

City of Fayetteville Staff Review Form

City Council Agenda Items
and
Contracts, Leases or Agreements

9/4/2012

City Council Meeting Date
Agenda Items Only

Mike Reynolds
Submitted By

Police
Division

Police
Department

Action Required:

Staff seeks council approval of a resolution to adopt Fayetteville Police Department Policies: 12.2.1, Policies, Procedures and Rules Development and Review Procedures; 41.1.1, Patrol; 41.2.8, Vehicular Pursuit; 41.3.5, Grooming & Uniform Requirements; 54.1.1 Public Information Policy; and 46.1.1 Critical Incidents.

\$0 Cost of this request	Category / Project Budget	Program Category / Project Name
Account Number	Funds Used to Date	Program / Project Category Name
Project Number	Remaining Balance	Fund Name

Budgeted Item

Budget Adjustment Attached

Mike Reynolds Department Director 08/17/2012 Date Previous Ordinance or Resolution # _____

Jon Bell City Attorney 8-17-12 Date Original Contract Date: _____
Original Contract Number: _____

Marsha Hestweck Finance and Internal Services Director 8/20/12 Date

Received in City Clerk's Office 08-17-12 P01:47 RCVD
Kim G.

Don Man Chief of Staff 8/20/12 Date

Received in Mayor's Office ENTERED
8/20/12
PH

Lowell Jordan Mayor 8/21/12 Date

Comments:

To: Mayor Lioneld Jordan and City Council
From: *Mike Reynolds*
Mike Reynolds, Deputy Chief of Police
Date: Friday, August 17, 2012
Re: Police Department Policies

Recommendation:

Council approves a resolution adopting Fayetteville Police Department Policies: 12.2.1, Policies, Procedures and Rules Development and Review Procedures; 41.1.1, Patrol; 41.2.8, Vehicular Pursuit; 41.3.5, Grooming & Uniform Requirements; 54.1.1 Public Information Policy; and 46.1.1 Critical Incidents.

Background and Discussion:

The Fayetteville Police Department is currently in the process of reviewing all policies and updating as necessary to conform to current practices and to comply with accreditation standards. 54.1.1, Public Information Policy, and 46.1.1, Critical Incidents, are new policies. The remaining four policies have revisions that are needed for accreditation compliance. Those areas are highlighted.

Budget Impact:

None

RESOLUTION NO. _____

A RESOLUTION APPROVING FAYETTEVILLE POLICE DEPARTMENT POLICIES 12.2.1 POLICIES, PROCEDURES AND RULES DEVELOPMENT AND REVIEW PROCEDURES, 41.1.1 PATROL, 41.2.8 VEHICULAR PURSUIT, 41.3.5 GROOMING AND UNIFORM REQUIREMENTS, 54.1.1 PUBLIC INFORMATION POLICY, AND 46.1.1 CRITICAL INCIDENTS

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF FAYETTEVILLE, ARKANSAS:

Section 1: That the City Council of the City of Fayetteville, Arkansas hereby approves Fayetteville Police Department policies 12.2.1 Policies, Procedures and Rules Development and Review Procedures, 41.1.1 Patrol, 41.2.8 Vehicular Pursuit, 41.3.5 Grooming and Uniform Requirements, 54.1.1 Public Information Policy, and 46.1.1 Critical Incidents.

PASSED and APPROVED this 4th day of September, 2012.

APPROVED:

ATTEST:

By: _____
LIONELD JORDAN, Mayor

By: _____
SONDRA E. SMITH, City Clerk/Treasurer

POLICIES, PROCEDURES, AND RULES

Subject: 12.2.1 Policies, Procedures, & Rules Development & Review Procedures	Effective Date: May 1, 2012
Reference:	Version: 1
CALEA: 12.2.1, 12.2.2	No. Pages: 2

I. PURPOSE

The purpose of this directive is to establish procedures for development of new or revised department policies, procedures, and rules. **Departmental General Orders and Memorandums will also be covered in this policy.** [CALEA 12.2.1 d.]

II. POLICY

A. It shall be the policy of the Fayetteville Police Department that its members receive written communications in an orderly manner so that accurate information flows smoothly throughout the organization. For the purpose of clarification: [CALEA 12.2.1 d.]

1. A "Policy, Procedure, & Rule" is a written directive concerning policies, procedures, and rules for department personnel which must be approved by the governing body of the municipality (Arkansas Code Annotated 14-51-302). [CALEA 12.2.1 f., g.]

2. A "General Order" is a written statement defining in more specific terms the procedures for day-to-day operation of the department. General Orders are approved and issued by the Chief of Police as necessary for maintaining an efficient operation. General Orders are intended to greatly benefit an officer by giving more specific details for a particular subject but maintain the spirit of the more formal Policies, Procedures, & Rules which require approval of City Council. [CALEA 12.2.1 h]

3. **"Memorandums" are written directives issued by the Chief of Police or other supervisors of the police department providing instruction and direction for department personnel.**[CALEA 12.2.1 c., h.]

4. **Officers identifying the necessity for changes or additions to policy and general orders shall forward such recommendations through the chain of command to the Administrative Division.**

5. **The Chief of Police has the authority to issue, modify, or approve policies in order to seek approval by resolution of the City Council and has the authority to issue, modify, or approve general orders.** [CALEA 12.2.1 b.]

B. The following method will be used for review of newly proposed or revised policies, procedures and rules:

1. The Chief of Police will assign ranking members of the department to policy review that will include the identification of policy needs, writing new policy, updates, indexing, purging, and revisions. [CALEA 12.2.1 e.]

2. The ranking members assigned to policy review will analyze and research policy needs to ensure policies meet all governing standards, suit the operations of this department, and do not contradict other agency directives or law. [CALEA 12.2.1 i.]

3. The following shall have the opportunity to review new or updated policies, procedures, and rules and provide feedback prior to approval by the City Council:

a. Mayor

b. City Legal Staff

c. All employees of the department

C. Dissemination and Storage of Policies and General Orders [CALEA 12.2.2]

1. The department's written policies and general orders will be stored in the agency's policy management software system [CALEA 12.2.2 b.]:

a. The agency's policy management software system will be accessible to all personnel.

b. Hard copies of the entire computer manual will be placed in Administration and in the officers' squad room.

c. The manual will be kept up to date regarding any changes that are made in policies or general orders by the Administrative Captain or his/her designee.

d. The dissemination of existing, new, and newly revised directives to all personnel will be accomplished through the agency's policy management software system. [CALEA 12.2.2 a.]

e. The policy management software system will log receipt and review of disseminated directives.[CALEA 12.2.2 c]

FAYETTEVILLE POLICE DEPARTMENT
FAYETTEVILLE, ARKANSAS

POLICIES, PROCEDURES, AND RULES

Subject: 41.1.1 Patrol	Effective Date: May 1, 2012
Reference: 41.2.17, 41.3.5, 1.2.2, G.O. #24	Version: 1
CALEA: 41, 81	No. Pages: 6

I. PURPOSE

The purpose of this directive is to state policies relating to the organization, administration, and operations of the patrol component of the Fayetteville Police Department.

