

COWLITZ COUNTY SHERIFF'S OFFICE

POLICY MANUAL

**HALL OF JUSTICE
312 SW FIRST AVENUE
KELSO, WASHINGTON, 98626-1740**

LIVING DOCUMENT

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CHAPTER 1 - INTRODUCTION TO THE MANUAL

1.2.0 THE MANUAL

This manual is an official publication of the Cowlitz County Sheriff's Office. It is issued by authority of the Sheriff and contains policies and procedures of the Office. The policies and regulations are established to direct all members in carrying out their applicable duties and responsibilities. Violations of any of the policies or regulations contained in this manual may be grounds for disciplinary action.

1.3.0 TERMINOLOGY

The Cowlitz County Sheriff's Office is a constitutionally created Office in the State of Washington. The head of the Office is the county Sheriff, who is elected by the citizens of the county every four years. The Sheriff is, therefore, an independent, elected official legally responsible only to the citizens of this county. However, from the standpoint of county government as a whole, the Sheriff must be a team member of the government and willing to work with all officials. The Board of County Commissioners solely controls the Sheriff's Office budget.

Terminology may occasionally mean different things to different people. Most people don't know and don't care about the below terms, nor should they. However, for our purposes in this manual, we will use specific terms due to specific meaning intended.

SHERIFF:	The elected official who oversees the Sheriff's Office and is responsible for all personnel, budget funds and activities performed.
DEPARTMENT:	A subsection or agency of county government, headed by a "department head" and responsible to the Board of County Commissioners. That is, <i>Maintenance Department, GIS Department, Building and Planning Department, etc.</i>
OFFICE:	Used with a capital "O" usually designates an agency headed by an elected official. That is, <i>Prosecuting Attorney's Office, Sheriff's Office, Auditor's Office, etc.</i>

Therefore, we are not a Sheriff's Department, but rather a Sheriff's Office.

For the purposes of this manual, when the term "Office" (capital O) is used, it means the Cowlitz County Sheriff's Office. Terms such as "agency" or "department" may occasionally be used as well. Phrases such as "department meeting" tend to sound better and may occasionally be used. However, the intent is to indicate the Sheriff's Office. Use of the term "office" (with a small o) will imply the general front office area and/or staff of the Sheriff's Office.

As of January 1, 2004, the Department of Emergency Management was merged into the Sheriff's Office. Personnel in Emergency Management retain their titles and positions with the merger. The "Department" will be the equivalent of a Bureau within CCSO. The Director, who now reports to the Sheriff, is equivalent to a Bureau Commander (CCD, etc.) for the purposes of administration.

1.4.0 KNOWLEDGE OF MANUAL CONTENTS

It is the responsibility of each member to be knowledgeable of all Office policies and regulations contained in this manual. The member's immediate supervisor is additionally responsible to insure that the member understands the manual's contents. **Hard copy policies and/or procedures on colored pages and computerized RED text are need-to-know information. Members are expected to know those policies without having to look them up.**

1.6.0 ISSUANCE - THE MANUAL

Members are expected to know the policies of this agency. To that end, a policy manual is issued and/or made available to every member. Every member will have access to the current policy manual through SO-Shared on county computers. Members who have a laptop computer issued to them (including for MDC use) shall bring the laptop computer to the office at least once every sixty (60) days to load new information from the county's computer system, which will include all new policy updates.

The office will have several hard copy editions of the manual available in common work areas. Individual members who prefer having a hard copy manual should request that, through their chain of command, addressed to the Administrative Secretary.

Within sixty (60) days of notification of a new manual issue, members shall sign off with their supervisor that they have read the new policy manual.

1.8.0 SECURITY - MANUAL

Members will keep their manuals secure. Secondary dissemination of the manual is prohibited. Any information, which may hamper the operations of the Office, will be kept strictly confidential. Strict confidentiality is especially important with regards to information on emergency response to criminal activity. Loss of a manual or any of its parts will immediately be reported, in writing, to the member's immediate supervisor. The supervisor will then report the loss to the Undersheriff who will make a note of the loss and supply a replacement for the member. Requests for any information as to contents of this manual will be referred to the Administration.

1.10.0 MAINTENANCE OF THE MANUAL

Members will keep their manual in good condition and repair. The replacement of damaged manuals or pages can be accomplished by a request from the member to the Administrative Secretary.

1.12.0 UPDATING THE MANUAL

Because policies, procedures, and guidelines are so important, it is essential to insure that members, at all levels, have the opportunity to participate in the manual's continual development. Although

participation

is important and desirable, the ultimate responsibility for policy formation and approval rests with the Sheriff.

Policy formulation may be assigned to various members. All policies shall be approved by the Sheriff.

Drafted policies will be distributed at regular administrative staff meetings. The developer of the proposed policy/procedure will explain the proposed change or addition.

After introduction of the proposed policy/procedure, staff members will circulate the proposal among their respective personnel for comment, if appropriate.

At a future staff meeting, the proposed policy/procedure will be discussed and possibly revised. The policy/procedure if recommended will be submitted to the Sheriff for approval.

Nothing in this procedure should be construed as prohibiting the unilateral implementation of a policy/procedure by the Sheriff or his designee.

1.12.2 REVISION ACKNOWLEDGMENT

Members will be responsible for maintaining their manual in an up to date manner by making any changes or additions as directed. Manual updates may show the date of revision, and may be accompanied by a revised table of contents and/or index. Upon being issued manual updates, members will sign a dated form indicating that they have received the updated material. The custodian of these documents of acknowledgment will be the Administrative Secretary. Members are responsible for familiarizing themselves with all changes and additions to the manual.

1.14.0 USAGE - MANUAL

Members will consult this manual if they have any questions as to their responsibilities. If, upon consulting the manual, the member's question is unresolved, a supervisor should be consulted. Next in chain of command should be contacted if a question still exists. Resolutions to unaddressed issues should be based on knowledge, experience, and acceptable police practices.

1.16.0 MECHANICS OF THE MANUAL

To find a general subject area, consult the table of contents at the front of the manual for the correct chapter and section. To find a specific subject, consult the index at the back of the manual.

The use of the term “he” and/or “she” does not refer to the actual gender of any person nor imply any preference.

1.18.0 OFFICIAL OFFICE PUBLICATIONS

In addition to this manual, members are expected to familiarize themselves with other official Office

publications. These include, but are not limited to, training bulletins, directives for specialized units and temporary or special directives. Members will be expected to develop the same familiarity with the publications as with the manual. Members will also be expected to maintain and update these publications and to keep them secure and confidential, as required. Directives shall be dated as to posting, implementation, and termination by date or assignment.

Individually issued directives and memorandums shall be maintained by the member.

Directives may be issued by the Sheriff, Undersheriff, Chief Criminal Deputy, Chief Civil Deputy or DEM Director. Directives, prior to implementation, must be approved by the Sheriff or his appointed designee.

1.20.0 UPDATES SINCE LAST ISSUE OF MANUAL

The following chapters and sections have been altered, added, changed, deleted or materially changed since the last issue of the policy manual. While members should read the entire manual and be familiar with it, investing time in thoroughly reading the following would provide members with an overview of the most important changes.

Emergency Management has merged with the Sheriff's Office. Several sections of the manual have changed due to that addition, from titles, job descriptions and staff responsibilities.

Section	Title or Topic	Comments
2.20	Mission Statement	Updated Mission Statement/08-17-12 sl
8.12.0	Evaluation Retention	Adopting WA State Archives CORE Retention Schedule/ 08-22-12 sl
46.16.0	Internal Investigations – Records	Adopting WA State Archives CORE Retention Schedule/ 08-22-12 sl
48.2.0	Grievance Procedure	Adopting WA State Archives CORE Retention Schedule/ 08-22-12 sl
14.35.0	Lexipol Training	Policy for use/implementation of Lexipol Training **09-07-12** temporarily suspend mandatory requirement per 1A1 email. sl
43.4.2	Jumpsuits	Approved Bratwear JMP93LTSG/I/09-28-12 sl
53	Audio/Video Equipped Vehicles	New policy and chapters 53.1.0 to 53.22.0/02-22-13 sl **02-25-13 corrected "Chief Administrative Deputy" to "Undersheriff"
2.1.0	Vision Statement	Updated Vision Statement/04/3/13 sl
53.1.0	Audio/Video Equipped Veh.	Added "purposefully" to last sentence. 05-03-2013 sl
4.4.1	Sergeant – Administrative	Added description for Admin. Sgt position updated Service Sgt. duties description 06-17-2013 sl

44.38.0	Performance Recognition	New policy added 11-08-13 sl
25.22.0	Juvenile – Runaway Investigation	Added to follow-up procedure for juveniles missing over 7 days. Sl
8.0	Evaluations	Updated entire section. 11-30-14 sl
54	Grant Purchases	New section added 11-30-14 sl
55	Grant Equipment and Inventory	New section added 11-30-14 sl
9.19.0	Social Media – Personal Use	New section added 11-30-14 sl
20.6.2	County Vehicle – Accident	Updated 20.6.2 and 20.6.4 11-30-14 sl
43.12.6	Body Art	New section added 11-30-14 sl
56.2.0 – 56.2.14	Americans with Disabilities Act (ADA)	New sections added 11-30-14 sl
32.10	Towing Policy	Updated 11-30-14 sl
32.2.0	Vehicles at Motor Pool	Updated Vehs seized, as evid. & procedure 11-30-14 sl
27.30.2	Destruction – Drug	Clarified conditions for drug return. 11-30-14 sl
22.24.3	Jail Assaults	New policy to comply with fed legislation. 11-30-14 sl
41	Collective Bargaining	Removed ref. to Court Security. 11-30-14 sl
15.14.0	Review Board – Use of Force	Updated section. 11-30-14 sl
12	Investigations	Updated entire section 02-11-15 sl
47.2.3	Authority of Sergeant/O.I.C.	Updated entire section 02-11-15 sl
47.4.0	Disciplinary Procedures	Updated entire section 02-11-15 sl
42.6.2	Military Leave (RCW 38.40.060)	Updated entire section 08-26-15 sl
27.4.0	Report – Property/Evidence	Updated entire section 06-17-15 sl
27.6.0	Storage – Property/Evidence	Updated entire section 06-17-15 sl
23.4.1	Transporting Prisoners	Added Section 09-15-15 sl
49.8.2/49.8.4	Writing Receipts/Cash Drawer	Updated Entire Section 04-07-16 sl
53.50	Body Worn Cameras	Added Entire Section 05-27-16 sl
15	Use of Force	Replaced Entire Chapter per 11/16 update 01-29-17 sl
16	Firearms	Replaced Entire Chapter per 11/16 update 01-29-17 sl
17	Less Lethal Weapons	Replaced Entire Chapter per 11/16 update 01-29-17 sl
20.13.7	Vehicles and Training	Replaced Section per 11/16 update 01-29-17 sl
4.10.2	Clerk–Accouting/Community Specialist	Replaced section per 12/14 update 01-29-17 sl
19.18.2	Alarm – Courtroom	Replaced Section per 12/14 update 01-29-17 sl
4.10.4	Property Evidence Clerk	Updated Entire Section 04-04-17 sl
49.8.2/49.8.4	Writing Receipts/Cash Drawer	Updated Entire Section 04-07

43.16.0	County Credit Card	Added Entire Section 04-13-17 sl
57.0.0	NALOXONE/NARCAN	Added Entire Section 05-04-17 sl
44.38.0	Performance Recognition Awards	Entire Section Updated 09-05-17 sl
36	EXPLORERS	Removed Entire Section 09-28-17 sl
4.4.0	Services Sergeant	Entire Section Updated 09-28-17 sl
4.4.1	Administrative Sergeant	Entire Section Updated 09-28-17
32.6.3	Vehicles – Seized	Replaced Section per 1/31/17 update 9-28-17 sl
58	Unmanned Aerial Systems	Added Entire Section 04-03-18 sl
21.26.6	MDT Policy	Updated section 05-03-18 sl

CHAPTER 2 - VISION, MISSION, CODE AND PHILOSOPHIES

2.1.0 VISION STATEMENT

The Cowlitz County Sheriff's Office will be known for valuing its quality employees and for excellent service to all citizens. We will enjoy an earned reputation for preserving the public peace, protecting the rights of persons and property, preventing crime, disaster preparedness, bringing law breakers to justice, and providing assistance to citizens in both routine and urgent situations. Our vision includes treating each person with courtesy, cooperation, loyalty, and respect, both within and outside of the organization; an unwavering dedication to public service, a genuine concern for the welfare of all people, an uncompromising search for truth and the commitment to see it through.

Together, we will make the Cowlitz County Sheriff's Office the leader in professional law enforcement and emergency management.

07-05-12 1A1 MSN

2.2.0 MISSION STATEMENT

The mission of the Cowlitz County Sheriff's Office is to provide quality service in law enforcement, civil process and emergency management; bringing a sense of peace, safety and security to all Citizens of Cowlitz County.

08-17-12 1A1 MSN

2.4.0 CODE OF ETHICS

As a Law Enforcement Officer, my fundamental duty is to serve mankind; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation, and the peaceful against violence or disorder; and to respect the Constitutional rights of all men to liberty, equality and justice.

I will keep my private life unsullied as an example to all; maintain courageous calm in the face of danger, scorn, or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my Office. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, and will never employ unnecessary force or violence.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself to my chosen profession...law enforcement.

2.5.0

COMMUNITY ORIENTED POLICING

The Cowlitz County Sheriff's Office is committed to Community Policing. This philosophy will provide base guidelines for decision makers within this agency as changes occur. The four parts of Community Policing are:

1. Prevent crime
2. Arrest offenders
3. Attempt to solve on-going problems; may include partnerships as appropriate
4. Improve the overall quality of life in Cowlitz County

The following are comments by the Sheriff regarding Community Policing. It is important that every member of this agency understand, and make every effort to operate under, this direction.

Community Oriented Policing, or COP as it is known, is a philosophy. It is a general term meant to imply an active partnership between the police agency and the community it serves. The community is involved with the police in terms of identification, definition and resolution of crime and other problems. Dealing with the public's level of fear of crime is part of this focus. COP is a philosophy; not a program, nor a set of programs. Incorporating this philosophy may result in a program being implemented, but that program should be just a piece of the work.

In the Cowlitz County Sheriff's Office, we believe in community policing. We, like virtually every other sheriff's office in the country, have been doing community policing (to one degree or another) since the establishment of our county.

Some law enforcement agencies have taken COP and developed "programs" and/or physical places (sub-stations, store front offices, etc.) that, for them, constitute COP, in its entirety. Due to that, many law enforcement officers (and many citizens) believe COP is a visible thing; sub-stations, bike patrols, etc. To the degree those visible things promote good community/police efforts that may be true. But, COP may not look the same in two different agencies. What matters is, "what works?"

For CCSO, we do not have a "Community Police Officer" program, assignment or station. COP for us is simply creating and continuing close ties with our communities and doing our best to 1) reduce crime, 2) reduce the fear of crime, and 3) contribute to the general peace of the community.

Community policing for us means that every member of this agency is responsible for creating and maintaining an assertive approach to providing service to our communities. Every contact with a citizen should exemplify our professionalism. Every member should follow our Code of Ethics and deliver professional courteous service. That may include while you put them in jail!

Every day is an opportunity to meet new people and to help establish a positive contact with law enforcement. Every person you contact is important. Think about where jurors come from.

Members should be constantly asking people about things and then listening to the response. It is not our job to show how much we know, but rather how much we can learn from each other, and use that knowledge to improve our service.

When we do community meetings, when we attend events, when we just stop to say hello to someone, we are doing community policing.

Perception is the most critical part of community policing. If a citizen believes we are not doing our job; or not doing it correctly; then we aren't, in their view. Good, constant communications with people is an excellent way to deal with perception. While never straying from the Code of Ethics, we can often relate enough information to a citizen to help them understand our viewpoint. Professional contacts with people offer the greatest opportunity for setting positive perceptions. If a storeowner knows you, sees you on a regular basis and has some understanding of your job, the odds increase that they will be understanding at a later date when a situation occurs. Trust is built over time.

Every day should be seen as an opportunity to create one, new, positive relationship. It could be visiting a store in your patrol area, visiting with a person working on their property, thanking someone for taking the time to talk with you, or just stopping to see if a motorist needs assistance. Every day is important; every contact matters.

And lastly, your relationship, your reputation, is created every day with every contact or phone call. Be reliable. Be thorough. Be a positive role model.

“A well educated public is our absolute best ally.” – Gordon Graham

2.6.0 MOTORCYCLE PROFILING – (BIAS POLICING)

The use of profiling motorcycle riders as the sole factor in deciding to stop and question, arrest, search a person or vehicle without legal basis under the United States and Washington Constitution is illegal and will not be tolerated. This policy does not apply to incidents in which members were provided information about a suspect/s, which include the fact the suspect/s ride motorcycles. The member will make their decisions based solely upon probable cause.

2.6.2 DEFINITION

For the purpose of this section, “motorcycle profiling” means the illegal use of the fact that a person rides a motorcycle or wears motorcycle related paraphernalia as a factor in deciding to stop and question, take enforcement action, arrest, search a person or vehicle with or without legal basis under the United States or Washington State Constitution.

2.6.4 POLICY

It is the policy of this office to police in a pro-active manner, to aggressively investigate suspicious persons and circumstances and to actively enforce motor vehicle and other laws. However, members shall ensure that citizens will only be stopped or detained when there exists reasonable suspicion to believe a crime has been committed, being committed or is about to commit an infraction or crime. The practice of making detention or enforcement decisions based, in whole or in part, on motorcycle profiling is prohibited.

Decisions by members to stop, question, detain, search or arrest any person or search any vehicle shall be based on the standard of reasonable suspicion or better. This policy does not restrict members from conducting any routine law enforcement activity such as interviewing possible witnesses, performing community care taking functions (public safety contacts), conducting on-going investigations and actions necessary in an emergency situation such as floods, evacuations, explosions, etc.

2.7.0 RACIAL PROFILING - (BIAS POLICING)

The use of race or ethnicity as the sole factor in deciding to stop and question, arrest or search a person or vehicle without a legal basis under the United States and Washington Constitutions is illegal, reprehensible, and will not be tolerated. This policy does not apply to incidents in which members were provided with information about a suspect or suspects, which included race or ethnicity. However, once a possible suspect is contacted, the member will not allow his enforcement decision to be effected by the person's race or ethnicity.

2.7.2 DEFINITION

For the purposes of this policy, racial profiling (bias policing) is the use of race or ethnicity as a factor in deciding to stop and question, take enforcement action, arrest or search a person or vehicle with or without a legal basis under the United States or Washington Constitution.

2.7.4 POLICY

It is the policy of this agency to police in a pro-active manner, to aggressively investigate suspicious persons and circumstances, and to actively enforce motor vehicle and other laws. However, members shall ensure that citizens will only be stopped or detained when there exists reasonable suspicion to believe the citizen has committed, is committing, or is about to commit an infraction or crime. The practice of making detention or enforcement decisions based, in whole or in part, on race or ethnicity is prohibited.

Decisions by personnel to stop, question, detain, search or arrest any person, or search any vehicle shall be based on the standard of Reasonable Suspicion or better.

This policy does not restrict members from conducting any routine police activity such as contacting and interviewing possible witnesses, performing community care-taking functions (public safety contacts), conducting on-going investigations, and actions necessary in an emergency situation (such as floods, evacuations, explosions, etc.).

2.7.6 PROCEDURES

Individuals shall only be subjected to stops, seizures or detentions upon reasonable suspicion that they have committed, are committing, or are about to commit an infraction or crime. Each time a motorist or pedestrian is stopped, the member shall advise the Communications Center of the license number of the vehicle, if one is involved, and the location of the stop.

Enforcement activities will be accompanied by consistent, ongoing supervisory oversight to ensure that members do not go beyond the parameters of reasonableness in conducting such activities.

This agency will ensure that members receive initial and ongoing training in proactive enforcement tactics, including training in officer safety, courtesy, cultural diversity, the laws governing search and seizure, interpersonal skills, and racial profiling (bias policing).

Training programs will emphasize the need to respect the rights of all citizens to be free from unreasonable government intrusion or police action. Members will be trained in how to better interact with persons that they stop so that legitimate police actions are not misperceived as racial profiling (bias policing).

This agency will actively participate in related training provided by the Washington State Criminal Justice Training Commission when available.

2.8.0 COMPLAINTS

Anytime a citizen requests information on how to file a complaint with this agency, the member shall provide sufficient information to allow the citizen to accomplish that process.

2.9.0 ACCOUNTABILITY

All policies and procedures put forth by this Office shall be followed. Members found to be in violation of any provision of this manual shall be accountable for their actions or omissions. The Sheriff may take into consideration any mitigating circumstances that might make a variation from policy or procedure acceptable. Safety of our personnel and the public are paramount.

CHAPTER 3 - AUTHORITY AND JURISDICTION

3.2.0 STATEMENT

Washington's First Territorial Legislature organized the County of Cowlitz in 1854. Washington in 1889 was admitted as the 42nd member state of the United States of America.

The Sheriff's statutory powers are granted by Washington State RCW 36.28.010 and to his Deputies by RCW 36.28.020.

Deputies are sworn under oath, before the Sheriff of Cowlitz County, to uphold the laws of the State of Washington, the Constitution of the United States and the Law Enforcement Code of Ethics.

RCW 36.28.010 - The Sheriff is the Chief Executive Officer and conservator of the peace of the county (Cowlitz).

RCW 36.28.020 - Every Deputy Sheriff shall possess all the power, and may perform any of the duties, prescribed by law to be performed by the Sheriff, and shall serve or execute, according to law, all process, writs, precepts and orders issued by lawful authority. Persons may also be deputized by the Sheriff in writing to do particular acts; including the service of process in civil or criminal cases, and the Sheriff shall be responsible on his official bond for their default or misconduct.

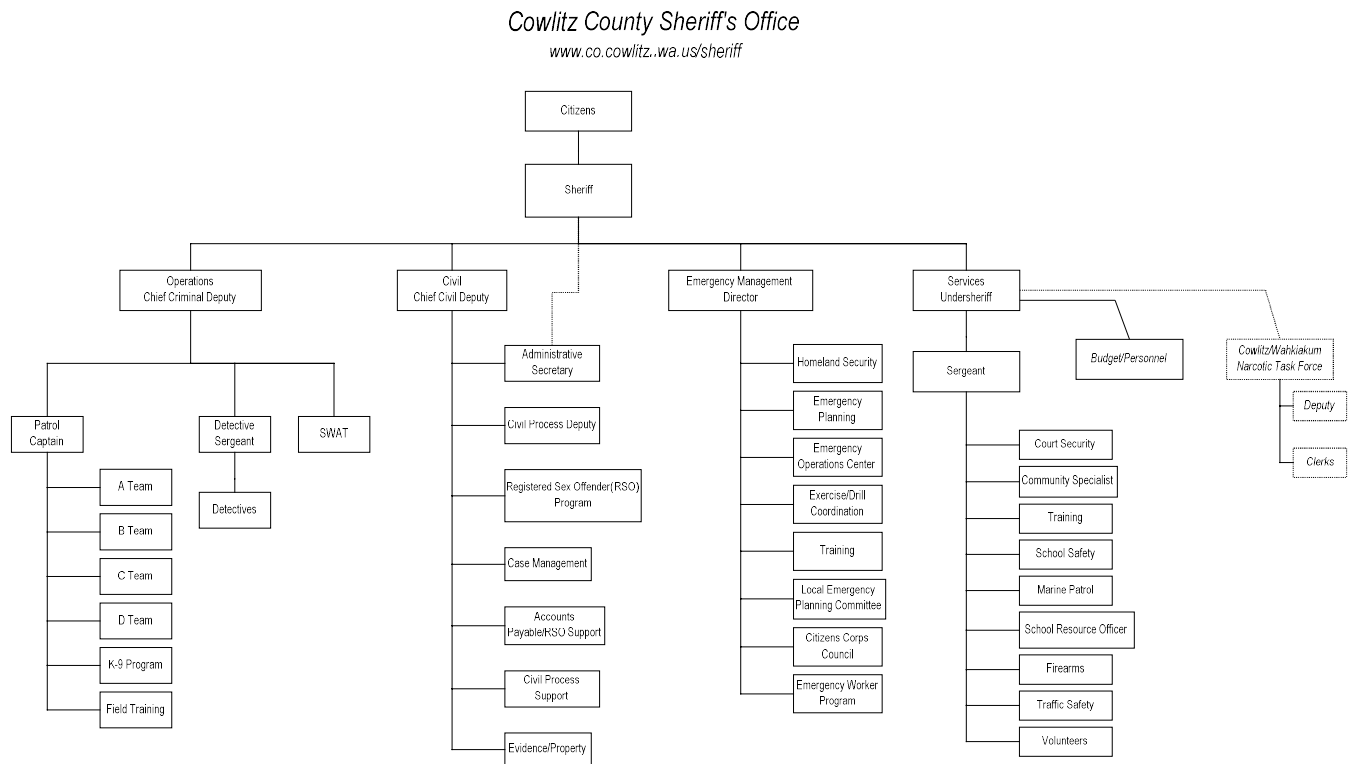
The 1985 Washington Mutual Aid Peace Officer Powers Act (RCW 10.93.070) allowed for the expansion of jurisdictional enforcement powers. Starting in 1991, every Sheriff in the State of Washington signed a Mutual Aid Agreement. This expanded the jurisdictional enforcement powers of a Cowlitz County Deputy Sheriff statewide. A deputy engaged in a law enforcement activity within another jurisdiction will conform to the lawful practices required by the Sheriff of that jurisdiction. Any generated citations and reports from enforcement action go directly to that jurisdiction. Their citation forms should be used. The Cowlitz County Sheriff's Office will receive copies of all paperwork generated for another jurisdiction.

Emergency Management is a function of county government mandated to the county commissioners by law. As of January 1, 2004, the Cowlitz County Board of Commissioners has delegated that function to the Sheriff. Currently all five cities within the county contract with the county for emergency management services.

The Sheriff shall have the power and authority to discipline members of the Office for noncompliance with the rules, regulations, procedures, and lawful orders issued by him or any commanding officer of the Cowlitz County Sheriff's Office.

CHAPTER 4 - ORGANIZATION AND COMMAND STRUCTURE

4.0.0 ORGANIZATIONAL CHART



4.2.0 SHERIFF

Sheriff - General Duties (RCW 36.28.010)

In his capacity as Chief Administrator, the Sheriff maintains control of and governs Office activity through his appointed administrative staff. His administrative staff acts in an advisory capacity in matters of general policy and procedure. By state statute, the Sheriff is allowed to have appointed administrative positions. The current appointed positions are an Undersheriff, Chief Criminal Deputy, Chief Civil Deputy, Director of Emergency Management.

He is elected by the voters of Cowlitz County for a term of four (4) years, and is the Chief Executive Officer and conservator of the peace of the county. He has statutory authority anywhere within the boundaries of the county and enforces state laws as well as county ordinances within those boundaries. In the execution of his office, he and his deputies:

1. Shall arrest and commit to prison all persons who break the peace, or attempt to break it, and all persons guilty of public offenses;
2. Shall defend the county against those who, by riot or otherwise, endanger the public peace or safety;
3. Shall execute the process and orders of the courts of justice or judicial officers, when delivered

for that purpose, according to law;

4. Shall execute all warrants delivered for that purpose by other public officers, according to the provisions of particular statutes.
5. Shall attend the sessions of the courts of record held within the county, and obey their lawful orders and directions;
6. Shall keep and preserve the peace in their respective counties, and quiet and suppress all affrays, riots, unlawful assemblies and insurrections, for which purpose, and for the service of process in civil or criminal cases, and in apprehending or securing any person for felony or breach of the peace, they may call to their aid such persons, or power of their county as they may deem necessary.
7. The Sheriff is responsible for local search and rescue activities. Operation of search and rescue activities shall be in accordance with the state and local operation plans adopted by the elected governing body of the political subdivision.

4.2.2 **UNDERSHERIFF**

The Undersheriff is second in command of the Sheriff's Office and is subordinate to the Sheriff and supervises the Services Bureau. S/he acts in the Sheriff's behalf in his absence. Directs the administrative functions of the agency and is the executive officer for the Sheriff in all Sheriff's Office matters. Prepares the Sheriff's Office's budget estimate and oversees the expenditures. Coordinates activities with county agencies servicing or interacting with the Sheriff's Office. Acts as the personnel manager, conducts applicant interviews and handles disciplinary actions and guild matters.

The Undersheriff has the ultimate responsibility for the following Sheriff's Office functions:

1. **FISCAL MANAGEMENT:** Oversees the development and administration of the Sheriff's Office budget and fiscal responsibilities.
2. **PERSONNEL:** Manages routine personnel matters for the Office; to include conducting the performance evaluation of those members who are directly subordinate to him and reviewing all other agency performance evaluations.
3. **TASK FORCE PROJECT COORDINATOR:** Oversees the financial administration, processing of seized property, and the overall fiscal needs for the Cowlitz-Wahkiakum Narcotics Task Force.
4. **PLANNING AND RESEARCH:** Responsible to plan, research, and coordinate any physical changes in the Sheriff's Office.
5. **SUPERVISION:** To include supervising the Services Sergeant and is responsible for his work performance.
6. **COMMUNITY RELATIONS:** Coordinates speakers and programs requested by community organizations.

Performs any other related duties as set forth by the Sheriff. The Sheriff is responsible for the Undersheriff's job performance.

4.2.4 CHIEF CRIMINAL DEPUTY

This position is subordinate to the Sheriff and third in command of the Sheriff's Office. The Chief Criminal Deputy acts on behalf of superiors in their absence. This position works closely with the administrative staff on other Office issues. The Chief Criminal Deputy has the following responsibilities:

- 1. SUPERVISION:** Supervises patrol and detective divisions and directly supervises the Detective Sergeant. This position conducts an annual evaluation of the Detective Sergeant.
- 2. INTERNAL INVESTIGATIONS:** This position and the Undersheriff oversee major internal investigations.
- 3. LEGAL UPDATES:** Represents the Office on legal research and county ordinances. Reviews newly enacted laws and/or regulations and disseminate this information to CCSO personnel.
- 4. EVIDENCE:** Conducts evidence audits as directed.
- 5. EVALUATIONS:** Facilitates evaluation instructions per Section 8.6.0.

Performs other duties as set forth by the Sheriff. The Sheriff is responsible for the Chief Criminal Deputy's job performance.

UNUSUAL OCCURRENCES

The Chief Criminal Deputy is responsible for planning and supervising the Office's response and duties in unusual or emergency situations. The following are additional areas of this responsibility:

De-escalation of event: To make the determination at what point services may be returned to a non-emergency status.

Post event report: To submit a report to the Sheriff covering areas such as problems encountered, recommendations for improvement of existing procedures, and the overall success of the operation.

Emergency plan reviews: To review and make necessary updates to the Office's contingency plan as needed. The contingency plan review shall be conducted on at least an annual basis.

Proficiency of operations: To assist with rehearsals of emergency plans to ensure that personnel are knowledgeable and proficient in assigned duties.

Operational equipment inspections and replenishment of exhausted supplies. The emergency readiness of equipment should be inspected on a monthly basis.

4.2.6 CAPTAIN

The Captain is subordinate to the Chief Criminal Deputy. This position aids, advises, and cooperates with the Chief Criminal Deputy in administrative matters and in the making, and implementation of Sheriff's Office policy and procedures. This position is fourth in the line of command. The Captain acts on behalf of the Chief Criminal Deputy in his absence. The responsibilities consist of, but are not limited to, the following:

1. **SUPERVISION:** Primary duty is to supervise, aid, and direct the Patrol Sergeants to ensure a smooth operation of the Patrol Division. The Captain will conduct regular Sergeant Staff meetings to exchange information and to deal with the needs and problems of the Office. The Captain conducts annual performance evaluations of the Patrol Sergeants. The Captain has overall responsibility for the operation of the Patrol Division.
2. **OFFICE LIAISON:** The Captain serves as a liaison with both public and private agencies in matters that affect the Patrol Division.
3. **OPERATIONAL READINESS:** The Captain is responsible to see that the Patrol Division has the supplies, equipment and vehicles to carry out the duties of the Division.
4. **K-9 OPERATIONS:** Supervises and oversees K-9 operations.

Performs other duties as set forth by his supervisors. The Chief Criminal Deputy is responsible for the Captain's job performance.

4.2.8 CHIEF CIVIL DEPUTY

The Chief Civil Deputy position is an administrative position, which is appointed by, and subordinate to the Sheriff. This position is fifth in the Sheriff's Office command structure. This position is responsible for the following functions:

1. **SUPERVISION:** Supervises Office clerical staff and their specific functions such as civil, case management, evidence, accounting, general clerical, secretarial duties, and the deputy sheriff position(s) assigned to the Civil Bureau.
2. **OFFICE:** Handles the daily management of the main office.
3. **FISCAL MANAGEMENT:** Manages the Office's bank accounts, trust funds, advance travel expenses, and revolving funds.
4. **CIVIL:** This position is responsible for the preparation, processing, and delivery and execution of civil processes in accordance with prescribed state laws.
5. **EVIDENCE:** This position oversees all evidence functions of the Office.

Performs other duties as set forth by the Sheriff. The Sheriff is responsible for the Chief Civil Deputy's job performance.

4.3.0. DIRECTOR OF EMERGENCY MANAGEMENT

The Director is appointed by the Sheriff to this administrative position. The Director is the bureau chief for Emergency Management. This position is sixth in the Sheriff's Office command structure. The position reports directly to the sheriff and is responsible for the following functions:

1. Oversee daily operations of the department including the supervision of EM Coordinators, any other employees and all volunteers.
2. Responsible for the preparation and administering the DEM budget.
3. Ensure compliance with all local, state and federal mandates relating to Emergency Management.
4. Communicate actively with all contract jurisdictions regarding Emergency Management issues.
5. Maintain and equip the county's Emergency Operations Center as appropriate.
6. Develop and facilitate emergency plans as needed or directed.
7. Assist and advise the Sheriff and Board of County Commissioners in matters related to Emergency Management.

Performs other duties as set forth by the Sheriff. The Sheriff is responsible for the Director's job performance.

.4.0 SERGEANT - SERVICES

The Services Sergeant is subordinate to the Undersheriff. In addition to being able to perform the duties of a Sergeant as set forth in 4.4.2 of the Policy Manual, the Services Sergeant aids, advises, and cooperates with the administration in matters concerning the administrative functions of the Office.

The Services Sergeant's primary duties consist of, but are not limited to, the following:

1. Supervises the personnel assigned to the Services Bureau and their respective programs.
2. Oversee the Sheriff's Office vehicle fleet and coordinate ordering new vehicles and equipment in cooperation with Public Works. Act as the liaison between the County Motor Pool and Sheriff's Office personnel in matters pertaining to vehicle maintenance.
3. Manage fleet equipment such as Sector and equipment issued to vehicles.
4. Manage the in-car camera and body worn camera systems including programming of users and components. Manually download video from the vehicle memory card and the camera server as needed.
5. Oversees projects that are given to the Services Bureau by the Administration.
6. The sergeant or his designee attends the County all-office safety meetings, takes the Office's concerns to the meeting, and reports on information received.

Performs any other related duties set forth by the Administration. The Undersheriff is responsible for the Services Sergeant's job performance.

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4.4.1 SERGEANT - ADMINISTRATIVE

The Administrative Sergeant is subordinate to the Undersheriff. In addition to being able to perform the duties of a Sergeant as set forth in 4.4.2 of the Policy Manual, the Administrative Sergeant aids, advises, and cooperates with the administration as directed.

The administrative sergeant's principle duties consist of, but are not limited to, the following:

7. Oversee the conversion to Lexipol policy system and maintain its currency. Manage the Daily Training Bulletins.
8. Assists with seizure and forfeiture process. Handles disposition of forfeited property. Oversees forfeiture hearings.
9. Manage seized and forfeited vehicle inventory.
10. Manage ACCESS TAC compliance.
11. Liaison for scheduled contract overtime shifts.
12. Assist the Services Sergeant with counter calls and facility security as needed.

Performs any other related duties set forth by the Administration. The Undersheriff is responsible for the Administrative Sergeant's job performance.

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4.4.2 SERGEANT

This is a first line supervisory position, which has full responsibility for an assigned shift, team or unit of uniformed and/or plain-clothes personnel. The sergeants assigned to the Patrol Division are subordinate to the Captain. The sergeant assigned to the Detective Division is subordinate to the Chief Criminal Deputy. The sergeant assigned to Services is subordinate to the Undersheriff.

The Sheriff recognizes the sergeant position as the first level of supervision. The sergeant has the responsibility to guide, direct, motivate, and instruct personnel under his supervision. It is the sergeant's responsibility to assign duties in a proper manner, delegate authority when appropriate, and to follow the progress of task assignments to a satisfactory completion. Sergeants are responsible for the work performance of subordinates under their immediate control. A sergeant has the authority and responsibility to enforce the rules, regulations and procedures of the Sheriff's Office. The sergeant may authorize necessary overtime within the guidelines and procedures as set forth by Sheriff's Office policy and the current Guild agreement. The sergeant has authority to approve vacation or time off requests, to administer oral reprimands, and to conduct coaching and counseling sessions to resolve issues.

Sergeants may order members to secure from duty pending potential disciplinary action. Such time shall be time off with pay. Administration shall be notified immediately of any such action taken. (See Ch 49, Discipline)

The Sergeant shall inform the Captain, Chief Criminal Deputy, Undersheriff and/or Sheriff of any unusual problems or serious crimes or incidents as they arise, in accordance with procedures.

A sergeant's principle duties consist of, but are not limited to, the following:

1. Insures that the members under his supervision act within the constraints of Office regulations, County ordinance, state law, and Constitutional law.
2. Oversees reports and investigations to see they are completed satisfactorily and in a timely manner.
3. Prepares all duty assignments, conducts assignment briefings, assigns and inspects equipment and maintains supervision of personnel, special details and areas during the shift.
4. Trains subordinates as needed, and evaluates members.
5. Investigates minor complaints made against deputies under his supervision and prepare reports for the attention of superiors. Major complaints, or repeat problems, are investigated by the Sheriff's designee.

Performs any other related duties as set forth by the Administration. The Captain is responsible for the job performance of the Patrol Sergeants. The Chief Criminal Deputy is responsible for the job performance of the Detective Sergeant. The Undersheriff is responsible for the job performance of the Services Sergeant.

4.4.4 OFFICER IN CHARGE (OIC)

During the sergeant's absence, a deputy will be assigned to perform the duties of a sergeant and is known as the officer in charge, or OIC. The purpose of this section is to more clearly define the role and responsibility of an OIC.

The OIC is a temporary appointment, made by the Administration, for the purpose of replacing the sergeant during his absence. This appointment may be terminated or changed at the discretion of the Administration.

The OIC assumes command of the shift for which the absent sergeant is responsible. His responsibilities as an OIC are the same as those set forth in the sergeant's job description. The member's immediate supervisor is responsible for his job performance.

4.6.0 DEPUTY SHERIFF

This is first line duty in the protection of life and property, the enforcement of laws and ordinances, the preservation of the peace, apprehension of criminals, control of non-criminal conduct and the application of services to the community. Work is performed in either plain clothes or uniform as assigned by superior officers. Work is supervised by a superior officer through assignment of duties, personal inspections, and review of daily reports. All assignments involve responsibility for recognizing the social importance of the police function for tactful and courteous treatment of the public, and the conscientious and efficient performance of duties without constant supervision. In addition to the regular duties of the Sheriff's Office, deputies assume some responsibilities and authority for other county departments, state, local and federal law enforcement agencies in emergencies, until they can be contacted and take charge of the specific problems of their own jurisdiction.

This classification has a variety of physical requirements of varying degrees based on varying work circumstances. Required physical activities include walking for extended periods of time over possible rugged terrain, standing, sitting, digital dexterity, talking, hearing, and seeing. A deputy must assist in emergency situations. Required physical activities during those times are running, jumping, balancing, climbing, crawling, kneeling, bending, stooping, crouching, reaching, lifting, carrying, dragging, throwing, and pushing/pulling of both objects and people. A deputy must be able to clearly distinguish and identify colors, be able to safely drive a vehicle, accurately discharge a firearm, be able to distinguish electronic, mechanical, and human sounds, and operate required equipment in a safe and lawful manner for the protection and safety of the public, or self, and of other members.

Examples of principle duties consist of, but are not limited to, the following primary and essential tasks:

1. POWERS OF ARREST AND CONTROL

- A. Conduct full search of arrested persons
- B. Conduct frisks or pat downs
- C. Advise persons of Constitutional rights
- D. Arrest persons with a warrant
- E. Arrest persons without a warrant
- F. Handcuff suspects or prisoners
- G. Seize contraband, weapons, and stolen property from suspects
- H. Execute search warrants
- I. Request verification of warrants before execution
- J. Inspect patrol vehicle for weapons and contraband before and after prisoner transport

2. SELF DEFENSE / USE OF FORCE

- A. Subdue physically attacking person
- B. Use weaponless defense tactics
- C. Subdue person resisting arrest
- D. Grip person tightly to prevent escape
- E. Disarm violent armed suspect
- F. Pull person out of vehicle who is resisting arrest
- G. Break up fights between two or more persons

3. DEADLY FORCE

- A. Discharge firearm at person
- B. Draw weapon to protect self or third party
- C. Clean and inspect firearms
- D. Participate in firearms training
- E. Fire weapons in nighttime combat, not including training
- F. Fire weapon in daytime combat, not including training
- G. Fire weapon in dark environment with flashlight in one hand.

4. MOTOR VEHICLE ENFORCEMENT

- A. Arrest DUI suspects
- B. Execute felony motor vehicle stops

- C. Stop vehicles to investigate, warn, or arrest occupants or conduct other enforcement activities.

5. EMERGENCY VEHICLE OPERATION

- A. Safely engage in high speed pursuit driving in congested area
- B. Safely engage in high speed response driving in congested area
- C. Safely engage in high speed response driving off road
- D. Safely engage in high-speed pursuit driving off road.
- E. Safely engage in high speed pursuit driving on open road
- F. Safely engage in high speed response driving on open road
- G. Safely operate police vehicle on ice covered road
- H. Safely operate police vehicle on snow covered road

6. EMERGENCY ASSISTANCE

- A. Take mentally incapacitated persons into custody for their own protection
- B. Administer cardio-pulmonary resuscitation (CPR)
- C. Administer mouth-to-mouth resuscitation
- D. Apply basic first aid to control bleeding
- E. Apply basic first aid to unresponsive / unconscious person
- F. Apply basic first aid to treat for heart attack
- G. Talk with persons attempting to commit suicide to get them to delay or stop their attempt
- H. Use protective gear to prevent contact with infectious diseases
- I. Intercede in domestic disputes to resolve, maintain peace, protect persons, etc.

7. CRIME SCENE RESPONSE

- A. Collect evidence and property from crime scenes
- B. Fill out forms to document chain of custody of evidence
- C. Dust and lift latent fingerprints
- D. Package and tag evidence
- E. Record location of physical evidence at scene
- F. Secure crime scene
- G. Initial, mark, and label evidence
- H. Locate and protect latent evidence

8. CRIMINAL INVESTIGATION

- A. Interrogate suspects
- B. Prepare misdemeanor paperwork, reports, statements, and probable cause statements
- C. Prepare felony and civil paperwork, reports, statements, and probable cause statements
- D. Present evidence and testimony in legal and administrative proceedings.
- E. Serve orders of the court

Respond to and conduct investigation of events related to:

- A. All felony crimes
- B. All gross misdemeanor crimes
- C. All misdemeanor crimes

- D. Other incidents related to R.C.W. responsibilities
- E. County ordinance.

9. SPECIAL OPERATIONS

- A. Participate in raids and searches
- B. Search for a person in a darkened building or environment

The member's immediate supervisor is responsible for his job performance.

4.6.2 SAR DEPUTY / DEPUTY SHERIFF

This position reports to the Services Sergeant. In addition to performing the duties of a deputy sheriff, as set forth in 4.6.0 of the policy manual, aids, advises and cooperates with the Administration in matters concerning the functions of the Services Bureau.

Primary duties are as follows:

1. **SEARCH AND RESCUE:** Serves as the Office's primary SAR Deputy. Organizes SAR missions in compliance with policies and procedures set forth by the Sheriff's Office and State statutes. Writes and submits necessary reports in reference to SAR operations. Serves as the Sheriff's liaison to SAR.
2. **RESERVES:** Supervises, coordinates, and advises the Sheriff's Reserve unit. In addition, he arranges for reserve training and assists with directing the annual Reserve Academy.
3. **VOLUNTEER ORGANIZATIONS:** Assists as directed by the Administration and works with all volunteer organizations in reference to SAR activities.
4. **RANGE AND FIREARMS TRAINING:** Serves as the Office's lead range master. Causes firearms training for all CCSO deputies and reserves to occur. Maintains records of firearms training and types of firearms carried by CCSO personnel. Maintains and arranges for repairs on firing ranges. Maintains and controls Sheriff's Office firearms, ammunition, and related supplies.
5. **OTHER DUTIES:** Assists with other Services Bureau functions as assigned, such as Marine Safety, Marine Patrol, etc.

Performs any other related duties as set forth by the Services Sergeant or the Administration. The member's immediate supervisor is responsible for his job performance.

4.6.4 SCHOOL RESOURCE OFFICER / BOAT SAFETY OFFICER / DEPUTY SHERIFF

The School Resource Officer (SRO) reports to the Services sergeant. In addition to performing the duties of deputy sheriff as set forth in 4.6.0, the deputy assigned aids, advises and cooperates with the administration in matters concerning the functions of the Services Bureau. During the summer months this position serves as our primary boat safety deputy. Patrols the county waterways, conducts boat

inspections and provides boat safety classes.

Primary responsibilities are as follows:

1. **SCHOOL RESOURCE OFFICER (SRO):** Works with schools to help coordinate campus safety for all users. Works in cooperation with the Operations Bureau to ensure intelligence and operational information is exchanged in a timely manner. Oversees the school mapping project. Offers suggestions to school and Sheriff's Office administrations to improve school safety. Attends after-school-hours authorized events when requested for security. Implements SRO grant activities to include attending meetings, documenting statistics as required, and tracking activities.
2. **BOAT SAFETY:** Primary boat operator during summer months. Responsible for boat equipment readiness and enforcement on county waterways. Provides boat safety training upon request and conducts boat inspections.
3. **MARIJUANA ERADICATION:** Works with state and federal agencies in documenting and reporting grant expenditures.
4. **PLANNING AND RESEARCH:** Assists with projects assigned by Administration.

This position performs other duties, as assigned by the Services Sergeant and /or the Administration. The member's immediate supervisor is responsible for his job performance.

4.6.6 DEPUTY / TRAINING / ADMINISTRATIVE

This position reports to the Services Sergeant. In addition to performing the duties of a deputy sheriff, as set forth in 4.6.0 of the policy manual, he aids, assists, and cooperates with the Administration in matters concerning the functions of the Services Bureau and is the Office's training Deputy.

1. **TRAINING:** This position is responsible for arranging all Sheriff's Office training and maintaining agency and individual training records.
2. **COMMUNITY ORIENTED POLICING:** Assists with the development and implementation of Community Oriented Policing.
3. **PLANNING AND RESEARCH:** Assists with projects as assigned by the Administration.
4. **BIO-HAZARDS:** This position is responsible for maintaining, purchasing and distributing personal protective equipment to members for both blood borne and airborne pathogens. This position investigates exposures and arranges for testing of exposed individuals if necessary. This position ensures training is accomplished for all members and volunteers and maintains documentation of training and vaccinations.
5. **MARINE SAFETY:** Serves as one of the primary, certified Marine Safety deputies.
6. **OTHER:** Assists other members with numerous tasks such as firearms qualifications, boat program, and search and rescue.

Performs other duties as assigned by the Services Sergeant and/or Administration. The member's immediate supervisor is responsible for his job performance.

4.6.8 DEPUTY - CIVIL

This position is subordinate to the Chief Civil Deputy. In addition to performing the duties of a deputy sheriff, the deputy assigned to fill this position carries out the following tasks:

1. Serves summons and complaints, garnishments, property attachments, replevin actions, writs of execution and restitution, notices of suit, Sheriff's notices of real and personal property sales, subpoenas and a variety of other civil papers.
2. Assists with searches and property seizures such as for replevin actions, attachments and writs of execution.
3. In the absence of the Chief Civil Deputy may conduct Sheriff's sales.
4. Conducts eviction of tenants served with a writ of restitution in order to restore the premises to the landlord.
5. Effects posting of notices for Sheriff's sales.
6. Records civil documents with auditor/recording.
7. Handles bank and Treasurer's Office deposits.
8. Assists in the property/evidence section.

Performs any other duties, as set forth by the Chief Civil Deputy and/or Administration. The member's immediate supervisor is responsible for his job performance.

4.7.0 RSO DEPUTY (Registered Sex Offender/Kidnapping program)

This position is subordinate to the Chief Civil Deputy. In addition to performing the duties of a deputy sheriff, the deputy assigned to fill this position carries out the following tasks:

1. Oversees and carries out the statutorily required duties and obligations under state and federal RSO laws and regulations.
2. Is responsible for oversight of all records related to the RSO program.
3. Causes a monthly committee meeting of appropriate agency representatives to oversee classification matters.
4. Is the primary registrant of RSOs.

Performs any other duties, as set forth by the Chief Civil Deputy and/or Administration. The Chief Civil Deputy is responsible for his job performance.

4.8.0 ADMINISTRATIVE SECRETARY

The position should be knowledgeable in all phases of the operation of the office. The position must be able to fill in for clerical staff. The position works closely with the Chief Civil Deputy, and in the absence of the Chief Civil Deputy, the position serves as Office Manager and is subordinate to the Sheriff.

The position becomes involved in administrative problem solving and makes recommendations for the

improvement in office systems and/or procedures. The position assists in budgetary matters. The Administrative Secretary should acquire and maintain proficiency not only in general secretarial and clerical skills, but also have understanding of the internal operation of the Sheriff's Office and the criminal justice system. The position is knowledgeable in office equipment and computer utilization.

The duties associated with the position of Administrative Secretary are varied. The position has primary responsibility to the administrative staff. The position responds to requests for assistance from sergeants, detectives, and patrol deputies.

1. The position prepares, maintains, and submits records of Sheriff's Office payroll, member insurance, sick leave, vacation, comp time, and overtime.
2. The position assists in the new member selection process. This includes sending notification to applicants certified by the Civil Service Commission, mailing personal history statements and background investigation to interested applicants, administer written section of psychological test, schedule interviews with the psychologist, schedule medical exams, and field questions from applicants. The position also handles the correspondence between the applicants, the Civil Service Commission, and the Sheriff's Office. The position maintains records of certifications and other matters from the Civil Service Commission.
3. The position handles correspondence for Administrative personnel, and for sergeants and deputies as approved by Administration.
4. The position orders office supplies for the agency.
5. The position maintains and updates printed source materials such as office forms, work schedules, personnel lists, seniority lists, etc.
6. The position coordinates scheduling of the Sheriff's Office conference room and training room. The position oversees the scheduling of the use of the firing range(s).
7. The position answers incoming telephone calls, assists the public at the front counter, and interacts with other governmental agencies.
8. The position issues concealed pistol licenses, forest-harvesting permits, and other permits issued by the Sheriff's Office.
9. Oversees the revisions and updates of the policy and procedure manual.

Performs all other duties prescribed for the efficient operation of the office. The member's immediate supervisor is responsible for his job performance.

4.10.0 CLERK - CIVIL

The position is subordinate to the Chief Civil Deputy. The Clerk receives work assignments from the Chief Civil Deputy and other Administrative personnel. The position works cooperatively with the Cowlitz County 9-1-1 Center dispatchers, Prosecuting Attorney's Office, jail personnel, Law Enforcement Records personnel and other agencies for effective and timely information exchange.

The position performs a variety of secretarial, clerical, records, and receptionist duties, utilizing knowledge of Sheriff's Office policies and procedures, for the efficient operation of the main office of the agency.

1. The Clerk operates office machines such as: typewriters, calculators, photocopiers, multi-line telephones, facsimile transmission devices, state and county computer terminals, personal computers with several software programs and other office equipment. The Clerk may transcribe statements from cassette recordings, and assist with bookkeeping.
2. Several responsibilities of the Clerk are greeting the public and answering incoming telephone calls. This involves answering questions, receiving complaints, issuing concealed pistol licenses, specialized forest harvesting permits, and other permits. Receives civil and criminal papers for processing.
3. The Clerk in this position processes and bills for the service of civil documents. The processing of civil documents involves entering the information into the computer and printing out the needed forms. The Clerk also keeps statistical information for the Civil Bureau. Prepares correspondence and projects, as directed by the Administration.
4. The Civil Clerk and Accounting Clerk are cross-trained. When one Clerk is off duty the other will complete duties for the other.
5. The Clerk assists in the property/evidence section.

Performs any other related duties, as assigned. The member's immediate supervisor is responsible for his job performance.

4.10.2 CLERK – ACCOUNTING/COMMUNITY SPECIALIST

The position is subordinate to the Chief Civil Deputy. The Clerk receives work assignments from the Chief Civil Deputy and other administrative personnel and works cooperatively with the Cowlitz County 9-1-1 Center dispatchers, Prosecuting Attorney's Office, County Purchasing Office, and Auditor's Office, jail personnel, records personnel and other agencies for effective and timely information exchange.

The position performs a variety of clerical, records, and receptionist duties, utilizing knowledge of agency policies and procedures for the efficient operation of the main office of the Sheriff's Office. Coordinates functions so as to create an effective and efficient use of county, state, and federal monies in 1) carrying out the Community Oriented Policing philosophy of the Sheriff's Office, and 2) targeting the reduction of traffic related injuries and fatalities in Cowlitz County.

Assist with classroom and/or public presentations put on by deputies. This position will work in cooperation with all Sheriff's Office personnel and other public and private agencies to accomplish the goals of the Sheriff's Community Oriented Policing philosophy. This position is also responsible for the implementation and facilitation of all countywide traffic safety related programs and initiatives originating in this county. This position will also serve as the Law Enforcement Coordinator for Crime Stoppers.

1. The Clerk operates office machines such as: personal computers with several software programs, typewriter, calculator, photocopier, multi-line telephone, facsimile transmission devices, state and county computer terminals and other office equipment. The Clerk may transcribe statements and reports from cassette recordings and assist in bookkeeping and purchasing of office supplies. The Clerk may type correspondence.
2. Primary responsibilities of the Clerk are greeting the public and answering incoming telephone calls. This involves answering questions, receiving complaints, issuing concealed pistol licenses, specialized forest harvesting permits, hulk permits, and other permits, forms and reports as necessary.
3. The Clerk in this position performs bookkeeping duties. These duties include: receiving of invoices from various creditors, preparing purchase orders and accurate record keeping of monies spent by the Sheriff's Office. Keeps accurate monthly insurance records and types the invoices for their payment. Handles daily case reports turned in by the deputies, records them in the case management file in the computer and, when authorized, types them and, at the discretion of the Administration, sends them to the Law Enforcement Records center for filing. Prepares monthly statistics on case management. Maintains field contact card file in the personal computer, and restores information to other terminals.
4. The position will be responsible for bookkeeping and filing in order to accomplish the record keeping and reporting requirements of state and federal grants in use.
5. The position will be responsible to keep some statistical information and prepare it for presentations and dissemination.
6. The incumbent will have good public speaking skills and good telephone skills.
7. The incumbent will have good skills in working with, and encouraging, deputies and citizens. Good verbal communication skills are a must.
8. The position will prepare correspondence and news releases associated with the job.
9. The position will ensure that adequate supplies are ordered, and maintain those supplies as needed for the performance of the job.
10. The position will work closely with the Washington State Traffic Safety Commission to forward the cause of reducing traffic related injuries and fatalities. This will include being the staff person on the DUI Enforcement Panel.
11. The position will also make efforts to ensure that the Sheriff's Office is an active participant in countywide traffic safety endeavors. This will also include actively encouraging participation by the five municipal police departments and the Washington State Patrol.
12. The Accounting Clerk and Civil Clerk are cross-trained. When the Civil Clerk is gone the Accounting Clerk will also fulfill that responsibility. The Clerk assists in property/evidence.

Performs any other assigned duties. The member's immediate supervisor is responsible for his job

performance.

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4.10.4 CLERK - PROPERTY/EVIDENCE

The position is subordinate to the Chief Civil Deputy and performs a variety of clerical duties, utilizing knowledge of Sheriff's Office policies and procedures for efficient care, custody, control, and processing of all property/evidence which comes into the possession of the Sheriff's Office. In order to accomplish this job task, the clerk has the following duties:

1. Remove all property/evidence from the temporary storage and assign it a permanent storage place, in order to maintain the proper chain of evidence.
2. Confirm all information is filled out properly on the paperwork and items received from the deputy. Items will not be accepted until paperwork is complete.
3. Maintain accurate records of the storage location of all property/evidence so that it is readily available to the courts or investigators.
4. Work closely with the State Crime Lab by submitting evidence for testing and, after the testing is completed, take custody of the evidence, in order to maintain the proper chain of evidence.
5. Release and track items as needed for court, viewing, etc as needed.
6. Prepare paperwork and process all items for proper disposal when items are ready to be released from custody. Disposal of items will be in accordance with RCW statutes.
7. Care for and maintain all property/evidence rooms, property logs and computer to maintain the chain of evidence.
8. Testify in court as to the proper chain of custody when needed.

Perform other duties assigned by the supervisor, and/or the Administration. The member's immediate supervisor is responsible for the clerk's job performance.

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4.10.6 CLERK - TASK FORCE

The position reports to the Task Force Unit Supervisor. The Clerk receives work assignments from the Task Force Unit Supervisor and other administrative personnel and works cooperatively with other law enforcement jurisdictions, the Prosecuting Attorney's office, the jail personnel, Law Enforcement Records personnel and the State and County Auditor's office for effective and timely information exchange.

The Task Force Clerical positions perform a variety of clerical, records and receptionist duties, utilizing knowledge of the Sheriff's Office as well as unit policies and procedures for the efficient operation of the Task Force.

1. The Clerk(s) operates the office machines such as personal computers, typewriter, calculator, photocopier, multi-line telephone, and State and County computer terminals. The Clerk(s) may transcribe statements and report from cassette recordings and assist in bookkeeping and purchase of office supplies. The Clerk(s) may type correspondence.
2. The Clerk(s) greets the public and answers incoming phone calls. This involves answering questions and receiving complaints.
3. The Clerk(s) in this position performs the following duties: receiving of invoices from various creditors, typing purchase orders and accurate record keeping of monies spent by the Task Force. Keeps accurate monthly accounts, handles case reports, maintains case management, distributes reports to the appropriate agencies, and prepares and distributes monthly and quarterly reports as required.
4. The Clerk(s) in this position receive, document, and distribute tip information and maintain records and correspondence for case management, WSIN, revelation, seizures and forfeitures and any other Task Force functions.
5. Performs any other related duties, as assigned.

The division of clerical duties will be directed by the unit supervisor and all clerical positions will be cross trained as time reasonably allows. The member's immediate supervisor is responsible for his job performance.

4.10.8 COMMUNITY SPECIALIST

This position will report to, and be responsible to, the Services sergeant. The position is clerical in nature, but may involve some assistance with classroom and/or public presentations put on by deputies. This position will work in cooperation with all Sheriff's Office personnel and other public and private agencies to accomplish the goals of the Sheriff's Community Oriented Policing philosophy. This position

is also responsible for the implementation and facilitation of all countywide traffic safety related programs and initiatives originating in this county. This position will also serve as the Law Enforcement Coordinator for Crime Stoppers.

This position will perform a variety of clerical, record keeping, and coordinating functions so as to create an effective and efficient use of county, state, and federal monies in 1) carrying out the Community Oriented Policing philosophy of the Sheriff's Office, and 2) targeting the reduction of traffic related injuries and fatalities in Cowlitz County.

1. The incumbent will have good computer skills, sufficient to operate current systems used by the Sheriff's Office, such as Microsoft Word and Excel.
2. The position will be responsible for bookkeeping and filing in order to accomplish the record keeping and reporting requirements of state and federal grants in use.
3. The position will be responsible to keep some statistical information and prepare it for

presentations and dissemination.

4. The incumbent will have good public speaking skills and good telephone skills.
5. The incumbent will have good skills in working with, and encouraging, deputies and citizens. Good verbal communication skills are a must.
6. The position will prepare correspondence and news releases associated with the job.
7. The position will ensure that adequate supplies are ordered, and maintain those supplies as needed for the performance of the job.
8. The position will work closely with the Washington State Traffic Safety Commission to forward the cause of reducing traffic related injuries and fatalities. This will include being the staff person on the DUI Enforcement Panel.
9. The position will also make efforts to ensure that the Sheriff's Office is an active participant in countywide traffic safety endeavors. This will also include actively encouraging participation by the five municipal police departments and the Washington State Patrol.
10. The position will perform any other duties as set forth by the Services Sergeant and/or Administration.

This position is funded through two grants: 1) A Washington State Traffic Safety Commission grant and 2) A Community Oriented Policing grant from the U.S. Department of Justice. Every reasonable effort will be made to comply with the provisions of those grants in a timely manner. The member's immediate supervisor is responsible for his job performance.

4.11.0 EMERGENCY MANAGEMENT COORDINATOR

This position is subordinate to and reports to the Director of Emergency Management. There are currently two coordinator positions within DEM that are staffed. They are: 1) Administration, Finance & Logistics; and 2) Planning, Training & Public Education.

The coordinators both have the following general job tasks:

1. Assist with emergency warnings and notifications.
2. Assist with the operation of the EOC or related facility as directed.
3. Periodically carry a pager, as assigned, to assume the DEM Duty Officer duties in the absence of the Director.
4. Assist in covering for other staff and training/guiding new staff.
5. All other duties as assigned.

The coordinator for Administration, Finance & Logistics will also:

Assist with developing and revising emergency plans and operational procedures.

Maintain and update equipment and personnel resource databases, and emergency notification lists.

Coordinate the County Emergency Worker Program to include issuing identification to all Emergency Workers, and maintaining an Emergency Worker database to track all search and training missions in the County.

Serve as the primary liaison to the Washington State Search and Rescue Coordinator. Perform administrative tasks to support the county Search and Rescue program, and activate SAR resources in accordance with state and local procedures.

Perform secretarial and clerical duties, including preparation of correspondence and reports; taking meeting minutes; and maintaining reports.

Perform reception duties including: answering phones, responding inquiries and greeting visitors.

Assist the Director and Sheriff with budget preparation and federal, state and local grants. Maintain and disseminate statistical information as assigned.

Monitor monthly expenditures and revenues, prepare invoices, bill user agencies for their share of the budget; receive, record and deposit revenues; and maintain the petty cash fund.

Prepare and submit payroll records in a timely manner, and maintain employee leave and attendance records.

Provide facilities management to include the ordering of supplies for the office and the EOC; maintaining the EOC in operational readiness, and scheduling its use.

Prepare the annual inventory report, and coordinate obsolete equipment for auction.

Provide logistical support for training activities, exercises and meetings. Coordinate and oversee the participation of local and state emergency service organizations in the Cowlitz County Fair.

Perform all other duties as assigned.

The coordinator for Planning, Training & Public Education will also:

1. Coordinate emergency management training, and serve as liaison to local, state and federal agencies on training matters.
2. Develop and conduct emergency management public education programs.

3. Coordinate hazardous materials program activities as required, including administrative support to the LEPC, and managing the Tier II reporting program for chemical facilities within Cowlitz County.
4. Assist with the update of the Comprehensive Emergency Plan, and the development and update of hard specific plans and procedures, including, but not limited to, earthquake, flooding and hazardous materials.
5. Assist with general office duties including front-desk reception, customer service and greeting visitors; and assist with clerical duties including records maintenance, and general correspondence.
6. Conduct regular and required emergency communications tests and trouble shoot communications equipment in the EOC.
7. Assist with facilities maintenance to include the ordering of supplies for the office and EOC.

4.12.0 COURT SECURITY OFFICER

Court Security Officers are partially-commissioned personnel whose primary mission is the safety and security of the employees and citizens in the Hall of Justice and the Juvenile Service Center. Officers report to, and are subordinate to, the Services sergeant. Uniform will be designated by the Sheriff. The duties will include, but not limited to, the following:

1. Provide security for the Hall of Justice and Juvenile Service Center. This will include operation of Inspection Stations at the main entrances of each facility, and/or other points designated by the Sheriff.
2. Patrol of the Hall of Justice and Juvenile Service Center on a random basis as staffing allows. Inspection station staffing shall take priority.
3. Patrol emphasis should be courtrooms, adjacent halls and rooms, and county offices in both facilities. Random patrol outside the building may occur.
4. Personnel shall assist with evacuation of the facilities as required and coordinate with the Incident Commander.
5. Assist citizens in security needs such as escorts to vehicles.
6. Follow directives of judges and court orders.
7. Attend all training as directed.
8. Perform all other duties as assigned.

