

SIOUX CITY POLICE DEPARTMENT



POLICY MANUAL

SIOUX CITY POLICE DEPARTMENT POLICY MANUAL

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SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE MANUAL

FORWARD

In the performance of his duty to serve society, an officer is often called upon to make difficult decisions. He must exercise discretion in situations where his rights and liabilities and those of the department hinge upon his judgment and conduct. Police officers are frequently required to make decisions affecting human life and liberty in difficult situations where there is no opportunity to seek advice and little time for reflection.

Although no every situation is alike nor can they be foreseen, standards of excellence in service and procedures for their implementation can be successfully developed and adopted.

The purpose of this Policy Directive Manual is to provide a set of standards and procedures by which members of the Sioux City Police Department may be guided in the performance of their difficult and complex duties. It is the intent of this manual to strike a balance between law enforcement and the remaining spectrum of services rendered by a modern police agency, and between enforcement of the law and the preservation of individual liberty. All persons are equal under the law and as such are entitled to equal protection and consideration.

The development of this manual has served to aid the Sioux City Police Department in its endeavor to become an accredited police agency certified by the Commission on Accreditation for Law Enforcement Agencies Incorporated, whose precepts embrace the value of providing standard written policies to advance the professionalism of, and to unify the direction taken by, all police agencies in the United States.

For ease of reading, references to employees in this manual are always in the masculine gender. Such references are not intended as gender specific and should be considered as relating to male as well as female employees.

The directives contained herein are for internal use only and do not enlarge an officer's civil or criminal liability in any way. They should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of these directives, if proven, can only form the basis of a complaint by this department, and then only in a non-judicial administrative setting.

SIoux CITY POLICE DEPARTMENT
MISSION STATEMENT

To work in partnership with the community to provide public safety, to promote community service, and to enhance the quality of life while maintaining respect for individual rights and human dignity.

SIoux CITY POLICE DEPARTMENT ORGANIZATIONAL VALUES

PARTNERSHIP:

We are committed to working in partnership with the community and to each other to identify and resolve issues which impact public safety.

RESPECT:

We are committed to respecting individual rights, human dignity, and the value of all members of the community and the department.

INTEGRITY:

We are committed to nurturing the public trust by holding ourselves accountable to the highest standards of professionalism and ethics.

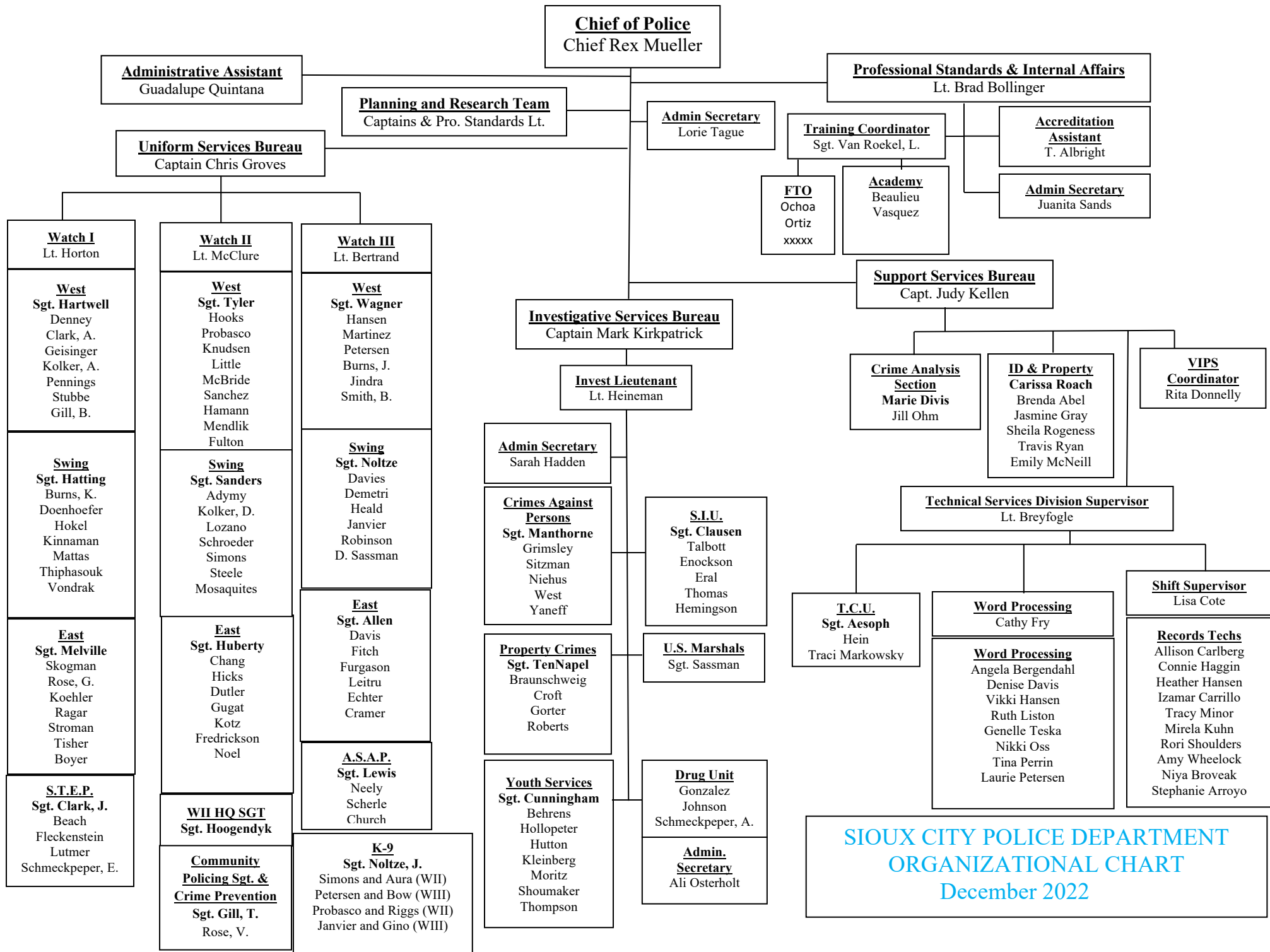
DEDICATION:

We are committed to providing the highest quality of professional law enforcement service to the community with the goal of enhancing the quality of life within Sioux City, Iowa.

EMPOWERMENT:

We are committed to empowering our members and the community to resolve problems by creating an environment that encourages solutions that address the needs of the community.

...**pride** in our community, **pride** in our department, **pride** in ourselves



SIoux CITY POLICE DEPARTMENT
ORGANIZATIONAL CHART
 December 2022

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: CODE OF ETHICS AND OATH OF OFFICE
NUMBER: 1.01 **EFFECTIVE:** 8/24/1992
APPROVED BY: Rex M. Mueller, **REVISION:** 02/16/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.1.1, 1.1.2

1.01 CODE OF ETHICS AND OATH OF OFFICE

1.01.01 Code of Ethics and Oath of Office – Policy Statement

In an effort to ensure professionalism by its members, the Department requires all members to abide by a Code of Ethics, as set out below.

1.01.02 Law Enforcement Code of Ethics

As a law enforcement officer, my fundamental duty is to serve the community; 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 to liberty, equality, and justice. I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will 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 both in my personal and official life. I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided in me in my official capacity will be kept ever secret, unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, or friendships to influence my decision. 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, never employing unnecessary force or violence, and never accepting gratuities.

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 never engage in acts of

corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence. I recognize the positive relationship between good physical and mental conditioning and the performance of my duties.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession...law enforcement.

1.01.03 Oath of Office

Prior to assuming sworn officer status, members will take and subsequently abide by an Oath of Office to support the Constitution of the United States, the Constitution of the State of Iowa and, where applicable, those of government subdivisions. The Training Sergeant will arrange an appointment for new sworn members to take their Oath of Office with a Judge or Magistrate of the District Court. The Oath taken will be that as prescribed by Iowa statutes. Upon taking the Oath of Office, officer will then complete the Law Enforcement Oath of Honor which states, "On my honor, I will never betray my character or the public trust. I will always have the courage to hold myself and others accountable for our actions. I will always maintain the highest ethical standards and uphold the values of my community, and the agency I serve."

1.01.04 Civilian Code of Ethics

I acknowledge respect for human life, recognizing diversity among the members of the community and department I serve. I will exhibit honesty and integrity through ethical behavior. I will be obedient to the laws of the City of Sioux City, the State of Iowa, and the United States of America. I will not, in the performance of my duty, work for personal advantage or profit. I will, at all times, recognize that I am a public servant, and that ultimately, I am responsible to the public. I will give the most efficient, impartial and courteous service of which I am capable at all times. I will accept responsibility for my actions. I will assist my colleagues fully and to the best of my ability with respect and consideration at all times. I will recognize the positive relationship between good physical and mental conditioning and the performance of my duties. I will do only those things that will reflect honor on myself, my fellow employees, my supervisors and my agency.

1.01.05 Ethics Training

Ethics training will be conducted for all personnel, at a minimum of every two years.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: GOALS AND OBJECTIVES

NUMBER: 1.02

EFFECTIVE: 12/07/1992

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 03/17/2021

6TH EDITION C.A.L.E.A. STANDARDS: 15.1.3, 15.2.1, 15.2.2, 61.4.4

1.02 GOALS AND OBJECTIVES

1.02.01 Goals and Objectives – Policy Statement

The Sioux City Police Department recognizes the need to establish, disseminate, and annually update departmental and bureau goals and objectives. Such action ensures that a common direction and unity of purpose is shared by all members of the agency and each of its primary organizational components. It also serves to provide a basis upon which the department can measure its progress toward achieving these ends.

The overall department goals and objectives are defined in this document. They are designed to expand upon the departmental Value Statement and to coincide with and complement the City of Sioux City's general service policies, goals, and objectives. Annually, the agency's goals are presented in the Operating and Capital Improvements budgets and are subject to review and revision as required by City budgeting requirements. All members are requested and encouraged to contribute to the refinement, redefinition, deletion, evaluation, or addition of goals and objectives. Such recommendations, upon approval, may be included in the next budget submissions.

The Chief of Police and Bureau Commanders will be responsible for ensuring specific program goals and objectives are prepared for each major organizational component they supervise.

1.02.02 The Ultimate Goal

A society free from crime and disorder and providing the highest possible quality of life for all citizens remains an unachievable ideal; nevertheless, consistent with the values of a free society, it is the ultimate goal of the Sioux City Police Department to as closely as possible approach that ideal.

1.02.03 Goal – The Prevention of Crime

It is the goal and responsibility of the Sioux City Police Department: to educate the public regarding their responsibilities under the law, as well as how to avoid becoming a victim of crime; to directly or indirectly intervene to prevent crime; to deter crime; and, when that fails, to apprehend those who violate the law. To facilitate this effort, it is essential the department,

through its members, interact with the community to generate public support and mutual understanding of crime prevention efforts. Community involvement is essential to bring about a free flow of information between the public and the department, to assist in the identification of problem areas, and to inform the public of current criminal methodologies and trends. Additionally, familiarity with the community is necessary so each department employee may be instilled with a sense of community “ownership” and concern for the crime problems and law enforcement needs in his assigned area of responsibility.

1.02.04 Goal – The Deterrence of Crime

It is the goal of the Sioux City Police Department to deploy police personnel to deter crime and to inspire public confidence in the department’s ability to ensure public safety.

1.02.05 Goal – The Apprehension of Criminal Offenders

Once a crime is committed, it is the goal of the Sioux City Police Department to promptly initiate the criminal justice process by identifying and arresting the perpetrator, by gathering the necessary evidence, and by cooperating in the prosecution of the case.

1.02.06 Goal – The Recovery and Return of Property

To minimize the property losses due to crime, it is the goal of the Sioux City Police Department to make every reasonable effort to recover lost or stolen property, to identify its rightful owner, and to ensure its prompt return.

1.02.07 Goal – Optimizing the Safe Movement of Traffic

It is the goal of the Sioux City Police Department to facilitate and optimize the safe and expeditious movement of vehicular and pedestrian traffic within our jurisdiction. To that end, the department must enforce traffic laws, investigate traffic collisions, and direct traffic. To encourage compliance with traffic laws and to develop driver awareness of the causes of traffic collisions, the department utilizes public education, warnings, citations, or arrests of traffic law violators. Traffic collisions are investigated to protect the rights of the involved parties, to care for the injured, to determine the cause of the collisions so methods of prevention may be developed, and to gather necessary evidence to prosecute the violator when traffic law violations are discovered. The department provides manual direction of vehicular and pedestrian traffic where necessary to accommodate special or short-term needs normal control devices cannot adequately address.

1.02.08 Goal – Services to the Public

It is the goal of the Sioux City Police Department to provide a service-oriented atmosphere in all of our day-to-day operations. We will respond to calls for service and render such aid or advice as is possible or indicated by the situation. Further, all members are expected to take a broader view of calls for service in their role in the community, and to utilize a community-oriented problem-solving approach in handling their community interaction opportunities. Members should take the lead to mobilize, coordinate, or utilize available community resources to affect the successful resolution of matters they are called upon to handle or become aware of in their

day-to-day contacts with the public. Waiting for some other individual or entity to initiate action on these problems is not acceptable.

1.02.09 Goal – Maximization of Resources

It is the goal of the Sioux City Police Department to provide the most effective and highest level of service feasible with the resources allocated. To this end, the department will make use of the most efficient management and budgeting techniques available. The department should be viewed from a “systems” perspective with emphasis upon implementing new approaches and technologies to enhance operations, both in periods of prosperity and in times of austerity. It is further incumbent upon every employee to use resources as economically as possible.

1.02.10 Goal – Maximization of Human Resources

Many factors impacting working conditions are outside the direct control of the police department’s management. However, much of the day-to-day work environment is directly under the control of the Command and Supervisory Staff.

It is the goal of the Sioux City Police Department to recruit, select, train, develop, promote, and retain the best possible members of the department. To this end, departmental Command and Supervisory Staff are directed to utilize the best modern human resource management techniques available. Every reasonable effort will be made to: utilize a situational management style; emphasize team building at all levels of the agency; involve employees in problem solving; allow the decisions to be made at the lowest appropriate level; encourage innovation and reasonable “risk taking” as an essential part of experimentation to improve operations; identify and respect individual strengths and weaknesses; treat each employee as a valuable asset to the department; and maximize professional development and growth opportunities.