II. POLICY

The patrol function is a primary law enforcement responsibility and embraces much more than the act of patrolling. It is a generalized service in which officers engage in a wide variety of activities to include, but not limited to, enforcing traffic/criminal laws, apprehending criminals, responding to calls for service, crime prevention, accident investigation, conducting preliminary and follow-up investigations, community relations, maintenance of public order, etc. It is the policy that the Fayetteville Police Department shall be available for public service and emergency calls 24 hours a day, each day of the week. [CALEA 41.1.1a]

A. ORGANIZATION AND ADMINISTRATION

1. Patrol Performance

- a. The Chief of Police shall be responsible for reviewing annual patrol performance measures.
- b. These performance measures must be attainable, quantifiable, and measurable.

2. The Chief of Police will be responsible for establishing procedures to ensure positive communication between patrol and other divisions and programs within the department.

3. Officer Assignment

- a. The Chief of Police will be responsible for assigning officers to a shift [CALEA_41.1.1 b].
- b. The assignment will be based on a uniform procedure to ensure impartiality in the decision making process. Supervisors assigned to patrol will make decisions pertaining to any shift scheduling amongst personnel and shall

consider this based on department needs and personnel requests [CALEA 41.1.1 c].

- c. Patrol shift supervisors scheduling responsibilities include:
 - 1) Beat assignment and beat rotation schedules [CALEA 41.1.1 d,e].
 - 2) Ensuring sufficient personnel are available for daily assignment to meet prescribed minimum staffing levels.
 - 3) Anticipating pre-planned major events and ensuring availability of personnel required.
 - 4) Monitoring and minimizing overtime expenditures.
 - 5) Coordinating officers' attendance at training, meetings, court, etc.
- d. The shift supervisor(s) will be responsible for field operations.
- e. When determining scheduling for patrol officers and first line supervisors, daily workload requirements, maximum coverage and departmental needs take priority over personal preference. [CALEA 41.1.1 f].

4. Roll Call and Briefing

- a. Officers shall attend roll call and briefing at the beginning of each shift until released by the shift supervisor. Shift roll call/briefing shall include [CALEA 41.1.2]:
 - 1) Briefing officers with information regarding daily patrol activity, with particular attention given to unusual situations and changes in the status of wanted persons, stolen vehicles, and major investigations;
 - 2) Notifying officers of potential and actual police hazards in the area;
 - 3) Notifying officers of changes in schedules and assignments;
 - 4) Notifying officers of new or revised policies, procedures, rules and general orders; and
 - 5) Evaluating officer readiness to assume patrol (uniform, equipment, vehicle, etc).

5. Response to some calls may require additional officers in order to deal effectively with the incident. The Chief of Police and/or his designee will determine these call types. Examples include, but are not limited to [CALEA 81.2.4 e.]:

- a. An assault/battery on an officer;
- b. On-scene arrest for a felony or violent misdemeanor;
- c. Resistance to arrest;
- d. Use of force;
- e. A crime in progress; or
- f. A fleeing suspect.

Central Dispatch Center shall ensure the dispatch of two officers to these call types and patrol supervisors have the authority to increase/decrease the number of officers responding to any incident. When necessary, officers should request back-up assistance, and when possible, responding officers should coordinate their simultaneous arrival.

6. Certain responses may require the presence of a patrol supervisor at the scene for the purpose of assuming command. Examples include, but are not limited to [CALEA 81.2.4 f.]:

- a. Critical incident requiring scene organization;
- b. Confirmed robbery with ensuing investigation;
- c. Major events or multi-faceted special event;
- d. Officer involved death or serious injury investigation.

7. The Chief of Police shall determine what calls do not require the dispatch of an officer and can be effectively handled by receiving information through an alternative method (telephone, on-line, etc).

8. The Chief of Police shall be notified through the chain of command as soon as possible of the following types of incidents:

- a. Serious injury to police officer.
- b. Accident involving police vehicle where an officer or citizen is injured or major property damage is involved.
- c. Major crimes to include murder, bank/store robbery, prisoner escape, or any heinous crime.
- d. Barricaded/hostage situation.
- e. Disasters or catastrophes.
- f. Serious complaint or incident involving an officer.
- g. Fatality accidents.
- h. Any incident where there may be a question of the department's liability or which may result in a heightened community interest [CALEA 11.4.5].

9. Incidents of a less serious nature shall be reported through the chain of command as directed.

B. OPERATIONS

1. Preliminary and Follow-up Investigations.

Preliminary investigation is a matter of routine for patrol officers. Follow-up investigations may be done at the officer's initiation or supervisor direction. Follow-up investigations on certain crimes may be coordinated and/or conducted by investigative personnel as determined by a supervisor.

2. An emergency mode of operation with emergency lights and siren activated may be used when responding to the following listed emergencies. Officers may exceed the speed limit, proceed with caution through stop signs and red lights, and may disregard other traffic laws when done safely in response to the following listed emergencies [CALEA 41.2.1]:

- a. Authorized pursuits
- b. Aggravated assault in progress
- c. Rape in progress
- d. Armed robbery in progress
- e. Kidnapping in progress

- f. Injury accident
- g. Officer in need of assistance
- h. Any other serious incident or with supervisor authorization

This exemption shall not relieve any officer of an authorized emergency vehicle from the lawful responsibility to drive with due regard for the safety of all persons, nor shall it protect the officer from the consequence of a reckless disregard for the safety of others. If an officer is driving in emergency mode, lights and siren must be used in accordance with state law.

3. In the course of routine patrol and in response to non-emergency calls, officers will operate their vehicles without the use of emergency lights or siren.

4. Officers assigned to patrol must understand, as first responders, they may find themselves on many occasions at scenes where they need to make additional notifications to personnel or agencies with specific expertise and/or authority [CALEA 41.2.4]:

- a. Officers of the Fayetteville Police Department are expected to make logical decisions in this area and fully consider various types of notifications that may need to be made for safety as well as case or investigation preservation and purposes.
- b. In cases of death response/investigation, officers with the assistance of dispatch should notify the shift supervisor, detective supervisory personnel, and the coroner's office.
- c. In incidents where medical treatment is warranted, officers should ensure Emergency Medical Services personnel are notified.
- d. When encountering uncontrolled fires, officers should immediately ensure Fayetteville Fire Department is notified for response.
- e. In cases where public utilities have been disturbed, officers should request dispatch assist them in making the proper notifications to public utilities personnel.
- f. Officers must communicate with their supervisors during incidents in which information should be provided to the news media, to include incidents requiring major road closings, large area evacuations, and for providing suspect information that is advantageous or required for an investigation. Such media disclosures should be channeled through the Public Information Officer (PIO) as directed in Policy 54.1.1. Policy 54.1.1 also governs routine news media inquiries that may be handled by shift supervisors.
- g. In cases involving crimes in other jurisdictions, officers shall be responsible for making prompt notification to the appropriate law enforcement agency. Officers shall also be responsible for applicable reports or documentation.

5. Officers responding to an investigation of missing persons will apply the following protocol:[CALEA 41.2.5] [CALEA 41.2.6 e]:

- a. If the missing person is determined to be a child, elderly (age 65 or older or an Alzheimer's patient) or disabled, the officer shall notify the supervisor and follow the guidelines set forth in appropriate FPD General Orders [CALEA 41.2.5] [CALEA 41.2.6 b].