CHAPTER 5 - COMMAND REGULATIONS

5.2.0 AUTHORITY - EXERCISE OF

Authority in the Office shall be exercised with fairness, impartiality and restraint. Each member will exercise his authority according to law and this manual, and is accountable for the use of this delegated authority.

5.2.2 AUTHORITY - COMMENSURATE

Members who are assigned or directed to act in capacities above their ordinary or usual rank will, for the designated time, possess the authority of that rank.

5.2.4 ORDERS - DUTY TO OBEY

Members of the Office shall obey any lawful order issued from any superior officer. Should such order conflict with any previous order, published regulation or chart of organization, such conflict shall be respectfully called to the attention of the superior officer issuing the last order. If the superior officer desires his last order to be obeyed, he shall, upon request of the subordinate, reduce it to writing.

5.2.6 OBEDIENCE TO RULES

All members of the Office shall be familiar with, conform to and abide by the laws and ordinances of the State of Washington and the County of Cowlitz. They shall also follow and abide by the Office's rules and regulations.

5.2.8 ORDERS - OFFICE

All orders affecting more than one bureau or department shall be issued by the Sheriff. Bureau Chiefs and the DEM Director may issue orders which affect only their bureau or department. A copy shall be given immediately to the Sheriff.

5.3.0 USE OF NIMS AND ICS

The Cowlitz County Sheriff endorses the use and implementation of the National Incident Management System (NIMS) and the Incident Command System (ICS). All major operations controlled wholly or in part by CCSO shall employ NIMS/ICS.

The use of ICS terminology shall be used in major operations and in the case of smaller operations should be used where appropriate.

CHAPTER 6 - RECRUITMENT

6.2.0 STATEMENT

Recruitment of classified service personnel for the Office is conducted and administrated by the Cowlitz County Civil Service Commission, as governed by local and state civil service rules and regulations. The Office will aid the Commission, if requested, as allowed by law. The Office will abide by the hiring practices established by local and state civil service rules and regulations.

6.4.0 ENTRY LEVEL - RECRUIT

6.4.2 QUALIFICATIONS - RECRUIT

Refer to local civil service rule 5.
Refer to state RCW 41.14.100.

6.4.4 APPLICATIONS - RECRUIT

Refer to local civil service rule 6.

6.4.6 EXAMINATIONS - RECRUIT

Refer to local civil service rule 7.
Refer to state RCW 41.14.060 and 41.14.080.

6.6.0 LATERAL ENTRY

Refer to local civil service rule 6.
Refer to current labor agreement.

6.8.0 LISTS - EMPLOYMENT

Refer to local civil service rule 8 and 9.
Refer to state RCW 41.14.060. and 41.14.130.

6.10.0 BACKGROUND INVESTIGATIONS - RECRUIT

Prior to hiring, the Office shall conduct background investigations on all applicants whose names have been certified by the Commission from the employment list and submitted to the Office. The Undersheriff is responsible for seeing that a thorough and proper investigation is conducted. At any stage the background investigation may be terminated, for just cause, if the applicant is found to be unacceptable for the position. The Undersheriff shall advise the Commission, by letter, of both

successful and rejected applicants. The rejected applicants' letter shall state the reason for the rejection. The Undersheriff will retain the background file on rejected applicants pending possible appeals.

Refer to local civil service rule 5 and 8.

6.10.2 FIELD INVESTIGATION - RECRUIT

The Undersheriff or his designee(s) may contact any references, relatives, friends, associates, employers, persons, agencies, or organizations that could provide information about the applicant's suitability for employment. Additionally the investigator(s) will conduct inquiries through NCIC, WACIC, DOL (CCDR), DOC, and the records keeping equivalents in states in which the applicant has resided.

Refer to local civil service rule 5.

6.12.0 APPLICANT SELECTION - RECRUIT

The Sheriff will make selection from the three highest ranking certified, acceptable, candidates. The Sheriff may select any one of the top three candidates to the position. If additional vacancies exist after the first selection, the next highest ranked candidate will move up, again giving the Sheriff a choice of filling the position from these three. Any additional vacancies will be filled in this same manner.

Refer state civil service RCW 41.14.130.

The Sheriff or his designee may make a conditional job offer to the selected candidate, dependent upon successful completion of the polygraph or CVSA. Deputy Sheriff applicants must also successfully complete psychological and medical examinations.

6.12.2 POLYGRAPH OR CVSA - RECRUIT

The applicant must satisfactorily complete a polygraph examination or CVSA. An examiner designated by the Commission will conduct the examination.

Refer to local civil service rule 5.

6.12.4 PSYCHOLOGICAL EXAMINATION - RECRUIT

Certified candidate(s) for the deputy sheriff position are required to successfully complete a psychological evaluation for the position. The choice of psychologist or psychiatrist is determined by the Commission and paid by the Commission.

Refer to local civil service rule 5.

6.12.6 MEDICAL EXAMINATION - RECRUIT

Certified candidate(s) for the deputy sheriff position are required to satisfactorily complete a medical examination, at Commission expense.

Refer to local civil service rule 7.

6.14.0 APPOINTMENT NOTIFICATION - RECRUIT

Upon successful completion of the medical and psychological examinations, the Sheriff or designee will notify new personnel when to report for duty. The Sheriff will notify the Commission and the Cowlitz County Office of Administrative Services of the new appointment(s).

CHAPTER 7 - PROMOTIONS

7.2.0 CLASSIFIED SERVICE

Promotions of members within the classified service are made by competitive examination as governed by state and local civil service rules and regulations. The local Civil Service Commission announces and administers the promotional examination, establishes eligibility requirements, promotional testing procedures, and probationary periods that are consistent with state civil service statutes. Upon completion of the examination, the local civil service board certifies and then submits the promotional list to the Sheriff. The Sheriff may promote any one of the top three finalists.

A promoted member, who has successfully completed probation, may voluntarily return to the member's previously held classified position pursuant to local civil service rules.

Refer to local civil service rules and regulations.

Refer to state civil service RCW chapter 41.14.

7.4.0 UNCLASSIFIED SERVICE

The Sheriff, by appointment, promotes persons into the unclassified service positions. The Sheriff may make appointments from within or outside the Office.

A member appointed from the classified service may voluntarily return to that former classified status pursuant to local civil service rules.

Refer to local civil service commission rules and regulations.

Refer to state civil service statutes, RCW chapter 41.14.

CHAPTER 8 – EVALUATIONS

8.2.0 STATEMENT

The performance evaluation system is used to assist in fair and impartial personnel decisions, and with the maintenance and improvement of performance. It provides a medium to identify individual strengths, weaknesses and training needs, and fosters communications.

8.4.0 ANNUAL EVALUATIONS

With the exception of probationary members, a member of the classified service shall have their job performance evaluated for a specific period and will be based solely on performance during that time frame.

8.4.2 PROBATIONARY MEMBERS - EVALUATION

Probationary members, while in the Field Training Program, will be evaluated every two weeks by their training officer. The probationary member at the conclusion of the FTP will be evaluated monthly by their immediate supervisor. For the definition of probationary, see the civil service rules.

The probationary member and rater(s) will discuss in detail every evaluation made on the member. This will enable the member to fully understand the standards the Office requires. It is the obligation of the member to contact his supervisor if the member has any additional questions not addressed.

8.4.4 SUPERVISOR EVALUATIONS

Supervisors will be rated by their immediate supervisors. An additional criterion for their evaluations will be their ability to adequately and impartially evaluate their immediate subordinates.

8.6.0 PERFORMANCE REVIEW INSTRUCTIONS

The administration will provide to each supervisor, evaluation forms for the employees assigned for supervision during the evaluation period. A date for completion will be provided after which all supervisors will meet collectively to review each evaluation. Administrators who have direct supervisory responsibilities over deputies or clerks will also submit their respective employee's reviews to the group of supervisors for additional comment. Supervisors will be encouraged to make their own comments for the purpose of group discussion for each evaluation reviewed. Valid comments may be added to the evaluation by the supervisor completing the evaluation.

Sergeant evaluations will be conducted with their supervisor and not during the collective review.

After administrative review of all the evaluations, they are provided to the Sheriff for final review. After the final review, the evaluations shall be placed in the employee's personnel file where it will be retained per Sheriff's policy 8.12.0 EVALUATION RETENTION.

8.8.70 REVIEW EVALUATION

The completed evaluation, signed by the supervisor, will be given to the rated member. The member may accept the evaluation as presented, add their own written comments and accept the evaluation

and/or ask the supervisor for any clarifications or justifications. The member may contest the evaluation. The member will acknowledge that he and the supervisor have reviewed the evaluation by signing the evaluation. The member will be furnished a copy of the evaluation if requested.

8.10.0 CONTESTED EVALUATION

Any member may contest his evaluation. In the event an evaluation is contested, the following procedure shall be used. The member contesting his evaluation will submit a letter, within fourteen calendar days, to his supervisor stating the reason(s) for contesting the evaluation. The supervisor will forward this letter to his supervisor. That supervisor will attempt to determine the validity of the evaluation. The findings will be presented to the rating supervisor and the member.

In the event the evaluation is again contested, it shall be forwarded to the Sheriff or his designee for review and final disposition.

At any stage of the contested evaluation process the member may, regardless of evaluation acceptance, choose to have his letter contesting the evaluation remain with the evaluation.

8.12.0 EVALUATION RETENTION

Evaluations will be retained in the member's personnel file for a period of three years.

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CHAPTER 9 - PUBLIC INFORMATION AND COMMUNITY RELATIONS

9.2.0 STATEMENT

The public information role of the Office is a key element in how we are perceived by the public. Our successful interaction with the media in helping them provide accurate and timely public information is important. The aim of the Office is to cooperate with the media and public, provided that this cooperation does not jeopardize or interfere with an investigation, a person's Constitutional Rights, a person's right to privacy, the safety of an individual, or is a violation of information privacy acts.

Refer RCW 10.97 Wash. St. Criminal Records Privacy Act.

Refer RCW 10.98 Criminal Justice Information Act.

Refer RCW 13.50 Juvenile Justice Records.

9.4.0 MEDIA RELEASES

9.4.2 MEDIA RELEASE - WRITTEN

At times, because of the nature of an incident or to solicit public assistance, a formal written media release is necessary. All formal written media releases will be authorized by the Administration. Media releases concerning an ongoing investigation may additionally be reviewed by the case investigator prior to dissemination, if possible. Copies of media releases shall be distributed to the Administration and Board of County Commissioners.

The use of the fax machine and/or other electronic means is authorized to disseminate media releases.

9.4.4 MEDIA RELEASE - CAD BOARD

A disposition on incident reports will be completed by the deputy prior to the end of shift. It is the responsibility of the shift supervisor to see that these CAD reports are answered. "Not for publication" can be placed on CAD reports by deputies. Note on the CAD report who is making this request and the reason. Complainants have a right to privacy in some cases. Refer to RCW 42.17.310.

Incidents involving child sex crimes are not public record. The investigating deputy will cause the CAD to be removed from the CAD board. This information is restricted by RCW 10.97.130.

The completed CAD reports will be turned over to Law Enforcement Records. Records policy allows daily media access to these initial CAD reports.

The shift supervisor may make clarifications as to CAD reports. Also see Policy 11.2.2.

MEDIA ACCESS - REPORTS RESTRICTED

Members of the Sheriff's Office will not allow the media to review police or investigative reports without the express authorization of the Chief Criminal Deputy.

9.4.8 MEDIA INTERVIEWS

Requests for interviews on matters concerning only the Patrol Division should be handled by the Captain, Chief Criminal Deputy or Sheriff. Matters concerning other topics should be referred to the Bureau Chief, Director or Sheriff. In matters still under investigation, the administrator may consult the primary investigator prior to releasing any details.

All matters concerning CCSO policy or matters that have a wide community interest shall be handled by the Sheriff.

Interviews may be delegated as appropriate by an administrator.

9.4.10 MEDIA INTERVIEW RESTRICTIONS

Members of the Sheriff's Office will not make statements to any news media that a suspect has confessed to an alleged crime. Members will not make any reference to a suspect's prior or present unlawful behavior.

Results from comparison of latent prints, polygraph or CVSA tests, ballistic or other examinations, shall not be revealed to any news media.

Members will not make statements as to their opinions in regard to the credibility of any witness or victim.

Members will not discuss evidence or identify witnesses to the news media.

Members shall not reveal the names of complainants in those cases under investigation by this Office.

Members shall not reveal sources of information in connection with cases which are under investigation by this Office.

Members shall not reveal the names of witnesses nor any other information concerning any criminal case in which there is court action pending.

Members shall not discuss the testimony that they give in any court action, nor shall they sign statements concerning any court case for any person not officially connected with the Office, unless they have consulted with the Prosecuting Attorney's Office.

Attorneys wanting information concerning a criminal case shall be referred to the Prosecuting Attorney. The Prosecutor may then refer the attorney back to the investigating officer for additional information relating to the defendant's cause. The member shall only answer questions relating to that particular case.

9.6.0 MEDIA RELEASE - EMERGENCY

In the event of a public emergency, such as flooding, chemical spills, etc, the shift supervisor is authorized to release a statement to the media describing the nature of the emergency, appropriate public warnings, and public access restrictions, until relieved by a member of the Administration. In non-criminal matters such as theses listed, Emergency Management shall be used if available.

9.8.0 MEDIA ACCESS - FIELD OPERATIONS

The media on occasion may arrive at the location of some type of field operation, such as a crime scene, natural disaster, accident scene, etc. The same restrictions on the general public apply to members of the news media. News media personnel do not have the authority to be within an area which has been limited to police personnel.

The media on occasion may be invited to accompany a field operation, or be allowed access at some time to an event. This special authorization shall come from an administrator. The administrator will personally advise the operations personnel of the scope of the special authorization. The media members will at all times be escorted by a member of the Office. The operations command officer may terminate the special authorization at any time, upon his discretion. No media personnel will be allowed to enter an area where such entry would endanger life.

9.9.0 MEDIA ACCESS – IN-PROGRESS OR RECENTLY COMPLETED

The purpose of this policy is to assist the media in verifying that an event has occurred or is occurring. Both Dispatch and Records will only confirm the incident type and location of the incident. They are not authorized to release any other information. Media will then be returned to the shift supervisor, administrator or incident commander at the conclusion of the incident.

9.10.0 MEDIA ACCESS - PHOTOS RESTRICTED

All photographs taken by Office members in connection with their official duties are the property of the Sheriff's Office. No member will obtain copies for personal use or release photographs to the news media without authorization from the Administration.

9.12.0 SEXUAL OFFENDER NOTIFICATIONS

The Cowlitz County Sheriff's Office has adopted the Washington Association of Sheriffs and Police Chiefs policy on the dissemination of information regarding sexual predators. When the information relating to the release of a sexual predator is received by the Sheriff's Office from the state, the offender will be classified according to the level of risk the offender poses to the community. The levels of risk are as follows:

Level I: Maintain the information within the Sheriff's Office and disseminate the information to the other Cowlitz County law enforcement agencies. Disclose to public upon request.

Level II: Includes the actions of level I. Also schools and neighborhood or community groups may be notified. These schools and groups will be responsible for their individual dissemination.

Level III: Includes the actions of Level I and II. A media release to the public at large will also be generated. Inclusion on web site as required by RCW.

The Cowlitz County Multi-Agency Sexual Offender Assessment committee consists of representatives from the Longview Police Department, the Kelso Police Department, the Department of Corrections, the Juvenile Rehabilitation Administration (DSHS), and the Cowlitz County Sheriff's Office. The committee will review the offender's criminal history, treatment history and other pertinent information, as well as the circumstances of the sexual offense that the offender has been involved in to determine the appropriate level of classification.

9.14.0 PERSONNEL INFORMATION - RESTRICTED

A member's address, telephone number, personal history or family information of any kind shall not be released to any news media or any other person outside of the Office, without prior approval of the member involved.

9.16.0 COMMUNITY RELATIONS

It is Sheriff's Office policy that members shall strive to gain public support and win friendly citizen cooperation in the Office's programs and procedures in order to facilitate the accomplishments of the agency's objectives. The attitude of each member shall be one of service and courtesy. In nonrestrictive situations, the member shall be pleasant and personable. On occasions calling for regulation and control, the attitude shall be firm and impersonal, but avoiding the appearance of rudeness.

9.17.0 PUBLIC DISCLOSURE REQUESTS

Many people want or need information which is in the possession of the Sheriff's Office, or Law Enforcement Records on our behalf. It is the policy of this Office that we will comply with all Public Records laws, both state and federal, and will work to provide citizens with the information they request.

9.17.2 REQUESTS FOR INFORMATION FROM SHERIFF'S OFFICE

The Undersheriff will be the official Public Disclosure Officer for Sheriff's records. All requests, written or verbal, for records where the requestor cites the Freedom of Information Act (FOIA), or the state public disclosure law, RCW 42.17.310 et al, or implies that it is a public disclosure request, or you feel reasonably sure that the person wants records allowed by law, that referral should go immediately (within one business day) to the Undersheriff. If he is not available, contact the Sheriff. This section does not apply to routine requests by victims, insurance companies, and so on. Those requestors should be referred to Law Enforcement Records for assistance.

No requestor wanting records held by the Sheriff's Office or Emergency Management shall be referred

to any other county agency, including the Prosecuting Attorney's Office or Personnel.

9.17.4 REQUESTS FOR INFORMATION FROM EMERGENCY MANAGEMENT

The Director will be the official Public Disclosure Officer for records held by Emergency Management. All requests, written or verbal, for records where the requestor cites the Freedom of Information Act (FOIA), or the state public disclosure law, RCW, or implies that it is a public disclosure request, or you feel reasonably sure that the person wants records allowed by law, that referral should go **immediately** (within one business day) to the Director. If he is not available, contact the Sheriff. This section does not apply to routine requests by citizens wanting general information that could be supplied by DEM.

No requestor wanting records held by the Sheriff's Office or Emergency Management shall be referred to any other county agency, including the Prosecuting Attorney's Office or Personnel.

9.18.0 RIDE-ALONG PROGRAM - DEPUTY

The Sheriff authorizes commissioned law enforcement officers from other jurisdictions to ride with members of the Cowlitz County Sheriff's Office while on duty, and in the actual performance of their duty. Criminal justice personnel who are on duty and riding in a pre-approved training capacity may ride with a non-probationary deputy.

9.18.2 RIDE-ALONG PROGRAM - CITIZEN

The Cowlitz County Sheriff's Office has established the citizen Ride-Along program to provide an opportunity for civilians to ride with deputies on patrol. It was created to encourage people to become more familiar with the operations and goals of the office, and to promote better communication and understanding between law enforcement and the citizens they serve. Any and all of the provisions herein are subject to change by the Sheriff.

9.18.3 RIDE-ALONG APPLICATION

This policy applies to all persons who request to ride with a patrol deputy. Riding with non-patrol deputies requires administrative approval. For the purposes of this policy, the PacifiCorp patrol is considered patrol.

This policy shall not apply to normal Sheriff's Office functions, which may require the transporting of civilians in Sheriff's Office vehicles for official business.

Probationary deputies are not allowed to have civilian ride-alongs.

This policy does not apply to CCSO Reserves, Explorers, or Chaplains. Reserve applicants approved by the reserve liaison deputy for a "check ride" will be directed to the Captain for assignment.

Sheriff's Office non-commissioned members must have administrative pre-approval before transporting any non-Sheriff's Office personnel in a county vehicle.

It is the intent of this policy that the Captain oversees this program. However, should he not be available in a timely manner to accommodate a request, the request shall be sent up the chain of command for

disposition.

9.18.4 PROHIBITED RIDERS

The Sheriff reserves the right to deny a Ride-A-Long to anyone. Any person who has been convicted of a felony, any domestic violence crime or major traffic offense (See list) is prohibited from participation in this program. Citizens who are currently under a restrictive court order, Protection Order, Anti-Harassment or other such order are prohibited from riding. Appeals or exceptions may be granted by the Sheriff, in writing.

Prohibitive Major Traffic:

- Vehicular Homicide/Assault
- DUI
- Neg 1
- DWLS/R 1
- DWLS/R 2 (within past 10 years)
- DWLS 3 (within past 5 years)

9.18.5 CITIZEN RIDE-ALONG GUIDELINES

1. The citizen Ride-Along program shall be administered through the Patrol Division and controlled and coordinated by the Captain or his designee. Unless specifically approved by the Sheriff, only persons eighteen years of age or older may participate in this program. Ride-alongs are only permitted in Patrol. Requests for riders in or by other divisions shall be reviewed by the affected bureau administrator or Sheriff.
2. All requests must be submitted in writing using the "Citizen Ride-Along Request Form." A driver's check, warrants check, RMS check, and a NCIC III will be completed prior to review of the request by the Captain. No civilian rider will be allowed on patrol without prior written approval by the Captain. The Captain may, on rare occasion, authorize telephonically. Assignments of the riders are at the Captain's discretion. The Captain may delegate the option to the shift supervisor. Requests by deputies to be excused from having a rider on a specific occasion shall be considered.
3. A completed Cowlitz County Sheriff's Office Ride-Along Waiver Form is required prior to any ride-along occurring. The signed, completed form shall be forwarded to the Captain for filing.
4. Deputies shall not unnecessarily expose participants of the Ride-Along Program to potentially hazardous situations, and shall make a reasonable effort to minimize the risk to the rider.
5. Unless the rider is a commissioned Washington law enforcement officer, he shall not carry any firearm, impact weapon, chemical, organic spray or other weapon during the Ride-Along.
6. Before the Ride-Along begins, or as soon as possible after starting, the deputy shall notify the 9-1-1 Communications Center, by telephone, of the name of the rider and the estimated start and stop time of the ride. Should the rider secure before the deputy, the deputy shall notify the center via radio or telephone.
7. A Ride-Along may be terminated early by the deputy, or supervisor, for sufficient reason. If

this occurs, the deputy or supervisor will document the reason and forward it to the Captain.

8. Any deputy or supervisor who has a material comment relevant to future riding privileges for any person shall forward a document with that information to the captain. Such information may be used to determine future riding privileges.
9. No person will be allowed to ride with the Cowlitz County Sheriff's Office more than once in any three-month period unless written approval is given by the Sheriff.
10. Effort shall be made to submit Ride-Along requests at least five business days prior to the ride occurring. Effort will be made to schedule ride-alongs with at least three days advance notice.
11. Approved riders shall dress in appropriate attire. No tee shirts, tank tops or shorts will be allowed. No offensive or questionable writing, printing, or pictures shall be on the attire worn by riders. Riders shall not wear any garment, hat or cap that might, in any way, suggest that they are a law enforcement officer. All riders will be required to wear a ballistic vest. Refusal to wear a ballistic vest shall be cause for termination of the ride.
12. Efforts shall be made to limit the involvement of the rider in regards to any sensitive contacts, interviews, or investigations (i.e., interviewing victims of serious crimes, being near dying or deceased persons, death notifications, etc.). The intent of this section is to not involve riders as potential witnesses in a criminal proceeding or in incidents that are likely to traumatize.
13. Prior to the start of any Ride-Along, the deputy shall complete the checklist with the rider.
14. Currently commissioned law enforcement officers from other jurisdictions may ride with a deputy. Prior approval by the Captain and a completed waiver form is required. The riding officer must note on the form that his named agency is aware of his Ride-Along request and that the request has been approved. Attire shall comply with section 11 of this policy.
15. Deputies may decline a specific rider for cause if approved by the shift supervisor. No blanket declination will be allowed without administrative approval.
16. The Sheriff may authorize temporary exceptions to this policy on a case-by-case basis, which shall be documented and filed with the Captain.

9.19.0 SOCIAL MEDIA - PERSONAL USE

Precautions and Prohibitions barring state law or binding employment contracts to the contrary, department personnel shall abide by the following when using social media.

1. Office personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair working relationships of this department for which confidentiality statutes are important, impede the performance of duties or negatively affect the public and criminal justice community's perception of the office.
2. As public employees, office personnel are cautioned that speech on or off-duty, made pursuant to their official duties—that is, that owes its existence to the employee's professional duties and

responsibilities—is not protected speech under the First Amendment and may form the basis for discipline if deemed detrimental to the department. Office personnel should assume that their speech and related activity on social media sites will reflect on themselves and this office.

3. Office personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their employment without permission from the Sheriff or his or her designee.

4. Deputies who are, or who may reasonably be expected to work in undercover operations, shall not post any form of visual or personal identification as being a member of the Office.

5. Office personnel may not divulge information gained by reason of their authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of this department without express authorization.

6. Office personnel should be aware that they may be subject to civil litigation for

- a. Publishing or posting false information that harms the reputation of another person, group, or organization (defamation);
- b. Publishing or posting private facts and personal information about someone without their permission that has not been previously revealed to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
- c. Using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
- d. Publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.

7. Office personnel should be aware that privacy settings and social media sites are constantly in flux, and they should never assume that personal information posted on such sites is protected.

8. Office personnel should expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the office at any time without prior notice.

9. Reporting violations. Any employee becoming aware of or having knowledge of a posting, on any website or web page or dissemination of any work related information including digital or social media in violation of the provision of this policy shall notify his or her supervisor immediately for follow-up action. This does not apply to any official Sheriff's Office website or social media page such as Facebook.

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CHAPTER 10 - RECORDS

10.2.0 LAW ENFORCEMENT RECORDS

It is the responsibility of Law Enforcement Records to maintain, disseminate, destroy, or otherwise control all records, files, reports, or other documents entrusted to them by the Sheriff's Office, as prescribed by law and Law Enforcement Records procedure.

Refer to RCW chapters 10.97. and 10.98.

10.4.0 RECORDS CONFIDENTIAL

It is the policy of the Cowlitz County Sheriff's Office that all records and identification information is confidential in nature, and is to be used for law enforcement purposes only. No document, case file, or other official records shall be removed from Records without the member first complying with current Law Enforcement Records requirements.

10.4.2 RECORDS ACCESS - LAW ENFORCEMENT AGENCIES

Other law enforcement agencies shall have the same rights to records information as this Office's personnel.

10.4.4 RECORDS INTEGRITY - INTERNET ACCESS

It is the policy of this agency that any computers within the agency that have access to the internet shall not also have access to the agency's records system. Should such dual access be considered, an appropriate firewall shall be installed as approved by the Sheriff and Central Services.

CHAPTER 11 - REPORTS

11.2.0 STATEMENT

An Incident Report is generated by Cowlitz County 9-1-1 Center on all incoming calls for service. A member should have the Center generate an incident report on any duty-related activity that he performs that requires any significant amount of time.

Incident reports inform incoming personnel of activities that have occurred on previous shifts. An informative incident report makes for a more effective and safe work environment.

11.2.2 ANSWERING CAD COMPLAINTS

Prior to the end of shift, the member will check all incidents he handled during that shift and ensure that the CAD report is answered completely. The CAD report shall contain a brief synopsis of the event and action taken. The CAD report will include name, age and city of residence of suspects and/or victims. The member will also advise Cowlitz County 9-1-1 Center to correct any errors in the header of the CAD report, such as incorrect address information or type of call. Members are responsible to ensure that the final call type is correct. If a member causes a report to be removed from the media board, a replacement CAD sheet or press release will be put in its place. **Exception:** Child sex abuse investigations. Incidents involving child sex crimes are not public record. The investigating deputy will cause the incident to be removed from the IR board. This information is restricted by RCW 10.97.130.

11.2.4 ORGANIZED CRIME AND VICE

Complaints received about organized crime and vice will remain confidential. The member receiving such a report will not generate a CAD report. The member will then submit the original report detailing the allegations. This original report will be forwarded to the Detective Division. A copy of this report will NOT be sent to Law Enforcement Records, but will be maintained by the Detective Division.

See also Chapter 42.

11.2.6 REMOVAL OF INCIDENT REPORTS

Original Incident Reports or case files shall not be removed from the confines of the Sheriff's Office or Law Enforcement Records, unless for court purposes or other official business. Reports removed from the premises must have prior Administrative approval.

11.2.8 INFORMATION ONLY CAD REPORTS

An informational CAD Report may be made on incoming calls for service. When no deputy is dispatched, the report shall be assigned to INFO ONLY, in the space reserved for the investigating deputy's number.

This disposition may also be used if requested by the reporting party. If the incident constitutes a crime, it cannot be classified as "informational only" without Sheriff's Office supervisor approval. In this case, the reason will be noted on the CAD report.

11.2.10 NOT FOR PUBLICATION – CAD REPORTS

"Not for publication" can be placed on CAD reports by deputies. Note on the CAD report who is making this request and the reason. Complainants have a right to privacy in some cases. Refer to RCW 42.17.310.

11.2.12 ABBREVIATIONS IN CAD REPORTS

Abbreviations that are commonly used and known to everyone may be used in the text of a report.

CHAPTER 12 - INCIDENT REPORTS

12.1.0 INVESTIGATIONS – GENERAL GUIDELINE

When a crime is reported the assigned deputy should conduct a thorough investigation with the goal of determining who committed the crime and to locate and return the property to the owner.

Supervisors will take an active role in working with the deputy to help them with support and direction to complete the investigation. As in all cases, the extent of each investigation may be increased at the sergeant's discretion.

12.2.0 UNIFORM INCIDENT REPORTS – REQUIRED

Incident reports are required on major cases as well as most misdemeanor investigations. These reports are commonly referred to as #1 and #3 dispositions. Investigations should be completed as a #3 report except as described below in section 12.4.0 and 12.6.0

12.4.0 BRIEF REPORTS – REQUIRED

The following may be handled by a brief report, Disposition six short form:

Any felony property crimes where there are no leads, no suspects, no witnesses and no identifiable property stolen.

Any traffic accidents (except when arrests or summons: should be #3, #1)

Domestic Incident – Where there is no Probable Cause for arrest.

Found property which is logged into evidence.

Misdemeanor Traffic cases (Clear with #1 if appropriate.)

Arrests and Summons of Violations of Requirements to Register as a Sex Offender.

12.6.0 CAD ANSWERS – REQUIRED

The follow may be handled by completing an answer in the CAD system as a Dispo #8, #9.

Any misdemeanor crimes where there are no leads, no suspects, no witness, and no identifiable property stolen.

Informational reports such as “suspicious” persons/vehicles.

Service of civil process papers, including, writs, protections orders, but not subpoena's in general, service of warrants of arrest (not fugitives) and registration and verification of RSO.

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CHAPTER 13 - PAPER FLOW

13.2.0 PAPER WORK - SUBMITTING

RMS computer entries are to be made by investigating deputies. The reporting deputy will complete the data entry form and narrative portion in RMS, on a laptop or PC. Assisting deputies will either complete supplement reports in RMS or use a laptop/PC. All supplemental documents will be listed in the RMS narrative index, unless done on a laptop/PC or hand printed (refer to Procedure 61.4.0) and submitted with the incident report printout.

All paperwork must be turned in to the "intake basket," located in the squad room, at end of shift. All paperwork should be as complete as possible at that time. Submit the incident report with whatever information you do have. Any subsequent follow-up can be submitted later. If the incident report is reassigned to you, a working copy will be supplied along with the pink copy of the case management sheet. When follow up is completed, the incident report will be resubmitted with the pink copy of the case management sheet on the front of the completed report.

The shift supervisor's approval is needed for a deputy to hold an incident report past the end of shift. If an incident report is held, a note to that effect is to be made in CAD. **Exception:** Major incident reports must be done on the day reported.

In-custody misdemeanor arrests require the deputy to turn in a citation including a probable cause statement on the back, prior to securing that shift.

All felony arrest documentation, including incident report, must be completed and submitted within forty-eight hours of the arrest. This allows the Prosecutor's Office sufficient time to review the case and file the appropriate charges. A probable cause statement is required to be completed and submitted the same shift on any felony arrests and on all juvenile arrests.

Misdemeanor traffic cases, which require a report, will have a copy of both sides of the citation attached to the incident report for data entry.

13.4.0 PAPER WORK ROUTING

The shift supervisor is responsible for reviewing and routing all incoming paperwork. If the reporting deputy has any comments on the routing, attach a note. Do not write suggestions on the report itself.

Reports are to be thoroughly read by the on-duty shift supervisor. If the incident report is deficient, the needs will be noted and sent back to the writer's supervisor. If the incident report must be turned in, fix what needs to be done (or can be done), and send a note back to the writer's supervisor. That supervisor is responsible for contacting his team members. If the report is ready to be forwarded, approve and route accordingly for follow-up, if required. If follow-up investigation is needed, the type of follow-up should be indicated by the supervisor approving the report, in the section labeled "Investigation Needed". The shift supervisor will enter the report in the case entry log. The case report is then forwarded to Records for data entry. After Records data entry has been accomplished, the report is returned to the Office's case management clerk, for appropriate distribution.

The supervisor who approves the report will complete a Case Management Form. This form is made

in triplicate, with white, yellow, and pink pages. If there is no follow-up needed, the form, with all three pages goes with the report.

If there is follow-up needed on Patrol: the white copy stays with the report; the yellow form goes to the supervisor of the deputy who has been assigned the follow-up; and the pink copy goes to the deputy who has been assigned the follow-up. Once the follow-up is completed, the pink copy is turned in with the supplement to that deputy's supervisor. The supervisor will then attach the yellow copy with the supplement indicating the final routing needed for the case management clerk. The final disposition routing should be in RED INK.

If the case is routed to Detectives for follow-up, the form, with all three pages, goes with the case. If the supervisor makes a copy of the case for Detectives he should separate the Case Management Form and place the white copy with the original and the yellow and pink pages with the copy of the report and give those to the detective sergeant.

PA: Crimes to be charged/evaluated, including juvenile offenders.

RECORDS: Every report.

DETECTIVES: All reports which require investigation by detectives. Informational reports that may be of value.

NOTE: DO NOT route to a specific detective. If it is known that a specific detective is working on the case already, or that a certain expertise is needed, put a note on it.

OTHER: Cases assigned or reassigned to a specific deputy. Reports sent to other agencies. (NOTE: If you are sending a report to an outside agency that we do not normally deal with, attach the complete name and address with zip code. Include specific officer name or unit, if known).

If a report is routed to more than one agency and/or deputy, please note "info" on all copies except the primary investigator's. Those deputies with informational copies will coordinate efforts with the primary deputy. Some documents need special attention. Any papers or documents that need to be mailed should be pulled and attached to the front of the report. These may include Notice of Vehicle Impoundment sheets, documents to be mailed to DOL, etc.

CASE MANAGEMENT REPORT FORM

Line 1: **Actual Crime** List most serious crime only, showing the actual crime and degree. Print an "F" or an "M" after the crime to indicate whether or not it is a felony or misdemeanor. Gross Misdemeanors are "M".

Case # This is for the CCSO case number only

Date of Report This is the date of the incident

Line 3: **Review/Approval** (Refers to line 4)

Line 4: **Initial/Date** Initial and date the line.

Lines 5-7: **Comments** Print in any information concerning special routing or instructions. If you have re-routed something, use line 21.

Line 8: **Routing Requests** Refers to lines 9 - 11. IF YOU WANT CASE MANAGEMENT TO SEND A COPY TO ANYONE OR ANYWHERE OUTSIDE OF THE USUAL ROUTING, PRINT THE COMPLETE NAME AND MAILING ADDRESS ON THE ROUTING FORM. Also indicate if the report is to be "Attention to:" anyone or any unit in particular. Do not just put "Seattle Police" or "FBI", etc. Be specific. It is the deputy's responsibility to do any needed research for addresses.

Line 9: **Active Routing** Place a check mark on, or circle, the line and indicate applicable personnel number or agency. DO NOT specify a certain detective unless you have verified first that he/she should get it. (Case assignments are the detective sergeant's responsibility.)

Initial/Date Placing initials and date in this section indicates that a copy has already been made, OR does not need to be made for the person who is to receive the case for follow up. Leaving the initial and date line blank indicates that a copy needs to be made by the case management clerk for the person who has been assigned the case for follow up, and in this case, the pink and yellow pages should be distributed by the supervisor approving the report.

Line 10: **Inactive Routing** Circle Records or Other. If you circle Other, indicate where other is. Initial/Date rules as above.

Line 11: **Cleared Routing** Circle PA, Records, Other as applies. NOTE: Reports no longer go to Juvenile (as of 090196). Initial/Date rules as above.

Lines 12-18: **Investigation Needed** These lines are provided for the reviewer/approver to note any suggested follow-up thoughts or information. (i.e.; Contact witness Jones and obtain a written statement.).

Supplements submitted to Case Management between the time of the initial report and the final report do not need to have routing information unless routing is different than the original report.

Lines 19-20: **Investigators Routing Request (Comments)** this section is to be used by the detective sergeant.

Line 21: **Cleared, P.A., Inactive, Re-assign** This section is for the detective sergeant. The detective sergeant approving the case will initial/date on the line provided **IN RED INK**.

If the case is re-assigned, you will need to fill out a new case management sheet. Keep the old and new

case management sheets together and submit to case management for routing and distribution.

CHAPTER 14 - TRAINING

14.2.0 STATEMENT

The Sheriff believes that the Office's pursuit of continued training for members is essential. The goals of continued training are to enhance the member's abilities and effectiveness in the profession, to enhance career development, and to provide an ever-expanding base for community respect and support. All members will meet training standards required by the Sheriff.

Sergeants (or OICs) are responsible to see that their personnel are in attendance at scheduled training. Should sergeants wish to modify any training schedule, prior approval will be obtained in a timely manner.

Training benefits the entire Office. Therefore, sergeants will not allow more than two members off at a time on training days in which a schedule of training has been posted two weeks in advance. Exceptions to this policy may be allowed by Administration.

It is the responsibility of the Services Bureau to arrange and provide in-service training for members.

14.2.1 FIREARMS - REQUIRED

Unless written exception by the Sheriff exists, all deputy sheriffs and reserve deputy sheriffs are required to carry a firearm while on-duty. The Sheriff may exempt a member from this requirement on a short-term basis.

14.2.2 EDUCATION - REQUIRED FORMAL

Refer to local civil service rules and regulation.

14.2.4 INDOCTRINATION

All probationary deputies will go through an informal indoctrination process before entering the basic police academy. The probationary deputy will primarily act as an observer while familiarizing himself with the internal and external workings of the Office and other related agencies of the criminal justice community.

During this indoctrination process the probationary deputy will be under direct supervision, of a WSCJTC-certified deputy, while engaged in enforcement duties. The probationary deputy will perform other duties as directed.

14.2.6 BASIC LAW ENFORCEMENT ACADEMY (BLEA)

Probationary deputies are required to successfully complete the basic law enforcement academy under

the direction of the Washington State Criminal Justice Training Commission (WSCJTC). The basic academy training will commence within six months of employment. Exception: The Sheriff and the Washington State Training Commission, by mutual agreement, may waive this requirement if the deputy has successfully completed an out-of-state police academy and passes the Washington State Training Commissions equivalency examination.

14.2.8 FIELD TRAINING PROGRAM

All probationary deputies, upon completion of the Basic Law Enforcement Academy, will begin the formal Field Training Program. The probationary deputy will be assigned to a field-training officer(s).

Refer to field training manual.

14.4.0 BAC DATAMASTER

All deputies will obtain BAC Datamaster Certification and take refresher courses as needed to maintain certification.

14.6.0 FIRST AID AND CPR

All members will obtain basic first aid and CPR Certification and take refresher courses as needed to maintain certification.

14.8.0 FIREARMS TRAINING

All deputies will be trained in the use of deadly force to the satisfaction of the Sheriff. Instruction will consist of, but not be limited to, certification of proficiency by a qualified range master.

14.8.2 FIREARMS RANGE SUPERVISION

It is required that two members are present during practice sessions. The senior deputy present, absent the range master, is responsible for range safety and rule compliance. Range rules are posted at the range.

14.8.8 FIREARMS QUALIFICATIONS

All deputies whose job assignment requires them to carry a handgun will successfully complete classroom and firing range instruction. They will also demonstrate and maintain proficiency through scheduled qualifications.

All deputies who carry a shotgun and/or rifle will meet annual qualification standards.

All deputies authorized to carry a backup handgun on duty are required to qualify annually with that firearm.

All deputies who carry a Sheriff's Office-approved, off-duty handgun, under the auspices of their commission, will qualify annually with that firearm if it is not also their duty weapon.

14.8.10 FIREARMS - SPECIAL WEAPONS QUALIFICATIONS

Members assigned sniper rifles will be required to maintain and demonstrate proficiency with such weapons quarterly.

14.8.12 FIREARMS COURSE OF INSTRUCTION

Range masters will determine the course of instruction to establish familiarization and proficiency with a particular weapon.

14.8.14 FIREARMS QUALIFICATIONS ENFORCEMENT

A member who fails to qualify with any duty weapon, as prescribed by the Sheriff, must qualify with the weapon(s) failed with within thirty (30) days of the date of failure. During this time, the member will practice on his own initiative and may request one-on-one instruction from a range master.

Exceptions to this time period are: The member is exempted from qualification due to injury or otherwise incapacitated. If the member is on sick leave, vacation or in school, the Sheriff or Undersheriff may grant the member an additional fourteen (14) calendar days in which to practice.

If the member again fails to qualify, he may then be given the choice of one day off without pay or work one of his scheduled days off without compensation. Furthermore, the member may then be given two more weeks to practice on his own initiative and shall request a range master's assistance.

At the end of this two-week period, the member will be given another opportunity to qualify. If he again fails, he may then be interviewed by the Sheriff to discuss further action. This may include disciplinary action such as time off without pay, loss of weapon, or termination, which will be at the Sheriff's discretion.

14.10.0 OLEORESIN CAPSICUM (OC)

All deputies who desire to carry OC, or other authorized agent, will be trained in the use of the product. Successful completion of the training is required before authorization is granted.

14.12.0 TEAR GAS (CS)

All deputies are required to complete four hours of training in the tactical use, delivery devices, and effects of CS gas.

14.14.0 BATON

The following qualifications will be met and maintained prior to being authorized to carry a baton.

1. Basic law enforcement academy baton instruction - excluding members of the Office who did not have to attend an academy or attended an academy that did not instruct in the use of the baton.
2. An eight-hour block of instruction given by a qualified instructor.
3. A four-hour refresher course may be given approximately every 12 months.

14.16.0 TASER

The following qualifications will be met and maintained prior to being authorized to deploy the Taser.

1. Initial instruction and receiving qualification by a certified Taser instructor.
2. Refresher training and receiving qualification by a certified Taser instructor. The Taser instructors will determine course of instruction. Re-qualifications will occur every 12 to 18 months.
3. Deputies who do not meet the training standards are not authorized to deploy the Taser.

14.18.0 E.V.O.C

All deputies will satisfactorily complete a refresher course, as offered, by a qualified instructor, in Emergency Vehicle Operations Course (EVOC) training.

14.20.0 MARINE OPERATIONS

Successful completion of the Basic Marine Training Program, sponsored by the State Parks Department, is required before a member is a certified boat operator.

All deputies will successfully complete eight (8) hours of boat handling, safety training, and a practical demonstration of abilities before a member is authorized to operate an Office boat. This training will be instructed by a certified boat operator. Refresher training will be on an as-needed basis.

Unless a life-threatening emergency exists, Office boats will be manned by at least two members.

14.22.0 RADAR OPERATOR

Deputies will satisfactorily complete eight (8) hours of radar operation training by a certified instructor before being authorized to use the radar units.

14.24.0 SATELLITE TRAINING

The Office arranges programs, offered locally, through the Washington State Criminal Justice Training Commission. Members will attend these training programs as directed.

14.26.0 OUTSIDE TRAINING

The Washington State Criminal Justice Training Commission, out of state agencies, federal government, and private institutions offer a variety of training programs. Members are encouraged to make requests to attend outside training. The administration will make a determination on this request based on Office needs and/or available finances. The Sheriff may direct a member to attend any program designed to improve service.

14.28.0 INSTRUCTOR TRAINING

The Sheriff may direct a member to obtain, and maintain, an instructor's certification in a specialty field for the benefit of the Office.

14.30.0 SUPERVISORY TRAINING

All supervisors will successfully complete first line supervision courses offered by the Washington State Criminal Justice Training Commission, and attain certification. These courses will be taken as soon after promotion as reasonably practical but no later than one year after such promotion. .

14.32.0 ADMINISTRATIVE TRAINING

All administrators will successfully complete mid-management or executive management courses offered by the Washington State Criminal Justice Training Commission or other competent agency approved by the Sheriff, and attain certification. This course will be taken as soon after appointment as reasonably practical but no later than one year after such appointment or promotion.

14.34.0 SCHEDULE - TRAINING

Whenever possible, Sheriff's Office training will occur during regularly scheduled work hours. If this is not possible, members will be compensated at time and one half pay or compensatory time, at the member's option.

14.35.0 LEXIPOL - TRAINING

The Lexipol training program is an online web based training program created in collaboration with law enforcement representatives in the state of Washington that have developed more than 140 essential policies to meet all key operational needs for law enforcement agencies in Washington State. Influences affecting law enforcement operations are monitored and timely updates with a focus on continuous improvement, risk management and officer safety in the form of daily training bulletins are uploaded to participating agencies to help train agency personnel.

Every sworn officer of this agency is given a training account in the Lexipol Program. Throughout the month, members are to log into the Lexipol website using their assigned login account to read and answer the **D**aily **T**raining **B**ulletins. All DTB's are to be completed by all members within 45 days of distribution. Sick leave, vacation, or normally scheduled days off will not be considered as valid reasons for not completing this training. An administrator may grant an extension of up to one work week.

The number of Daily Training Bulletins required for members to complete will range from no fewer than five (5) and no more than twenty (20).

14.36.0 RECORDS - TRAINING

Training records will be maintained by the Services Bureau.

14.38.0 REQUESTS – TRAINING

When a member wishes to attend a school, training session, conference, or other work-related function, he must complete the Training Request Form. The form, along with a per diem request if applicable, must be submitted through the chain of command for approval or disapproval. Attaching an outline of the class information may help supervisors decide on attendance. While most requests are considered on a first-come, first-served basis, the Administration is the final authority on who will attend any training.

Members may need to vary their work schedule to accommodate their training schedule. A work week is Sunday through Saturday, and the hours will vary as to how many hours a member was regularly scheduled during that time. Travel time is not to be considered in the training hours and overtime will not be given for travel. If overtime is anticipated because of the actual training, note this in the comments section on the training request.

Shift supervisors shall review requests for training primarily on the basis of shift staffing needs.

When the training has been approved and notice is sent back to the member by the training deputy, the member will enter his training time in CHAMPS under regular pay with **School Leave** (must be exactly like the bolded portion) in the notes section.

CHAPTER 15 - USE OF FORCE

15.2.0 PURPOSE/SCOPE

This policy recognizes that the use of force by law enforcement requires constant evaluation. The purpose of this policy is to provide deputies with guidelines on the reasonable use of force. While there is no way to specify the exact amount or type of force to be applied in every situation, each deputy is expected to use these guidelines to make such decisions in a professional, impartial and reasonable manner.

15.2.2 POLICY APPLICATION

This policy applies to all commissioned members of the Cowlitz County Sheriff's Office when acting in a law enforcement capacity. Any use of force by a deputy of this agency must be in accordance with this policy. Deputies shall read, understand and agree to comply with all the provisions of this policy before being authorized to carry any firearm, baton, Taser, OC or any other less lethal instrument.

15.2.4 POLICY

The use, attempt or intent to use force upon or toward another person is permitted when necessarily used by a police officer in the performance of a legal duty, or by a person assisting the officer and acting under the direction of an officer. Officers are permitted to use force, which the officer reasonably believes is necessary to protect others or themselves from bodily harm (RCW 9A.16.020/040). Officers may use all reasonable and necessary force to effect an arrest if, after notice of the intention to arrest the defendant, he/she either flees or forcibly resists (RCW 10.31.050).

It is the policy of this agency that deputies shall use only the amount of force that reasonably appears necessary, given the facts and circumstances perceived by the deputy at the time of the event, to effectively bring an incident under control. Reasonableness of the force used must be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any interpretation of reasonableness must allow for the fact that peace officers are often forced to make split-second decisions about the manner and amount of force that is necessary in a particular situation in circumstances that are tense, uncertain and rapidly evolving.

15.3.0 CRIMINAL vs. INTERNAL INVESTIGATIONS

The use of deadly force by members is a very serious issue. Involved personnel and investigative personnel shall treat each instance of use as a critical incident in need of thorough investigation.

After each use of deadly force by members, there will be a need to conduct at least one investigation. That "scene investigation" is preliminary and is done for the sole purpose of determining which course the subsequent investigation(s) will follow. A review shortly after the incident will help determine the direction investigators should take. All use of deadly force incidents must be considered from the standpoint of a criminal investigation first. Standard rules of investigation and evidence will apply.

Investigators working a use of deadly force scene will also need to comply with CCSO policies listed in Section 15 of the Policy Manual.

All investigations will initially be general in nature. That is, investigators will review the scene and circumstances just as they would come upon a scene involving any other citizen. After initial findings are made, investigators will consult with the Sheriff or his designee as to the course of the investigation. Investigators will not assume they are conducting an internal investigation. All procedures used will be consistent with routine police procedures.

No internal investigation will be initiated until and unless the Sheriff or his designee so directs. Any member assigned to any internal investigation shall not allow criminal investigators access to their information without the expressed consent of the Sheriff or his designee.

15.4.0 DEFINITION - DEADLY FORCE

Deadly Force means the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious physical injury.

15.4.2 DEFINITION - NECESSARY

Necessary means that no reasonably effective alternative to the use of force appeared to exist and that the amount of force used was reasonable to affect the lawful purpose intended.

15.4.4 DEFINITION - REASONABLE FORCE

Reasonable Force is that degree of force which given the facts and circumstances perceived by the deputy at the time of event, is not excessive and is appropriate in protecting oneself or another or one's property.

15.4.6 DEFINITION - CONTINUUM OF FORCE

Continuum of Force is a recognition that force, and resistance to force, may be applied in an almost infinite number of degrees. The use of excessive physical force against any person is prohibited.

15.4.7 FORCE CONTINUUM

No policy can realistically predict every possible situation a deputy might encounter. This policy recognizes that each deputy is entrusted with well-reasoned discretion in determining the appropriate use of force in each incident. While it is the ultimate objective of every law enforcement encounter to minimize injury to everyone involved, nothing in this policy requires an officer to actually sustain physical injury before applying reasonable and necessary force.

15.4.8 REASONABLENESS OF FORCE

When determining whether or not to apply any level of force and evaluating whether that amount of force is reasonable, the totality of circumstances will be taken into consideration. The use of force will be consistent with authorized agency training.

It is recognized that officers are expected to make split-second decisions and that the amount of time available to evaluate and respond to changing circumstances may impact the officer's decision as to what amount and manner of force was necessary at the time.

15.5.0 ALTERNATIVE TECHNIQUES OR WEAPONS STATEMENT

The Sheriff's Office realizes and acknowledges that in tense, uncertain, and/or rapidly evolving confrontations a deputy may have to reasonably use techniques, weapons, and/or improvised weapons that are:

1. Not a part of the agency's formal training program, or;
2. That may not be covered in this policy, or;

3. That the deputy may have to use a technique, weapon or improvised weapon in a manner that is not specific to Sheriff's Office training, or;
4. Due to the suspect's actions, the technique, weapon or improvised weapon used has an unintentional, on the part of the deputy, impact point or outcome that is not part of the agency's training curriculum.

All deputies' actions that are deemed reasonable in retrospect will be considered to be within policy, even if the specific action and/or operation are not specifically addressed here.

15.6.0 REPORTING USES OF PHYSICAL FORCE

Physical force is any amount of force applied to the body which consists of any punches, kicks, pain compliance holds and take-downs, Oleoresin Capsicum (OC), other chemical agents (CS gas), any impact device, **TASER**, and firearms.

All use of physical force will be verbally reported to the shift supervisor as soon as practicable. A Use of Force report will be completed and submitted under the following conditions:

1. When a deputy used physical force upon another during the course of their official duties.
2. When a use of force results in injury or any complaint of injury regardless the amount of force used.
3. All uses or attempted uses of a less lethal device or chemical agent, whether contact was made with the subject or not.
4. Any unintentional discharge of a less lethal device.
5. In the event that a force option was used that required supervisor approval, that supervisor must also complete a Use of Force Report.

The Use of Force Report will be completed prior to securing from shift.

NOTE: There may be some circumstances where it is not feasible for a deputy to complete a Use of Force Report prior to securing; for instance, if the deputy suffers a significant injury, is unconscious, or if the deputy requests to consult with an attorney and/or guild representative prior to the completion of the written Use of Force report. Under these circumstance and others articulated by the deputy that used force, a supervisor may approved securing prior to completing a use of force report so long as it can be done in a reasonable amount of time as defined by the supervisor.

Only what type of physical force was used to subdue a subject will be noted in the arrest / case report.

It shall be the responsibility of the deputy who used physical force, and of his immediate shift supervisor, to ensure that the subject receives any required medical attention.

Any deputy observing improper use of physical force by another deputy or other law enforcement officer shall immediately report the misuse to his/her supervisor.

15.8.0 USE OF DEADLY FORCE

Deadly force is the intentional application of force through the use of firearms or any other means reasonably likely to cause death or serious injury (RCW 9A.16.010(2)). Other force options shall only be considered deadly force if the officer reasonably anticipates and intends that the force applied will create a substantial likelihood of causing death or serious bodily injury.

Use of deadly force is justified in the following circumstances:

- 1. An officer may use deadly force to protect himself/herself or others from what he/she reasonably believes would be an imminent threat of death or serious bodily injury.*
- 2. An officer may use deadly force to stop a fleeing suspect when the officer has probable cause to believe that the suspect has committed or intends to commit a felony involving the infliction or threatened infliction of death or serious bodily injury to any person if not apprehended. Under such circumstances, a verbal warning should be used, when feasible.*

15.8.2 GENERAL GUIDELINES GOVERNING USE OF DEADLY FORCE

- 1. **Safety of Bystanders.** Any discharge of a firearm must be done with proper regard for the safety of bystanders or other people in the immediate area.*
- 2. **Moving Vehicles.** Firearms, as a means of deadly force, will not be discharged from or at a moving vehicle, unless necessary in self-defense or to defend others from the suspect's use of deadly force.*
- 3. **Deputy Discretion.** Even when a deputy may be permitted to use deadly force, the deputy may refrain from doing so if the deputy believes the use of such force is inadvisable under the particular circumstances.*
- 4. **Warning Shots.** WARNING SHOTS ARE PROHIBITED. However, when feasible, a deputy will give warning in some form (i.e., verbal warning) before applying deadly force.*

15.8.3 COWLITZ COUNTY DEADLY FORCE PROTOCOL

It is recognized that during the performance of their duties, law enforcement officers may employ the use of deadly force. This protocol is a guideline approved by the Castle Rock, Kelso, Kalama, Longview and Woodland Police Departments and the Cowlitz County Sheriff's Office. It is intended to be the protocol that each agency will follow in the event one or more of their members uses deadly force.

1. Terminology:

Criminal Investigation:

The investigation to determine compliance with criminal laws involving the use of deadly force by a LE member.

Internal Investigation:

The investigation to determine compliance with department policies & procedures involving the use of deadly force by a LE member.

Member:

Any regular or reserve officer or deputy, any authorized volunteer, or any civilian employee of a law enforcement agency.

2. When to Invoke Protocol:

- A. When a LE member uses deadly force
- B. When the death of person occurs during a LE activity
- C. At the request of Chief of Police or Sheriff or Prosecuting Attorney

3. Priority of Investigations:

- A. Criminal investigation occurs first.
- B. Internal investigation will not begin until Prosecutor makes a charging decision on the criminal investigation.
- C. With approval of the Prosecuting Attorney, the Chief or Sheriff (or their designee) will select an outside agency to conduct criminal investigation.
- D. If the Chief or Sheriff is involved the Prosecuting Attorney will choose the outside investigating agency to conduct the criminal investigation.
- E. No involved member's agency should do the criminal investigation.

4. Handling of Initial Scene:

- A. Use of the Incident Command System (ICS) is strongly encouraged.
- B. Ranking non-involved officer at the scene will be incident commander until relieved.
- C. Scene will be secured and protected using standard crime scene protocols. This includes the handling of all firearms, weapons, and motor vehicles.
- D. The incident commander will be responsible for the securing of any firearms used in the incident.
- E. Involved members will remain at the scene until the scene has been rendered safe and the member is no longer needed to provide immediate information pertinent to the investigation. The incident commander will be kept informed of where the member is located.
- F. Administrative notification of involved agencies will be done as soon as possible.

5. Prosecutor / Coroner:

- A. The Prosecuting Attorney, or their designee, will review all criminal investigations required by this protocol.
- B. The Coroner may or may not hold an inquest at his or her discretion and will be guided by RCW 36.24.020.

6. Release of Information:

- A. Release of information on status of investigation is the responsibility of investigating agency. The Prosecuting Attorney will only release information after the criminal investigation is completed.
- B. No information on involved employees will be released during the first 24 hours. Employee information will only be released by the employing agency and will be limited to:

1. Name & age

2. Years with department
3. Rank & assignment
4. Current employment status (admin leave, etc.)

7. Other Considerations:

- A. Develop field checklist.
- B. Members need to be trained on protocol.
- C. Agencies should develop policies and/or be prepared to address the following issues:
 1. Status of involved members (i.e. admin leave, station duty)
 2. Fitness for duty / return to work decision
 3. Use of Force Review Board
 4. Critical Incident Debriefing

15.8.4 DEADLY FORCE INCIDENT – SUPERVISOR

The shift supervisor of a member involved in a deadly force incident will notify the administration as soon as practical. The Prosecuting Attorney will be notified, by the Administration, of any deputy involved in a deadly force incident in which death or injury results.

After contact with investigators the member will be removed from the scene as soon as possible. However, if the circumstances are such that the continued presence of the member at the scene might cause a more hazardous situation to develop (i.e., violent crowd), the ranking deputy at the scene may instruct the member to respond to another, more appropriate, location. The member will not discuss the case with anyone outside the Sheriff's Office without specific approval from the Administration, with the exception of his clergy, Guild representative, or legal counsel.

If the member's firearm is required as part of the investigation, it will be replaced or returned at the direction of the Sheriff or his designee. Individual circumstances will dictate when such replacement or return will take place as per section 15.18.18.

See 15.18.18 Weapons Replacement

15.10.0 COUNSELING - FAMILY

In all cases where any person has been injured or killed as a result of a deadly force incident involving a member, he and his family will have available to them the services of the Sheriff's Office chaplain, the Cowlitz County Employee Assistance Program, or other authorized services. The services provided shall not be subject to any investigation. The consultation sessions will remain protected as privileged communication.

In the event a Cowlitz County Sheriff's Deputy or retired Deputy dies the Protocols and Procedures for Line-of-Duty Death, Death While Employed and Death of Retired Personnel should be followed.

15.12.0 LEAVE - ADMINISTRATIVE

Any member that has used force resulting in death will be removed from duty pending administrative

review. This leave will be without loss of pay or benefits. The length of the leave shall be determined by the administration. The assignment of administrative leave does not imply that the member has acted improperly.

When on administrative leave, the member shall keep the administration informed of their contact information and make themselves available upon request during their scheduled work days.

15.14.0 REVIEW BOARD - USE OF FORCE

The Use of Force review board is Administrative in Nature, meaning the findings of a review board shall only be used to suggest or support changes to policy, procedure, training, supervision, and equipment. The review board findings shall not be used in any proceeding which leads to discipline or criminal charges.

The review board will be composed of at least three and no more than five Sheriff's Office members. Each patrol team, detectives and services will select a member and an alternate to serve on the board. The alternate will sit on the board in the absence of the selected member. If the alternate is unavailable, an alternate from another team will be selected. The team whose member is the subject of the review board will not be represented on the board. Review board members will be selected annually, on or about the first of January. The Undersheriff or his designee may be present at the review board and act as facilitator.

The review board may call witnesses, including a certified instructor in the field of force used, and make examinations to fulfill their duties. The member whose actions are being reviewed and all witnesses are compelled to cooperate fully and answer all questions posed by the board.

The board will convene within five days of the incident or as soon as possible or practical thereafter. A review board will be conducted on all use of force firearms discharges and all cases of injury or hospitalization. The Sheriff, Administration, Supervisor or Force Instructor may request to convene the use of force review board. The review board shall not convene while there is an open internal investigation into the member whose actions are being reviewed. The purpose of the review board will be to:

1. Determine whether the Office's current policies and procedures need to be re-addressed.
2. Evaluate training considerations.
3. Equipment Review – Considerations and Recommendations
4. Determine the quality of supervision prior to, during and after the incident.

The Use of Force review board members will elect a chairperson to prepare a report of their findings and recommendations and submit it to the Sheriff or his designee. The findings will be submitted within 48 hours of the board's completion unless otherwise authorized by the Administration.

Refer to Ch 15, Section 18 "Post – Deadly Force Incident".

15.16.0 OFF-DUTY CONFRONTATIONS

Deputies who elect to be armed while off duty for the purpose of handling a police situation which may arise in their presence are required to carry a Sheriff's Office approved firearm and Sheriff's Office approved ammunition. An armed off-duty deputy need not become actively involved in a police

problem if doing so will endanger him or another. He should, however, be prepared to provide information to responding officers as may be required and must strive to be an excellent witness. Armed, off-duty deputies shall carry their badges and identification cards. Deputies who do not take police action because of concern for their personal safety or the safety of others will not be subject to disciplinary action or ridicule.

Off-duty deputies are strongly encouraged not to become involved in routine police problems, especially in their own neighborhoods.

15.18.0 POST-DEADLY FORCE INCIDENT STATEMENT

15.18.2 STATEMENT

The purpose of this policy is to provide guidelines that shall be uniformly applied following any deputy-involved deadly force incident. These guidelines are established for the following reasons: to insure fair, thorough investigations that respect the legal rights of all involved parties and determine the facts of the incident; to insure that all personnel involved know what their duties and responsibilities are; and to minimize the development or effects from post-traumatic stress disorder.

15.18.4 POLICY

It shall be the policy of the Sheriff's Office to take immediate action after any deputy involved deadly force incident, to insure the safety of all involved parties, to conduct thorough investigations, and to safeguard the continued good mental health of all involved personnel.

15.18.6 DEFINITIONS

Line of Duty: Any official police action, whether on or off duty.

Deputy-Involved Shooting Incident: A line-of-duty incident wherein a firearm is discharged by or at a deputy, excluding the intentional disposal of an injured animal and target practice, but including any accidental discharge which occurs during a line-of-duty incident.

Deputy-Involved Deadly Force Incident: Any line-of-duty incident in which deadly force is used.

Post-Traumatic Stress Disorder: An anxiety disorder that can result from exposure to short-term severe stress, or long-term buildup of repetitive and prolonged milder stress.

15.18.8 NOTIFICATIONS

The on-duty supervisor shall notify or cause to have notified the following individuals of a deputy-involved deadly force incident and request their assistance as needed:

1. Chief Criminal Deputy
2. Undersheriff
3. Sheriff

Families of involved deputies should be notified by the Office as soon as possible about the incident. If a deputy is injured, Office personnel will attempt to notify his family in person and arrange for their transportation to the hospital or other appropriate place as may be necessary. Emergency notification forms are kept in the personnel files. Deputies should update this form as needed.

15.18.10 INCIDENT SCENE PROCEDURES

The following procedures will guide deputies and the shift supervisor at the scene of a deputy-involved deadly force incident.

1. The first deputy on the scene will cause needed medical aid to be provided, secure the scene, when possible, and be in charge until relieved by a shift supervisor. This deputy will handle all supervisory duties and responsibilities until such relief occurs.
2. A shift supervisor shall be dispatched to the scene of the incident and shall assume primary responsibility. Duties include rendering first aid; requesting additional medical assistance; requesting additional personnel; assigning deputies to specific duties; arranging transportation; identification of witnesses and taking of written statements; identify all deputies or officers who have discharged their firearms; and initial investigation of the scene.
3. The shift supervisor will insure all incident scenes are identified and secured to prevent contamination or unauthorized entry (e.g., escape/chase route, fatality scene, collision scene, suspect vehicle, deputy's vehicle, etc). The shift supervisor will ensure that personnel are posted to adequately prevent unauthorized entry.
4. The shift supervisor may assign a deputy to the position of Incident Scene Recorder. This deputy will create a log and record all activities at the incident scene, to include date, time and names of people who enter or leave the incident scene and their purpose.
5. The shift supervisor should assign a deputy to ride in the ambulance with an injured person (with an audio or video recorder, if available, respecting that medical treatment is primary), to perform the following functions:
 - a. Protect, secure, discover and recover any evidence and document any statements.
 - b. Protect and secure any involved person who is in custody.
 - c. Record and document information from medical personnel.
 - d. Gather identification from medical personnel.
6. The shift supervisor will insure that any outstanding suspect, suspect vehicle and witness information is broadcast over the Sheriff's Office radio, and will ask the 9-1-1 Communications Center to re-broadcast to all agencies as appropriate.
7. The shift supervisor should insure that any discharged firearm(s) is left in place as long as the scene is safe and secure.
8. The shift supervisor will insure that discharged firearms, if holstered, are de-cocked and that the firearm remains in the deputy's holster until such time as it is collected.
9. The shift supervisor will direct deputies involved in the incident to remain on scene until administration approval. The shift supervisor shall arrange transportation for the involved deputies.
10. The shift supervisor will insure that all incident and supplemental reports are completed by all personnel involved in the investigation of the incident.