1.02.11 Reporting Required

Per policy directive 2.07.03, Department Bureau Commanders will insure monthly reports are submitted to the Chief of Police to include a summary of significant occurrences and activities for the month; and comparative data on activities of the previous month, same month previous year, and year-to-date. These reports will serve as the system for evaluating progress made toward the department’s goals and objectives.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: ORGANIZATION AND STRUCTURE AND ORDER OF PRECEDENCE

NUMBER: 1.04 **EFFECTIVE:** 4/15/2005

APPROVED BY: Rex M. Mueller, **REVISION:** 02/16/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 11.1.1, 11.2.1, 11.3.2, 12.1.1, 12.1.2, 12.1.3

1.04 ORGANIZATION AND STRUCTURE AND ORDER OF PRECEDENCE

1.04.01 Organization and Structure and Order of Precedence – Policy Statement

The Department will maintain a formal organizational structure with clearly defined and articulated components so the chain of command and functional distinction of the various components are clearly perceived. The purpose of this directive is to provide members with a description of the function and structure of the Department’s organizational components.

1.04.02 Formal Organizational Structure

The Sioux City Police Department is headed by the Chief of Police. The responsibility of the Chief is to:

1. determine the purpose of each of the departmental bureaus;
2. set standards of service to be offered to the public; and
3. exercise control and discretion over bureaus and operations.

The Planning and Research Team, the Administrative Assistant, and the Professional Standards Section will answer directly to the Chief of Police.

The Uniformed Services Bureau, the Investigative Services Bureau, and the Support Services Bureau each fall under the Chief of Police. Sections are subdivisions of bureaus and units are subdivisions of sections.

The Uniformed Services Bureau Commander is responsible for the patrol and traffic functions of the Department as well as the communications technician. The Uniformed Watch Commanders exercise direct command over their specific sections and report directly to the Uniformed Services Bureau Commander.

The Investigative Services Bureau Commander is responsible for the General Investigations Section, Special Investigations Section, Youth Services Section, U.S. Marshals Task Force, and the Drug Task Force Unit. The Investigative Services Bureau Lieutenant will supervise daily

operations of all sections and units and report directly to the Investigative Services Bureau Commander. Each unit within the sections will be headed by a Sergeant.

The Support Services Bureau Commander is responsible for Identification/Property, Crime Analysis, Volunteers in Policing, and Records Sections.

1.04.03 Organizational Chart

The organizational subdivisions within the personal span of control of the Chief of Police will be grouped by function. The organizational structure of the Department is shown on an organizational chart. The chart reflects the chain of command and lines of authority and communication within the Department.

This chart will be reviewed annually and updated so the chart will remain current. An updated organizational chart will be available on the L:drive/City Police/Secure/Policy Directives Manual.

1.04.04 Command Authority in the Absence of the Chief

The Chief will appoint an Acting Chief during periods of anticipated absence. In the event of an unanticipated absence where the Chief is temporarily incapacitated or unable to designate an Acting Chief, the Uniformed Services Bureau Commander will assume the position of Acting Chief until an Acting Chief is designated by the Chief or the City Manager, or until the Chief returns to duty.

1.04.05 Command Authority and Order of Precedence

The following represents the command authority and order of precedence of the department.

1. CHIEF OF POLICE – Chapter 364 of the Code of Iowa gives Sioux City the authority to establish a police department and appoint a Chief of Police. The Chief of Police is the final department authority in all matters of policy, operations, and discipline. The Chief exercises all lawful powers of the office and issues such lawful orders as are necessary to assure the effective performance of the department.
2. CAPTAIN – A Captain is a Command Officer who has direct supervision and control, subject to the orders of the Chief of Police, over all sworn and non-sworn members of the department assigned to their command.
3. LIEUTENANT – A Lieutenant is a Command Officer who has direct supervision and control, subject to the orders of superior rank, over all sworn and non-sworn members of their command. Such command will normally be that of a watch or section.
4. SERGEANT – A Sergeant is a first-line supervisor. As a first-line supervisor he is normally responsible for the members of a team, section or unit.
5. POLICE OFFICER – Police officers, in fulfilling their duties, will have the authority to take all necessary action consistent with departmental directives and local, state, and federal laws. A police officer carries the authority of a supervisor when assigned as such or when acting as the primary officer at any offense or incident, having not been formally relieved by a Sergeant or Command Officer. Police officers will

otherwise act without interfering in, countermanding, or modifying orders previously issued by any superior, except in cases of extreme and clear emergency.

6. CIVILIAN EMPLOYEES - Civilian employees, in fulfilling their duties, will have the authority to take all necessary action consistent with department directives and local, state, and federal laws. Civilian supervisors will have direct supervision and control over members assigned to their section or unit, subject to the orders of their bureau, section, unit supervisors or a police officer acting or assigned as the primary officer at an offense or incident.

1.04.06 Obedience to Supervisory or Command Staff Orders

Department employees must obey the lawful order(s) of a superior officer or supervisor. Compliance is mandatory for both direct orders and those received via written or electronic communications or relayed through a fellow employee of the same or lesser rank.

In the event an employee receives a conflicting order or directive, the employee will inform the supervisor or other person issuing the order and ask for a resolution of the conflict.

In the event the conflicting order or directive is not altered or retracted, the employee will comply with the most recent order and will not be responsible for disobedience of the order or directive previously issued.

In the event an employee receives an order he knows to be unlawful, the employee will inform the supervisor or other person issuing the order and ask for a resolution of the conflict.

In the event the unlawful order is not altered or retracted, the employee will notify the issuing employee's supervisor. An employee receiving an order he knows to be unlawful will not be responsible for disobedience of the order.

1.04.07 Command Protocol and Inter-Departmental Operations

Field operations may entail situations involving personnel of different components engaged in a single operation.

When members are assigned to special projects or operations (to include but not limited to raids, the execution of search warrants, Community Team Policing, or special project groups), members of the department are accountable to the supervisor acting as the project manager or the supervisor acting as the team leader to which they are assigned.

The supervisor or primary officer in control of a preliminary investigation or incident will remain in control unless relieved by an officer of greater rank or by mutual consent. When command is transferred to or assumed by another, it must be communicated clearly and verbally to the officer being relieved.

Investigators assigned to the scene of a major crime, as explained in Policy [8.12](#), may assume control of the scene to facilitate an investigation. In these situations, Supervisors or Command Officers may relinquish their control of the scene to the lead investigator. The emphasis in all matters coming before the department should be upon teamwork and maximizing the probability of a successful outcome to the undertaking.

1.04.08 Supervisory Accountability for Subordinate Performance

Supervisors are held accountable for the performance of Department personnel under their immediate control and supervision. Good performance as well as bad performance by employees under their supervision should not go unnoticed or uncorrected by supervisors.

Supervisors are accountable for their authority and responsibility to fairly apply the Departmental policies, procedures, rules, and regulations to their subordinates while working to accomplish the goals and objectives of the Department.

This in no way relieves the individual employee of the responsibility for:

1. the exercise of proper discretion;
2. self-initiative;
3. adherence to the law or departmental directives;
4. overall job performance.

1.04.09 Supervision of Organizational Components

Only one supervisor will be responsible for a given organizational component (Bureau, Section, and Unit) at any given time.

1.04.10 Span of Control

To achieve effective direction, coordination, and control, the number of employees under the immediate control of a supervisor will be determined by the nature and complexity of the assignment.

1.04.11 Employee Accountability

Each employee will be accountable to only one supervisor at any given time. Each employee will be responsible or accountable to his regular immediate supervisor except when working a special assignment, incident, extra duty, or while temporarily assigned to another unit or team within the department. In these cases, the employee will be accountable to the supervisor in charge of that detail, assignment, incident, unit, or team.

Occasions may arise requiring a supervisor or command officer to issue an order outside the chain of command. Nothing in this section will prevent this.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: AUTHORITY, RESPONSIBILITY, AND THE USE OF DISCRETION

NUMBER: 1.07 **EFFECTIVE:** 8/31/1992

APPROVED BY: Rex M. Mueller, **REVISION:** 02/16/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.1, 1.2.7, 1.2.9, 11.3.1

1.07 AUTHORITY, RESPONSIBILITY, AND THE USE OF DISCRETION

1.07.01 Authority, Responsibility, and the Use of Discretion – Policy Statement

Sworn members of the Sioux City Police Department have the authority of peace officers as provided in the Iowa Code and the Ordinances of the City of Sioux City. Commensurate with this authority is the responsibility to enforce all statutes and ordinances fairly and impartially. The discharge of such a mandate must involve the use of discretion and the delegation of authority, when and where appropriate. The purpose of this directive is:

1. to limit and define the authority of its members as provided by law;
2. to provide for the delegation of authority;
3. to establish the individual and collective responsibility of its members;
4. to recognize and provide for the use of discretion.

1.07.02 Delegated Authority and Responsibility

When appropriate, Sioux City Police Department supervisors have the discretion and responsibility to delegate to subordinates. When authority is delegated, it will be the responsibility of the supervisor to ensure the subordinate being delegated the authority has the power to act and the ability to carry out the assignment. Correspondingly, no one will be assigned responsibility for work without being delegated authority to direct the manner of its performance within the constraints of the law and departmental policy.

Responsibility will be accompanied by commensurate authority. Commensurate with the authority, each member will accept responsibility for the use, misuse, or failure to use that authority.

Although subordinates may be held accountable for their actions, nothing in this policy absolves the supervisor from accountability for supervision and use of the delegated authority.

1.07.03 Limits of Authority for Sworn Personnel

Each officer of the SCPD, whether on or off duty, will have the authority to enforce the laws of the City of Sioux City and applicable State and Federal statutes. Officers will ensure the freedom of all citizens as provided by the Constitution of the United States of America and the State of Iowa.

The officer's authority will be carried out in conformance with, and as authorized by, all applicable City, State, and Federal laws.

1.07.04 Limitations on Police Authority While On-Duty

On-duty officers will not personally initiate or pursue an investigation or take official police action in personal matters, nor in matters involving neighbors, friends, or relatives, where the situation would create a conflict of interest. Should an officer be confronted with such a situation, every reasonable effort will be made by the officer to request the assistance of another officer to handle the incident.

When exigent circumstances exist requiring immediate action in order to avoid defeating the agency's mission and purpose, a supervisor will be requested to the scene as soon as practical.

It will be the responsibility of the responding supervisor to review the incident and take any necessary action. The supervisor will document the incident with a supplemental report.

1.07.05 Limits of Police Authority While Off-Duty Within Sioux City Boundaries

An officer observing a crime being committed, or having knowledge of the commission of a crime, whether on or off-duty, has the power to act as a peace officer.

If the incident requires immediate action on the part of the off-duty officer, the officer assumes an on-duty status at the moment they begin to take lawful police action. The officer ceases to be considered on-duty at the time the officer's activities related to the specific incident cease, or the officer's conduct falls outside the boundaries of the officer's color of authority.

Officers engaged in secondary employment taking enforcement action will do so in accordance with Policy [3.12](#).

Enforcement action by off-duty officers not engaged in secondary employment is not encouraged. If required, the officer will:

1. identify themselves as a Police Officer as soon as practical prior to taking any lawful action;
2. contact the Communications Center for assistance or direct a citizen to do so;
3. notify the Watch Commander and advise him of the circumstances as soon as practical;
4. document the incident thoroughly;

5. follow all applicable laws and departmental directives when taking enforcement action.

An officer who has consumed alcohol or is taking any prescription medication which alters or diminishes physical or mental skills should avoid involvement in off-duty law enforcement. An off-duty officer in their own vehicle will not stop or arrest a traffic violator, except when the violation would put the public at risk absent the officer's involvement.

An officer on suspension may act with citizen arrest powers only. The officer is still required to report the incident to the on-duty Watch Commander as soon as possible. The suspended officer will follow-up, as soon as practical, with a written report documenting the actions taken.

1.07.06 Limitations on Police Authority Outside City Limits Within the State of Iowa

Off-duty officers will use sound judgment before involving themselves in any kind of police action outside of the Sioux City limits. Off-duty officers are encouraged to act as witnesses and notify peace officers for that jurisdiction rather than taking direct action.

However, off-duty officers, within the state of Iowa, are permitted to exercise normal police powers when:

1. intervention is necessary to protect human life or prevent serious bodily injury;
2. the officer reasonably believes a felony is being committed in their presence with the use or threatened use of a deadly weapon;
3. an officer is requested to act by a peace officer from the other jurisdiction.

The officer will, as soon as practical:

1. notify the agency responsible for that jurisdiction;
2. notify the on-duty SCPD Watch Commander;
3. follow up with a complete written report of the incident for the SCPD.

1.07.07 Limits on Police Authority While On-Duty Outside the State of Iowa

On-duty Sioux City Police Officers may take official police action outside the State of Iowa when the officer:

1. is in fresh pursuit of a person who has committed a criminal act within the boundaries of Sioux City (pursuits into adjoining states are limited to those conditions and situations described in Policy [5.11](#));
2. is assigned to a multi-jurisdictional task force with federal or state authority;
3. is assigned to assist another jurisdiction pursuant to a bona fide mutual aid request;
4. has a valid search or arrest warrant and has a peace officer from that jurisdiction present;

Should another area agency request equipment, a hold harmless agreement shall be completed and police action shall be allowed only as it relates to use of said equipment.

1.07.08 Limits on Police Authority Off-Duty Outside State of Iowa Boundaries

Off-duty members of the SCPD outside the boundaries of the State of Iowa have no more legal authority or powers than that of a private citizen. Therefore, any police action or intervention by a member of this Department should be limited to acting as a witness or complainant for the local authorities of the jurisdiction in which the incident has transpired.

1.07.09 Use of Discretion by Sworn Personnel

Reasonable and appropriate police action varies with each situation. Different facts or circumstances may justify an investigation, a search, admonish and release, an arrest, an interagency or intra-agency referral, incarceration, or no action at all.

In some cases, the officer's range of action will be specifically regulated by one or more departmental directives. Absent such directives, the officer will be required to exercise discretionary judgment in a reasonable manner and will limit such judgment within the confines directed by:

1. their authority as provided by the law;
2. the decisions and interpretations established by judicial bodies;
3. the verbal or written directions of a supervisor.

On occasion, special circumstances may exist that cause a departmental directive to be inappropriate or counterproductive. It is the responsibility of departmental members to exercise sound judgment in such situations and, if necessary, override departmental directives.