- b. In cases of missing persons where foul play is suspected, the officer shall report this information to his supervisor who shall make notification to a supervisor of CID [CALEA 41.2.5 f].
 - c. In other types of missing person reports, officers will investigate without delay. The responding officer shall gather investigative information and a detailed description of the missing person and initiate the notification process through NCIC/ACIC. Upon locating the missing person, officers will ensure the missing person's status is updated in NCIC/ACIC [CALEA 41.2.5 a, b, c].
 - d. Follow up investigation will be conducted by patrol and/or investigative personnel when necessary [CALEA 41.2.5 d, e].
 - e. In each missing person report situation, officers and their supervisors will make a determination as to what type of field search effort will be undertaken. Requests for additional resources or coordination with other agencies may be necessary. Factors to be considered in this determination include:
 - 1) Length of time that has passed since the disappearance;
 - 2) Age and mobility of the missing person;
 - 3) Infirmary and/or need for medication;
 - 4) Suspicious circumstances to include foul play suspected.
 - f. Types of searches that may be used include, but are not limited to [CALEA 41.2.5e]:
 - 1) At the time of report, officers should always begin with a search of the missing person's residence and surrounding area. Children in particular may be hiding or have gone unnoticed inside the residence;
 - 2) Door to door (foot search making contacts with residents/passers-by);
 - 3) Neighborhood canvas (larger scale foot and vehicle search);
 - 4) Use of canine.
 - g. The supervisor will ensure the following information, if known, is broadcasted:
 - 1) Name, race, sex, and date of birth;
 - 2) Physical description;
 - 3) Clothing description;
 - 4) Physical/Mental disabilities;
 - 5) Unusual circumstances;
 - 6) Vehicle information.
6. Field Interviews/Intelligence Reports - Patrol personnel will document all field interviews/intelligence reports to provide other officers and detectives with information concerning suspicious persons (See FPD 1.2.2).
7. Officer Access to Radio Communications
- a. When possible, all patrol officers shall be equipped with a portable radio and/or a mobile radio unit.
 - b. Patrol officers shall give their badge number as their unit number in radio communications.

- c. Patrol officers shall utilize the appropriate 10-code, signals and dispositions in keeping each other, supervisors, and dispatchers informed of locations, the nature or status of a call, and developments in an investigation.

8. Uniforms – Refer to 41.3.5 Grooming and Uniform Requirements.

9. Specialized Assignments - Fayetteville Police Department recognizes the need to staff specialized units which provide a supportive function to the patrol division [CALEA 16.2.3].

- a. An announcement shall be made and posted to all personnel when an opening occurs to a specialized unit.
- b. The announcement will contain requirements and criteria for personnel to be appointed to the specialized unit.
- c. The announcement will describe the selection process to be used for appointment to the specialized unit.
- d. The following are specialized units within the department:

- 1) Detective
- 2) Emergency Response Team
- 3) Crisis Negotiation Team
- 4) Canine Officer
- 5) Bicycle Patrol
- 6) Motorcycle Patrol
- 7) School Resource Officer
- 8) Field Training Officer

9. Canine, motorcycle and bicycle units - The canine, motorcycle and bicycle units provide a specialized, supportive function to patrol units.

POLICIES, PROCEDURES, AND RULES

Subject: 41.2.8 Vehicular Pursuit	Effective Date: November 7, 2008
Reference:	Version: 1
CALEA: 41.2.2	No. Pages: 6

I. PURPOSE

The purpose of this policy is to state the guidelines to be followed during vehicular pursuit. (Note: In instances where there is no Field Supervisor on-duty, the wording "Shift Supervisor" applies throughout this policy.)

II. POLICY

Vehicular pursuit of fleeing suspects presents a danger to the lives of the public, officers, and suspects involved in the pursuit. It is the policy of this department to protect all persons' lives to the extent possible when enforcing the law. In addition, it is the responsibility of the department to assist officers in the safe performance of their duties. To effect these obligations, it shall be the policy of the department to narrowly regulate the manner in which vehicular pursuit is undertaken and performed.

The professional, well-trained, and well-disciplined officer is aware that the decision to terminate a pursuit is determined under those circumstances in which the most intelligent and professional course of action would probably result in saving the life of a citizen or fellow officer. Any officer's or supervisor's decision not to pursue or to terminate a pursuit will not be subject to review or discipline.

III. DEFINITIONS

A. Vehicular Pursuit: For the purposes of this policy, pursuit is defined as an active attempt by an officer operating an emergency vehicle and simultaneously utilizing all emergency equipment to apprehend the occupant(s) of another moving vehicle, when the driver of a fleeing vehicle is aware of the attempt and is resisting apprehension by increasing his speed or disobeying traffic laws. Following a vehicle that is being operated legally, but ignoring the law enforcement officer's attempt to stop them, does not constitute a pursuit.

B. Supervisor/Field Supervisor: For the purposes of this policy, Supervisor/Field Supervisor excludes the rank of Corporal.

IV. PROCEDURES

A. Initiation of Pursuit [CALEA 41.2.2 a.]

1. Any law enforcement officer in an authorized emergency vehicle may initiate a vehicular pursuit only when **ALL** of the following criteria are met:

- a. The decision to initiate pursuit must be based on the pursuing officer's conclusion that the immediate danger to the public created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large;
- b. When an officer reasonably believes that the suspect exhibiting the intention to avoid arrest by using a vehicle to flee apprehension has committed a serious felony or is suspected of DWI. For the purposes of this policy, a serious felony shall be restricted to the following offenses: Murder, Robbery, Burglary, Kidnapping, Rape, Aggravated Assault, Battery 1st Degree, Battery 2nd Degree, Felony Domestic Cases, and any other felony offense which involves the use or threat of physical force or violence against another person. Facts gathered after initiation of a pursuit will not be considered part of the justification to initiate a pursuit;
- c. The suspect operating the vehicle refused to stop at the direction of the officer;
- d. The officer's unit is not occupied by a prisoner, suspect, complainant, witness, civilian observer, or any person not a law enforcement officer; and
- e. The officer intending to pursue is equipped with a marked patrol unit. Exceptions to this will only occur with supervisory approval and should be limited to special circumstances.

2. The pursuing officer shall have considered and come to the conclusion that the following factors would not increase the danger to the lives of the public, officers, or suspects involved in or affected by the pursuit:

- a. The performance capabilities of the pursuit vehicle;
- b. The condition of the road surface upon which the pursuit is being conducted;
- c. The amount of vehicular and pedestrian traffic in the area;
- d. Weather conditions; and
- e. The officer's own driving skills and knowledge of the roadway. (The officer should know his or her driving abilities and limitations and should not exceed them.)

B. Pursuit Officer Responsibilities [CALEA 41.2.2 b.]

1. The pursuing officer shall immediately notify communications center personnel that a pursuit is underway. The officer shall provide communications personnel with the following information:

- a. Unit identification;
- b. Location, approximate speed and direction of travel of the fleeing vehicle;
- c. Description and license plate number, if known, of the fleeing vehicle;
- d. Number of occupants in the fleeing vehicle and descriptions, where possible; and
- e. Reasons supporting the decision to pursue.

2. Failure to provide this information to communications personnel may result in an immediate decision by a field supervisor assigned to monitor the pursuit to order its termination.

3. The primary pursuit unit shall reduce the level of pursuit to that of support, backup, or other assignments as directed by a supervisor when another vehicle has been assigned primary pursuit responsibility.

4. Any primary or backup unit sustaining damage or failure of essential vehicular equipment during pursuit shall not be permitted to continue in the pursuit. The unit shall notify communications so that another unit may be assigned to the pursuit. A unit shall terminate pursuit at any time it appears that a defect has developed in the police vehicle, which would in any way affect the safe operation of that vehicle, including loss of any emergency equipment.