15.18.14 MEDIA INQUIRIES

All personnel involved in any incident where deadly physical force is applied are not to speak with the media about the incident. Deputies shall refer media inquiries to the Sheriff's Office Administration.

15.18.16 REMOVAL FROM DUTY

Deputies directly involved in a deadly force incident will be placed on administrative leave pending evaluation, but shall remain available for any required investigations.

Refer to 15.18.24

15.18.18 WEAPONS REPLACEMENT

Weapons will be taken from the involved deputy (s) for evidentiary or investigative purposes. Handguns will be replaced at the direction of the Sheriff or his designee. Individual circumstances will dictate when such action takes place.

15.18.20 FIREARMS RE-QUALIFICATION

Deputies who discharged firearms in the shooting incident shall be required to re-qualify with their firearms as soon as practical. This applies to returned, replacement and personal firearms used in the incident.

15.18.22 POST-INCIDENT COUNSELING

All deputies directly involved in the shooting incident shall be required to contact an Office-designated specialist for counseling and/or debriefing before returning to duty. This will occur as soon as practical after the incident, preferably within 24 hours. The Office strongly encourages the involved deputy(s) and his family to take advantage of available confidential counseling services through the Employee Assistance Program.

15.18.24 FITNESS FOR DUTY EVALUATION

At the direction of the Sheriff, fitness for duty evaluations will be conducted by a Sheriff's Office-designated mental health/medical specialist to insure that a deputy is able to return to duty after being involved in a deadly force incident. The evaluation shall occur at a time recommended by the mental health/medical specialist.

15.18.26 DAILY STRESS RECOGNITION

As post-traumatic stress disorders may not arise immediately, or the deputy may attempt to hide the disorder, each supervisor is responsible for monitoring the behavior of unit members for symptoms of the disorder. The supervisor will immediately notify their supervisor of any concerns.

The Sheriff may order a fitness for duty evaluation upon a supervisor's reasonable belief that stress may be disrupting the deputy's job performance. An appointment with a counselor will be scheduled by the Sheriff and the deputy will be directed by the Sheriff to attend.

15.18.30 USE OF DEADLY FORCE OUTSIDE COWLITZ COUNTY

15.18.32 PURPOSE

The purpose of this policy is to provide guidelines that shall be uniformly applied following any incident involving the use of deadly force during a police action occurring outside of Cowlitz County by a Cowlitz County deputy.

15.18.34 POLICY

It shall be the policy of this Office to respond to and provide assistance at any incident involving the use of deadly force during a police action outside of Cowlitz County, if requested by the agency of jurisdiction.

15.18.36 INVESTIGATION OF INCIDENT

The incident will be investigated by the law enforcement agency having jurisdiction over the incident.

15.18.38 NOTIFICATIONS

1. The involved deputies will immediately notify the jurisdiction in which the incident occurred and the Cowlitz County Sheriff's Office on-duty supervisor. Information provided by the involved deputies will include type of incident, location and name of investigating agency.
2. The Cowlitz County Sheriff's Office supervisor who is notified of the incident will notify the Chief Criminal Deputy.
3. The Chief Criminal Deputy will direct personnel to respond to the scene of the incident as necessary and will designate a liaison deputy to assist the investigating agency and the involved deputy.

15.18.40 USE OF DEADLY FORCE WITHIN COWLITZ COUNTY BY AN OFFICER FROM ANOTHER AGENCY

15.18.42 PURPOSE

The purpose of this policy is to provide guidelines that shall be uniformly applied following any incident involving the use of deadly force during a police action occurring within Cowlitz County by an officer from another agency.

15.18.44 POLICY

It shall be the policy of this Office to respond to, and provide assistance at, any incident involving the use of deadly force during a police action occurring within unincorporated Cowlitz County by an officer from another agency.

15.18.46 INVESTIGATION OF INCIDENT

The Cowlitz County Sheriff's Office shall be the primary investigating agency. The investigation will be conducted in accordance with the Cowlitz County Sheriff's Office Post-Deadly Force Incident Policy, as applicable.

15.18.48 NOTIFICATIONS

The on-duty Cowlitz County Sheriff's supervisor will insure that an on-duty supervisor from the involved officer's agency is notified. The Cowlitz County Sheriff's on-duty supervisor will request that a liaison person from the involved officer's department respond to the scene.

15.18.50 OTHER AGENCIES INTERNAL INVESTIGATIONS

When personnel of another law enforcement agency have personnel involved in deadly force incidents within our county, they will want to conduct an internal investigation at some point. Normally, representatives of that agency will arrive at a scene while the scene investigation is still in progress.

Members will refer all such agency representatives to a Sheriff's Office supervisor for briefing. Such representatives wanting access to the scene and/or details of the incident will be referred to Sheriff's Office administration, which should be at the scene.

The outside agency has a legitimate interest in the general information surrounding the event in order to make appropriate and, if needed, immediate decisions regarding their personnel. They will also be

concerned about the media. We will make every reasonable attempt to accommodate their needs without compromising our investigation. Any internal investigation by such agency is secondary to our needs from the standpoint of general investigations.

NOTE: If at all possible, never allow anyone to administer "Garrity" warnings to the officers involved in your investigation without Sheriff's Office administration approval.

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CHAPTER 16 - FIREARMS

16.2.0 STATEMENT

This firearms policy is adopted with the intention of insuring the safety of the members of the Sheriff's Office and the general public. It is mandatory for all members who carry a firearm to comply with the following firearms policy.

16.4.0 DEFINITION OF "MEMBER"

For purposes of this chapter, the definition of a "member" is any person, whether financially compensated or not, whose job assignment requires that person to be armed while on-duty or off-duty, if carrying a weapon under the auspices of a deputy commission.

16.6.0 JOB ASSIGNMENTS

The Sheriff or his designee will determine job assignments which require the carrying of a firearm. These assignments are: Undersheriff, Chief Criminal Deputy, Chief Civil Deputy, Sergeant, Deputy Sheriff, and Reserve Deputy.

16.8.0 FIREARMS COMPLIANCE

A member whose job assignment requires carrying a firearm will have met the requirements of this chapter prior to such duty. The member additionally will receive and acknowledge an understanding of the Office's Use of Force policy.

16.8.2 DUTY FIREARMS AND CALIBERS RESTRICTED

The Sheriff will prescribe the firearm manufacturers and calibers allowed. The models of these firearms must be capable of safely handling controlled expansion ammunition. Handgun caliber will be restricted to .38 Special, .357 Sig or Magnum, 9mm, .40 S&W or .45 ACP. Member purchased weapons shall be manufactured by one of the following:

1. Beretta
2. Colt
3. Glock
4. Heckler & Koch
5. Kimber
6. Para-Ordnance
7. Ruger
8. Sig Sauer
9. Smith & Wesson
10. Springfield Armory

Handguns shall be semi-automatic pistols in double-action, single-double, or single-action in the style of the Colt 1911 semi-auto pistol. Double-action revolvers will be allowed, however, single-action revolvers will not. For weapons equipped with external safeties, the safety shall be carried in the "on"

position.

Shotguns will be issued semi-automatic or pump action. Rifles will be issued semi-automatic, three-burst automatic/semi-automatic select fire (SWAT members only) or bolt action (Authorized snipers only).

Any firearm outside of the above pre-approved list and specifications must have written approval by the sheriff prior to purchase, if desired for duty use.

16.8.4 BACKUP FIREARM

The Sheriff has authorized members to carry an approved backup handgun on duty. The backup handgun must be from a reliable manufacturer; such as any of the manufacturers listed above. A member who carries a backup handgun must demonstrate annually to a CCSO Range master that he or she is familiar with the weapon. This includes drawing it from its carried location with reasonable ease, demonstrating reasonable proficiency given its size and caliber, and demonstrating the ability to field strip and clean the weapon. See Special Authorization.

16.8.6 SPECIAL WEAPONS AUTHORIZATION

Special authorization is required to carry any weapon other than a member's authorized duty weapon or Sheriff's Office-owned shotgun or rifle (on or off duty) under the auspices of his commission. The Sheriff must sign such special authorization.

16.8.8 SIGHTS AND LIGHTS

Weapon mounted sights and lights must not interfere with the safe operation of the member's duty weapons.

16.8.10 UNAUTHORIZED WEAPONS AND DEVICES

Members while on duty are allowed only to carry, or have in their custody, weapons or devices specifically authorized by the Sheriff. Any personnel found to have possession of any unauthorized firearms or weapons may be subject to disciplinary action.

Any firearm manufactured or modified for "match" or competition use is not allowed for duty carry. This includes, but is not limited to; trigger group alterations, sights adjustable for windage and elevation and compensators.

16.8.12 FIREARMS IN A LICENSED LIQUOR ESTABLISHMENT

A member who is off-duty may carry a firearm in any establishment where alcoholic beverages are dispensed, provided that the member does not consume alcoholic beverages and no local laws are violated. A member may be armed and consume an alcoholic beverage in the course of his official duties; however, it shall be in a moderate amount. Such activities must be pre-approved and parameters set by the member's supervisor.

16.10.0 FIREARMS DISCHARGE

Members, while on duty, will not discharge a firearm other than for practice or training, except in the performance of their official duties. Warning shots should not be fired.

16.10.6 ANIMALS - INJURED

The killing of an animal is justified for the following reasons.

1. To prevent injury to the member or other person.
2. To relieve from further suffering a non-domesticated animal that is so badly injured that humanity requires its relief. A seriously injured domestic animal should be turned over to the Humane Society if efforts to find the owner have failed.

16.12.2 FIREARMS DISCHARGE - ACCIDENTAL

Any time that a firearm is unintentionally discharged, where the discharge may have been from a firearm malfunction, the firearm will be taken out of service as soon after the incident as possible. The firearm and cartridges in the weapon will be turned over to the Rangemaster. The firearm is to be unloaded and the position of the cartridges documented. If the firearm is a semi-automatic, the chambered round will be returned to the top position of the magazine, and the magazine submitted. Spent cartridges, if located, should also be submitted to the Rangemaster. It is the Rangemaster's responsibility to determine, through a certified gunsmith, if the discharge was a result of a defect or modification to the firearm. Return of the firearm will be upon written approval of the Undersheriff and a Rangemaster.

Refer to [chapter 15.18](#).

16.12.4 FIREARM MALFUNCTION

Any time a firearm fails to fire or otherwise malfunctions, it shall be treated in the same manner as described in 16.12.2. In regards to semi-automatic firearms, a malfunction does not necessarily include a common jam; however, if a doubt exists, the firearm will be submitted for examination.

16.12.6 FIREARM REPLACEMENT

A member whose handgun is needed for an investigation, inspection or repair may use an approved handgun, which he is qualified to carry. Arrangements will be made, as soon as possible, for the member to qualify with this weapon. A Rangemaster may issue such firearm.

16.14.0 FIREARMS - DISPLAYING OF

In the interest of personal and public safety a member is authorized to display a firearm; so long as the member feels justified, and can articulate that justification at a later time.

16.16.0 AMMUNITION

Ammunition carried in any firearm pursuant to 16.8.6 is subject to the Sheriff or the Undersheriff's approval via a special authorization request.

Members while on patrol duty will have the capability of reloading their handgun with two full reloads and will carry both of these reloads on their person. Plainclothes or non patrol members will carry at least one of these additional reloads on their person.

16.16.2 AMMUNITION - ISSUED DUTY

Members will be issued Sheriff's Office-approved service ammunition to be carried in their weapons and on their persons. Handgun, Shotgun, and Rifle ammunition will be issued in lots to be determined by the Rangemaster. Sheriff's Office-issued service ammunition will not be used as practice ammunition, except as the Rangemaster or the Sheriff directs. Service ammunition will be rotated as

economics permit. Ammunition of any type expended in the line of duty will be replaced immediately.

16.16.4 AMMUNITION - ISSUED PRACTICE

Upon request, each fully commissioned deputy may be issued a maximum of 150 rounds of .38, .357 Sig or Magnum, 9mm, .40 S&W and/or .45 caliber ammunition per quarter (January – March, April – June, July – September, and October – December). These rounds are for the purpose of practice in order to maintain proficiency with duty qualified firearms and are issued when economically possible. The deputy receiving the ammunition shall submit an after action report that includes the date, location and number of rounds fired along with a brief description of the type of training drills performed. After action reports will be required before any further quarterly ammunition will be issued. After action reports will be submitted to the Services Division. Ammunition will not be issued retroactively for previous or missed quarters.

16.18.0 SHOTGUNS IN VEHICLES

Sheriff's Office shotguns will be carried in Office vehicles in the following conditions:

1. Secured in an approved storage device.
2. Loaded magazine, empty chamber, bolt closed; safety on.
3. Shells, 2 3/4" 12 gauge, will be loaded as follows:
 - a. The magazine will be fully loaded with issued buckshot ammunition.
 - b. The shell carrier will be loaded with one-ounce slugs.
4. Any variance in the loading of shotguns must have a signed special firearms authorization from the Sheriff or his designee.
5. Members will not modify a shotgun without written permission from the Sheriff.

16.18.2 SHOTGUNS - UNLOADING

The magazine will be emptied through the loading port. No member shall unload the magazine by cycling the action.

16.18.4 SHOTGUNS - ARMORY STORAGE

Shotguns being stored in the office will be put into the armory, unloaded, with the action open, and tagged with the Deputy's name and personnel number.

16.20.0 RIFLES IN VEHICLES

Sheriff's Office-authorized rifles, along with two issued 20-round magazines, will be carried in office vehicles in the following conditions:

1. Secured in an approved storage device.
2. Empty chamber, bolt closed: safety on, fully loaded magazine inserted.
3. Members will not modify a rifle without written permission from the Sheriff
4. Specialized weapons such as sniper rifles and SWAT rifles may be modified only as authorized by the SWAT commander and approved by the Sheriff.

16.20.2 RIFLES - UNLOADING

Rifles will be unloaded by first removing the magazine and then manually ejecting the chambered round.

16.20.4 RIFLES - ARMORY STORAGE

Rifles stored in the office will be placed in the armory, unloaded with action open, tagged with Deputy's

name and personnel number.

16.21.0 VEHICLE AT MOTOR POOL-WEAPON STORAGE

The policy of the Cowlitz County Motor Pool is that vehicles left at the Motor Pool for storage or repair, will have all weapons removed. When a member leaves their vehicle at the Motor Pool, all duty firearms shall be stored in a safe, secure location in, or away from the Motor Pool.

Storage options include: Sheriff's Office Armory, the Motor Pool weapon-storage safe, or transferred to a replacement vehicle that the member is taking for temporary assignment. Should the member choose to temporarily store their weapon in their residence, 16.26.0 will apply.

16.22.0 FIREARMS

MAINTENANCE

All weapons, both issued and private, are to be clean and in the best possible working condition. It is the member's responsibility to maintain these weapons. A personally owned weapon that is malfunctioning will be repaired at the member's expense and will not be carried while in a malfunctioning state. An Office-owned weapon, which is malfunctioning, will be immediately turned in to the Rangemaster for repair. In either case, a Rangemaster may issue a department firearm for temporary use. A familiarization qualification with the temporary weapon should be conducted at the earliest opportunity.

16.24.0 FIREARMS IDENTIFICATION

All firearms carried on-duty, off-duty, or in Sheriff's Office vehicles under the auspices of the Sheriff's Office will have their characteristics recorded by the Rangemaster (e.g., name, model, serial number, etc.) The Rangemaster will record any additional weapons or delete those weapons no longer in service.

16.26.0 OFF DUTY FIREARMS SAFETY

All duty weapons shall be kept in a safe, secure manner, away from children and other unauthorized persons.

"Safe, secure Manner" could include any or all of the following:

- 1. Unloaded and separated from all ammunition.*
- 2. Store in a **LOCKED** storage container; i.e. gun safe or gun box.*
- 3. Equipped with a weapon-locking device.*

The age of children should be taken into account when considering what level of security is necessary. Security should always lean toward the higher level. Don't underestimate a child's ability.

*Storing your weapon in a holster, even a security holster, does **NOT** constitute safe storage.*
01-29-17 1A1 MSN

CHAPTER 17 - LESS LETHAL WEAPONS

17.2.0 STATEMENT

Members are authorized to carry Office approved less lethal weapons while on or off duty. Members additionally must be qualified, by training, to carry such devices.

17.4.0 BATONS AND IMPACT DEVICES

The baton and other impact devices are weapons capable of causing bodily injury or death. The user of the baton/impact device will follow the guidelines set forth. Types of weapons that may be used as impact devices include, but are not limited to:

Batons – wood, plastic, aluminum, and ASP	Refer to 17.4.6
Munitions – less lethal impact munitions	Refer to 17.5.0
Flashlights	
Fists	
Feet	

17.4.2 USE OF FORCE - BATON AND IMPACT DEVICES

Baton and impact devices, when used as force, will be consistent with the Office training provided. Restraint shall be exercised in the use of the baton / impact devices. Only the amount of strikes necessary to subdue the suspect will be delivered. Impact devices fall under level 2 & 3 of the Office's Continuum of Force Policy. Refer to 15.4.6

17.4.4 USE OF FORCE REPORT – BATON AND IMPACT DEVICES

Refer to 15.6.0 - Reporting Use of Physical Force

17.4.6 BATONS AUTHORIZED

Only the following types of batons are authorized:

1. Collapsible metal / ASP.
2. Hard plastic.
3. Hollow core aluminum.
4. Hard wood (such as Coca Bola wood).
 - a. 18" to 28" overall length.
 - b. 1 to 1-1/4" in diameter.

17.5.0 IMPACT MUNITIONS

Impact munitions are fired from specifically marked 12 gauge, 37mm, or 40mm delivery systems. These delivery systems are issued and or temporarily assigned to deputies trained in the use of the munitions. Impact munitions can be used as outlined in chapters 15.4.6 (Use of Force Continuum) and 17.4.2 (Usage – Impact Weapons).

Unless circumstances dictate deputies should not deploy impact munitions unless there is a cover officer present. (See Use of Force chapter 15)

Prior approval to use impact munitions is not required, however, a supervisor may restrict its use.

Deputies should follow their training prior to firing the munitions. This announcement may be made verbally and/or over the radio and will advise all officers present that an impact munitions is being deployed.

When the deputy deploying the impact munitions determines that the suspect is no longer a threat, he will advise assisting deputies to secure the suspect. While the suspect is being secured, the impact munitions shooter will maintain cover on the suspect. If the suspect becomes combative again, it will be the arresting officer's decision to complete the physical arrest or to return to a position to cover the impact munitions deputy to deliver additional rounds as needed to subdue the suspect.

When loading/reloading the impact munitions shotgun, a witness will be present to confirm that all rounds loaded are impact munitions.

Report of use of the impact munitions is the same as outlined in chapter 17.4.4.

17.6.0 OLEORESIN CAPSICUM (OC)

OC is a less-lethal irritant designed to temporarily incapacitate a suspect, minimizing the risk of possible injury to both the suspect and deputy. The Office authorizes the use of OC, its equivalent, or other authorized agent, as supplied by the Sheriff's Office.

17.6.2 USE OF FORCE - OC

OC, when used as force, will be consistent with the Office training provided.

OC is a tactical measure used when necessary to overcome significant physical resistance by a suspect, or the threat of such resistance by word and/or posturing.

Deputies that intend to deploy OC should request, if practical, a backup unit prior to use. This backup is a safeguard in the event the deputy inadvertently disables himself.

Deputies, if circumstances permit, should verbally warn the suspect of the intent to use OC if compliance is not met.

OC must be sprayed in the face of a suspect to be effective. The effective dosage is whatever amount is necessary to incapacitate the suspect. Once the suspect is incapacitated, the use of OC shall cease.

Care needs to be used to avoid indiscriminate spraying. **OC WILL ALSO DISABLE FELLOW DEPUTIES.**

OC may not be effective on all individuals. OC is dispersed as an aerosol. Weather conditions, wind and rain, may reduce or eliminate the effectiveness of OC.

17.6.4 PHYSIOLOGICAL EFFECTS - OC

OC, properly delivered, causes immediate swelling of the mucous membranes, eyes, and respiratory system. It produces an intense burning sensation to those areas.

1. Eyes involuntarily close for 2 to 5 min.
2. Air supply is restricted, making it difficult to breath and talk.
3. It allows enough air for life support. Induces uncontrollable coughing.
4. Temporary loss of muscle strength and coordination.
5. Contact with skin causes a burning sensation.

The effects of OC will disappear in 30 to 40 minutes, even if left untreated, leaving no permanent harm.

17.6.6 FIRST AID - OC

1. Fresh air will reduce effects.
2. Flushing exposed areas with water will reduce effects.
3. Soap and water may be used on skin.

IF PRIMARY SYMPTOMS PERSIST BEYOND 45 MIN. – OBTAIN MEDICAL ATTENTION IMMEDIATELY.

DO NOT USE salves, skin creams of any type, or oils.

17.6.8 USE OF FORCE REPORT - O.C.

Refer to 15.6.0 - Reporting Use of Physical Force.

17.8.0 CS GAS

The chemical munitions arsenal of the office consists of CS (chemical name - Orthochlorbenzalmalononitrile) gas. CS is classified as a non-lethal weapon. However with the CS agent there is a possibility of injury or death under unusual circumstances, or if improperly used. CS gas is designed to render someone incapable of serious aggression for a period of 10 to 20 minutes.

17.8.2 USE OF FORCE - CS GAS

In typical enforcement situations, such as barricaded persons, the shift supervisor may authorize the use of CS gas. Deployment of CS gas within a building will only occur when a deputy trained in CS gas distribution / concentration rate is present. The shift supervisor, if possible, should notify a member of the Administration before usage. Authorization from the Sheriff is required to use CS gas against or to control crowds. If the Sheriff is not immediately available, the decision will rest with the highest-ranking supervisor available. The deployment of CS gas in the outdoors does not require the presence of a deputy trained in CS gas distribution / concentration rates.

The use of CS gas can cause medical problems as well as present a danger of fire. Fire and fire aid crews should be on standby near the scene to respond if necessary. The application of CS gas will be in a manner consistent with Office training.

17.8.4 PHYSIOLOGICAL EFFECTS - CS GAS

The symptoms associated with CS gas are largely the result of irritation produced by extremely small particles that contact the moist areas of the skin, mouth, nose, and lungs. The severity of the symptoms is generally related to the concentration of the chemical agent, duration of exposure, and to a lesser degree the physiology of the individual. A person will normally recover completely in 10 to 20 minutes after leaving the contaminated area.

1. Eyes will experience pain/burning sensation, and involuntary closing.
2. Skin may experience burning sensation on moist areas. Exposure to a very heavy concentration may produce blistering.
3. Respiratory effects include a burning sensation, coughing, tightness of the chest, and a feeling of suffocation.

17.8.6 FIRST AID - CS GAS

1. Take care as to not cross-contaminate yourself, as the agent is easily spread by contact.
2. Fresh air is the most effective therapy, and generally the only treatment necessary. In certain cases, further treatment may be necessary.
3. Flush affected areas with water for 10 or more minutes.
4. Bathe or shower using a mild lanolin base soap. Avoid harsh rubbing of the affected area.
5. Remove contaminated wet clothing as soon as practical.
6. DO NOT USE salves, skin crèmes of any type, or oils.

IF SEVERE OR PROLONGED EFFECTS (OVER 30 MINUTES), COMPLICATIONS, OR CONTAMINATION OF WOUNDS HAVE OCCURRED, OBTAIN MEDICAL ATTENTION IMMEDIATELY.

17.8.8 USE OF FORCE REPORT - CS GAS

Refer to 15.6.0 - Reporting Use of Physical Force

17.8.10 ISSUANCE, CS GAS

Tear gas will be issued to deputies trained in the distribution / concentration rates necessary for proper deployment.

17.8.12 CS GAS ARMORY STORES

The Office Armory ordinance locker contains CS gas canisters and CS gas 12 gauge ferret rounds.

CS gas may be removed from the armory by authorization from the shift supervisor. Entry into the ordinance locker requires the member to cut the lock. Bolt cutters are located in the armory. The use of any CS gas will be reported to the armorer so that he may inspect, repack, reseal, or re-issue as needed.

17.10.0 TASER

Only Sheriff's Office issued Tasers and Taser cartridges are authorized to be carried and deployed as a less lethal force option by deputies trained in its usage. The Taser is an electro-muscular disruption system that not only stuns, but overrides the central nervous system causing uncontrollable muscle contractions. This force option may reduce the need for other types of physical force, reducing the risk of injury to both deputy and subject.

17.10.2 TASER - USAGE

1. Taser usages will be consistent with the authorized training provided. Issued Tasers and Tasers which are checked out should be tested (without cartridge), prior to carry, for proper operation. Spark tests should be conducted per authorized Taser training. Other than spark tests, the Taser is not to be activated unless deployed in the line of duty or other authorized training.

NOTE: If the batteries in the Taser have been removed of any reason, and later replaced, DO NOT turn on or test fire the Taser until the Taser runs through its series of internal checks that show functionality. Turning on or test firing before can result in DAMAGE to the Taser.

2. Deputies that intend to deploy the Taser should request, if practical, a backup unit prior to use.
3. Deputies, if circumstances permit, should verbally warn the subject of the intent to use the Taser

if compliance is not met. Prior to firing the Taser, the deputy will shout “Taser, Taser, Taser.” This will allow other law enforcement personnel to know that the Taser is about to be fired.

4. The Taser delivers an initial 5 second electrical charge. The Taser’s initial charge is designed to temporarily incapacitate the subject. Recovery time will vary among individuals. The Taser probes may remain affixed to the subject. As long as the subject is or remains compliant, no additional electrical charges are to be administered.
5. The Taser is not a replacement for a firearm and should not be used without a secondary force option.
6. If the Taser is deployed in a deadly force situation, lethal force backup should be present.
7. The Taser is NOT to be used if the subject has been previously sprayed with OC, unless the deputy knows that the OC used was WATER BASED. (The Office’s OC grenades are alcohol based. Issued OC spray needs to be checked for alcohol content.)
8. The Taser is NOT to be used in an atmosphere known to be flammable.
9. The Taser is NOT to be used if the subject is in an elevated position above the ground in which a fall of significant distance is possible; i.e. on or near the edge of a building roof, on any elevated platform, unless lethal force is justified.

17.10.4 TASER – POST APPLICATION PROCEDURES

The following procedures apply to both types of Taser deployment, as applicable.

These two types of deployment are the firing of the probes, and the drive stun contact application.

1. Whenever a Taser is activated in a use of force situation, the shift supervisor will be notified.
2. Some of the Taser Cartridge’s internal ID tags will be collected and placed in evidence along with the spent Taser cartridge. Cartridge probes when removed will be placed inverted back into the cartridge, the probes sealed within the cartridge with tape, packaged as a bio-hazard and so labeled, then placed into evidence.

NOTE The Sheriff’s Office recognizes that the Taser may be deployed during a chaotic and unstable event and based on the totality of the circumstances, there may be times where trying to retrieve afids and/or spent cartridges may place deputies in unnecessary risk. Under these circumstances the use of force report will included why these items were not retrieved at the scene.*

4. If a Taser probe strikes a subject in an area that has potential for serious or lasting injury, an administrator will be notified, as will the County Risk Manager, as soon as practical.
5. Deputies may remove Taser probes themselves, or call an aid crew for probe removal, in contact areas without potential for serious or lasting injury. If a deputy removes the probes, he is to wear protective equipment and observe universal precautions. Regardless of who performs the removal, the subject will receive necessary first aid as soon as practical.

If a Taser probe inadvertently strikes a subject in an area that has potential for serious or lasting injury, that subject will be transported to the hospital for probe removal and medical treatment.

5. Photographs will be taken of the subject's injuries caused by probe contact or by touch tasing, and any secondary injuries suffered.
6. If a Taser is discharged, a use of force report will be completed prior to securing and left for the shift supervisor.
7. Prior to the end of your work week, the Taser will be tagged with the IR number, deputy's name, and placed out of service in a Temporary Evidence Drawer. The key to that drawer will be left for the Taser Instructor. Also, prior to securing, a message will be left for the Taser Instructor so that data may be recovered from the Taser.

The completed use of force report should describe fully the subject's actions that led to the Taser deployment. However, only the fact that the Taser was used to subdue the subject should be noted in the police report.

17.10.5 TASER - USE OF FORCE

Refer to 15.6.0 - Reporting Use of Physical Force

17.10.8 TASER – MAINTENANCE AND STORAGE (ISSUED)

1. When the deputy is off duty the Taser should be stored in a location to prevent unauthorized access.
2. A defective Taser, cartridge, or holster will be placed in a temporary evidence drawer with the key left for a Taser instructor. The equipment item will be tagged out of service with the deputy's name and description of the problem. A message is to be left with the Taser instructors advising them of the need for repair. Under no circumstances are deputies to attempt repairs on defective Tasers.
3. When the digital readout on the Taser's power display reaches 20 percent, notify a Taser instructor so a new digital power magazine (DPM) can be ordered and an exchange made. Taser's that display a power reading of 19 percent or less will be tagged out of service until the DPM can be replaced.

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CHAPTER 18 - LEGAL ADVISOR AND LIABILITY

18.2.0 LEGAL ADVISOR

The Cowlitz County Prosecuting Attorney is the legal advisor to the Sheriff's Office. Members should consult with their supervisor before approaching a prosecutor for legal advice.

CHAPTER 19 - OPERATIONS

19.2.0 STATEMENT

The effectiveness of law enforcement is enhanced by the cooperative exchange of information between teams. The completion of incident reports, the squad room bulletin board, the shift overlap of personnel, and regular staff meetings provide the forum for the exchange of information. It is the shift supervisors' responsibility to see that their personnel receive and relay pertinent information in a timely manner. Members will work in unity to further the mission of the Sheriff's Office.

19.4.0 SHIFT COVERAGE

The Patrol Division provides 24-hour coverage, seven (7) days a week, for emergency and non-emergency calls for assistance.

All functions performed by the Civil Bureau are conducted Monday through Friday during normal business hours.

19.4.2 SHIFTS AND SCHEDULES

Refer to current labor agreement.

19.4.4 ASSIGNMENTS - DUTY

In the interest of public safety, shift and assignment changes will be made by the Sheriff based upon staffing needs, experience, and ability.

19.4.6 ASSIGNMENT - CHANGE OF

Any member of the agency may request a change in assignment. All requests will be given full consideration before a determination is made. Requests will be forwarded through the chain of command, or as otherwise indicated by the posting notification.

19.4.8 SPECIALIZED ASSIGNMENT OPENING - POSTING OF

Specialized assignment openings in the classified service of the Sheriff's Office will be posted and open to all qualified members.

The posting will include general qualifications for the position including any tenure requirements, training, or expertise. Any specific performance or training levels to be achieved while in the position are also listed. Lastly, a deadline is listed for application.

After the deadline for submission by interested personnel, the list of applicants is reviewed by staff personnel under whom the position exists.

The sheriff may be consulted on cases of special interest or concern and retains any final decision.

19.4.10 SHIFT TRADES

Temporary shift changes, between deputies, may be authorized by the shift supervisors affected by the change and the Captain. No shift change will result in a monetary gain by either deputy, other than shift differential pay.

Refer to current labor agreement.

Refer to State and local Civil Service Commission rules.

19.6.0 RESPONSE TO INCIDENTS

Deputies assigned to incidents via radio, or other means, shall respond to such calls and shall not take issue with them over the radio. Refusing to respond to an incident shall be considered a serious violation of rules and regulations. A deputy assigned to a call, who is at the time on a detail, may notify the dispatcher of his detail. If the assigned deputy is not presently on a detail, he shall handle the call. Shift supervisors are authorized to reassign or hold calls.

19.6.2 RESPONSE TO NON-SERIOUS INCIDENTS

Upon receipt of an incident of a non-serious nature, the assigned deputy may complete the detail at hand before responding.

19.6.4 RESPONSE TO TRAFFIC INCIDENTS

Deputies will respond at their earliest convenience to all traffic accidents and matters concerning traffic. Because of possible traffic congestion, traffic matters will be considered serious. Livestock on the road will be considered traffic matters.

19.6.6 RESPONSE TO EMERGENCY INCIDENTS

Incident reports of an emergency or urgent nature shall have priority over all other duties and calls. Emergency situations shall receive immediate and prompt attention. Deputies assigned to such calls shall, until the matter is settled, concern themselves only with the situation at hand.

19.8.0 K-9 UNIT STATEMENT

The Cowlitz County Sheriff's Office K-9 Unit is an additional tool for deputies. The Patrol K-9 serves to conduct searches for suspects and some missing persons, area and building searches and protection of personnel. The Narcotics Detection K-9 serves primarily to conduct searches for evidence of the presence of illegal narcotics. Both teams may participate in public relations and demonstrations for public awareness.

The availability of a K-9 does not preclude deputies from taking direct action as with any other police situation. Once a decision is made to call K-9 (or while they are en route), no offensive action should occur until K-9 arrives, unless the suspect's actions dictate otherwise.

19.8.2 K-9 POLICY

The Cowlitz County Sheriff's Office will conform to the standards of performance established by the Washington State Police Canine Association, and K-9 teams shall be state certified.

19.8.4 K-9 - DEPLOYMENT / CALLOUT

Patrol K-9 may be deployed to do the following tasks:

- Pursue suspect(s) in felonies and misdemeanor crimes of violence
- Lost or missing person searches
- Deputy back-up / protection
- Evidence searches
- Building searches for possible suspects
- When otherwise authorized by supervisor or Administrator

Patrol K-9 may be called out for:

- Felonies
- Lost and missing person endangerment resulting from age, infirmity or weather
- When otherwise authorized by supervisor or Administrator

Narcotics Detection K-9 may be deployed at the direction and approval of the handler. Callouts are the discretion of the handler unless approved by Operations Bureau administration or the Sheriff.

19.8.6 K-9 - INJURY CAUSED BY

If a suspect or another person is injured by a K-9, that individual will be provided adequate and timely medical treatment. Only the fact that a suspect was bitten by the K-9 will be reported in the arrest report. Photos will be taken of the contact area and suspect refusal will not be a consideration. The clothing where the K-9 made contact may be taken and logged into evidence.

An injury, regardless of severity, shall be reported on a Use of Force Report #110696 shall be submitted prior to securing.

19.8.8 K-9 - OUTSIDE AGENCY REQUESTS FOR

The Office will try to comply with requests for K-9 assistance by other law enforcement agencies. The

on-duty supervisor must approve these requests or forward it to administration. Out-of-state requests for the K-9 must be approved by the on-duty supervisor or administrator, and the on-duty supervisor will notify an administrator as soon as possible. When the request is approved to assist another law enforcement agency, the unit shall adhere to the policies & procedures of the Office regarding rules of deployment.

19.8.10 K-9 - CARE AND MAINTENANCE OF

The handler is responsible for care and maintenance of the K-9. The agency will supply monetary support for this care and maintenance. The agency will supply needed equipment, if prior approval is obtained from the Captain, Undersheriff or Sheriff.

19.8.11 K-9 - PROCEDURES

For Patrol operations, the Incident Commander will determine how and when containment can move, or clear the scene. Prior to deploying the Patrol K-9 when searching for a suspect, the handler shall give a warning that is audible and clear to the effect that he is a deputy sheriff and that a K-9 will be released into the premises or area if the suspect does not immediately make himself visible and compliant to commands. Only under circumstances of extreme risk to the K-9 team and/or other personnel or citizens will the “no announce” policy be invoked.

After K-9 arrival, it is the handler’s decision whether or not additional personnel enter the building. The handler is strongly encouraged to always use a cover deputy, to whom he will provide tactical direction.

Under no circumstances will anyone but the handler give commands to the dog.

The K-9 Unit will not be used for crowd control, unless directed by the Sheriff.

After the services of a Patrol K-9 team are called for, effort should be made by responding deputies to avoid contaminating the area with human scent (note wind direction). Deputies should not handle evidence or allow unnecessary people (including law enforcement) into the scene. The initial deputy should set up a perimeter with the resources available. Deputies should create an area of containment, avoid contamination and have two-way communication with the K-9 team.

19.8.12 K-9 - LOST AND MISSING PEOPLE

Patrol K-9 may assist in locating a lost or missing person. The handler is responsible for the method of deployment and care and custody of found person.

19.8.13 K-9 - VETERINARY CARE FOR

When the K-9 requires veterinarian attention which is not of an emergency nature, the handler will notify the Captain for treatment authorization. A report will be submitted the next working day of the handler.

If the K-9's condition requires immediate attention, the handler will obtain the veterinary services required and will notify the Captain and a report will be submitted on the next working day of the handler. The report should include reason for treatment, veterinary diagnosis, prescribed treatment, prescribed future treatment, anticipated return to duty and costs.

19.10.0 INVESTIGATIONS AND SUPERVISION

The shift supervisor, when feasible, will respond to all major crime scenes and death investigations. The shift supervisor shall assess the situation and assume primary control if necessary. The shift supervisor is responsible for crime scene/s being properly secured, processed, and the follow-up investigation. After completion of the investigation, or initial investigation, the incident report will be submitted.

The shift supervisor has the authority to make call-outs based upon needed manpower and/or expertise.

If detective(s) are called out, upon their arrival, the shift supervisor may relinquish command of the investigation to them. The shift supervisor will provide any additional assistance or manpower that is requested.

19.10.2 DEATH INVESTIGATIONS

All reports of deaths, or possible deaths, received by this Office shall be handled as "death investigations". (As opposed to homicides, suicides, etc.) All death scenes shall be treated as crime scenes until it is determined that no criminal activity is involved.

Deputies should be extremely cautious when conducting death investigations. Should any evidence cause concern about criminal activity, the chain of command should be followed to make immediate notifications. This does not preclude requesting detectives at the outset of any death investigation.

Should it be determined that the death was not natural, the Coroner should not be called until the body can be moved without jeopardizing the crime scene.

19.10.4 ARSON INVESTIGATIONS

The Sheriff's Office is the primary criminal investigative agency. The County has contracted with Cowlitz 2 Fire and Rescue to determine cause and origin of suspicious fires. It is the policy of the Office to assist Cowlitz 2 Fire and Rescue in the investigation of cause and origin of fire-related crimes in the county.

Other agencies, such as the Bureau of Alcohol, Tobacco and Firearms, the FBI and the Department of Natural Resources, may also be requested by the Sheriff's Office to determine cause and origin of a fire.

Evidence obtained by agencies called to assist in determining the cause and origin of a fire will be retained by this Office unless otherwise approved by the deputy who is assigned to the case.

19.10.6 CHILD ABUSE AND NEGLECT / PROTECTIVE CUSTODY

This Office will investigate all reported incidents of child abuse or neglect. Of primary concern will be the health and welfare of the child.

Deputies will cooperate with personnel from the Prosecutor's Office, Child Protective Services, Child Welfare Services, and any other agency, which may be lawfully involved in an investigation.

When a deputy receives initial information regarding possible child abuse or neglect, he will respond to the call and contact the RP, witnesses, or others who may have information relevant to his investigation.

R.C.W. 26.44.050 authorizes law enforcement to take an abused or neglected child into protective custody without a court order.

If in the course of an investigation it is determined that a child will be taken into protective custody, RCW 13.34.060 (2) tasks CPS with providing victim's parents/guardians with a printed copy of the parental rights and remedies form. At the time the child is placed with the CPS staff person, the deputy will provide the CPS staff with the names, addresses and phone numbers of the parents and/or guardians of the child taken into protective custody.

A completed investigative report of the incident will be finished prior to the end of the involved deputy's shift with a copy being forwarded to CPS via case management.

If the reported abuse is sexual in nature, follow the protocol as defined in 19.10.7, Child Sexual Abuse Investigations.

19.10.7 CHILD SEXUAL ABUSE INVESTIGATIONS

Since March of 1999 the Child Sexual Abuse Investigation Protocol has been in place to increase reliability and integrity of child sexual abuse investigations. The protocol seeks to assure the protection of, rights of, and minimization of trauma to children throughout the investigative and criminal justice system process. The investigation of child sexual abuse requires a cooperative, coordinated, and complementary approach by those charged with the responsibility for these cases. In Washington, statutes place this responsibility jointly with the prosecutors, law enforcement and DSHS. Law enforcement and DSHS are the primary agencies that receive and respond to initial reports of suspected child abuse and neglect.

Deputies shall read, and become familiar with, the protocol and specific requirements of the Office. The goal of the protocol is to:

1. Provide a clear framework for planning and conducting an investigation;
2. Ensure optimum coordination and maximum communication among participants, while maintaining role distinctions;
3. Encourage understanding and respect for the different goals and responsibilities of participants, and avoid conflicts that may interfere with the efficiency, timeliness, and reliability of the investigation;

4. Increase requisite skills through training, coordination, and critical review of actions taken;
5. Increase the overall reliability of the investigation;
6. Protect the important interests of children and suspects; and
7. Minimize the number of interviews of alleged victim.

Important features for the Deputy are:

1. The role of law enforcement is to investigate allegations of child sexual abuse and to work in concert with other agencies involved in the investigation if appropriate and whenever possible.
2. The role of Child Protective Services is to assess the risk to the child and to provide appropriate services for the victim and victim's family. Child Protective Services will provide reports to law enforcement as mandated by statute and will provide all information necessary for law enforcement to conduct their investigations.
3. The prosecutor determines whether a particular case is legally sufficient for filing charges and taking a case through trial, sentencing and appeal if filed. The prosecutor is responsible not only for the initial decision as to whether the case will be charged, but also what the charges will be. To this end the prosecutor needs to assess the children as potential witnesses from the inception of any case. In order to minimize the interviews to which the child is subjected, the prosecutor should be involved in the initial interview whenever possible. The prosecutor informs the victim/family of the charging decision.
4. Child Interviewers are required by RCW 43.101.224 to receive on-going specialized training by qualified trainers in child interviewing techniques that contain consistent elements. The child's age and developmental level will determine who conducts the interview, where the interview will take place and who will be present. Law Enforcement will record the child interview in a *near verbatim* format. The interviews will not be audio or video recorded.
5. *Complex Cases* are cases that involve multiple victims who are not living in the same household, children who have been identified as potential victims but who have not indicated they have been abused, multiple perpetrators, or multiple jurisdictions. These cases pose special challenges to the investigator, particularly the risk of contaminating the investigation. Such cases require an immediate and coordinated response.

19.10.8 CHECKS - UNLAWFUL ISSUANCE (UIBC)

Bad checks accepted by the Office for investigation should meet the following criteria:

1. The check must have been accepted within the limits of Cowlitz County.
2. The check must be routed through the normal banking business channels and be clearly stamped with the reason for rejection.
3. No check written on out-of-state bank accounts can be accepted, unless they are forged.
4. All forged checks will be accepted after an "Affidavit of Forgery" has been filed with the appropriate bank.

5. N.S.F. checks will not generally be investigated or prosecuted. The investigation needs to show bank records that clearly indicate either a significant time since the last deposit; or, clearly show that the suspect knew there was no money. Generally, issues such as post-dated checks and people waiting for a payday close to the time the check was written will most likely not be prosecuted.
6. "Account Closed" checks must have a face value of \$250.00 or more, and the account must have been closed for at least 30 days by the bank's initiative, or by the suspect(s) closing the account themselves. If circumstances of a specific case do not reach this threshold, but the victim (or deputy) is adamant about pursuing the case, contact your supervisor who will discuss it with the deputy prosecutor.
7. In the case of small checks, they may be aggregated if the total is at least \$250.00 and they were written by the same suspect, to the same victim, within a 30-day period. Multiple victims may be considered by the PA.
8. No "Stop Payment" checks or checks involved in civil disputes will be accepted unless a clear criminal intent can be shown.
9. Checks that have been turned over to a collection agency or have had a portion of the check previously collected will not be accepted.
10. No "Post Dated" checks will be accepted.
11. No "Gambling Debt" checks will be accepted.
12. No "Irregular Signature" checks will be accepted, unless there is a confirmed/reported forgery and an "Affidavit of Forgery" completed at the appropriate bank.
13. "Picture Identification" must have been taken and the identification number legibly recorded on the check by the acceptor.
14. A written statement must be supplied by the acceptor of the check stating what identification was accepted, if the acceptor can identify the suspect(s), and description of the transaction if remembered.
15. A "Cowlitz County Sheriff's Office Bad Check Report" must be completed by the acceptor/victim. The Office will supply these forms. The bad check form, in addition to a written statement, must be completed by the acceptor/victim.
16. The victim or business must either mail or bring the completed "Bad Check Report" to the Sheriff's Office. If the criteria have been met the case will be assigned for investigation.
17. Cases outside these criteria will only be investigated with supervisor approval.

It is the intent of this policy to protect victims and hold suspects accountable. Investigations should focus on facts that can be proven, such as intent. Members having cases that do not fit into these criteria may discuss their case with a supervisor for direction. Should doubt still exist, the supervisor may contact a deputy prosecutor for direction.

19.10.10 IDENTITY THEFT

Identity Theft and related crimes have created not only a huge additional workload for everyone, but have created new challenges in terms of jurisdiction for investigative purposes. Dispatchers are in a particularly awkward position, given little time and limited information in which to make a dispatch decision. Many citizens will be victimized by the crime and will be confused as to how to report it. Given our core value of customer service, members will make every effort to work with victims, and others, to provide efficient and effective service.

19.10.12 IDENTITY THEFT – INVESTIGATIVE PROTOCOL

In an effort to minimize victim impact, to ensure a timely and efficient investigation, and to apprehend all suspects, this protocol shall be the basis of our response to Identity Theft complaints. It has been established in cooperation with the local police departments, but may not exactly follow other agencies' policies exactly. Should a conflict of protocol occur, a resolution will place victim service first. Supervisors should be consulted as appropriate.

Concerns over individual cases or disagreement on case assignment will be handled in a professional, cooperative manner. No debate will occur over the radio.

There should be only one (IR) case number and one investigating deputy/officer for each case. Complex or expansive cases may require additional deputies or officers, but one should be designated as primary. Any case number conflicts should be addressed and resolved as early as possible in the investigation.

19.10.14 LOCATION OF CRIME - JURISDICTION

If the **location of the crime is known**, responsibility will first be with the jurisdiction in which the crime, or major part of the crime(s), occurred. Residence or current location of the victim or RP is not the deciding factor if the location is known. An officer or deputy will be dispatched based on the crime location. This may result in initial contact being by telephone or email if the RP is out of that jurisdiction at the time of the call.

If the **location of the crime is unknown**, the victim's residence becomes the location for jurisdiction.

If an RP is reporting that a crime may have occurred at their home (mailbox thefts, etc.), the known location of the major crime still determines jurisdiction. The original theft, or perceived theft, may be handled by the agency of jurisdiction or taken as a courtesy report by the agency handling the major case.

Any initial conflict over jurisdiction for an initial investigative report shall be resolved with consideration of the victim's preference first. If the victim wants CCSO to be the first investigative agency, that is their right under the law (RCW 9.35 et al) and we will comply with such a request. That does not preclude taking an initial courtesy report to be forwarded to another agency.

19.10.20 MISSING PERSONS

A deputy will be assigned to investigate all missing person reports. This does not necessarily include juvenile runaways ([see Chapter 25.22.0](#)). If the missing person is an adult, an emancipated juvenile, or a juvenile runaway which involves unusual circumstances or a probability of foul play, the investigating deputy will obtain a signed statement from the reporting party as to the facts of the case. **At a minimum, the investigation should include:**

1. Names of friends and acquaintances.
2. School/work and places frequented.
3. Recent photo (at least one).
4. A toothbrush, hairbrush, or some item that could contain DNA evidence.
5. Dentists' and medical doctors' names, addresses and phone numbers, in order to obtain previous medical history and x-rays.

Law Enforcement Records will enter all missing persons into WACIC/NCIC and RMS.

Missing children and elderly walk-a-ways are cases that require immediate response with a greater sense of urgency, and may necessitate a request for additional resources, i.e.: additional deputies, detectives or S.A.R. In either situation, the case will be assigned for follow up investigation.

It is the initial deputy's responsibility to ensure that appropriate WACIC/NCIC information is entered on missing persons and associated vehicles and/or vessels. The deputy will attach WACIC/NCIC entries to reports when submitted. This section also refers to missing and presumed drowned persons. Once the person is located, the follow up investigator will ensure that the missing person's name is removed from WACIC/NCIC.

If a search is determined to be in order, follow the procedures listed in Chapter 33, Search & Rescue.

On more routine types of missing persons calls, where an adult is overdue or his whereabouts are unknown but there are no suspicious circumstances, the deputy may choose to investigate the case or to just have the reporting party notify the Sheriff's Office when the missing person returns.

19.12.0 COURT ORDERS

There are mainly four types of orders issued by the Courts that Deputies will typically have to enforce:

NO CONTACT ORDERS – RCW 10.99

PROTECTION ORDERS – RCW 26.50

RESTRAINING ORDERS – RCW 26.06 + 26.26

ANTI-HARASSMENT ORDERS – RCW 10.14

Some reminders to think about when dealing with court orders:

Has a judge signed the order? Has it been filed? Have both parties been served? Are you looking at an order, or the petition? (Petitions are NOT orders). Some violations are criminal and some are civil.

Enforcement of violations of court orders will depend on the type of order and the nature of the violation. There are enforcement provisions in the beginning sections of the listed RCWs. Deputies should consult their supervisor if they have questions regarding an arrest for a violation of a court order.

19.12.2 NO CONTACT ORDERS

There are 4 types of No Contact Orders:

1. Emergency No Contact Orders;
2. Pre-arraignment No Contact Orders;
3. Arraignment No Contact Orders;
4. After Trial No Contact Orders.

Deputies will usually only serve Emergency No Contact Orders.

19.12.4 EMERGENCY NO CONTACT ORDERS

Deputies may see the need in some situations for the issuance of either a District Court or Superior Court emergency no-contact order.

Emergency No Contact Orders are either obtained through district court or superior court. Refer to RCW 10.99 if you are in doubt as to which order to obtain.

Emergency No Contact Order Steps

1. Find out if the victim wants a no-contact order.
2. While booking the suspect, fill out the no-contact order and identification information form. Be sure to include each victim's full name and DOB on the form. Be sure to include Law Enforcement Agency case number.
3. Call a District or Superior Court Judge and get the approval for a no-contact order as a condition of Bail / Release.
4. Sign the form "by telephone" and include the judge's name on the line for the judge's signature.
5. Have the suspect sign on the bottom acknowledging the no-contact order.
6. Give the suspect a copy of the order. In the case of a Superior Court order, the suspect gets the pink copy.
7. The original and, in the case of a superior court order, also the yellow copy are to go to the respective Court Clerk's office. Put the original (and yellow) along with the identification information form in the correct court clerk's box in the photocopy room on the first floor. Additionally, you will need a copy of the order and identification information form for your report and a copy for Records.
8. The most important step is to provide the copies immediately for Records (for entry into

WACIC) and leaving the originals for the Court Clerk's office.

19.12.6 PROTECTION ORDERS

Any person who is a victim of domestic violence or fears violence by a "family or household member." (Persons who are married, divorced, or have a child in common, adult persons who are related or who reside(d) together and persons 16 yrs & older who are or have been dating).

Personnel serving protection orders shall cause an IR to be made. That IR should show the person served, their DOB, and the cause number.

19.12.8 RESTRAINING ORDERS

Married persons or persons having a child in common who are filing for divorce, separation, custody or paternity. To qualify, a person does not need to have been assaulted or threatened previously. If the situation does not meet the criteria for a protective order but the party wants to get a restraining order, there must be a court action to file that restraining order.

19.12.10 ANTI-HARASSMENT ORDERS

Persons who are seriously alarmed, annoyed, or harassed by conduct which serves no legitimate or lawful purpose. The person does not need to have a relationship with the person harassing them. These are filed in District Court if it is an adult versus an adult. However, the orders must be filed in Superior Court if the respondent is under 18 years of age.

19.14.0 CIVIL STANDBYS

Special requests for civil standby will be judged on their own merit and the disposition determined by the shift supervisor.

Unless some emergency or unusual circumstance is known, we will usually not comply with the request.

Some standbys are not civil standbys in nature, in that they are court orders directing the Sheriff to assist the petitioner in obtaining relief. In all cases, the shift supervisor shall make the determination to stand by or not.

Should Sheriff's Office personnel be assigned to a civil standby, an Incident Report will be generated. Sufficient personnel shall be assigned to minimize personal jeopardy for persons involved. Consideration shall be given to not allowing one party to be physically present at the scene during the standby. Deputies are encouraged to make detailed notes about these events as well as about any property which is moved. Persons will not be allowed to use your badge of office to validate their views, or attempt to use you to intimidate another.

19.16.0

CIVIL PAPERS AND SERVICE

Civil Papers includes all documents placed in white service envelopes by Civil Bureau personnel, for delivery by deputies. Civil papers are time-stamped upon being received in the office. While this manual covers several scenarios, not all can be dealt with specifically here. When in doubt, ask Civil Bureau personnel. In their absence, ask your supervisor. Permission to deviate can only be given by Civil Bureau personnel or your supervisor.

The Civil Deputy will routinely handle the majority of civil papers in the immediate local area. Patrol will assist with local papers as needed.

Patrol deputies are expected to pick up the papers for their patrol area as early in their shift as is reasonable. All papers should be returned to their area boxes at the end of the shift, unless specifically approved by a supervisor.

As a general rule, papers can be served from 0700 to 2200 daily; including Sundays and holidays. Exceptions may be authorized for difficult to contact subjects. Service may be made outside of normal hours if it is apparent that people are awake.

Serve Personally: All envelopes stamped "*SERVE PERSONALLY*" mean exactly that. They cannot be left with anyone else.

Most civil papers may be served on other persons at the home of the intended recipient. Such person must be at least 14 years of age and a resident of that home. Babysitters and temporary occupants are not eligible.

If service is made at a location other than the address listed on the service envelope, the service location will be printed onto the service envelope.

Deputies will document every attempt to serve a paper by placing their initials or personnel number just below the signature line on the envelope. Just below that, place the estimated round-trip mileage to the Hall of Justice. If service is made, the deputy will sign the signature line and note the date and time of service. Time should be indicated on a 24-hour clock basis.

Civil paper envelopes in which service was made will be placed in the intake basket. When a deputy learns of information concerning a particular paper, he shall note that information on the back of the envelope, along with the date and his personnel number or initials. Also, any directions or maps which might assist in finding the location should be placed on the back of the envelope.

John or Jane Doe Papers: A deputy serving a paper on a John or Jane Doe shall obtain the true and full name of the person(s) and record their name(s) on the face of the service jacket (envelope) where the Person to be Served is typed. If a spouse exists, obtain the name. If not, return it in the jacket and mark "not married" on the face next to the name.

When a deputy learns that a person has moved, one line shall be drawn through the typed address and the new address printed above that. "Moved" can be noted if no new address is learned.

Persons Refusing Service: When a deputy has a person who has been identified as the person named,

but that person refuses to accept the paper, the deputy will leave the paper in the presence of the person, and make notes of the event on the back of the jacket. The service information on the front shall be normal.

Under no circumstances shall a paper be left in any mailbox.

No deputy will make or compose a service jacket (envelope). Only Civil Bureau personnel are authorized to do so.

Levied Vehicles: Will be towed to the place of storage. Under no conditions shall the vehicle be driven by anyone after the levy is made. Exceptions shall be made only by the Chief Civil Deputy. A vehicle impound form will be completed and returned to the Chief Civil Deputy.

Writ of Restitution: These involve the restoring possession of premises from a renter to the owner. While we are responsible to move the person(s) and property out, the usual situation is the people have already moved out, or are doing so when you arrive. Generally, the Chief Civil Deputy has already made arrangements with the landlord for the moving and storage of the renter's property.

19.18.0 ALARMS

The Sheriff's Office considers residential alarms a low priority call. Commercial alarms have shown to be somewhat more reliable and this factor will be taken into consideration when the deputy prioritizes his response. Deputies need to be aware of the county alarm ordinance and the Office policy. Due to provisions of that code, it is necessary for us to carefully investigate each alarm response, and document the outcome. You need to indicate on the incident report whether or not it was a false alarm. You then must, as best you can, indicate any known reasons for that alarm. Since alarm owners can be fined for false alarms, it is important that we be thorough. Any doubts as to the validity of the alarm will be made in favor of the alarm owner.

Due to the extremely high number of false alarms received by this Office, members are expected to weigh that fact when determining when and how they may respond to any alarm. This Office considers alarms a priority "3".

Hold-up alarms will be a priority "1" call. Two deputies plus the OIC will be dispatched to such a call. However, information available on a specific location may dictate the need for more or less assistance. Officer safety is the primary consideration.

As soon as possible after arriving at an alarm, deputies should advise radio of their status.

All alarms which are false will be cleared with a "7". Deputies who responded to the call are responsible to answer the IR with whatever particulars may be known. (i.e.; what may have caused the alarm? Why? Etc.)

19.18.2 ALARM - COURTROOM

A Judge can activate a courtroom alarm, which will sound in the Sheriff's Office and the Communications Center. The current procedure is:

1. CCSO deputies will respond to the front lobby of the second floor and back hallway of the second floor and secure all exits. One deputy on scene will coordinate a check of the specific courtroom where the alarm originated. This check should be conducted from the rear of the courtroom.
 2. Radios will be used to advise the Communication Center of the alarm response status.
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19.18.4 ALARM - VARDa

The "Varda" portable alarm system is available for use as deemed necessary. Use the following steps:

1. Obtain supervisory approval to install it.
2. Locate and test all components prior to leaving the Hall of Justice. Especially batteries.
3. Advise the Communication Center of the location and pertinent data in order to have an incident report generated.
4. Property owner must read and sign a "Hold Harmless Agreement".
5. Complete a house check form with the information; including a diagram of the interior of the building and where the alarm parts are located. Be sure to note the location of the key. Place the form in the marked envelope (with the matching number) on the squad room wall.
6. Note the alarm number and address on the Squad Room grease board.
7. When testing the alarm on scene, be sure to advise radio of the pending test, and allow time for them to clear the air and announce the test.
8. After the installation, give careful instructions to the residents. Caution them against telling anyone about the presence of the alarm.
9. When the detail is complete, return all the parts to the Detective's Office, and plug it in. If you don't, the batteries will fail. Cancel the incident with the Communication Center and remove the house check form from the envelope. Log the results in the Varda logbook.

19.18.5 ALARM - EVIDENCE

The Motor Pool Evidence Storage room has a "ring down" alarm installed. Touching or grabbing the fence may cause the alarm to activate. Since the room itself cannot be viewed without going in, you must call one of the clerks in to bring a key.

The Hall of Justice has evidence rooms alarmed in the first floor back hallway; and the basement. The basement alarm may be activated simply by grabbing the gate. It can be viewed by any personnel with a squad room key. The first floor rooms, however, must be unlocked by a clerk. Be sure you check the inside of these rooms.

If you need a clerk to respond to an evidence room alarm, call in this order:

- a. Pat Carpenter (Evidence Clerk)
- b. CCD Laura Thurman (Chief Civil Deputy)
- c. Kris Taff (Back-up Evidence Clerk)

19.18.8 ALARM - RECORDS

Law Enforcement Records has a panic alarm available to them. Should it be activated, the established procedure is for Communications to dispatch "a unit" to check it. (Who that unit is, is unspecified in their protocol.) After dispatching the unit, Communications will call to ascertain the clerks' status.

19.20.0 FIELD INTERVIEW CARDS (FI)

Field interviews will be conducted and recorded in high crime areas or situations involving unusual circumstances using field interview cards. They will be conducted in a professional and courteous manner. Field interview cards shall be closely monitored by the investigations division and utilized for purposes of establishing suspects and/or witnesses in follow-up investigations.

Deputies shall carry with them Office-supplied field interview cards to be used for this purpose.

19.24.0 VEHICLES - SPECIAL PURPOSE

4x4 vehicles: Deputies assigned 4x4s will relinquish those vehicles to Office members on an as-needed basis.

Boats: Authorization to put Office boats in service may be made by the shift supervisor or SAR personnel. The boat will be operated by a certified operator when possible. This may necessitate personnel being called out. In the event of an emergency, when time is essential, a member familiar with its operation may operate the boat. .

Aircraft: The use of contracted air services must be approved by Administration. In the event that these personnel cannot be contacted, and exigent circumstances exist, the shift supervisor may make authorization.

19.26.0 NOTIFICATIONS - DEATH/SERIOUS INJURY

Deaths: Generally death notifications to next of kin will be conducted by the County Coroner. In the event that the Coroner is unavailable, this duty will fall upon the Office. Notification by the Office will be timely and in person, if possible. The notification shall be compassionate with measures suggested or arranged for emotional support. The Chaplain is available to help in the notifications.

Serious injury/illness: The Office will make these notifications to next of kin as timely as possible. Notifications may be accomplished by phone, only if necessary.

Out of county notification requests:

1. When routine attempts have been unsuccessful, the Office will aid citizens of Cowlitz County in their attempts to relay these notifications out of county. These requests can usually be satisfied by providing the citizen with the name of the jurisdiction that needs to be contacted.
2. The Office will make notifications within Cowlitz County, if and when possible, upon request from an individual or outside agency.

The County Chaplain can be used at the discretion of the Deputy to make notification of serious injury. Death notifications are the responsibility of the Coroner but, with Coroner approval, the Chaplain is an available resource.

19.28.0 PHOTOGRAPHY - CRIME SCENE

At times it may be necessary to take evidentiary photographs of the opposite sex in the course of assault investigations. Photographs displaying portions of the breasts, buttocks, genitalia, or the removing of clothing that may expose these areas need to be taken with discretion and concern for the victim. Care will be taken to conceal portions of the anatomy not of evidentiary importance. Two personnel will be present during the taking of such photographs; one or both will be a member of the same sex as the victim. A male deputy may take these photographs. However, a female victim must be advised she has the right not to have a male present, and must expressly give consent to his presence. Similarly, a female deputy may take these photographs. However, a male victim must be advised he has the right not to have a female present, and must expressly give consent to her presence.

The photographer will prepare a statement describing the injuries depicted in the photographs for the case report and, if applicable, the victim's consent to have a deputy of the opposite sex present during photography. The deputy should request that the victim also acknowledge his consent in any written statement prepared for the case report.

The Cowlitz County Jail staff is also available to take photos in opposite sex situations.

19.30.0 CVSA - CRIMINAL

The Computer Voice Stress Analyzer (CVSA) is an investigative tool available to the Cowlitz County Sheriff's Office, and to outside agencies with administrative approval. The use of the CVSA can include all types of criminal investigations, or other uses as directed by the Sheriff or designee. The following general guidelines should be used in determining when the CVSA would be of greatest benefit to an investigation.

1. Each case should be thoroughly investigated before implementation of the CVSA. The CVSA *can* be used early in the investigation if the investigator is unable to confirm details or veracity of suspects or witnesses. For the purpose of confirmation and veracity, *victims and suspects* may be tested in order to validate their statements.

2. When possible, the investigating deputy will provide the CVSA examiner a completed, written case report for review prior to conducting an examination. The CVSA examiner will provide a timely report for the investigative file. When possible, the investigating deputy will be available to answer any questions that may arise during the course of the interview.
3. Outside agencies will provide the examiner with a complete copy of the investigative report, including the full name, address and phone number of the person to be examined, prior to the examination. An agency representative *must* be present or available during the exam.
4. Each CVSA examiner will keep a log containing the name, incident number, and type of investigation and disposition of each test. These statistics will be maintained by the Detective Sergeant.

19.30.1 CVSA - PROCEDURE

1. If a deputy has an investigation where he thinks a CVSA might be helpful, the deputy should first review the case with their sergeant. A CVSA examiner would then be contacted and would assist in determining the applicability of the exam.
2. If a case is going to be routed to detectives only for CVSA, the case will not be reassigned. The examiner will need a complete copy of the report. Once the CVSA has been completed, the results will be given to the investigating deputy with the CVSA analysis report. If the case is to be assigned to Investigations Division, the detective sergeant and the assigned detective will determine the applicability of the exam.
3. Deputies should not schedule appoints for CVSA examiners unless prior arrangements with the examiner have been made, nor should they tell someone to expect contact on a particular date or time.

19.30.2 POLYGRAPH - CRIMINAL

Polygraph may be used with Administrative approval.

19.32.0 INTERPRETERS

Deputies occasionally may have need for services of an interpreter. Since the Office is billed by the hour for this service, the shift supervisor must approve any request for an interpreter. Any field use of an interpreter will likely cause the need for that interpreter at subsequent hearings and at time of trial. The interpreter list is available through Law Enforcement Records and Cowlitz County 9-1-1 Center.

19.40.0 OUTSIDE AGENCIES

It is the policy of the Sheriff's Office to work in cooperation with all outside agencies. Members shall demonstrate respect for other agencies and their personnel. Any disagreements or issues shall be dealt with out of sight and sound of others, and in a professional manner. Policy and operational differences

may be reduced to writing and submitted through the chain of command.