Decisions to override departmental directives represent the exception and not the rule. Such decisions must be based upon the circumstances the officer knew, or should have known them to be, and the reasonableness of the action taken. In no case will the action taken conflict with State, Local, or Federal law. Any exceptions taken to the department policy will be reported to a supervisor as soon as practical.

1.07.10 Bias-Based Profiling

The SCPD will not tolerate any form of bias-based profiling whether it be in traffic contacts, field contacts, or in asset seizure and forfeiture efforts. Bias-based profiling is the selection of individuals based solely on a single common trait of a group, including but not limited to: race, ethnic background, gender, sexual orientation, religion, age, or other identifiable aspect.

All SCPD members will act in accordance with recognition of individual civil rights. Officers will always act to uphold the principles of the Fourth Amendment, including "equal protection under the law." Officers must keep in mind the need to:

1. articulate a reasonable suspicion that a crime has been committed;
2. reasonably suspect a crime is about to be committed;
3. witness an infraction or have a credible witness to the crime.

The Department will provide annual training on bias-based profiling to include legal aspects. Members found violating this policy will be subject to corrective measures in accordance with the Code of Conduct.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: THE WRITTEN DIRECTIVES SYSTEM
NUMBER: 2.01 **EFFECTIVE:** 3/16/1992
APPROVED BY: Rex M. Mueller, **REVISION:** 05/12/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 12.2.1, 12.2.2, 33.2.4

2.01 THE WRITTEN DIRECTIVES SYSTEM

2.01.01 Purpose of the Written Directives System

The purpose of this directive is to establish policies and procedures for the written directive system of the Sioux City Police Department which governs and guides the work of department members and provides them with a clear understanding of expectations. The directive will implement the Policy and Directives Manual and explain its features, organization and use.

2.01.02 Types of Written Directives

The following are the official forms of the directives system for the SCPD and may be distributed in print or electronically:

- Policy
- Standard Operating Procedure
- Personnel Order
- Memorandum

2.01.03 Policy – Definition and Use

Issued by the Chief, the purpose is to announce the permanent adoption or revision of a policy on department-level issues. They are intended as a guiding document with an indefinite life expectancy and are binding until rescinded. Each policy will:

1. bear the name and initials of the Chief, the policy’s subject, number, effective and revision dates, and a policy statement;
2. become binding on the effective date indicated;
3. be numbered and filed based upon the article and chapter number assigned.

Policy Directives are computerized, and all members of the Department have ready access to these files. The Department will issue individual copies of the Policy Manual to the Accreditation Assistant and probationary officers. Copies will be placed in Watch Command, Lieutenants Office and the Report Writing Room. A Policy Manual Keeper will be designated

for each Policy Manual. Changes will be disseminated by the Accreditation Assistant and questions answered by Supervisors. All personnel will sign off on each policy indicating they understand all new policies and policy changes. It is the Policy Manual Keeper's responsibility to ensure all changes are made to the manuals kept in their control.

2.01.04 Standard Operating Procedure (SOP) – Definition and Use

Issued by a Bureau Commander or the Chief of Police, the purpose is to establish operational guidelines relating to a specific topic for a given organizational component. An SOP Manual will exist for each Bureau and Administration. At least one SOP Manual will also be maintained within each section.

The contents of the SOP Manual may expand upon topics addressed in the departmental Policy Manual but will not conflict with any policy. If SOP's have relevancy between organizational components, they will become part of each affected component's SOP Manual.

SOP's will become an addition to the departmental Policy Manual. Each SOP will:

1. bear the name and initials of the Chief of Police;
2. become binding on the effective date indicated;
3. be filed by a three-letter indicator –

ADO	=	Administrative Office
ADP	=	(Administration) Professional Standards
INV	=	Investigations
MBP	=	Multiple-Bureau Procedures
SSA	=	(Support Services) Accounting
SSI	=	(Support Services) ID/Property
SSR	=	(Support Services) Records
UNP	=	(Uniform) Patrol/Traffic
UNS	=	(Uniform) SWAT

a second letter designating the word that most appropriately describes the primary topic of the SOP, and the next available sequential number (i.e. INV – C01).

Bureau Commanders or their designee, with input from affected members of their command, will review the SOP Manuals for their section every two years, and update/correct deficiencies as required. The updates/corrections will then be forwarded by computerized file in proper SOP format to Professional Standards for distribution.

2.01.05 Personnel Order – Definition and Use

Personnel Orders, issued by the Chief of Police, are defined as orders which relate to matters involving departmental personnel, such as:

1. assignments of personnel or transfers from one unit to another,
2. promotions,
3. appointment of new personnel,
4. disciplinary measures,
5. letters of recommendation/commendation.

Personnel orders will be formatted in accordance with Standard Operating Procedure ADO-P02.

2.01.06 Memorandum – Definition and Use

Issued by any member of the department, memorandums are generally issued to transmit information and do not reflect policy or procedure. Occasionally, the nature of the information may constitute an order and, as such, are official in nature. Departmental memoranda will be issued in standard memorandum format. Each bureau will maintain a numbered record of each memorandum issued to agency members.

2.01.07 New Employee Policy Training

The Accreditation Assistant will provide all new members training regarding department policies related to their position. New sworn members will receive policy training either prior to attending an academy or immediately before beginning the FTO program. New civilian employees will receive policy training within the first month of employment. This training will include instruction on where to locate copies of department policies.

New sworn members of the department will be issued a Policy Directive Manual. It will be the responsibility of each new sworn member to ensure the manual issued to him/her is kept current and complete. Once new sworn members have completed their Probationary Period, they will return the Policy Manual to the Professional Standards Section.

2.01.08 Revision of Departmental Directives

Members are encouraged to make recommendations for additions of new, or modifications to existing, directives by submitting suggestions to supervisors or the accreditation assistant utilizing any official form of communication authorized by the department. All proposals will meet or exceed the standards established by CALEA.

The Accreditation Assistant will be responsible for reviewing policies and procedures on an ongoing basis. Senior Command Staff members will formally review policies every two years or as needed.

2.01.09 Staff Review of Written Directives

Written directives establish a policy or procedure on department-level issues. Proposed, revised, or discontinued directives will be initially submitted to Senior Command Staff in draft form for comment and review. It will be the responsibility of the Professional Standards Section Lieutenant, in their capacity as Accreditation Manager, to ensure such directives do not contradict other existing directives or applicable laws and are in compliance with current and applicable CALEA Standards.

Where necessary and appropriate, directives will be reviewed by the City and/or County Attorney.

2.01.10 Employee Review

After Senior Command Staff review and revision, directives will be submitted to the members of the Department for comment and review through Command Staff, the SCPOA President, and Civilian Supervisors. Command Staff, the Association President, and Civilian Supervisors will forward comments to the Professional Standards Section within five business days. Necessary revisions will then be made by Senior Command Staff, when appropriate, and returned to Command Staff, Civilian Supervisors, and the SCPOA President for further review. Upon final review by all levels of command, civilian supervisors, and the SCPOA, new and revised directives will be distributed to all employees.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: JURISDICTION, MUTUAL AID, INTER-AGENCY LIAISON,
CONTRACTUAL AGREEMENTS

NUMBER: 2.03 **EFFECTIVE:** 4/29/2005

APPROVED BY: Rex M. Mueller, **REVISION:** 02/16/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 2.1.1, 2.1.2, 2.1.3, 2.1.4, 3.1.1, 3.1.2, 61.3.1

**2.03 JURISDICTION, MUTUAL AID, INTER-AGENCY LIAISON,
CONTRACTUAL AGREEMENTS**

2.03.01 Policy Statement

It is the purpose of this Policy to ensure department personnel are aware of SCPD jurisdictional limits, SCPD mutual aid agreements, SCPD Inter-Agency Cooperation, and provisions to be in any SCPD Contractual Agreements.

2.03.02 Jurisdiction Defined

The geographic boundaries of Sioux City delineate the legal jurisdiction of the SCPD. The department’s legal authority ends at the city limits, except as increased by statute or case law. Fresh pursuit and mutual aid situations represent examples of such legal extensions.

Members of the department will investigate all reported offenses and incidents which occur within the corporate limits of the city, in accordance with the policies of the SCPD. Members will refer complaints of offenses and incidents which occur outside the limits of the city to the appropriate law enforcement agency.

Officers confronted with a question regarding jurisdiction may resolve the issue by:

- 1. City Planning staff, if time permits;
- 2. Communication Center;
- 3. Supervisor or Watch Commander.

2.03.03 Concurrent Jurisdiction

Concurrent jurisdiction means the sharing of legal authority over a single geographic area by two or more governmental entities. There are several law enforcement agencies (County, State, and Federal) that have jurisdiction within the corporate boundaries of Sioux City. Nothing prohibits their members from taking lawful action in Sioux City. Members will render all necessary and appropriate assistance to the agents of these entities during the period they are operating within the department’s jurisdiction.

2.03.04 Mutual Aid Agreements

Iowa Code 29C.22 creates a statewide mutual aid compact entered into by all emergency management agencies who have not formally withdrawn from the compact. Additionally, the SCPD maintains formal mutual aid agreements to provide/receive personnel or equipment with area law enforcement agencies during emergencies. Additional law enforcement support during any emergency must be provided by an agency within the state of Iowa. Any mutual aid provided/received from out-of-state agencies must be strictly limited to support roles not involving the exercise of police authority.

Should an emergency arise, persons authorized to request mutual aid include: the Mayor, the City Manager, the Police Chief, Bureau Commanders, and the department's Disaster Coordinator.

The requesting agency will contact the ranking officer on duty for the responding agency and provide the number of personnel, necessary equipment, and the estimated time these resources will be needed.

Responding personnel will be given the same authority as the employees of the requesting agency within its jurisdiction. Personnel will not be required to perform tasks which conflict with their training, certifications, or policies and procedures of his/her employing agency.

The requesting agency will assume command of the responding personnel. This will in no way preclude the requesting agency relinquishing that command based upon mutual agreement between the agencies.

Pursuant to the Public Service Radio System Governance Agreement between the tri-state emergency management agencies, radio communications will be coordinated through the Woodbury County Communications Center. For agencies not within the Radio System Agreement, the responding agency will be responsible for coordinating communications procedures.

The requesting agency will assume liability for the responding agency's personnel and actions except in cases of gross negligence. The requesting agency will be responsible for reimbursing the responding agency for all reasonable expenses including wages and response costs. The responding agency will promptly submit its reasonable charges for payment to the requesting agency.

Formal mutual aid agreements will be continuous until terminated by either agency. Requested amendments will be submitted to the legal departments of participating agencies for consideration. Agencies wishing to withdraw from the Iowa compact can do so by giving notice to the appropriate governing agency (Iowa Code 29C.22 § 11(b)).

During such times when specialty equipment in possession of the SCPD is requested by outside agencies, a hold harmless agreement will be completed. This agreement will direct the requesting agency to assume any and all liability for Sioux City Police Department personnel or property damaged as a result of the request. (refer to policy 1.07.07)

2.03.05 National Guard or Federal Law Enforcement Assistance in Emergencies

During civil disturbances or disasters, the Iowa National Guard may be required to assist with the maintenance of order. The Guard will be requested in the manner specified in Chapter 29A.8 of the Iowa Code.

When federal law enforcement assistance may be required, federal agencies may only require a telephone call to start the process. It should be recognized federal officers cannot act as municipal police. Therefore, their role will be limited to their capacity and use of equipment. Telephone numbers for local and regional offices can be found in the Watch Commander's Office and Investigative Services' Bureau Office.

2.03.06 Liaison with Adjoining and Concurrent Jurisdictions

Incident Commanders will establish liaison with agencies having concurrent and/or adjoining jurisdictions for the purpose of establishing joint operational planning, as appropriate. Such operations may include, but are not limited to:

1. formations of multi-jurisdictional task forces;
2. assistance in investigations of short durations;
3. assistance in the service of search or arrest warrants;
4. location and interviewing of suspects or witnesses;
5. surveillance operations.

Long-term joint investigations and/or operations necessitating the extended commitment of departmental personnel, funds, or resources require the approval of the Chief of Police prior to implementation.

The department will maintain liaison with the Fire Department, ambulance service, and emergency care providers to develop plans for traffic direction and control at fire scenes and to resolve other coordination problems through the regular meetings of the EOC Coordinating Committee.

2.03.07 Liaison with Traffic Safety Agencies and Groups

The Uniformed Services Bureau Commander, or his/her designee, will maintain liaison with the City Traffic Engineer, the Iowa Department of Transportation, and other entities sharing traffic safety concerns. Such liaison will be for the purpose of the exchange of information in order to maximize traffic safety and the efficiency of public roadways. Such information includes but is not limited to:

1. analysis of high vehicular collision areas with attention to proposed engineering changes;
2. the location of traffic flow bottlenecks and proposed changes;
3. the planning of future roadways.

2.03.08 Contractual Provisions

Any contractual law enforcement service agreement will be based upon the needs of the Department, as either the recipient or provider of such services.

All such agreements, governing contracted law enforcement service, will be in writing and provide for the following:

1. a statement of specific services to be provided;
2. specific language dealing with financial agreements between the parties;
3. specifics as to the records to be maintained concerning performance of service by the provider agency;
4. language dealing with the duration, modification, and termination of the contract;
5. language dealing with legal contingencies;
6. stipulations that the provider agency maintains control over its personnel and provides specific arrangements for the use of equipment and facilities;
7. a procedure for review and revision, if needed, of the agreement.

Employee rights of personnel assigned under a contract for law enforcement services will not be abridged by the provider agency. Contractually provided rights and benefits will be maintained.

All contracts for law enforcement services, whether provided or received by the Department, must be reviewed by the City Legal Department and approved by the City Manager/Council.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: STAFF MEETINGS & INTERNAL COMMUNICATION
NUMBER: 2.06 **EFFECTIVE:** 5/3/2005
APPROVED BY: Rex M. Mueller, **REVISION:** 03/17/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 12.1.4

2.06 STAFF MEETINGS & INTERNAL COMMUNICATION

2.06.01 Staff Meetings & Internal Communication– Policy Statement

It is the policy of the SCPD to conduct regular staff meetings and utilize available internal forms of communication to promote a more unified management team through the contribution of the thoughts and experiences of all personnel.