C. Communications Center Responsibilities [CALEA 41.2.2 e.]

1. Upon notification that a pursuit is in progress, communications personnel shall immediately advise a field supervisor of essential information regarding the pursuit.

2. Communications personnel shall carry out the following activities and responsibilities during the pursuit:

- a. Receive and record all incoming information on the pursuit and the pursued vehicle;
- b. Control all radio communications and clear the radio channels of all non-emergency calls;
- c. Obtain criminal record and vehicle checks of the suspects;
- d. Coordinate and dispatch backup assistance under the direction of the field supervisor; and
- e. Notify neighboring jurisdictions, where practical, when pursuit may extend into their locality.

D. Field Supervisor Responsibilities during Vehicular Pursuit [CALEA 41.2.2 f.]

1. Upon notification that a vehicular pursuit incident is in progress, the field supervisor shall assume responsibility for the monitoring and control of the pursuit as it progresses.

2. The field supervisor shall continuously review the incoming data to determine whether the pursuit should be continued or terminated. The field supervisor shall permit a pursuit to continue only if all criteria required to initiate the pursuit continues to be met.

3. The field supervisor shall order the termination of a pursuit for any of the following circumstances:

- a. Anytime the supervisor concludes that the danger to the pursuing officers or the public outweighs the necessity for immediate apprehension of the suspect;
- b. When the suspect's identity is established to the point where later apprehension may be accomplished and when there is no immediate threat to public safety;
- c. When officers lose all radio communications with: Fayetteville Dispatch, Washington County Dispatch or the Field Supervisor;
- d. When a vehicular pursuit becomes prolonged in recognition of the increased risk associated with the overall population density and volume of vehicular traffic in Fayetteville, unless the supervisor determines that further pursuit is justified to respond to an immediate threat to public safety;
- e. Weather or traffic conditions substantially increase the danger of pursuit beyond the worth of apprehending the suspect;

- f. The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile;
- g. The fleeing vehicle travels the wrong direction on any freeway, freeway frontage road, or divided highway; or
- h. For any other reason a supervisor deems necessary.

4. In controlling the pursuit incident, the field supervisor shall be responsible for coordination of the pursuit as follows [CALEA 41.2.2 c.]:

- a. Directing pursuit vehicles into or out of the pursuit;
- b. Re-designation of primary, support, or other backup vehicle responsibilities;
- c. Approval or disapproval, and coordination of pursuit tactics; and
- d. Approval or disapproval to leave jurisdiction to continue pursuit.

5. The field supervisor may approve and assign additional backup vehicles to assist the primary and backup pursuit vehicles based on an analysis of [CALEA 41.2.2 c.]:

- a. The nature of the offense for which pursuit was initiated;
- b. The number of suspects and any known propensity for violence;
- c. The number of officers in the pursuit vehicles;
- d. Any damage or injuries to the assigned primary or backup vehicles or officers;
- e. The number of officers necessary to make an arrest at the conclusion of the pursuit; and
- f. Any other clear and articulated facts that would warrant the increased hazards caused by numerous pursuit vehicles.

E. Traffic Regulations during Pursuit

1. Each unit authorized to engage in vehicular pursuit shall be required to activate headlights and all emergency vehicle equipment prior to beginning pursuit [CALEA 41.2.2 d.].
2. Officers engaged in pursuit shall at all time drive in a manner exercising reasonable care for the safety of themselves and all other persons and property within the pursuit area.
3. Officers are permitted to suspend conformance with normal traffic regulations during pursuit as long as reasonable care is used when driving in a manner not otherwise permitted, and the maneuver is reasonably necessary to gain control of the suspect.

F. Pursuit Tactics

1. Unless expressly authorized by a field supervisor, a pursuit will involve no more than three units to include the primary unit, a back-up unit, and a supervisor [CALEA 41.2.2 c.]. Officers are not otherwise permitted to join the pursuit team or follow the pursuit on parallel streets. However, officers are permitted to attempt to terminate the pursuit with deployment of Stop Sticks [CALEA 41.2.3 a.].
2. Officers may not intentionally use their vehicle to bump or ram the suspect's vehicle, unless "Deadly Force" is justified [CALEA 41.2.3 a.].
3. Departmental policy pertaining to use of deadly force shall be adhered to during the pursuit.

4. Boxing in a suspect's vehicle or heading off a suspect's moving vehicle is unauthorized [CALEA 41.2.3 a.].

5. Roadblocks are unauthorized [CALEA 41.2.3 a.].

6. K-9 units and motorcycles are prohibited from initiating, engaging in and/or following vehicle pursuits unless authorized by a supervisor [CALEA 41.2.2 d.].

G. Termination of Pursuit [CALEA 41.2.2 g.]

1. A decision to terminate pursuit may be the most rational means of preserving the lives and property of both the public and the officers and suspects engaged in pursuit. The pursuing officer, the field supervisor, or any higher-ranking supervisor to the field supervisor may terminate the pursuit.

2. The pursuit shall be immediately terminated in any of the following circumstances:

- a. When the officer concludes that the danger to the pursuing officer(s) or the public outweighs the necessity for immediate apprehension of the suspect;
- b. If the suspect's identity or probable identity is established to the point where later apprehension may be accomplished and where there is no immediate threat to the safety of the public or police officers;
- c. When officers lose all communications with: Fayetteville Dispatch, Washington County Dispatch or the Field Supervisor;
- d. When a vehicular pursuit becomes prolonged in recognition of the increased risk associated with the overall population density and volume of vehicular traffic in Fayetteville, unless the supervisor determines that further pursuit is justified to respond to an immediate threat to public safety;
- e. Weather or traffic conditions substantially increase the danger of pursuit beyond the worth of apprehending the suspect;
- f. The distance between the pursuit and fleeing vehicles is so great that further pursuit is futile;
- g. The fleeing vehicle travels the wrong direction on any freeway, freeway frontage road, or divided highway; or
- h. For any other reason a supervisor deems necessary.

3. The pursuing officer shall relay suspect information to communications personnel along with any further information acquired which may assist in an arrest at a later date.

H. Inter-jurisdictional Pursuits [CALEA 41.2.2 h.]

1. Pursuits Originated by Fayetteville Police Department

- a. The pursuing officer shall notify communications when it is likely that a pursuit will continue into a neighboring jurisdiction or across the state line.
- b. Regarding our pursuits entering other jurisdictions, our units will maintain their pursuit positions in their efforts to bring the pursuit to conclusion.
- c. Pursuit into a bordering state shall conform to the department's inter-jurisdictional pursuit agreement, if existent, and state law.

2. Pursuits Originated by Other Agencies

- a. Since it is almost impossible to know all circumstances surrounding another agency's decision to pursue, or the charges pending against the pursued driver in the short period of time we are notified of the pursuit, Fayetteville Police units will assume a backup role in pursuits conducted through our jurisdiction by other law enforcement agencies.
- b. Pursuits by other agencies through our jurisdiction terminate for Fayetteville Police Officers at the city limits, unless specifically authorized by a supervisor to proceed outside of our jurisdiction.
- c. If another agency specifically requests our assistance in their pursuit, the dispatcher will attempt to get all of the known information and charges pending against the driver.
- d. Once the field supervisor is informed of the specific charges by communications, an immediate decision shall be made by the field supervisor on the continuation of the pursuit by Fayetteville Police units outside our jurisdiction. In any event, as other jurisdictions join the pursuit to assist the originating agency, Fayetteville Police units shall cease their participation.