19.40.2 WASHINGTON STATE PATROL

The Washington State Patrol is a general commission law enforcement agency. Troopers have jurisdiction anywhere in the state; with the exception of some federal lands.

Based on a signed agreement, the Sheriff's Office has the first right of refusal on all crimes occurring within the unincorporated areas of Cowlitz County. That includes all property, regardless of ownership, except that belonging to the federal government.

Members are expected to respond and handle crimes in the county, including on state highways. Public service is a primary consideration in which agency handles the call. Level of crime, complexity, and location of deputies and troopers may help members determine the most appropriate response. The best law enforcement service to the public is the intent of our policies.

Common sense regarding response time, the type of crime and the time needed to complete an investigation all play a role in the decision made. That is, if an officer from another agency is on the scene of a crime and is willing to handle it, CCSO may defer to that officer. A courtesy copy of the report should be considered.

Crimes which occur on state highways are the purview of the Sheriff's Office. Should our personnel be unable to respond to investigate in an appropriate timeframe, the member may wish to defer to WSP. It is very appropriate, and within our agreement, that WSP handle motor vehicle issues along state highways. That includes on-view stolen and recovered vehicles and some minor malicious mischief calls.

19.40.4 MUNICIPAL POLICE DEPARTMENTS

Municipal police departments have primary jurisdiction within their cities. Members shall provide what reasonable assistance is requested by such departments. Members finding on-view incidents within a city should stop to investigate (unless you have a prisoner in the car) and determine what is required to handle the incident.

Members will not routinely patrol inside a city nor respond to city calls unless it is in progress or an emergency. In such cases, members will switch to that city's frequency for coordination purposes and officer safety.

19.50.0 AMBER ALERT

The Cowlitz County Sheriff's Office, in association with other area law enforcement agencies and affiliates, has developed the Cowlitz County Regional AMBER Alert plan. The goal of this plan is to provide every possible opportunity to safely locate and return a child abducted from within Cowlitz County to their lawful home or guardian.

The Abducted Minor Broadcast Emergency Response Alert Program (AMBER Alert) provides law enforcement agencies access to broadcast stations and cable television systems during the critical minutes following the initial report of child abduction in order to provide consistent, up to date information to the public. AMBER Alerts are broadcast through the Emergency Alert System (EAS).

AMBER Alert activation must be authorized by the local jurisdiction law enforcement agency.

This protocol meets Washington State standards for broadcasting through the statewide EAS.

19.50.2 ATTEMPT TO LOCATE

Locally, an ATTEMPT TO LOCATE call would be entered and broadcast through Cowlitz County 9-1-1. This would include neighboring jurisdictions of Clark, Lewis and Wahkiakum Counties. Columbia County, Oregon is addressed in a subsequent section of this protocol.

Local consideration would be to contact other radio-equipped businesses, i.e., all county and city public works, and other private businesses that are radio equipped, Weyco, Longview Fibre, Comcast, Qwest, etc.

19.50.4 AMBER ALERT CRITERIA

The following criteria must be met for a law enforcement agency to authorize an AMBER Alert:

1. The child is under 18 years of age and is known to be abducted and is not a runaway or throwaway from home.
2. The abducted child is believed in danger of death or serious bodily injury.
3. The AMBER Alert activation should occur with Four (4) hours of the event qualifying under the criteria as an AMBER Alert unless circumstances or the timeliness of the information warrant otherwise.
4. There must be enough descriptive information available to believe that it's dissemination to the public could help locate the child, suspect and/or the suspect's vehicle. It must include as much of the following information as possible.
 - Where the abduction took place.
 - A physical description of the child, including: clothing worn when last seen, height, weight, age, hair and eye color, hair length, and any additional distinguishing physical characteristics.
 - A physical description of the abductor including approximate height, weight, hair color/length, eye/skin color, clothing and any distinguishing physical characteristics.

- Suspect vehicle including color, make, model, license number, approximate year (older or newer), physical damage or other identifying characteristics.
5. The incident must be reported to and investigated by a law enforcement agency.
 6. Each law enforcement agency under this plan will establish an internal approval process for AMBER Alert activation.
 7. Using the above criteria as a guideline, each individual alleged abduction of a minor must be weighed by viewing the totality of the circumstances of that particular incident. These criteria, as well as other relevant information, should be viewed with the emphasis on protecting endangered children.

19.50.6 AMBER ALERT FORM

1. Once an investigating officer believes his/her investigation fits the AMBER Alert criteria, they should contact their immediate supervisor.
2. After determining that the circumstances appropriately fit the AMBER Alert criteria, the law enforcement officer authorized by his/her agency will cause a completed AMBER Alert form to be delivered to Law Enforcement Records.
 - If personal or electronic delivery (fax) is not an option, then Records must be provided the information by telephone or radio.
3. Records will complete the AMBER Alert form by prompting the investigator for the information required on the form.
4. Records will activate the Alert via the AMBER Alert Web Portal System by contacting Vancouver WSP Communications for the Web Portal URL and the password.
 - **If the Alert is also to go to Oregon, advise WSP at that time.** Out-of-state activation is authorized and initiated only by Tacoma WSP. Vancouver WSP will forward the Law Enforcement request to Tacoma for out-of-state activation.
5. After activation, and upon request, Records will provide the URL and password to the lead law enforcement investigative agency so that they may update and cancel the alert as necessary. In the event that the law enforcement agency does not have immediate access to the Internet, Records may update or cancel the alerts through the web portal, upon request by the lead agency.
6. Any additional information, which may assist in recovery of the child, should also be provided when the portal is activated. This may include, but is not limited to:
 - Photos of the child, alleged perpetrator or suspect vehicle.
 - Any medical issues of concern related to the abducted child.
 - Officer safety issues such as weapons, combative with police or a history of mental illness.

- A single-point-of-contact phone number for the public who might call in information. (It should be noted that the response by the public might be significant. Providing adequate personnel to handle both the number of calls, as well as follow up on the information phoned in must be considered.)
 - A toll-free telephone number to Washington State Emergency Management Division (EMD) has been assigned for reporting information on an AMBER Alert. The number is: **877-AMBER35. (877-262-3735)**
 - Upon request from the lead law enforcement agency issuing the AMBER Alert, the State EMD can direct their assigned 800 number to a telephone number supplied by that agency for direct contact with staff who can receive and forward tip information.
- A single-point-of-contact phone number for media (PIO).

7. WSP will verify the information to be released and notify the Washington State Emergency Management Division (EMD) via the Portal.

8. The EMD will be responsible for notifying media through the Emergency Alert System for the State of Washington.

9. The DOT will utilize the roadway reader boards to provide information to the public within the limits of space and message duration.

10. With the completed AMBER Alert form, contact adjacent jurisdictions' 9-1-1 Centers, including Columbia County, Oregon and OSP by telephone and provide them with the information.

- **Due to the proximity of Cowlitz County jurisdictions to Columbia County, Oregon, Cowlitz 9-1-1 should place a phone call to that, and other neighboring jurisdictions immediately, unless circumstances dictate otherwise.**
- This pre-alert is necessary in order that they are ready to handle any telephone calls resulting from the Alert.

11. The lead agency must provide update information in a timely manner utilizing the Web Portal.

12. If the Web Portal system is for some reason inoperable, the information can be relayed to WSP/DOT and EMD by phone or fax. All of the same criteria apply.

19.50.8 AMBER ALERT CANCELLATION

Once it has been determined that the AMBER Alert is no longer necessary, the lead agency must cause timely cancellation to take place through the Web Portal, or if not available, by contacting WSP/DOT and EMD. Additional notifications should be made by fax or phone, as necessary.

CHAPTER 20 - VEHICLE OPERATION

20.2.0 STATEMENT

The manner in which members operate and utilize county vehicles is under continuing observation of the public, and each member must recognize the responsibility of prudent and proper operation of county vehicles. All members/persons operating or riding in a County owned vehicle will use the provided safety restraints.

20.4.0 VEHICLE DEFINITION

Vehicle, as referred to in this chapter, shall include any automobile, motorcycle, boat, snowmobile or any other motorized mode of transportation which is owned, leased, or in the possession or control of the Cowlitz County Sheriff's Office.

20.6.0 VEHICLE OPERATION

Only members or other authorized persons are to operate Sheriff's Office vehicles. Operators have the following responsibilities:

1. A member will not operate a Sheriff's Office vehicle in the performance of patrol or enforcement duties until he has successfully completed EVOC training.
2. In normal situations, to operate the vehicle in compliance with local and state traffic laws.
3. In adverse situations, during the performance of duty, when executing maneuvers normally prohibited by traffic laws, to operate the vehicle with due care for the safety of others.
4. To use the vehicle for official business only.
5. To transport passengers only in connection with official business.
6. To take adequate precautions to protect the vehicle from damage or theft.
7. To keep the interior and exterior of the vehicle clean.
8. To make arrangements with the Cowlitz County Motor Pool for needed maintenance and repair.
9. To replace any supplies and equipment assigned to the vehicle.
10. To be responsible for any fines related to violation while operating the vehicle.
11. Vehicles equipped with a passenger air bag on / off switch and passenger side mounted MDC will keep the switch on when a passenger is riding in the front passenger seat. The air bag switch will be turned off when transporting a child, 12 years of age or younger, in the front passenger seat. The passenger side air bag may be turned off if there is no front seat passenger

20.6.2 COUNTY VEHICLE – ACCIDENT – Reportable or damage to another person's property or vehicle

Members who are involved in a vehicular accident are to advise their supervisor as soon as possible. The shift supervisor will have notification made via the chain of command who in turn will notify the County Risk Manager. If a supervisor is involved in an accident, he will make the required notifications. Office vehicles involved in any accident require a parallel investigation for department use by the shift supervisor, as well as the agency of jurisdiction. WSP should be contacted if the accident occurs in the unincorporated areas of Cowlitz County. If the agency of jurisdiction cannot, or will not, respond to investigate, the supervisor will investigate the accident and shall complete all required reports. The supervisor's parallel report may also include a State of Washington Police Traffic Collision Report, and other documentation as deemed necessary. The supervisors report should be submitted prior to securing their shift if possible. Prior to securing the driver shall submit a memo to the supervisor explaining who was involved and how the accident happened. All completed reports will be forwarded via the chain of command. The Undersheriff will forward copies to the County Risk Manager.

A vehicle that has damage which may affect the mechanical operation of the vehicle will be inspected by the Motor Pool prior to the vehicle going back into service.

NOTE: Members involved in an accident will refrain from making statements concerning liability or fault to other parties involved in the accident. Statements to the investigating agency shall be truthful and shall be confined to factual observations.

20.6.4 COUNTY VEHICLE – ACCIDENT – Non-Reportable

For accidents that are non-reportable, and do not involve the damage to another person's vehicle or property, the supervisor shall conduct the investigation. The driver of the vehicle shall also submit a memo describing how and why the accident happened. The supervisor may use the State of Washington Police Traffic Collision Report form. The report should be submitted prior to securing if possible.

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20.8.0 VEHICLE TRAVEL AREA

Sheriff's Office vehicles will not be taken out of Cowlitz County unless on official business. If a Sheriff's Office vehicle is taken out of the county, the operator will first notify his supervisor.

20.8.2 VEHICLE TRAVEL – MEMBER LIVING OUT OF COUNTY

Members living out of county shall park their assigned vehicle at the Motor Pool or Hall of Justice when off duty unless given written permission to do otherwise by the Sheriff.

20.10.0 EMERGENCY VEHICLE (RCW 46.61.035)

The driver of an authorized emergency vehicle, when responding to an emergency call, or when in

pursuit of an actual or suspected violator of the law, or when responding to but not upon returning from a fire alarm, may exercise the privileges set forth in this section, but subject to the conditions herein stated.

1. Park or stand, irrespective of the provisions of this chapter.
2. Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
3. Exceed the maximum speed limits so long as he does not endanger life or property.
4. Disregard regulations governing direction of movement or turning in specific directions.

20.10.1 RESPONSE TO ROUTINE, URGENT OR EMERGENCY CALLS

All members of this Office who operate Office vehicles shall comply with all applicable state and local laws concerning the operation of emergency vehicles. When responding to routine, non-emergency calls, operators will follow all of the rules of the road. When responding to urgent or emergency calls, operators may violate some of the rules of the road, as necessary, to lessen their travel time to the scene. PROVIDED: that audible and/or visual signals are utilized in such a manner, so as to minimize any risk to people and property (including other vehicles).

20.10.2 RESPONSE CODES

Occasionally a code one, two, or three, is used on the radio. Most references will mean:

- Code 1: Routine response.
Code 2: Using emergency lights (quicker).
Code 3: Using lights and siren - generally as quick and as safely as possible.

20.10.3 UNDERCOVER VEHICLE RESPONSE

Undercover vehicles shall only be operated by Law Enforcement personnel.

Undercover vehicles which are unmarked and lack emergency equipment -- such as those operated by the Drug Task Force and the Meth Enforcement Team -- shall not be used as an emergency response vehicle or pursuit vehicle unless a life-or-death situation arises. If a life-or-death situation arises, the operator of an undercover vehicle shall adhere to RCW 46.61.035 and use extreme caution while responding. The vehicle operator shall notify other members by radio of their actions as soon as possible. The operator of the undercover vehicle shall relinquish their primary role in stopping any suspect vehicles as soon as a marked vehicle is present.

No emergency lights or other equipment shall be installed on or used with undercover vehicles without prior approval, in writing, by the Sheriff.

Policy 20.6.2 shall be followed in the event that an undercover vehicle is involved in an accident.

20.10.4 SIRENS

Siren usage is restricted to Wail and/or Yelp only. The "Hi-Lo" siren is reserved strictly for evacuations and other notices of public emergencies.

20.10.6 EMERGENCY LIGHTS

The exemptions herein granted to an authorized emergency vehicle shall apply only when such vehicle is making use of visual signals meeting the requirements of RCW 46.37.190, except that:

1. An authorized emergency vehicle operated as a police vehicle need not be equipped with or display a red light visible from in front of the vehicle.
2. Authorized emergency vehicles shall use audible signals when necessary to warn others of the emergency nature of the situation, but in no case shall the vehicle be required to use audible signals when parked or standing.

20.12.0 PURSUITS

It is the policy of the Office to attempt apprehension of all persons who are attempting to evade arrest. There are times when it is prudent to discontinue a pursuit. When, in the judgment of the involved member or shift supervisor, the dangers of the pursuit exceed the danger of allowing the suspect to escape. At this time, the member will discontinue the pursuit and take whatever legal action necessary and available to file formal charges against the suspect.

The shift supervisor is responsible for the tactical coordination of the pursuit. This includes, but is not limited to, restricting the amount of personnel actively involved in the pursuit, and strategic placement of support personnel.

When two deputies are involved in a pursuit, it shall be the responsibility of the primary deputy (the one immediately behind the suspect) to observe and react to the driving of the suspect. The secondary deputy (the deputy following the primary deputy) will maintain communications, keeping dispatch and other deputies aware of the location and status of the pursuit. Additional units are to be involved at the direction of the shift supervisor.

In circumstances when the suspect can be positively identified and immediate apprehension is not critical, the pursuit should be discontinued and suspect arrested at a later date.

If a stop is made, deputies will utilize proper felony stop procedures.

20.12.2 PURSUITS - OUT OF COUNTY

If a pursuit extends out of county the pursuing deputies will, if possible, relinquish primary pursuit responsibilities to the jurisdiction entered. Cowlitz County deputies will advise that jurisdiction of the reason for the pursuit, and become subordinate to that jurisdiction's decisions regarding the pursuit.

20.12.4 PURSUITS - OUT OF STATE

The same pursuit policy applies as previously stated. The suspect must have committed a felony in this state for this Office to arrest a suspect in another state. If the suspect is apprehended out of state, the suspect will be transported to the county jail of that jurisdiction, or other authorized facility of that county.

20.12.6 PURSUITS – OVERHEAD LIGHTS

An Office vehicle without overhead lights involved as the primary pursuit vehicle shall relinquish that primary role to a vehicle with overhead lights at the first possible opportunity

20.12.8 PURSUITS - SPIKE STRIP

Spiked strips may be used to terminate a pursuit, with supervisor approval. They will be used in accordance with the manufacturer's instructions and Office training. Care will be taken to avoid damage to vehicles other than the pursued vehicle. Spiked strips are not to be used on two or three wheel vehicles unless deadly force is justified.

20.12.12 PURSUITS - VEHICLE RAMMING

The intentional ramming of a pursued vehicle constitutes the use of deadly force. For the purposes of this section, ramming is defined as impacting your vehicle into another with sufficient force that the suspect would likely suffer serious injury or death.

This section does not preclude the deputy's ability to "pin" a vehicle, by contact, to prevent the pursuit from continuing. Factors in pinning a vehicle include: the nature of the original offense, that the suspect vehicle is stopped or nearly stopped, that your vehicle is impacting the suspect vehicle at a walking pace, and that you do not impact the passenger compartment.

20.12.14 PURSUITS - ROAD BLOCKS

The use of roadblocks to end a pursuit could be construed as using deadly force. With supervisor approval, roadblocks may be utilized in an attempt to stop the fleeing vehicle. Roadblocks should be utilized only under conditions where they can be set up with reasonable safety to deputies, citizens, and the fleeing suspect. The roadblock should be set up as to allow the fleeing suspect to see it far enough in advance to stop safely. Deputies will not remain in vehicles used for the roadblock.

20.12.16 PURSUITS – PROHIBITED

Members will not become involved in pursuits and emergency vehicle operations when transporting

prisoners or citizens. For the purpose of this section, citizens shall not include those civilians involved in the Ride-Along Program. However, it may be prudent to drop off civilians in the Ride-Along Program at a safe location if the nature of the call warrants.

NOTE: The release of a non-dangerous prisoner is preferable to a member risking serious injury or death for lack of back up.

20.13.00 PURSUIT IMMOBILIZATION TECHNIQUE (PIT)

The Pursuit Immobilization Technique (PIT) is a method used in bringing pursuits to a conclusion. PIT is a forced rotational vehicle stop of a noncompliant suspect in an effort to end the suspect's flight and reduce risks to everyone. PIT will not be used on 2 or 3-wheeled vehicles, unless the situation justifies the use of deadly force. PIT maneuvers used on these types of vehicles shall be considered deadly force at any speed. The size, design, style, and speed of the pursued vehicle shall be taken into consideration before PIT is employed.

Even when a deputy may be permitted to use the PIT maneuver, the deputy may refrain from doing so if the deputy believes the use of the maneuver is inadvisable under the particular circumstances. The deputy performing the PIT maneuver has the final say in whether or not to perform the maneuver.

20.13.2 USE OF PIT UNDER 40 MPH

PIT maneuvers less than 40 mph may be executed at the discretion of the primary pursuing Deputy. PIT may be used under the following conditions:

- 1. PIT shall be used only to apprehend felony offenders whose actions indicate a disregard for the safety of the Deputy or the public.*
- 2. Eluding can be the only felony present precipitating the need for PIT maneuvers.*
- 3. The Deputy has knowledge that the offender is about to commit a felony or violent crime that could cause serious injury to another person.*

20.13.4 USE OF PIT OVER 40 MPH

If executed at 40 mph or higher, PIT should have supervisory approval, if practical, and may constitute Use of Deadly Force. This shall not limit the use of PIT or any other use of force to protect the lives of deputies, citizens, or suspects should they be in imminent danger of serious injury or death. If executed at over 60 mph, PIT shall be considered a use of deadly force. In these instances, PIT may be used:

- 1. After less intrusive methods have been tried or considered and have been judged to be ineffective; and*
- 2. When the totality of the circumstances requires immediate intervention to stop a fleeing suspect's vehicle.*

20.13.6 SIGHT ASSESSMENT FOR USE OF PIT

Sight assessment is crucial when considering the use of PIT. Prior to executing a PIT maneuver, deputies need to consider features in the surrounding area, including but not limited to:

1. *Blind curves (PIT works well in curves, but should not be executed when the deputy believes that visibility is significantly compromised).*
2. *Abutments – bridges, guardrails, and jersey barriers.*
3. *Obstacles on roadsides, including ditches, curbs, sign posts, and utility poles.*
4. *Oncoming or adjacent traffic.*
5. *Pedestrians and/or bicyclists.*
6. *Road condition, such as rain, snow, and gravel.*

20.13.7 VEHICLES AND TRAINING

Unless the use of deadly force is justified, the PIT maneuver shall only be applied after a deputy has successfully completed the Sheriff's Office approved PIT training program. The use of any non-pursuit rated vehicles for PIT is not generally authorized.

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20.13.8 REPORTING REQUIREMENTS

Deputies who apply the PIT maneuver at any speed shall complete a Use of Force Report by the end of their shift. It should be turned in through the chain of command. Photographs of all vehicles involved in the maneuver as well as any injuries should accompany the report whenever possible.

20.14.0 TRANSPORT OF SICK AND INJURED PERSONS

As a general policy, sick and/or injured persons, other than prisoners, will not be transported in a Sheriff's Office vehicle. Life threatening circumstances dictate policy in such incidents. If an ambulance cannot respond within a reasonable time period, this would be an exception to general policy. In such cases, patient transfer to an ambulance should take place as soon as possible. The final decision whether to transport a sick or injured person is left to the member's judgment. If a sick or injured person is transported, a written report will be submitted to the shift supervisor, prior to end of shift.

20.16.0 UNSAFE SHERIFF'S OFFICE VEHICLE

An operator or shift supervisor who believes that a vehicle is unsafe to drive will deadline the vehicle, and report the defect to the Motor Pool. If Motor Pool personnel are not available, a note describing the problem will be left in a visible location inside the vehicle.

The immediate supervisor shall be fully informed of any unsafe conditions and the deadlining of the vehicle and shall monitor the situation to insure that all corrective actions are being taken.

20.18.0 VEHICLE INSPECTION AND DAMAGE REPORT

.Any member who has occasion to use any vehicle that is not his regularly-assigned vehicle will inspect the vehicle for damage and the condition of emergency equipment and supplies. The member will

make every reasonable attempt to replenish supplies and effect minor repairs as needed. If the vehicle has damage or lacks emergency equipment or supplies, the member will submit a written report to his supervisor, who will forward the report to the Captain. A vehicle that has damage which may effect the mechanical operation of the vehicle will be inspected by the Motor Pool prior to the vehicle going back into service

20.20.0 TOWING - SHERIFF'S OFFICE VEHICLE

Whenever an Office vehicle becomes disabled and it becomes necessary for it to be towed during the hours that the Motor Pool is closed, the member will have the vehicle towed to the Motor Pool and leave a note in the vehicle as to what happened to the vehicle. During Motor Pool working hours, the member will contact Motor Pool personnel and they will determine the disposition of the vehicle.

20.22.0 VEHICLE EQUIPMENT AND MODIFICATION

Any installations of personal equipment in or on a vehicle must be authorized by the Captain. The request must be submitted in writing, through the chain of command. All authorized installations and modifications are to be done at the County Motor Pool by Motor Pool personnel.

20.24.0 VEHICLE AND EQUIPMENT INSPECTION

All Office vehicles and equipment will be the subject of periodic inspections by a supervisor. This inspection is for the purpose of ascertaining that all vehicles and equipment are in good working condition and accounted for.

20.26.0 EMERGENCY EQUIPMENT - PRIVATE VEHICLES

Members will not install or carry on their private vehicles any emergency equipment (e.g. lights, sirens, etc.) without written authorization from the Sheriff.

20.26.2 VEHICLES - PARKING

Members shall comply with county policy on the parking of vehicles at and around the Hall of Justice and other designated Cowlitz County parking areas.

20.26.4 VEHICLES - PARKING – HALL OF JUSTICE

On-duty patrol vehicles may be parked outside the east entrance to the Hall of Justice in spaces 30 through 34 (see attachment in this section). The on-duty K-9 unit may use slot number 7 located under the north overhang. All other vehicles may park in areas marked for the Office.

Members using their private vehicles and coming to the Hall of Justice will comply with parking regulations applicable to the general public.

NOTE: When leaving the HOJ from east entrance, notice that there is a STOP sign at the north end of patrol parking. It is on the left side. Members are required to stop for that sign.

20.26.6 VEHICLES – PARKING – COUNTY ADMINISTRATION BUILDING

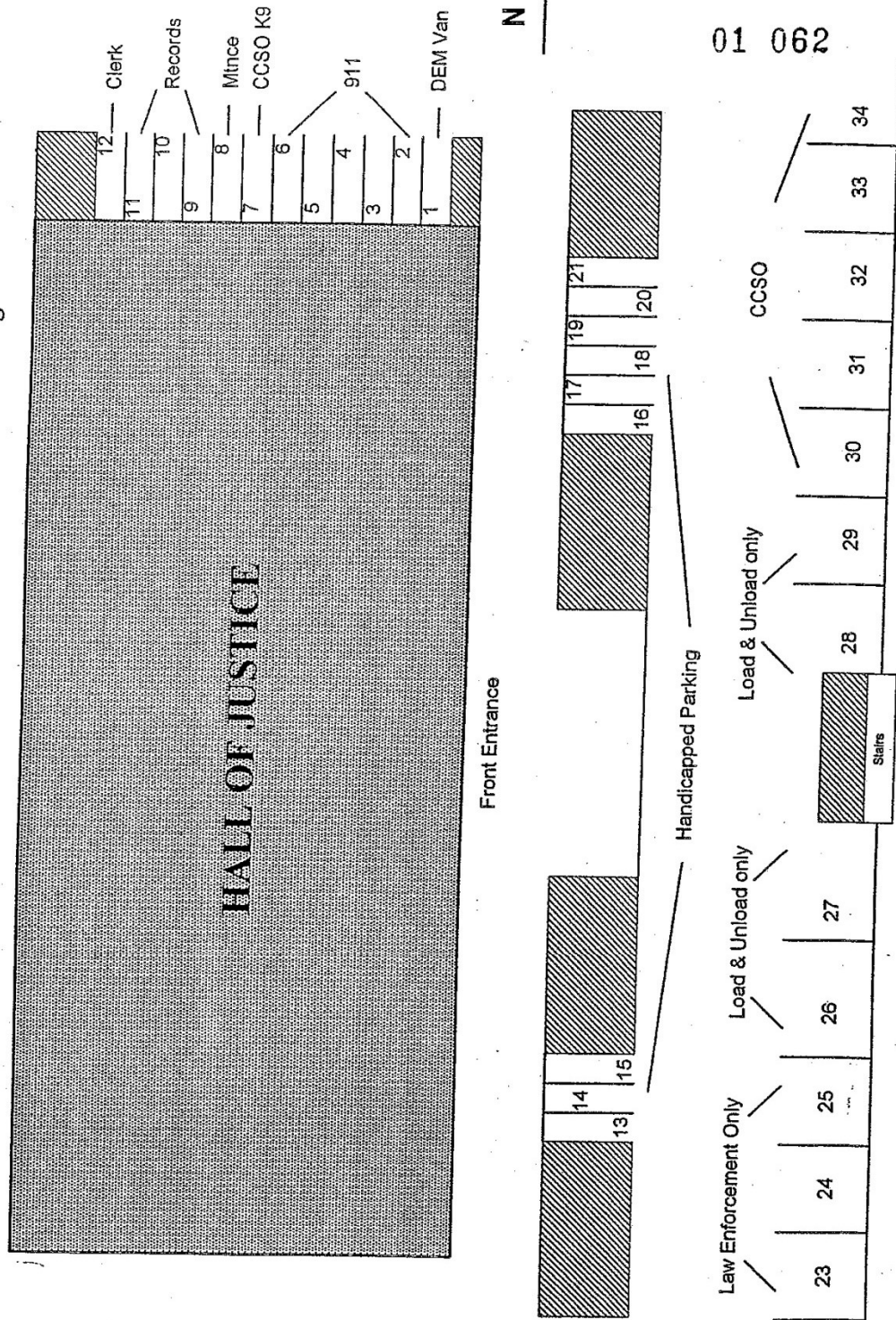
All members utilizing parking at or near the county's Administration Building shall comply with all laws and regulations pertaining to such parking.

The county maintains a contract with the Kelso First Assembly of God Church to utilize their north parking area during county business hours, for official county business. However, no Office vehicle shall be parked in reserved spots in that lot at any time.

The county also has a parking lot on the south side of the 200 block of Academy Street. Parking there is restricted (24/7) to authorized vehicles only. Office vehicles with county license plates may park there. All others need to obtain a county parking permit from the Office of Administrative Services Administrative Secretary.

PARKING LOT- HALL OF JUSTICE

Cowlitz County Hall of Justice Parking



CHAPTER 21 - COMMUNICATIONS

21.2.0 STATEMENT

The Office will continually strive for and maintain a communications network that will promote effective public service and help insure deputy safety.

21.4.0 COWLITZ COUNTY 9-1-1 CENTER

Cowlitz County 9-1-1 Center provides full-time dispatch services to the Sheriff's Office.

9-1-1 is governed by a 9-1-1 Council, consisting of elected officials representing all the user agencies of the Center. An Executive Board consisting of operational heads of these jurisdictions oversees the day-to-day operations of the Center. The Director reports directly to the Executive Board.

There are two User Committees within the Center's operations: 1) Law Users and 2) Fire Users. Each user agency has one representative on the committee, as well as the dispatchers. These committees deal with procedural issues and day-to-day operational matters, which are brought forth by the users for discussion or resolution.

21.4.2 COWLITZ COUNTY 9-1-1 CENTER - COMPLAINTS WITH

Cooperation between the Sheriff's Office and Cowlitz County 9-1-1 Center promotes efficient law enforcement. Complaints about the service provided should not be addressed over the radio. If a problem exists between Sheriff's Office personnel and Cowlitz County 9-1-1 Center personnel, an attempt should be made to resolve it as soon as possible. Serious or recurring complaints shall be reduced to writing and forwarded through the shift supervisor to the Captain.

21.6.0 RADIO TAPE RECORDINGS

A member may request a copy, or extended retention, of a radio transmission master recording if needed for court purposes, an investigation, or training purposes. The request must be submitted through the member's supervisor. The request must comply with Cowlitz County 9-1-1 Center's procedures and conditions for release. The tape will not be secondarily released to any individual or any other agency without the specific approval of the Sheriff.

21.8.0 RADIO RULES AND REGULATIONS

It is the policy of the Office that all personnel shall be familiar with the use of the Office's two-way radio system, and follow Office rules and regulations regarding its use.

Personnel are reminded that, although we operate on a Simul-cast system, the CCSO radio system operates with the use of repeaters. In order to avoid having the first part of your transmission cut off, after you key the mic, you must pause about a half of a second before talking.

All requests for ACCESS information and telephone calls by mobile units shall go through "County," not "Control 6". RMS and NCIC III information should be requested through Records. NOTE: If you are close to the Hall or have access to a telephone elsewhere, consider not tying up the air with requests that you can make over the phone or in person.

21.10.0 RADIO LANGUAGE AND CODES

Per Presidential Directive and Department of Homeland Security regulations, the Sheriff's Office shall use the following plain language protocol. Members shall consider officer safety first. The purpose of this procedure is to enhance inter-agency communications.

PLAIN LANGUAGE TERMINOLOGY	MEANING
Received or Copy	Okay / Acknowledged
Away Radio	Limit radio use
Clear	Completed call or detail
In Service	Beginning of shift / Available
In route	In route to or on a detail
Status	Everything okay? (Question & Answer) If okay, reply with call sign (i.e. 1N3) or, if not, request " <i>ASSISTANCE</i> " or do not reply. Help will respond.
Hold status	No assistance needed / No further checks needed
In route, off-duty	In service; on own time; available for emergencies only. (Advise destination.)
Location	Location
Contact	Contact / Meet in person at...
Impaired	Subject impaired by alcohol or drugs
In Custody	Subject secured or in custody (If transporting opposite sex, advise mileage)
Tow	Tow truck request
DOA	Deceased person
Out at	Out at... (Give location. You are available for calls unless you state "unavailable".
Out at	On a break/state length (30 or 60) and location
Transporting	Transporting subject-give destination
Call	Telephone call
Stopping	Traffic stop; give license then location
(Un)Confirmed Hit	Stolen vehicle or property (computer hit)
Check Stolen	Check vehicle or property for stolen
Check Registration	Check vehicle or property registration
Check Wants	Check wants and driver's status
Change Frequency	Advise which one
Code One	Routine response
Code Two	Urgent response
Code Three	Emergency response
Code Four	Drugs involved
Code Nine	Weapon involved – usually gun
Code Red	Restricted Radio Traffic / Emergency radio traffic only.

Code 22..... Mental subject
Code 25..... Officer Safety info to follow
Code 33..... Emergency help needed now

The following phonetic alphabet will be utilized by CCSO personnel, as needed for radio clarification:

A	Adam	H	Henry	O	Ocean	V	Victor
B	Boy	I	Ida	P	Paul	W	William
C	Charles	J	John	Q	Queen	X	X-Ray
D	David	K	King	R	Robert	Y	Young
E	Edward	L	Lincoln	S	Sam	Z	Zebra
F	Frank	M	Mary	T	Tom		
G	George	N	Nora	U	Union		

Some radio transmissions can get lengthy. Members should make every reasonable effort to keep transmissions short and concise, but yet convey the needed information. Typically, members having lengthy amounts of information to relay should use the MDC or telephone.

21.12.0 RADIO DISPOSITION CODES

Member shall advise the Cowlitz County 9-1-1 Center when an incident is cleared. The member will clear the incident by stating “Clear” and giving a disposition number and using the following codes:

1. Arrest made
2. Civil
3. Report made
4. Gone on arrival - Unable to locate
5. Refer to other agency
6. Brief Report - Answer complaint
7. Unfounded
8. Vigil - ATL information
9. Settled by contact
0. Canceled

Incidents which originally are alleged to involve Domestic Violence, but after investigation are determined to be a disturbance, falling short of Domestic Violence, shall be cleared with an Event Code "DOMD".

21.14.0 RADIO PROTOCOL

Members will promptly answer all radio calls from dispatchers. Members will inform dispatchers of their location, the nature of the situation, and other important details of “on view situations” as soon as possible. This is especially important if back-up units are en route.

Members called via radio shall respond with their current location. After receiving a Call for Service from radio, the member shall reply as "Enroute", or their unit ID, to verify they understand and are enroute. Members who are dispatched via means other than the radio shall advise radio verbally that they are "Enroute" to (the location) regarding (type of call). This allows other enforcement personnel to know what is occurring.

21.15.0 RESERVES - LOGGING IN SERVICE

If a reserve deputy is riding with a regular deputy, the unit will be logged on as "1Lxx and 1Rxx "In Service" as – (1N3 etc.)". This will cause the unit to show on the computer as a two-deputy unit.

If a reserve deputy is working alone in a car, he will log in as "1Rxx". Per policy, no calls will be given to that unit without specific supervisor approval.

If two reserve deputies are working together, they shall select one of their personnel numbers as an identifier to log on. (i.e.; 1R33 and 1R45 are working extra patrol together. They might log on this way: "1R33 and 1R45 are "In Service" as 1R33" (or 1R45). They will show as a two-deputy unit, but not available for calls without supervisor approval.

21.15.2 EXPLORERS - LOGGING IN SERVICE

This policy is suspended until further notice. msn 10-19-2010

When a deputy has an Explorer riding, the deputy will log in as normal, but advise radio that he has an Explorer riding. The unit should show as a one-deputy car and be treated as such.

On very rare occasions, an Explorer may need to be logged into service on the radio. If approved by a supervisor, the Explorer will be logged on with their "E" number; similar to above. They will NOT be given any calls or assignment without the expressed request of a supervisor.

21.15.6 HOLDING CALLS - BY COMMUNICATIONS

The intent of the Holding Calls Procedure is three-fold:

1. To allow area deputies to remain, and work in, their assigned areas as much as is reasonable,
2. To prioritize those times a deputy will be sent great distances to cover calls which could reasonably wait for service
3. To reduce response time to emergencies in assigned areas.

The Communications Center will hold all Priority 4 calls until the assigned area car is clear. When the area car clears, the dispatcher will then advise of all of the holding calls. If there are several calls, the dispatcher may request a telephone call. The deputy will then decide which call to respond to next.

Should dispatch receive inquiries from callers as to the reason for a delayed response, the dispatcher will explain that the area car is currently unavailable for response. If the caller doesn't understand or accept the explanation, he will be advised that the OIC/Sergeant will be notified.

Sergeants/OICs will need to take extra care in being aware of calls holding. Sergeants are

responsible to decide if the cover unit, or another area unit, will be moved into an area to handle waiting calls.

21.15.8 RADIOS

MOBILE RADIOS- Problems with mobile radios shall be directed to Radio Service (currently Day Wireless) during business hours. If a mobile radio becomes defective during use in non-business hours, it shall be immediately deadlined at the Motor Pool. A note explaining the problem shall be left in the vehicle and tagged “Deadlined”. Vehicles can be taken directly to Day Wireless during business hours. A message must be left for the Captain, who will make sure the Motor Pool has been notified.

PORTABLE RADIOS- Portable radios with problems may be left with Day Wireless during business hours. Be sure the radio and battery are plainly labeled as to ownership. Each deputy shall have a portable radio, charger and extra battery. Night shift deputies may leave the radio for day shift to deliver for repair.

21.16.0 RADIO FREQUENCY - VEHICLE PURSUITS

The Cowlitz County Sheriff's Office, Longview Police Department and Kelso Police Department have agreed to the following procedure:

When a Sheriff's unit is involved in a high-speed chase and enters into one of the aforementioned cities, the deputy will remain on the Cowlitz County Sheriff's Office frequency. Cowlitz County 9-1-1 Center will, as soon as possible, notify the city agency which the deputy has entered, providing them with information on what is occurring, descriptions, and other information available. This will allow the city officer to turn to the Cowlitz County Sheriff's Office, or other designated frequency and/or monitor the progression of the pursuit and receive information first hand. City units who may become involved in the pursuit must notify dispatch, who will in turn notify the deputy. Likewise, if a city unit would enter into the county while in pursuit, the city officer would remain on his/her frequency, which Cowlitz County units can monitor and assist. Sheriff's units leaving the county or state must do so with supervisor approval and may change to the LERN or L-TAC frequency. Other frequencies are available and should be considered if the incident is lengthy, or when leaving the county.

Also See [Chapter 20.12.0](#)

21.18.0 ASSISTING OTHER AGENCIES

If a CCSO unit responds to assist a Longview or Kelso unit on an emergency, or responds to their jurisdiction on an emergency call, the CCSO unit shall switch frequency to that agency's normal frequency. That will allow for greater coordination and officer safety.

On routine inquiries of other agencies' personnel, member shall switch to that jurisdiction's frequency rather than using two dispatchers to relay questions and answers.

21.20.0 RADIO RESTRICTIONS

The use of the Office's radio system is intended for official use only. Members shall limit their use of the system to official business. Radio communications will be conducted in a clear, business-like manner using proper procedures and will be kept brief.

21.20.2 CODE RED FREQUENCY - AUTHORIZATION

A "Code Red" frequency means that radio traffic is limited to emergency traffic only. More than one incident may be occurring simultaneously during a Code Red. Common sense and deputy safety shall dictate use of the radio.

A Code Red radio frequency restriction may be initiated by responding deputies and/or the shift supervisor.

The canceling of a Code Red frequency should be made by the deputy that initiated the restriction. The canceling of the coded frequency may also be made by the shift supervisor; once it is determined the danger has past.

Municipal police department users of the Sheriff's Office frequency may also request a Code Red frequency. The Sheriff's Office shift supervisor may cancel a municipal police agency's frequency coding; once it is determined the danger has past.

21.22.0 RADIO EQUIPMENT CAPABILITIES

All radio equipment in service shall have these minimum capabilities:

1. Multi-interoperability channel, including LERN and Region Ops 4.
2. Compatibility with the Cowlitz County 9-1-1 Center.
3. Service range of two-way communication equal to at least 95% of the jurisdictional boundaries of Cowlitz County.

21.22.3 RADIO REPEATERS

Radio repeaters are maintained by the contracted radio repair service. Deputies noting any problems shall immediately notify their supervisor and the Cowlitz County 9-1-1 Center. NOTE: Any repeater outage information will be given by the sergeant or OIC to Cowlitz County 9-1-1 Center, and passed along to all known working personnel, as well as any on-coming personnel.

21.24.2 TELEPHONE PROTOCOL

The citizen's first contact with the Sheriff's Office is often a telephone conversation. The citizen's opinion of the entire Office may be based on his conversation with the person who answers and communicates with him on the telephone. Care will be taken to speak courteously and distinctly to

indicate an attitude of willingness to be of service.

21.24.4 TELEPHONE PROCEDURE

When answering incoming telephone lines, “Cowlitz County Sheriff’s Office” shall always be first identified.

When answering an inside line, identify yourself with name and rank. The telephone will be answered as promptly and professionally as possible with the answerer making note of the caller's name, telephone number and address, and a brief message. The voice mail may be utilized if the caller desires.

If a member of the Office is busy with another matter when he answers the telephone, he will determine the urgency of the call before placing the call on hold.

If the call warrants a deputy response, it will be transferred to the Cowlitz County 9-1-1 Center.

21.24.6 CELLULAR TELEPHONES

Cellular telephones are to be used for official purposes in the same manner as county owned land line phones. Any misuse could subject the member to disciplinary review, including possible reimbursement of costs for unauthorized use. It should be noted that all use of the county owned cellular system is subject to public disclosure.

Personnel are responsible for the care, custody and proper use of the cellular phone. Members are also responsible to have the cellular telephone on their person or in their vehicle (or vessel) while on duty. It should be readily available for use.

Members shall not give out cellular phone numbers for other members without their express permission.

If available, a “hands-free” attachment must be used by the driver if the vehicle is in motion.

Using a secondary personal phone line/number, programmed in to a county-owned phone is prohibited.

Texting must be duty related, just as a phone call is. It should also be noted that cellular texts from a county owned phone are subject to public disclosure.

County owned telephone voicemail, hard line or cellular, must be regularly checked. Members are responsible for their voicemail.

Members using county cell phones will not cause, or allow, obscene, pornographic, discriminatory, defamatory or other offensive material, or material that otherwise infringes upon a right or inherent right of another person, to be transmitted over the county cellular system, nor stored within the system.

All information contained in, or handled by, Office cellular phones is considered Office property and subject to inspection and review at any time. The county reserves the right to monitor and inspect any and all information in the county’s cellular system. This includes email, internet use and other activities and documents. Employee rights in the use of county cell phones do not include the right to privacy

from this oversight.

21.24.8 VOICE MAIL

Members shall be responsible for their voice mail. Members should check their voice mail as much as they deem necessary during their shifts. Each member is assigned a voice mailbox consisting of "71" plus the last two digits of their personnel number. Those who have a regular workstation may use their telephone extension as well (except patrol sergeants). Both numbers will feed the same mailbox. (i.e.; 1L26 will have 7126; 1L95 will have 7195; 1L5 will be 7105; the detective sergeant will have 2346 plus 71xx.)

Voice mail can be retrieved from any telephone at anytime. At their discretion, members may wish to check their mail on their time off for any scheduling issues such as court, training, last minute changes, and other messages. This checking will also not replace previous obligations such as checking on court status, etc.

Call takers will attempt to screen incoming calls for urgency. If the call taker determines that a call is urgent, attempts will be made to contact the effected member (if they are on duty) as soon as possible. If the member is off duty and the call is deemed urgent, the call taker will contact an on duty supervisor for instruction. For non-urgent calls, deputies will be advised that they have voice mail by the call taker as time allows. (Usually within 15 to 20 minutes of receiving the call, if non-urgent.)

Callers requesting the duty sergeant will be routed to the sergeant/OIC's (*71) voice mailbox.

All voice mail and related documentation of voice mail usage is property of the Cowlitz County Sheriff's Office and subject to review without notice.

(The intent is that voice mail calls replace the paper telephone message slips as much as possible. Common sense is encouraged and suggestions are welcome.)

21.26.0 COMPUTERS

Members using county computers will not cause, or allow, obscene, pornographic, discriminatory, defamatory or other offensive material, or material that otherwise infringes upon a right or inherent right of another person, to be transmitted over the county computer systems, nor stored within the systems, unless it is a necessary part of an active investigation and has administrative approval.

All information contained in, or handled by, Office computers is considered Office property and subject to inspection and review at any time. The county reserves the right to monitor and inspect any and all information in the county's computer systems. This includes email, internet use and other activities and documents. Employee rights in the use of county computers do not include the right to privacy from this oversight. The county's complete policy may be reviewed at: <http://intranet/policies.htm>

21.26.2 COMPUTERS - ACCESS

The ACCESS computer is the property of the Washington State Patrol. Operation of the system will be conducted under the rules of ACCESS, NCIC, and WACIC procedure manuals. Only certified members are authorized to use the ACCESS computer. ACCESS information will not be distributed

or divulged to persons outside of the Office, unless necessary for Office or law enforcement operations.

21.26.4 COMPUTERS - RECORDS

The Office contributes to a law enforcement computer Records Management System. Information in this system will not be distributed or divulged to persons outside of the Office, unless necessary for Office or law enforcement operations. Law enforcement requests for reports outside of the Sheriff's Office must go through the case management clerk, all others shall be referred to Law Enforcement Records.

21.26.6 MOBILE DATA COMPUTERS

The purpose of this policy is to insure a safe and efficient use of the mobile data computers (MDC). Each member on patrol is assigned an MDC and will have it available in their unit, as mounted by the motor pool, while on duty. If it is non-functioning, the member shall notify his sergeant and dispatch. The MDC should be turned in to the Services Division, along with a note identifying the problem. The member may pick up a loaner MDC if one is available. The intent of having the MDC unit is as follows:

1. Allow the member to complete reports while in the field of their assigned patrol area.
2. Allow for voiceless communication of sensitive information.
3. Limit the amount of information the dispatcher gives out over the air for low priority calls when the deputy is MDC-equipped and within the functioning area of the system.

Unless exigent circumstances exist, it is expected that the following be voice dispatched and transmitted:

1. Calls for services.
2. Traffic stops.
3. Checking out of the car on scene.
4. Logging in and out of service.
5. Acknowledgement while responding to a call from the Office.

All members of the Office will comply with the following policy while using the MDC:

1. Use of the MDCs while driving will be done with safety as the paramount concern. Safe operation of the motor vehicle is the primary task. Before operating the vehicle, the driver will insure that the MDC is secure in the locked docking stand. It is safest to operate the MDC while the vehicle is at a complete stop. Recognizing that this is not always practical considering current dispatch and information sharing, members are encouraged to use extreme care when utilizing their MDC while driving.
2. All communications that are conducted over the MDC shall be conducted in a professional manner. Communication shall be limited to official business, no personal communications are allowed on the MDC system. MDC communications are public record and are subject to periodic review and may be used by the courts for civil and criminal proceedings.
3. Members assigned an MDC will be trained and expected to show proficiency in use of the laptop hardware and software. If the member does not know how to perform the functions listed below, he should notify his sergeant, who will arrange further training, as needed. Members are expected to perform the following functions:
 - a. Read and respond electronically to dispatched calls;
 - b. Check driver status through DOL;
 - c. Check vehicle registrations;
 - d. Check persons for warrants;
 - e. Send a message to another terminal;
 - f. View an incident report;
 - g. Write an answer on an incident report;
 - h. Write a UIR in the authorized word processing program;
 - i. Save a word processing file;
 - j. Open a word processing file and print the file in the squad room.
 - k. Be able to access various records management systems (Spillman, LINX, etc.)
 - l. Able to use SECTOR if so equipped.
4. No programs, games, screen savers or software that has not been approved in writing by the administration of the Office will be permitted to be used or installed on the MDC system.
5. The MDC system is the property of the Office and as such is subject to inspection by a representative of the Sheriff at anytime. The member has no right to privacy regarding any information that may be found on the MDC.
6. All "hits" obtained will be verified via voice communications through the Cowlitz County 9-1-1 Center, prior to taking any enforcement action. If the "hit" information and circumstances warrant, the deputy will take only that action which may be necessary to make the situation safe, prior to confirming the "hit" information via the radio.
7. The transmission or storage of any message or material or the installation or retention of any software that may be offensive, sexist, racist, vulgar, derogatory, or discriminatory is specifically prohibited. Software may include, but is not limited to, program files, audio files, video files, and graphic files.

8. Members will only connect MDC to a dedicated cellular hotspot while in the car.
9. Members will not connect to unknown wireless networks.
10. Members will not disable or circumvent any security functions installed by IT

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21.28.0 CORRESPONDENCE

Official Office correspondence will be signed by the Sheriff of Cowlitz County. Members of the Office may initiate correspondence in matters under their control by including such correspondence with the name of the Sheriff and with their own name and title below that of the Sheriff. E.g.:

Respectfully,

MARK S. NELSON, Sheriff

By,

John P. Jones

John P. Jones, Deputy

The Sheriff's signature is not required in the routine exchange of police information.

CHAPTER 22 - UNUSUAL OCCURRENCES

22.2.0 STATEMENT

The Sheriff's Office Contingency Plan addresses the mobilization and deployment of personnel in the event of an unusual occurrence. The plan directs individual personnel to pre-determined locations in the event of a countywide occurrence, and makes provisions for specific area responses.

The Contingency Plan can work independently to achieve strict law enforcement objectives, or within the framework of other county emergency plans. These other plans are the Cowlitz County Comprehensive Emergency Management Plan, and Cowlitz County Flood Plan.

All emergency plans are located in the Sheriff's front office library and in Emergency Management.

22.4.0 NOTIFICATION OF ADMINISTRATORS

In the event of any of the following situations, the shift supervisor will notify the Captain or next available administrator as soon as reasonably possible and he will make the determination if further notifications are necessary.

1. Deaths, other than natural causes.
2. Armed robberies and/or strong-arm robberies.
3. Kidnappings.
4. Assaults which may result in death.
5. Need for detective callout.
6. Any time a member discharges their weapon while on duty, other than target practice.
7. Any time a member of the Sheriff's Office is injured while on duty.
8. Sheriff's Office vehicle accidents that meet the state definition of reportable.
9. Search and rescue missions.
10. Major incidents involving Mt. St. Helens.
11. Hazardous Material (HAZ-MAT) incidents.
12. Department of Emergency Management notification of incidents.
13. Any other event which may generate significant media interest.

When in doubt, make the notification.

22.18.0 MILITARY SUPPORT

Federal and/or National Guard troops may assist in times of major disaster. Troops may or may not be performing duties similar to Sheriff's Office members. In the event of troop involvement, the Sheriff will advise Office members of decisions concerning the structure of command authority.

22.20.0 CIVIL DEMONSTRATIONS

The Office will not interfere in a citizen's right to lawfully demonstrate, nor allow any individual or group to infringe upon that right. Members of the Office, regardless of their individual beliefs, will remain unbiased in the discharge of their duties.

As in any law enforcement involvement, it is preferable to defuse a potentially volatile situation before it escalates. This may include talking with demonstration leaders and/or opposing factions, if any. These talks may provide the Office additional knowledge of their concerns and goals. At this time the Office may also explain its position and legal obligation.

22.22.0 ARREST - MASS

The arrest process involving large numbers of people can easily become chaotic. It is important to expedite this process while still being attentive to the individual's Constitutional Rights, and the need to present a case for successful prosecution.

22.22.2 ARREST - MASS / TRANSPORTATION

Transportation of arrested individuals may be carried out by available Cowlitz County Corrections personnel and equipment. The Sheriff may commandeer school district buses if required.

22.22.4 ARREST - MASS / PROCEDURE

1. The arresting deputy will take the suspect to an area designated for field arrest processing. The suspect will be searched and advised of his Constitutional Rights.
2. A manila envelope will be marked with the suspect's name. Any non-evidence items seized incident to arrest will be placed in the envelope and turned over to the transporting corrections officer or deputy. This envelope should indicate the suspect's name, arresting deputy and the charges.
3. A photograph will be taken showing both the suspect and arresting deputy, and prominently displaying the suspect's name in the photo.
4. If the suspect's offense requires a citation, the arresting deputy will place a copy of the citation in the suspect's manila-colored envelope. Citations may also be issued at the booking location.
5. A second manila envelope will be prepared with the suspect's name and clearly marked as evidence. This envelope will contain all items of evidence seized that support the crime(s) charged, the suspect's Miranda warning card, and a Polaroid photo of suspect and arresting deputy together, if taken. A brief narrative justifying the arrest of the suspect, or completed citation, if applicable, will also be included.
6. The arresting deputy will then turn the suspect over to transport personnel, with notation of the charged offense.

7. The arresting deputy will turn in the evidence per policy.
8. The arresting deputy will then return to the field assignment as soon as possible.
9. After termination of the detail the arresting deputy will complete a detailed offense report.
10. People who refuse to identify themselves will be assigned a temporary identification number which will be a combination of the arresting deputy's personnel number with a dash and a number indicating the number of arrests the deputy has made involving the event. (i.e. 1L23-2 would be the second unidentified person that deputy 1L23 arrested at that event.)

22.22.6 ARREST - MASS / SECURITY

Security at the field-processing site will be sufficient to allow for the procedure to be uninterrupted. Sufficient personnel will be assigned to transport security so as to avoid incidents en route to the jail.

22.22.8 ARREST - MASS / LEGAL ADVISEMENT

The Prosecuting Attorney's Office should be advised of any incidents that involve or will potentially involve mass arrests. This notification should be made as soon as practically possible.

22.24.0 COWLITZ COUNTY JAIL

By mutual agreement the Cowlitz County Department of Corrections will handle all "minor" incidents in the jail. All major crimes, and crimes involving injuries, will be investigated by the Sheriff's Office.

22.24.2 JAIL DISTURBANCE

In the event of a disturbance within the jail facility, Sheriff's Office personnel will assist as needed in restoring order.

22.24.3 JAIL ASSAULTS

All reported jail-inmate assaults must be investigated, and documented in the report management system. If the assault is sexual in nature, and reported within 48 hours of occurrence, the victim should be examined by a nurse or medical provider that has received S.A.N.E. (Sexual Assault Nurse Examiner) training to ensure proper evidence collection procedures are followed.

The case management clerk will forward a copy of the report to Sheriff's Office administration, County Risk Manager and the Corrections Department Director, or member of their administration.

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22.24.4 JAIL EVACUATIONS

In the event persons within the jail facility need to be evacuated, Sheriff's Office personnel will assist

as needed. Office personnel will coordinate with the jail staff regarding placement of any persons in custody.

22.26.0 MUTUAL AID - REQUEST

If circumstances warrant, the shift supervisor may request assistance from other agencies from within or outside Cowlitz County. It is the responsibility of the shift supervisor that other agencies fully understand the mission involved. It may be expedient that the shift supervisor assign a deputy to this other agency.

22.28.0 EXPLOSIVES

In the investigation of all explosives, the deputy's first responsibility is one of safety. He will decide if area evacuation and/or a perimeter security are warranted. Extreme caution should be exercised when dealing with any explosive. The shift supervisor is to be advised of all discovered explosives.

Should an explosion occur, deputies will handle the scene as a crime scene. Extreme caution should be exercised, and all non-essential personnel evacuated from the area.

DEPUTIES RESPONDING TO ANY REPORT OF FOUND EXPLOSIVES WILL TURN OFF THEIR VEHICLE RADIOS, PORTABLE RADIOS, CB RADIOS, AND CELLULAR PHONES WITHIN 1000 FEET OF THEIR APPROACH. BLASTING CAPS CAN BE RADIO ACTIVATED.

22.28.2 EXPLOSIVE - COMMERCIAL

When commercial explosives, dynamite, Tovex, blasting caps, etc. with no evidentiary value are found, the Portland Metro Bomb Squad will be called. Should Portland Metro not be available, the WSP Bomb Squad shall be called. The bomb squad will be advised the nature of the explosive(s) found. A bomb squad will be requested to remove, transport, and store all explosives. Explosives are not to be transported in any county vehicle, or stored at the Hall of Justice or at any other facility not specifically designed for such storage.

22.28.4 EXPLOSIVE DEVICES - EVIDENTIARY

In the event a suspected explosive device, such as a homemade bomb, is discovered, the member will immediately evacuate citizens and then themselves from the area and set up a protective perimeter denying access. The Portland Metro Bomb Squad is then to be called via dispatch to handle the removal, or detonation. The Bureau of Alcohol, Tobacco, and Firearms (ATF), Portland, Oregon, will also be called and advised of the situation.

Office personnel will relinquish authority over the explosive device to the WSP Bomb Squad upon their arrival. Any decision as to how the device is to be handled will be made by the Bomb Squad.

After the explosive device has been de-activated, Sheriff's Office personnel, Bomb Squad, and ATF personnel will decide who will take evidentiary custody of the device.

If the Bomb Squad discovers that the explosive is of military ordinance they will defer to the military.

22.28.6 EXPLOSIVE – MILITARY

In the event that a military explosive is discovered, such as a bomb, mine, grenade, or other device/material bearing marks indicating military ordnance, Ft. Lewis EOD (Explosive Ordnance Disposal), 1-253-967-5507, will be called. If a question of safe removal is an issue, Ft. Lewis EOD will be requested to respond and de-activate or remove the ordnance. If the ordnance is of evidentiary value to the Office, a decision will be made with Ft. Lewis EOD for its safe and secure storage. Ft. Lewis CID, 1-253-967-3151, should also be notified in order to assist in determining origin of the device(s).

Military ordnance without Sheriff's Office evidentiary value will be turned over to Ft. Lewis EOD.

CHAPTER 23 - PRISONERS

23.2.0 STATEMENT

Any deputy having custody of any prisoner is responsible for that prisoner's safety during that period of custody. Every effort will be made to ensure that both the prisoner and the public are kept from possible harm during that custody period. Members shall make every reasonable effort to ensure that a prisoner does not escape from custody.

23.4.0 INJURED PRISONER

Any injured prisoner will be afforded proper medical attention as needed, prior to being transported to the Cowlitz County Jail. Proper medical attention may require the prisoner to be transported directly to a medical facility.

23.4.1 TRANSPORTING PRISONERS

When transporting a prisoner(s) in a Sheriff's patrol vehicle, all prisoners shall be in seat belt restraints; unless doing so would put Sheriff's personnel at undue risk of injury or there is some other justifiable reason not to do so.

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23.4.2 INJURED PRISONER - HOSPITAL

Injured prisoners on occasion require professional medical treatment. These individuals are commonly injured prior to the arrival of law enforcement. Members will not tell the medical facility to bill the Sheriff's Office for treatment, without specific instruction from the shift supervisor. All billings should be to the individual. In the event that a member responds to a medical facility to contact a suspect, it is reasonable to wait until treatment is completed before telling the suspect he is under arrest.

The rape protocol conducted on victims at the hospital is not billed to the Office. The billing is referred to the State Crime Victim's Compensation Program, c/o the Cowlitz County Prosecuting Attorney's Office.

Members at a hospital will remember that hospital staff work has priority over our work. We will not interfere with doctors or nurses performing their duty. We will act as guests in their facility, in spite of their usual leeway granted to law enforcement.

23.6.0 PRISONER - OPPOSITE SEX

The handling of a prisoner of the opposite sex carries the same responsibilities as any other prisoner. Deputies shall use care and courtesy in frisking or searching a prisoner of the opposite sex. When handling such a situation, deputy safety considerations shall not be subordinated to the prisoner's personal feelings.

23.8.0 PRISONER - HANDCUFFS

The need for using handcuffs, or other restraints, on prisoners shall be at the discretion of the deputy handling the prisoner.

23.10.0 POSITIONAL ASPHYXIA

23.10.1 DEFINITION

Positional asphyxia can be described as death occurring as a result of body position that interferes with one's ability to breathe.

23.10.2 PHYSIOLOGY

- 1. A violent subject is restrained in a face down position, and breathing may become labored.*
- 2. Weight is applied to the person's back during the attempt to restrain him.*
- 3. The subject experiences difficulty in breathing and struggles more violently.*
- 4. The deputy applies more pressure to attempt to restrain him.*

23.10.4 RISK FACTORS

Certain factors may render some individuals more susceptible to positional asphyxia.

- 1. Obesity*
- 2. Alcohol and drug use*
- 3. An enlarged heart*

The risk of positional asphyxia is compounded when an individual with the above factors becomes involved in a violent struggle with officers, particularly when the restraint includes behind the back handcuffing and the individual is placed in a stomach down position.

23.10.8 ADVISORY GUIDELINES

- 1. Where possible, avoid the use of maximally prone restraint techniques (e.g., hog-tying).*
- 2. Get the subject off of his stomach as soon as the situation permits.*
- 3. Ask the subject if he has used drugs or suffers from any cardiac or respiratory conditions.*
- 4. If a prone position is required, the subject should be closely and continuously monitored.*
- 5. If required, get the subject immediate medical attention.*

CHAPTER 24 - WARRANTS

24.2.0 WARRANT OF ARREST (WOA)

It is the policy of the Cowlitz County Sheriff's Office to serve all known warrants of arrest without prejudice.

Actual warrants shall not be taken out of the Hall of Justice for service without specific supervisory approval. Deputies will make arrests based on verified information of a warrant's existence, and when at the jail, serve the actual warrant or copy thereof.

Deputies that arrest an individual on a Longview Municipal Court warrant will handle the arrest in the same manner as if it were a District Court warrant.

24.2.4 WARRANT SERVICE FEE

The warrant fees on the face of the warrant do not have to be filled out by the arresting deputy. The District Court Clerk's Office will complete this section.

24.2.6 WARRANT - OUT OF COUNTY

Deputies will detain an individual on WACIC or NCIC information that a WOA exists. Deputies will arrest upon confirmation, from the originating agency, that the WOA is valid and that they will extradite.

An agency may contact the Office and advise that a wanted person is within our jurisdiction. A deputy receiving such a contact will advise that agency to teletype an abstract of the WOA to the Office. Upon receipt of the abstract or proper confirmation that the WOA exists, deputies will attempt service, after review and approval of the shift supervisor. If service is unsuccessful or the suspect's location is unknown, the abstract will be forwarded to the Captain for further disposition.

If a WOA is mailed to the Office it will first be approved by the Captain prior to service.

PROBABLE CAUSE, WARRANT EXCEPTION: A request to arrest a subject on probable cause shall be approved by the shift supervisor and confirmed by teletype before an arrest is made. E-mail and/or FAX are not acceptable verification. The teletype needs to contain the following minimum information:

1. Agency and officer's name saying probable cause exists.
2. Charge.
3. Suspect identifiers.
4. That the agency will extradite.

Refer RCW chapter 10.31.

24.2.8 WARRANT OF DETENTION

State Department of Corrections Officers may authorize the arrest and detention of persons under their supervision. These officers locally include State Probation and Parole Officers and Community Corrections Officers. Community Corrections Officers supervise persons committed to halfway house programs.

Deputies may arrest a person who is being supervised by the Department of Corrections (DOC) provided:

1. A signed order of detention is presented to the deputy by an authorized DOC Officer prior to making the arrest; or
2. The deputy receives verbal authorization from an authorized DOC Officer, and that DOC Officer presents a signed order of detention to the deputy when he arrives at the jail with the arrestee.

24.4.0 SEARCH WARRANT APPLICATION

A deputy shall not apply for any search warrant, nor serve any such warrant, without the knowledge and approval of the shift supervisor and the Prosecuting Attorney's Office.

A search warrant prepared for in-county service should be signed by a District Court Judge or Judge Pro Tem. If efforts are exhausted in obtaining their signature, the warrant may be signed by a Superior Court Judge.

A search warrant prepared for out-of-county, in state, service must be signed by a local Superior Court Judge, or by a Judge of the county in which the warrant is to be served.

CHAPTER 25 – JUVENILES

25.2.0 JUVENILE CONTACTS

It is the policy of the Cowlitz County Sheriff's Office that all members shall treat juveniles like any other citizen, with due courtesy and respect.

Deputies shall investigate any incident of a criminal violation involving a juvenile in the same manner as if the juvenile were an adult.

Non-criminal matters shall be handled as they occur in the manner prescribed by state law. At all times the safety and well-being of a juvenile shall be of the highest priority.

Deputies should be aware of and utilize, when applicable, the social services provided by the State Department of Social and Health Services (DSHS).

25.3.0 STATE AND FEDERAL COMPLIANCE

Washington State Law (RCW 13.04.116) and the federal Juvenile Justice & Delinquency Prevention Act (JJDP) specify what juvenile conduct allows for holding in a secure location, it's time limits, and also what juvenile conduct does not allow for secure holding of a juvenile.

Federal requirements also require all secure facilities to collect and report data of all juveniles that are brought to their facilities, including all police agencies that may hold juveniles in secure custody.

25.3.1 SECURE HOLDING – DEFINED

Any location in the Sheriff's Office with exterior doors that open from the inside only with a key, card, or combination lock, is by definition secure. Holding cells, locked interview rooms are all considered secure holding locations. Additionally, if a juvenile is physically secured to a stationary object this is secure holding. The interview rooms between detectives and the report writing room are the only secure holding locations within the Sheriff's Office. If these rooms are used to hold juveniles and one door remains open it is not then a secured holding location.