2.06.02 Senior Command Staff Meetings

Senior Command Staff will normally meet weekly. Meeting agendas will be determined by the Chief of Police. Regular attendees will be the Chief, Bureau Commanders, and the Professional Standards Lieutenant. The Chief must be present to approve any final decisions.

Topics that may be discussed during Senior Command Staff Meeting include but are not limited to:

1. Budget proposals
2. Long range planning priorities
3. Grant Application and management
4. Commendation and disciplinary matters
5. Manpower allocation
6. Policies and procedures

Due to the sensitivity of some topics, meeting agendas and minutes will not be recorded.

2.06.03 Command Staff Meetings

Command staff meetings will normally be conducted weekly. Command Staff meeting agendas and minutes will be available via the U:drive for all members to view.

Regular attendees will include the Chief and Command Staff. Other members may be invited or required to attend as appropriate. When unavailable due to vacation or sickness, the designated person should appoint someone to act as their representative during the staff meeting.

Command Staff members are responsible for briefing members of their respective commands as to the items discussed at the regular staff meetings. Items to be placed on the agenda (representing the concerns of any Command Staff member, as well as those of their subordinates) may be done by submitting them to the appropriate command staff agenda located on the U:drive.

Topics that may be discussed during Staff Meetings include but are not limited to:

1. Community Team Policing
2. Council Agendas
3. Strategic Planning
4. Department Projects
5. Crime Issues
6. Organizational Issues
7. Scheduled Events or Meetings
8. Policy Review (see policy directive 2.01)

2.06.04 Communication, Coordination, and Cooperation among SCPD Functions

All functions of the SCPD are encouraged to exchange information for coordinating activities and communication. The communication of information may be accomplished by:

1. Roll Call Information,
2. Attendance of specialized unit personnel at Roll Calls,
3. Written Directives System
4. City E-mail system or In-car Computer Systems,
5. Team Policing and Neighborhood District Meetings,
6. Department Discussion Thread
7. Direct Communication,
8. Project Initiation Requests, or
9. Command Staff meeting attendance.
10. Blue Team/ EI Pro

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: MANAGEMENT INFORMATION, ADMINISTRATIVE REPORTING AND FORMS CONTROL

NUMBER:	2.07	EFFECTIVE:	12/07/1992
APPROVED BY:	Rex M. Mueller, Chief of Police	REVISION:	03/17/2021

6TH EDITION C.A.L.E.A. STANDARDS: 11.4.1, 11.4.2, 11.4.3, 43.1.1, 45.2.1

2.07 MANAGEMENT INFORMATION SYSTEM, ADMINISTRATIVE REPORTING AND FORMS CONTROL

2.07.01 Management Information, Administrative Reporting, and Forms Control – Policy Statement

Management information systems should provide reliable information to be used in management decision making. This is important in predicting workloads, determining manpower and other resource needs, and budget preparation.

The Administrative Reporting System should provide Department managers information on the activities of the department. Properly designed and implemented, administrative reporting will reflect comparative data on activities and trends. An Administrative Reporting System is effective in ensuring communications throughout the chain of command.

It is the policy of the Sioux City Police Department to develop and implement a Management Information and Administrative Reporting System, to promote effective and efficient departmental management.

2.07.02 Management Information System

The Records Supervisor will be responsible for development and review of the departmental Management Information System capabilities that support the Department’s mission, goals, and objectives. The Chief of Police, through his subordinate supervisors, will be responsible for their implementation.

The Management Information System will provide:

1. statistical and data summaries of departmental activities;
2. an Administrative Reporting System.

The Department receives budget-related statistical and data summaries from the City Finance Department. Bureau and Section Commanders will submit budgetary requests to the Chief of Police no later than the first of September each calendar year.

The Support Services Bureau will prepare statistical and data summaries regarding property management as required in accordance with departmental policies and directives.

The Support Services Bureau's Records Section will be responsible for producing statistical and data summaries concerning the Department's mission-related activities. The Records Section has the responsibility for development of information, collection plans, routine reporting schedules, and production of and dissemination of federally mandated statistical and data summaries.

2.07.03 Administrative Reporting System

The Administrative Reporting Program will include daily, monthly, and annual reports; as well as weekly staff meetings.

Daily Report

The Daily Report will consist of the major offenses, incidents, and arrests reported in any 24-hour period. Such information is stored within the department computer and is available to the Chief and all Watch, Bureau, and Section Commanders.

Bureau Commanders will be responsible for keeping abreast of operations specific to their respective commands.

Monthly Reports

Bureau Commanders will coordinate the collection and consolidation of management information reports for submission to the Chief. Watch and Section Commanders will assist Bureau Commanders with the preparation of such reports as appropriate.

The Monthly Report will be:

1. a summary of significant occurrences and activities of the month;
2. comparative data on activities of the previous month, same month previous year, and year-to-date.

Bureau Commanders will be responsible for:

1. keeping abreast of current data pertinent to their respective commands regarding fiscal and property management;
2. Attainment of departmental goals and objectives and those of their respective commands;
3. Personnel and training management.

Annual Report

The Annual Report will be a summary of the monthly reports and will be consolidated by the Planning and Research Team into a departmental Annual Report suitable for public distribution. The Chief or his designee will determine the items to be reported on each fiscal year. The final Annual Report will be published no later than the end of the first quarter of the following year.

2.07.04 Accreditation Standards (CALEA) Report Reviews

The Accreditation Manager will maintain a list of all reports, reviews, and other activities mandated by accreditation standards. The procedure to ensure all documentation is completed in a timely manner is as follows:

1. Personnel responsible for reports, reviews, inspections, or other activities will be given a memo by January 31st of each year detailing the type of action required and the date due.
2. Personnel will submit the required CALEA documentation on a timely basis – preferably by the due date. Exceptions would be reports late due to scheduled days off, vacations, holidays, etc.
3. If documentation is not received by the due date, the Accreditation Manager may send a formal memo to the responsible personnel requesting the compliance. The Accreditation Manager will take appropriate action to ensure the documentation is complete.
4. Documentation, once completed and reviewed by appropriate personnel and affected units, will be filed in the appropriate CALEA standard file.

2.07.05 Forms Control

No report form will be utilized unless the form has been approved by the Chief. Those forms whose use is mandated by another agency or level of government will be considered approved. Each Bureau Commander will be responsible for the development, modification, and review of all forms used by their respective bureaus. Department members are encouraged to assist in the development or modification of forms to enhance the efficiency or productivity of the department. It will be the responsibility of each Bureau to forward any new or revised forms to the Senior Command Staff to review for possible adoption.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: ALLOCATION AND DISTRIBUTION OF MANPOWER
NUMBER: 2.08 **EFFECTIVE:** 12/7/1992
APPROVED BY: Rex M. Mueller, **REVISION:** 03/17/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 11.5.1, 21.2.4

2.08 ALLOCATION AND DISTRIBUTION OF MANPOWER

2.08.01 Allocation and Distribution of Manpower – Policy Statement

It is the intention of the Department to provide equitable, effective, and efficient deployment of human resources to best meet the community’s needs. The purpose of this directive is to outline procedures for position management and specialized assignments.

2.08.02 Department Staffing Table

The Department will maintain a staffing table which will provide the following information:

1. number and types of each position authorized in the Department’s budget;
2. location of each authorized position within the Department’s organizational structure;
3. position status information, whether filled or vacant, for each authorized position.

2.08.03 Workload Assessment

The allocation of personnel on workload demands can have a significant influence on the efficiency and effectiveness of the Department. To encourage the equalization of workloads among and within each bureau, the Department will allocate personnel in accordance with a documented workload assessment conducted at least once every four years.

The analysis will include:

1. All components of the Department (i.e. sworn and civilian);
2. All incidents and factors used in making the workload assessment; and
3. Indicate time and location factors necessary to complete a task.

2.08.04 Specialized Assignments

The Department has identified the following functions as specialized assignments:

1. Special Weapons And Tactics (SWAT) Unit,
2. Crisis Negotiators,
3. Traffic Investigators,
4. Field Training Officers (F.T.O.),
5. K-9 Team,
6. Honor Guard,
7. Bag Pipe Unit.

8. Community Cultural Liaison (CCL) Officers

Specialized assignments – whether involving teams or individuals – regardless of projected duration, will be reviewed at least annually by the Watch Section or Bureau Commander in charge of the respective specialized function. The review will include:

1. a listing of the agencies specialized assignments;
2. a statement of purpose for the specialized assignment;
3. an evaluation of the initial problem or condition that required implementation of the specialized assignment.

2.08.05 Civilians

Positions not requiring sworn personnel will be identified and staffed as such. This does not preclude the use of sworn personnel on limited duty status or in an emergency. Use of such sworn personnel to staff non-sworn positions will be of a limited duration.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: VOLUNTEERS IN POLICE SERVICE (VIPS)
NUMBER: 2.10 **EFFECTIVE:** 4/29/2005
APPROVED BY: Rex M. Mueller, **REVISION:** 03/17/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 45.3.1, 45.3.2, 45.3.3

2.10 VOLUNTEERS IN POLICE SERVICE (VIPS)

2.10.01 Volunteers In Police Service (VIPS) Program – Policy Statement

It is the policy of the SCPD to provide a means for utilizing volunteer resources to contribute towards enhancing the quality of life in the community and the goals of the Department.

2.10.02 Volunteers and Interns Defined

A volunteer person is a non-compensated civilian acting in a non-sworn capacity who is not considered a regular employee. The volunteer may serve in one, or more, positions set out in the VIPS Program depending on the needs and type of work required by the department. They will generally be assigned to support duties commensurate with their experience and training. The duties and responsibilities of (as well as the skills, knowledge, and abilities) for each position will be provided in a position description for each assignment. The Volunteer Coordinator will have direct supervision over all volunteers. In the event a volunteer is assigned to another organizational component, order of precedence will be in accordance with Policy directive [1.04](#).

If a student intern is assisting the SCPD, the intern position may be a paid position if it qualifies under the City SOP/AP number 4.32.

2.10.03 Program Administration

A full-time paid person will be appointed by the Chief as the Volunteer Coordinator. The Coordinator will be responsible for:

1. maintaining a copy of all volunteer work position descriptions on file;
2. ensuring qualified persons are selected to fill volunteer positions;
3. volunteer duties and schedules;
4. coordinating training for volunteers on those duties they will perform and the policies and procedures of the Department;
5. providing periodic updates to the Chief of Police;

6. maintaining volunteer applications in individual personnel files.

2.10.04 VIPS Handbook

Each volunteer will be provided a copy of the Volunteer Handbook which contains:

1. the position description, skills, knowledge, and abilities for their position;
2. rules and regulations;
3. and other program specifications.

2.10.05 Background Investigations

Background investigations will be made on all volunteer applicants, and the results will be recorded in their individual personnel files. The volunteer will sign a release/waiver, included in the application, which verifies their knowledge that a clearance check will be conducted, and fingerprints will be taken.

The background check will consist of:

1. state and local checks,
2. a driver's license check,
3. an NCIC check.

Fingerprints will be taken by the Identification Section and sent in for further information.

Police Department volunteers may have their volunteer participation terminated/denied:

1. for failing to follow the policies, procedures, and rules of the VIPS Program;
2. for violations of Department policy directives;
3. for violations of law as set out in the program;
4. at the discretion of a VIPS Coordinator, Bureau Commander, or the Chief.

2.10.06 VIPS Restrictions

Police Department volunteers will not be utilized in any capacity requiring the services of a sworn officer. Examples of such services include but are not limited to:

1. response to crimes in progress;
2. preliminary or ongoing investigations;
3. traffic accident investigations;
4. civil unrest.

Volunteers will not carry any firearm or other weapon while performing their duties. Volunteers will wear either department provided shirts or jackets with VIPS insignia or appropriate civilian attire. They will be issued a photo identification card that will be carried on their person while performing their duties outside of Police Headquarters and will be worn in a clearly visible manner while performing their duties in Police Headquarters.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: FISCAL MANAGEMENT AND AGENCY OWNED PROPERTY

NUMBER: 2.11 **EFFECTIVE:** 7/25/2005

APPROVED BY: Rex M. Mueller, **REVISION:** 07/27/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 17.1.1, 17.2.1, 17.2.2, 17.3.1, 17.4.1, 17.4.2, 17.4.3, 17.5.1, 17.5.2

2.11 FISCAL MANAGEMENT AND AGENCY OWNED PROPERTY

2.11.01 Fiscal Management and Agency Owned Property – Policy Statement

The Chief will have ultimate responsibility and authority for the fiscal matters and property management within the domain of the Department. The Department will use generally accepted accounting principles in the management of all funds and resources under its control. The Department will, in all fiscal matters, follow established procedures and submit to interdepartmental fiscal controls, including audits performed by independent organizations retained by the City of Sioux City.

The purpose of this directive is to establish policy, chain of authority and procedures for management of all Department fiscal matters and agency owned property.

2.11.02 Budget Process and Preparation

The annual Operating and Capital Improvement budgets are the primary documents used to allocate Departmental resources. Annually, the City Finance Department prepares and distributes a budget preparation guide for instruction to Department heads, and establishes a deadline for submission of all preliminary budget materials.

The Planning and Research Team will coordinate and prepare the Department’s budget. Watch and Section Commanders will submit budget requests to their respective Bureau Commanders. Individual Bureau Commanders will then prepare budget requests for their respective commands and provide them to the Planning and Research Team within the time specified for compilation. Each Commander is encouraged to involve as many subordinates as possible in the budget process to provide support for the programming and resource allocation of the Bureaus.

The Bureau Commanders will inform the Chief of any projected or actual over-expenditure in a line item requiring supplemental or emergency appropriations. The Chief or his designee may coordinate with the City Manager and/or City Finance Department.

2.11.03 Accounting Systems

The Administrative Assistant will be responsible for checking their budget status monthly including:

1. initial appropriations;
2. beginning monthly balances;
3. expenditures and encumbrances;
4. ending or unencumbered balances.

The city budget is audited annually by an independent certified outside agency, and the Department's budget and fiscal activities will be audited at that time.

2.11.04 Cash Funds

Cash funds are placed under the control of the appropriate Bureau or Section Commander and include petty cash (Accounting), confidential fund (Special Investigations Unit & Drug Task Force), non-evidentiary currency entered into the property management system (Property), and the cash drawer (Records). The fund custodian, or designee, will balance the accounts by reconciling receipts, cash on hand, or account statements, as needed.