I. Reporting Procedures

1. The field supervisor shall prepare a comprehensive review of the pursuit and forward through the Patrol Captain to the Deputy Chief for review. [CALEA 41.2.2 i.] [CALEA 41.2.3 e.]
2. The Administrative Lieutenant will be responsible for maintaining pursuit records, completing the annual Pursuit Analysis Report and for retaining records according to the retention schedule. [CALEA 41.2.2 j.]

POLICIES, PROCEDURES, AND RULES

Subject: 41.3.5 Grooming & Uniform Requirements	Effective Date: April 5, 2011
Reference:	Version: 1
CALEA: 1.3.9 a,b; 22.2.5; 41.3.4,5,6	No. Pages: 6

I. PURPOSE

The individual officer and the department are often judged by the public depending upon the personal appearance of the uniformed officers in particular and all employees in general. Maintaining a professional appearance is critically important to fostering public trust and confidence in law enforcement. The purpose of this policy is to provide grooming and uniform standard guidelines for employees of this department, which will reflect a high standard of professionalism to the public.

II. POLICY

Members of the Fayetteville Police Department shall be neat and clean at all times while on duty. All sworn personnel shall comply with the following grooming and uniform standards unless excluded by the Police Chief due to special assignments. No member of the department shall wear his or her uniform or any part of his or her uniform while he or she is on medical light duty, administrative leave or under suspension. **For current uniform specifications refer to the Uniform Regulations Book maintained on the computer network, the squad room and in the Quartermaster's office.**

III. PROCEDURES

All sworn personnel of the Fayetteville Police Department are subject to uniform inspections on a daily basis by any supervisor. Uniformed personnel are to keep their uniform neat, clean and free from defects. All authorized uniform items referred to in this policy and in the Uniform Regulations Book are supplied and issued by the Fayetteville Police Department Quartermaster except for the Extreme Cold Weather Cap. [CALEA 22.2.5, and CALEA 41.3.4] If specified as a department replacement, defective items shall be replaced through the quartermaster. Non-uniformed personnel are subject to the same standards and inspections as uniformed personnel. Officers replacing items through the quartermaster must submit a "Uniform and Equipment replacement form" signed by their supervisor. Failure to maintain appearance standards will be noted on your annual evaluation. Repeated failure to maintain proper appearance standards could lead to disciplinary action.

IV. GROOMING

1. Hair: The Chief of Police retains the right to approve or disapprove of any hairstyle, which may cause an unfavorable reflection(s) upon the department.

- a. Male - Hair shall be neat, clean, trimmed, and shall present a groomed appearance. Hair will not cover any part of the ears or the collar except the closely cut hair on the back of the neck. Hair in front will be groomed so that it does not fall below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with the proper wear of any authorized headgear.
- b. Female - Hair shall be worn in a fashion not to create the risk of injury to them. Hair must not hang loose on the collar and must be able to wear authorized headgear properly.

2. Sideburns: If a member chooses to wear sideburns, they will be neatly trimmed and tapered in the same manner as his haircut. Sideburns will not extend below the lowest part of the ear, will be of even width (not flared), and will end with a clean-shaven horizontal line.

3. Mustaches: A short and neatly trimmed mustache may be worn, but shall not extend over the top of the upper lip or beyond the corners of the mouth, and shall not protrude more than one-half inch from the skin surface of the face.

4. Beards and Goatees: The face will be clean-shaven other than the wearing of the acceptable mustache or sideburns. Beards and goatees are prohibited. Only the Chief of Police may approve the wearing of beards or goatees.

5. Wigs: Wigs or hairpieces will not be worn on duty except for cosmetic reasons to cover natural baldness or physical disfiguration. If a wig or hairpiece is worn, it will conform to department grooming standards.

6. Jewelry:

- a. Male - Uniformed officers may wear watches and wedding bands. Medical alert bracelets may be worn with the approval of the Chief of Police. At no time while on duty will officers be permitted to wear earrings or other ornaments attached to body.
- b. Female - Uniformed officers may wear watches, wedding bands and post earrings which do not protrude from the ear lobe more than 1/4 inch. If the earrings are worn, the employee will wear one earring in each ear lobe.

7. Tattoos: Tattoos and brands above the collarbone and below the wrists are prohibited. Officers in uniform and non-uniform assignments are prohibited from displaying any tattoo, brand or intentional scarring while on-duty or while representing the Department in any other manner.

- a. Any current officer in a uniformed assignment with an existing tattoo or brand that is visible while wearing the alternate summer uniform or a short-sleeved shirt shall have the following options:
 - (1) Wear the standard uniform with a long-sleeved shirt,
 - (2) Cover the tattoo or brand with a skin-tone patch. A skin-tone patch shall not be an option to cover a tattoo or brand on the officer's leg(s).

- (3) Have the tattoo or brand removed at the officer's expense.
- c. Officers in non-uniformed assignment shall have the following options to cover any visible tattoo or brand:
- (1) Cover with appropriate clothing,
 - (2) Cover the tattoo or brand with a skin-tone patch. A skin-tone patch shall not be an option to cover a tattoo or brand on the officer's leg(s).
 - (3) Have the tattoo or brand removed at the officer's expense.
- d. When deemed operationally necessary, officers in undercover assignments may display tattoos or brands with the approval of the Chief of Police.

8. Body Piercing: Body piercing of the face, head, and mouth not only detracts from a professional appearance, but also poses a serious risk and potential for injury in a confrontational situation, and shall not be worn by any officer of the Department when representing the Department.

- a. With the exception of pierced ears, body piercing of the face, head, and mouth detracts from a professional appearance and is not authorized for wear by any personnel when representing the department.
- b. Any body piercing, which is not concealed by the authorized uniform or plainclothes, is prohibited for wear by any personnel when representing the department.
- c. When deemed operationally necessary, officers in undercover assignments may display body piercing with the approval of the Chief of Police.

9. Dental Ornamentation: Officers shall not have dental ornamentation. The use of gold, platinum, silver or other veneer caps for the purposes of ornamentation is prohibited. Teeth whether natural, capped or veneered shall not be ornamented with designs, jewels, initials, etc.

V. UNIFORMS

Officers will be required to wear a uniform as authorized by the Chief of Police. Uniform specifications will be listed in a Uniform Regulations Book maintained on the computer network, the squad room as well as the Quartermaster's office.

Class "A" uniforms will be the department issued dark navy color long sleeve shirt and pants without cargo pockets. Class "A" uniforms will be worn with department issued badge, name tag, collar brass, whistle chain, two pens/pencils, tie, leather gear, duty boots or shoes and duty hat when directed by the Chief of Police. The whistle chain will be attached to the right shoulder epaulet button with the whistle (optional) stored inside the right shirt pocket. Class "A" uniforms are authorized for day to day patrol activities and special occasions such as ceremonies, funeral, special events or any other event authorized by the Chief of Police.

