with the exposure.

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Minimum Staffing

604.1 PURPOSE

The Patrol Operations Division will require a minimum number of patrol officers present for duty at any given time to ensure safety and to respond to the needs of the community.

604.2 STAFFING

The following number of officers will be scheduled for work.

- SHIFT 1A - Seven officers and a supervisor.
- SHIFT 1B - Seven officers and a supervisor.
- SHIFT 3A - Seven officers and a supervisor.
- SHIFT 3B - Seven officers and a supervisor

604.3 EMERGENCY STAFFING

One officer less than minimum staffing. A patrol supervisor may not schedule emergency staffing without prior consent from the Patrol Commander. Should any shift be at the minimum level and any one officer become ill, injured, or for any other reason is unable to perform his/her duties, the continuance of an emergency status is authorized, but not mandated.

- Should the number of officers present for duty be less than the emergency level, the supervisor shall hold over or call in whatever number of officers necessary to attain at least emergency staffing.
- The supervisor shall determine the number of officers needed and may require their presence on an overtime basis to meet minimum manning.

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Spike Strips

605.1 PURPOSE

Spike Strips will be used to prevent a vehicle from leaving a particular area when an officer believes the occupants may endanger themselves or others if they are allowed to leave, and to bring a vehicle pursuit to a safe conclusion. Under no circumstances will spike stripes be used when the suspect vehicle is a motorcycle or three-wheel, all-terrain vehicle.

605.2 POLICY

(a) When deploying spike strips, officers will:

1. Notify dispatch and other police units by radio of the location where the spikes will be deployed;
2. Select a location for deployment that provides a safe stopping distance for the suspect vehicle. Spike strips will not be deployed on a curve;
3. Only activate the spike strip when the suspect vehicle is visible and there is a minimum risk of uninvolved motorists driving over the spikes.

(b) All officers deploying spike strips will receive training on this standard operating procedure, and will receive training on the actual deployment of spike strips.

(c) Supervisors are responsible to monitor the circumstances indicating the use of spike strips.

(d) The use of spike strips to stop a vehicle will be documented in a case report, and if used to stop a vehicle in a pursuit, documented also in the pursuit report. All pursuit reports are reviewed by the Chief of Police via the chain of command.

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Responding to Reports of Suspected Biological or Chemical Agents

606.1 PURPOSE

This document outlines the Renton Police Department protocol for responding to reports of letters, packages and other items suspected of being contaminated with biological or chemical agents.

606.2 RECEIPT OF A SUSPICIOUS ITEM

(a) When officers receive a call about a suspicious letter, package or other items suspected of being contaminated with a biological or chemical substance, they should remember the four DON"TS for first responders for Weapons of Mass Destruction

1. Don't become a victim yourself.
2. Don't rush in.
3. Don't test, taste, touch, or smell anything.
4. Don't assume anything.

(b) Upon arrival on the scene, interview the reporting person outdoors to avoid any airborne contamination from the item. The purpose of the interview is to access the threat presented by the item.

606.3 ASSESSING THE CREDIBILITY OF THE THREAT

(a) The following questions should be asked when the officer talks to the reporting party:

1. What is it that makes the letter/package/substance seem suspicious to the person reporting?
   - (a) Lack of return address
   - (b) Postage stamp does not match return address
   - (c) Handwritten or poorly typed address
   - (d) Misspelling of common words
   - (e) Suspicious sender
   - (f) Postmark from a place addressee was not expecting correspondence
   - (g) Bulky or strange shaped package
   - (h) Unusual liquid, spray or vapor
   - (i) Oil stains, discoloration or odor
   - (j) Unexplained substance found in a suspicious location, etc.
   - (k) Reporting party has unexplained physical symptoms
2. Is there a reason to believe the recipient, business or organization would be a likely target of terrorism?

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3. Are there any threatening messages on the letter or package?
4. Has the reporting person received any threatening notes, phone calls or messages?
5. Is powder or some other suspicious substance visible on the outside of the package? Is so, what does the substance look like?
6. What were the circumstances of the exposure to the substance or the object? What was the nature of contact or potential exposure to the substance for any persons present?
7. Did the person see particles in the air, or a cloud of particles?