Each Bureau or Section Commander with control of cash funds will incorporate into their respective Standard Operating Procedures practices which identify:

1. members authorized to accept or disperse such funds;
2. recordkeeping to include initial balance, credits, debits, and balance;
3. documentation for cash received and cash dispersed;
4. record keeping for all quarterly account reconciliation reports.

The Department will utilize receipts for all cash transactions.

2.11.05 Responsibility for Departmental Property

Bureau, Watch, and Section Commanders are responsible for the accountability of all Department-owned, leased, or rented property, equipment, vehicles, weapons, and other items assigned to their respective commands. They or their designee will be responsible for maintaining such property in a state of operational readiness.

At least annually, Bureau Commanders will require an inventory of all Department-owned property, unless otherwise specified. All discrepancies and corrections will be noted and explained. The completed inventory will be forwarded to the appropriate Bureau Commander. Items valued under \$1,000.00 will be considered expendable, therefore, do not need to be inventoried.

Any damage, malfunction, or loss of Department-owned property will be immediately reported by Department members to their supervisor who will arrange for its repair. When individually-issued Department property is turned in, it will be inventoried and made ready for reissue to the placement member.

Expendable items need not be individually inventoried but should be stored in an area with controlled access. Each Bureau, Watch, and Section Commander will set forth such control measures as necessary to properly store and control expendable supplies within their respective commands.

Costs associated with the purchase, maintenance, and fueling of vehicles will be maintained and disseminated by the Central Maintenance Garage.

The SWAT Commander, or their designee, will be responsible for conducting a quarterly inspection and inventory of all SWAT equipment and munitions ensuring all are in a state of operational readiness, of sufficient quantity, properly stored, and issued to SWAT members only.

All low lethality munitions and gas will be securely stored, inspected, and inventoried quarterly by a certified low lethality munitions instructor.

The Training Coordinator will be responsible for ensuring training and duty ammunition and CEW and BolaWrap cartridges are in sufficient quantity, properly stored, and issued. Training and duty ammunition, CEW, and BolaWrap cartridges will be issued as necessary.

2.11.06 Requisition and Purchase of Supplies and Equipment

The Department will utilize the procedures set forth by the City Purchasing Department and Administrative Policy for preparing specifications for items, bidding procedures, and the selection of vendors and bidders. Emergency purchases or rental agreements will be as provided by instruction of the City Purchasing Department.

Requests for non-expendable supplies and equipment will be routed to the Administrative Assistant or appropriate Bureau Administrative Secretary. Requested purchases requiring approval of the City Council will be prepared utilizing the normal Request for Council Action and submitted to the City Manager by the Chief or his designee.

Requests for expendable office supplies will be routed to the Chief's Administrative Secretary.

2.11.07 Outside Funding

Any application for outside funding will not be applied for without the authorization of the Chief of Police.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: RADIO COMMUNICATIONS
NUMBER: 2.13 **EFFECTIVE:** 5/1/1994
APPROVED BY: Rex M. Mueller, **REVISION:** 03/17/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 81.2.4

2.13 RADIO COMMUNICATIONS

2.13.01 Radio Communications – Policy Statement

Radio systems are the primary source of communication between field units, and between field units and the Communications Center. The purpose of this directive is to set forth radio procedures to be followed by field personnel.

2.13.02 Required Radio Communications

Every uniformed officer engaged in a regular duty field assignment will have constant access to radio communications by means of a vehicular or handheld portable unit. Officers engaged in other field assignments will normally have access to one or both of these means of communication, or a cellular phone; except as otherwise indicated in the policy directives.

Officer safety and operational efficiency require that officers communicate with the Communications Center during the following times:

1. when acknowledging an assignment;
2. when arriving at an incident scene;
3. when clearing an assignment;
4. prior to initiating a traffic stop or field interview;
5. prior to self-initiated investigations concerning suspicious persons and/or circumstances;
6. when going in and out of service.

2.13.03 Radio Response and Courtesy

Only information of an official nature is to be transmitted over the police radio. Officers are to use a telephone – whenever practical and appropriate – rather than the radio to provide confidential or extensive information, or to obtain expansive consultation in handling a case.

Members should always maintain a neutral tone of voice, not allowing anger or other excessive emotion to show in their radio transmissions. Members are specifically prohibited from engaging in sarcastic or disrespectful language, or from editorializing regarding any persons or circumstances they have occasion to deal with or become aware of.

Officers may be in a situation where notification to the dispatcher of their location and activities would be counterproductive. In these situations, another sworn officer will be notified of their impending location as soon as practical to do so. Officers involved in routine duties will advise the dispatcher of their location when out of the unit on follow-up, or when acting as a backup unit. Compliance with these requirements includes waiting for an acknowledgement of the officer's transmission by the dispatcher.

Field units calling the Communications Center will call in utilizing their radio call sign (except as provide in this policy) and wait for acknowledgement – prior to transmitting any further information. When called by the Communications Center, field units will give their location.

All Department Members, so assigned, have a responsibility to be attentive to all radio transmissions. No member will knowingly or intentionally fail to respond to a radio call directed to him.

2.13.04 Radio Complaints

Members are prohibited from engaging in argumentative and unnecessary questioning of other personnel over the air. Members who have concerns regarding appropriateness of calls will respond to the call and discuss their concerns with their supervisor at a future time. Members will not contact Communications personnel to voice complaints.

2.13.05 Phonetic Alphabet

All members will use the following phonetic alphabet, as published below, for radio transmissions requiring phonetic spelling:

A – Adam	B – Boy	C – Charles
D – David	E – Edward	F – Frank
G – George	H – Henry	I – Ida
J – John	K – King	L – Lincoln
M – Mary	N – Nora	O – Ocean
P – Paul	Q – Queen	R – Robert
S – Sam	T – Tom	U – Union
V – Victor	W – William	X – X-ray
Y – Young	Z – Zebra	

2.13.06 Call Signs

The first digit of the radio call sign, if applicable, indicates the officer's watch assignment. This digit is followed by a letter which designates the number of officers assigned to the vehicle, or the nature of the officer's assignment. The final digit(s) will indicate district assignment of a patrol officer, or for all other functions, the nature of the assignment.

The prefix "9" will designate an officer who is working a special assignment on overtime for the Sioux City Police Department (i.e. RAGBRAI, traffic grant, etc.), or who is working an extra-duty job for another employer (i.e. security at a special event, traffic control at a business, etc.).

Examples of Radio Call Signs are as follows:

- 1 ADAM 3 – First Watch/One-Officer Car/District 3.
- 3 BAKER 5 – Third Watch/Multiple-Officer Car/District 5.
- 9 EDWARD 1 – Officer working extra duty, 1st to report in for duty.

At least annually, Professional Standards will distribute an updated list of assigned radio call signs.

2.13.07 Radio Codes

The following radio codes are authorized for use by SCPD personnel:

Officer Response to Calls for Service

- 1. CODE 1 – A normal vehicular response to a call for service without lights and sirens.
- 2. CODE 2 – A vehicular response to calls for service utilizing overhead lights and the vehicle horn in lieu of a siren.
- 3. CODE 3 – An emergency response to a call for service utilizing lights and sirens.

Radio 10-codes

- 1. 10-2 – Situation Normal
- 2. 10-4 – Acknowledged
- 3. 10-6 – Busy
- 4. 10-7 – On a break
- 5. 10-8 – Back in Service
- 6. 10-23 – Arrived and out on scene
- 7. 10-25 – Meet me in person
- 8. 10-28 – Vehicle registration inquiry
- 9. 10-29 – Inquiry for wanted, stolen, or missing
- 10. 10-41 – In service and beginning tour of duty
- 11. 10-42 – Out of service in preparation for ending tour of duty
- 12. 10-50 PD – Traffic collision with property damage only

13. 10-50 PI – Traffic collision with a known or suspected personal injury
14. 10-55 – Intoxicated driver
15. 10-56 – Intoxicated pedestrian
16. 10-95 – En route to jail or other detention/incarceration facility with prisoner(s)
17. 10-96 – Mental subject
18. 10-99 – Indicates an active “hit” on any 10-29. Prior to the transmission of such confidential information, the dispatcher will call the contacting unit by his radio call sign and state “10-99”. No further transmission of information regarding the nature of the active “hit” will occur until such time as the contacting unit radios back he is clear or ready for the 10-99 transmission. Following the notification the officer is safe to receive the 10-99 information, dispatch will transmit that information.
19. 10-200 – Subject or location that has a history of drug related contacts or is believed to be involved with drugs
20. 10-300 – Registered Sex Offender

2.13.08 Initiating Traffic Contacts

Officers intending to stop or contact a motor vehicle will do so by calling in their radio call sign and the word “traffic”. The officer will then pause until such time as the Communications Operator responds with the unit’s call sign and the phrase “go ahead”. Having received that acknowledgement, the officer will then transmit the anticipated stop or contact location, followed by the license plate number, state of issue of the license plate, and license plate type of the vehicle being stopped or contacted. Example:

OFFICER: “One – Tom – One, Traffic”

DISPATCHER: “One – Tom – One, Go Ahead”

OFFICER: “At 6th & Douglas with Tom – Adam – Boy – One – Five – Eight, Iowa Plate”

DISPATCHER: Acknowledges transmission

Upon receiving acknowledgement, the officer should initiate the traffic stop or contact. If the location of the actual stop deviates significantly from the anticipated location, the officer making the stop or contact should update the Communications Center as to his actual location as soon as possible. Traffic stops will be made in accordance with [SOP UNP-V01](#).

2.13.09 Communications Interoperability

The Sioux City Police Department will utilize plain language in lieu of the afore-mentioned phonetic alphabet, call signs, and radio codes when communicating with foreign agencies.

When officers request assistance from another agency through his/her Communications Center, whether it is the SCPD needing assistance or another agency needing ours, the foreign agency will dispatch appropriate personnel and notify them to switch their radios to the operational talk-group of the officers in need of assistance. Upon completion of the assignment, the assisting

officers will notify the requesting agency's Communications Center they are returning to their home channel. Once they are back to their home channel, they will notify their Communications Center they are back in service.

2.13.10 Channel Assignments

There are authorized radio talk groups available to Sioux City Police Department employees. At least annually, their assignment and usage will be reviewed and disseminated department-wide by the Telecommunications Unit in the form of a memorandum.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: LONG DISTANCE PHONE CALLS & CELLULAR TELEPHONES
NUMBER: 2.14 **EFFECTIVE:** 9/1/1993
APPROVED BY: Rex M. Mueller, **REVISION:** 02/16/2022
Chief of Police

6^H EDITION C.A.L.E.A. STANDARDS: None

2.14 CELLULAR TELEPHONES/HARD-LINE TELEPHONES

2.14.01 Cellular Telephones/Hard-line Telephones – Policy Statement

The purpose of this directive is to give guidance on cellular phone and hard-line phone usage.

2.14.02 Cellular Telephones and Hard-Line Telephones

Use of all department phone lines will be monitored by Watch, Bureau, and Section Commanders for abuse. Each department member is responsible for the condition of all departmental phones.

Cellular telephone equipment will be inspected for damage or malfunction whenever equipment is transferred from one person to another. Any damage will be immediately reported to the user's supervisor.

Photographs or recordings taken during the execution of official duties, even those taken with personal cell phones, may be considered evidence and should be treated as such. Such records or media will not be disseminated for any non-police related reasons.

All cell phone calls, text messages, emails, or other communication made to conduct departmental business (even personal cell phones) may be subject to discovery in criminal or civil matters or may be used in internal investigations. All employees should consider these communications discoverable.

Personal use of City Cellular Phones will be in accordance with City Administrative Policy 4.26.

Department members will return work-related phone calls as soon as practical. Personal phone calls should only be made during scheduled break periods, unless the call is of an emergency nature. However, the occasional use of cellular or hardline telephones to attend to personal matters is allowed as long as the call is of a short duration. Under no circumstances will the use of telephones interfere with members' performance of their duties and responsibilities or cause any department vehicle to be operated in an unsafe manner.

Wireless or wired cellular phone headset devices, or ear buds, will not be permitted for sworn personnel while on duty.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: LINE INSPECTIONS
NUMBER: 2.16 **EFFECTIVE:** 9/1/1993
APPROVED BY: Rex M. Mueller, **REVISION:** 04/07/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 53.1.1

2.16 LINE INSPECTIONS

2.16.01 Line Inspections – Policy Statement

It is the policy of the Sioux City Police Department to conduct regular line inspections and to correct any deficiencies noted.

2.16.02 Line Inspection Procedures

Visual line inspections will be ongoing in all Bureaus. Supervisors are responsible for conducting line inspections and correcting deficiencies.

Bureau Commanders will require documented line inspections be conducted during the months of May and November on ALL of the following under their command unless otherwise specified (i.e. SWAT equipment):

1. Employees
2. Agency facilities & equipment
3. Required equipment
4. Work stations
5. Marked and unmarked vehicles

Line Inspection forms are located on the L:drive under City Police/Secure/Blank Forms.

Inspections will ensure:

1. Acceptable levels of appearance and personal hygiene are maintained for all employees
2. Required equipment is operational, in proper supply, and in conformance with departmental directives
3. All department owned vehicles are properly equipped and in good working order (see policy directive 5.10.10 for equipment list)
4. All work stations are orderly and properly maintained
5. Agency facilities are clean and properly maintained.

It is the supervisors' responsibility to ensure deficiencies are corrected in a timely manner through follow-up. Minor corrections will be noted on Line Inspection forms. Deficiencies will

not require additional written reports unless, in the opinion of the supervisor, a deficiency is of such magnitude as to warrant such.

When a written deficiency report is required, it will be documented in Blue Team as an Administrative Investigation and forwarded to the appropriate Bureau Commander. Major deficiencies may include but are not limited to:

1. Missing or damaged equipment caused by gross negligence or recklessness;
2. Damaged facilities caused by gross negligence or recklessness;
3. Missing or damaged property caused by gross negligence or recklessness;
4. Repeated or intentional violations for policy directive 5.01.

When a major deficiency is corrected, it will be documented and the documentation retained by the Bureau Commander. If such deficiencies constitute a violation of departmental directives, the Administrative Investigation will include a recommendation regarding any corrective action that may or may not be required.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: FIELD REPORTING SYSTEM

NUMBER: 2.18

EFFECTIVE: 1/20/1993

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 02/23/2022

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.8, 11.4.2, 43.1.1, 82.1.5, 82.2.1, 82.2.2, 82.2.4

2.18 FIELD REPORTING SYSTEM

2.18.01 Field Reporting System – Policy Statement

The means and methods of field reporting detailed in this directive will be utilized in conjunction with the Report Writing Manual. Such reports, when completed, will constitute the official record of the incident by the SCPD.