Class "B" uniforms will be the department issued dark navy color long, or short, sleeve shirt and pants with, or without, cargo pockets. Class "B" uniforms will be worn with department issued badge, name tag, collar brass, whistle chain (optional), two pens/pencils, leather or web-gear duty belt, duty boots or shoes and duty hat or stocking cap (optional). Collar brass is not worn for the rank of sergeant, corporal, or patrolman first class with Class "B" uniforms. A black crew neck type t-shirt will be worn underneath all short sleeve uniforms. A black crew neck t-

shirt or mock neck type shirt will be worn underneath all long sleeve uniforms. Class "B" uniforms are authorized for day to day patrol activities or any other event authorized by the Chief of Police.

Class "C" uniforms will be the department issued navy color BDU pant and approved Fayetteville Police Department shirt. Class "C" uniforms will be worn with department issued web gear, duty boots and baseball cap (optional). Class "C" uniforms are authorized for man hunts, K-9 call-outs, training involving physical activity or during any other event authorized by the Chief of Police.

The Chief of Police will authorize special uniforms as necessary (i.e. Administrative Personnel, Emergency Response Team, Honor Guard, etc.).

1. Duty Belt: Officers will be issued a leather and web-gear duty belt with matching accessories. Items to be worn on the duty belt consist of holster with gun, double magazine pouch with magazines, flashlight and flashlight holder, portable radio holder with radio, handcuff case with handcuffs, keepers, pepper spray holder with pepper spray, the CEW and holster. The department supplied baton holder and baton is optional. No sunglasses, keys, knives, or any other items will be worn on the belt unless approved by the Chief of Police.

If authorized to wear the uniform on a "second" job, the COMPLETE prescribed uniform for the time of year will be worn.

2. Authorized Hat:

- a. Duty Hat: To be worn with the Class "A" uniform. Refer to the uniform regulations book.
- b. Baseball Cap: The baseball cap may be worn with the Class "C" uniform, at the firing range, manhunts or when otherwise authorized by the Chief of Police. Refer to the uniform regulations book.
- c. Stocking Cap: To be worn in cold weather. Refer to the uniform regulations book.
- d. Extreme Cold Weather Cap: This item is optional, not furnished by the department. This cap may be worn during extreme cold weather. Refer to the uniform regulations book.
- e. Hat Badge: To be worn with the Duty Hat. Refer to the uniform regulations book.

3. Patches: The Fayetteville Police Department patch, as designed by the department, will be worn on the left and right shoulder of all shirts one inch from the shoulder seam and centered on the sleeve. Patches on coats will be one inch from the shoulder seam and centered. No other patch, insignia, or pin will be allowed except those authorized by the Chief of Police.

4. Collar Emblems: The rank insignia shall be worn on both collars of Class "A". The rank insignia shall be worn on both collars of Class "B" uniforms for all ranks except sergeant, corporal, or patrolman first class. The insignia for the rank of lieutenants and above will be worn on shirt collars perpendicular to the shoulder. The insignia for the rank of sergeant and below will be worn with the centerline of the insignia bisecting the points of the collar. All non-ranking officers shall wear the F.P.D. emblem on the Class "A" and Class "B" uniforms in a horizontal, centered position between the tip of the collar and the neck opening. Refer to the uniform regulations book.

5. Name Plate: The nameplate will be furnished by the quartermaster. It will be worn over the right pocket approximately .25 inches above the pocket flap and centered with the button. The nameplate will be worn at all times while in uniform unless otherwise authorized. See illustrations in the Uniform Regulations Book.

6. Pen and Pencil: To coincide with other metal parts of the uniform, all officers will carry pen or pencils, of which that part is exposed, will be predominately gold in color. No more than two pens or pencils will be exposed in the left pocket at one time. The pens will have black ink and the pencil will be carried due to the inability of a pen to write on a damp or wet piece of paper.

7. Tie: The tie will be worn with the Class "A" uniform. When ties are in use, they will be worn on the outside of the shirt, not tucked in. Refer to the Uniform Regulations Book.

8. Shirts and Trousers: Refer to Uniform Regulations Book.

9. T-Shirts: A black crew neck type t-shirt will be worn underneath the short sleeve Class "B" uniform. A black mock neck type or crew neck t-shirt will be worn underneath the long sleeve Class "B" uniform. The F.P.D. long, or short sleeve t-shirt will be worn with the Class "C" uniform. Refer to the Uniform Regulations Book.

10. Coat/sweater: Refer to Uniform Regulations Book.

11. Raingear: Refer to Uniform Regulations Book.

12. Footwear: The Chief of Police has authorized the following footwear for patrol:

- a. A plain toe Oxford, black.
- b. A utility boot, black.

Authorized footwear will be kept clean and shined at all times while on duty. Black or dark Blue socks are the required uniform item. Footwear for specialized units such as Bike Patrol, E.R.T., and K-9 officers must be approved by the Chief of Police and will not be worn during normal patrol duties. Refer to the uniform regulations book.

13. Bullet Resistant Vests: Uniformed officers shall wear a bullet resistant vest at all times unless specifically exempted by the Chief of Police. The vest will be supplied by the department and replaced as necessary. Refer to the uniform regulations book. [CALEA 41.3.5] Officers involved in high-risk tactical details shall also be required to wear a bullet resistant vest. [CALEA 41.3.6]

14. Weapons and Ammunition: The Chief of Police will designate the ammunition and weapons carried. No other ammunition or weapon will be carried except when approved by a supervisor for special circumstances and ONLY for that particular situation.[CALEA 1.3.9 a. and b.]

A. Department-issued Weapons and Ammunition:

1. Uniformed officers will carry the department-issued weapon **only**. The authorized weapons utilized by the department include:

- (a) Glock model 35 .40 caliber semi automatic pistol
- (b) Glock model 23-C .40 caliber semi automatic pistol

- (c) Remington model 1187 12 gauge shotgun
- (d) AR-15 .223 caliber semi automatic rifle
- (e) Remington model 700 LTR .308 caliber rifle
- (f) AR-10 308 caliber semi-automatic rifle
- (g) Smith and Wesson model 342 .38 caliber revolver

2. Detectives will carry only the department-issued weapon while on duty. Personal weapons must have the written approval of the Chief of Police prior to being carried as a duty weapon or as a supplemental duty weapon.

3. Ammunition will be department-issued as approved by the Chief of Police. Authorized ammunition utilized by this department will be governed by the department's Approved Weapons and Ammunition List as maintained by the Administrative Lieutenant. A copy of this list will be maintained on the computer network [CALEA 1.3.9 b].

4. Uniformed officers and detectives of this department will carry only department-issued shotguns and rifles.

POLICIES, PROCEDURES, AND RULES

Subject: 54.1.1 Public Information Policy	Effective Date:
Reference:	Version: 1
CALEA: 54.1.1, 54.1.3	No. Pages: 4

I. Purpose:

The purpose of this policy is to establish guidelines to provide accurate, timely information to the public through the news media about incidents and departmental events affecting the community. The function of the public information office is to build trust, cooperation and respect with the community while protecting the privacy rights of individuals and the integrity of criminal investigations.

II. Definitions:

Public Information: Information that may be of interest to the general public regarding policies, procedures or events involving the department or otherwise newsworthy information that is not legally protected and does not unduly interfere with the mission of the Fayetteville Police Department. This excludes information that infringes upon the rights of a defendant or compromises the legitimate safety and privacy of employees, victims, witnesses or others.

News Media Representatives: Those individuals who are directly employed by the agencies of electronic or print media such as radio, television and newspaper. Freelance workers in this field are to be regarded as other members of the general public unless otherwise specified by the Chief of Police.