(b) Based on the answers to the above questions, officers should make an assessment of whether or not the letter, package or item presents a credible threat. Officers are encouraged to utilize their law enforcement training and experience, judgment and common sense.

(c) Officers are encouraged to call Public Health, 24 hours a day, at 206-296-4774 for consultation and advice regarding situations suspected to pose a credible threat. The Health Department will not respond to the scene but can give advice for a potential exposure to the substance. They cannot assess the credibility of the threat for you.

606.4 ACTIONS

(a) There is no vapor, powder or other substance visible, and the officer believes there is no evidence of a credible threat.

1. Advise the reporting party of the results of your threat assessment.
2. Encourage them to dispose of the item themselves.
3. Take the item for destruction if reporting party insists.
4. Make a report of the incident listing all parties involved.

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King County Regional AMBER Alert Plan

607.1 PURPOSE

(a) The King County Regional AMBER Alert Plan is a collaborative effort between law enforcement agencies and the local media within King County. The goal of the plan is the safe and swift return of children who are abducted or become missing under specific criteria, by providing accurate information to the public gaining their assistance in locating the child.

(b) A national study conducted by the Washington State Attorney General's Office found that nearly seventy-five percent of the nation's children, who were abducted and murdered, were dead within three hours of the time of their abduction. Given this small window of opportunity for a safe recovery of an abducted child, the police community must depend upon the assistance of concerned citizens to help us in our efforts for the safe recovery of our children.

(c) The purpose of the AMBER Alert Plan is to utilize the locate radio and television media, to assist the police departments in the recovery of an abducted child. The local media will use the Emergency Alert System (EAS), to notify the general public of the AMBER Alert activation and request their assistance. The media will announce the description of the missing child, details of the abduction, abductor information, vehicle information, possible direction of travel, and any other information deemed helpful by the investigating agency. The broadcast will advise the public to call 911 with any possible information regarding the alert.

607.2 PROCEDURE

(a) Criteria for initiation of the AMBER Plan

1. The victim is under 16 years of age
2. The victim is not a voluntary runaway (Previous history of runaway reports is not a sole factor for exclusion.)
3. A risk of injury or death to the victim is present, in the judgment of the reporting law enforcement agency investigator.
4. It must be reported to and investigated by the Renton Police Department.

(b) Implementation

1. The investigating officer verifies the details of the possible abduction with his/her supervisor. The supervisor will notify the Watch Commander or Command Duty Officer for approval.
2. The investigating officer completes the standardized AMBER Alert Report, in addition to the required department report. Required information will include.
   - (a) Victim's name (includes any nicknames)
   - (b) Victim's age
   - (c) Victim's physical description (Recent photograph if possible)

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(d) Victim's clothing description

(e) Victim's illnesses and/or medical concerns

(f) Last location seen (including date and time)

(g) Any suspect information (name, description, clothing, vehicle, direction of travel, etc.)

3. The investigating officer will fax the AMBER Alert form to the Valley Communication Center (Valleycom). The investigating officer will contact Valleycom to ensure that the fax was received.

4. Valleycom will notify the King County Emergency Alert System Center (EAS – King County 911 Communication Center), via fax and confirm by phone contact. Valleycom will also broadcast the information to all "Valley-com" law enforcement agencies.

5. King County EAS will make the initial broadcast using the EAS system. Additional information and updates will be disseminated by the Renton Police Department.

6. The information will be broadcasted four times an hour for the first two hours, reducing to two times per hour for the next four hours, then once an hour until cancelled by the Renton Police Department or the media's discretion if longer than 24 hours.

7. Citizens with information about the case provided in the AMBER Alert will be instructed to contact 911. The local 911 centers will document calls and information on the standardized AMBER Alert Tip Sheet, and forward it to the Renton Police Department.

8. Investigative updates will be phoned and/or faxed by the Renton Police Department to Valleycom and the media as they become available.

9. Valleycom will update regional communication centers as information changes.

10. The Renton Police Department will notify Valleycom if recovery is made, or the alert is cancelled. Valleycom will notify area communication centers.

11. The media may cover any news of the abduction within its normal news guidelines, but will not compromise the alert plan with updates or information other than what they receive from the Renton Police Department, via the official alert protocols.