2.18.02 Field Report Writing Manual

The Field Report Writing Manual will be divided into four general categories:

1. Offenses and Incidents;
2. Traffic Reporting and Enforcement;
3. Internal Management;
4. TraCs Forms.

The Field Report Writing Manual will contain examples of the field reporting forms and instructions as to their proper preparation and use. The Professional Standards Section is responsible for the preparation and maintenance of the manual. The manual will be reviewed annually by Professional Standards to ensure all forms and instructions for their completion are current and relevant.

No report form will be utilized unless the form has been approved by the Chief. Those forms whose use is mandated by another agency or level of government will be considered approved. It will be the responsibility of each Bureau to forward any new or revised forms to the Professional Standards Lieutenant.

The Field Report Writing Manual will be available to all employees on the L:drive and in-car computers. A hard copy will be maintained in Professional Standards.

2.18.03 Availability of Field Reporting Forms

The STEP Sergeant is responsible for providing an adequate number of report forms. Bureau and Section Commanders are responsible for reporting the shortage of, or need for, additional forms.

2.18.04 Accountable Forms and Records

All original incident reports and related documents will be maintained by the Records Section. Supervisors will periodically check to ensure all required reports are completed. If a report is missing, the reporting officer will be notified to either complete or re-submit the missing report.

Citation books will be signed out in accordance with [10.01.16](#).

The loss, destruction, voiding, amending, or dismissing of any citations will be reported to a supervisor or command officer.

Officers voiding a TraCs citation, prior to issuance, **MUST** enter a valid reason for the void. If a valid reason for voiding a ticket has not been added, the officer's supervisor will be notified and will determine why the citation was voided. Voided and deleted TraCs citations will be reviewed by the T.C.U. Sergeant monthly. (L:drive/City Police/TracsSup/Logs).

2.18.05 Field Report Preparation

All hardcopy incident reports will be completed in black ink and prepared in accordance with the Field Report Writing Manual. Reports will be neat and legible, following the standards of English to include spelling, punctuation, grammar, and structure. Where applicable and appropriate, each form will bear the complaint number on the face of the document. **All incident reports will be completed and turned in at the end of the officer's tour of duty.**

All reports will be prepared in the first person and in simple past tense.

The incident report, specifically, will include at a minimum:

1. date and time of the initial reporting;
2. name (if applicable) of the citizen requesting service;
3. victim/complainant's name;
4. nature of the incident;
5. nature, date, and time of action (if any) taken;
6. other information necessary to complete the report in accordance with the Field Report Writing Manual.

Documentation will be required for all offenses and incidents which are alleged to have occurred within the city limits of Sioux City. These incidents include:

1. citizen reports of crime;
2. citizen requests for service when an officer is dispatched, assigned for service, or will take action at a later time;
3. any criminal or non-criminal investigation initiated by an officer;
4. any incident where an arrest is made;
5. any incident where a summons, other than traffic, is issued.

2.18.06 Supplemental Report (Dictation) Preparation

All dictations will be completed by the end of the member's tour of duty and in accordance with the Field Report Writing Manual and the Police Department User's Guide to Word Processing. ID technicians on callout may wait to complete Supplemental Reports until their next scheduled tour of duty providing that date is within 48 hours of the initial callout.

The primary officer in all preliminary investigations will dictate on the complaint. A dictation will be prepared by all officers, supervisors, and command officers participating in the investigation of:

1. any major offense as defined in Policy [6.05](#);
2. any arrest (with the exception of non-custodial traffic arrests);
3. any crimes with suspects when follow-up is required;
4. any dead party incidents;
5. any felony crime complaint;
6. any major or fatal traffic accident.

The original dictation will always remain in its original state. Changes to a dictated report can only be made by an additional dictation which addresses the changes needed to be made.

2.18.07 Routing and Dissemination of Reports

Incident reports will be routed in the following manner:

INTERNAL MANAGEMENT REPORTS -

1. Crime stoppers Information routed to Investigative Services Bureau and Crime Analysis;
2. Roll Call Information routed to appropriate components for dissemination;
3. Requests of the Identification Section routed to the Identification Section;
4. Response to Resistance and Vehicular Pursuit Post-Incident Reports routed through the chain of command to the Chief, via Blue Team. Under no circumstances will such a report or a copy thereof be attached to the Incident Report or retained by the Records Section;
5. All complaints of misconduct will be forwarded to Professional Standards.
6. All other internal management reports will be routed to the Chief's Office, e.g. injured officer, damaged departmental property, City Council Resolutions, and blood borne exposures. The Chief's Administrative Secretary will be responsible for forwarding the reports as appropriate.

INCIDENT REPORTS -

Supervisors reviewing Incident Reports will indicate the departmental component to which the Records Section personnel will route the report. Reports will be routed according to the following:

1. Routed to Records -
 - a. Disturbances other than domestic;

- b. OWI;
 - c. Traffic control;
 - d. Completed traffic accidents;
 - e. Abandoned vehicles;
 - f. All other reports not designated to be routed to Bureau, Section, or Unit for follow-up investigation or information;
 - g. Misdemeanor offenses without suspects and/or when the investigation has been completed and no arrests were made;
2. Routed to Investigative Services -
- a. All arrests except OWI and suspensions;
 - b. All felony complaints;
 - c. Vice complaints;
 - d. Gang related complaints;
 - e. Sexual abuse and child abuse complaints;
 - f. Bad check packet;
 - g. Missing persons, both adult and juvenile (also routed to the Communications Center for immediate broadcast);
 - h. All arrests involving juveniles and incidents requiring follow-up involving juvenile suspects or adult suspects harboring a juvenile;
 - i. All reports of recovered stolen motor vehicles and/or any tow slips indicating “hold for investigations”;
 - j. All warrant routing slips including those involving No Contact Order violations;
 - k. Dead party incidents;
 - l. Drug Information.
3. Routed to Uniform Services Bureau – misdemeanor offenses requiring follow-up -
- a. Assaults;
 - b. Criminal mischief;
 - c. Harassment;
 - d. Theft;
 - e. Driving under suspension and revocation charges.
4. Routed to Crime Analysis -
- a. Gang Member Entry Reports;
 - b. Field Interview Cards;
 - c. Intelligence Reports;
 - d. Suspicious person, vehicles, or occurrences.
5. Routed to Professional Standards -
- a. Special reports;
 - b. Complaints of misconduct.
- d. Routed to Other -
- a. Court Orders will be routed to the Communications Center;
 - b. All animal calls, including those reference the destruction of animals by officers, will be routed to Administration;

- c. Traffic citations will be forwarded to the Clerk's office via the T.C.U. Sergeant;
- d. Serious injury or fatality accident reports to the S.T.E.P. Sergeant;
- e. Interpreter Services Invoices to the Administrative Assistant

2.18.08 Supervisory Review of Field Reports

The signature of any department member on any report form will be considered verification the report was completed as provided in the Field Report Writing Manual.

All written reports submitted by members of the Department will be reviewed and approved by the immediate supervisor of the department member preparing the report. If the immediate supervisor is unavailable, it will be the responsibility of a supervisor or command officer on duty to review the reports.

Supervisors will review reports for accuracy, content, and legibility. Inaccurate and/or deficient reports will be returned to the submitting officer for corrections. **The signature of the reviewing supervisor or command officer is verification the report was reviewed and properly completed in accordance with policy directives and the Field Report Writing Manual.**

2.18.09 Incident Report Corrections

Reports forwarded to the Records Section will be reviewed at the time the information is transferred into the computer. Reports which have not been properly prepared will be rejected and returned to the supervisor approving the original report.

Whenever a Watch Commander rejects a report that cannot immediately be corrected and is of such a nature it must be routed as is, the Watch Commander will note on the original report what corrections need to be made, and forward a copy to the appropriate Bureau.

Supervisors receiving a rejected report will return the report to the submitting officer for corrections. Report corrections will be made or a new report prepared as required.

2.18.10 Reports by Mail or Telephone or Walk-In

Incidents involving movie rentals, gas drive-offs, and closed account/insufficient fund checks will be handled by mail. A prepared packet containing the necessary forms and information to report such incidents will be provided to the victim, either in person or by mail. This policy does not preclude officers being sent to investigate these incidents.

Service calls without suspects or evidence that may be taken over the telephone or in person by a Records Tech are:

1. Burglaries from autos;
2. Thefts of automobile parts;
3. Thefts of bicycles;

4. All other thefts where the value of the property taken is \$1500 or less;
5. Criminal mischief where the value of the property damaged is \$1500 or less;
6. Harassment;
7. Trespass;
8. Lost or found property;
9. Occasional checks;
10. Non-injury, non-reportable, traffic accident reports, under \$1500 or state guidelines, (taken by Records personnel, in person only);
11. Missing juveniles from authorized facilities;
12. Non-vicious animal complaints. (Complaints of vicious animals or animal bites – where the animal is running at large – will be investigated by an officer.)

Reports prepared by Records will be reviewed by a shift supervisor on duty.

2.18.11 Incidents Not Requiring an Incident Report (when unable to locate)

Whenever an officer is dispatched to one of the following calls and is unable to locate, or if the call (other than alarms) is cancelled while the officer is en-route, Communications personnel and/or the officer will note such in the NOTES Section of the dispatch report (when this is done, the officer need not prepare an Incident Report):

1. Abandoned vehicles;
2. Accidents;
3. Barking dog;
4. Check area;
5. Fireworks;
6. Illegally parked vehicles;
7. Loud music;
8. Stalled vehicles;
9. Stray animal;
10. Suspicious occurrence;
11. Suspicious person;
12. Suspicious vehicle;
13. 911 hang-up.

Alarms, cancelled after the officer has been dispatched, must be reported on an Incident Report, even if the call is cancelled prior to the officer's arrival.

When illegally parked vehicles are located and a parking ticket issued, the officer may give the ticket number to the Communications Operator to enter in the NOTES Section of the Dispatch report and not be required to complete an Incident Report. If the vehicle is towed, the officer will be required to complete an Incident Report and a Motor Vehicle Impound Report. If a complaint number has been issued, the officer will write the complaint number on the parking ticket.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PUBLIC INFORMATION AND MEDIA RELATIONS
NUMBER: 2.21 **EFFECTIVE:** 12/7/1992
APPROVED BY: Rex M. Mueller, **REVISION:** 12/29/2021
Chief of Police

5TH EDITION C.A.L.E.A. STANDARDS: 54.1.1, 54.1.2, 54.1.3

2.21 PUBLIC INFORMATION AND MEDIA RELATIONS

2.21.01 Public Information and Media Relations – Policy Statement

It is the policy of the SCPD to cooperate fully and impartially with all persons employed by bona-fide newsgathering organizations, who have the responsibility of informing the public of events involving a police response. The SCPD is committed to keeping the community informed with timely releases of news events considered within the public domain. The purpose of this policy is to establish guidelines for releasing information to the media and community.

2.21.02 Authority and Responsibility

The responsibility of the Community Policing Sergeant is to perform as the Public Information Officer (PIO) for the Department and to control the release of information to the media and public. This responsibility will include, but is not limited to the following:

1. Assisting news personnel in covering routine news stories;
2. Arranging and assisting at news conferences;
3. Coordinating and authorizing the release of information about victims, witnesses, and suspects;
4. Assisting in crisis situations within the Department;
5. Updating the local media with news media policies or procedures;
6. Allowing local news media agencies to participate in the formulation of news media relations policy.

In the absence of the PIO, the watch commander on duty will be responsible for the release of appropriate information.

Newly appointed PIO's will attend PIO training in order to represent the department in an effective way and establish cooperative relationships.

2.21.03 Guidelines for Releasing Information

All information released through media interviews or press releases will be made in accordance with this directive and applicable state and federal statutes pertaining to freedom of information. All press releases and special reports will be forwarded to the Chief of Police, Bureau Commanders, Lieutenants, and PIO.

The following information may be released by the PIO, Bureau Commanders, or Watch Commander, subject to specific limitations imposed by law or court order:

1. The type of or nature of an incident such as fire, accident, homicide, suicide, rape, etc.;
2. The location, date and time, injuries sustained, damages, and a description of how the incident occurred, if known, through documented information on hand;
3. The amount and type of property taken, including value when known;
4. Casualty figures, to include known dead or injured;
5. Any physical evidence other than a confession, admission, or statement that has been seized, unless requested by the investigating officer not to release;
6. The fact that forensic tests were performed but not the results;
7. Number of officers or persons involved in an incident and the length of an investigation;
8. The fact that a juvenile has been taken into custody and the substance of charge(s). If requested, the name and age of a juvenile can be released under the following conditions -
 - a. the suspect is ten years of age or older, and
 - b. the suspect has committed a delinquent act which, if committed by an adult, would be a public offense;
9. The facts and circumstances of arrest, including the names of adults arrested, time and place of arrest, resistance, pursuit, and use of weapons;
10. Local law enforcement records of current and prior arrests and criminal history data as stated in the Code of Iowa 22.7(9);
11. The substance or text of the charges as contained in a complaint, warrant, or indictment;
12. The scheduling or result of any stage in the judicial process.

The following information may not be released without the approval of the Chief:

1. Any information concerning litigation, complaints, charges or other action pending against any member of the Department;
2. Any stances or opinions on matters of local, state, or federal government policies, laws, or procedures;
3. Information on major SCPD policy changes or operational priority changes for the department;
4. Information from agency files;
5. The prior criminal record or statements as to the character and reputation of a defendant;
6. The existence or contents of any confession or statements given by a defendant, or his refusal or failure to make such a statement;
7. The results of any tests or examinations or refusal to take such a test or examination, in particular, refusal of a polygraph test;

8. The name, address, identity, testimony, or credibility of any possible witnesses;
9. The identity of any critically injured or deceased person before the notification of next of kin (an exception is when notification has been attempted but is not possible within a reasonable period, as determined by the Chief);
10. Investigative or evidentiary information that is part of an ongoing criminal investigation;
11. The specific cause of death until determined by a medical examiner;
12. Valuables or cash overlooked by persons perpetrating the crime;
13. Contents of suicide notes;
14. Personal opinions not founded in fact;
15. Information received from other law enforcement agencies without the other agencies' concurrence to release the information;
16. Information concerning crimes under active investigation except by the Chief, Investigative Service commander, or their designees;
17. The identity of any victim of sexual abuse, child abuse, or related information which, if divulged, would tend to lead to the victim's identification;
18. The identity of a victim of any other offense if it would jeopardize a continuing investigation or pose a clear and present danger to the safety of the victim.