Public Information Officer (PIO): A designated officer of the Fayetteville Police Department who serves as a central source of information for the department and responds to requests for information by the news media and the community.

III. Policy:

All employees are directed to cooperate fully and impartially with news media representatives in their efforts to gather factual, public information pertaining to the activities of the department, as long as these activities do not contradict the provisions of the Arkansas Freedom of Information Act (F.O.I.A.) Examples include major incidents, statistical data, records, complaints, statements of departmental policy and publicity for departmental events.

A. The Public Information Function - The Fayetteville Police Department shall establish a public information function that will be responsible for the following [CALEA 54.1.1]:

1. Assisting news personnel in covering routine news stories;
2. Being available for on-call responses to the news media;
3. Preparing and distributing news releases;
4. Arranging for, and assisting at news conferences.

B. Public Information

1. Control

- a. The Chief of Police or his designee shall be the point of control for the dissemination of information to the community, the media, and to other law enforcement agencies. The Chief of Police or his designee may authorize interviews relating to departmental matters.
- b. The public information officer may request employees with firsthand knowledge of a particular departmental activity to provide that information to the media.
- c. Any employee desiring to publicize or promote a particular program or item of interest will coordinate such release through the public information office.

2. Public Information Officer

- a. The Chief of Police shall appoint a department public information officer.
- b. Activities shall be performed on an as-needed basis as directed by the Chief of Police.
- c. Police department employees should advise the public information officer as soon as possible of new programs, outstanding achievements, current or investigative developments likely to prompt media attention or inquiries, and any other newsworthy information.
- d. The public information officer shall maintain a file on all news releases.

3. Accident and Incident/ Case Reports

- a. A computer designated for news media use is located in the front lobby of the Fayetteville Police Department. This computer is accessible to authorized members of the media at all times [CALEA 54.1.3].
- b. Photo copies of arrest, accident, incident and case reports may be provided upon request. The usual fees established by the police Records Division pursuant to state law will be charged.

4. Criminal and Traffic Record Information - The department records clerks, public information officer and the Criminal Investigation Division (CID) supervisors are authorized to release criminal and traffic record information from police files on offenders under the following conditions:

- a. Release to a Law Enforcement Agency:
 1. A written request in any format should be submitted by the requestor to verify identity; and

2. The disposition of the offense has not been sealed by a court order. Records requested for employment purposes may be released even when the records have been sealed by a court order.
- b. Release to Non Law Enforcement:
 1. The subject of the information request was not a juvenile at the time of offense; and
 2. The disposition of the offense has not been sealed by a court order.
5. Criminal Investigations - Inquiries referring to matters under "open/active" criminal investigations will be directed to the public information officer or a CID supervisor.
6. Routine Inquiries - The shift supervisor is authorized to handle routine inquiries into the following:
 - a. Crime and accident scenes;
 - b. Unusual occurrences;
 - c. Disasters;
 - d. Hazardous weather or roadway conditions;
 - e. Special events.
7. Scene Access - At no time shall news media representatives, photographers or the public be allowed to interfere with law enforcement operations at the scene of an incident. Media personnel seeking information at incident scenes where the department public information officer is not present should be referred to the scene supervisor [CALEA 54.1.3].
 - a. Perimeters at incident scenes shall be accomplished through the use of a physical barrier such as crime scene tape. If this is not practical, officers will be posted to prevent unauthorized persons from entering.
 - b. Members of the news media will not be allowed to enter the perimeter until the incident scene has been processed. It may still be necessary to prevent their access if:
 - (1) The incident is on private property and the owner or custodian denies access.
 - (2) Their presence will impede the work of public safety personnel.
 - (3) Their presence will impede the preservation of evidence.
 - c. As long as there is no interference in police efforts, scene security or safety, the media will be afforded the best vantage point possible from which to cover the situation.
 - d. Suspects or persons in custody shall not be deliberately posed for photographs, telecasts or interviews.
 - e. Suspects or persons in custody shall not be subjected to on-scene news media interviews.
 - f. Members of media organizations shall be afforded an opportunity to participate in the ride-along program as authorized by the Chief of Police or his designee.
8. F.O.I.A. Requests - The Arkansas Freedom of Information Act requires a timely response to F.O.I.A. requests.

- a. If a written F.O.I.A. request is received, the employee shall note the date and time it is received and immediately forward the request to the public information officer for processing.
- b. If an F.O.I.A. request is made and there is some uncertainty about whether the information is immediately available for release, the request shall be forwarded to the office of the Chief of Police for a determination.
- c. F.O.I.A. requests are not required to be written. Employees receiving requests by other means (orally, email, fax, etc...) shall complete the F.O.I.A. request form, fulfill the request to the best of their ability, and forward the request and the released information to the public information officer.
- d. Official F.O.I.A. requests should not be confused with normal questions asked by news reporters on a daily basis. Questions concerning crime, accidents and other normal police operations will continue to be handled by a supervisor.
- e. The public information officer will keep a record of all F.O.I.A. requests.

POLICIES, PROCEDURES, AND RULES

Subject: 46.1.1 Critical Incidents	Effective Date:
Reference:	Version: 1
CALEA: 46	No. Pages: 6

I. PURPOSE

The Fayetteville Police Department must have guidelines for response to critical incidents. Critical incidents are situations, sometimes of an emergency nature, that result from disasters, both natural and man-made, and civil disturbances. Critical incidents also include special events requiring Fayetteville Police Department personnel assignments. The Fayetteville Police Department will follow the standard Incident Command System (ICS) protocols within the structure of the National Incident Management System (NIMS) [CALEA 46.1.2]. Not every incident will require the activation of the entire ICS protocol.

II. POLICY

A. Critical Incidents

1. The Patrol Captain is responsible for coordinating the planning functions for response to an unusual occurrence. The first officers to arrive on the scene will be responsible for the initial response, assessment, and required notifications [CALEA 46.1.1].
2. The Chief of Police or his designee will appoint personnel to fill the command function when it is necessary to utilize the ICS. The command function will address the following at a minimum: [CALEA 46.1.3]
 - a. Activating the incident command system;
 - b. Establishing a command post;
 - c. Initiating the notification and mobilization of additional agency personnel;
 - d. Obtaining support from other agencies;
 - e. Establishing a staging area, if necessary;
 - f. Providing public information and maintaining media relations;
 - g. Maintaining the safety of all affected personnel; and
 - h. Preparing an after action report.
3. The Chief of Police or his designee will appoint personnel to fill the operations function when it is necessary to utilize the ICS. The operations function will be responsible for coordinating the following: [CALEA 46.1.4]

- a. Establishing perimeters;
 - b. Conducting evacuations;
 - c. Maintaining command post and scene security;
 - d. Providing for detainee transportation, processing, and confinement;
 - e. Directing and controlling traffic; and
 - f. Conducting post-incident investigation.
4. The Chief of Police or his designee will appoint personnel to fill the planning function when it is necessary to utilize the ICS. The planning function will address the following at a minimum: [CALEA 46.1.5]
- a. Preparing a documented incident action plan;
 - b. Gathering and disseminating information and intelligence; and
 - c. Planning post-incident demobilization.
5. The Chief of Police or his designee will appoint personnel to the logistics function when it is necessary to utilize the ICS. The logistics function will be responsible for coordinating the needs of the following: [CALEA 46.1.6]
- a. Communications;
 - b. Transportation;
 - c. Medical support;
 - d. Supplies; and
 - e. Specialized team and equipment.
6. The Chief of Police or his designee will appoint personnel to fill the finance/administration function when it is necessary to utilize the ICS. The finance/administration function will address the following at a minimum: [CALEA 46.1.7]
- a. Recording personnel time;
 - b. Procuring additional resources;
 - c. Recording expenses; and
 - d. Documenting injuries and liability issues.
7. All sworn personnel will receive training in Critical Incident Response. The Training Division will establish and schedule annual refresher training for all sworn officers and affected non-sworn personnel in emergency procedures that will specifically target the understanding and practical application of the Incident Command System and the department's role in the Emergency Plan for the City of Fayetteville. The department will strive to conduct or participate in one training exercise per year. Personnel will be assigned to participate in the exercise, while maintaining patrol and investigative staffing. Participation will be documented [CALEA 46.1.9].