25.3.2 STATUS OFFENDERS

Status offenders are juveniles that are charged with offenses that would not be crimes if committed by an adult. Status offenders MAY NOT be securely held for any duration. Status offenses include runaway, truancy, MIP, and tobacco related offenses. Exception: A juvenile that has committed a handgun related offense is not a status offender, and is classified as a criminal offender.

A WOA that is based upon a status offense is still a status offense. These juveniles taken into custody on a WOA may only be securely held at the Youth Services Center (detention). This includes violators of court orders, based upon a status offense, or for which a WOA for contempt was issued.

25.3.3 NON-OFFENDERS

A non-offender is a juvenile that is subject to the jurisdiction of the court or has been taken into custody by law enforcement usually under abuse, dependency, or neglect statutes, and not for legally prohibited conduct of the juvenile. A juvenile that is in your custody for mental health issues is also a non-offender. Non-offenders MAY NOT be securely held.

25.3.4 CRIMINAL OFFENDERS (DELINQUENT)

A criminal offender is a juvenile that has committed a crime, which if committed by an adult is also a criminal offense. The federal JJDP Act and Washington State law specifies that juveniles accused of a criminal (delinquent) offense MAY be held in a secure location, other than juvenile detention, no longer than six (6) hours, pursuant to a lawful arrest in the course of an investigation, provided that the confinement is separate from the sight and sound of an adult arrestee or inmate. The juvenile must be released after that time period or transported to the Youth Services Center (detention).

NOTE: The time spent transporting a juvenile to the temporary detention location (i.e.: Sheriff's Office) or Youth Services Center does not count towards the six (6) hour time limit. However, if you were to arrest a juvenile and transport the juvenile to the Sheriff's Office or Youth Services Center for an interview, the time starts when the juvenile first becomes securely held. The six (6) hour time limit runs consecutively from the time the juvenile is first securely held, even if he is not securely held after that initial period, until the juvenile is at the Youth Services Center. As an example any subsequent "drive around" to identify stolen property locations counts towards the six (6) hours.

NOTE: If a juvenile is placed in the Youth Services Center and later (post six (6) hours) it is discovered that he is involved in another criminal activity and contacted, this starts another six (6) hour period. However, this does not suspend or otherwise deny the juvenile of any constitution rights the juvenile is entitled to.

25.3.5 STATE AND FEDERAL REPORTING REQUIREMENTS

The Sheriff's Office is required to complete a report semi-annually to verify state and federal compliance with the Federal Juvenile Justice Delinquency Prevention Act (JJDP) and Washington State RCW. This report is sent to the Governor's Juvenile Justice Advisory Committee / Office of Juvenile Justice. The Captain will prepare this report.

25.3.6 JUVENILE CUSTODY FORM – DEPUTY REPORTING

Deputies will complete the information on the Juvenile Custody Form, on all juveniles that may be brought into the Sheriff's Office, that meet the criteria of criminal offenders, status offenders, and non-offenders. This form is for administrative purposes and is to be submitted to the Captain.

25.4.0 JUVENILES - ARREST

Juveniles are accountable for their criminal activities in the same manner as any other individual. A juvenile may be arrested and taken into custody by a deputy if grounds exist for the arrest of an adult in identical circumstances. Like any other citizen, the juvenile has Constitutional Rights, which shall be observed. Juveniles are to be advised of their Constitutional Rights at the time of arrest, regardless if questions are to be asked.

Refer RCW 13.40.040

Juveniles under the age of 12 are statutorily incapable of waiving their rights. A parent, legal guardian, or custodian of the child must waive the child's rights against self-incrimination. This does not preclude non-custodial questioning of such persons by deputies in the field.

Refer to RCW 13.40.140 (9) and (10).

The same continuum of force to arrest an adult shall apply to the arrest of a juvenile offender.

Refer to Policy 25.3 regarding secure holding and reporting requirements.

25.6.0 JUVENILE - FINGERPRINTING AND PHOTOGRAPHING

Juveniles that are arrested for a crime constituting a felony or gross misdemeanor will be photographed and fingerprinted. Juvenile detention personnel will take all photos and fingerprints.

25.8.0 JUVENILE - INCARCERATION

Juveniles that are the subject of arrest and incarceration will be lodged at Juvenile (Youth Services Center). No juvenile offender shall be brought to the Cowlitz County Jail facility, except by court order.

The intent of this Office is that juveniles must be held accountable. At your discretion, if you have a juvenile who has committed any crime on a school campus, you may make a custodial arrest and transport. We encourage that as a first choice. Should you have a juvenile who will probably continue to be a law enforcement issue if not immediately removed from the scene of a crime or disturbance, you are encouraged to make a custodial arrest.

Juvenile offenders may be transported to Juvenile (Youth Services Center) under the following circumstances:

1. When a court order exists for the arrest and detention of a juvenile after he has committed an offense, or has violated the terms of a disposition or release order.
2. Without a court order, when a deputy has probable cause to believe that the juvenile has committed an offense which, in the case of an adult, would be a felony crime.
3. The juvenile was arrested for a crime of violence.
4. The juvenile is a threat to community safety. This may occur when a juvenile is involved in a

string of misdemeanor assaults or threats.

5. The juvenile will intimidate witnesses or otherwise unlawfully obstruct or hinder an investigation.
6. When the juvenile's current offense has given them sufficient "points" justifying incarceration.
7. The juvenile will likely fail to appear for further proceedings.
8. The juvenile has committed a crime while another case was pending.
9. The juvenile was a fugitive from justice.
10. When the deputy has probable cause to make an arrest and such an arrest is in the public's interest. (Quelling a disturbance, party, large gathering, or school environment.)

Per a current agreement with the Juvenile Services Center, the deputy will decide who is arrested and who is transported and booked at Juvenile. While the booking officer may, in a few cases, need to decline booking, it should only be for extreme circumstances such as overcrowding. Deputies may suggest a PR is appropriate at the time of booking.

Refer to Policy 25.3 regarding secure holding at the Sheriff's Office.

25.10.0 JUVENILE - ARREST REPORTS

A probable cause (PC) statement (with the original deputy signature) will accompany the arrestee to the juvenile detention center. If a PC statement is left the member will complete the case report prior to their scheduled days off. The time frame for the completed report may be extended upon prior supervisory approval. A copy of the completed report will be forwarded to the PA's Office.

Case reports involving an arrest, without incarceration, will be completed prior to the member's scheduled days off. The time frame may be extended upon prior supervisory approval. A copy of the completed report will be forwarded to the PA's office.

25.12.0 JUVENILE - SUMMONS AND WARRANTS

Circumstances may dictate that a summons request may be more appropriate than a custodial arrest. The member must consider the seriousness of the offense and the welfare of the juvenile in making this decision.

A juvenile offender, for whom there is probable cause to arrest, may attempt to avoid apprehension. The member may request a warrant of arrest if documented efforts to locate the offender have failed.

25.14.0 JUVENILE - RELEASE TO RESPONSIBLE

Custodial arrests of juveniles, in some instances, need not result in detention at Juvenile. If the juvenile is to be released subsequent to arrest, efforts will be made to turn the juvenile over to a parent, legal guardian, or adult relative.

25.16.0 JUVENILE - TRAFFIC VIOLATIONS

A juvenile of 16 years of age or older may be issued a citation or notice of infraction (NOI) for non-criminal and criminal traffic violations, excluding felonies.

Juveniles under the age of 16 will not be issued citations or notices of infractions. A copy of the completed report will be forwarded to the PA's Office.

25.16.2 JUVENILE -BOATING VIOLATIONS

NOIs and citations may be issued to juveniles in the manner and circumstances described in 25.16.0.

25.16.4 JUVENILE - NON-TRAFFIC OFFENSES

Juveniles will not be issued citations or NOIss for non-traffic criminal offenses, except for game and tobacco violations. A juvenile 16 years or older may be issued a criminal citation for game violations and NOIs for tobacco violations.

25.18.0 JUVENILE - RECORDS

It is the responsibility of Law Enforcement Records to maintain, disseminate, destroy, or otherwise control all juvenile records, files, reports, or other documents entrusted to them by the Sheriff's Office, as prescribed by law.

Refer RCW chapter's 13.50., 10.97., and 10.98.

Members may release, or cause to be released, Office juvenile records information to another law enforcement agency, provided that the law enforcement agency is involved in an investigation of that juvenile. Refer RCW 13.50.050 (4), 13.50.100 (3).

All other requests for information will be referred to Law Enforcement Records.

25.20.0 JUVENILE CUSTODY - NON-CRIMINAL

25.20.2 JUVENILE - PROTECTIVE CUSTODY

Juveniles that are the victims or suspected victims of a crime involving physical or sexual abuse may be taken into protective custody. The deputy who believes, after having first made a good faith determination that the victim's safety or future safety is still at risk, shall take custody of the victim. The deputy shall then contact Child Protective Services and make arrangements for placement. The deputy will initiate, or supplement, an investigative report on the incident.

Child Protective Services (CPS): deals with child abuse and neglect. Their daytime, workday telephone number is 360-501-2600. They are available after hours and on weekends through Central Intake at 1-800-562-5624, dial 7 for law enforcement. When you call Central Intake an operator will take your name and number. The on-call worker will then be contacted to return your call. You can then talk directly to the CPS worker.

Child Welfare Services (CWS): deals with runaways, families in conflict, general teenage sorts of problems, long-term foster children, and wards of the court. Their telephone number is 501-2600. After-hours emergencies will be handled through Central Intake at 1-800-562-5624.

Personnel need to familiarize themselves with RCW 13.24 regarding the Interstate Compact on Juveniles.

POLICE CUSTODY ORDER: When our personnel take any juvenile into custody pursuant to RCW 26.44 (child abuse / neglect), CPS will complete the custody report and see that appropriate copies are dispersed. One copy will be left with the parent/guardian of the child, or posted in such a manner that the parent will come across it (front door, table, etc.). Upon request of CPS, the deputy may complete custody report or distribute copies.

Juveniles in protective custody MAY NOT be securely held.
Refer to RCW 26.44.050.

25.20.4 JUVENILE - MENTAL HEALTH (ITA)

Minors thirteen (13) or older who present a likelihood of serious harm to themselves or another due to a mental disorder or who are gravely disabled mentally, and are found to be now endangered, will be placed, according to state law, in a treatment facility or hospital for immediate services. The member will complete the incident report and a copy will be forwarded to DSHS.

Refer to RCW 71.34.040, 71.34.050, and chapter 71.05.

Minors thirteen (13) or older may voluntarily request and receive outpatient treatment without parental consent. Members may transport if the situation warrants. Inpatient treatment requires the consent of the parents and minor, absent a court order.

Refer to RCW 71.34.030

Minors under thirteen (13) cannot be ITA'd. If an endangered minor as previously described is

encountered, the member shall transport the minor to the minor's parents or legal guardian. If the parents or legal guardian cannot be contacted, the minor will be turned over to DSHS. In either circumstance the member will complete a report of the incident and a copy will be forwarded to DSHS. The member should be aware that a case for parental abuse/neglect, or a dependency issue, may be appropriate in some situations, and the member needs to act accordingly.

Minors under thirteen (13) cannot voluntarily commit themselves for mental health treatment. Parental authorization is required.

Juveniles solely with mental health issues MAY NOT be securely held.

Refer to RCW 71.34.030

25.20.6 JUVENILE - RUNAWAYS AND TRUANTS

A member shall take a juvenile into custody if the juvenile is absent without consent (runaway or truant) and the Office has been contacted by the parent, another law enforcement agency, or an agency legally charged with the supervision of the juvenile, and a runaway report has been made.

Refer to RCW 13.32A.050

A member who takes custody of a juvenile under these circumstances will immediately, and without delay, transport the juvenile to a destination authorized by law.

Runaways will be transported and released to a parent or legal guardian. If a parent or legal guardian is not available, or the juvenile displays reasonable fear or distress at the prospect of being returned home, or the member believes there is a possibility the juvenile is experiencing abuse/neglect in the home, or it is not practical to transport the juvenile to his home, the member will transport the juvenile to DSHS for residential placement.

A truant (runaway) from an agency legally charged with the supervision of a juvenile, such as a school, when taken into custody may be transported to DSHS for residential placement.

Personnel should attempt to contact the juvenile's home or school for placement.

Refer to RCW 13.32A.060.

In all cases, DSHS may decline to take custody of the runaway. If so, a member may release the runaway after attempting to take the runaway to the following, in the order listed:

1. The home of an adult extended family member.
2. A reasonable adult.
3. Or a licensed youth shelter.

Members shall immediately notify DSHS if no placement option is available and the runaway is released.

A runaway or truant is a status offender and MAY NOT be securely held. Refer to Policy 25.3.

25.22.0

JUVENILE - RUNAWAY INVESTIGATION

The Office will not routinely respond to calls about juvenile runaways. Either Cowlitz County 9-1-1 Center or Law Enforcement Records can obtain sufficient information over the telephone to enter the person in WACIC, and cause an incident report to be generated. Sufficient reporting party information will be obtained to allow for follow up investigation. No incident report is required unless there are unusual circumstances (See [Chapter 19.10.10](#)).

The call taker will ask the following questions:

1. Did a crime occur?
2. Is there a history of runaway?
3. Is the runaway on probation or youth at risk?
4. Are there suspicious circumstances?

If the caller insists on deputy contact, the area deputy will be advised that the caller is requesting contact. A deputy will then respond, either in person, or by phone. A countywide “Attempt to Locate” will be broadcast. Law Enforcement Records will enter all runaway calls as Missing Persons into WACIC/NCIC and RMS.

When the runaway returns and Cowlitz County 9-1-1 Center is advised, the IR is supplemented and Law Enforcement Records is advised to clear the runaway from WACIC/NCIC and RMS.

Each Monday, the case management clerk will search RMS (Spillman) to obtain a list of runaways who are “active”. This list will be provided to the patrol sergeant. The sergeant will see that contact is made with the RP to see if the runaway is still missing. If the runaway fails to return, the case is assigned to a patrol deputy who will, in no more than 7 days from the date that the runaway was reported, obtain a signed written statement from the custodial parent and complete a #3 report in RMS (Spillman).

In addition to the basic required information, that investigation should include documentation of the efforts to locate the runaway and some additional information:

1. Contact information of friends and acquaintances.
2. School/work and places frequented.
3. Cell phone numbers.
4. Social media account information to including log in names and account passwords.
5. Recent photo (at least one).
6. Use the Missing Persons DNA collection kit to obtain A toothbrush, hairbrush, or some item that could contain DNA evidence.
7. Dentist’s and medical doctor’s names, addresses and phone numbers in order to obtain previous medical history and x-rays.

If the runaway has not returned within 30 days the deputy will submit the investigation for routing to Investigations Division for follow up assignment. The detective assigned the case will seek further information such as dental records and medical reports. The victim will also be entered in the national NAMUS database.

25.22.4 JUVENILE - ESCAPEES FROM WESTERN STATE

Should deputies apprehend an escapee from Western State Hospital, that juvenile should be taken to St. John Medical Center until such time as transportation back to Western can be arranged.

25.24.0 JUVENILE - PARENT NOTIFICATIONS

Deputies who take physical custody of a juvenile, for any reason, shall as soon as possible take steps to notify the parent or legal guardian of the custody situation, and location of the juvenile. Personnel asked to give the location of a juvenile in protective custody due to abuse or neglect will give the location as DSHS / CPS. Timely and appropriate notification in a protective custody situation may be at the time of the suspect interview.

A formal interview of a juvenile under the age of thirteen (13) should be conducted in the presence of a parent or legal guardian if possible. In the event a parent or guardian is not available the deputy will notify the parent or legal guardian as soon after the interview as possible. This notification policy is not applicable when the juvenile is the victim of abuse or neglect in the home.

After a formal interview with any juvenile, regardless of age, the deputy will make an attempt to notify the parent or legal guardian of that interview. At times a notification attempt may be unsuccessful. The deputy will additionally advise the juvenile to tell his parent or legal guardian that the interview was conducted, who conducted the interview, and for the parent or legal guardian to contact the deputy if there are any questions. This notification policy is not applicable when the juvenile is the victim of abuse or neglect in the home.

25.26.0 JUVENILE - INJURED

In the event a juvenile is injured or has a medical problem while in our care, treatment will take precedent over the investigation.

25.28.0 JUVENILE - SCHOOL CONTACTS

School officials are the legal guardians of all students left in their charge. If a student is to be contacted at school, the deputy will first notify and obtain permission from the school. It is the policy of the Cowlitz County Sheriff's Office to cooperate, as fully as possible, with schools and their staff. A deputy who contacts a juvenile at school shall make every effort to work with the staff to minimize any disruption in school activities. This may include such things as time and place of the interview/contact.

CHAPTER 26 - COURT PROCEEDINGS

26.2.0 COURT ATTENDANCE

Deputies subpoenaed to court shall appear as directed. This includes Trial Notices. If attendance is not possible (or desired), the deputy shall request release from the subpoena. For Superior Court matters, the deputy will contact the Prosecutor assigned to the case. For District Court matters, an Affidavit of Continuance must be completed and submitted in a timely manner to the PA's Office. Deputies shall not make themselves unavailable for court until a release is confirmed.

Deputies will be prepared to offer testimony at time of trial. Preparation is critical to successful prosecution.

Deputies receiving subpoenas from outside jurisdictions shall notify their supervisor. Deputies receiving subpoenas from defense attorneys shall immediately notify their supervisor and the Prosecutor assigned to the case.

26.4.0 COURT TESTIMONY

Personnel testifying in any legal proceeding shall do so in a professional and courteous manner. No attempt shall be made to alter any fact, suppress any evidence or fact, or otherwise color any testimony.

26.6.0 CIVIL ACTIONS

No member of the Office shall interest, and/or involve himself in any civil action growing out of his official knowledge or actions, except by due process of law.

26.6.2 CIVIL ACTIONS - DEFENDANT

If a member of the Office should become a defendant in a civil case that involves his actions while performing his official duties, he shall secure and maintain all notes, papers and evidence relating to the matter. He shall not discuss any matters pertaining to the case prior to consulting with the Administration and Prosecuting Attorney's Office.

26.6.4 CIVIL ACTIONS - PLAINTIFF

No member shall start any civil action for damages sustained while performing his official duty, without first reporting the incident, and his intentions, in writing, through the chain of command to the Sheriff.

26.8.0 WITNESS FEES

As set forth in RCW 42.16.020 and RCW 42.16.030, no public officer shall receive any witness fees, mileage, or per diem for attending or testifying on behalf of the State of Washington, or any county or municipality therein, at any trial or other judicial proceeding, in any state, county or municipal court within this state, in regards to matters and information that have come to his knowledge in connection with and as a result of the performance of his duties as a public officer, unless the amount received is deducted from his or her wages.

If for any reason the member receives any such fees and they have not been deducted from his wages, he shall turn over such fees to the Chief Civil Deputy, who will see that the fees are deposited with the proper county agency.

26.8.2 WITNESS FEES - EXPERT

A member may accept and retain civil witness fees, as an expert witness, providing he testifies on his "off duty time".

He shall discuss the matter with his supervisor and the administration, to determine if there may be a conflict of interest, and to receive Administrative approval, prior to agreeing to testify.

A deputy may testify as an expert witness provided that the civil case does not stem from the deputy's official duties with the Sheriff's Office.

If a member chooses to appear and testify as an expert witness in a civil case, he must do so in civilian clothes and make it be known to the Court of Record that he is not representing the Cowlitz County Sheriff's Office.

If such member has a county vehicle assigned to them, the county vehicle will not be used for transportation to and from the civil proceedings.

CHAPTER 27 - PROPERTY/EVIDENCE

27.2.0 STATEMENT

It is the duty of all members to collect, secure, preserve, and correctly process all evidence or property that may come into their possession during the course of their official duties.

Members will not, under any circumstances, convert to their personal use, loan, retain, or give away any item of property or evidence that comes into their possession during the course of their official duties. No member will destroy any property or evidence without proper authority.

27.4.0 REPORT - PROPERTY/EVIDENCE

Property/Evidence report forms shall be completed on all property that is found, missing, stolen, recovered, or held for safekeeping. EXCLUDING motor vehicles that have gone through the impound process. The Property/Evidence report will correspond to a case report and/or incident report, detailing the circumstances of the recovery and other pertinent facts.

All known information shall be filled in on the form including deputy's name and value of the property. Include owner if known; if not known, write "unknown." If the property is a container, (such as a backpack) the contents of the container shall be inventoried for weapons, contraband, or valuables. These items must be listed separately as individual evidence. All other items shall be listed on a sheet separate from the Property/Evidence report and attached to the Property/Evidence report. The evidence clerk shall store jewelry, money and drugs in accordance with Policy 27.6.2.

Each item shall have a unique number assigned. All evidence numbers within any one case number shall be unique. An item reported stolen one day, will get the same evidence number when it is later recovered. If you are dealing with another agency's report and evidence numbers, be sure to cross-reference each item.

On the back of the yellow copy is a chain of custody format, and signature lines for returning, or disposing of, property. The investigating deputy, or evidence officer of a scene, needs to complete the first line of the chain.

When completed, the white page goes with the case report; the yellow with the property. If there is no property (to go with the form, i.e.; stolen, lost, etc.), complete only the white one-part form.

Under no circumstances shall any item of evidence or controlled substance be destroyed, altered, or disposed of, without the authority of law, or by using improper destruction procedures.

06-17-15 1A1 MSN

27.6.0 STORAGE - PROPERTY / EVIDENCE

All property should be secured as soon as possible. Items of evidence shall not be left unattended in such a manner as would jeopardize the integrity of the item(s).

06-17-15 1A1 MSN

27.6.2 PERMANENT STORAGE

The Property/Evidence Clerk is responsible for assigning and securing property/evidence in its permanent location.

Narcotics and other drugs that constitute a felony, and jewelry will be secured in the property/evidence storage vault.

Seized currency and negotiable bonds will be secured and maintained by the Undersheriff.

27.6.4 STORAGE - TEMPORARY

Deputies will use the storage lockers available for the securing of property/evidence. If an item(s) is too large for the storage lockers, the shift supervisor will be notified. The shift supervisor will make the necessary arrangements for the item's secure storage.

No item(s) will be placed in storage without being properly packaged, marked, and having the accompanying Property/Evidence report. The only exception to this requirement is upon authorization by the Property/Evidence Clerk or shift supervisor, in which case a note will be left for the Property/Evidence Clerk indicating the reason and when the property/evidence will be fully processed.

Use of temporary drawers shall be limited in time to 10 days and shall be accompanied by documentation indicating deputy name, date, and case number.

27.6.6 OFFICER RETENTION - PROPERTY / EVIDENCE

A patrol deputy may retain personal possession of property/ evidence, if necessary, in his assigned locker or vehicle if time limitations are a factor and the case situation warrants. At all times the property retained in this manner will be secure. The report will reflect the retention method and the duration. **EXCEPTION:** Narcotics, currency, and firearms shall not be retained in this manner, but will be placed in evidence storage. Deputies assigned to Detectives may retain personal possession of property/evidence in the same manner as patrol. Additionally detectives may use the property/evidence storage room in the Detectives Office. The deputy placing items in this storage room shall retain possession of the storage room key.

NOTE: Patrol may utilize the Detectives Storage Room, if available, on approval of the shift supervisor. The patrol deputy using this room will attach a note to the outside of the storage door indicating who has possession of the key and when the property will be removed. Use of this storage facility, by patrol, is limited to fifteen (15) hours. The time limitation may be extended upon approval of the detective supervisor.

Deputies may use the building located north of the Hall of Justice, commonly called the "North Storage" for temporary evidence storage. Deputies needing to place items in this building need to contact the Captain or Detective Sergeant for access. Any items that are stored in temporary evidence

need to be tagged, and an evidence sheet completed. The white copy of the evidence sheet needs to be turned in with the report and the yellow copy of the evidence sheet needs to be retained by the Deputy until the items in the north storage are turned in to the main evidence storage facility. Items should not be left in the North Storage building for more than 30 days unless approved by the Captain or Chief Criminal Deputy. The North Storage facility is subject to random inspection by the Chief Criminal Deputy. Other items placed in North Storage need to be placed on a separate evidence form.

27.6.8 FLAMMABLE LIQUIDS, COMPRESSED GAS CYLINDERS, BLACK POWDER, AND FIREWORKS

Flammable liquids, compressed gas cylinders, black powder, and fireworks shall not be brought into or stored in the Hall of Justice or any other public building. Exception: These items may be temporarily stored in Room #59 located on the basement level of the Hall of Justice, north side.

Flammable liquids and compressed gas cylinders that are not airtight will NOT be stored in Room #59 under any circumstances. Black powder will not be stored in Room #59 unless it can be sealed in its original container, or can be contained in a sealable metal "paint container". Fireworks must be boxed and securely sealed when stored in Room #59.

Special storage issues should be referred to the shift supervisor for direction.

If any item is needed for evidentiary purposes notify the evidence clerk. Write on the back of the evidence sheet that it is needed for evidence. The evidence clerk will attempt to make arrangements to keep a representative sample and photograph the rest.

If the item is found property, the evidence clerk will make arrangements for disposal.

27.8.0 PACKAGING - GENERAL

Each individual item of evidence, if practical, shall be marked for identification purposes by the deputy who found it. An effort should be made to mark the item(s) in an inconspicuous manner if possible. Markings shall not be placed in a location that will damage the evidentiary value of the item.

Found property and recovered stolen property that could be returned to a victim should be marked in an inconspicuous manner that will not deface or decrease the item's value. An evidence tag or packaging would be appropriate if an item is of such a nature that any mark will deface it.

All containers used for securing evidence shall be sealed in such a manner as to show if the container has been re-entered. The seals shall be marked with the deputy's initials and date the item was sealed. The container will display the item number, case number, date of seizure, deputy's name, and description of the item. If a question exists regarding the proper marking or packaging method of an item, contact the shift supervisor.

27.8.2 PACKAGING - SMALL ITEMS

For items small enough to fit into an envelope, place them in a size-appropriate manila envelope. Use the evidence stamp to mark the envelope, and record the appropriate information. For larger items,

such as boxes, either stamp the box or stamp a piece of paper that you can then secure to the item or box. DO NOT put tape over any portion of the stamped area that will need to be written on later. Write your initials over the tape edges to insure security. Use only the red evidence tape. All seams must be sealed and initialed.

27.8.4 PACKAGING - LARGE ITEMS

The small evidence stamp may be used for evidence tags for items such as bicycles, lawn mowers, motorbikes, etc.

27.8.6 PACKAGING - MONEY

Any money taken into evidence shall be packaged separately from the container in which it was found. Money shall be counted by two people for verification purposes, and each shall initial the package indicating the amount of money.

27.8.8 PACKAGING - ALCOHOL / LIQUID SUBSTANCES

Absent unique circumstances, containers of alcohol should not be placed in evidence, especially if they have been opened.

If the item has significant evidentiary value and is in a sealed container, retain a representative sample (i.e., one unopened can or bottle), then photograph and destroy other containers.

If a liquid from an opened container has significant evidentiary value, the container and contents should be placed in a second container which can be sealed.

A Request for Laboratory Analysis form will need to be completed, indicating what tests are needed.

Bio-Hazard stickers will be used as appropriate.

27.10.0 RETRIEVAL - PROPERTY / EVIDENCE

The investigating deputy may have an item of evidence retrieved from storage, for further examination or for court purposes. The deputy shall notify the Property/Evidence Clerk or the clerk's supervisor. The clerk or supervisor will retrieve the item and document the transfer on the Property/Evidence report. It is the responsibility of the deputy receiving the evidence to safeguard the item's integrity. For examination purposes, the evidence packaging will be opened in a different location than the original seal. After the examination the evidence package will be resealed, as previously described in this chapter, using the date of re-entry. The item, when no longer required, is to be returned to property/evidence as soon as possible. The deputy will indicate in the incident report the re-entry and examination results of the evidence item.

Twenty-four hours prior to court, notify the Property/Evidence clerk of items necessary for court. Include case number, deputy, item number, date and time of trial.

Controlled substances that are removed from property/evidence will be weighed by one of the authorized Property/Evidence personnel that releases the property. When the controlled substance is returned to evidence the item(s) will again be weighed by one of the Property/Evidence personnel.

An item of evidence introduced in a court proceeding should be opened in the same manner as previously discussed. Often an item of evidence once introduced in court will be retained by the court clerk, by order of the court. If an evidence item is retained by the court, the deputy shall notify the Property/Evidence Clerk in writing so that the Property/Evidence report will reflect this custody change.

27.12.0 FIREARMS

All firearms seized by Office personnel shall be placed, unloaded, in evidence prior to the end of the shift. Supervisory approval is required to deviate from this procedure. Zip tie must be inserted in the firearm to show that it is unloaded and safe. If for some reason the firearm cannot be zip-tied, note this on the evidence sheet together with a statement that the firearm has been checked as safe. The deputy will initial the notation.

27.12.2 CONFISCATED FIREARMS

It is important to remember that you must mark the evidence sheet properly, as to whether a weapon is evidence, found, recovered stolen, or taken for safekeeping only. If it is for safekeeping, be sure to indicate under what circumstances it can be released and to whom. The evidence clerk shall check background (NCIC III and local) on the person the weapons are to be released to, verifying they can legally possess the weapon.

Firearms confiscated during an arrest should never be released without prosecutor approval or a court order.

Firearms confiscated during a DUI arrest should be logged in as evidence. However, the PA requests we do not charge DUI with a firearm, but rather indicate the seizure in your report and highlight it in the synopsis. The PA will then conduct a separate seizure of the weapon.

27.14.0 DRUG PACKAGING

Controlled substances will be securely packaged in the manner previously described, with the weight of items recorded on the Property/Evidence form. A rubber stamp will be used on the packaging to record the weight; this will include the initials of the deputy and a witness. Property/evidence personnel taking custody of the controlled substance will weigh and record the item's weight. Any subsequent entries into the package, by Sheriff's Office members, will require Property/Evidence personnel to again weigh the item. A logbook is kept of the controlled substance's weight, including packaging, and other pertinent information.

27.14.2 DRUG FIELD TESTING

Suspected controlled substances shall be tested by the deputy with the evidentiary kit. Those results

(though preliminary) shall be noted in any report. Items will be weighed and/or counted prior to logging into evidence.

27.14.4 SYRINGES

ABSOLUTELY NO SYRINGES will be accepted by the crime lab, with or without needles attached. Other items commonly referred to as “sharps,” such as knives, shards of glass or metal, or other items having a sharp edge, will also not be accepted.

The following procedure will be used for handling of syringes (sharps).

Syringe for disposal only:

1. With gloves on and protective eyewear in place, carefully pick up the syringe and slide it in the sharps container. Do this without holding on to the sharps container.
2. When you believe the sharps container has reached its capacity, dispose of the sharps container in its entirety, in one of the biohazard containers at the office. Secure the lid of the sharps container with tape prior to disposal.
3. Replacement sharps containers are available through your sergeant or by contacting the Services Sergeant.

Sharps disposal:

1. If the item is small enough to be placed into the sharps container, place it there.
2. Secure the lid of the sharps container with tape.
3. Properly package the sharps container, marking it with a bio-hazard label and writing on the outside “SHARPS.” The evidence clerk will make arrangements for the contents to be forwarded to the crime lab.

Syringe contents for evidentiary purposes (shift supervisor approval required):

1. The syringe is to be placed in an unused sharps container.
2. Secure the lid of the sharps container with tape.
3. Properly package the sharps container, marking it with a biohazard label, and writing on the outside that there are “SHARPS INCLUDED”. The evidence clerk will make arrangements for the syringe’s contents to be extracted and forwarded to the crime lab.

27.14.6 MARIJUANA

Marijuana plants will be photographed, cut off at ground level, and packaged in paper bags, not plastic, for drying. If they are too large for paper bags, they can be tied together. The Evidence Clerk can be

called to ascertain where temporary storage can be made for drying purposes. The Evidence Clerk will later assign a location for permanent storage.

If you have unburned marijuana to be analyzed, place it in a separate container. It does not go to the lab, but is examined by Office personnel.

Refer to [27.24.4 Lab. Requests](#) - Marijuana Work Sheet.

27.14.8 MUSHROOMS

Psilocybin mushrooms must be submitted to the state crime lab as dry as possible. As soon as possible, separate the mushrooms and place them in the open air; preferably on waxed paper. If the mushrooms bend, they are too moist.

When dry, they should be placed in paper containers and logged into evidence. NO PLASTIC BAGS.

27.16.0 BLOOD

27.16.2 BLOOD ALCOHOL

Deputies will remember that Blood Alcohol tests are an evidence procedure, and hence the rules of evidence will be followed in obtaining and logging all such tests. Deputies will follow the following procedure for gathering, testing, and storing blood for blood alcohol testing:

1. The investigating deputy will proceed to the hospital where he will officially request a blood test be administered to the subject according to hospital procedure.
2. The deputy will be handed a form (Form B) requiring that he check the appropriate reason for the test. The form remains with the deputy and will be attached to the case report. The form is then signed by the deputy and taken to a qualified technician at the hospital. who then takes the blood specimen and also signs the form.
3. The technician takes the blood sample, placing it in a gray-top vial, which contains the necessary chemicals for preserving the blood. The technician will initial and indicate the date and time the sample was taken, and turns the sample over to the deputy. The deputy will check to see that this information is on the vial. The deputy will then initial the vial, adding the case number, and suspect's name.
4. Once the blood sample is taken, the technician provides the deputy with a form indicating the record of handling. The bottom of the State Toxicology form has a record of handling section at the bottom that needs to be completed.
5. The deputy then takes the sealed blood sample, the record of handling, and the blood test request form to the Sheriff's Office. A copy the record of handling form remains with the blood sample along with the Property/Evidence form. The white copy of the Property/Evidence report stays with the case report along with the original record of handling from the hospital.

6. It is necessary that the deputy fill out a request for laboratory examination to be sent with the sample. The State Toxicology form will be used. Fill out the toxicology form with as much information as possible. The State Toxicology form and the copy of record of handling from the hospital should accompany the evidence sheet. An original record of handling from the hospital and a copy of the toxicology form should be sent to the case file. Be sure to put the case number and suspect's name on the vials. Wrap the vials in the absorbent padding. Then place them in a small zip lock baggy. Seal the top of the baggy with a small piece of evidence tape and initial the tape and write the case number. Place the baggy in the Styrofoam packaging. DO NOT tape the Styrofoam or write anything on it. Place the Styrofoam in the cardboard sleeve with the lab request. Then place it in the evidence storage refrigerator in the armory.
7. It is the responsibility of the investigating deputy to see that the blood sample and evidence sheet is turned in as soon as possible.
8. When sending the sample, it is important to make sure the proper containers (blood alcohol kit, gray top vial, etc.) have been used.
9. In the event that the blood sample cannot be sent in a Styrofoam container, make sure the gray top vial is sealed tight and wrapped sufficiently to protect the sample.
10. It is necessary to send the sample by CERTIFIED MAIL. DO NOT send the blood sample by UPS.
11. The address for sending the sample is:
Washington State Toxicology Laboratory
2203 Airport Way S. Ste 360
Seattle, Washington 98134-2027
12. A biohazard label must be affixed to the outside of the package and "clinical specimen" or "blood & urine sample" written on the outside of the package.

The State Toxicology Laboratory has three different forms to use when sending blood. There is a form for the DUI/DRE request, Death Investigation Request, and Drug Facilitated Sexual Assault. Make sure the appropriate form is used.

When requesting a Drug Facilitated Sexual Assault request, it is better to send a urine sample rather than a blood sample. If the blood is taken within 24 hours of the incident, it can be sent. Otherwise urine is the sample of choice. We have urine kits available that are 100% leak proof. These are only to be used for this test.

27.16.4 BLOOD IDENTIFICATION

Blood that is drawn for identification purposes shall be placed in purple-top vials. The deputy will store the vials in the temporary evidence refrigerator, properly marked, with accompanying property evidence forms, and completed WSP Crime Lab request form. The outside of the package must be marked with a biohazard label with the hazard identified, in writing, on the label. The Property/Evidence Clerk will then forward the sample to the state lab. The deputy may hand carry the sample and documentation to the state lab himself. The deputy will send the supporting documentation

of the evidence transfer and Property/Evidence form(s) to the Property/Evidence Clerk. This blood evidence does not go to the State Toxicology Lab; it goes to the WSP Crime Lab.

27.16.6 BLOOD STAINS

Bloodstains collected must be air dried before permanent packaging. The packaging has to be a breathable material, such as paper. PLASTIC AND GLASS WILL NOT BE USED FOR PERMANENT PACKAGING. A biohazard label will be placed on the outside of the packaging with the hazard identified in writing on the label. The sample, after drying, is packaged and turned in to Evidence. The Evidence Clerk will place it in appropriate storage.

27.16.8 BIO-HAZARD ROOM

There are two rooms in the southwest corner of the basement of the Hall of Justice which are available to process evidence where blood and/or bodily fluids are present. The rooms, labeled BH-1 and BH-2, each have one key, located in the locked supply cabinet near BH-1. Access to the cabinet is by combination, available from any sergeant or administrator. A back-up key is available from the Undersheriff. Keys shall not be copied except by express permission of the Sheriff.

The following guidelines apply for use of the bio-hazard rooms.

1. Evidence will not be left in either room for longer than seven calendar days.
2. The deputy using the room shall log his name, the case number and the dates the evidence was put in and taken out. The log is located on the door for each of the rooms.
3. The deputy having property or evidence stored in a bio-hazard room shall retain possession of the key in a secure location, preferably his wall locker.
4. Evidence or property from only one case will be stored in a bio-hazard room at any one time.
5. Property or evidence taken from a suspect will not be stored in the same bio-hazard room as that taken from a victim.
6. Upon removing property or evidence from a bio-hazard room, the using deputy will insure that the room is clean and orderly and that adequate supplies are available for the next user.

27.18.0 PHYSIOLOGICAL FLUIDS

27.18.2 SEMINAL FLUID

Seminal fluid collected must be air dried before permanent packaging. The packaging has to be of a breathable material, such as paper. PLASTIC AND GLASS WILL NOT BE USED FOR PERMANENT PACKAGING. A biohazard label must be placed on the outside of the package with the hazard identified in writing on the label. The sample, after drying, is packaged and turned in to

Evidence. The Evidence Clerk will place it in appropriate storage.

27.18.4 SALIVA

Saliva may be collected from an individual by having the individual chew on a piece of sterile gauze until saturated. The sample then must be air dried prior to permanent packaging. The packaging has to be of a breathable material, such as paper. **PLASTIC AND GLASS WILL NOT BE USED FOR PERMANENT PACKAGING.** A biohazard label must be placed on the outside of the packaging with the hazard identified in writing on the label. The sample, after drying, is packaged and turned in to Evidence. The Evidence Clerk will place it in appropriate storage.

27.20.0 FILM PROCESSING

27.20.2 FILM PROCESSING - IMMEDIATE

1. Place the film into the plastic canister that was included in the original packaging. Attach a white self-adhesive 1" x 3" evidence sticker to the outside of the canister.
2. Place the Property/Evidence report, the film, and your request for development, if appropriate, into the photo evidence locker in the squad room. If you have other evidence, which will be in a temporary storage locker, you may put the film with that. The Property/Evidence Clerk will then have the film developed as quickly as possible and placed into permanent evidence storage until needed.
3. The deputy may request that the film be returned to him for review and individual marking prior to its being re-entered into Property/Evidence.

27.20.4 FILM PROCESSING - FUTURE

Use the same procedure as above, but do not attach the request to have the film developed.

When you receive a trial notice or a subpoena, it is your responsibility to promptly submit a request form through the property/evidence channels to ensure sufficient time for development.

27.22.0 FINGERPRINTS

27.22.2 FINGERPRINTS - LATENT

This agency submits latent prints to the Washington State Patrol Crime Lab. When filling out the latent print cards, complete all of the information on the reverse side including the location where the latent was lifted. Place the latent fingerprints into an envelope of appropriate size, then stamp the envelopes with the large evidence stamp. Fill in all necessary information.

Fill out a Property/Evidence report indicating the chain of custody and the temporary storage location.

The yellow copy goes in the evidence sheet basket. The white copy goes with the case report.

If you desire that the WSP Crime Lab perform the latent examination, complete the standard WSP request for latent print examination. Submit all three copies with the prints. Do not retain the yellow copy. The Evidence Clerk will do this.

You must note on the WSP request form if you want the latent prints checked in AFIS. Refer to 27.24.2 Laboratory Requests WSP.

If the comparison print card is obtained from our Records print file, it needs to be packaged as evidence. Make sure the print card is returned to Records at the conclusion of the examination to keep them from being stored in the case file. At the conclusion of the lab examinations the deputy needs to notify the Evidence Clerk in writing as to the disposition of the print card.

27.22.4 FINGERPRINTS - ELIMINATION

Follow above instructions and then list this exam purpose.

Elimination print cards need to be filled out in full and signed by both deputy and subject. The case number is to be placed in the top right corner of the card.

27.24.0 LABORATORY/EXAMINATION REQUESTS

27.24.2 LABORATORY REQUESTS - WSP

The WSP Crime Lab Request Form has three copies: white, yellow and pink. The lab request must be completed and all three copies turned in with the evidence. When the evidence is submitted to the lab, they return the yellow copy, which is filed with the evidence sheet, to show the chain of evidence. The lab request must have our agency case number, suspect(s) names, victim(s) names (if any), the offense, and the date of the offense. Put your name in the space marked EXAMINATION REQUESTED BY, and fill in the other blanks in that box.

Under ITEMS TO BE EXAMINED, list our item number and a brief description of the item, and then list the EXAMINATION and/or COMPARISONS DESIRED on the right side of the page, such as "examine for seminal fluid," or "determine if controlled substance," etc.

DO NOT fill in the bottom portion of the sheet unless you take the items to the lab yourself. This is filled in at the time the evidence is submitted to the lab. If you do take it to the lab, be sure the yellow copy gets to the Property/Evidence Clerk.

27.24.4 LABORATORY REQUESTS - DEPARTMENT

MARIJUANA WORK SHEET: Fill out the MARIJUANA WORK SHEET request on all marijuana cases, and submit the worksheet with the evidence. In misdemeanor cases, if the analysis report is provided to the defense counsel at least three weeks prior to trial, they may stipulate to the marijuana.

Complete the form. Fill in the top part of the sheet: CRIME, AGENCY, REQUESTED BY, AGENCY CASE NUMBER, and DATE. Under examination, simply put "determine if marijuana".

The Sheriff's Office's examination of marijuana does not include burnt residue. Residue will be submitted to the State Crime Lab.

27.26.0 FOUND PROPERTY

All property located by personnel in "on-view" situations, and all property given to this Office by citizens as found property shall be checked for ownership, possible stolen status, and an IR filed. The deputy shall make reasonable efforts to return property to its proper owner. Include owner information (including address and phone number, if known) on the report. Owner name should be listed on the evidence sheet.

Should the finder of the property (except CCSO personnel) wish to claim it, you can provide them with the claim form. This form must be filled out and returned within 7 days of finding the property. All needed information and the procedure is listed on the back of the form.

Property that has no obvious financial or evidentiary value shall not be collected. Should any doubt exist, deputies should check with their supervisor to establish whether or not there is any interest.

27.28.0 DISPOSITIONS - PROPERTY EVIDENCE

The return, conversion, destruction, trade, or sale of property/evidence will conform to state and federal law.

All property/evidence associated with a homicide case, whether open, closed or adjudicated will be retained and preserved by the Office, unless other disposition is approved by the Chief Criminal Deputy and the Prosecuting Attorney.

All property/evidence associated with an open missing persons case will be retained and preserved by the Office, unless other disposition is approved by the Chief Criminal Deputy and the Prosecuting Attorney.

The Prosecuting Attorney's Office must authorize the release of property/evidence that has or is being used in a criminal court proceeding, and it is legal for a citizen to possess.

The Evidence Clerk, upon supervisory approval or investigating deputy approval, can release property/evidence for return, conversion, destruction, trade, or sale in the following instances, providing that the property/evidence is legal for a citizen to possess:

1. By order of the court.
2. Seized proceeds and property used to facilitate drug trafficking as described in RCW 69.50.505, and upon findings of a civil forfeiture hearing board.
3. When the property/evidence is in regards to an uncharged crime, and/or the statute of limitations

has expired. NOTE: The rightful owner may be an insurance company.

4. Lost and found property in which rightful ownership has been established.
5. Lost and found property in which ownership is unknown and the finder had filed a claim on the property, and has satisfied the provisions of chapter RCW 63.21.
6. Any personal property, other than motor vehicles as governed by chapter 46.52 RCW, that comes into possession of the Sheriff's Office during the performance of duties. Refer to chapter RCW 63.40 and RCW 63.21.030 for Sheriff's duties and procedure.

27.30.0 DESTRUCTION - PROPERTY / EVIDENCE

A minimum of two (2) Sheriff's Office members shall witness the destruction of all property/evidence. These witnesses shall then both sign off the Property/Evidence form indicating destruction was completed.

27.30.2 DESTRUCTION – DRUG

Absent a court order prescription medications and medical marijuana will not be returned to the owner. Drugs are to be burned at a site designated by the Sheriff.

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27.30.4 DESTRUCTION - FIREARMS / WEAPONS

Firearms and other weapons will be destroyed in accordance with RCW.

27.30.6 DESTRUCTION - CONTRABAND/PROPERTY

Property/contraband not previously discussed will be disposed of at the Cowlitz County Landfill or another suitable facility as directed by the Sheriff.

27.32.0 AUCTIONS

The Sheriff is authorized by state law to sell property in his possession, provided that he complies with the provisions of RCW 63.40.

The Property/Evidence Clerk shall maintain the files on auctioned items. The Property/Evidence report on auctioned items will so indicate this disposition. Items that remain unsold at auction shall be returned to the custody of the Property/Evidence Clerk. The item may be retained for future sale or destroyed at the discretion of the Sheriff. The Property/Evidence report shall indicate the changed disposition.

27.34.0 SECURITY - PROPERTY / EVIDENCE

27.34.2 ACCESS - PROPERTY / EVIDENCE

The property/evidence system falls under the control of the Civil Bureau of the Office. The Property/Evidence Clerk is subordinate to the Chief Civil Deputy, who is in turn directly subordinate to the Sheriff. Access to evidence storage is restricted unless accompanied by the Property/Evidence Clerk, or other authorized personnel, with one exception. Property/Evidence personnel may authorize unsupervised access to a deputy or deputies upon exceptional circumstances. Example: A large amount of property had been recovered and placed in property/evidence storage pending inventory/processing. The deputy may be allowed access to complete this task. The Property/Evidence personnel are the only members authorized to have keys to property/evidence storage.

27.34.4 ALARMS - PROPERTY / EVIDENCE

All off site evidence storage locations will have a verbal activation alarm, capable of being received over the Office radio system.

The Hall of Justice has three evidence rooms alarmed; two first floor, back hallway; and the basement. The basement alarm may be activated simply by grabbing the gate. It can be viewed by any personnel with a squad room key. The first floor rooms, however, must be unlocked by a clerk. Be sure you check the inside of these rooms.

If you need a clerk to respond to an evidence room alarm, call in this order:

1. Pat Carpenter
2. CCD Laura Thurman
3. Kris Taff

27.34.6 VAULT - PROPERTY / EVIDENCE

The combination lock code to the storage vault shall be known only to the Civil Bureau personnel assigned to property / evidence. A change of personnel will require the combination lock to be re-coded.

27.34.8 AUDIT - PROPERTY / EVIDENCE

The Chief Criminal Deputy shall conduct an annual audit of the property/evidence system. The audit will be random and unannounced. When the audit is completed the Chief Criminal Deputy will submit a written report to the Sheriff detailing the results. The Chief Civil Deputy will sign off on the report and maintain it for a period of three years.

Audit procedure:

1. The Chief Criminal Deputy will select, at random, ten (10) Property/Evidence reports from the

current calendar year, and ten (10) from each of the preceding two years. The Chief Criminal Deputy will then physically check the property location to verify that the item(s) are there. If the Property/Evidence report indicates the property has been destroyed, the Chief Criminal Deputy shall check the last evidence storage location to confirm the item is gone. If the Property/Evidence report indicates the property has been returned to an owner, the Chief Criminal Deputy will select one individual for contact from each year audited, and confirm return.

2. The Chief Criminal Deputy shall randomly select three (3) separate items of property/evidence from each of the Office's permanent storage locations. The Chief Criminal Deputy will then check to see that the Property/Evidence report is accurately filled out and reflects the correct storage location of the item(s).
3. The state periodically audits the Sheriff's Office's property/evidence system. This office will cooperate fully with the state auditor in the completion of this task.

27.34.10 INVENTORY - PROPERTY / EVIDENCE

A complete inventory of the property/evidence system will be conducted whenever a new Property/Evidence Clerk is designated. The inventory will be conducted by the outgoing and incoming Property/Evidence Clerks. Upon the completion of the inventory, the outgoing clerk will sign off the inventory and the new clerk will sign on indicating that all property/evidence is accounted for and properly documented. The completed inventory report will be submitted to the Sheriff. The Chief Civil Deputy will also sign the inventory report as a witness to the clerks' signatures. The Chief Civil Deputy will maintain the completed inventory report. In the event that item(s) of property/evidence are unaccounted for during the inventory, the Chief Criminal Deputy or his designee may conduct an investigation into the matter. This completed investigation will be submitted to the Sheriff. The investigative report will be maintained by the Sheriff.

Inventory procedure:

The property/evidence computer will be accessed to display the property/evidence location. The two members will physically check to see that all items of property/evidence are present.

27.35.0 VEHICLES AS EVIDENCE - See 32.6.4, 32.6.6

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27.36.0 PRESCRIPTION DRUG DROP-OFF AND DISPOSAL

The Cowlitz County Sheriff's Office will provide a prescription drug drop off box located in the lobby of the Hall of Justice. This box will accept any drugs dropped off. There will also be a separate receptacle for sharps disposal. The intent is to provide a collection point for unused prescription drugs, and to facilitate the legal and safe destruction of those same items.

The Sheriff's Office will provide a safe and secure procedure for the public to dispose of unused

prescription drugs.

- The drop box is secured next to the security station in the lobby of the Hall of Justice. The “mouth” access will be open into the foyer; providing the public opportunity to dispose of unused/unwanted medications 24 hours per day, seven days per week.
- Signage will detail the following drop off procedures:

DROP BOX

- ✓ All prescription medications must be transported to the drop off location in their original containers in compliance with state and federal law.
- ✓ Transfer medications from their containers into provided plastic bag.
- ✓ Seal the bag and place the plastic bag with medication/drugs into the one-way drop box opening.
- ✓ Take the empty containers with you for appropriate disposal at home. **DO NOT PLACE MEDICINE BOTTLES IN THE DROP BOX.**
- ✓ Contact the Sheriff’s Office if assistance is needed.
- ✓ **ITEMS PLACED IN THE DROP OFF CONTAINER ARE IRRETRIEVEABLE.**

SHARPS CONTAINER

- ✓ The **red** sharps container should only be used for syringes and other sharp objects-**NO MEDICATIONS OR DRUGS**

ZIP LOCK BAGS

- ✓ Bags must be kept accessible for public use. Security personnel are responsible for checking the supply on a daily basis and to make sure that there is an adequate supply for all hours.

The Sheriff’s Office will provide the means to receive and destroy unused medications/drugs and paraphernalia.

- The drop box will be secured to the building and immovable.
- The outer door will be secured with two locks, keyed separately. One lock will be maintained by the Evidence Support Specialist and the other maintained by the Chief Civil Deputy or designee. Spare keys and padlocks will be kept by the Chief Civil Deputy.
- On a weekly basis, the evidence specialist will initiate the process to empty the drop box for accumulated items:
 - ✓ Contact the Chief Civil Deputy or designee and arrange for a date and time to empty the drop off box.
 - ✓ The evidence clerk, CCD and/or designee will open the deposit box together and remove the metal interior container. A suitable replacement container will be placed in the drop off box until the metal interior container can be emptied and returned. The sharps container will be removed for destruction as needed. Replacement sharps containers will be available to replace full containers.
 - ✓ The clerk and CCD and/or designee will move the interior container to the evidence room. Universal Precautions shall be used whenever handling the contents of the interior container.
 - ✓ Except for what is required for disposal purposes and except for items deemed to be inappropriate for destruction the evidence clerk should not touch the contents of the

interior medication container. Sharps containers shall not be opened but should be secured using the locking tabs which are part of the containers design.

- ✓ The contents of the interior medication container will be transferred to another container for destruction. Current best practice procedures for weighing, logging and sealing evidence shall be followed.
- ✓ The designee will request a "DrugDO" incident report number (IR#) and close it with an informational disposition #8. Personnel numbers of both employees shall be logged on the call.
- ✓ The evidence clerk will complete the evidence sheet with the date, weight and request for destruction.
- ✓ The clerk and deputy will return the empty interior container to the medication drop off box.
- ✓ The evidence specialist will maintain a computerized spreadsheet with date, IR#, name of CCD or designee, description and weight of each collection.

Deputies and relevant county offices will be trained to inform the public of the opportunity to dispose of unused medications at the Hall of Justice.

CHAPTER 28 – MARINE SAFETY

28.2.0 MARINE SAFETY

Members of the Office will enforce the boating laws of the State of Washington impartially and with due regard for the individual's Constitutional Rights. Stops (sometimes called "Boardings") will be based upon probable cause or reasonable suspicion (Terry vs. Ohio). Office members shall keep themselves informed of new legislative laws, and changes initiated by case law.

The primary objective of marine law enforcement is to provide a safe environment for the public. The visibility of patrol personnel elevates the public's awareness of marine laws. A maintained awareness by the public promotes voluntary compliance to those laws.

It is the position of the Office that its members seek out and arrest those violators who deliberately threaten public safety. The cost in life and property caused by the alcohol/drug impaired and reckless boat operator cannot be ignored.

Enforcement action by members of the Office may take one or more of the following methods:

1. Verbal warning.
2. Notice of Infraction.
3. Criminal Citation, with or without arrest.
4. Custodial arrest summons, or request for warrant of arrest, for felony

28.4.0 MARINE SAFETY - REPORTS

Citations and NOIs are for use in marine enforcement.

1. Incident Reports will be generated for marine patrol activities such as tows, clearing deadheads, ATLS, collisions, etc.
2. Case reports will only be needed for investigative situations or arrests.
3. Missing / presumed drowned (see section 19.10.10).

28.6.0 MARINE PATROL FORM

Deputies working marine patrol will complete a Daily Marine Patrol Form that will outline the activity for the day. It shall include information on the pre- and post-shift vessel checks; general areas patrolled; all contacts; dispositions; case and citation numbers; and any other data pertinent to the shift.

28.8.0 VESSEL BOARDING PROCEDURES

All boardings will be recorded on the state-provided form. Note distribution of copies. A "boarding" does not necessarily mean physically boarding another's vessel. "Boarding" additionally includes two vessels side-by-side, held together loosely by lines, for the purpose of contacting the occupants.

"Boardings" require constant vigilance of surrounding conditions, such as wakes, other boaters, docks, etc. It is suggested that deputies request boaters to "come to them" for the final few yards.

28.10.0 MARINE - PERSONAL FLOATATION DEVICES

Members are required to wear personal floatation devices (PFDs) while operating or riding in any boat or vessel while on duty. PFDs are issued to all deputies and are located on all Office watercraft.

28.12.0 MARINE - BALLISTIC VESTS

Ballistic vests absorb water and should not routinely be worn while on the water. Ballistic vests may be worn if the risk warrants it.

28.14.0 MARINE COLLISION - REPORTABLE

This Office will respond to investigate reportable marine collisions. Those are accidents and collisions involving damage over \$500, death, or injury beyond simple first aid. If Services personnel are on duty, they should respond. If they are not, the shift supervisor will determine if a callout is necessary. (Some accidents/collisions can be dealt with by simply contacting the involved parties at a dock.)

If a marine collision/accident is reportable, the boat operator or owner must complete a Boating Accident Report. No report beyond answering the IR is required by CCSO unless enforcement action is taken. If death or injury requiring hospital admittance occurs, the investigating deputy must complete a Boating Accident Investigation Report.

Services requests a copy of all marine accident/collisions reports be routed to them.

Fatal accidents/collisions, or probable fatals, are investigated by CCSO. The USCG no longer does these.

Deputies will investigate all marine accidents/collisions which result in death, or personal injury requiring hospitalization. A Washington Boat Accident Investigation Report form will be used for reporting these incidents. We must notify the Washington State Parks and Recreation Department within 48 hours of becoming aware of the incident. (360-586-0351). The completed investigation will be forwarded within 10 days to State Parks.

Boaters are required to complete a Boating Accident Report whenever a boating accident results in loss of life, injury which requires medical treatment beyond first aid, property damage in excess of \$500 or the disappearance of a person from a vessel under circumstances that indicate death or injury. These reports are available through the Office and through Law Enforcement Records.

28.16.0 MARINE ACCIDENT - NON-REPORTABLE

An incident report will be generated on marine accidents/collisions that do not meet minimum state reporting requirements.

CHAPTER 29 - TRAFFIC LAW ENFORCEMENT

29.2.0 STATEMENT

Members of the Office will enforce the motor vehicle laws of the State of Washington impartially and with due regard for the individual's Constitutional rights. Traffic stops will be based upon probable cause or reasonable suspicion (Terry vs. Ohio). Members shall keep themselves informed of new legislative laws, and changes initiated by case law.

The primary objective of traffic enforcement is to provide a safe environment for the commuting public. The visibility of patrol personnel elevates the public's awareness of traffic laws. A maintained awareness by the public promotes voluntary compliance to those laws.

It is the position of the Office that its members seek out and arrest those violators who deliberately threaten public safety. The cost in life and property, caused by the alcohol/drug impaired and reckless driver cannot be ignored.

Enforcement action by members of the Office may take one or more of the following methods:

1. Verbal warning.
2. Notice of Infraction.
3. Criminal Traffic Citation, with or without arrest.
4. Custodial arrest summons, or request for warrant of arrest, for felony.

29.4.0 SPECIAL GROUP VIOLATORS

1. Legislators: During the legislative session legislators are "privileged from arrest in all cases except treason, felony, and breach of the peace." (Article II, Section 16, of the Washington State Constitution). Legislators may be issued traffic infractions and/or citations, and may be taken into custody for the purpose of obtaining a BAC Verifier sample and then released. Legislators should not be arrested for acts not specified by the Washington State Constitution during the legislative session.
2. Foreign Diplomats and Consulate Officers: The United States Department of State, Office of Protocol, issues identification documents to foreign government personnel who are entitled to immunity. There are different degrees of immunity. Deputies should read identification cards presented to them carefully.

Issuing a traffic citation or notice of infraction does not constitute arrest or detention, although signature of the citation may not be required.

The property of a person enjoying full immunity, including their vehicle, may not be searched or seized. Such vehicles may not be impounded, but may be towed the necessary distance to avoid being a hazard.

Deputies under no circumstances will allow an individual who is intoxicated to drive. Deputies will assist the individual in making arrangements for transportation.

In circumstances where public safety is in imminent danger or it is apparent that a serious crime may otherwise be committed, police authorities may intervene to the extent necessary to halt such activity. This naturally includes the power of the police to defend themselves from personal harm.

Department members will fully investigate all traffic and criminal violations. Copies of these reports will be sent to the Department of State.

Questions regarding an individual's status or immunity should be referred during business hours to the Office of Protocol or after hours to the Bureau of Diplomatic Security.

3. Military Personnel: Military personnel will be treated the same as any other individual.
4. Commercial Carriers: Drivers of commercial carriers will be treated the same as any other individual. In the event of a custodial arrest, consideration should be made for the safety of passengers or the security of cargo by notifying the employer.
5. Juveniles: Refer to Chapter 25: Juveniles.
6. Non-residents: Any non-resident of Washington who is stopped and issued an infraction or citation may not be required to furnish bail or collateral or be treated in any manner differently than a resident of the State of Washington.

29.6.0 VIOLATOR CONTACT - TRAFFIC

When stopping traffic violators, deputies will attempt to adhere to the following procedures:

1. Deputies shall attempt to complete all radio communications prior to the stop, giving vehicle license number and location.
2. Deputies shall attempt to select a safe area for the stop, considering officer safety, violator safety, and the safe and unrestricted flow of vehicular and pedestrian traffic.
3. Deputies shall attempt to position their vehicles properly, for their protection as well as for the violator.
4. Deputies shall use appropriate emergency equipment to affect the stop, and maintain such emergency lights as necessary to warn approaching motorists and others. During hours of darkness deputies may utilize their spotlight to illuminate the interior of the violator's vehicle, after the violator has stopped.
5. Deputies should approach all vehicles with caution, being attentive to vehicle occupants and traffic flow. At the vehicle, deputies should position themselves tactically while making contact.

29.8.0 NOTICES OF INFRACTION (NOI)

NOIs are civil violations written on the Washington State Uniform Citation Report form. They include minor traffic, fish, game, boating, park, and other violations.

Deputies will use the issued Cowlitz County bail schedule unless another method is pre-approved by a supervisor. All needed information shall be filled in by the deputy and, when complete, signed and dated.

Deputies' notes must be present on all notices before they are submitted. Notes may be typed or printed. On the last copy (blue), begin notes on the top of the back. Affidavit sheet must be completed and attached to the back of the citation or NOI. There should be a brief synopsis of the incident, not a reduced copy of the face sheet. The basic elements of the infraction are what are needed for arraignment, not a complete report.

Be sure to sign and date your notes. The "place" is always "Cowlitz County" regardless of being in or out of any city.

Location can be a hundred block, an intersection, or a specific address. If you cite a violator on a state route, you may take advantage of the "grayed-in" milepost and route information. Otherwise, print right over it. If you have an exact location, use it.

Complete the Personal Identification Number (PIC) section ONLY if the person has their driver's license in their possession when cited.

For parking violations, be sure to staple a copy of a Department of Licensing vehicle registration to the notice turned in.

Before submitting NOIs, double-check them for completeness, dates, and signatures. Also, ensure that printing has gone through all copies of the NOI, since the Office ends up with the last copy.

All citations and NOIs should be logged in the logbook by the shift supervisor. After logging it, place a check mark on the extreme upper right corner of the face of the ticket.

All citations and NOIs must be in the District Court Clerk's Office no later than 0845 each court day.

29.9.0 TRAFFIC CITATION BOOKS - ISSUANCE

Deputies receive individual citation and NOI books, and are accountable for them. The books are issued to the deputies by their shift supervisor. It is the shift supervisor's responsibility to properly document the issuance and maintain this record. This documentation shall include the cover of the citation and NOI books and entry into the audit log book.

If a citation or NOI book or individual citation or NOI is lost, it will immediately be reported, in writing, to the shift supervisor.

29.9.4 CITATIONS

Instructions for basic completion of this form are listed under the notice of infraction section.

On criminal citations, it is mandatory that an appearance date be filled in on the face of the citation before issuance to the suspect. All District Court arraignment dates are Wednesdays at 2:30 p.m.

Deputies should schedule arraignments a minimum of 10 to 14 days from the date of arrest, to allow for paperwork to be completed, and any requested documents to arrive. Should a deputy grant a suspect an earlier arraignment date, and the needed documentation is not attached to the citation, the case will probably be dismissed.

If the suspect is hospitalized, a deputy may still cite but "PR" him immediately. If this is not done, the Office may have to pay the hospital costs and/or provide a guard. Make every attempt to find out when the suspect will be released. Then check with a Prosecutor to determine when to have the defendant appear.

When a defendant signs a citation, check to ensure it is the proper signature. Should a person refuse to sign, *that person would then be transported to the jail and booked. The deputy will then* print: "REFUSED" on the signature line. If a deputy books a person on a citation, print: "BOOKED", just over the signature. This allows the later possibility of a Failure To Appear case to be prosecuted.

All citations and NOIs shall be logged in the logbook by the shift supervisor. After logging it, place a check mark on the extreme right corner of the face of the ticket.

In cases where a case report is generated, copies of the front and back of the citation should be attached to the front of the report.

If a citation is attached to a case report, circle the citation number on the case report when you remove the citation. This helps keep track of which citations have been turned in.

If "MANDATORY" is shown in the bail book, print mandatory in the Penalty/Bail box. Do not write in any dollar amount.

29.10.2 ARRESTS ON WEEKENDS

Between Friday 0900 hours and Saturday 1500 hours, or Sunday 0900 hours if Monday is a holiday, a deputy making an arrest that results in incarceration will submit to the jail a probable cause statement for felonies, and for misdemeanor bookings a photocopy of the citation with officer's notes will be used for the defendant's weekend arraignment.

29.10.4 CITATION AND NOI - VOIDED

A deputy may void a citation or NOI if the defendant has not been issued his copy of the ticket. The note section shall reflect the reason the citation or NOI is voided. The deputy shall write "VOID" across the face of the ticket. The voided ticket will be routed to the District Court Clerk's Office. (Refer to RCW. 46.64.010.)

Refer to 29.10.6 for Citation and NOI Dismissal Request Policy.

29.10.6 CITATION AND NOI - DISMISSAL REQUEST

A deputy may request that a ticket that has been issued to a defendant be dismissed. The deputy must document the reason for the dismissal request on the back of the ticket, or by attachment. A note shall be attached to the front of the ticket, alerting District Court, of the dismissal request.