After an arrest and formal charging, but prior to adjudication, certain information is restricted to ensure constitutional guarantees of a fair and impartial trial. Post arraignment press releases should not be made by members of the SCPD without mutual agreement with the appropriate prosecuting attorney's office.

2.21.04 Media Requests for Information

Requests for information which is background, statistical, or documentary in nature will be directed to the appropriate supervisor or Chief. Members will not use departmental resources to perform special research projects, or to gather extensive data in response to media requests not normally available to the department, without the approval of the Chief. Granted requests may be subject to a reimbursement charge.

Sworn members handling minor incidents may cooperate with members of the media, as long as the information is narrowly limited to the facts known of the incident. Newsworthy information of a general nature may be released by the on-duty Watch Commander.

A Media Release form will be prepared in situations involving major incidents, fatal accidents, and major arrests. Media Releases must be approved by a supervisor and will be routed to the PIO and Records Section where it will be distributed to the local media outlets.

No off-duty member will grant press interviews or photo opportunities while holding themselves out as a departmental member without the permission of the Chief. No member will engage in a personal opinion feature in any media serving to critique or comment upon any matter which is related to departmental operations without the permission of the Chief.

Nothing in the above paragraph will be construed as infringing upon the rights of representatives of any collective bargaining unit from its lawful interaction with the press, as long as the issues

being addressed are narrowly limited to bargaining unit concerns, and the members ensure a clear understanding they are speaking on behalf of the bargaining unit. Additionally, non-bargaining unit areas of concern may be addressed on a case-by-case basis with the specific permission of the Chief.

2.21.05 Recognition of News Media

The Department will make every effort to recognize and work cooperative with local news media outlets in the interest of positive information sharing. This includes meetings to identify staffing changes and establish positive information sharing strategies for successful interaction. Efforts to train local media on SCPD policies and procedures will ensure identified media members have proper access to department staff while not interfering with the essential functions of SCPD personnel.

Department members will extend every courtesy to news media covering an incident at the scene. These courtesies will permit closer access than granted to the general -public, as long as such courtesy does not interfere with the scene or general traffic flow and there is no danger of personal injury to the representative. Officers may take protective measures, such as covering a body, to prevent photographing/televising if such actions are deemed appropriate.

Information at the scene of a minor incident may be released by the officer in charge. In emergency situations, the media should be directed to the Watch Commander, who may release appropriate information, or direct media representatives to the PIO.

Persons in custody will not be posed for photography, telecasts or interviews, nor interviewed by news media representatives.

Should a citizen request that information on an incident not be released or reported to the news media, officers will explain that crime information is generally considered public information and, therefore, available to the news media.

2.21.06 Media Access

Every effort will be made to allow media access within the limitations of public safety, civil rights restrictions and crime scene integrity. Media access may be denied when such access would interfere with law enforcement operations or victim/witness right to privacy/confidentiality.

In the event the City's Emergency Operations Plan is activated in response to a major disaster, all media contacts will be made in accordance with the Emergency Operations Plan.

2.21.07 Incidents Involving Multiple Agencies

Information involving the SCPD may be released in accordance with the guidelines set forth in this policy, unless such release would affect another agency in the performance of its duties. In cases where there is a mutual effort by the SCPD and other agencies, the agencies involved will mutually determine the contact person, guidelines, and control of the release of information. Information requests which involve other agencies will be referred directly to those entities. Media access at fire scenes is controlled by the Fire Officer in charge.

2.21.08 Notification to the Chief

The Chief or his designee will be notified in situations where there may be a question as to the department's liability, or incidents resulting in heightened community interest. Those will include but are not limited to:

1. members' actions resulting in serious injury or death of a person;
2. incidents which result in serious injury to a department member;
3. occurrences of a major crime as defined in policy directive [9.01](#);
4. incidents in accordance with policy directives: [3.90](#) - Complaints of Misconduct, [4.01](#) - Use of Force, [11.01](#) - Duties and Responsibilities of SWAT and Crisis Negotiators, and [11.20](#) - Emergency Operations/All Hazards Planning.

2.21.09 General Public Access

Individuals have a First Amendment right to record police personnel in the public discharge of their duties. The right to record is not limited to streets and sidewalks. It includes areas where individuals have a legal right to be present, including an individual's home or business, or other private property where the person has a right to be present.

Department members cannot prohibit, obstruct, or discourage anyone from recording their official duties, unless the individual's action:

1. Jeopardizes the safety of department members, other public safety employees, victim/witnesses, suspects, or members of the public;
2. Intrudes into any crime scene, private property, or other location under lawful police control and/or not normally accessible to the general public;
3. Interferes with the lawful duties of department members or other public safety employees;
4. Attempts to incite others to interfere with the lawful duties of department members or other public safety employees;
5. Violates the law, or may incite others to violate the law.

In the event individuals interfere or impede the lawful duties of department members or other public safety employees, they will first be directed to move to a position that will not interfere but, they cannot be ordered to stop photographing or recording. Continued interference may subject the individual to criminal charges related to the interference.

In situations where members of the public are photographing or recording department members or other public safety employees, individuals can be asked to voluntarily turn over the recording device or forward the media via email or text message to a department member's official email account. If consent is not granted, recorded media or devices cannot be searched or seized without a warrant, except under those circumstances delineated in policy directive 6.04 – Search and Seizure.

When a recording device is seized, the item will be treated as evidence and entered into the property management system in accordance with directives 6.05 and MBP-E01.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: COMMUNITY RELATIONS

NUMBER: 2.22 **EFFECTIVE:** 5/6/1994

APPROVED BY: Rex M. Mueller, **REVISION:** 04/07/2021
 Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 45.1.1, 45.1.2, 45.1.3, 45.2.1, 45.2.2

2.22 COMMUNITY RELATIONS

2.22.01 Community Relations – Policy Statement

The Sioux City Police Department is committed to establishing a working relationship with and responding to the needs of the community. The commitment of maintaining a positive relationship with the community will be the responsibility of all Department members. The purpose of this directive is to provide guidelines demonstrating that commitment.

2.22.02 Community Relations Function

The Chief of Police will designate a Lieutenant, Sergeant, and Crime Prevention Officer to be responsible for administering the Community Relations function, through our Community Team Policing Program. Additional ranking personnel within the department will be assigned various duties and projects to assist in the advancement of the program. These assignments will be based on departmental needs and logistical considerations. The community relations function within the Department will include, but not be limited to, the following:

1. Establishing liaison with existing community organizations and establishing new community groups where needed;
2. Publicizing Department policies, procedures, objectives, goals, and successes through the Department’s Annual Report and the media;
3. Developing community relations policies for the agency, as a whole, which improve agency practices bearing on community/police relations;
4. Obtaining feedback from community organizations which will be reviewed by the department and utilized as a means for evaluating and improving community service;
5. Identifying department training needs through interviews with citizen representatives, supervisors, and consultations with those involved in internal investigations;
6. Developing Community Team Policing strategies.

2.22.03 Responsibility for the Community Relations Function

The responsibility of achieving community relations goals and objectives will be shared by all members of the Department. However, the units/programs listed below will be assigned specific community relations functions:

1. Community Team Policing (according to SCPD Community Team Policing Manual);
2. Crime Prevention;
3. Safety Up (according to Policy [9.14](#));
4. School Resource Program (according to Policy [9.14](#));
5. Citizen Survey (according to Policy [7.02](#)).

2.22.04 Citizen Surveys

Citizen surveys will provide input from the community in helping to ensure department policies accurately reflect the community needs. The Assistant Accreditation Manager will conduct a survey of citizen attitudes and opinions at least every two years in accordance with Policy 7.02

2.22.05 Duties and Responsibilities of the Crime Prevention Officer

The prevention of crime will be a departmental priority for all members throughout the organization. Officers should be aware of hazards and conditions which, if corrected, would reduce the opportunity for criminal activity. The Crime Prevention Officer, under the supervision of the Community Team Policing Sergeant, will be responsible for planning and coordinating crime prevention activities.

The Crime Prevention Officer will assist in organizing crime prevention groups in residential and business areas targeted for crime prevention efforts and will maintain liaison with these groups. He/she will also provide materials, training, and such expertise on relevant subjects and applicable programs as dictated by need or availability of resources.

The Crime Prevention Officer and Community Team Policing Sergeant, in cooperation with the department's Social Media Unit, will monitor and maintain the Department's social media sights and assist with media relations.

The Crime Prevention Officer will work with assigned Command Staff Officers to participate in planning and policy development with the appropriate agencies to ensure the addressing of crime prevention issues and concerns. This may include, but is not limited to: Planning and Zoning, Housing Inspections, Community Development, and the Fire Prevention Bureau.

The Community Policing Sergeant will conduct a documented review and evaluation of crime prevention programs every two years to evaluate their effectiveness.

2.22.06 Duties and Responsibilities of the Community Cultural Liaison Officers

The Community Cultural Liaison program was created for the purpose of providing a variety of officers to serve as special representatives of the department. These representatives are in place to allow members of the community who feel underserved by law enforcement a direct contact to the SCPD.

CCL officers represent the various backgrounds and beliefs of the community. Rather than designate officers as liaisons to a particular community or culture. Residents will be empowered to choose their own CCL based on their personal experiences. The CCL officers will be selected by the

department and be considered an additional duty above and beyond regular responsibilities. Officer must be willing participants to serve in the position. The length of this voluntary assignment will be determined by the individual officer. Number of officers assigned to the Community Cultural Liaison program will be at the discretion of the Chief of Police. CCL's will be provided with initial training on the position, along with follow up training on an as-needed basis. CCL's may also be called upon to assist with training other department members on the different needs and concerns of various diverse groups residing in Sioux City.

Primary functions of the CCL will be to build trust with citizens and address community concerns. CCL officer profiles will be posted on departmental websites and social media along with their departmental e-mail address to allow for contact. Mobile phone number (if paid by department) may also be provided. CCL officers may be expected to address community concerns and serve as a representative of the department program during normal duties and community policing outreach events. CCL Officers may even suggest department policy changes or training to assist SCPD staff to better deal with various diverse groups in the community.

CCL Officers, as part of their duties, may be expected to complete police reports and appropriate follow up. Cases of a specific or advanced nature will be referred to the appropriate division such as investigations. CCL's will communicate the referral to the original complainant whenever possible. If preferred by the complainant, the CCL may be requested to communicate case status to complainants. Citizens contacting police department CCL's to make a complaint against an officer should be directed to the appropriate lieutenant to conduct a preliminary investigation, or to the Professional Standards Lieutenant for investigation of more serious matters. The CCL may be utilized to convey the results of any complaints.

Community Cultural Liaisons may be called upon to attend community policing events where specific representation is desired by various community groups or the department. The end goal of this program is to allow a direct conduit to the department based on the choice of the citizen. It should not be utilized as the only point of contact for particular individuals or groups. Whenever possible, CCL's should build trust with individuals and encourage them to utilize normal chains of communication during future contact. CCL's are not to be considered a 24/7 point of contact for any citizens as this would imply that citizens can only be properly served by designated officers.

2.22.07 Targeting Crime Areas

The Crime Analyst Section will periodically provide information identifying high crime areas of the city to the appropriate Community Policing Teams. Areas will be selected for targeted crime prevention efforts on the basis of:

1. targeting programs by crime type and geographic area from an analysis of crime data; and
2. targeting programs to address community perceptions or misperceptions of crime.

2.22.08 Quarterly Evaluation

The Community Team Policing efforts within the SCPD will be evaluated quarterly by the Lieutenant responsible for the Community Relations Function, utilizing the SCPD Team Policing message boards and reports from Team Policing Sergeants and members. The evaluation will be forwarded to the Bureau Commanders and the Chief of Police.

Action reference this information is outlined in the SCPD Community Team Policing Manual.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: BUILDING SECURITY AND PERSONAL VEHICLE PARKING
NUMBER: 2.25 **EFFECTIVE:** 7/25/2005
APPROVED BY: Rex M. Mueller, **REVISION:** 02/23/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS:

2.25 BUILDING SECURITY AND PERSONAL VEHICLE PARKING

2.25.01 Building Security and Personal Vehicle Parking – Policy Statement

The purpose of this policy is to ensure a secure work environment for all employees, while allowing the public to have controlled access to areas where they may conduct business with the Sioux City Police Department and the Sioux City Fire Department.

2.25.02 Business Hours

During regular business hours, the Captain of Support Services or his/her designee will be responsible for the security of the facility. After regular business hours, the Watch Commander on duty will be responsible for the security of the facility.

All doors and public access elevators will be locked when not attended by a Department member; with access only through the use of department issued key cards/fobs. Records personnel may release the locks on the front lobby doors and elevator, from the front desk, for employees and visitors. The identity and reason for entry beyond the security doors must be verified prior to allowing access to visitors.

2.25.03 Visitors

A visitor is defined as a person who visits the Sioux City Police Department, on a temporary basis, who is not employed by the Sioux City Police Department.

An escort is defined as authorized personnel who accompany a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any criminal justice information, as defined in policy 2.29. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.

The general public will use the front door at all times to access the facility. If a visitor needs to see an employee located in the building, a call will be placed by the desk clerk to that employee to determine if he/she is available. The visitor will be:

1. required to provide his/her name which will be recorded in the visitor log;
2. given a numbered badge noting access level (the badge number will be noted on the visitor log) and;
3. instructed to return the badge when his/her business is completed.

2.25.04 Visitor Badges

1. BASEMENT ONLY – The visitor is allowed in the lower level of the facility only.
2. FIRST FLOOR ONLY – The visitor is allowed on the main floor only.
3. SECOND FLOOR ONLY – The visitor is allowed on the second floor only.
4. FULL ACCESS – The visitor is allowed throughout the building.

Visitor's shall:

1. Wear the visitor's badge on the outer clothing at all times within the secured area.
2. Be accompanied by an escort when in a CJI secure area to include delivery or service personnel.
3. Not be allowed to view screen information mitigating shoulder surfing.
4. Not be allowed to sponsor another visitor.
5. Not enter into a secure area with an electronic device unless approved by the Chief or his designee or SCPD Local Area Secure Officer to include cameras and mobile devices.