1. Sworn personnel will usually be the first to encounter a situation involving a critical incident and will initiate procedures in an attempt to resolve the situation by implementing the following measures: [CALEA 46.2.1]
 - a. Dispatch enough personnel to the scene to effectively contain and isolate the situation;
 - b. Attempt to prevent escalation of the situation;
 - c. Take any action deemed necessary to preserve life;
 - d. Should the on-scene incident commander determine that an event requires specialized units to supplement patrol functions, the scene will be secured and an appropriate perimeter established. The Communications Division will contact the requested specialized units for response.
 - e. The on-scene incident commander will coordinate the various specialized units with other personnel. Cooperation is an expectation for all involved personnel and providing for the safety of officers is a paramount goal.

2. Deployment of specialized units:
 - a. Emergency Response Team (ERT) – deployed upon authorization of a captain or higher ranking officer; refer to policy [46.2.1]
 - b. Crisis Negotiation Team (CNT) – deployed upon authorization of a captain or higher ranking officer
 - c. Criminal Investigation Division (CID)– deployed upon the request of supervisory personnel
 - d. Tactical Dispatch Team – deployed upon authorization of a captain or higher ranking officer
 - e. Bomb Squad – supervisory personnel may request assistance from an authorized bomb squad
 - f. Public Information Officer- deployed upon the request of supervisory personnel
 - g. K9 Division- deployed upon the request of supervisory personnel
 - h. Any other unit- deployed upon the request of supervisory personnel

3. All VIP security requests will be made to the department's special events supervisor who will coordinate the security detail and all employees assigned. A VIP is defined as a very important person, dignitary, famous personality, notorious person, or any other person in need of special security. The following guidelines in VIP security detail will be addressed: [CALEA 46.2.6]
 - a. The special events supervisor will have access to all department equipment and vehicles for the purposes of VIP security.
 - b. Travel routes and alternate routes will be planned in consideration to safety and time. Potential problems will be specifically detailed.
 - c. An inspection of the area for the security detail will be conducted prior to the arrival of VIP when necessary. Gathering intelligence will be a key component during inspections.
 - d. The special events supervisor will ensure coordination with other city departments and outside agencies.

- e. Emergency first aid, ambulance services, and medical facilities will be identified in planning meetings that take place prior to VIP security details. These entities will be given advanced notice and may be used as part of planning the detail.
 - f. The special events supervisor will assign a radio channel for the department's communication radio system that will preclude interference from normal operations.
 - g. Personnel assigned to VIP security detail may have specific identification designations such as lapel pins or armbands. The chosen designations should facilitate identification of authorized security personnel.
4. The Fayetteville Police Department will ensure that at least one supervisor is assigned to special events, and that supervisor will be responsible for event planning and coordinating. Fayetteville Police Department supervisors will adhere to the following special events guidelines: [CALEA 46.2.7]
- a. Under the direction of the special events supervisor, estimates for traffic, parking, crowd-control, and criminal problems will be assessed for special events. This supervisor or delegate will meet or confer with representatives of participating organizations, planning committees, and other departments to coordinate plans and exchange information as necessary.
 - b. The department will establish contingency plans for traffic direction and control prior to major special events.
 - c. Personnel assigned to any division within the department may be used to ensure this department meets and performs its obligations and duties at any event. The special events supervisor will ensure that appropriate relief of assigned personnel occurs with the assistance of other supervisory levels of the event and supervisors working in normal operations.
 - d. Logistical requirements will be addressed to ensure the safety of those in attendance. Requirements that must be considered are fixed post assignments, roving post assignments, barricades and their positioning, traffic direction and control, and emergency personnel and vehicle access. When necessary, the special events supervisor will coordinate with the ERT supervisor for required tactical and special needs.
 - e. The special events supervisor shall ensure coordination occurs in respect to Fayetteville Police Department personnel and outside agencies.
 - f. The special events supervisor will coordinate with the department's PIO to address the news media.
5. The supervisor assigned to the critical incident and/or special event will ensure that an after-action report is completed using an after-action report template. An after-action report template will be readily accessible to all sworn personnel. Completed after-action reports will be filed on the agency's computer network with the event title as a reference [CALEA 46.1.3 h.].

C. Homeland Security

1. The Fayetteville Police Department maintains liaison with other organizations for the exchange of information relating to terrorism: [CALEA 46.3.1]
 - a. Information gathered through hotlines such as Crime Stoppers, emergency (911), or non-emergency telephone lines shall be evaluated and forwarded to the Criminal Investigation Division and if necessary, to the Patrol Division and appropriate state, federal, or private agencies.
2. It is the policy of Fayetteville Police Department that each officer take part in gathering and reporting information related to terrorism: [CALEA 46.3.2]
 - a. Any officer receiving information concerning possible terrorism activities will immediately notify the supervisor on duty and complete a written report.
 - b. The supervisor will determine the validity of the information and the appropriate response from the department, which may include notification of the patrol captain, CID, other local law enforcement agencies, or the appropriate state, federal, or private agencies.
3. The Fayetteville Police Department will provide terrorism awareness information within its service area: [CALEA 46.3.3]
 - a. Information pertinent to Fayetteville and the surrounding area shall be disseminated throughout the various task forces, boards, departments, and community awareness methods whenever information is found to be credible.
 - b. The information shall be shared with persons and/or organizations holding proper security clearance and on a need to know basis, depending on the information gathered so as not to provoke a panic or misinformation from the information being disseminated.
 - c. Secure information shall only be disseminated to appropriate personnel.
4. As part of training provided for all sworn personnel in critical incident response, awareness level training for events involving hazardous materials will be provided. Officers should be provided with basic knowledge to recognize a hazardous situation for which they can implement basic procedures to have authorities with the required technical abilities assess the situation [CALEA 46.3.4].
5. The Fayetteville Police Department shall make every attempt to comply with state and federal law and guidelines established by the Department of Homeland Security when responding to and reporting chemical, biological, radiological, and nuclear (CBRN) events.
6. The Fayetteville Police Department quartermaster will be responsible with continuously maintaining and storing an adequate amount of communicable disease control supplies for use by first responders. These supplies will be made available for each patrol unit and shall be part of the department's vehicle inspection process governed in FPD Policy 41.1.1 that is overseen by assigned primary and secondary supervisors. The following supplies will be issued including, but not limited to:
 - a. Latex gloves

- b. Face shields
- c. Appropriate protective clothing
- d. Shoe covers
- e. Dust masks
- f. Hand sanitizer
- g. Container for supplies