The defendant should be re-contacted by the deputy who issued the ticket. The defendant is to be advised to contact District Court to receive a report of disposition.

29.12.0 ARREST - TRAFFIC

A Certified Copy of Driving Record (CCDR) is needed for the following offenses:

1. DWLR, DWLS, or when license status is an issue
2. No Operator's License / Never Had One
3. DUI
4. Physical Control

A Certified Copy of Vehicle Registration should be requested in all cases where any doubt exists as to who were the driver of a particular vehicle. Refer to 32.6.4, Impound-Incident to Arrest.

Refer to RCW 46.55.085.

An Incident Report will be generated on all vehicles impounded by Office authority. The deputy will always inventory the vehicle at the scene, and complete the Vehicle Impound Form. A copy of the Vehicle Impound Form will be given to the tow truck driver.

29.12.4 TRAFFIC - INVESTIGATION

Traffic accident reports, notices of infractions, criminal traffic citations and investigations shall be reviewed by the shift supervisor.

29.14.0 CITATION AND NOI - MULTIPLE CHARGES

A criminal traffic violation and an infraction will not be placed on the same citation. Traffic violations and criminal non-traffic violations will not be placed on the same citation. Only two violations per criminal citation are allowed. Additional violations require additional citations be written. NOIs have spaces for three violations.

29.16.0 CITATION AND NOI - VERBAL NOTICE

Deputies should give the following information to a violator that is issued a notice of infraction or criminal traffic citation, and released.

1. The charge(s) specified
2. Location of the court and appearance date

3. If appearance is mandatory or not
4. That the violator should read the front and back of the citation or infraction notice for further instructions, prior to leaving the stop

29.18.0 NOTICE OF CONTESTED INFRACTIONS

The deputy's notes on the back of an NOI are sufficient for contested hearings. If you desire that the court have more information to consider however, you may file an Affidavit of Officer Reissuance of Notice of Infraction.

29.20.0 FELONY STOPS

All felony stops are inherently dangerous and unpredictable. Ideally felony stops should be made with adequate back up, and at a location that gives an advantage to the deputy. However it is frequently the suspect's actions that dictate the situational factors involved in the stop, and the deputy becomes reactionary to ever changing circumstances. The deputy ultimately needs to rely on his training, experience, and good judgment in controlling the felony stop.

29.22.0 RADAR

Radar will be used in accordance with the manufacturer's instructions and office training. Prior to being placed in service and out of service, the radar's calibration will be checked internally and externally to see that it is functioning properly. This is not to say that the radar's calibration cannot be checked more frequently by the operator. If a radar unit is malfunctioning it will be dead lined and reported to the Captain. It is the responsibility of the Captain to make arrangements for repair. The Patrol Captain will maintain a file which will contain the certification documentation for each radar and shall cause each radar unit to be inspected and re-certified annually.

Deputies are required to check the radar in and out of the squad room using the radar log form. Deputies are to return the radar prior to the end of shift.

The Office has deputy positions which are funded through Road Department funds. In order to maintain those positions, we are required to annually present statistics showing how much we work traffic. Therefore, it is critical that personnel sign out with radio on all traffic stops, accidents (even if you are assisting), and radar details. For "radar details", advise radio you are working radar at X location. They will log you out on that for our stats. Sign out 10-71 each time you make a stop; then, sign out again on radar.

29.22.2 SPEEDOMETER VERIFICATION

Sheriff's Office vehicles should have their speedometers verified by radar every sixty days to confirm accuracy. The speedometer will be checked by radar at speeds of 35 mph, 45 mph, and 55 mph. The deputy should note in his log book when, where, who, and which radar was used for verification.

If the speedometer has not been verified by radar within sixty days and a pace of another vehicle was conducted, resulting in a NOI, the deputy will have his vehicle's speedometer verified by radar as soon as practical.

A contested NOI for speeding may be contested, requiring the deputy to submit an affidavit of speedometer verification.

CHAPTER 30 - TRAFFIC COLLISION INVESTIGATION

30.2.0 STATEMENT

When a traffic collision is reported, a deputy may be dispatched to the scene regardless of the amount of reported damages. The deputy will make a visual determination of the damage. If the damage appears to be \$500.00 or more to any one vehicle or other property, or with injuries, the deputy will investigate and file a report using the Police Traffic Collision Report form. If no report is necessary, the deputy will assist the parties involved in exchanging their names, addresses, phone numbers and answering their questions. For the purpose of this chapter, accident and collisions are synonymous.

30.4.0 ALCOHOL/DRUG INVOLVED - ACCIDENT

All traffic accidents involving the use of alcohol or drugs will be investigated by a deputy and appropriate enforcement action taken.

30.5.0 ACCIDENT/TRAFFIC CONGESTION/DAMAGE

A deputy will respond to all accidents that result in traffic congestion or have the potential for traffic congestion. A deputy will also respond to all accidents that result in damage to the vehicle to the extent that towing is required.

30.6.0 ACCIDENT ON PRIVATE PROPERTY

All reported parking lot/private property accidents may be investigated by a deputy and no enforcement action may be taken except for Vehicular Homicide, Vehicular Assault, DUI, Driving while License Suspended or Revoked, Reckless, and Negligent Driving 1st Degree (in compliance with RCW 46.61. or RCW 10.31.100), which will be handled the same as if on a public highway.

30.8.0 HIT AND RUN ACCIDENT

All hit and run accidents will be investigated by a deputy, regardless whether on private property or public street.

30.10.0 FATAL ACCIDENT

In all fatal or potentially fatal accidents, involving more than one vehicle or person, the Washington State Patrol will be requested to respond and conduct the investigation. The Office will assist the State Patrol as needed. In the event the State Patrol is unable to respond the Office will conduct the investigation.

All fatal or potentially fatal accidents occurring on a county road, involving one vehicle and one person, may be investigated by a deputy. The deputy may still request State Patrol assistance in the investigation.

In all fatal or potentially fatal accidents investigated by the Sheriff's Office, the Captain and/or Chief Criminal Deputy and Prosecuting Attorney will be notified as soon as practical. The shift supervisor will be responsible for notifying the County Risk Manager.

30.12.0 INJURY ACCIDENT

The first deputy on the scene shall make a determination as to any injured persons and have an ambulance dispatched to the scene, if one is not en route. Deputies shall provide basic first aid as required to any injured persons. Our first responsibility is to ensure that the injured are cared for, then identify the persons involved, investigate the accident, oversee the removal of debris from the scene and then reopen the road for traffic.

30.12.4 CIVIL LIABILITY - ACCIDENT

In accidents that may have a potential for civil actions against the county, a supervisor is to be called to assist with the accident investigation. The County Risk Manager is to be notified as soon as practical.

30.14.0 FIRE HAZARD - ACCIDENT

The first deputy on the scene of a fire hazard shall make sure that the fire department has been dispatched. The first deputy shall request assistance if necessary in protecting and containing the scene from persons gaining access. After the fire department arrives he shall offer assistance as needed.

30.16.0 HAZARDOUS MATERIAL - ACCIDENT

A spill of a suspected hazardous material shall be reported immediately to dispatch, with a request for fire department and W.S.P. response. The deputy will supply dispatch with as much information regarding the spill as possible, without unduly risking the deputy's safety. If the hazardous material is identified in the Hazardous Material Response Handbook, the deputy shall follow the prescribed safety procedures. The deputy's first responsibility is to protect unauthorized person from gaining access to the hazardous substance.

Upon arrival of the fire department or WSP, the deputy will relinquish command of the scene to them. The deputy will give assistance as needed.

The investigation of the accident is a secondary concern to the hazardous material incident and treatment of injured.

30.18.0 SCHOOL BUS ACCIDENT

The Washington State Patrol will be called to investigate all accidents involving public school buses. If the Washington State Patrol cannot respond, the Office will handle the investigation, and submit a copy of the report to the local State Patrol Detachment.

30.20.0 ENFORCEMENT ACTION - ACCIDENT

When evidence supports a traffic violation occurred, and contributed to the cause of an accident, the investigating deputy will consider enforcement action.

CHAPTER 31 - TRAFFIC CONTROL

31.2.0 STATEMENT

At times deputies will be required to re-route or otherwise direct traffic. The Office's goal is to insure the safe and efficient movement of traffic and pedestrians.

31.4.0 REFLECTIVE VESTS

The Office issues reflective vests to deputies to enhance their visibility while directing traffic. Deputies shall wear this vest as soon as the situation permits.

31.6.0 VEHICLE ESCORTS - EMERGENCY

The escorting of civilian vehicles in an emergency is prohibited.

31.8.0 ROADBLOCKS

Roadblocks may be implemented to further the interest of law enforcement and the public. Roadblocks will be set in a location that provides adequate visual warning to approaching vehicles. If this is not possible the deputy will utilize flares or other warning devices to warn approaching vehicles.

Refer to Chapter 20.12.14.

31.10.0 ROAD CLOSURES

In the interest of public safety a deputy may close any highway in Cowlitz County. If a road closure is necessary the deputy will provide as much warning to approaching motorists as reasonably possible. Deputies will notify Cowlitz County 9-1-1 Center of the circumstances for the closure, and cause the appropriate road department to be notified. The deputy will remain on the scene until relieved by the road department or other law enforcement officers.

CHAPTER 32 - TRAFFIC SUPPLEMENTARY SERVICES

32.2.0 STATEMENT

Deputies will offer reasonable assistance to any stranded motorist.

32.4.0 HAZARDOUS ROAD CONDITIONS

It is the responsibility of all members to report any hazardous road condition encountered immediately to Cowlitz County 9-1-1 Center. A serious threat to public safety shall require that the member standby until the problem is eliminated, or the member is relieved by the appropriate service agency.

32.5.0 ALL VEHICLES AT MOTORPOOL

All vehicles left at the motor pool for any length of time whether as evidence or seizure must have:

- A plastic VEH TAG # clipped on to the steering wheel or mirror
 - o Green = CCSO Red = DTF, and be,
- listed on the Vehicle Tracking Sheet, and,
- A Vehicle Intake Form must be completed.

The vehicle ID Tags, the Vehicle Intake Forms, and the Vehicle Tracking Sheet will be available at the motor pool, where the extra supplies are kept. The distribution is listed on the bottom of the form.

11-30-14 LA1 MSN

32.6.0 IMPOUNDS

32.6.2 IMPOUND - ABANDONED VEHICLE

A vehicle that is abandoned or disabled upon the traveled portion of a highway shall be removed. The removal of other unauthorized vehicles shall conform to state law. When practical, an effort to contact the registered/legal owner should be attempted to get voluntary compliance for removal. Refer to RCW 46.55.113. The deputy will additionally issue a notice of infraction for the appropriate violation of law. In the event the driver is not present, the defendant's copy will be affixed prominently to or in the vehicle.

A vehicle that is apparently abandoned along side a highway may be impounded according to state law. The deputy shall attach a properly completed and readily visible impound sticker to the vehicle. A check will be made to identify the last owner of record. The deputy will make reasonable effort to contact the owner by telephone, or other means, in order to give the owner the information on the impound notification sticker. The deputy will document the notification or attempts at notification on the Incident Report. If the vehicle is not removed within 24 hours the vehicle may be impounded.

Refer to RCW 46.55.085.

An Incident Report will be generated on all vehicles impounded by Office authority. The deputy will always inventory the vehicle at the scene, and complete the Vehicle Impound Form. A copy of the

Vehicle Impound Form will be given to the tow truck driver.

32.6.3 VEHICLES – SEIZED

RCW Title 69: Deputies who seize a vehicle(s) with the intent to have it/them forfeited under authority of RCW title 69 must complete the NOTICE OF SEIZURE AND INTENDED FORFEITURE document, and submit it within 24 hours. All party's with a legal interest in the vehicle(s) whether listed on the vehicle registration or not must be served a copy of the document. The distribution matrix is on the bottom of the form. – A separate form must be completed for each seized vehicle.

RCW Title 10: Deputies shall not seize any vehicle under the authority of RCW Title 10 without first obtaining permission from a member of the Sheriff's Administration. Deputies who seize a vehicle(s) with the intent to have it/them forfeited under authority of RCW title 10 must complete the NOTICE OF SEIZURE AND INTENDED FORFEITURE document, and submit it within 24 hours. All party's with a legal interest in the vehicle(s) whether listed on the vehicle registration or not must be served a copy of the document. The distribution matrix is on the bottom of the form. – A separate form must be completed for each seized vehicle.

09-28-17 1A1 MSN

32.6.4 VEHICLES - AS EVIDENCE

Vehicles kept for evidentiary value (not just seized) must be entered in to the evidence system. The vehicle key(s) must also be entered in to evidence as a separate item.

32.6.5 VEHICLES – AS EVIDENCE - PROCEDURE

The deputy placing any vehicle into the evidence system must fill out an EVIDENCE FORM. The License plate should be listed in the SERIAL field. The VIN should be listed in the description field. When placing a vehicle in long-term storage, the deputy must contact the evidence clerk to coordinate the date, time and place where the vehicle is to be stored. The investigating deputy should make every attempt possible to process the vehicle for evidence before placing the vehicle in long-term storage. Prior to placing the vehicle in storage, disconnect the battery and inventory the vehicle contents. After placing securing the vehicle in storage, an evidence number must be obtain for both the keys to the vehicle, and the keys to the storage unit. Place both sets of keys into evidence. Issue an evidence item number to each vehicle.

11-30-14 1A1 MSN

32.6.6 IMPOUND - PRIVATE AND PUBLIC PROPERTY

Members have some authority to impound vehicles from both public and private properties. On private property, impounds are only authorized for recovering stolen vehicles and seizing vehicles as evidence. All other circumstances require supervisory approval. Even in the case of recovering a stolen vehicle, members should use impounding as a last resort. First options should include attempting to contact the owner(s), which might be an insurance company, to take custody of the vehicle within a reasonable amount of time.

On public property such as highways, roadways, etcetera members may impound based on RCWs. Again, impounds should be a last resort when other reasonable efforts have failed or are not an option.

On public property such as county owned parks or county land, the appropriate county agency must authorize an impound. For the purposes of county property, other than roadways, CCSO members are not the appropriate agent to decide on the impounding of a vehicle. Example: In a park, someone of authority in the Parks Department must authorize the impound, preferably on-scene and in writing.

Refer to RCW 46.55.010 (12), 46.55.070, and 46.55.080.

32.8.0 HULK VEHICLES

Upon receiving a request from a landowner for certification of a junk vehicle, an appointment may be made by the area deputy for an inspection. Inspections will usually take place during day shift.

The procedure will be:

1. An IR will be generated at the time the deputy goes to do the inspection. This will be handled as a low priority call. The vehicle must be easily accessible to the deputy.
2. The deputy making the certification shall complete the law enforcement part of the Junk Vehicle Form, and give it to the requestor. The landowner is responsible for the rest of the process.
3. When all instructions have been complied with, the landowner can call a licensed Hulk-Hauler to remove the vehicle.

To be classified a hulk vehicle its only value is one of scrap.

Refer to RCW 46.55.230.

32.10.0 TOWING

Tow truck services operating in the unincorporated areas of Cowlitz County must currently be authorized by the Washington State Patrol to conduct tow services upon Washington State highways. In order to be included in the Sheriff's Office dispatch rotation for unincorporated Cowlitz County, tow companies must agree to meet the standards below, and be appointed approved by the Sheriff.

32.10.2 TOW TRUCK SERVICE RESPONSE TIME

Under normal driving conditions, an authorized tow truck service operating in Cowlitz County, agrees to arrive on scene within 20 minutes of the request by Cowlitz 911 (dispatch).

32.10.4 RESPONSE AREAS

Authorized tow truck services shall be grouped in rotation lists within response time areas of operation. E.g.: A Woodland area tow company would be contacted for service on SR 503 as opposed to a tow service out of the Longview/Kelso area. Similarly, a Castle Rock tow service would not be called for a tow in the west county area. In an emergency, out-of-area tow services may be dispatched.

32.10.6 ROTATION OF TOW TRUCK SERVICE

Whenever Cowlitz 911 (dispatch) receives a request from the Sheriff's Office for tow truck service, dispatch shall make a reasonable attempt to contact the tow service first on the rotation list and request them to respond. If the first tow service contacted indicates that it is unable or unwilling to respond to the scene with the appropriate equipment within 20 minutes of dispatch, the dispatcher shall advise the on-scene deputy, who may request to cancel the requested tow, and contact the next tow truck service on the rotation list. This procedure shall be followed for each subsequent tow truck service on the rotation list until a tow service can be contacted and indicates that it is able and willing to arrive at the scene within twenty minutes. Each tow service which the dispatcher contacts, or attempts to contact, shall have its name placed at the end of the rotation list regardless of whether it actually responded to the call, could not be contacted, or was unable or unwilling to respond as directed. The option of putting a tow service back at the top of the list due to circumstances beyond the tow services control shall be at the discretion of dispatch, the requesting deputy, or supervisor.

32.10.8 MEMBERS MAY NOT RECOMMEND TOW SERVICE.

Sheriff's Office members may not recommend tow services to motorists. If a tow is necessary the member will ask that the next tow service on the call list be contacted, or will ask for a company specified by the motorist. The member is expected to answer relevant questions asked by the motorist pertaining to closest tow and/or related services.

32.10.10 TOWING OF COUNTY VEHICLES

Tow truck services for Cowlitz County vehicles shall be at the discretion of the motor pool manager. Should the motor pool manager not be available, the rotational tow for the area the county vehicle needing towed is in shall be called. County vehicles should be towed to the Cowlitz County Motor Pool.

[illegible]

- Criminal History Prohibitions; Any operator and/or driver with any of the following convictions are automatically disqualified from providing towing services for Cowlitz County: conviction of any class A felony or any “sex offense,” or must register as a sex offender, as defined in RCW 9A.44.010, regardless of date of conviction; has been convicted of any Class B felony within the last ten years; has been convicted of any Class C felony within the last five years; has been convicted of DUI as defined in RCW 46.61 two or more times within the last five years; has been convicted of any gross misdemeanor within the last three years; has been convicted of any misdemeanor within the last year.
- Fees set by the Chief of the Washington State Patrol. Fees are set October 15th of each year.
- Personnel must be identified as representing the company with uniforms, (shirt or coat with company logo).
- Tow personnel must wear safety vests when appropriate.
- 20 minute on scene response time. (Weather and time of day dependent)
- Three or more refusal/unavailability to respond to calls within a 90 day period, may result in the Sheriff’s suspension or cancellation of the “letter of appointment.” Pre-notification of

unavailability for rotational calls will not be considered a refusal or unavailability. i.e.: Driver ill, equipment under repair, equipment insufficient to perform a specific type of tow.

- Tow operators shall perform towing tasks competently-*the standard of competence shall be that quality of work which is accepted as efficient and effective within the towing industry.*
- Required to notify dispatch when service is interrupted or restored.
- A Suspension or Cancellation of Appointment may be considered if any of the above criteria are not maintained, or multiple incidents of refusal/unavailability should occur. Three or more incidents of refusal/unavailability within a 90 day period may be considered grounds for suspension/cancellation of the letter of appointment.
- Upon suspension or cancellation, the Sheriff shall send written notice of such action to the tow operator. The operator may request a review of suspension or cancellation by sending a written reinstatement request to the Cowlitz County Sheriff's Office.
- The Reinstatement Request process shall consist of a review by the Sheriff's Chief Criminal Deputy, who will forward his/her recommendation to the Sheriff. A decision shall be rendered within 14 days of receipt of a written request for reinstatement. (Electronic requests are accepted.)

Letter of Appointment
Rotational Tow-Unincorporated

 (Company Name) agrees to meet all requirements outlined below and acknowledges that failure to meet any of the requirements listed below may result in suspension or cancellation of appointment.

1. Must be a Registered Tow Truck Operator, authorized by the Washington State Patrol.
2. Agree to respond as requested, when requested.
3. Criminal History Prohibitions-automatic disqualifiers for Operators and Drivers: Has been convicted of any class A felony or any "sex offense" as defined in RCW 9A.44.010, regardless of date of conviction, , or must register as a sex offender, has been convicted of any Class B felony within the last ten years, has been convicted of any Class C felony within the last five years, has been convicted of DUI as defined in RCW 46.61 two or more times within the last five years, has been convicted of any gross misdemeanor within the last three years, has been convicted of any misdemeanor within the last year.
4. Follow the fees set by the Chief of the Washington State Patrol. Fees are set October 15th of each year.
5. Personnel must be identified as representing the company with uniforms, (shirt or coat with company logo).
6. Tow personnel must wear safety vests when appropriate.
7. 20 minute on scene response time. (Weather and time of day dependent)
8. Three or more refusal/unavailability to respond to calls within a 90 day period may result in the Sheriff's suspension or cancellation of the "letter of appointment." Pre-notification of unavailability for rotational calls will not be considered a refusal or unavailability. i.e.: Driver ill, equipment repair, equipment insufficient to perform a specific type of tow.
9. Tow operators shall perform towing tasks competently-*the standard of competence shall be that quality of work which is accepted as efficient and effective within the towing industry.*
10. Required to notify dispatch when service is interrupted/restored

Upon suspension or cancellation of appointment resulting from failure to meet any of the above requirements, The Sheriff shall send written notice of such suspension or cancellation. You may send a written request for reinstatement to the Sheriff. The Reinstatement Request process shall consist of a review by the Sheriff's Chief Criminal Deputy, who will forward the request and his/her recommendation, to the Sheriff. A decision shall be rendered within 14 days of receipt of a written request for reinstatement. (Electronic requests will be accepted.)

Owner/Authorized Representative of Tow Company

Director, Cowlitz 911

Cowlitz County Sheriff

11-30-14 1A1 MSN

32.12.0 SLIM JIMS - UNLOCKING DEVICES

The use of "slim jims" have the potential to damage door locks. Deputies will not use unlocking devices on vehicles belonging to the general public unless an emergency entry is required. The deputy will offer other assistance to facilitate aid to the motorist.

32.14.0 JUMP STARTS

Deputies will not jump start vehicles belonging to the general public. The deputy will offer other assistance to facilitate aid to the motorist.

32.16.0 PUSH BARS

Sheriff's vehicles equipped with push bars will only push a vehicle that is disabled on the traveled portion of a roadway. The vehicle owner must request or agree to the push. The vehicle will be pushed to the nearest location that eliminates the hazard. A vehicle will not be pushed for the purpose of a compression start. Large, heavy, or loaded vehicles will not be pushed. Vehicles whose bumpers do not align to the push bars will not be pushed. The deputy will visually check for proper bumper to push bar alignment.

If the decision is made to push a vehicle the deputy will inform the operator of the disabled vehicle:

1. Turn the column ignition switch to "on" (unlocks steering).
2. Place the vehicle in neutral with the brake off.
3. Precisely what action the deputy will take and what is expected of the disabled vehicle operator.

CHAPTER 33 - SEARCH & RESCUE (SAR)

33.2.0 STATEMENT

Cowlitz County is in a somewhat unique position of having a residential population, a large urban population within an hour drive, and a large area, which has become attractive for outdoor recreation. As a result of these geographic conditions, we have our share of lost and injured persons. As the urban areas and the recreation potential grow, the need for our search and rescue services and coordination increases.

33.4.0 SEARCH AND RESCUE RESPONSIBILITIES

Primarily, the protection of life and property and the maintenance of law and order within the territorial jurisdiction of any state are the responsibilities of state and local authorities. State statute places responsibility for the search and rescue of persons onto the Sheriff in all unincorporated areas of the county. (RCW 38.52.400) City police chiefs or their designees may elect to designate the Sheriff's Office as the agency to handle SARs within their city.

33.6.0 SEARCH AND RESCUE GROUPS

A cooperative, coordinated procedure has been worked out with all search and rescue organizations in Cowlitz County. These organizations are available to the Sheriff's Office 24 hours a day, seven days a week. The Administration, SAR coordinator, and assistant SAR coordinator are generally the only members authorized to request the assistance of a search and rescue organization. The shift supervisor may request assistance of a search and rescue organization if the SAR deputy, Services sergeant, or Administration is unavailable.

33.8.0 MISSION NUMBER - SAR

Should any detail be undertaken in which volunteer, non-commissioned personnel are used, a state DEM "mission number" MUST be obtained prior to deployment. The mission number may be requested through the Cowlitz County DEM during regular business hours. After hours requests may be made through Cowlitz County 9-1-1 Center.

NOTE: The DEM state mission number is not to be canceled until ample time has elapsed for all volunteers to have returned home.

33.10.0 SEARCH - EVIDENCE

Civilians can be used for evidence searches. The request for a civilian assisted evidence search is to be made by the deputy in charge of the investigation, through the chain of command to the SAR Deputy.

33.12.0 SEARCH - SUSPECT

Civilian personnel WILL NOT be utilized to search for criminal suspects or persons who may present a physical hazard to searchers.

33.14.0 OUT OF COUNTY SAR

Out of county SAR requests will be referred to DEM Olympia. We do not have the authority to send search organizations out of county on initial requests.

33.16.0 SEARCH AND RESCUE PROCEDURE

Should patrol need to begin search proceedings without the presence of an SAR deputy, the supervisor will ensure that all information as to the missing party is recorded. He will also have recorded activities and assignments of all personnel. That data will be provided to the SAR deputy subsequently assigned to the detail. The "SAR Mission Information Sheet" is useful to log needed information. SAR personnel may be utilized as record keepers.

All known information should be passed along to the SAR deputy, in UIR format as a missing person. The SAR deputy will decide if further action is needed. If the SAR unit is activated, the authority and responsibility for the search are with the SAR coordinator. Patrol and other personnel will assist as directed.

SAR factors:

1. Location
2. Age of victim(s) Very young or old; critical
3. Current weather conditions
4. Forecasted weather
5. Victim's preparedness
6. Survival knowledge
7. Knowledge of the terrain
8. Time of day
9. Family or RP's attitude
10. Medical or Mental problems

33.16.2 AIRCRAFT / ELTs

Notification of a "possible" downed aircraft in Cowlitz County normally comes from the Washington State Department of Transportation, Aeronautics Division. They receive their alert from satellites, which place the ELT (Emergency Locator Transmitter) signal in Southwest Washington. The Sheriff's Office responds by:

1. Having DEM or the Cowlitz County 9-1-1 Center obtain a state mission number from Olympia.
2. Calling out the Lower Columbia Amateur Radio Association (HAMS), who have directional location equipment to triangulate the source of the signal.
3. If the HAMS are not available, contact Cowlitz County SAR.

4. The shift supervisor is to notify the SAR deputy and Captain of the call out.

Sources of an ELT signal may be:

1. A passing aircraft that's ELT is unknowingly activated.
2. A marine vessel ELT equipped.
3. An aircraft, which has made a "hard" landing, and accidentally activated its ELT.
4. An ELT in someone's possession. (Pilot's briefcase, etc.)
5. An actual crashed aircraft.

Once the ELT has been located, it should be shut off. It has an "ON - OFF" switch. If the situation is, in fact, a crashed aircraft, we should:

1. Render any needed medical assistance.
2. Secure the aircraft and surrounding area. This will be somewhat similar to a crime scene, and can, at times, be a very large area.
3. Advise the state Aeronautics Division. They may have instructions as to how to proceed with the investigation.
4. Take custody of victims' personal property. You may be initiating a death investigation at this point.
5. Advise the Office's chain of command of the status of the event.
6. Cause the FAA Operations Division Duty Officer to be called, 425-227-2000, who will do all the other state and federal notifications.

CHAPTER 34 - RESERVES

34.2.0 STATEMENT

Cowlitz County Sheriff's Reserves are considered to be members of the Office. The Sheriff is responsible for the actions of all Office members. All applicable policies and procedures in this manual apply to all reserve members, unless that policy or procedure is specifically superseded by this chapter. Reserves, additionally, must abide by the rules and regulations set forth in the unit's by-laws.

34.4.0 PURPOSE AND MISSION - RESERVES

The primary purpose of the Cowlitz County Sheriff's Reserve Unit is to supplement, not supplant, Sheriff's Office deputies.

The membership is made up of individuals who have volunteered their time to the community to promote effective county law enforcement.

The unit is self-supporting and is a tax-exempt charitable organization. The unit, with Sheriff approval, raises monies for their needs by contracting security jobs within Cowlitz County.

The unit is equipped and available 24 hours a day to be called upon as support personnel. The members carry a limited commission from the Sheriff. The Sheriff may revoke or escalate the commission to full police powers at any time. The membership may be increased, decreased, or disbanded at the Sheriff's discretion.

34.6.0 COMMISSION - RESERVE

A commissioned reserve is one that has successfully completed the Reserve Basic Academy, and has been granted limited law enforcement authority by the Sheriff. A commissioned Reserve can be authorized to perform duties as provided in this chapter.

34.8.0 APPLICANT - RESERVE

A Reserve applicant must be twenty-one (21) years of age, a U.S. citizen, possess a valid Washington or Oregon driver's license, physically fit to do the job assigned, and possess high moral character. The applicant must be able to read, write, and understand the English language. The applicant must pass a written entrance examination and oral interviews.

34.8.2 BACKGROUND INVESTIGATION - RESERVE

The Office's Reserve Liaison Officer will conduct a background investigation on all applicants. The background investigation will consist of, but is not limited to, NCIC, WACIC, local criminal history inquiries, DOL driver's license history, polygraph and interviews with references and employer(s).

34.8.4 MEDICAL EXAMINATION - RESERVES

The applicant is required to have a medical examination by a physician of his choice, and at his own expense. The physician must certify that the applicant is physically able to perform the duties of a deputy sheriff. The Sheriff may require additional examinations such as a psychological, etc. Additional examinations are at the applicant's expense.

34.10.0 TRAINING - RESERVES

Training is under the direction of the Sheriff and the Washington State Criminal Justice Training Commission in the fields of law enforcement and search and rescue.

Reserves must comply with qualification standards, as established in this manual.

34.10.2 TRAINING LEVELS - RESERVES

The Office, to more easily identify the different training levels of Reserves, has implemented a four level achievement system.

- Level 4: WSCJTC certified, and meets Office qualification standards in the use of a handgun. Level 4 Reserves, still on probation, must be under the immediate supervision of a deputy or level 1, 2, or 3 Reserve.
- Level 3: WSCJTC certified, and meets Office qualification standards in the use of a handgun, baton/asp, and capstun. Level 3 reserves possess a first aid/CPR card, have been a Reserve for two or more years, and have accumulated more than 250 hours of riding time.
- Level 2: Meets all the criteria of a level 3 Reserve. A level 2 reserve may, at the discretion of the shift commander, operate a Sheriff's Office vehicle for patrol or enforcement duties with another Reserve.
- Level 1: Meets all the criteria of a level 2 Reserve, and additionally meets Office qualification standards in radar operation. A level 1 reserve has completed officer survival training. A level 1 Reserve has ridden at least ten hours per month for the past twelve months.

34.12.0 UNIFORMS AND EQUIPMENT - RESERVES

Reserves shall conform to the dress code established for regular deputies. The Office reserve badge will display the engraving "RESERVE". Reserves may carry police equipment that is authorized by the Sheriff, if qualified by training.

34.14.0 LIABILITY - RESERVES

34.14.2 CIVIL SUITS - RESERVES

Reserves have liability coverage, while actually engaged in sanctioned police work, in the same manner and extent as regular commissioned deputies.

34.14.4 INJURIES - RESERVES

Coverage for any and all injuries received while on an approved Department of Emergency Management assignment, will be covered in accordance with the Emergency Management laws of the State of Washington.

Refer to RCW 38.52.

34.16.0 VEHICLE AUTHORIZATION - RESERVES

A Reserve, after completion of probation, may be allowed to operate a patrol vehicle by himself or with another Reserve at the discretion of the shift supervisor. Under exigent or unusual circumstances a deputy may direct a probationary Reserve to operate a vehicle for a limited purpose.

34.16.2 RIDE-A-LONG PROGRAM - RESERVES

Reserves will not be allowed to have civilian riders while on patrol. The exception to this rule will be if the shift supervisor specifically orders a Reserve to transport other persons.

34.16.4 VEHICLE PURSUITS - RESERVES

Reserves will not become involved in high-speed pursuits unless so directed by the shift supervisor.

34.18.0 SEARCH AND SEIZURES - RESERVES

A Reserve will not conduct "search or seizures", nor will he confiscate any property from a citizen. If anything unusual is observed, the Reserve will call for the assistance of a deputy immediately. This is not to preclude a frisk of an individual or limited search of a vehicle for the purposes of officer safety, if a weapon is suspected.

34.20.0 CITATIONS AND NOI - RESERVES

Level I and level II Reserves may make traffic stops on flagrant traffic violators, and may issue criminal citations or traffic infractions under the supervision of a deputy or if instructed to do so by the shift supervisor.

Any Reserve who encounters a DUI will immediately notify a deputy and/or supervisor and then stop the suspect. The deputy or supervisor will complete the citation and investigation.

34.22.0 NOTEBOOK - RESERVES

Reserves will maintain notebooks of their activities and observations while on patrol and these notebooks will be turned over to the liaison deputy upon request.

34.24.0 GENERAL DUTIES - RESERVES

The Cowlitz County Sheriff's Reserves are a back-up force to the Sheriff and his regular deputies. As Reserves, their primary duty is to ride with regular deputies, provide back up for them, and help with patrol functions. At no time will Reserves be called to duty in the place of an off-duty deputy unless there are no off-duty deputies available or an emergency situation develops in which a large manpower resource is needed immediately (e.g. flood, evacuation, civil disturbance, etc.). Furthermore, if a patrol shift is running shorthanded and more manpower is needed, and even though there may be Reserves on shift, off-duty regular deputies will be called to service.

34.24.2 PATROL DUTIES - RESERVES

Although Reserves are encouraged to be a two-person car, doubling up is not mandatory. The shift supervisor may suspend a Reserve's privilege to operate a patrol car on all shifts, for cause. The shift supervisor shall forward justification for the suspension to the Captain and liaison deputy.

While on patrol, the Reserve's primary responsibility is to assist in preventative patrol and provide back up.

The following responsibilities may be delegated to Reserves by the shift supervisor.

1. Perform business checks (shake doors).
2. Investigate parked, suspicious vehicles.
3. Serve civil papers, with the exception of those marked "Serve Personally", all out of state papers, or any other denied by the Chief Civil Deputy.
4. Act as cover unit to any police agency within Cowlitz County or another nearby jurisdiction providing the Reserve is state certified and is so directed by the shift supervisor.
5. Assist with traffic accident investigations or traffic control.
6. Work assigned patrol areas with the regular area car.
7. Make traffic stops; on DUI and reckless driving traffic violations and call for a regular deputy.
8. Fill out field contact cards on all police contacts. Additional responsibilities may be assumed if specifically directed by the shift supervisor.

Any problems that a supervisor encounters with any Reserve, or the unit in general, will be submitted to the Captain in a written report. All such reports will then be forwarded to the Chief Criminal Deputy

and liaison deputy.

34.26.0 RESERVE MANUAL ENDORSEMENT

The Sheriff endorses and adopts the Cowlitz County Reserve Manual. A copy of the manual is located in the Office Library.

CHAPTER 35 - COURT SECURITY UNIT

35.2.0 STATEMENT

The court security unit personnel are members of the Cowlitz County Sheriff's Office. The Sheriff establishes policies and procedures for the operation of the unit. The Sheriff has granted these members limited commission authority so they may more effectively perform their duties.

35.3.0 MISSION

The mission of the Court Security Unit is to keep the peace within and around the Hall of Justice and Juvenile Service Center. This includes denying entry to any unauthorized person who is carrying any weapon or may constitute a threat within the facility. CSU members may confiscate weapons and contraband, deny entry and, as appropriate, make arrests of persons violating certain laws or court orders.

35.4.0 COMMISSION - COURT SECURITY UNIT

The Sheriff's commission conveys enforcement and arrest powers to court security members while performing assigned duties within the Hall of Justice and its curtilage, and the Cowlitz County Youth Services Center and its curtilage, unless otherwise specifically directed by the Sheriff or his designee. Court security members are not authorized to carry firearms in the performance of their duties.

The court security member's commission is limited to:

1. Enforce all security measures authorized by law or Sheriff's Office policy.
2. Arrest person(s) committing physical assaults in their presence.
3. The authority to report all other violations of law observed to fully commissioned personnel.
4. Executing the processes, lawful orders, and directions of the court within the Hall of Justice or Cowlitz County Youth Services Center or their curtilage.
5. Any other duties as specifically directed by the Sheriff or his designee.

The Sheriff may revoke this commission, collectively, or individually, at any time and for any reason. The Sheriff's commission will automatically be revoked when the member resigns or is terminated.

35.5.0 GENERAL OPERATIONAL GUIDELINES

Court Security Officers shall perform their duties with fairness and impartiality. The Law Enforcement Code of Ethics will be the foundational guide from which member shall act. While never reducing vigilance for violations or potential violence, CSU members will treat all citizens with the utmost respect and civility. Citizens who demonstrate by their actions or non-responsiveness, a potential for violence or actual violence shall be dealt with immediately within the policies of this Office. Safety of

our personnel and the innocent citizens come first.

Members shall be familiar with, and operate under, Cowlitz County Sheriff's Office policies and procedures.

35.5.1 NON-CRIMINAL CONTACTS

Members of the CSU will commonly come in contact with citizens who have issues or needs that are not criminal in nature. Members will NOT provide legal advice nor recommend any legal action (or inaction) or recommend any attorney or bail bond service. Members will remain neutral in their words and actions regarding these matters.

35.6.0 USE OF FORCE - COURT SECURITY UNIT

The Sheriff's Office use of force policy applies to all members who are granted a commission by the Sheriff. While always keeping their safety first, CSU personnel shall never use more force than is lawful and necessary to affect an arrest or restrain any person.

As a general rule, any time CSU personnel must resort to physical force to gain compliance from any person, a custodial arrest is called for.

Members are required to follow the policies and procedures outlined in Section 15 of this manual, including the filing of Use of Force Reports per 15.6.0.

35.8.0 TRAINING - COURT SECURITY UNIT

The Sheriff's Office will provide in-service training to court security unit members as it may pertain to their Sheriff's Commission. This instruction includes, but is not limited to, laws and ordinances, arrest procedures, defense tactics, and the use of the "ASP", baton, and chemical irritants. Sheriff's Office authorization and training qualifications required for the use of the "ASP", baton, and chemical irritants are the same as apply to all commissioned members of the Office. Security personnel shall be trained in the operation of a screening and inspection station which will be deployed at the main entrance to the Hall of Justice, and, as staffing permits, at the main entrance to the Juvenile Service Center. The training will include the proper operation of the X-ray machine, and the walk-through and hand-held metal detectors.

Court security unit members are required to successfully complete all training ordered by the sheriff.

35.10.0 CASE REPORT - COURT SECURITY UNIT

The court security unit shall call for law enforcement assistance, as soon as possible, in the event of an arrest or unusual circumstances requiring enforcement action.

Security unit members shall provide a written report to the Office of any enforcement action they may take by authority of their commission.

35.12.0 OPERATION OF SCREENING STATIONS

Members will be assigned as staff for Screening Stations within the Hall of Justice and the Juvenile Service Center. Members are responsible to inspect all persons attempting to enter the facilities in the vicinity of their post. Members are responsible to enforce RCW 9.41.250 and RCW 9.41.300 and other related laws and rules regarding persons bringing weapons or contraband into these facilities.

Members are authorized to deny entry to anyone who refuses to submit to inspection and screening, or if needed, a search of their person and/or belongings. Personnel may use their discretion in determining the extent of the search needed. Any indication or implication that a weapon is about to enter the facilities is cause for personnel to inspect or search further.

Inspection and screening means the general review of a person and their belongings entering a facility. This includes having persons walk through the metal detector and placing items into the X-ray machine.

Pat downs are the placing of hands onto the exterior of an item or clothing for the purpose of ascertaining the presence of a potential weapon.

Searches are a more in-depth intrusion into the contents of belongings or clothing by actually opening items or containers, or using hands to reach into pockets or inside clothing.

Frisks, pat downs and searches of persons of the opposite gender shall be done with due consideration for the citizen's privacy and safety. Any search that may expose a person's body in an uncomfortable or potentially embarrassing way, should move to a location outside of the general public's view. However, the citizen's feelings shall be subordinate to the officer's safety.

35.12.1 ENTRY TO FACILITIES

Members' primary duty is the safety of themselves and the citizens working in, or using the Hall of Justice and/or Juvenile Services Center. Members shall make every reasonable effort to screen all persons attempting to enter the facilities through their post. As a matter of expediency, members should allow all uniformed law enforcement and Cowlitz County Corrections Officers immediate and unrestricted entry. Non-uniformed law enforcement, known to CSU members, may also be allowed immediately entry. Bail agents and private security are NOT authorized for armed entry. Any exclusion must come from a Sheriff's Office supervisor or administration and should be in writing.

PROVIDED: All persons attempting entry, including law enforcement personnel, who are present due to being a party to any civil or criminal action, hearing or meeting within the facilities, shall be inspected at the same level. Law enforcement personnel who are actual parties in any criminal matter or domestic violence case shall NOT be allowed to bring in any weapon.

35.12.2 USE OF TOBACCO

While on duty and in view of the public, members shall not use any tobacco product. This does not include breaks during which members may go to areas already allowed for such activity.

35.12.3 FOOD

While on post, members will make every effort to not consume meals in public view.

35.12.4 APPEARANCE

Members of the Court Security Unit will always dress appropriately and professionally for their job assignment. Any uniform apparel will be supplied by the Sheriff at no cost to the member. Members are responsible to arrive at work on time and appropriately attired with a neat and clean professional appearance. Any property issued to a member by the Sheriff is subject to return at termination of employment or request of the Sheriff.

Members shall make reasonable efforts to cover equipment such as handcuffs, OC spray, batons, etc. in order to 1) appear less threatening to the public, and 2) to minimize the opportunity for someone to grab any of the member's equipment.

35.13.0 RECOMMENDATIONS FOR GOOD OF UNIT AND AGENCY

Due to the dramatic change in this unit in 2004, much will be occurring in a short amount of time. It is in the best interest of members, the Office, and the citizens of this county that the unit improves on an on-going basis. Therefore, it is critical that all members having ideas and suggestions for improvement of the unit, reduce them to writing and submit them to the Services sergeant for review.

CHAPTER 37 - DIVE TEAM

37.2.0 STATEMENT

The Cowlitz County Dive Rescue team works under the auspices of the Office, while engaged in Office authorized search and rescue operations. The Office will provide whatever necessary assistance is needed by the dive team. The team is a private volunteer organization.

37.4.0 DIVE TEAM COMMAND / SAFETY

Decisions regarding the mechanics of a dive or whether a dive should be conducted will be made by the dive team. The dive team's decision shall be final, with one exception. An Office supervisor may forbid a dive from taking place. This supervisory decision will be final. As with all search and rescue missions the safety of the volunteers is of the utmost concern.

37.6.0 DIVE TEAM CALL OUT PROCEDURE

In an emergency, the shift supervisor may cause the dive team to be mobilized. A DEM state mission number will be obtained at activation. The SAR deputy is to be notified whenever the dive team is activated. If the SAR deputy is unavailable notifications will be by chain of command in the Services Bureau.

In non-emergency situations the mobilization of the dive team is to be made by the SAR deputy, Service's Sergeant, or Administrator.

NOTE: The state mission number is not to be canceled until ample time has elapsed for the dive team members to return home.

Refer to Search and Rescue chapter 33.

37.8.0 DIVE TEAM EQUIPMENT

The dive team personnel are responsible for their own personal equipment. Office vessels will be provided, if appropriate, on all Office authorized operations. Equipment purchased by the Office will remain the property of the Office. The shift supervisor may authorize the dive team to use Office equipment on any out of county DEM mission. Office vessels must have a qualified Office operator on board, as well as a dive team spotter.

CHAPTER 38 - TASK FORCES

38.2.0 DRUG TASK FORCE

The Office is a participant in the Cowlitz-Wahkiakum Narcotics Task Force. This is a multi-agency task force, established through written agreement, which includes the Cowlitz County Sheriff's Office, Wahkiakum County Sheriff's Office, Longview Police Department, and Kelso Police Department. The agencies involved support the task force with personnel and/or monies.

The Task Force's field operations supervision is rotated between the Longview and Kelso Police Departments. The Cowlitz County Sheriff's Office is officially responsible for administering the grant agreement, receiving grant monies, and the distribution of grant monies.

The Cowlitz County Sheriff's Office also provides, in part, operational monies and personnel to the Task Force.

The Sheriff's designee also fulfills the role of hearing officer in seizure/forfeiture actions.

Office personnel assigned to the task force are subject to the Office policy manual, regardless of the policies of other participating agencies. Sheriff's Office members will conform to operational procedures established by the supervisory agency.

38.2.2 DRUG TASK FORCE MANUAL ENDORSEMENT

The Sheriff endorses the Cowlitz/Wahkiakum Narcotics Task Force policy and procedure manual.

A copy of this manual is located in the Sheriff's Office Library.

CHAPTER 39 - INTELLIGENCE

39.2.0 INTELLIGENCE

It is the responsibility of all members to document and submit discovered intelligence information to the Office. Intelligence files maintained by the Office shall be restricted to documents of criminal intelligence and related information. Information, which does not constitute criminal conduct, will not be included in the intelligence files. Intelligence files will be organized as to the specific criminal activity suspected.

The Detective Sergeant shall be responsible for maintaining and securing the intelligence files.

39.4.0 INTELLIGENCE FILE CRITERIA

Intelligence files shall consist of information, which relates that an individual, organization, business, or group is known or is suspected to be involved in or in the planning, organizing, or financing of criminal activity.

Subjects to be entered into the file shall be identified by DOB, criminal ID number, driver's license, or other identifiable characteristics to distinguish them from any similar subjects in that file or other file that may be utilized at a later date.

39.6.0 SECURITY - INTELLIGENCE

The intelligence files of the Office shall be afforded proper security consistent with the confidential nature of their contents. Intelligence materials shall be stored in lockable file cabinets accessible to authorized personnel only. Intelligence files will be clearly labeled as such and will be kept apart from other files.

39.8.0 INTELLIGENCE EVALUATION

All data shall be checked for accuracy by the Detective Division prior to being placed into the intelligence file. In addition to the file criteria, the following shall be taken into consideration:

1. Information source
2. Date/timeliness of information
3. Evaluation of validity and/or reliability of the information
4. Consistency of data contained within the file

39.10.0 INTELLIGENCE DISPOSITION

The Detective Division will then, based on their evaluation, determine the proper disposition of the information. The information will be clearly marked in one of the following manner:

1. NOT VERIFIABLE

2. NOT PROBABLE
3. PROBABLE
4. CONFIRMED
5. REFERRED TO (name of agency/unit if applicable)

The information shall be placed in the file as indicated by the file criteria. Information that is found to be inaccurate shall be updated or destroyed at the direction of the Detective Sergeant or other authorized personnel.

39.12.0 ANNUAL REVIEW - INTELLIGENCE

The intelligence files shall be reviewed annually to insure accuracy, relevancy, timeliness, and completeness thereof. The Detective Sergeant or other authorized personnel will be responsible for this file review, and future disposition.

39.14.0 DESTRUCTION AND RETENTION - INTELLIGENCE

No material shall remain in the files longer than three years, unless that material is being used in an ongoing investigation. All files ordered purged by court order will be destroyed.

The retention, dissemination, and destruction of intelligence files shall be in accordance to RCW chapter 42.17. A record of destruction will be completed on all files destroyed. This record of destruction will be certified by the Detective Sergeant.

39.16.0 COMPUTER FILES - INTELLIGENCE

All intelligence information stored by computer will have proper safeguards to prevent unauthorized access. If information is to be purged from the computer a hard copy destruction report will be completed and placed in the intelligence file.

39.18.0 DISSEMINATION - INTELLIGENCE

Information contained in the intelligence files may be disseminated internally and to other law enforcement agencies. This dissemination will be on a need to know and a right to know basis. A document/s dissemination form will be completed and maintained on all released material. Released intelligence information will additionally have each page stamped with the Office's disclaimer stamp. The intelligence files must be considered public documents and may be open to review upon request.

Refer to RCW chapter 42.17.

CHAPTER 40 - ORGANIZED CRIME AND VICE

40.2.0 ORGANIZED CRIME/VICE RESPONSIBILITY

The Detective Division is responsible for the investigation of organized crime and vice. Matters concerning drug activity and organized crime should be shared with the drug task force. A determination will then be made as to who will be assigned the case, and what investigative action can be taken based on the information.

40.4.0 ORGANIZED CRIME/VICE - INCIDENT REPORT

Refer to chapter 11, Incident Reports.

40.6.0 ORGANIZED CRIME/VICE - INVESTIGATION

Investigations will be conducted using proper police procedures, as with other criminal investigations. The confidentiality of these investigations must not be compromised. Any information divulged will be on a need to know basis.

40.8.0 ORGANIZED CRIME/VICE - RECORDS

The original report and all other reports generated by that original information will be maintained and kept secure by the Detective Sergeant. The release of this information should not be disclosed except as necessary to facilitate enforcement action.

40.10.0 INFORMANTS - PRO ACTIVE

Pro-active informants are those that operate under the specific direction and control of law enforcement. Pro-active informants will complete a Cowlitz County Sheriff's Office Confidential Questionnaire, Informant Fact Sheet, and Special Consent Form.

40.10.2 INFORMANT FILES - CONFIDENTIAL

Pro-active informant documentation files will be maintained and kept secure by the Detective Sergeant. Informant files will consist of, but may not be limited to, the following information:

1. Biographical and background information
2. Criminal history
3. Informant's operational involvement with the Office
4. Informant's code number, and assumed name, if any

40.10.6 INFORMANT FILE ACCESS

The Detective Sergeant and the deputy, whose informant it is, will assign a level of access for informant disclosure to operations personnel. Disclosure will be for investigative purposes, and on a need to know basis. Informant access may be limited to one deputy.

40.10.10 INFORMANT PAYMENTS

Payments to informants will be made through the Undersheriff, and upon prior approval. The Undersheriff will maintain these records and keep them secure.

40.10.12 INFORMANT - JUVENILE

The pro-active use of juvenile informants is forbidden, with two exceptions.

1. Upon approval of the Administration and written consent of the juvenile and the juvenile's parents. This written consent demonstrated by appropriate signatures on the informant documentation forms. The use of a juvenile informant may be revoked by the Office, the juvenile, or the juvenile's parents at any time. Revocation date, time, and by whom will be documented on the informant documentation forms.
2. Emancipated juveniles living outside of their parent's home.

CHAPTER 41 - COLLECTIVE BARGAINING

41.2.0 BARGAINING UNITS

Most Sheriff's Office members are represented by two separate bargaining units;

1. The Cowlitz County Deputies Guild.
2. The Support Specialists Guild

Emergency Management personnel are not members of a bargaining unit.

Collective bargaining with the guilds is carried out by the Cowlitz County Office of Administrative Services, at the direction of the county commissioners. The Sheriff's designee will sit in on the negotiations representing the Sheriff's Office.

The Sheriff has the authority to settle any collective bargaining matter with the bargaining units that does not deal with a monetary issue by written agreement with their representatives.

41.4.0 DISSEMINATION - BARGAINING UNIT CONTRACT

The bargaining units are responsible for furnishing copies of the collective bargaining agreement to their members.

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CHAPTER 42 - COMPENSATION AND BENEFITS

42.2.0 OVERTIME

Members submitting requests for overtime shall complete the form in CHAMPS with the following minimum information, before it will be approved:

1. Date submitted
2. Case number(s) involved
3. Date and hours worked
4. Total number of hours requested
5. Reason for the overtime
6. If not for court, who authorized the overtime

Shift supervisors will not approve overtime without the minimum information present. All overtime requests are to be submitted as soon as possible.

42.4.0 BENEFITS

The guild member's benefit plan regarding insurance, vacation, holidays, sick leave, and bereavement leave is addressed by the current collective bargaining agreement.

Inquiries concerning an individual member's retirement, death or disability benefits can be made through the Administrative Secretary or the county's Office of Administrative Services.

Guild members refer to current guild contract and appropriate retirement and insurance plans.

Non-guild members refer to Cowlitz County Personnel Manual and appropriate retirement and insurance plans.

42.4.2 TIME OFF REQUESTS

Members requesting time off must complete the form in CHAMPS and obtain approval before taking the time off (except as otherwise allowed by law). The number of personnel allowed to have vacation at any one time will be determined by staffing needs and the appropriate contract. This shall include training days where the planned training is posted fourteen (14) days prior to the training.

In order to be approved, time off requests shall contain the following minimum information:

1. Date of request
2. Specific date(s) requested
3. Total number of days or hours requested
4. Reason for request

The reason for request needs to indicate "Vacation", "Sick Leave", or "School" (including the name of

the school when school falls within the member's normal work day), etc.

42.6.0 LEAVES - HOLIDAY

Holiday leave is addressed in current collective bargaining agreements.

42.6.2 MILITARY LEAVE (RCW 38.40.060)

Per RCW, agency members who are “a member of the Washington national guard or of the Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve of the United States, or of any organized reserve or armed forces of the United States shall be entitled to and shall be granted military leave of absence from such employment for a period not exceeding twenty-one days during each year beginning October 1st and ending the following September 30th in order that the person may report for required military duty, training, or drills including those in the national guard under Title 10 U.S.C., Title 32 U.S.C., or state active status. Such military leave of absence shall be in addition to any vacation or sick leave to which the officer or employee might otherwise be entitled, and shall not involve any loss of efficiency rating, privileges, or pay. During the period of military leave, the officer or employee shall receive from the state, or the county, city, or other political subdivision, his or her normal pay. The officer or employee shall be charged military leave only for days that he or she is scheduled to work for the state or the county, city, or other political subdivision.”

Days off needed in excess of those twenty-one days shall be requested by the member as vacation days, floating holidays, compensatory time or days without pay, and submitted as any other time off request. Supervisors will approve lawful military leave requests.

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42.6.4 JURY DUTY

Any member who is called for District Court, Superior Court or Federal Court jury duty shall receive from the county his regular pay for the actual time that is required to be absent from work because of such jury duty. Any monies received as a juror on a scheduled workday will be turned over to the Chief Civil Deputy, upon receipt.

42.6.6 LEAVE OF ABSENCE

Refer to state and local civil service rules and regulations.

Refer to current guild collective bargaining agreement.

42.7.0 PHYSICAL IMPAIRMENT AND LIGHT DUTY POLICY

It may be in the Sheriff's Office's best interest to provide a temporary assignment for a member having a temporary physical or mental condition, including but not limited to pregnancy, which limits the member's ability to fully perform all of the essential job duties of his regular assignment. Such members may be detailed or temporarily assigned to duties as determined by the Sheriff, or his

designee.

The availability of such temporary assignments will be dependent upon the Sheriff's Office needs; in other words, temporary assignment will have to contribute to the mission of the Sheriff's Office.

Such temporary assignments may be further conditioned upon a health professional's statement, indicating the member can perform the tasks required by this temporary assignment. The Sheriff or designee will provide guidance to the health professional in the form of a written outline generally detailing the nature of the special assignment and specifically enumerating the tasks which the member will be required to do during the term of the special assignment. The health professional conducting the review for the Office will be selected or approved by the administration.

If there are any uninsured expenses for the Sheriff's Office's directed examinations or for preparation of the health professional's narrative reports, the added expenses shall be paid by the member. All expenses connected with the treatment of the member, as opposed to examination for the benefit of the employer, shall be and remain the responsibility of the member, subject to other insurance and "coverage" which might be provided otherwise.

The temporary assignment may be reviewed periodically at the direction of the Sheriff or designee to ensure the member's temporary condition persists and that the temporary assignment is still contributing to mission needs. Supplemental examinations by a health professional may also be required from time to time by the Sheriff or designee.

Such special assignments shall last only for so long as the member shall be unable to perform with average efficiency his primary assignment. The temporary assignment shall be limited to a maximum duration of twelve months in any 18 consecutive month period, except as otherwise allowed by law. At the end of the temporary assignment, the member must demonstrate that he is able to fully perform the essential job functions of his primary assignment with or without any reasonable accommodation. The demonstration of being able to perform the essential job functions may include physical and psychological examinations by health care professionals selected by the Sheriff. Such examination, if ordered, will be paid by the Sheriff's Office.

Once an member has served in a special assignment, due to a physical impairment, for twelve months, the special assignment may not be renewed or otherwise extended to accommodate any limitation arising out of the same event or occurrence, except as otherwise allowed by law.

This special assignment policy shall not preclude a member from applying for disability leave.

A request form for temporary assignment to light duty is available in the library and shall be completed and approved prior to assignment.

CHAPTER 43 - UNIFORMS AND EQUIPMENT

43.2.0 STATEMENT

The issuance, replacement, type of clothing and equipment is addressed in the current guild contracts. The uniform style will be established by the Sheriff. All deputies, regardless of assignment, shall maintain at least one complete uniform in serviceable condition.

Refer to current collective bargaining agreement.

The intent of this chapter is to have members present themselves in professional business-like appearance.

43.4.0 UNIFORMS – DEPUTY Class “A”

The Sheriff's Office class "A" uniform consists of: a long sleeve shirt, rank insignia (if applicable), brass name plate, metal badge, tie, pant, black leather shoes or boots, and black belt. Members issued a “campaign” style hat shall maintain it in serviceable condition.

Effective April 1, 2008, the uniform will be:

- **Shirt:** Silver tan, Long sleeve shirt, marked with authorized shoulder patch, and rank insignia if applicable. Longevity stripes (hash marks) are optional. See 43.4.24
- **Badge:** Metal badge and nametag. (Cloth badge and nametag are not authorized with Class “A”).
- **Tie:** Forestry Green (Required with Class “A”)
- **Pant:** Fechheimer Forest Green, without cargo pockets, with black leather or nylon pant belt.
- **Coat:** Blauer brand green duty coat.
- **Footwear:** Black, smooth-toe boots or shoes. If footwear is ankle-high or shorter, black socks are required.
- **Duty Gear:** Black nylon or leather (not mixed), as authorized.

See attached authorized uniform list for specific Brand and style.

43.4.1 UNIFORM-DEPUTY Class “B” Daily Wear

The Sheriff's Office class "B" uniform consists

- **Shirt:** Silver tan, long or short sleeve shirt, and marked with authorized shoulder patch and rank insignia, if applicable. Longevity stripes (hash marks) are optional on long sleeve shirt. (See 43.4.24) When either shirt is worn with an open collar the member may wear either a white or black crew neck tee shirt. A black turtle neck shirt is allowed with the open collar long sleeve shirt.

- Badge: Metal badge and nametag, or Cloth badge and nametag. Metal and cloth may not be intermixed.
- Tie: Forestry Green is optional with long sleeve shirt.
- Pant: Fechheimer Forest Green without cargo pockets, or 5.11 Forest Green pant with, or without cargo pockets. A black leather or nylon pant belt must be worn with either pant.
- Coat: Blauer brand green duty coat.
- Footwear: Black, smooth-toe boots or shoes.
- Duty Gear: Black nylon or leather, as authorized.
- Headgear: Black “baseball” style cap with “SHERIFF” in yellow or gold letters on the front.

Specific models and styles are listed in the attached authorized uniform list.

Members of the Sheriff's Office for whom a uniform is specified, shall wear a complete uniform if any identifiable part of the uniform is worn. For the purposes of this Section, the green pants are not considered “identifiable”.

Exception to this policy will be if the member is involved in a search and rescue mission or any other special assignment where a uniform is not suitable.

43.4.2 JUMPSUITS

The intent of this policy is to allow a clothing option to commissioned personnel who feel a need to utilize a more serviceable uniform than the authorized deputy sheriff uniform. All jumpsuits worn under this policy shall be professional looking, neat, clean and serviceable. Shift supervisors who become aware of worn, damaged or non-compliant jumpsuits being worn shall take action to ensure that the uniform is corrected to an appropriate level as soon as is reasonable.

The approved jumpsuit for purposes of this section is the dark green jumpsuit manufactured by Ackerman's Uniforms of Portland, Oregon. The “summer” jumpsuit is unlined and a slightly lighter color. The “winter” jumpsuit is lined and made of waterproof material.

The Bratwear jumpsuits #JMP93LTSG/I are authorized for individual purchase and duty wear.

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Commissioned personnel may wear an approved jumpsuit for general patrol, enforcement duties or special assignments under the following guidelines. Jumpsuits will have a shoulder patch on each shoulder, and a cloth badge and cloth nametag. The choice of either the “winter” or “summer” jumpsuit is up to each individual. The attached name flap option on the back shall read “SHERIFF” and be of the style that can be folded and concealed. It can be worn open or concealed. “SHERIFF” will be white, block letters on black background. Reflectorization is at the deputy's option. Jumpsuit will not be tucked into boots. It is the deputy's choice as to using the long or short sleeves.

43.4.3 JUMPSUITS - DAMAGED

The Office may replace jumpsuits damaged in the line of duty beyond reasonable repair. The procedure

will be the same “fair tear” procedure used for regular uniforms.

43.4.4 JUMPSUITS - COURT

Jumpsuits will not be worn to any court proceeding in which advance notice was given.

43.4.8 SHOULDER PATCHES

An authorized shoulder patch, identifying the Cowlitz County Sheriff's Office, will be worn on each sleeve of the uniform shirt, coat, sweater, jumpsuits, and other authorized garments. The patch will be worn 1 to 1 1/2 inches below the shoulder seam.

43.4.10 NAME TAGS

Brass name tags will be worn on all uniform shirts when worn with a metal badge. They will be worn approximately 1/8 of an inch above the right breast pocket of the uniform shirt. Letters will be green block.

Cloth name tags are authorized on uniform shirts with a cloth badge and should be attached in the same location as the brass name tag. The bottom seam of the cloth name tag shall abut the upper seam of the right breast pocket.

Nametags will be worn on all outer garments that conceal the shirt nametag. Cloth nametags will be used. The cloth nametag background material will as closely as possible match the color of the garment. The lettering on the cloth nametag will be black block letters when applied to jumpsuits or coats. The lettering on the cloth name tag will be green block letters when applied to the Class “B” uniform shirt, and black block letters on other outer garments.

43.4.12 BELT GEAR

Belt gear, if leather or synthetic, shall be black basket weave and will be kept in good condition. Leather goods will be of top quality leather.

Nylon belt gear shall be black and kept in good condition. Nylon gear will be of top quality. The Sheriff shall have prior approval on all duty gear.

All snaps, buckles and ring style holders will be black or brass colored on the uniform belt and associated belt gear.

Leather and nylon gear shall not be mixed.

43.4.14 HOLSTERS - RESTRICTED

Duty holsters for uniformed members will be a basket weave style in black leather, synthetic leather, or nylon. All handguns will be carried in a holster that provides a level of security beyond tension

and/or

gravity, unless authorized by the Sheriff. Types of acceptable security holsters must include at least one of the following:

- Thumb break strap
- Rotating hood
- Trigger guard lock
- Front Sight Channel Guard
- Trigger Guard break strap

The member must show the ability to easily operate any security functions of the holster being carried. The member must show proficiency with all firearms-related-equipment to a Rangemaster prior to carrying the equipment on duty.

The type of holster is the deputy's choice with the following exceptions:

1. Cross draw type.
2. Swivel type.
3. Any holster that is spring actuated or mechanically operated.
4. Any holster of such type or design that will not allow the member to achieve a full grip of the weapon's butt, while still in the holster.

Backup weapons must be carried in a holster that fully covers the trigger and trigger guard. The holster must hold the weapon secure during reasonable physical activity. The member must demonstrate to a Cowlitz County Sheriff's Office firearms instructor, the weapon's safety and security, as well as the ability to draw the weapon in a safe and timely manner.

43.4.16 GLOVES

Black gloves may be worn with the uniform at the discretion of the individual deputy. Gloves shall not routinely be worn with short sleeve shirts. Sap gloves and other weighted gloves are prohibited.

43.4.18 HATS

A uniform hat or cap may be worn at the discretion of the individual deputy. The authorized Sheriff's Office cap will not be worn to functions requiring a class "A" uniform. The cap shall say "SHERIFF" in yellow or gold block letters. Members issued a "campaign" hat shall continue its serviceability throughout their tenure with the Office. The campaign hat is appropriate with the Class A and Class B uniforms.

During inclement weather, including cold or windy weather, uniformed personnel are authorized to wear a plain black wool (or synthetic) watch cap. The word "SHERIFF" in gold or yellow block letters must be attached to the front of the cap, and visible to the public.

All headgear is to be kept neat and clean. A professional appearance is the goal.

43.4.20 BADGES

Brass badges will be worn on the uniform shirt, when worn with a brass name tag. Cloth badges will be worn on uniforms that include the cloth name tag. All outer garments, except dress jacket, shall have both cloth badge and name tag.

The Blackington B956 is the style of metal badge approved by the Sheriff. You may have your personnel number in the bottom black rather than "WA". Badges purchased prior to 2002 are grandfathered in service so long as they are presentable. Should any badge appear worn, it should be replaced.