12. Following the recovery of the child and completed investigation, a copy of the case will be submitted to the Review Committee, as soon as is reasonably possible, without jeopardizing the case investigation and any criminal prosecution.

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Attachments

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Lesson Plan Format.pdf

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RENTON POLICE DEPARTMENT
ADMINISTRATIVE SERVICES DIVISION

(title)
(month) IN-SERVICE TRAINING

Prepared By	:	***(author)***
Date	:	***(date completed and submitted for approval)***
Approved By	:	_____ Kevin Milosevich, Chief of Police
Date	:	_____ ***(complete with day / date / and times for the training)***
Scheduled Dates/ Times	:	
Rangemaster	:	***(for firearms training other may be the coordinator)***
Instructors	:	***(who will be teaching the class)***
Presented For	:	***(the audience)***
Location	:	***(where will the class be held)***
Instructional Materials/Aids	:	***(fill in used items)***
Instructional Technique	:	***(how will you be doing this)***
Attire	: : :	***(or any special equipment necessary for the class)***

JOB TASK ANALYSIS

(How will the training apply).

GOALS and OBJECTIVES

(How will this be accomplished).

LECTURE

(content of the training material)

DEMONSTRATION

(will anything be demonstrated)

PRACTICE DRILLS

(ANY EXERCISES TO DEMONSTRATE UNDERSTANDING)

PRACTICAL TESTING

(what method of testing or evaluation of the learned material)

(possible listing of resources or reference materials, etc.)

(place for a roster of attendees and/or results from testing)

APPENDIX A.pdf

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APPENDIX A – ALERT ENTRY
SOP 542

- **TRESPASS ADMONISHMENTS**
- **EXPULSIONS**

1. From the Navigation Bar select: Alerts > Alert Search

2. Select New

3. Select Person

4. Select Alert Type of Trespass or Park Expulsion or Transit Center Expulsion.

5. Correct the effective date if needed

6. The Expiration Date defaults to one year. If the admonishment is for more than one year then update the Expiration Date

7. Additional Descriptions
    a. Trespass Admonishments
        i. Trespass Walmart 743 Rainier Ave S EXP 01-01-18
        ii. Trespass Walmart 743 Rainier Ave S 11-9876 EXP 01-01-18
    b. Expulsions
        i. Transit Center Expulsion EXP 01-01-18
        ii. All Parks Expulsion Viol Loc Cedar River Park EXP 01-01-18

8. Select jacket type of Adult or Juvenile
    a. Enter Name
    b. Select Search
    c. Select existing jacket or create a new jacket

9. Scan Trespass Admonishment Cards to the subject's global subject jacket

10. Send scanned cards to the quality control basket

11. Expulsions
    a. Initial upper left corner
    b. Only expulsions for more than 30 days are scanned to the global subject jacket
    c. Apply retention sticker (date of expiration plus one year)
    d. File in Expulsion box located at TRU 1

APPENDIX B.pdf

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APPENDIX B – CERTIFICATE OF DESTRUCTION

SOP 542

- **TRESPASS ADMONISHMENTS**
- **EXPULSIONS**

EXAMPLE

EXAMPLE

CERTIFICATE OF RECORDS DESTRUCTION

I, V. Gay Boyer, acting as an agent of the Renton Police Department, hereby certify that the following public records were destroyed according to the provisions of WAC 434-640.

DAN LE2010-057 (Washington State Archives Law Enforcement Records Retention Schedule Version 7.2; January 2017) allows for the destruction of suspension/trespass/expulsion notices one year after cancellation or expiration and until exhaustion of appeals process.

Renton Police Department Trespass Admonishment cards and Notices of Expulsion WITHOUT CASE NUMBERS fall into this records series.

The following Notices of Expulsion were destroyed: (Or: The following Trespass Admonishments were destroyed)

Issued YYYY

Destruction executed by shredding/RMS deletion, on this 16th day of October, 2017.
(method of destruction)

Location of Disposal Renton Police Department

Signature of Agent V. Gay Boyer, CPRO

Title Staff Services Division Supervisor

EXAMPLE

INDEX / TOPICS

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