43.4.22 INSIGNIA - RANK

All sergeants and administrators while in uniform will wear insignia of rank. The insignia will be visible on all outer garments. Administrators on Ride-Along may choose not to wear rank or insignia.

43.4.24 INSIGNIA - OTHER

Length of service hash marks, at the discretion of the deputy, may be worn on any long sleeved uniform shirt or coat. Hash marks will be placed on the top of the left sleeve and begin four inches above the end of the sleeve. Each hash mark will denote three years of service as a fully-commissioned law enforcement officer.

A pin depicting the American flag may be worn on the uniform shirt or jumpsuit above the nametag. Pins should not exceed one inch in size.

Other uniform insignias are not allowed, unless specifically authorized by the Sheriff.

43.4.26 BALLISTIC VESTS

All deputies will be issued an approved ballistic vest. Uniformed personnel are required to wear an approved ballistic vest while on duty, unless as exempted below. Vest covers shall be white, black or exactly match the uniform shirt.

Whenever possible, deputies assigned to a plain clothes detail will wear a ballistic vest when making personal contact with subjects who are likely to present a physical threat. Or, when directed by a supervisor to wear a ballistic vest in a specific circumstance, or when involved in a pre-planned operation where a ballistic vest is needed (i.e. high risk warrant executions, critical incidents, barricaded subjects, etc.).

Plain clothes and all other commissioned personnel must have a ballistic vest readily at hand for use if a situation arises in which a ballistic vest should be worn.

EXCEPTIONS:

Deputies will not be required to wear ballistic vests while on marine patrol duty (but will carry one on

board).

Deputies will not be required to wear a ballistic vest when the need to conceal identity is greater than the likelihood of injury.

43.6.0 PLAIN CLOTHES PERSONNEL

Members assigned to Administration, Detectives, and the Support Staff assigned to the Main Office may wear professional, business attire. Such attire must be clean and in good repair. Such attire shall not include blue denim pants, tee shirts, Hawaiian type shirts, or any form of white athletic shoe. The shirt is to be conservative in style. It is recommended and encouraged that armed personnel wear either a shirt or a jacket to conceal the member's handgun whenever he is away from the Hall of Justice or Conference Center (boathouse). Tactical advantages and disadvantages should be considered if the handgun is not concealed. If the handgun is not concealed the deputy's badge must be clearly visible either on or directly adjacent to the holster.

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Members assigned to other special duties will dress appropriately to accomplish that assignment.

For the purposes of this section, the green uniform pant may be considered part of professional, business attire.

43.10.0 COURT ATTIRE

On-duty Deputies:

When appearing in District Court deputies will wear a complete duty uniform. A class "A" uniform will be worn when appearing in Superior or Federal Court, when under advance subpoena.

Plain Clothes or Off-Duty Deputies:

Deputies appearing in any court, wearing plain clothes, shall wear professional business attire.

43.10.2 TRAINING - CASUAL ATTIRE

On days in which members are assigned activities, which do not require the wearing of uniforms, they may wear casual attire. Normally, casual attire shall not include blue denim pants, tee shirts, Hawaiian type shirts, or white athletic shoes. The shirt is to be conservative in style and either the shirt, or a jacket, must conceal the member's duty handgun whenever he is away from the Hall of Justice and/or Conference Center (boathouse). All uniformed deputies who wear casual attire under these circumstances are to have a complete uniform of the day or authorized jumpsuit available to them in their patrol units at the location of their training. They shall be able to be in uniform within 15 minutes of the time requested to change into uniform attire.

43.12.0 UNIFORM – REQUIRED

All commissioned members except for the following, shall wear an authorized uniform while on duty unless specifically exempted for the shift: Sheriff, Undersheriff, Chief Criminal Deputy, Chief Civil Deputy, Captain, Narcotics Task Force, and Investigations.

43.12.1 NEATNESS

It is the intent of the neatness policy to help the agency members project an appearance of being neat and professional-looking deputy sheriffs and support staff. Public opinion is enhanced when deputies and staff present themselves in a neat and clean manner. While this section is primarily for the commissioned personnel, support staff is expected to dress in an appropriate and professional appearing manner while on duty. Exceptions may be authorized by the administration.

Uniforms shall be neat and clean. Significant soiling, damage or disheveling during a shift shall be addressed as soon as practical. Footwear shall be kept clean and neat and should be clean at the beginning of each shift. Worn looking uniforms, footwear and duty equipment shall be replaced.

Court Security shall wear the slacks and polo shirt as provided by the Sheriff's Office.

43.12.3 EQUIPMENT DETAIL

Class "A" Uniform Dress Jacket ** ADMIN ONLY **

Ike Jacket	#CCSOJKT01 Gold "S" Buttons
Class "A" Dress Pant Men's #39405	Brand: Fechheimer Color: Forest Green Women's #39455
Class "A" Shirt – Long Sleeve	Brand: Blauer, Flying Cross, Horace Small Color: Silver tan – 160 Note: For use with metal nametag & metal badge Zippers front is optional
Velcro Tie Men's Reg 18" #45095-289 Men's Long 20" #45115-289	Color: Forest Green Women's 14" #45122-289

Class "B" Uniform

Class "B" Cargo Pocket Duty Pant Men's #44058-878	Brand: 5.11 Tactical Color: Forest Green 878 Women's #34070-878
Class "B" Duty Pant – NO Cargo Pockets Men's #44059-878	Brand: 5.11 Tactical Color: Forest Green 878 Women's #34071-878 Brand: Vertex Phantom OP Pant Color: OD Green #F1 VTX8600 03-01-16 LA1 MSN

Class “B” Shirt

Brand: Blauer, Flying Cross, Horace Small
 Color: Silver tan – 160
 Zipper front is optional

Add Sgt. Chevrons #457M
 Add Hash marks #4690S

Duty Equipment

Deputy can have their choice.
 Leather BW or Nylon
 Bianchi Elite BW – Also approved
 Gold (or) Hidden Snaps

Other**Reversible Rain Jacket**

Blauer #26991 Color: Black/Hi-Vis Yellow

Metal Nametag

Part # JL or “08” Reeves
 Gold Brushed Finish, Green Letters, Clutch backing
 First Initial and Last Name; or last name only; or full first and last name

Hats:

Campaign Hat # S-40DB
 Color: Con Green
 ST-3P-BK -- 3 Pc Strap
 RC-MP -- Hat Cover
 CD-GD -- Gold Acorns

Knit Watch Cap #CP90
 With SHERIFF Patch (Gold Letters w/Black
 BG & Border, #15)

Baseball Cap #512SW
 Color: Black with SHERIFF Embroidered in 1”
 Gold letters across front

43.12.4 HAIR - HEAD AND FACIAL

Hair shall be worn with the primary interest in deputy safety. It is important that deputies present themselves and this agency in a positive light with the public we serve. Acceptable hairstyles are those that do not detract from the professional image of the Office. Mohawks or otherwise unusual hairstyles will not be allowed.

Facial hair may be allowed within the limits listed, with professional appearance and the deputy safety being of the utmost importance.

Male personnel shall report for duty cleanly shaven except as provided in this policy. Male personnel:

1. Shall not allow hair to cover more than ½ inch of the uniform collar.

2. May have sideburns that do not extend lower than the bottom of the earlobe, or flair forward.
3. Shall not allow hair to cover the eyebrows.
4. Who wear mustaches shall not have them waxed and twisted; allow them to cover the mouth opening; or extend more than ¼ inches lower than the corner of the mouth opening.
5. May wear goatees that are closely trimmed and neat. Goatees shall not be fashioned in such a manner as to interfere with the proper fitting of a gas mask. Goatees shall not extend to the side of the face farther than the natural hair growth of the mustache, at the corners of the mouth.

Male personnel electing to grow a mustache or goatee shall begin the process on their days off so as to allow time for adequate growth before appearing in public while in uniform.

Uniformed female deputies shall wear their hair off the collar.* If the length of the hair falls below the collar, the hair shall be tied back in a fashion (ponytail, braids, bun, etc) that promotes officer safety. Hair will not be worn in a manner that obstructs a full field of vision.

For all deputies, if hair is to be colored, it will conform to one of the natural hair colors (no green, purple, etc.).

*Female administrative personnel are exempt for this part of the policy. Personnel assigned to light duty or temporary assignments may be exempted by the Sheriff.

43.12.6 BODY ART

The Office defines body art as any body adornment or alteration implemented through the following techniques, which include but are not limited to: body piercing, tattooing, and alterations that are a deviation from normal anatomical features. This policy does not include practices that are medically required.

At no time while on-duty or representing the Office in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to: those which depict racial, sexual, discriminatory, gang related or obscene language.

While on-duty or representing the Sheriff's Office in any official capacity no visible body piercing or alteration to any area of the body that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Sheriff. Such body alteration includes, but is not limited to, tongue splitting or piercing, the complete or transdermal implantation of any material other than hair replacement, abnormal shaping of the ears, eyes, nose or teeth, branding or scarification.

As of September 1, 2014 all current tattoos and body art that are not considered offensive, are grandfathered and do not need to be covered while on duty, unless specifically stated by the Sheriff.

After September 1, 2014:

- 1) No new tattoos or body art will be allowed on the head or neck area except piercings which will be with the prior approval of the Sheriff.
- 2) Tattoos, and body art, that are going to be applied to the area of the exposed arm, or hands shall seek clarification from the Sheriff prior to being applied, to determine whether that specific tattoo or body art will be required to be covered while on duty, or if it will be allowed to be displayed.
- 3) The Sheriff shall be the final arbiter of the appropriateness of any body art.

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43.14.0 UNIFORMS - SHERIFF'S OFFICE PROPERTY

Whenever the employment of any member of the Office is terminated for any reason, such member shall surrender to the Undersheriff or designee, all items of Sheriff's Office equipment, identification, keys and policy manuals issued to him during his period of employment, or as set forth by the most current labor agreement.

43.16.0 COUNTY CREDIT CARD

The purpose of the Cowlitz County Credit Card is to ensure that employees are financially capable of purchasing and paying for approved work related items when called to do so. This would include but is not limited to equipment, per diem, lodging, registration fees, fuel, and extradition expenses.

Every employee of the Cowlitz County Sheriff's Office shall attend in person or watch a recorded training on the County Credit Card. Every employee shall also read and sign their acknowledgement of the Credit Card Policy.

Every employee of the Cowlitz County Sheriff's Office shall retain their assigned Credit Card for the purpose of conducting Sheriff's Office business.

At the employees discretion the County Credit Card may be used for business expenses or the employee may use their own funds and request reimbursement.

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CHAPTER 44 - GENERAL REGULATIONS

44.1.0 SMOKING PROHIBITED

No member will allow, authorize or permit any smoking within the Sheriff's Office complex and/or remote areas of control (evidence storage, etc.). Smoking in any Sheriff's Office vehicle or vessel is hereby prohibited. Members are responsible to keep these areas smoke-free. This policy includes our responsibility over citizens, including suspects, who are in or near our physical sites, vehicles or vessels.

44.2.0 MEMBER'S ADDRESSES AND TELEPHONES

It is the responsibility of each member to see that the Administrative Secretary has their current address and telephone number. They will also furnish any other information that may be required for Office personnel records. The Office requires members to have a telephone. Anyone unable to secure a phone shall report this in writing to his shift supervisor and the Undersheriff.

44.4.0 REPORTING FOR DUTY

Members of the Office shall not be absent from duty except as authorized. Members are expected to be punctual in reporting for their duty assignment.

44.6.0 REPORTING OF SICKNESS/INJURY/OR LATE

Whenever a member of the Office is injured or sick, so as to render him unable to perform the duties to which assigned, he shall immediately send or cause to be sent, a report of the fact to the office and to his immediate supervisor.

Reporting late: If a member cannot report for duty on time, for any reason, he shall give such notification to the Office prior to the start of shift. Notification shall consist of the reason for being late and the estimated time of arrival.

44.6.2 SICK LEAVE - ABUSE OF

Sick leave shall not be abused. While on sick leave the activities of the member must be consistent with the illness or injury received and consistent with the recommendations of the treating health care provider. Under no circumstances should a member engage in any activity which could aggravate any injury or condition or which might otherwise further delay the member's return to regular duty.

44.6.4 INJURIES - JOB RELATED

Members who sustain any injury on the job must report it immediately to their supervisor. If medical attention is required, the Administration will be notified as soon as possible. Injured personnel must fill out an injury report form and submit it to their supervisor by the end of shift. If the deputy is unable

to complete the form, the supervisor will do it on his behalf.

Personnel must contact the county Office of Administrative Services to fill out forms for Labor & Industries. This needs to be accomplished during normal business hours, at the first available opportunity.

The supervisor will complete the Cowlitz County Supervisor's Investigation Report form, and submit it through the chain of command by the end of shift.

44.6.6 INJURY - EXPOSURE TO BODILY FLUIDS

Any member of the Office, who has been exposed to the bodily fluids of another, during the course of his duties, will submit an injury report form. The procedure for the injury report form is the same as described in 46.6.4. Exposure to bodily fluids includes puncture (needle stick or cut) or a mucous membrane (e.g., splash to the eyes or mouth) exposure to blood or body fluid.

A member who has had an exposure as described above needs to closely follow the procedure as listed in 52.14.9.

These tests will be at county expense. The member may keep the results of these tests confidential.

44.8.0 FAMILY OBLIGATION

In case of a countywide disaster or one that affects the area of a member residence, that member's first obligation is to his family's safety, prior to reporting for duty. If there is to be a delay in reporting for duty, the shift supervisor will be advised.

44.10.0 BAIL SERVICE

Members shall not recommend any bail service by name or person or contact any bail service for any person or prisoner who may be in custody, except in cases involving family members or personal friends.

44.12.0 ATTORNEY - RECOMMENDING

Members of the Office shall not recommend a specific attorney or counsel to any citizen, except in cases involving family members or personal friends.

44.14.0 INCIDENT REFERRALS – PROSECUTING ATTORNEY

Deputies shall not refer citizens to the Prosecuting Attorney for the purpose of signing a complaint of any nature. Deputies will investigate all incidents. A report will be submitted through proper channels.

44.14.4 INCIDENT REFERRALS - OTHER AGENCIES

Deputies coming upon routine police situations in any city in Cowlitz County shall handle the matter themselves, unless on another detail. Deputies shall refrain from reporting minor violations or other non-serious police matters which exist in their presence. Such minor incidents or matters will be handled personally.

44.14.6 NEIGHBORHOOD DISPUTES

Members of the Office, when not on duty, are strongly encouraged to not become involved in their own neighborhoods in minor family disputes, neighborhood squabbles, or other minor violations, other than to call the jurisdictional agency necessary if the incidents so justify. Emergency situations are excluded.

44.16.0 MENTAL AND/OR PHYSICAL UNFITNESS

Prior to appointment, all deputies shall meet the minimum standards for a law enforcement officer as established by the Washington Association of Sheriffs and Police Chiefs (WASPC). Deputies must then maintain a level of fitness, which will allow them to perform their duties effectively. If a question arises as to a deputy's ability to perform regular duties due to an apparent low level of health or fitness, the deputy may be required to submit to a physician's examination and, if possible, to bring his health or fitness level to an acceptable standard.

Non-commissioned members shall meet Cowlitz County's minimum standards prior to appointment. They must then maintain a level of fitness, which will allow them to perform their duties effectively. Failure to maintain a minimum level of fitness may be cause to require the member to submit to a physician's examination and to bring their health or fitness up to an acceptable standard.

44.18.0 OFF-DUTY EMPLOYMENT

Members of the Office may engage in off duty employment. Off duty employment shall not present a conflict of interest with Office employment. All outside employment that deals with law enforcement, private investigation, or security is subject to approval by the Sheriff. Off duty employment shall not interfere with the member's ability to perform his Office duties.

44.20.0 RETIREMENT NOTIFICATION

Notification of retirement will be submitted to the Sheriff in writing before leaving service.

44.22.0 RESIGNATION NOTIFICATION

Notification of resignation will be submitted in writing to the Sheriff. Compliance with civil service rules requires two weeks notice before resignation.

Refer to local civil service commission rule 10.

44.24.0 CREDENTIALS - OFFICE

The Sheriff is the only person in the Office who can authorize the issuing of credentials. Credentials that are lost or stolen will immediately be reported to the Sheriff in writing via the chain of command. While in the course of official duties, non-uniformed members will present credentials upon request of citizenry, providing that doing so will not jeopardize the current assignment.

44.26.0 CRITICISM OF OFFICE OR SUPERIORS

A member may voice general criticism of the Office and its superiors, as long as the statements are not untruthful or obscene, do not adversely affect morale or interfere with the efficient operations of the Office.

44.28.0 RIDICULE

Members shall not engage in any political or religious discussions which affect Office morale or interfere with efficient operations of the Office, nor shall they speak slighly of the national origin, race, creed, color of any person, religion, age, ancestry, marital or veteran status, physical or mental disabilities, on the job injuries, sex, or any other legally protected characteristic or status; nor shall a member ridicule or make remarks that would tend to jeopardize working relationships with the general public or other public agencies.

44.30.0 GAMBLING ON DUTY

No member while on duty shall, except in the performance of duty, engage in games of chance.

44.32.0 DONATIONS OF MONIES OR PROPERTY

Donations coming into the possession of any member shall be delivered to the Undersheriff, and a report made of the transactions.

44.34.0 GIFTS AND/OR GRATUITIES

Members shall not accept from any person any gratuity, fee, admission, commission, loan, reward or gift whatsoever, for service rendered as a deputy, except such rewards as may be approved by the Sheriff.

44.36.0 SUGGESTIONS - OFFICE

A member desiring to make suggestions for the good of the Office should submit in writing a detailed, signed statement to his immediate supervisor. The supervisor will then submit the suggestion through the chain of command for consideration. A reply to the suggestion will be supplied by the

Administration to the member in a timely manner.

44.38.0 PERFORMANCE RECOGNITION AWARDS

1. Purpose

In an effort to recognize employees who go above and beyond in their daily duties; an awards policy and recognition program has been developed. There are numerous ways in which to recognize employees ranging from a “Good job” comment, to a visible medal or medallion.

2. Policy

The recognition of personal excellence is an important aspect of this agency’s activities. Presenting departmental awards for meritorious service provides the recognition, thereby enhancing agency moral, reinforcing the agency’s commitment to the maintenance of high standard of performance by its members, and motivating personnel to perform their duties at the highest possible level. Therefore, it is the policy of this agency to recognize and reward meritorious service through an awards program to be administered under the following procedures.

3. Structure of the awards program

A. Awards Board

1. The Awards Board will be selected annually and will consist of a member from support staff, patrol, detectives, services, a sergeant, and an administrator.
2. The Board will elect one member each year to serve as the Chairman of the Board.
3. The board will meet quarterly and review award recommendations and determine whether an award should be presented and if so, which award would be appropriate.
4. The Board will submit the recommendations to the Sheriff for approval.
5. If a member of the awards board is under consideration for receipt of any award, that member shall be excused from the Board for the period when this award is under consideration. The Sheriff may appoint an ad hoc member to fill the board of appropriate rank or division to serve on the Board in place of the member being considered for that quarter.

B. Awards

1. Medal of Honor

Awarded by the Sheriff to members killed in the line of duty, or displaying exemplary meritorious conduct which put their own life at risk. The award is presented in the form of a medal with ribbon, a ribbon bar, and a certificate.

2. Medal of Valor

Awarded by the Sheriff to members while acting in the line of duty and not falling within the guidelines for the Medal of Honor. Presented for acts of exceptional bravery performed at a very high risk to their own lives with full awareness of the danger involved. This award will be presented in the form of a medal with ribbon, a ribbon bar, and a certificate.

3. Distinguished Service Medal

Awarded by the Sheriff to members who distinguish themselves in the line of duty not falling within the guidelines for the Medal of Valor. Presented for acts of personal

bravery, actions, or single act that rises to that beyond noteworthiness. This award will be presented in the form of a medal with ribbon, a ribbon bar, and a certificate.

4. Purple Heart

Awarded by the Sheriff to members injured in the line of duty during an armed confrontation or extremely hazardous situation where the member's injury requires medical treatment beyond first aid. This award will be presented in the form of a medal with ribbon, a ribbon bar, and a certificate.

5. Meritorious Service Award

Awarded by the Sheriff to members for outstanding job accomplishment that has contributed to a more effective and efficient Sheriff's Office to include: improved operations, substantial cost savings, or other benefits to the agency that have substantially facilitated the effective performance of the agency's mission. This award will be presented in the form of a ribbon bar and a certificate.

6. Life-Saving Award

Awarded by the Sheriff to members for life-saving efforts which either saved or prolonged a human life, where as inaction would have resulted in immediate death. This award will be presented in the form of a ribbon bar and a certificate.

7. Line of Duty Combat Award

Awarded by the Sheriff to members who have been personally involved in a duty related deadly-force conflict. This award will be presented in the form of a ribbon bar and a certificate.

8. Military Deployment Award

Awarded by the Sheriff to members who while employed at the Sheriff's Office are deployed on active duty status during an armed, military conflict. This award will be presented in the form of a ribbon bar and a certificate.

9. Top Gun Award

Awarded by the Sheriff to the members whose combined annual shooting scores with all issued weapons, were the highest in the agency for that year. This award will be presented in the form of a ribbon bar and a certificate.

10. Lifetime Service Award

Awarded by the Sheriff to members whose combined law enforcement services reaches or exceeds 30 years. This award will be presented in the form of a ribbon bar and a certificate.

11. Good Conduct Award

Awarded by the Sheriff to members with 3 or more years of service, , and 3 or more Performance Award Nominations. This award will be presented in the form of a ribbon bar and a certificate.

12. Community Service Award

Awarded by the Sheriff to members who volunteer their personal time; investing back into the community. An employee who serves our community through volunteer work, or other public service, in excess of 40 hours in a 12 month period. This award will be presented in the form of a ribbon bar and a certificate.

13. Challenge Coin

Awarded by the Sheriff to members in recognition of a high degree of competence and professionalism in the performance of agency duties or incident. This includes exemplary conduct during a field incident or operation, investigation, or improvement of the agencies functionality, or action that brings credit upon the agency. This award will be presented in the form of a coin and certificate.

14. Annual Sheriff's "Leslie S. Nelson" Spirit Award

Awarded by the Sheriff to members whose work during the year exemplifies the “Spirit” of a public servant or deputy sheriff. This award will be presented in the form of a certificate, a challenge coin, and their name and year of award added to a standing plaque.

4. Procedures

A. Recommendations for Awards

1. Who may make recommendations
Any agency member may recommend another member for any reward. More than one person may make recommendations jointly.
2. Form of Recommendations
Award recommendations shall be neatly typed and shall set forth in detail the circumstances upon which the award is recommended. The recommendation must identify the person or persons making the recommendation and be signed by that person or those persons.
3. Supporting Documentation
The recommendation form may be accompanied by such supporting documentation as is deemed desirable by the person or persons initiating the recommendation. This documentation may include such items as witness statements, photographs, reports, citizen letters, newspaper articles, and any other evidence that will assist with determining the merits of the recommendation.
4. Forwarding the recommendation
 - a) The recommendation shall be forwarded through the recipient’s chain of command to the division administrator who will in turn forward the recommendation to the Administrative Secretary to hold all recommendations until the Board meets quarterly.
 - b) If a member is recommending their supervisor for an award, the member shall submit the recommendation directly to their supervisor’s administrator.
5. Any commissioned law enforcement officer, including reserves, may be nominated for a Sheriff’s Office award with exception of the “Sheriff’s Award”. This would typically be for services of aid and/or cooperation on a call deserving of recognition.
6. A member may recommend a civilian for any award with the exception of the “Sheriff’s Award”. Approval will be at the discretion of the Sheriff, but any award shall be designed as a civilian version.

B. Determination of Awards

1. The Awards Board will meet quarterly. If no recommendations have been submitted the Administrative Secretary, the Committee Chair may cancel the scheduled meeting in advance.
2. Special meetings can be held at the discretion of the Board Chair to consider recommendations requiring the Board’s immediate attention. Where the recommendation is for an award to be presented posthumously or for an award to a member who has been seriously injured in the incident that is the subject of the recommendation, the Board shall convene to consider the award as soon as possible following the receipt of the recommendation.

3. The Awards board shall conduct a hearing to examine the circumstances of the recommendation and collect all of the facts pertinent to the case. This fact-finding process may include the hearing of witnesses, the examination of supporting documents submitted with the recommendation, the examination of any other reports prepared in connection with the incident, and if necessary field investigation to determine the accuracy of the testimony and documentation submitted.
4. Upon completion of the fact-finding process, the board shall consider the case in closed session and vote upon the recommendation. A majority vote of the Board members present and voting shall be sufficient to determine the Board's recommendation.
5. The Board may make any one of the following findings:
 - a) That the case meets the standards for the award this is the subject of the recommendation, and that the award is therefore approved, or
 - b) That the circumstances justify recognition, but that it has been determined that the presentation should be for an award other than that specified in the initial recommendation, or
 - c) That the facts as currently known do not justify an award at this time.
6. Following the Board's deliberations, a written report shall be forwarded to the Sheriff.
7. Upon receipt of the Boards report, the Sheriff may approve, disapprove, or modify the Board's findings.
8. Only one award shall be made to an individual for any one act, achievement, or period of meritorious service. However, there is no limit to the number of medals, ribbons bars, or certificates that may be awarded to an individual for separate acts.

C. Notification of Awards

1. Members will be notified that they are to receive an award through the chain of command. In exceptional cases, the notification may be made directly by the Sheriff or his designee.
2. Notices of agency awards will be posted in advance on agency bulletin boards and via email.
3. A photocopy of certificate or award will be included in the members personnel file.

D. Presentation of Awards

1. Normally the individual who has earned the award will accept the award in person at the presentation ceremony.
2. Awards to be bestowed upon individuals not present at the presentation ceremony may be presented to their immediate supervisor. The Sheriff may choose to hold the award and present the award at a later time of his choosing.
3. Posthumous awards shall be received by the next of kin. "Next of kin" normally construed to mean one of the following:

- a) Widow or Widower
- b) Eldest son or daughter
- c) Parent
- d) Eldest brother or sister

E. Wearing of Awards

1. Medals shall be worn on class "A" uniforms and only during times or events specified by the Sheriff.
2. Award Ribbon Bars *shall* be worn on class "A" uniforms, and *may* be worn on class "B" uniforms.
3. Ribbon Bars shall be worn directly over the name plate on the uniform.
4. A single ribbon bar will shall be centered above the name plate.
5. Two ribbon bars shall be worn side by side over the name plate with the highest awarded ribbon worn to the right side.
6. Three or more ribbons worn on the uniform will be displayed in similar fashion with the highest awards worn from top down.
7. Ribbon bars worn on the uniform shall be maintained in good condition at all times.

F. Multiples of same award

1. Members may receive the same award more than once during their career. Members receiving the same awards for which a ribbon bar is awarded will have the previous bar replaced with a new bar on which a star will be displayed.
2. A single silver star on a ribbon indicates the Award was presented twice. Two silver stars indicate the award was presented three times. Three silver stars indicate the award was presented four times. A single gold star indicates the award has been presented five times.

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CHAPTER 45 – SEXUAL HARASSMENT

45.2.0 STATEMENT

Sexual harassment is a form of sex discrimination and is an "unlawful employment practice" under Title VII of the 1964 Civil Rights Act as well as the Washington Law against Discrimination. It is illegal when it is part of a manager's or supervisor's decision to hire or fire someone; when it is used to make other employment decisions like pay, promotion, or job assignment; when it interferes with the members work performance; or when it creates an intimidating, hostile, or offensive work environment.

Sexual harassment is defined as deliberate or repeated behavior such as unwanted sexual comments, suggestions, jokes, or pressure for sexual favors; non-verbal behavior such as suggestive looks or leering; and physical behavior such as pats or squeezes, or repeatedly brushing against someone's body.

Sexual harassment negatively affects morale, motivation, and job performance. It results in increased absenteeism, turnover, inefficiency, and loss of productivity. It is inappropriate, offensive, and illegal; and will not be tolerated. Members who experience, witness, or suspect sexual harassment, or any violation of this policy, shall immediately report the incident to a supervisor, manager, Undersheriff, or County Personnel Manager.

Complaints and cases of sexual harassment will be dealt with promptly. Any member who sexually harasses another member will be subject to disciplinary action as they would in any other case of serious or illegal misconduct. Such disciplinary action may also include termination.

45.4.0 SEXUAL HARASSMENT - BEHAVIOR

Behavior which is aimed toward getting work done is obviously appropriate on the job. However, social behavior which is part of the interactions between people, but which do not get work accomplished, is different. Some social behaviors are acceptable, some are unacceptable, and still others are illegal.

These standards of behavior are to help clarify what social behaviors are acceptable and unacceptable on the job. The list, which follows, includes some of the social behaviors that are inappropriate and/or illegal on the job. If you have any questions, you are encouraged to talk with your supervisor.

- 1. Negative or offensive comments, jokes or suggestions about another member's gender.*
- 2. Obscene or lewd sexual comments, jokes or suggestions.*
- 3. Slang, names, or labels such as "Honey", "Sweetie", "boy", "girl", or any other label, which may be offensive to others.*
- 4. Talking about or calling attention to another member's body or sexual characteristics in a negative or embarrassing way.*
- 5. Laughing at, ignoring, or not taking seriously a member who experiences sexual harassment.*
- 6. Blaming the victims of sexual harassment for causing the problem.*
- 7. Continuing certain behavior after a member has objected to that behavior.*
- 8. Displaying nude or sexual pictures, cartoons or calendars on any county property.*
- 9. Any physical touching inappropriate for an office environment.*

45.6.0 OTHER FORMS OF UNLAWFUL HARASSMENT

The agency intends to maintain a working environment free from all forms of unlawful harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or veteran status, physical or mental disabilities, on-the-job injuries, sex, or any other legally protected characteristic or status. This means no ethnic jokes; religious slurs; use of offensive slang or derogatory terms or slurs denoting race, age, national origin, disability, etc.; mimicking one's speech, accent or disability;

derogatory comments regarding protected statuses or characteristics; or any other words or conduct that might create a hostile or offensive working atmosphere.

CHAPTER 46 - INTERNAL INVESTIGATIONS

46.2.0 STATEMENT

The Sheriff believes that the internal affairs function of the Office is an essential element in providing the public with quality police services. It is important that all complaints made against the Office or an individual member are documented, reviewed, and investigated if necessary. A thorough review and/or investigation is owed to the complainant, the public, the Office, and to the member involved, to determine the facts and merit of the complaint. The objective of this policy is to provide citizens with an effective means of action to address legitimate grievances against the Office or members. This policy, by attempting to discover the truth, also helps to protect the member from false and/or malicious complaints of wrongdoing.

46.4.0 COMPLAINTS - INTERNAL INVESTIGATIONS

Citizen complaints will be addressed in a timely manner. When a citizen complaint is received it shall be referred to a shift supervisor. The supervisor will listen to the complaint and then ask the complainant for a detailed, signed, written statement concerning the allegation. The supervisor will complete a detailed report of this verbal complaint, regardless of the complainant's decision about completing a written statement. The member will be advised of this complaint.

The investigation will be conducted by members of the Administration or their designee when the subject (member) is in the classified service.

If the citizen's complaint is about an Administrator, the supervisor's report will be delivered to that Administrator's immediate superior.

If the citizen's complaint is about the Sheriff, and it is criminal in nature, the supervisor's report will be delivered to the Cowlitz County Prosecuting Attorney. Non-criminal complaints about the Sheriff will be directed to the Undersheriff.

46.4.2 CITIZEN'S COMPLAINT - WRITTEN

The supervisor, after receiving a written complaint and having completed his initial report of the allegation will present and discuss the allegation with his immediate supervisor. At this time a decision will be made as to the manner this complaint will be handled. If an investigation is not warranted, or has been addressed to the satisfaction of the citizen and/or supervisor, the supervisor will document and submit the reason(s) for the disposition to the Undersheriff. The Undersheriff will advise the Sheriff. If an investigation is warranted, the goal of the investigation will be to factually and impartially report the truth of the incident. The findings will be presented to the Sheriff or designee. The Sheriff or designee will in turn make a determination as to the appropriate course of action.

46.4.4 CITIZEN'S COMPLAINT - VERBAL

A supervisor taking a verbal citizen complaint will complete a written report of the conversation. A

written report will be made of all complaints, even those that are anonymous, made by persons who are intoxicated, or are verbally abusive. These are all factors that can be used in weighing the merit of an allegation.

Additional steps shall be followed as set forth in the previous subsections.

Local civil service regulations, in part, state, "a person permanently appointed into the civil service shall not be removed, suspended, or demoted except for cause, and only upon a written complaint of the Sheriff or any citizen." This is not to infer that an internal investigation cannot be initiated and subsequent disciplinary action taken, after completion of the investigation; the Sheriff may make "written complaint" if appropriate.

Refer to local civil service rules and regulations section 14.3.

46.6.0 MEMBER'S COMPLAINT

A member may initiate a complaint against another Office member. The member who initiates such complaint shall fully document the incident. This documentation shall include a written detailed account of the incident including the act or omission of the member that prompted the complaint, a list of all witnesses, and a listing of other demonstrative material.

The member initiating such a complaint will forward this complaint through the chain of command. In the event that the complaint is made against a superior, by a member directly subordinate to that superior, the complaint will be given to that superior's immediate supervisor. After a complaint has been initiated the member shall be re-assigned to another shift if requested.

If the member's complaint is about the Sheriff, and it is criminal in nature, the complaint will be given to the Cowlitz County Prosecuting Attorney. If non-criminal it would be given to the Undersheriff.

Refer RCW 36.24.010.

46.8.0 INTERFERENCE WITH INTERNAL INVESTIGATIONS

A member who is the subject of an investigation shall not harass or cause a complainant to be harassed in any manner.

A member who is the subject of an investigation shall not contact any potential witnesses to the investigation, directly or indirectly, or in any way hinder the official investigation.

A member who is the subject of an investigation shall abide by any and all additional provisions as may be set by the Sheriff or his designee.

A member who is the subject of an investigation, or who assists that member, and is found to have violated any of the provisions in this subsection shall face disciplinary action and/or termination. The terms of this subsection shall apply even if the original complaint/allegation was unfounded.

46.10.0 MEMBER RIGHTS - INTERNAL INVESTIGATIONS

The member who is the subject of an investigation shall have all rights expressed by law and current labor agreement.

46.10.2 MEMBER NOTIFICATION OF INVESTIGATION

When a complaint has been received and it is determined that an internal investigation for disciplinary purposes is warranted, the Office will provide a letter to the member advising of the pending investigation. This letter shall include the general allegations of the complaint and any special provisions, imposed by the Sheriff, or his designee, on the member. The member will be given the right to respond to these allegations. Refer to current labor agreement.

46.12.0 INTERNAL INVESTIGATIONS - CRIMINAL

An investigation of a member may be criminal in nature and/or for the purposes of disciplinary action. These two types of investigations may be conducted simultaneously. Information gained during a criminal investigation may be shared with persons assigned to the disciplinary investigation. Any and all information developed based on any compelled or post-Garrity statements about the internal investigation will not be shared with persons conducting the criminal investigation. The Chief Criminal Deputy will direct all criminal investigations of a member. Criminal investigations of a member will be treated in the same manner as with a private citizen.

46.14.0 INTERNAL INVESTIGATIONS - COOPERATION

Members are required to courteously and candidly cooperate in internal investigations. Information developed based on post-Garrity statements, during the course of the internal investigation cannot be used against the member in any criminal investigation. Admissions to a violation of rules, regulations, or laws can be the basis of disciplinary action. Admissions or denials are admissible in a civil service or arbitration hearing.

46.16.0 INTERNAL INVESTIGATIONS - RECORDS

The Undersheriff is the custodian of all internal investigation records/reports. These documents will remain confidential. No member will disclose or discuss any information concerning any internal investigation with persons outside of the Office. The Sheriff, or his designee, is the only person authorized to divulge information on internal investigations. A member who has been the subject of an investigation may request a waiver of confidentiality by submitting a written request to the Undersheriff.

Internal investigation reports, employee corrective action and probation documents, employee misconduct investigation files – sustained, employee misconduct investigation files – unfounded, workplace violence case files and summary reports of employee misconduct investigations – sustained shall be maintained in accordance with Washington State Archives most current Local Government Common Records Retention Schedules (CORE) unless the report, corrective action, letter or other written documentation states it will maintained for a shorter period of time.

CHAPTER 47 - DISCIPLINE / TERMINATION

47.2.0 STATEMENT

The Sheriff's Office subscribes to the principle that the ultimate goal of discipline is not punitive in nature, but oriented towards helping the member realize and address problems that hinder the effective and efficient performance of his duty.

Immense public trust is placed in members of this Office. The Sheriff realizes that there are violations of this public trust that must result in termination of employment.

The Sheriff's Office believes that the principles of effective discipline must be consistent and uniform in their application.

The Sheriff, in keeping with the above views, has implemented a formal progressive discipline procedure.

The formal discipline procedure does not preclude informal verbal discussions between supervisors and subordinates regarding perceived problems. These informal discussions are encouraged by the Sheriff to eliminate perceived problems that later may necessitate formal discipline.

47.2.2 AUTHORITY OF ADMINISTRATIVE STAFF

The Administrative Staff has the authority to take corrective action with a member and to issue letters of correction. Only the Sheriff, or his designee, can cause discipline effecting loss of pay, time off without pay, or termination.

47.2.3 AUTHORITY OF SERGEANT/ O.I.C.

Generally, a complaint against a member will be addressed with the member by the member's supervisor. If there is a violation of policy, the supervisor should discuss the complaint with the supervisor's administrator.

A sergeant/O.I.C. may come across circumstances in which they deem it necessary to relieve the member from duty at that time. The sergeant/O.I.C. will then have the member secure. An administrator will be notified of the incident; this notification may occur prior to the member securing. The member will be notified to meet with his supervisor and an administrator to review the incident prior to returning to work. This action will not result in loss of pay or benefits.

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47.4.0 DISCIPLINARY PROCEDURES

Any time a supervisor believes an employee problem will likely not be adequately resolved with informal verbal discussion they shall advise the Administration before conducting an investigation or using progressive discipline as outlined in this chapter. Nothing will preclude a supervisor from using their authority in 47.2.3.

The Sheriff's Office has established and will follow a uniform discipline procedure consisting of:

1. Formal Discussion
2. Formal Counseling
3. Letter of Correction
4. Suspension / Discharge

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47.4.2 FORMAL DISCUSSION

When a performance or behavior problem has been identified, the supervisor will thoroughly discuss the problem with the member, and arrive at a resolution.

The supervisor will make a note of the formal discussion as to member, date, time, problem, and resolution.

The formal discussion may involve circumstances in which the supervisor deems it necessary to relieve the member from duty at that time. The supervisor will then have the member secure. A superior will then be notified of the incident. The member will be notified to meet with his supervisor and a superior to review the incident, the next administrative work day, unless otherwise arranged. Any administrative leave will be with full pay.

The note(s) of formal discussion will be submitted through the chain of command and placed in the member's personnel file.

The note(s) of formal discussion will remain in the member's personnel file. For the purpose of progressive discipline they will remain active for one year from the date of the most recent note of formal discussion for similar violations. They will then remain as part of the permanent personnel file (example: a note of formal discussion occurs on Jan 1, 1998 and a second note of formal discussion for a similar violation occurs on August 1, 1998. Both notes of formal discussion will become inactive on August 1, 1999.)

There is no specified number of notes of formal discussion that can be issued at this stage. The effectiveness of the member's progress in correcting a problem(s) should be the deciding factor.

47.4.4 FORMAL COUNSELING

If the formal discussion(s) with the member has not resulted in corrective action, following a thorough investigation, the supervisor and this supervisor's superior will meet with the member. They will review the problem, and the member will be permitted to present his views on the problem. A plan will be developed with the member containing positive steps to correct the problem. The member will be asked to make a commitment to take the recommended actions. The member will be told at this stage that failure to correct the problem will result in further disciplinary action, which may include termination of employment.

A note of correction will be issued at this stage by the supervisor. The note of correction will include the member's name, date and time formal counseling began, supervisors present, positive steps to correct the problem, and commitment made by the member to follow the corrective actions recommended. The Sheriff will be advised of the content of this counseling session.

This note of correction will be placed in the member's personnel file. A copy of this note of correction will also be given to the member. This note of correction will remain in the member's personnel file for the same duration and provisos that exist in the previous corrective stage.

47.4.6 LETTER OF CORRECTION

If a member's behavior/performance continues to be a problem after the formal counseling another meeting will be held. This meeting will include the member, supervisor and the supervisor's superior. The nature of the behavior/performance problem(s) that brought the member to this point is/are to be discussed with the member in detail stating clearly the reasons why the improper attitude, unacceptable conduct, poor work performance, absenteeism, or other violation cannot be allowed to continue. After this meeting the member will be told to go home for a period of time determined by the superior, not to exceed three days. This will be a paid leave. During this leave the member will be told to decide whether or not he should continue working for the Cowlitz County Sheriff's Office. When the leave is over the member will meet with the supervisor and the supervisor's superior at the beginning of the assigned shift. The member will be asked about the decision he or she made. If the member has decided to remain with the Sheriff's Office the member and the supervisor will set specific goals and plans for corrective action. The member will be told that a continued failure to meet the Office's performance and behavioral expectations will lead to suspension or termination.

The supervisor will prepare a Letter of Correction including the member's name, date, and time of this meeting. It will detail facts concerning the nature of the behavior/performance problems(s) that brought the member to this point, prior efforts at corrective action, and the future plan for corrective action. The letter will also state that continued failure to meet the Office's expectations will result in suspension or termination.

The Letter of Correction will then be placed in the member's personnel file, and a copy will be given to the member. The Letter of Correction will state its duration and provisos.

47.4.8 SUSPENSION OR TERMINATION

There are two basic reasons for a member's suspension or termination of employment. One, a violation of Office policy, so inexcusable that suspension or termination is the proper penalty. Second, is the failure of the normal previous disciplinary steps to effect the desired correction necessitating suspension or termination. This disciplinary action will be taken in the event the offense is repeated, or another violation or problem occurs within the time duration described in the previous disciplinary stages.

If all the facts indicate that a suspension or termination is warranted, the Undersheriff shall review the case with the appropriate supervisors and a recommendation will be made on the disciplinary action to be taken. A member may only be suspended or terminated upon approval of the Sheriff. The Sheriff, or his designee, shall conduct a conference with the member, at which the member's supervisor will be present, in order to explore the reasons for the recommended disciplinary action, including both

positive and negative past history of the member, and the current violation or problem. The member will be allowed to respond during this conference.

After this conference a letter shall be prepared informing the member of the disciplinary action to be taken. If the action taken is suspension, without pay, the duration of the suspension will be specified along with the reasons for the suspension. A Letter of Suspension shall include the procedure for notice of appeal and hearings rights. If termination is the disciplinary action taken the letter will detail the reasons for the termination, effective date of termination and notice of appeal and hearing rights.

The letter will be given to the member. A copy of the letter will be placed in the member's personnel file; one sent to the bargaining unit representative; and one to the Civil Service Commission. The letter of suspension will state its duration and provisos.

47.4.10 DISCIPLINE - ALTERNATE

Certain actions on the part of the member may require action on the part of the Office for which the preceding progressive discipline procedure is not appropriate. Such actions may include, but are not limited to, gross insubordination, theft, falsification of records, acts of discrimination towards another member (including racial, religious, or sexual harassment), any form of dishonesty (including, but not limited to, falsification, misrepresentation, alteration or omission of information in agency interviews, investigations, and records) in any way connected with employment; severe incidents of unlawful discrimination or harassment; possession, use or being under the influence of any intoxicating liquor while on duty; possessing, using, transferring, offering, sharing, attempting to sell or obtain, or being under the influence of any illegal drug or controlled substance while on duty; fighting or conduct which is likely to provoke or cause bodily injury or property damage; proven negligence or recklessness resulting (or which could have resulted) in physical harm to any person or damage to equipment or property; insubordination; using profane, abusive or threatening language or behavior in any job-related circumstance; immoral, indecent or criminal conduct while on duty or in other circumstances which might adversely reflect upon the Sheriff's Office; or other conduct or behavior which is similar in its seriousness and/or impact. In such cases discipline of a punitive nature may be appropriate, such as suspension without pay or termination of employment. (This section does not prohibit the lawful possession of liquor and/or drugs during the routine course of duty.)

47.4.12 DISCIPLINE - PROBATIONARY MEMBERS

A new member on probationary status may be terminated at any time during that period at the Sheriff's sole discretion.

47.6.0 DISCIPLINE - MEMBER'S RIGHTS

The member, in addition to the above-described rights, also has the rights expressed in the current labor agreement and/or Civil Services rules and regulations described by state RCW and local board rules.

47.8.0 DISCIPLINE - CAUSES FOR

The following are declared to be adequate causes for disciplinary action and/or including termination of a regular member of the Cowlitz County Sheriff's Office. Probationary members are also subject to the

following rules, but may be disciplined or discharged at any time in the Sheriff's sole discretion; see section 49.4.12. Causes for discipline and or termination may not be limited to those which are listed below. Such other causes will be handled on an individual basis.

47.8.1 VIOLATIONS OF LAW

All members of the Sheriff's Office shall comply with federal, state and local laws.

47.8.2 FALSIFICATION

Every employer has the right to expect certain basic standards of conduct and behavior from its members, just as every member has the right to expect the same of an employer and co-workers. The Sheriff's Office's fundamental expectation can be summed up in six words: Honesty and integrity in all things.

Unfortunately, there is no formula or set of guidelines that can define appropriate ethical and moral judgment in every situation a member might face. Thus, we must depend upon your good judgment, common sense, and willingness to seek advice from others within the Office when difficult or confusing situations arise. However, our one absolute and unwavering expectation is that every member, regardless of job or responsibilities, will conduct himself with honesty and integrity in all matters and things. This not only means that falsification, misrepresentation and untruthfulness will not be tolerated, but that we cannot accept conduct, statements, and "omissions" which are misleading or result in impressions or conclusions which distort the larger reality. This necessarily means that we expect members to courteously and candidly cooperate in all Sheriff's Office investigations or inquiries.

47.8.4 CIVIL SERVICE VIOLATIONS

Willful violation of any of the provisions of the civil service statutes, which includes local rules and regulations.

47.8.6 INSUBORDINATION

Refusal to follow any lawful order given by a superior will be considered insubordination.

47.8.8 EQUIPMENT ABUSE

Negligent or reckless use of county equipment or property.

47.8.10 BRIBERY

Bribery in any form.

47.8.12 BRUTALITY / CRUELTY

Willful and wanton brutality or cruelty.

47.8.14 ABSENT WITHOUT LEAVE

Absence without leave generally will result in disciplinary action and is also unpaid.

47.8.16 CORRUPT POLITICAL INFLUENCE

Use of, or attempting to use, political influence in securing promotion, transfer, leave of absence, or increase in pay.

47.8.18 UNFIT PERFORMANCE

Incompetence, inefficiency, inattention, or dereliction of duty.

47.8.20 "HORSEPLAY"

Fighting, horseplay, or words or conduct which is likely to provoke or cause bodily injury or property damage or otherwise interfere with agency operations.

47.8.22 FIREARMS "HORSEPLAY"

Waving or pointing a loaded, or unloaded, firearm at anyone, in a manner other than in the authorized course and scope of the member's official duties would be considered an act of "horseplay".

47.8.24 USE OF ALCOHOL

The drinking of intoxicating beverages while on duty, except as may be required by a duty assignment, is strictly forbidden. A member shall not consume intoxicating beverages prior to reporting for duty, unless sufficient time has elapsed that the odor and effects of the intoxicating beverage are gone.

A member who is reasonably suspected of being under the influence of intoxicants, or has an odor of intoxicants on the breath, while on duty may be required by a superior, above the rank of sergeant, to submit to a BAC Verifier test. The test shall be administered by a person who is qualified by the

Washington State Toxicologist to operate a BAC verifier.

The person administering the breathalyzer test will not be the member who is requesting that the test be conducted. Refusal to submit a sample of breath will furnish the Office with just cause to take disciplinary action, which may lead to termination, and will also create a presumption that the concerned member was, at that time, under the influence of intoxicants.

47.8.25 USE OF DRUGS

A member, who is taking any medication in an amount or potency that may affect his mental or physical abilities, shall not operate a county vehicle and he shall advise the shift supervisor. The shift supervisor may make one of the following decisions:

1. The shift supervisor shall notify an administrator
2. The use of sick leave is warranted under these circumstances.

47.8.26 CONDUCT UNBECOMING

Conduct unbecoming is any conduct which adversely affects the morale, operations, or efficiency of the Office or any conduct which has a tendency to affect, lower, or destroy public respect and confidence in the Office or the member. Conduct unbecoming also includes any conduct, which brings the Office or member into disrepute or brings discredit upon Office or member. Members shall conduct themselves at all times both on and off duty, in such a manner so as to reflect most favorably on the Office.

Some examples of conduct unbecoming are:

1. Failing to courteously cooperate in any requested search or inspection.
2. Theft, or possession without proper prior permission, county property or the property of others.
3. Violating agency or county alcohol and drug policies.
4. Refusing to courteously cooperate in any agency or county investigation, including discussing the investigation or interview with other members unless specifically authorized to do so.
5. Unauthorized release of confidential, sensitive, or proprietary information, and unauthorized use or accessing of information in computer systems.
6. Incompetency, inefficiency, inattention or dereliction of duty.
7. Violating or disregarding any known, posted or generally accepted safety rule or practice, including the unauthorized failure to wear protective equipment.
8. Disregarding standards of acceptable conduct, dress and grooming.

CHAPTER 48 - GRIEVANCES

48.2.0 GRIEVANCE PROCEDURE

A member who feels that he has been aggrieved by the Office is encouraged to seek a remedy to this grievance through proper procedure. The current labor agreement addresses the grievance procedure. The member may or may not have additional avenues of recourse through local and state civil service laws and regulations, state law, and federal laws.

Refer to the current labor agreement.

Refer to local and state civil service laws and regulations.

Refer to state and federal laws and regulations.

Employee grievance records and documents shall be maintained in accordance with Washington State Archives most current Local Government Common Records Retention Schedule (CORE).

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48.3.0 ANNUAL REVIEW OF GRIEVANCES

On an annual basis the administrative staff will review the grievances which had been filed during the past year so as to be more aware of trends and/or problems which may be developing within the Office.

CHAPTER 49 - FISCAL MANAGEMENT

49.2.0 STATEMENT

The Sheriff is responsible for the fiscal management of the Office. This responsibility and his authority are defined by state law, county policy, and Office policy.

The Sheriff has designated the Undersheriff's position as the Fiscal Manager, while still maintaining supervisory control. The Director of Emergency Management shall be the Fiscal Manager of the DEM budget.

49.4.0 BUDGET PREPARATION

The bureau heads within the Office assist the Undersheriff in preparing the budget. These bureau heads identify budget needs within their bureaus, provide justifications, and cost analysis. The Undersheriff and Director prepare the budget request and review the request with the Sheriff. The Sheriff and Undersheriff present the budget request to the Board of County Commissioners at a public budget hearing. Appropriate staff and/or members may be asked to participate in the budget hearings.

49.6.0 ACCOUNTING SYSTEM

The Office manages its finances through a voucher system. Expenditures are transacted on vouchers, which are sent to the Auditor's Office for payment. Copies are maintained by the Office for management purposes, enabling the Office to maintain a running balance of expenditures. The Auditor provides the Office with an accounting of current expenses on a monthly basis.

49.6.2 AUDITS

The State and County Auditor's Offices conduct independent audits of the fiscal activities of the Office. The Office will cooperate with all authorized audits of its finances.

49.8.0 CASH ACCOUNTS

Cash transactions are receipted and maintained through a revolving fund ledger.

Civil transactions and issuance of permits are deposited with the Treasurer.

Cash purchases made by the Office from the revolving fund are receipted and vouchered back into the revolving fund.

Financial statements describing the status of cash accounts are supplied by the Auditor. The revolving fund is maintained current and is audited internally at the time of each deposit.

The administration and support staff members are authorized to accept and disburse cash funds.

49.8.2 WRITING RECEIPTS

When funds are received for services the following procedure will apply:

1. Log in to the CCARS (receipt) system under your information.
2. Receipt funds being received.
3. Print out a receipt for the individual and for our office and attach our copy to the paperwork.
4. If a receipt needs to be voided, void the receipt and leave a copy of the void with an explanation of why it was voided for the Undersheriff.
5. Place the funds in the cash drawer.

49.8.4 CASH DRAWER/TILL

The cash till will be locked in the Chief Civil Deputy's Office in the locked cabinet. The till will be transferred to the cash drawer located under the front counter on the right side. The drawer will remain locked at all times. You will unlock the drawer to place funds into the till as needed and the drawer is to be locked again as soon as you are finished. Each clerk will have their own key to the drawer.

The funds received during the business day will be counted, placed into a sealed envelope, and sealed with a sticker stating the funds inside the envelope, date and the clerk's initials who counted the funds. A daily report will be printed out of CCARS that should match the funds in the envelope. That envelope will be placed in a locked cabinet in the Chief Civil Deputy's Office.

The till will be returned to the locked cabinet at the end of the business day.

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49.10.0 INVENTORY CONTROL

Central Stores maintains inventory lists of property. The Office verifies the lists as requested by Central Stores.

The Undersheriff is responsible to perform inventory and record audits of property owned and used by the Office, and of property placed in protective custody. This inventory shall be performed annually. The Undersheriff may delegate the inventory to another member; however, that member shall not be the one who is responsible for the maintenance, care and control of said property.

49.12.0 PURCHASING

The Office purchases supplies and equipment in the following manners:

1. Requests through the Central Stores
2. Orders approved by authorized members
3. Cash purchases from the revolving fund

Standardized purchases are made by Central Stores, upon written request by the Office. Central Stores is responsible for the selection of vendors and bidding procedures.

49.12.2 PURCHASES - EMERGENCY

Emergency purchases and/or rentals may be authorized by an Office Administrator. In the event that an Administrator cannot be reached, the shift supervisor is authorized to make the necessary appropriations. Emergency purchases can be made through the voucher system or revolving fund.

49.14.0 FUNDING - SUPPLEMENTAL

All requests for supplemental or emergency funding will be made by the Sheriff, or designee, to the Board of County Commissioners.

CHAPTER 50 - BLOOD BORNE PATHOGENS

50.2.0 PURPOSE OF THE PLAN

The purpose of this plan is to reduce occupational exposure to Hepatitis B Virus (HBV), Human Immunodeficiency Virus (HIV), and other blood borne pathogens that our personnel may encounter while providing pre-hospital emergency medical care.

A Bloodborne Pathogen Class is required annually for those employees at risk for an occupational exposure. Washington State Law requires that the incident of exposure or suspected exposure to HIV be reported to the Health Department within 24 hours.

50.2.2 GENERAL PRINCIPLES

The Office believes that there are a number of general principles that should be followed when working with blood borne pathogens.

1. It is prudent to minimize all exposure to blood borne pathogens.
2. Risk of exposure to blood borne pathogens should never be underestimated.
3. Our Office should institute as many engineering and work practice controls as possible to eliminate or minimize exposure of our personnel to blood borne pathogens.

We have implemented this Exposure Control Plan to meet the letter and intent of the WISHA Blood borne Pathogens Standard. The objective of this plan is twofold:

- A. To protect our members from the health hazards associated with blood borne pathogens, and
- B. To provide appropriate treatment and counseling should one of our members be exposed to blood borne pathogens.

It is important to read and understand section 50.14.9

50.4.0 GENERAL PROGRAM MANAGEMENT

There are three major "Categories of Responsibility" that are central to the effective implementation of our Exposure Control Plan. These are:

1. The Exposure Control Officer
2. Deputy Sheriffs and Supervisors
3. Training Coordinator

The following sections define the roles played by each of these groups in carrying out our plan. (Throughout this written plan, members with specific responsibilities are identified. If, because of promotion or other reasons, a new person is assigned any of these responsibilities, the Exposure Control Officer is to be notified of the change so that he can update their records.)

50.4.2 EXPOSURE CONTROL OFFICER

The Exposure Control Officer will be responsible for overall management and support of our agency's Blood borne Pathogens Compliance Program. Activities which are delegated to the Exposure Control Officer include, but are not limited to:

1. Overall responsibility for implementing the Exposure Control Plan for the entire agency;
2. Working with administrators, deputies, and other members to develop and administer any additional blood borne pathogens-related policies and practices needed to support the effective implementation of this plan;
3. Looking for ways to improve the Exposure Control Plan, as well as to revise and update the plan when necessary;
4. Collecting and maintaining a suitable reference library on the Blood borne Pathogens Standard, and blood borne pathogens safety and health information.
5. Know current legal requirements concerning blood borne pathogens.
6. Acting as facility liaison during WISHA inspections.
7. Conducting periodic facility audits to maintain an up-to-date Exposure Control Plan.

The Services Sergeant has been appointed as our agency's Exposure Control Officer.

We have determined that the Exposure Control Officer will not require assistance in fulfilling his responsibilities. Therefore no Exposure Control Committee will be established.

50.4.4 DEPUTY SHERIFF OR SUPERVISOR

Deputies and their supervisors are responsible for exposure control in their respective areas. They work directly with the Exposure Control Officer and our personnel, to ensure that proper exposure control procedures are followed.

50.4.6 TRAINING COORDINATOR

Our Training Coordinator will be responsible for providing information and training to all Office members who have the potential for exposure to blood borne pathogens. Activities falling under the direction of the Coordinator include:

1. Maintaining an up-to-date list of agency members requiring training.
2. Developing suitable education/training programs.
3. Scheduling periodic training seminars for members.
4. Periodically reviewing the training programs with the deputies and/or their supervisors, to include appropriate new information.

The Services Sergeant has been selected to be our agency's Training Coordinator.

50.4.8 MEMBERS

As with all of our agency's activities, our members have the most important role in our blood borne pathogen's compliance program, for the ultimate execution of much of our Exposure Control Plan rests in their hands. In this role they must do things such as:

1. Know what tasks they perform that have occupational exposure.
2. Attend the blood borne pathogens training sessions.
3. Plan and conduct all operations in accordance with our work practice controls.
4. Develop good personal hygiene habits.

50.6.0 PLAN AVAILABILITY TO MEMBERS

To help them with their efforts, our agency's Exposure Control Plan is available to our members at any time. Members are advised of this availability during their education/training sessions. The Exposure Control plan is part of this manual and as such is distributed to each member.

50.6.2 REVIEW AND UPDATE OF THE PLAN

We recognize that it is important to keep our Exposure Control Plan up-to-date. To ensure this, the plan will be reviewed and updated under the following circumstances:

1. Annually.
2. Whenever new or modified tasks and procedures are implemented which affect occupational exposure of our members.
3. Whenever the jobs of our members are revised, such that new instances of occupation exposure may occur.
4. Whenever we establish new functional positions within our agency that may involve exposure to blood borne pathogens.

50.8.0 EXPOSURE DETERMINATION

One of the keys to implementing a successful Exposure Control Plan is to identify exposure situations that Office members may encounter. To facilitate this in our agency, we have prepared the following lists:

1. Job classifications in which all members have occupational exposure to blood borne pathogens.
2. Job classifications in which some members have occupational exposure to blood borne pathogens.
3. Tasks and procedures in which there is occupational exposure to blood borne pathogens.

The Exposure Control Officer will work with deputies and supervisors to revise and update these lists as our tasks, procedures and classifications change.

50.10.0 JOB CLASSIFICATIONS WITH EXPOSURE POSSIBILITIES

In all job classifications in our Office, members may come in contact with human blood, and other potentially infectious materials, which may result in possible exposure to blood borne pathogens.

50.10.2 WORK ACTIVITIES INVOLVING POSSIBLE EXPOSURE

There are general tasks and procedures in our Office in which human blood and other potentially infectious materials are encountered which may result in exposure to blood borne pathogens. The job classifications of Sergeant, Deputy and Detectives have the potential for exposure during each task/procedure. This list of tasks/procedures includes, but is not limited to, the following:

1. General trauma management
2. Wound treatment
3. Airway management
4. Crime scene investigations
5. Decontamination of equipment
6. Disposal of personal protective equipment

50.12.0 METHODS OF COMPLIANCE

We understand that there are a number of areas that must be addressed in order to effectively eliminate or minimize exposure to blood borne pathogens within our Office. The first five areas we deal with in our plan follow:

1. The use of universal precautions.
2. Establishing appropriate engineering controls.
3. Implementing appropriate work practice controls.
4. Using appropriate personal protective equipment.
5. Implementing appropriate housekeeping procedures.

Each of these areas is reviewed with our members during their blood borne pathogens related training. By rigorously following the requirements of WISHA's Blood borne Pathogens Standard in these five areas, we feel that we will eliminate or minimize occupational exposure to our members to blood borne pathogens as much as is possible.

50.12.2 UNIVERSAL PRECAUTIONS

In our Office we have observed the practice of universal precautions to prevent contact with blood and other potentially infectious materials. As a result, we treat all human blood and the following body fluids as if they are known to be infectious for HBV, HIV and other blood borne pathogens:

1. Semen
2. Vaginal secretions
3. Cerebrospinal fluid
4. Synovial fluid
5. Pleural fluid

6. Pericardial fluid
7. Peritoneal fluid
8. Amniotic fluid
9. Saliva

In circumstances where it is difficult or impossible to differentiate between body fluid types, we assume all body fluids to be potentially infectious. The Exposure Control Officer is responsible for overseeing our Universal Precautions Program.

50.12.4 ENGINEERING CONTROLS

One of the key aspects to our Exposure Control Plan is the use of Engineering Controls to eliminate or minimize member exposure to blood borne pathogens. Our Office utilizes the equipment listed below.

1. Needle/Sharps collection containers
2. Foot operated glove/mask disposal container

The Exposure Control Officer periodically works with deputies and supervisors to review tasks and procedures performed in our agency where engineering control can be implemented or updated. As a part of this effort, an Office survey will be completed, as needed, to identify the following three things:

1. Areas where engineering controls are currently employed;
2. Areas where engineering controls can be updated;
3. Areas currently not employing engineering controls, but where engineering controls could be beneficial.

Each of these lists is re-examined during our annual Exposure Control Plan review, and opportunities for new or improved engineering controls are identified. Any existing engineering controls are also reviewed for proper function and needed repair or replacement on an as needed basis, where the equipment is located.

In addition to the engineering controls identified on these lists, the following engineering controls are used within our Office.

1. Hand washing facilities (or if such facilities are not feasible, antiseptic hand cleansers and towels or antiseptic towelettes), which are readily accessible to all members who have the potential for exposure.

50.12.6 WORK PRACTICE CONTROLS

In addition to engineering controls, our Office uses a number of Work Practice Controls to help eliminate or minimize exposure of members to blood borne pathogens. Many of these Work Practice Controls have been in effect for some time. Any controls that we are using for the first time will be implemented as fully as practical.

The person in our agency who is responsible for overseeing the implementation of these Work Practice Controls is the Exposure Control Officer. He works in conjunction with deputies and supervisors and our agency's training coordinators to effect this implementation.

Our Office has adopted the following Work Practice Controls as part of our Blood borne Pathogens Compliance Program.

1. Members will wash their hands immediately, or as soon as feasible, after removal of gloves or other personal protective equipment.
2. Following any contact of body areas with blood or any other infectious materials, members will wash their hands and any other exposed skin with soap and water as soon as possible. They also flush exposed mucous membranes with water.
3. Eating, drinking, smoking, applying cosmetics or lip balm and handling contact lenses is prohibited in work areas where there is potential for exposure to blood borne pathogens.
4. Food and drink are not kept in medical kits, on countertops, or in other storage areas where blood or other potentially infectious materials are present.
5. All procedures involving blood or other infectious materials are minimized to prevent splashing, spraying or other actions generating droplets of these materials.
6. Specimens of blood or other materials are placed in designated leak-proof containers, appropriately labeled for handling and storage.
7. If outside contamination of a primary specimen container occurs, that container is placed within a second leak-proof container, appropriately labeled, for handling and storage. (If the specimen can puncture the primary container, the secondary container must be puncture resistant as well.)
8. Equipment, which becomes contaminated, is examined prior to servicing or shipping and decontaminated as necessary. (Unless it can be demonstrated that decontamination is not feasible.)
 - a. An appropriate biohazard-warning label is attached to any contaminated equipment, identifying the contaminated portions.
 - b. Information regarding the remaining contamination is conveyed to all affected members, the equipment manufacturer, and the equipment service representative prior to handling, servicing or shipping.

When a new member comes to our agency, or a member changes assignment within our agency, the following process takes place to ensure that they are trained in the appropriate work practice controls.

1. The member's job classification, and the task and procedures that they will perform are checked against the job classifications and task lists which we have identified in our Exposure Control Plan, as those in which occupational exposure occurs.
2. If the member is transferring from one assignment to another within our agency, the job classification and tasks/procedures pertaining to their previous position are also checked against these lists.

3. Based on the "cross-checking", the new assignment classification and/or tasks and procedures, which will bring the member into occupational exposure situations, are identified.
4. The member is then trained by our Office's Training Coordinator, or another instructor, regarding any work practice controls that the member is not experienced with.

50.12.8 PERSONAL PROTECTIVE EQUIPMENT

Personal Protective Equipment is the "last line of defense" for our members against blood borne pathogens. Because of this, our agency provides (at no cost to our members) the personal protective equipment that they need to protect themselves against such exposure. This equipment includes, but is not limited to:

1. Gloves
2. Gowns
3. Masks
4. Goggles

After notifying the Exposure Control Officer of a problem, hypoallergenic gloves, glove liners and similar alternatives are readily available to members who are allergic to the gloves our agency normally uses.

The Exposure Control Officer, working with deputies and supervisors, is responsible for ensuring that all stations, vehicles, and work areas have appropriate personal protective equipment available to members.

Our members are trained regarding the use of the appropriate personal protective equipment for their job classifications and tasks/procedures they perform. Initial training about personal protective equipment has been completed within our agency. Additional training is provided, when necessary, if a member takes a new position, or new assignments are added to his current position.

To determine whether additional training is needed, the member's previous job classification and tasks are compared to those for any new job or function that they undertake. Any needed training is provided by their supervisor, working with our agency's Training Coordinator.

To ensure that personal protective equipment is not contaminated, and is in the appropriate condition to protect personnel from potential exposure, our agency adheres to the following practices:

1. All personal protective equipment is inspected periodically, and repaired or replaced as needed, to maintain its effectiveness.
2. Reusable personal protective equipment is cleaned, laundered and decontaminated as needed.
3. Single use personal protective equipment (or equipment that cannot, for whatever reason, be decontaminated) is disposed of by forwarding that equipment to their patrol sergeant for proper disposal. First, seal the item in the Ziploc bag that is provided with this equipment and obtain replacement equipment from the on duty patrol sergeant.

Larger items will be disposed of at St. John Hospital. Make arrangements for this by contacting the

lead housekeeper of Environmental Services at 636-4933. If there is no answer call the main hospital switchboard at 423-1530 and ask for the lead housekeeper. The operator will set off the beeper and that person will come on the line and assist you.

To make sure that this equipment is used as effectively as possible, our members adhere to the following practices when using their personal protective equipment:

1. Any garments penetrated by blood or other infectious materials are removed immediately, or as soon as feasible.
2. All personal protective equipment is removed prior to leaving a work area.
3. Gloves are worn in the following circumstances:
 - a. Whenever members anticipate hand contact with potentially infectious materials
 - b. When performing vascular access procedures.
 - c. When handling or touching contaminated items or surfaces.
4. Disposable gloves are replaced as soon as practical after contamination, or if they are torn, punctured or otherwise lose their ability to function as an "exposure barrier".
5. Utility gloves (that may be used by Detectives) are decontaminated for reuse unless they are tracked, peeling, torn or exhibit other signs of deterioration; at which time they are disposed of.
6. Masks and eye protection (such as goggles, face shields, etc) are used whenever splashes or sprays may generate droplets of infectious materials.
7. Protective clothing such as gowns and aprons, are worn whenever potential exposure to the body is anticipated.

50.12.10 HOUSEKEEPING

Maintaining our facility and vehicle(s) in a clean and sanitary condition is an important part of our Blood borne Pathogens Compliance Program. To facilitate this, we have set up a written policy for cleaning and decontamination of the various areas of the facility and vehicle(s). The policy provides the following information:

1. They are to be cleaned/decontaminated as needed.
2. Vehicles to be professionally decontaminated as needed.
3. Cleansers and disinfectants to be used.
4. Any special instructions that are appropriate.

Using this policy, our members will employ the following practices:

1. All equipment and surfaces are cleaned and decontaminated after contact with blood or other potentially infectious materials.
2. All pails, bins, cans and other receptacles intended for routine use, are inspected, cleaned and decontaminated as possible, if visibly contaminated.
3. Potentially contaminated broken glassware is picked up using mechanical means (such as dustpan and brush, tongs, forceps, etc.).
4. Contaminated sharps are stored in containers that do not require "hand processing".

Our Exposure Control Officer is responsible for the cleaning and decontamination policy and making sure it is carried out within our Office.

We are also very careful in our Office in handling regulated waste (including contaminated sharps, laundry, used bandages, and other potentially infectious materials). The following procedures are to be used with all types of wastes.

1. They are discarded or "bagged" in containers that are:
 - a. Closeable
 - b. Puncture resistant (if sharps are involved)
 - c. Leak proof, if the potential for fluid spill or leakage exists
 - d. Red in color or labeled with the appropriate biohazard warning label
2. Containers for this regulated waste are located throughout our facility(s) and vehicle(s) within easy access of our personnel, and as close as possible to the sources of the waste.
3. Waste containers are maintained upright, routinely replaced, and not allowed to overfill.
4. Contaminated laundry is handled as little as possible, and is not sorted or rinsed where it is used.
5. Whenever our members move containers of regulated waste from one area to another, the containers are immediately closed and placed inside an appropriate secondary container, if leakage is possible from the first container.

Our Exposure Control Officer is Responsible for ensuring the collection and handling of our agency's contaminated waste.

50.12.12 LABELS AND SIGNS

For our members, the most obvious warning of possible exposure to blood borne pathogens are biohazard labels. Because of this, we have implemented a comprehensive biohazard warning-labeling program in our facility and vehicle(s), using labels, or when appropriate, using red color-coded containers. Our Exposure Control Officer is responsible for setting up and maintaining this program within our agency.

The following items in our facility and vehicle(s) are labeled:

1. Containers of regulated waste.
2. Refrigerators/freezers containing blood or other potentially infectious materials.
3. Sharps disposal containers.
4. Other containers used to store, transport or ship blood and other infectious materials.
5. Laundry bags and containers.
6. Contaminated equipment.

On labels affixed to contaminated equipment, we have also indicated which portions of the equipment are contaminated.

50.14.0 HEPATITIS A and HEPATITIS B VACCINATION

50.14.4 VACCINATION PROGRAM

The purpose of this policy is for the prevention and control of occupational exposure to communicable

disease and bloodborne pathogens. Any departments of Cowlitz County where employees' jobs involve potential exposure to body fluids, or persons with communicable disease must implement this policy.

This policy shall apply to all members whose work brings them in frequent contact with body fluids or persons with communicable diseases. Immunizations will be offered for the following list of diseases. This list may not be all-inclusive.

1. Hepatitis A (two shot series)
2. Hepatitis B (three shot series)
3. Tetanus Diphtheria (Tetanus shot) Booster every 10 years
4. Influenza (Flu) annually
5. MMR (measles, mumps, and rubella) two shots required one after the first birthday with the second dose at least 4 weeks later. All members born after 1957 who lack either documentation of Physician diagnosed measles or laboratory evidence of measles immunity (and do not have a medical contraindication) will need documentation of two MMRs at least 4 weeks apart
6. Pneumococcal Vaccine: Members whom pneumococcal immunization is recommended include, those with chronic illnesses, (especially Heart Disease, Lung Disease, Diabetes and Immunosuppression) and those 65 years of age and older.
7. HIV: At this time there is no immunization for this disease only prevention. It is transmitted sexually and by IV drug use with needle sharing, or occasionally, infected sharps in an occupational setting.
8. TB skin test: This is not a vaccine, but it is a very important screening tool. TB is an airborne disease, from the respiratory tract of an infectious person (one with active TB) it is most hazardous to those in enclosed areas without enough ventilation. Example: You could talk to someone with active TB outside all day and have no risk but if you were inside, in a small room there would be a risk that you would contract TB. Annual skin tests of high-risk employees will indicate exposure. Exposure is inhaling enough TB bacteria to convert your skin test from negative to positive, but does not mean you are infectious. Many people have positive skin tests for years, without developing symptoms. They are infected but not infectious.

50.14.6 POST-EXPOSURE EVALUATION AND FOLLOW-UP

Everyone in our Office recognizes that, even with good adherence to all of our exposure prevention practices, exposure can occur. As a result, we have implemented both a Hepatitis A and Hepatitis B Vaccination Program, as well as set up procedures for post-exposure evaluation and follow-up, should exposure to blood borne pathogens occur.

If one of our personnel is involved in an incident where exposure to blood borne pathogens may have occurred, there are two things that we immediately focus our efforts on:

1. Making sure that our members receive medical consultation and treatment (if required) as expeditiously as possible.
2. Investigating the circumstances surrounding the exposure incident.

50.14.8

POST EXPOSURE - MEMBER RESPONSIBILITY

Any of our personnel who are involved in an incident where exposure to blood borne pathogens may have occurred will, within 24 hours of the exposure incident, submit a written report of the incident to his

Patrol Sergeant or the on duty Sergeant who will forward the report up the chain of command. The report will provide the information as outlined in the following items:

1. Date and Time when the incident occurred.
2. Location where the incident occurred.
3. What potentially infectious materials were involved in the incident.
4. Source of the material.
5. The circumstances and/or type of procedure being performed when the incident occurred.
6. How the incident was caused.
 - a. Accident
 - b. Unusual circumstances (such as equipment malfunction, etc)
 - c. During an arrest
7. Personal protective equipment being used at the time of incident.
8. Action taken as a result of the incident.
 - a. Member decontamination
 - b. Cleanup
 - c. Notifications made (if required by policy/procedure)

After the incident report information is gathered, the Exposure Control Officer will investigate the exposure incident within **96 hours**. It will be evaluated and a written summary of the incident and its causes will be prepared, and recommendations will be made for avoiding similar incidents in the future.

In order to make sure that our personnel receive the best and most timely treatment if an exposure to blood borne pathogens should occur, our agency has set up a comprehensive post-exposure evaluation and follow-up process. This process is overseen by the Services Sergeant.

If an incident occurs in which any member suffers a significant exposure to another's bodily fluids and desires to have that person tested for HIV / Hepatitis, he should use the procedure described below in 50.14.9.

50.14.9

POST EXPOSURE TESTING PROCEDURE

Any time a member is exposed to another person's blood or bodily fluids through a puncture (e.g. needle stick), cut, open wound, abrasion, or a mucous membrane (e.g., splash to the eyes or mouth) the member needs to immediately follow these steps:

1. *Clean the wound, irrigate eyes, etc.*
2. *Report the incident IMMEDIATELY to a supervisor.*
3. *If incident occurs between 0700 - 1730 Monday-Friday, go to Member Health at Workplace Wellness Services, 1011 Fir St., Longview, 360-414-2332, for evaluation, testing, assessment of exposure risk and the need for treatment.*

If incident occurs during WWS off-hours report to the St. John Medical Center Emergency Department

for evaluation, assessment of exposure risk and the need for treatment.

DO NOT DELAY RESPONDING TO WORKPLACE WELLNESS OR THE E.D. If treatment is advised it must be started within a few hours of the exposure.

4. Fill out our blood borne pathogen incident report.

It is important to remember that the source of the exposure also needs to be tested. If he is not in jail we MUST be able to contact that person so that he can also be tested. If possible he also needs to go at the same time as the member to begin the evaluation and testing process.

If the source person IS in jail Workplace Wellness or the emergency department needs to be advised so that the evaluation and testing process can be initiated.

In addition to the forms that medical personnel will provide, we need to have our release form also filled out. It is in the library.

50.14.10 INFORMATION PROVIDED TO HEALTH CARE PROFESSIONALS

To assist the health care professional; we will forward a number of documents to them including:

1. A copy of the Blood Borne Pathogens Standard.
2. A copy of the incident report and/or accident-injury report.
3. The exposed member's relevant medical records.
4. Results of the source individual's blood testing, if available.
5. Other pertinent information.

50.14.12 HEALTH CARE PROFESSIONALS WRITTEN OPINION

After the consultation, the health care professional will provide our agency with a written opinion evaluating the exposed member's situation. We, in turn, will furnish a copy of this opinion to the exposed member.

In keeping with this process emphasis on confidentiality, the written opinion will contain only the following information:

1. Whether Hepatitis A & B Vaccination is indicated for the member.
2. Whether the member has received the Hepatitis B Vaccination.
3. Confirmation that the member has been informed of the results of the evaluation.
4. Confirmation that the member has been told about any medical conditions resulting from the exposure incident which requires further evaluation or treatment.

All other findings or diagnoses will remain confidential, and will not be included in the written report.

50.16.0 INFORMATION AND TRAINING

Having well-informed and educated personnel is extremely important when attempting to eliminate or

minimize our members' exposure to blood borne pathogens. Because of this, all personnel who have the potential for exposure to blood borne pathogens are given a comprehensive training program and furnished with as much information as possible on this issue.

This program was set up so that our personnel would receive the required training. Personnel will be retrained, at least annually, to keep their knowledge current. Additionally, all new personnel, as well as personnel changing jobs or job functions, will be given any additional training their new position requires at the time of their new job assignment.

The Training Officer is responsible for seeing that all personnel who have potential exposure to blood borne pathogens receive this training.

50.16.2 TRAINING TOPICS

The topics covered in our training program include, but are not limited to, the following:

1. The Blood borne Pathogens Standard itself.
2. The epidemiology and symptoms of blood borne diseases.
3. The modes of transmission of blood borne pathogens.
4. Appropriate methods for recognizing tasks and other activities that may involve exposure to blood and other potentially infectious materials.
5. A review of the use and limitations of methods that will prevent or reduce exposure, including:
 - a. Engineering controls
 - b. Work practice controls
 - c. Personal protective equipment
6. Selection and use of personal protective equipment including:
 - a. Types available
 - b. Proper use
 - c. Location within our agency and vehicle(s)
 - d. Removal
 - e. Handling
 - f. Decontamination
 - g. Disposal
7. Visual warning of biohazards within our agency and vehicle(s), including labels, signs and color-coded containers.
8. Information on the Hepatitis A & B Vaccine, including:
 - a. Safety
 - b. Method of Administration
 - c. Benefits of Vaccination
 - d. Our agency's free vaccination program
9. Actions to take, and persons to contact, in an emergency involving blood or other potentially infectious materials.
10. The procedures to follow if an exposure incident occurs, including incident reporting.
11. Information on the post-exposure evaluation and follow-up, including medical consultation that our agency will provide.

50.16.4 TRAINING METHODS

Our agency's training presentations make use of several training techniques including, but not limited to, those listed below.

1. Classroom type atmosphere with personal instruction.
2. Videotape programs.
3. Training manuals/member handouts.

50.16.6 RECORD KEEPING

To facilitate the training of our personnel, as well as to document the training process, we maintain training records containing the following information:

1. Dates of all training sessions.
2. Contents/summary of the training sessions.
3. Names and qualifications of instructors.
4. Names and job titles of members attending the training sessions.

These training records are available for examination and copying to our personnel and their representatives, as well as WISHA and their representatives.

CHAPTER 51 - PROCEDURES - MISCELLANEOUS

51.0.0 ANIMAL COMPLAINTS – INTENT

Cowlitz County has contracted with the Humane Society of Cowlitz County (HSCC) for animal control services. While this contract largely places animal issues with HSCC, there will continue to be occasions when members will need to respond and/or handle animal related issues.

It is the intent of this policy to help increase public safety, reduce jeopardy to people and property, and to work in cooperation with HSCC. Should there be a significant dispute over which agency will handle a specific incident or investigation, CCSO will take initial responsibility. Such incident should then be reviewed by a supervisor or administrator for resolution.

Unless specified otherwise, this section applies to domesticated animals and wild animals which have been tamed or kept in captivity. Game animals, undomesticated wild or predatory animals or birds are the purview of the Washington Department of Fish & Wildlife (WDFW).

Also see RCW 16.04, 16.54 et al, and CCC 6.12 as it now exists or is amended.

51.4.2 HUMANE SOCIETY RESPONSIBILITIES

The following are animal issues that HSCC are responsible for:

1. Animal bites
2. Animals chasing pedestrians (see 51.4.4)
3. Animal trespassing
4. Damaging property
5. Barking dogs*
6. Vicious animals
7. Animal mistreatment
8. Stray animals
9. Injured animals
10. Dead animals weighing less than 100 pounds

Members should note that the time and method of response by HSCC is at their discretion.

* Some barking dog complaints may actually be potential criminal incidents that need CCSO response. If a dog might be barking at a prowler, stalker or other criminal, it is a law enforcement issue. Such a scenario should generally be offered first by the caller, not solicited by anyone.

51.4.4 MUTUAL RESPONSE SITUATIONS

Some incidents involve immediate jeopardy to people or property. Some examples are:

1. Animals in Roadway
2. Animals (usually dogs) chasing or threatening people – in progress calls

In these cases, our responsibility is to attempt to provide safety as soon as possible to the people or property. Once the scene is stabilized, members may, if appropriate, turn the incident over to the HSCC personnel.

51.4.6 DEAD ANIMALS

Generally, dead animals will not cause a CCSO response. Should the animal be a traffic hazard and HSCC cannot immediately respond, CCSO should respond to ascertain if the roadway can be easily cleared as a short term resolution, or cause the scene to be rendered as safe as possible pending further assistance.

Usually, HSCC will be responsible for dead animals weighing less than one-hundred (100) pounds. Dead animals over that size should be referred to county Public Works.

51.4.7 NON-CONTRACTED SERVICE

There may be incidents that are not specifically covered by the county contract, but HSCC service is desired or needed by CCSO members. Supervisors may approve the request for HSCC services in such circumstances. NOTE: Such a request would precipitate a direct billing to the requesting agency for that service.

51.6.0 DUMPING - ILLEGAL

Complaints received about the dumping of waste material will be referred to the Building and Planning Department 577-3052. If the call be in progress a deputy should respond and attempt contact with the suspect. Building and Planning personnel conducting these investigations can be given vehicle registration information for the purpose of this investigation. The Building and Planning Department also handle complaints concerning junk vehicle (other than hulks) and nuisance abatement. Junk vehicles and nuisance abatement are defined in Cowlitz County Code 10.27.040.

CHAPTER 52 – DV / OFFICER INVOLVED (OIDV)

52.2.0 STATEMENT

The purpose of this policy is to establish procedures for the investigation of domestic violence incidents involving employees of the Cowlitz County Sheriff's Office, or employees of any other law enforcement agency, that fall within our jurisdiction. Deputies shall respond to all domestic violence incidents.

Domestic violence incidents involving a member of the law enforcement community pose special issues and considerations not normally encountered with standard domestic violence investigations. This policy will identify those issues and considerations and will outline the proper steps deputies are to utilize.

Where incidents of domestic violence are alleged to have occurred, the Sheriff's Office will act quickly to protect the victim, investigate thoroughly, arrest the perpetrator upon establishment of probable cause and conduct such administrative and other investigations as deemed necessary. This policy is one of zero tolerance towards domestic violence.

52.4.0 CRIMINAL CONVICTION

Federal and State law prohibits individuals who have been convicted of misdemeanor domestic violence crimes from possessing a firearm and ammunition. Any Office employee found guilty of domestic violence through any criminal court shall be prohibited from possessing a firearm. Subsequently, commissioned personnel shall have their police powers revoked. Refer RCW 10.99.020

Non-sworn employees convicted of a domestic violence crime shall not be allowed to possess a firearm and may be subject to disciplinary action up to and including termination.

52.4.2 CRIMINAL CONVICTION – PRIOR

This policy shall apply to past convictions for domestic violence, as well as existing and future offenses. In the process of adopting this policy of zero tolerance, the Office will review the records of all deputies to ensure they are free of domestic violence convictions.

In summary, any prior misdemeanor involving the use or attempted use of force (or the threatened use of a deadly weapon) will preclude possession of firearms or ammunition, if evidence outside of the pleadings shows that the defendant's relationship with the victim was that of a "family or household member" as defined by RCW 10.99.020.

52.4.4 DEFERRED PROSECUTION

Employees subject to "deferred prosecution" that do not yield an actual "conviction" are not statutorily prohibited from possessing firearms and ammunition. However, employees are subject to an internal investigation.

52.4.8 INTERNAL INVESTIGATION – SUSTAINED

If a deputy is found to have committed an act of domestic violence through an internal investigation, his police powers may be revoked and employment terminated. If non-commissioned personnel are found to have committed an act of domestic violence, their employment may be terminated.

52.4.9 RESTRAINING ORDERS

Restraining orders may remain in effect for months or years. If the requirements of 18 U.S.C. S 922 (g) (8) and 921 (a) (33) are met, it will immediately preclude the affected employee from possessing firearms and ammunition. 18 U.S.C. S 922 provides:

(g) It shall be unlawful for any person ... (8) who is subject to a court order that ... (A) was issued after hearing of which such person received actual notice, and at which such person had an opportunity to participate; (B) restrains such person from harassing, stalking, or threatening an intimate partner of such person or child of such intimate partner or person, or engaging in other conduct that would place an intimate partner in reasonable fear of bodily injury to the partner or child; and (C) (i) includes a finding that such person represents a credible threat to the physical safety of such intimate partner or child; or (ii) by its term explicitly prohibits the use, attempted use, or threatened use of physical force against such intimate partner or child that would reasonably be expected to cause bodily injury; or... (9) who has been convicted in any court of a misdemeanor crime of domestic violence... to ship or transport in interstate or foreign commerce, or possess in or affecting commerce, any firearm or ammunition; or to receive any firearm or ammunition which has been shipped or transported in interstate or foreign commerce.

A current restraining order, issued on notice and opportunity for hearing, which restrains a person from harassing, stalking or threatening (or engaging in other conduct causing reasonable fear of physical injury by an “intimate partner” or their child will render the restrained person ineligible to possess firearms or ammunition, if either (i) includes a finding that the person restrained is a credible threat to the safety of the intimate partner or child or (ii) explicitly prohibits the use, attempted use, or threatened use of physical force against the intimate partner or child.

18 U.S.C. S 922 (g) (8) applies to employees who are or who may become subject to certain restraining orders under RCW Title 9A, Title 46, Title 10 and Title 26.

52.6.0 SELF REPORTING – MANDATORY / (OIDV)

Mandatory self-reporting by an employee of the Cowlitz County Sheriff’s Office will be made within 24 hours, under the following circumstances:

1. If a law enforcement agency has responded to a domestic violence incident where an employee has committed or has allegedly committed an act of domestic violence, as defined by RCW 10.99.020, and also any allegations of child abuse or neglect.
2. If the employee currently is being investigated for any allegation of child abuse or neglect.

3. If, in the past, the employee has been investigated for any allegation of child abuse or neglect that was substantiated or sustained by any government agency or any court.
4. If, in the past or currently, the employee is a party to any restraining order or order of protection, issued by any jurisdiction or court.

52.6.2 SELF REPORTING – MANDATORY / NOTIFICATIONS

An employee will make a mandatory self-reporting to the Administration by direct personal notification. The notification procedure, in order, is the Undersheriff, Sheriff, Chief Criminal Deputy, Captain, and Chief Civil Deputy.

In the event that all administrators are unavailable, notification will be made to the on duty supervisor.

The notification will be made as the first available opportunity presents itself.

The notification will, at a minimum, consist of the following:

1. The law enforcement jurisdiction that responded.
2. The date and time of the law enforcement response.
3. In the event that the employee is or becomes a party to any restraining order or order of protection, in addition to the initial personal notification, the employee will supply a copy of the order to the Undersheriff as directed.

52.6.4 MANDATORY REPORTING OF OIDV BY EMPLOYEES

Any employee who receives information that another employee of the Sheriff's Office has committed or is alleged to have committed an act of domestic violence, must report that information to the Administration within 24 hours. The notification of Administrators is the same as indicated in section 52.6.2. The employee will advise the Administrator of the information received and provide a written report, to be submitted at the direction of the Administrator.

52.6.6 MANDATORY REPORTING OF OIDV TO OUTSIDE AGENCIES

Deputies who respond to reported acts or allegations of domestic violence committed by outside law enforcement officers will report their investigative findings to the employing agency.

This reporting also includes service of any restraining order or order of protection to which the officer is a party.

The initial advisement will be made as soon as reasonably possible by verbal communications. This notification is to be directed to the ranking on-duty officer available.

A copy of the initial investigative report will be forwarded to the Undersheriff or his designee. The Undersheriff will see that this report is forwarded to the employing agency's Sheriff or Chief of Police.

In the event the officer in an OIDV is a Sheriff or Chief of Police, the report will be directed to the governmental official having direct oversight of the individual.

52.6.8 RECEIVING REPORT OF OIDV FROM OUTSIDE AGENCIES

In the event that an outside law enforcement agency calls during regular business hours and reports that a Cowlitz County Sheriff's Office employee is or has been involved in an OIDV or is the respondent to an order of protection or no contact order, the call is to be directed to the Administration as described in 52.6.2.

Reports received after regular business hours will be directed to the on-duty supervisor. The supervisor will make a written report of the information. The supervisor will contact an Administrator, in the order previously described, and relay the information received. The written report will be forwarded to the Undersheriff.

52.6.10 CONFIDENTIALITY OF OIDV REPORTING

Employees who disclose to any member of the Sheriff's Office that they have personally engaged in or been a victim of domestic violence are not entitled to confidentiality. The report of such criminal conduct must be treated as an admission of a crime or notification that a crime has occurred. Either shall be investigated or reviewed criminally or administratively.

An employee who makes a disclosure regarding non-criminal domestic violence for the purpose of seeking assistance through the Employee Assistance Program (EAP) may request that the report be treated as confidential.

52.8.0 DEPUTY RESPONSE TO OIDV

1. All Office personnel shall accept, document in writing, and preserve all calls or reports, including those made anonymously, involving alleged employee domestic violence. A copy of this information shall be forwarded to the Undersheriff.
2. An Incident Report shall be completed, including details on date, time, location, circumstances, names (if known), officials notified, and actions taken.
3. A copy of the report identifying an employee as a victim of domestic violence or criminally implicating an employee in domestic violence shall be forwarded to the Undersheriff.

52.8.2 PATROL RESPONSE

As with any in-progress domestic violence complaint, a priority response will be made. Upon arrival on the scene of a domestic violence call / incident involving any deputy or Office employee as the suspect or victim, the primary patrol unit shall immediately notify dispatch and request a supervisor be sent to the scene. The investigation shall be conducted in the same manner as any other domestic violence incident.

52.8.4 ON-SCENE SUPERVISOR RESPONSE

A supervisor shall, whenever possible, report to the scene of any domestic violence call or incident which occurs within the unincorporated area of Cowlitz County and involves any Sheriff's Office employee or any other law enforcement agency's employee as either suspect or victim.

1. The on-scene supervisor should assume command; ensure that the crime scene is secure and that all evidence is collected, including color photographs.
2. In cases where probable cause exists, the on-scene supervisor shall ensure mandatory arrests are made. In discretionary arrest situations, the supervisor will assist the investigating deputy in determining if an arrest should be made.
3. If the offender has left the scene, the supervisor shall ensure a search is conducted to attempt to locate the offender.
4. The supervisor shall ensure that all reports are processed and forwarded to the Cowlitz County Prosecuting Attorney's Office.
5. Arrest of both parties involved in a domestic violence incident should be avoided. The supervisor shall ensure that a thorough investigation is conducted and an arrest of the primary aggressor is made in accordance with state law. (Refer to RCW 10.31.100.)
6. Ensure that information on Orders of Protection and No Contact Orders are known to the victim. Ensure that temporary orders are issued whenever appropriate.
7. Where allowable under federal, state, or local ordinances, all other firearms owned or at the disposal of the accused officer/employee shall be removed to ensure the victim's safety.
8. The supervisor shall ensure that the victim's safety concerns are addressed.

52.8.6 ARREST OF SHERIFF'S OFFICE EMPLOYEE – OIDV

If a Sheriff's Office employee is arrested by our Office or by another law enforcement agency for a crime of domestic violence, the Sheriff's Office will take the following actions.

1. The employee will be advised that their duty status is suspended, and they are being placed on administrative leave.
2. If issued a Sheriff's Office vehicle, it shall be removed from the employee's possession. Any other issued equipment shall also be removed.
3. The employee will turn in Sheriff's Office credentials within 24 hours.

52.10.0 POST-INCIDENT ADMINISTRATIVE AND CRIMINAL DECISIONS

The Sheriff's Office will adhere to and observe procedures to ensure an accused employee's legal rights, and rights under the collective bargaining contract, are upheld during the administrative and criminal investigations.

52.10.2 ADMINISTRATIVE INVESTIGATIONS AND DECISIONS

1. The responsibility to complete the administrative investigation of an employee's domestic violence incident shall rest with the Sheriff.
2. The administrative investigation may include, but is not limited to, witness interviews, re-interviews, recorded statements, crime scene evidence, photographs, medical records, 911 tapes, and all information fully documented.
3. Where sufficient information exists, the Sheriff's Office shall take immediate administrative action to intervene. This may include removal of law enforcement credentials, removal of assigned vehicle, removal of issued equipment, reassignment, administrative leave, or termination of employment.
4. Where an arrest was not made and charges not filed but sufficient concern exists, the Sheriff's Office may initiate an independent administrative investigation and decide the employee's status based on the outcome of the investigation.

52.10.4 CRIMINAL INVESTIGATIONS AND DECISIONS

The responsibility to complete a criminal investigation is the responsibility of the law enforcement agency having jurisdiction of the crime scene. When completed, a copy of the investigation will be delivered or requested to be delivered to the Undersheriff. When the Sheriff's Office is the investigating agency:

1. The investigating deputy shall conduct a thorough criminal investigation. Witnesses should be contacted, statements recorded, evidence collected, photographs taken of the scene and injuries, medical records accessed, 911 tapes requested, and all information fully documented.
2. When appropriate, the investigating deputy shall conduct sufficient interviews to support criminal charges, including those of family members, friends, neighbors, colleagues, or others who may have information, in accordance with the employee's and victim's privacy rights.
3. Even though an initial report may already exist concerning an employee, if the victim reports any additional criminal activity, each incident shall be documented separately, assigned a case number, and investigated thoroughly.

4. The Sheriff's Office shall completely investigate the allegations, where warranted, and submit for prosecution even if the victim recants the charges.
5. The investigating deputy will work with the Prosecuting Attorney's Office for proper case development.

52.12.0 VICTIM ASSISTANCE

The Sheriff's Office shall make available or otherwise provide to the victim of domestic violence the following information:

1. The Sheriff's Office written policy on OIDV, Chapter 52.
2. Domestic Violence literature, providing notice of legal rights, remedies, emergency shelters, and assistance information.
3. Employee Assistance Program (EAP), if applicable.
4. The victim needs to be aware that the Sheriff's Office will attempt to keep the investigative case information as confidential as possible throughout the investigation. However, in the normal course of the investigation, additional contacts may have to be made which could compromise strict confidentiality. When the investigation is concluded, subsequent public disclosure of information is subject to state law and records policy.
5. The release of information to the victim regarding the administrative investigation will be made in accordance with public disclosure procedures in RCW 42.17 and 10.97.
6. The sharing of information between employees is only on a need-to-know basis.

52.12.2 VICTIM SAFETY

In all cases of domestic violence there is the potential for continued risk to the victim. All deputies shall be aware of the increased danger to victims when they report on, or leave, an abusive partner. Deputies are to assist the victim in safety planning.

1. Inquire to see if the victim wants any weapons removed from the residence for safe keeping by the Sheriff's Office.
2. Issue any appropriate Orders of Protection and No Contact Orders.
3. Keep all information concerning a victim's whereabouts and safety plans confidential.
4. Caution the victim to be alert for stalking activities on the part of the abuser.

52.14.0 EMPLOYEE ASSISTANCE

Employees are encouraged to seek assistance for themselves, their partners, and other family members before an act of domestic violence occurs. (I.E., Employee Assistance Program (EAP) or other

appropriate counseling services). Information regarding EAP is available from the Undersheriff or through the Cowlitz County Personnel Office.

Employees who are victims of domestic violence are encouraged to request assistance through EAP or other sources.

When an employee has committed or is alleged to have committed an act of domestic violence, they will read RCW 26.50.150 which provides information on programs and treatment.

52.16.0 PRE-HIRE SCREENING AND INVESTIGATION

The Sheriff's Office will address the issue of domestic violence as part of the hiring process. This will be accomplished in the following manner.

1. The Sheriff's Office shall conduct thorough background investigations of all potential new employees to determine if domestic violence issues, present or past, exist. Current investigations of child abuse or neglect, as well as previously founded allegations of child abuse or neglect shall be included as part of the investigation.
2. All candidates shall be asked about past arrests or convictions for domestic violence- incidents, allegations of domestic violence, and any civil protection orders past or current.
3. A CVSA or polygraph will be administered to determine the validity of applicant statements.
4. Any candidate with a history or conviction of domestic violence shall be eliminated as candidate at this point in the hiring process.
5. A deputy candidate who is given a conditional offer of employment will be required to take a psychological examination by a qualified psychologist or psychiatrist. The psychological screening will include on indicators of violent or abusive tendencies in their background.
6. New employees and their families will be provided a copy of the Sheriff's Office policy on domestic violence. Families shall be informed concerning whom to call in the Sheriff's Office if problems occur. Distribution of the policy shall be the responsibility of the Undersheriff.

52.18.0 TRAINING – OI DV

All employees shall be trained on this domestic violence policy. New employees shall be trained on this policy within six months of employment. The Sheriff's Office will continue to collaborate with the Cowlitz County Prosecuting Attorney's Office. The Prosecutor's Office facilitates co-operative training opportunities with local law enforcement agencies and local domestic violence advocates.

CHAPTER 53 - AUDIO / VIDEO EQUIPPED VEHICLES

53.1.0 POLICY

Deputies assigned a digital in-car video/audio recording system will make every effort to use it to document all traffic stops, pursuits, vehicle searches and citizen contacts when occurring within camera range. If reasonable to do so, they will record their approach to crime scenes and any scene they feel could benefit from being recorded. If practical, the camera will be activated to record infractions, i.e., the justification for traffic stops. Deputies may supplement the video recording with an audio description of the event and describe any external factors that may not have been recorded, e.g., prior observations, road conditions, contributing circumstances. Deputies will not purposefully record political or religious activities that are not relevant to a crime or the investigation of a criminal act, e.g., peaceful demonstration/rally.

53.2.0 PURPOSE

To establish agency-wide policies relating to the use of in-vehicle audio/video recording systems.

53.4.0 SYSTEM ADMINISTRATOR

The Sheriff will designate the System Administrator and backup System Administrator.

53.6.0 DEFINITIONS

- A. IN-VEHICLE VIDEO SYSTEM: A video system mounted in a patrol vehicle that records visual images and audible sounds.
- B. MICROPHONE TRANSMITTER: A wireless device worn by the operating deputy that transmits audio from the point of contact to the video system in order to be recorded.
- C. MEMORY STORAGE: A device used for storing digital data, including still images, inside the video system.
- D. DVD RECORDING: A digital copy of a video recording made from a data file stored on the video system server.

53.8.0 USE GUIDELINES

- A. Vehicle video systems will be used for official business during patrol and/or investigations.
- B. Deputies shall be trained in the proper use and care of a vehicle video system prior to use.
- C. Repairs, adjustments or alterations shall only be made by qualified technicians when approved by the System Administrator.
- D. Deputies will ensure the video equipment is working properly at the beginning of each shift.
- E. Each deputy's supervisor shall check video equipment as part of routine vehicle inspections.
- F. The agency may conduct a random spot-check of video equipment and/or recordings at any time.
- G. Deputies shall not use or modify video equipment for personal use.

53.10.0 RECORDING CITIZEN CONTACTS

Deputies using vehicle recording systems must disclose to those they contact, at the beginning of the contact, they are being audio-recorded. The deputy conducting the contact will make the declaration by stating, "This contact is being audio-recorded" as per RCW 9.73.090. Failure to notify a person that they

are being audio-recorded will result in suppression of the recording and also suppression of the conversation recorded. This does not apply to exigent circumstances

53.12.0 USE OF VEHICLE VIDEO SYSTEMS

Deputies assigned a vehicle with an audio/video recording system shall, whenever possible, utilize the device to record enforcement observations and actions as observed from within the patrol vehicle. Once activated, the recording must continue until the contact has been completed. The sound-recording device shall not be intentionally turned off during the recording of an event. Turning off the device during the recording of an event will result in suppression of the recording and also suppression of the conversation recorded.

Whenever possible, the following activities should be recorded:

- Pursuits
- Traffic Stops
- Reckless/Negligent Driving
- Arrests
- DUI Observations
- Emergency Driving
- Any incident the officer feels has an impact of liability on personnel or the Sheriff's Office.

Deputies may, and are encouraged to, record any other activities they may choose which has a legitimate law enforcement or public safety purpose. Each officer is expected to use his or her judgment as to when to activate the recording equipment. Continual activation of recordings, without specific purpose, shall not be condoned. Covert video recording of any person or other Sheriff's Office personnel is strictly prohibited. The public has the right to request to not be recorded in "non-public" settings and recordings may have to be stopped when legally required.

53.14.0 DEACTIVATIONS

Once activated, the audio/video recording will not be deactivated during citizen contacts unless legally required. If there is an equipment failure resulting in a deactivation, the deputy will notify his/her supervisor and note on MDC the reason for the deactivation. A notation indicating that a deactivation occurred will also be included on any citation or report associated with the event in progress at the time of the deactivation.

53.16.0 EQUIPMENT MALFUNCTION

If equipment malfunction occurs; the equipment failure will be documented in a memo to the Undersheriff. The equipment and a report of the failure shall be submitted for maintenance and/or repair. If there is equipment failure or circumstances where the video and/or audio are stopped during a contact, the reason for this must be documented.

53.17.0 STORAGE OF RECORDINGS

The transfer of audio/ and video recordings from a vehicles camera system will be uploaded to the agency server at the office automatically when the car is parked at the office. Deputies will attempt to allow enough time to upload all recordings prior to ending their shift.

53.18.0 INTERNAL USE OF RECORDINGS

1. In the course of an investigation, a recording may be given limited view-ability, as authorized by the Sheriff, or his designee.
2. Recordings shall not be used or shown for the purpose of officer ridicule.
3. Recordings may be used for training purposes only after the case or incident of interest has been adjudicated as determined by the Prosecutor's Office or as approved by the Sheriff.
4. In no event shall any recording be used or shown for a commercial use or event without approval from the Sheriff.
5. Deputies shall not maintain recordings to view contents outside the workplace and shall not share video outside the Sheriff's Office without approval by the Sheriff.
6. Recordings shall not be duplicated and made available to the public until final disposition of any criminal or civil litigation which arises from the recorded events.

53.20.0 RECORDINGS FOR EVIDENCE

Deputies will make separate DVD's or other memory media of any incident that may be used as evidence in a criminal prosecution and submit copies in accordance with department evidence policy.

Deputies will make separate DVD's or other memory media of any use of force incident that will be forwarded to the use of force file.

53.22.0 RETENTION

Recordings not saved as evidence will be retained for a minimum of 90 days and in accordance with Washington State Archives' most current Local Government Common Records Retention Schedule (CORE). Destruction of items placed in evidence will be done according to the policies that govern the destruction of evidence.

53.50 – BODY WORN CAMERAS

53.50.0 POLICY

This policy applies to Deputies who have volunteered to participate in the Body-Worn Video (BWV) Pilot Program and all employees that view recorded videos. The pilot program has 2 objectives: (a) to evaluate the operational effectiveness and identify any issues, either positive or negative, in the use of BWV cameras and (b) to evaluate the business process of recording, storing, and public disclosure of body-worn video. The pilot program will begin on June 1, 2016.

During the pilot program, no video obtained by Deputies volunteering for the program, may be used in any internal investigation. Also, there will be no discipline that follows from failing to record a particular incident with BWV or the termination of a recording. However, the Office may remove volunteer deputies from participation in the pilot program for failure to record events as outlined in this policy.

53.50.2

1. All Deputies Operating BWV Must Have Completed BWV Training

Before Deputies deploy with a BWV camera, they will complete in-service training on the proper use of the equipment and procedures for uploading recorded video. This training will include:

- * Objectives of the BWV Pilot Program
- * Camera operation
- * Proper placement of the camera
- * Department policy on camera usage
- * Recording advisements

2. Deputies Operating BWV Must Wear the Camera Properly

Deputies will wear the camera in a location consistent with the training that allows the camera to record events.

3. Deputies Will Perform Pre-Shift Function Checks and Note Malfunctions

At the start of the shift, Deputies will perform a check, as outlined in the BWV training, for issues with any of the following:

- * Damage
- * Camera mounting
- * Recording functionality
- * Previous uploads
- * Battery charging

Any time the officer is aware of equipment malfunctions, the officer will:

- * Notify a sergeant, who in turn will notify the administration,
- * Note the malfunction on the MDC/CAD log including the screening sergeant's name

4. Deputies Will Record Police Activity

Deputies will record the following police activity:

- * Response to 911 calls, starting when the officer arrives on scene and ending consistent with paragraph 5 below
- * Terry stops
- * Traffic stops
- * On-View Criminal Activity
- * Arrests and seizures
- * Searches and inventories of vehicles or persons
- * Transports (excluding ride-alongs and passengers for meetings)
- * Vehicle Eluding/Pursuits
- * Questioning suspects or witnesses

If circumstances prevent recording with BWV at the beginning of an event, the officer shall begin recording as soon as practical.

Employees will activate the BWV to record the above, even if the event is out of view of the camera.

Unless there is reasonable suspicion to believe that criminal activity is occurring or will occur, employees shall not intentionally record:

- * People who are lawfully exercising their freedom of speech, press, association, assembly, religion, or the right to petition the government for redress of grievances. (Protected activity which is unintentionally captured while recording an event as otherwise required by this policy is not a violation.)
- * Places where a heightened expectation of privacy exists, such as restrooms, jails, or hospitals, unless for a direct law enforcement purpose such as a crime in progress or the recording of the location is material to a criminal investigation.

5. Once Recording Has Begun, Employees Shall Not Stop Recording Until the Event Has Concluded

Once BWV recording has begun, Deputies will record the entire event. An event has concluded when all of the following apply:

- * The employee has completed his or her part of the active investigation;
- * There is little possibility that the employee will have further contact with any person involved in the event; and
- * The employee is leaving the area of the event

For transports, the event has concluded when the officer reaches the transport destination, such as the jail, hospital, or precinct, and is exiting the vehicle.

Exception: For residences or other private areas not open to the public, Deputies will ask for consent to record with BWV. The request and any response will be recorded. If the request is

denied, Deputies will stop recording with BWV during the time that they are in the private area. This exception does not apply to crimes in progress or other circumstances that would allow the officer to be lawfully present without a warrant.

Exception: The BWV recording may be stopped during the questioning of victims of domestic violence or sexual assault.

Exception: when reasonably anticipated that a person may be unwilling or less willing to communicate with an officer who is recording the communication with a BWV camera.

Deputies who stop recording with the BWV during an event must document the reason(s) for doing so in the case report. If there is no case report created, the officer will document the reason(s) in an update to the call.

6. Deputies Shall Notify Persons of Recording

Deputies using BWV shall notify persons that they are being recorded as soon as practical and the notification must be on the recording.

Deputies shall repeat the notification, if practical, for additional people that become involved in the recording.

Deputies shall make an effort to use alternative methods of communication when recording a contact with someone who does not speak English or has limited English proficiency, or where the person is deaf or hard of hearing.

7. Deputies Will Document the Existence of Video or Reason for Lack of Video

Employees will document the existence of video, lack of video, or delay of the start of video in a call update and any related case report, Notice of Infraction or Criminal Citation.

Employees who are not logged to a call or event but capture video of the event will log to the call and note that the event was recorded in a call update.

If this policy requires that an event be recorded, and there is no recording or there was a delay in recording, employees must explain in writing why it was not recorded or why the start of the recording was delayed.

8. Deputies Shall Upload Recorded Video

Deputies will upload recorded video in accordance with the governing policy.

- * Video accompanying an event requiring a report will be downloaded in accordance with policy 13.2.0.

- * Video accompanying a use of force event will be downloaded in accordance with policy 15.6.0.

- * All other video will be downloaded in a timely manner.

9. Deputies Will Wear Only BWV Equipment Issued by the Department

Officers may not wear any personally-owned camera device for the purpose of recording enforcement activity. Only those camera units issued by the Sheriff's Office are authorized.

CHAPTER 54 – GRANT PURCHASES

54.2.0 CONTRACTS

Recipients of federal grants are prohibited from contracting with parties that are suspended or debarred from doing business with the federal government. For contracts of \$25,000 or more, the County must ensure the vender or subrecipient is not suspended or debarred. This will be accomplished in one of three ways. Written certification from the vender or subrecipient; a clause or condition will be inserted into the contract that states the contractor is not suspended or debarred or the federal Excluded Parties List issued by the U.S. General Services Administration will be reviewed.

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CHAPTER 55 – GRANT EQUIPMENT AND INVENTORY

55.2.0 RECORDS

All equipment obtained through a grant shall be recorded and maintained in a grant inventory system. The inventory system should include: a description of the equipment; the manufacturer's serial number, model number, or other identification number; the source of the equipment, including the Catalogue of Federal Domestic Assistance (CFDA) number; who holds title; the acquisition date; the cost of the equipment and the percentage of Federal participation in the cost; the location, use and condition of the equipment at the date the equipment was reported; and disposition data including the date of disposal and sale price of the equipment.

Equipment purchased with funds provided by the U.S. Department Of Homeland Security shall be marked as such along with the CFDA number.

Records for grant acquired equipment shall be kept for a period of six years.

55.4.0 STORAGE AND MAINTENANCE

To prevent loss, damage, unauthorized use, or theft, equipment shall be stored and/or secured in a locked location when not in use. Any loss, damage, or theft shall be investigated and a report generated.

When equipment is in need of maintenance the appropriate supervisor shall be notified.

55.6.0 DISPOSAL

The frequency of a physical inventory shall be as per the grant agreement, but no less than annually.

Disposal of grant acquired equipment shall be as per the grant agreement.

If it is authorized or required to sell the equipment, proper sales procedures must be established to ensure the highest possible return.

11-30-14 1A1 MSN

56.2.0 AMERICANS WITH DISABILITIES ACT (ADA)

It is the policy of the Cowlitz County Sheriff's Office to comply with the Americans with Disabilities Act (ADA) and continue to provide law enforcement services to all citizens of the community. Accommodations or assistance to persons with disabilities will be provided as needed.

56.2.2 AMERICANS WITH DISABILITIES ACT (ADA) – SUMMARY

The ADA covers a wide range of individuals with disabilities. An individual is considered to have a *disability* if he or she has a physical or mental impairment that substantially limits one or more major life activities, has a record of such impairment, or is regarded as having such impairment.

Major life activities include such things as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. To be substantially limited means that such activities are restricted in the manner, condition, or duration in which they are performed in comparison with most people.

The ADA also protects people who are discriminated against because of their association with a person with a disability.

56.2.4 INTERACTION WITH INDIVIDUALS WITH DISABILITIES

Sheriff's Office personnel should be aware that individuals with disabilities may require accommodations in the delivery of law enforcement services. Additionally, personnel should be aware that individuals with disabilities may not respond in the same manner to law enforcement personnel as would an individual without a disability. Therefore, it is important for Sheriff's Office personnel to identify themselves and to state clearly and completely any directions or instructions.

Actions taken by some individuals with disabilities may be misconstrued by officers or deputies as suspicious, a potentially illegal activity or uncooperative behavior.

Individuals who are deaf or hard of hearing, who have speech impairments, mental disabilities, or who are blind or visually impaired may not recognize or be able to respond correctly or adequately to directions. These individuals may erroneously be perceived as uncooperative.

Some people with disabilities may have a staggering gait or slurred speech related to their disabilities or the medications they take. These characteristics, which can be associated with neurological disabilities, mental/emotional disturbance, or hypoglycemia, may be misperceived as intoxication or being under the influence of drugs.

Training, sensitivity, and awareness will help to ensure equitable treatment of individuals with disabilities as well as effective law enforcement.

56.2.6 PROCEDURES FOR TRANSPORTATION OF A PERSON WHO USES A WHEELCHAIR

Standard transport practices may not be practical or safe for many people with mobility disabilities. Sheriff's Office personnel should use caution not to harm an individual or damage the wheelchair or other mobility assistance device. The best approach is to ask the person what type of transportation can

be used, and how to lift or assist the person in transferring into and out of the vehicle.

56.2.8 EFFECTIVE COMMUNICATION - BLIND INDIVIDUALS

It is important for Sheriff's Office personnel to identify themselves, the agency they are with, and to state clearly and completely any directions or instructions -- including any information that is posted visually. Officers must verbally state, in their entirety, any documents that a person who is blind or visually impaired needs to sign. Before taking photos or fingerprints, Sheriff's Office personnel should describe the procedures so that the individual knows what to expect.

56.2.10 EFFECTIVE COMMUNICATION – DEAF INDIVIDUALS & INTERPRETERS

The ADA requires effective communication with individuals who are deaf or hard of hearing. Whether a qualified sign language interpreter or other communication aid is required will depend on the nature of the communication and the needs of the requesting individual. For example, some people who are deaf do not use sign language for communication and may need to use a different communication aid or rely on lip-reading. In one-on-one communication with an individual who lip-reads, an officer should face the individual directly, and should ensure that the communication takes place in a well-lighted area.

Examples of other communication aids, called *auxiliary aids and services* in the ADA, that assist people who are deaf or hard of hearing include the exchange of written notes, telecommunications devices for the deaf (TDD's) (also called text telephones (TT's) or teletypewriters (TTY's)), telephone handset amplifiers, assistive listening systems, and videotext displays. Cellular telephone texting may be another option for the deputy to employ.

The ADA requires that the expressed choice of the individual with the disability, who is in the best position to know her or his needs, should be given primary consideration in determining which communication aid to provide. The ultimate decision is made by the Sheriff's Office. However, the Sheriff's Office should attempt to honor the individual's choice unless it can demonstrate that another effective method of communication exists.

Sheriff's Office personnel should, as a general rule, not utilize family members to provide sign language interpreting, as they are frequently emotionally involved. However, in the event an outside interpreter or other communication aid is unavailable, a family member may be relied upon to interpret.

Example: A family member may interpret in an emergency, when the safety or welfare of the public or the person with the disability is of paramount importance.

Example: Emergency personnel responding to a car accident may need to rely on a family member to interpret in order to evaluate the physical condition of an individual who is deaf. Likewise, it may be appropriate to rely on a family member to interpret when a deaf individual has been robbed and an officer needs immediate information about the suspect in order to pursue.

The length, importance, or complexity of the communication will help determine whether an interpreter is necessary for effective communication.

In a simple encounter, such as checking a driver's license or giving street directions, a notepad and

pencil normally will be sufficient.

During interrogations and arrests, a sign language interpreter will often be necessary to effectively communicate with an individual who uses sign language.

If the legality of a conversation will be questioned in court, such as where *Miranda* warnings are issued, a sign language interpreter may be necessary. Deputies should be careful about miscommunication in the absence of a qualified interpreter -- a nod of the head may be an attempt to appear cooperative in the midst of misunderstanding, rather than a confession of wrongdoing.

In general, if an individual with a hearing disability would be subject to police action without interrogation, then an interpreter will not be required, unless one is necessary to explain the action being taken.

56.2.12 TELECOMMUNICATION DEVICE (TDD)

Cowlitz County Corrections has a TDD located in the main jail. Contact a booking officer for access. A telecommunications device for the deaf (TDD) is a device used by individuals with hearing or speech disabilities to communicate on the telephone. A TDD is a keyboard with a display for receiving typed text that can be attached to a telephone. The TDD user types a message that is received by another TDD at the other end of the line.

56.2.14 MODIFICATIONS OF POLICIES, PRACTICES, AND PROCEDURES

The ADA requires law enforcement agencies to make reasonable modifications to their policies, practices, and procedures to ensure necessary accessibility for individuals with disabilities, unless making such modifications would fundamentally alter the program or service involved. There are many changes to current policies, practices, and procedures that may be necessary for the Sheriff's Office to accommodate a person with a disability.

Modifications to Sheriff's Office Policy and enforcement of State laws and County Ordinances will be evaluated and implemented on a case by case basis, addressing the specific disability in the safest, most practical manner. Examples of how this may occur are as follows:

Example: A department modifies its enforcement of a law requiring a license to use motorized vehicles on the streets, in order to accommodate individuals who use scooters or motorized wheelchairs. Such individuals are pedestrians, but may need to use streets where curb cuts are unavailable.

Example: A department modifies its regular practice of handcuffing detainees behind their backs, and instead handcuffs deaf individuals in front in order for the person to sign or write notes.

Example: A department modifies the procedures for giving *Miranda* warnings when arresting an individual who has a mental disability. Law enforcement personnel use simple words and ask the individual to repeat each phrase of the warnings in her or his own words. The personnel also check for understanding, by asking the individual such questions as what a lawyer is and how a lawyer might help the individual, or asking the individual for an example of what a "right" is. Using simple language or pictures and symbols, speaking slowly and clearly, and asking concrete questions, are all ways to communicate with individuals who have a mental disability.

Informal practices may also need to be modified. Sometimes, because of the demand for law enforcement services, third party calls may be treated less seriously. Deputies should keep in mind that calling through a third party may be the only option for individuals with certain types of disabilities.
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CHAPTER 57 – NALOXONE/NARCAN

57.2.0 STATEMENT

Nasal Naloxone/Narcan is a nasal spray which may counteract the effects of a heroin or other opioid overdose. It is designed to reverse the depressive effects of opioids on the respiratory system with just one application. The use of the nasal application reduces the chances of an accidental needle stick and other injuries to the rescuer or others. The purpose of this policy is to establish guidelines for the Cowlitz County Sheriff's Office governing the use of Nasal Naloxone/Narcan. When the word employee or Deputy is used in this policy it references all Cowlitz County Sheriff's Office employees.

It is the policy of the Cowlitz County Sheriff's Office that employees will be trained in the use of Nasal naloxone/Narcan and trained employees will carry the Naloxone/Narcan kit in their assigned vehicle when issued. Naloxone/Narcan kits shall also be distributed strategically within the Sheriff's Office.

The issuance, inventory, and replacement (if deployed or expired) of nasal Naloxone/Narcan shall be the responsibility of the Cowlitz County Sheriff's Office.

57.4.0 PROCEDURE

Naloxone/Narcan may be used when the employee reasonably believes that a person is in an opioid-induced state based on any or all of the following, non-exclusive examples:

- When advised by the dispatcher that a given person appears to be suffering an opioid overdose at a given location;
- When observing drugs, drug paraphernalia, or any drug instrument associated with the individual and opioid;
- When an employee recognizes the symptoms of an opioid-induced state in accordance with their training;
- When the person is found to be unresponsive, there is an absence of breathing or the victim has no pulse, is unresponsive to a sternum rub, and has bluish lips or nail beds;
- When a witness that is present gives information or evidence that would lead a reasonable person to believe the person is suffering from a drug overdose.

Deputies will immediately verify with the dispatcher that the closest emergency medical service (EMS) is either on the way or is to be dispatched. Deputies will then place the victim in the "rescue" position and administer the Naloxone/Narcan in accordance with their training. Deputies will continue to render the appropriate first aid until the arrival of EMS. Deputies will notify EMS of the administration of nasal Naloxone/Narcan.

Once the administration is complete and the area is secured, Deputies will complete the Naloxone/Narcan use report and forward it to his/her supervisor.

A Deputy will defer the use of Nasal Naloxone/Narcan in the following situations:

- EMS personnel are present at the scene or;
- Upon the wishes of EMS personnel who are not on scene or;

- Any other situation that in the Deputies opinion at the time, creates a greater risk than the administration of Nasal Naloxone/Narcan.

57.6.0 GOOD SAMARITAN DRUG OVERDOSE LAW

The Revised Code of Washington 69.50.315 states that:

- (1) A person acting in good faith who seeks medical assistance for someone experiencing a drug-related overdose shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014, if the evidence for the charge of possession of a controlled substance was obtained as a result of the person seeking medical assistance.
- (2) A person who experiences a drug-related overdose and is in need of medical assistance shall not be charged or prosecuted for possession of a controlled substance pursuant to RCW 69.50.4013, or penalized under RCW 69.50.4014, if the evidence for the charge of possession of a controlled substance was obtained as a result of the overdose and the need for medical assistance.
- (3) The protection in this section from prosecution for possession crimes under RCW 69.50.4013 shall not be grounds for suppression of evidence in other criminal charges.

The Revised Code of Washington 69.41.095 states in part that:

- (1) (a) A practitioner may prescribe, dispense, distribute, and deliver an opioid overdose medication; (ii) by collaborative drug therapy agreement, standing order, or protocol to a first responder, family member, or other person or entity in a position to assist a person at risk of experiencing an opioid-related overdose. Any such prescription or protocol order is issued for a legitimate medical purpose in the usual course of professional practice. (b) At the time of prescribing, dispensing, distributing, or delivering the opioid overdose medication, the practitioner shall inform the recipient that as soon as possible after administration of the opioid overdose medication, the person at risk of experiencing an opioid-related overdose should be transported to a hospital or a first responder should be summoned.
- (2) Any person or entity may lawfully possess, store, deliver, distribute, or administer an opioid overdose medication pursuant to a prescription or order issued by a practitioner in accordance with this section.
- (3) The following individuals, if acting in good faith with reasonable care, are not subject to criminal or civil liability or disciplinary action under chapter 18.130 RCW for any actions authorized by this section or the outcomes of any actions authorized by this section: (c) A person who possesses, stores, distributes, or administers an opioid overdose medication pursuant to subsection (3) of this section.
- (4) For purposes of this section, the following terms have the following meanings unless the context clearly requires otherwise: (a) “First responder” means: (i) A career or volunteer firefighter, law enforcement officer, paramedic as defined in RCW 18.71.200, or first responder or emergency medical technician as defined in RCW 18.73.030; and (ii) an entity that employs or supervises an individual listed in (a)(i) of this subsection, including a volunteer fire department. (b) “Opioid overdose medication” means any drug used to reverse an opioid overdose that binds to opioid receptors and blocks or inhibits the effects of opioids acting on those receptors. It does not include intentional administration via the intravenous route. (c) “Opioid-related overdose” means a condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death that: (i) Results from the

consumption or use of an opioid or another substance with which an opioid was combined; or
(ii) a lay person would reasonably believe to be an opioid-related overdose requiring medical assistance.

(d) “Practitioner” means a health care practitioner who is authorized under RCW 69.41.030 to prescribe legend drugs.

(e) “Standing order” or “protocol” means written or electronically recorded instructions prepared by a prescriber, for distribution and administration of a drug by designated and trained staff or volunteers of an organization or entity, as well as other actions and interventions to be used upon the occurrence of clearly defined clinical events in order to improve patients’ timely access to treatment.

57.8.0 SAFETY

The safety of the victim and employee are paramount for the Naloxone/Narcan to be successful, therefore;

- Employees that expect to use the Naloxone/Narcan kit shall, whenever possible employ safety measures to reduce the possibility of bloodborne pathogen exposure.
- These steps shall at least include wearing safety equipment before administering Naloxone/Narcan and disposing of the used Naloxone/Narcan container and safety equipment in an approved bio-hazard container immediately following its use. “Safety Equipment” includes department authorized or issued face mask or shield, protective latex gloves and hazardous materials disposal container.
- It is important to remember that a victim can quickly become combative once the Naloxone/Narcan takes effect.
- Deputies must be aware of their surroundings while at these medical scenes and be prepared for secondary threats.

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CHAPTER 58 – UNMANNED AERIAL SYSTEMS

58.2.0 STATEMENT

Mission: The Sheriff’s Office will use the UAS to enhance our ability to bring a sense of Peace, Safety and Security to all citizens of Cowlitz County.

Safety: All members of our agency that are involved in the implementation of the UAS program will keep safety as the foundation by which all operational decisions are made.

58.4.0 LEGAL

Legal and privacy considerations shall be governed by Federal – FAA regulations, State

RCW and WAC, and Search and Seizure rules. All members of the Office who operate the UAS will have a valid UAS license issued by the FAA. They will familiarize themselves with Part 107 and all other federal laws that govern UAS operations. Members who operate the UAS will also:

- Be familiar with and comply with all Federal Laws that govern the use of the UAS. They must also be familiar with and comply with all Washington State RCW and WAC.
- Be a member of ALEA (Airborne Law Enforcement Association ALEA) (paid for by the Office) and read the information that ALEA provides that relates to the operation and best practices of operating a UAS.
- Adhere to court rulings from courts of jurisdiction that address issues related to UAS operations.

UAS Pilots operating in good faith in accordance with the above stated rules, shall not be in violation of this policy.

58.6.0 MANAGEMENT

The Sheriff or designee will be the administrative oversight of the UAS program. He will receive requests for training and equipment and maintain a working knowledge of the UAS program. Current management is assigned to the Chief Criminal Deputy.

Pilots

- Selection: Pilots will be selected by the Sheriff or his designee. The length of the assignments to be a UAS pilot will be at the Sheriff's Discretion.
- Responsibility: Office UAS Pilots are responsible to be fully familiar with this policy and follow it. They are to keep the UAS and equipment in good condition and keep it "mission ready" at all times. They are subject to operate under the ranking person in charge of any event they are asked to assist with, keeping in mind all the legal and regulatory rules that exist. They are required to report any injuries, however slight, that relate to the operation of the UAS by notifying a member of the administration as soon as practical and write up a report and submit it to the CCD with urgency. They are to report any damaged or defective, or worn out equipment to the CCD within a few days of being made aware of the issue.

58.8.0 EQUIPMENT

The UAS and all related equipment are the property of the Sheriff's Office. No personal equipment should be used in the UAS program without approval of the administration. All purchases must be approved by a member of the Administration. No UAS will be operated by anyone that is not a member of the Office. An exception is approved UAS pilots that are in good standing of the DEM. All UAS shall be clearly marked as required by the FAA and as well as property of the Cowlitz County Sheriff Office.

58.10.0 TRAINING and OPERATIONS

In addition to fulfilling the legal requirements to fly the UAS, the pilots will demonstrate their proficiency in take offs, landings, and flight to the Chief Criminal Deputy prior to using the UAS on a mission.

- UAS Pilots must keep a log book, as approved by the Chief Criminal Deputy and log all mission, and training flights. These will include the date, time, location time flown, altitude and duration of the flight. The report will include any complications or events worthy of noting on the log book.
- Pilots will complete a minimum of 3 successful flights every quarter (90 days), each of which last more than 5 minutes each and they cannot all occur on a single day. One flight each quarter each quarter must be a night flight.
- Training flights should occur over non populated areas and not include flights over personal property without permission from the land owner.
- Pilots shall seek prior approval to give demonstrations for private people and civic groups.

58.12.0 RECORDINGS

Pilots will not record the video from their flights unless there is a specific need to do so, such as during search and rescue missions where it is important to know where the flight was conducted.

- All video recordings must be documented and recorded in the pilots log books.
- Non-evidentiary video recordings, including training flights, must be retained in the SO-Shared CCSO DRONE folder for 90 days and then destroyed by the pilot. Destruction must be logged in the Pilots log book.
- Video recordings which have evidentiary value must be entered into evidence and retained either for:
 - Such time the case is adjudicated.
 - And or until such time the appeal process has been exhausted.

58.14.0 APPLICATIONS

When Administration approval is not required prior to flight.

- The Office UAS may be used to aid in any search and rescue mission.
- During “cold” crime scene processing. (As allowed by the law). A search warrant may be required and there should also be an effort to seek consent from any land owners that the UAV will fly over. UAV Pilots will seek to minimize capturing images of people, cars, and property that are not related to the case that is being investigated.
- When there is an exigent circumstance, ~~emergency~~ such as a crime in progress and a person is presenting a risk to the safety of the public and or officers.
- Training flights.

Requires administrative approval

- During a planned search of a location.
- Request for a civic group demonstration.
- Request by other agencies where there is no in-progress risk to the public.

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DEFINITIONS

BP - Blood borne Pathogen

CAD - Computer Aided Dispatch

CID - U.S. Army Criminal Investigations Division.

CLASSIFIED SERVICE - Sheriff's Office members governed by Civil Service.

COMMISSION - Powers of arrest and authority specifically granted by the Sheriff.

CVSA - Computerized Voice Stress Analyzer

DEM - Department of Emergency Management.

MEMBER - A paid member of the Cowlitz County Sheriff's Office.

EOC - Emergency Operations Center.

EOD - U.S. Army Explosive Ordinance Disposal.

FTO - Field Training Officer

FTP - Field Training Program

HE - A gender neuter term used for grammatical purposes.

IR - Incident Report (complaint report)

ITA - Involuntary Treatment Act.

MEMBER - Paid and volunteer personnel of the Office; Reserves, Court Security, Explorers, and other persons that may possess a Sheriff's Commission.

OFFICE - Cowlitz County Sheriff's Office, unless specifically identified otherwise.

OIC - Officer in Charge

RCW - Revised Code of Washington.

RMS - Records Management System (Law and justice computer system)

RSO - Registered Sex Offender

SHE - A gender neuter term used for grammatical purposes.

SOC - Sheriff's Operations Center.

TRAINING COMMISSION - Washington State Criminal Justice Training Commission.

UNCLASSIFIED SERVICE - Office members not governed by Civil Service.

WSCJTC - Washington State Criminal Justice Training Commission. (also known as CJT, CJTC)