Noncriminal Justice Agency (NCJA) like city or county IT who require frequent unescorted access to restricted areas will be required to establish a Management Control Agreement between the Sioux City Police Department and NCJA. Each NCJA employee with CJI access will appropriately have state and national fingerprint – based record background check prior to this restricted area access being granted.

Private contractors/vendors who require frequent unescorted access to restricted areas will be required to establish a CJIS Security Addendum between the Sioux City Police Department and each private contractor personnel. Each private contractor personnel will have a state and local background check prior to this restricted area access being granted.

Individuals not having legitimate business in a restricted area shall be courteously escorted to a public area of the facility. Strangers in physically secure areas without an escort should be challenged. If resistance or behavior of a threatening or suspicious nature is encountered, sworn personnel shall be notified.

All requests by groups for tours of the Sioux City Police Department facility will be referred to the proper agency point of contact for scheduling.

Volunteers in Policing who haven photo ID cards, other law enforcement officers with identification, and City or County employees doing business in the building, do not need to sign in.

2.25.05 Parking of Vehicles

Four parking spaces are provided for members attending court proceedings. Members scheduled to report to their shift assignment after court duties are required to remove their vehicles from the parking lot prior to beginning their regular duties.

All authorized members will park in designated spaces only. Members of the Department are prohibited from parking any vehicle on the curbs or sidewalks adjacent to the parking lot or in front of the garage doors (except when a vehicle is being worked on by the Department Mechanic).

The on-duty Watch Commander will be responsible for authorizing temporary parking permits. Permanent designated parking spaces will be authorized by the Support Services Bureau Commander.

The on-duty Watch Commander will be responsible for the enforcement of this policy directive.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: COMPUTER/ INTERNET USEAGE
NUMBER: 2.28 **EFFECTIVE:** 9/15/2000
APPROVED BY: Rex M. Mueller, **REVISION:** 04/07/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 11.4.4, 41.3.7

2.28 COMPUTER/ INTERNET USEAGE

2.28.01 Computer/ Internet Usage – Policy Statement

The purpose of this policy is twofold. First, the policy will establish guidelines for the use of Department computers by members of the SCPD, including but not limited to, desktop and laptop computers, in-car computers, Department issued phones, and fax machines. Second, this policy will provide guidance in the appropriate use of e-mail, the internet, and social networking sites by members when using either City, Department or personal electronic devices (i.e. computers, cell phones, PDAs, etc.).

Authorized personnel using Department computers do not have a reasonable expectation of privacy during use. Data within Department computers is the property of the SCPD. This equipment is employer-authorized and is provided for the mutual benefit of users and the SCPD. The Department has the right to monitor messages, inspect mail, review data or text caches, and inspect any software installed on the equipment. Supervisors and administrators may conduct random inspections of the equipment, including messages, for violation of this policy.

2.28.02 Computer Authorization

New employees will be given access to general computer systems by WCICC after an employee number has been assigned – Outlook Office 360, System 2, and Menu Driver.

Only those members who are properly trained and have been NCIC-certified are authorized to use or view any computer with NCIC access. The Records Section Supervisor or designee will set up appropriate authority levels in the Crimes Management System, and arrange for NCIC certification training for new employees, when appropriate.

An authorized administrator will set up authority for inquiry-only access to NCIC.

All employees having access to an NCIC terminal must follow the Iowa System Rules and Regulations for training and certification.

2.28.03 Unauthorized Access

In order to protect the integrity and confidentiality of Department records, as well as all other data accessible through Department computers, unauthorized access to and use of data is prohibited. Unauthorized access and use include, but are not limited to:

1. Unauthorized introduction, alteration, or manipulation of computer files, software, or hardware;
2. Changing, moving, or accessing other user's files or portions thereof without authority;
3. Allowing use or access by an unauthorized individual to the employee's computer ID and password;
4. Use of another employee's computer ID and password without that person's permission;
5. Inappropriate use of E-mail and Internet;
6. Accessing Department records for non-work-related matters.

Members found in violation of this policy, or City Administrative Policy 4.17, may be subject to disciplinary action – up to and including termination – according to the Code of Conduct (Policy 3.97).

2.28.04 Equipment Maintenance and Installation

Additions, modifications, or deletions of any software or hardware on a Department computer - including opening the computer's external case – will only be done by WCICC IT and the T.C.U.

2.28.05 Mobile Computer Policy

Use of mobile computers by Department members will be limited to authorized business. Only those members who have been NCIC-certified and properly trained are authorized to use any computer with NCIC access.

The driver of any department vehicle will not operate a computer in such a manner to create unsafe driving conditions.

2.28.06 Authorized Uses

Approved uses for all Department computers include:

1. Work related NCIC queries;
2. Work related messaging;
3. Work related access to the CAD System;
4. Police personnel generating complaints and complaint information;

5. Work related MACH access;
6. City intranet and U: drive access;
7. Generation and transmission of TraCs documents;
8. Work related email;
9. Receipt of training;
10. Generation and submission of court documents;
11. Work related internet access.

2.28.07 Messaging

Messages sent via Department computers are public records according to Iowa State law. All messages will be kept by the server for a minimum of 90 days. Supervisors and administrators will be allowed to review all messaging traffic.

Prohibited Acts –

1. Inappropriate use – Except when incidental to an investigation or as part of an official inquiry/response or report, a computer will not be used:
 - a. To send messages that may be construed as threatening or intimidating;
 - b. To send images that contain nudity, or to send images or words of a sexually suggestive nature, even if the recipient has consented or requested such material;
 - c. To send jokes or comments that tend to disparage a person or group because of race, ethnic background, national origin, religion, gender, sexual orientation, age, verbal accent, source of income, physical appearance or agility, mental or physical disability, or occupation;
 - d. To send messages in any other inappropriate manner.
2. Messaging – transmissions are restricted to authorized business.
3. Programs/Data – Unauthorized programs, data, media, and other software are prohibited from being installed into, or taken from, a computer without approval from WCICC IT, the T.C.U., or the Chief or his designee. The introduction of unauthorized media or software; or the alteration or manipulation of existing software and hardware, could result in virus infection or irreparable damage to the computer. All media or software will be inspected for virus infection prior to introduction into any Department computer system.
4. Disclosure of any confidential information accessed via Department computer to any person other than law enforcement personnel is prohibited. Furthermore, only when said personnel are acting in their official capacity as authorized law enforcement employees may they receive information accessed via Department computers.

If inappropriate material is received, preserve the material and notify your immediate supervisor.

2.28.08 Computer Dispatching

In-car computers supplement the existing Department voice radio system. In-car computers are not intended to replace voice radio communications with the Communications Center. In-car

computers are intended to be used for sending and receiving information, making and/or receiving routine inquiries, and receiving supplemental information, thus allowing the voice channels to be more available for high-priority traffic.

1. All “PRIORITY 1 and PRIORITY 2” calls will be dispatched by voice and computer. Officers will respond verbally and by computer to “PRIORITY 1 and 2” calls.
2. All “PRIORITY 3” calls will be dispatched by computer. Communications Center personnel will notify the officer via radio the call has been dispatched. If the call is an officer safety issue, the call will be dispatched verbally as well.
3. All officers should run their own 10-27, 10-28, and 10-29 queries, unless circumstances require a verbal request.
4. Officers should obtain times and complaint numbers by computer.
5. If the computer system is down, all activity reverts back to voice transmission for all traffic.

2.28.09 Safety & Security

Shut off switches are installed in marked patrol vehicles that deactivate the passenger side airbag. This switch will be in the off position.

Officers are reminded to maintain good officer safety techniques. Do not allow operation of any in-car or mobile computer reduce your situational awareness, especially around violators or suspects. Any vehicle equipped with an in-car computer will be locked when the officer is away from the vehicle.

Computer screens with NCIC or MACH access should be minimized or “blacked-out” when unauthorized persons may have access to or view the system.

2.28.10 Use of E-Mail and Internet Access

Use of E-mail and Internet on Department computers will be done in accordance with City Administrative Policy 4.17.

E-mail is an official form of communication for the Police Department. All employees are required to check their e-mail at least once during their workday to ensure all work-related information is received. When appropriate, employees will need to electronically acknowledge receipt of written directives, training, court notices, and roll call information.

E-mail, the internet, and social media sites are valuable resources in the enhancement of community outreach, problem solving, investigative, crime prevention, pre-employment background checks, and related objectives. The Sioux City Police Department encourages the use of these resources to meet these goals. Still, members must use caution when posting departmental or personal information on the internet when on duty or off. No employee will create or add to an existing City website unless the material has been approved by the Chief or his designee.

Members will exercise good judgment and personal accountability when participating in social networking sites or e-mailing whether on duty or off. Posting personal information on a public site can compromise one's personal safety, that of their family or co-workers, and be used to impeach one's credibility in court or with the public. Once inappropriate or derogatory information is released onto the worldwide web, it cannot be removed.

While on duty, members may access the internet for official business or when on approved breaks only. Under no circumstances will the use of the internet interfere with a member's performance of his/her duties and responsibilities.

When presenting themselves as employees of the Sioux City Police Department, members are prohibited from posting, transmitting, and/or disseminating any photographs, video or audio recordings, likenesses or images of department logos, emblems, uniforms, badges, patches, marked vehicles, equipment, or other material that identifies the Sioux City Police Department on any public or social networking website without permission from the Chief of Police or his designee.

Members should also reference the Code of Conduct policy directive regarding e-mail and internet usage.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PROTECTION OF CRIMINAL JUSTICE INFORMATION
NUMBER: 2.29 **EFFECTIVE:** 05/01/2018
APPROVED BY: Rex M. Mueller, **REVISION:** 03/09/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 40.1.1, 40.2.1, 40.2.3, 81.2.8

2.29 PROTECTION OF CRIMINAL JUSTICE INFORMATION

2.29.01 Protection of Criminal Justice Information – Policy Statement

The purpose of this policy is to provide guidance for agency personnel for the protection of Criminal Justice Information (CJI). All access must be properly documented, authorized, and controlled on devices that store, process, or transmit CJI.

2.29.02 Criminal Justice Information

The Sioux City Police Department considers all National Crime Information Center (NCIC) and Computerized Criminal History (CCH/III) information as criminal justice information. All NCIC and CCH/III information is confidential and will be disseminated for criminal justice purposes only. Such information shall not be imparted to anyone for whom it is not intended or who is not duly authorized to receive it.

Terminal Agency Coordinator (TAC)

The Records Supervisor or his/her designee will serve as the SCPD Terminal Agency Coordinator (TAC). The TAC serves as the point of contact for matters relating to CJIS access.

The TAC administers the CJIS system programs within the agency and oversees the agency’s compliance with FBI and Iowa CJIS system policies. The TAC will also be responsible for training, validation, notification of personnel changes, and terminal security.

The TAC shall:

- 1. Identify who is using the Criminal Justice Information System (CJIS) approved hardware/software and ensure no authorized individuals have access.
- 2. Ensure that personnel security screening procedures are being followed.
- 3. Ensure appropriate security measures are in place and working as expected.

4. Ensure policy compliance and that the state CJIS System Agency Information Security Officer is promptly notified of security incidents.

2.29.03 Authorized Physical Access

Only authorized personnel will have access to physically secure non-public locations in accordance with policy 2.25. Authorized personnel shall take the necessary steps to prevent and protect the agency from physical, logical, and electronic breaches.

All personnel with CJI access must:

1. Meet the minimum personnel screening requirements prior to CJI access. (New Hire/ Leaving Employment Checklist).
2. Prior to granting access to CJI, the Records Supervisor shall verify identification via a state and national fingerprint-based record check. These checks shall be conducted within 30 days of assignment for all personnel who have access to CJI.
3. Support personnel, private contractors/vendors, and custodial workers with access to physically secure locations or controlled areas (during CJI processing) shall be subject to a state and national fingerprint-based record check unless these individuals are escorted by authorized personnel at all times.
4. All authorized SCPD personnel will receive security awareness training within 6 (six) months of being granted duties requiring CJI and every 2 (two) years thereafter.
5. Be aware of who is in their secure area accessing confidential data and take appropriate action to protect all confidential data.
6. Properly protect and not share any individually issued keys, proximity cards, computer account passwords, etc.
 - a. Report loss of issued keys, proximity cards, etc., to the Support Services Captain.
 - b. Safeguard and not share passwords, Personal Identification Numbers (PIN), and all other facility and computer systems security access procedures.
7. Properly release hard copy printouts of CJI only to authorized personnel in a secure envelope or folder.
8. Keep appropriate personnel informed when CJI access is no longer needed. In the event of ended employment, the individual must surrender all CJI property and access (New Hire/Leaving Employment Checklist).

2.29.04 Media Storage and Access

To protect CJI, authorized personnel shall:

1. Securely store electronic and physical media within a physically secure or controlled area. A secured area includes a locked drawer, cabinet, or room.
2. Restrict access to electronic and physical media to authorized individuals.

3. Physically protect CJI until media end of life. End of life CJI is destroyed or sanitized using approved equipment, techniques, and procedures.
4. Not use personally owned information system (for example, cell phones, personal thumb drives, etc.) to access, process, store, or transmit CJI.
5. Store all hardcopy CJI printouts in a secure area accessible to only those employees whose job function requires them to handle such documents.
6. Take appropriate action when in possession of CJI while not in a secure area:
 - a. CJI must not leave the employee's immediate control. CJI printouts cannot be left unsupervised while physical controls are not in place.
 - b. Precautions must be taken to obscure CJI from public view, such as by means of an opaque folder or envelope for hard copy printouts. For electronic devices like laptops, use session lock use and/or privacy screens.
7. Lock or logoff computer when not in immediate vicinity of work area. Not all personnel have the same CJI access permission and need to keep CJI protected on a need to know basis.
8. At no time disseminate CJI data, including driver's license photos, by way of a personal cell phone.

2.29.05 Media Transport

Dissemination to a person of another agency is authorized if:

1. The other person is an Authorized Recipient of such information and the data must be restricted to the purposes for which they are authorized.
2. The other person/agency is performing personnel and appointed functions for criminal justice employment applicants.

Sioux City Police Department personnel will control, protect, and secure electronic and physical media during transport from public disclosure by:

1. Restrict the pickup, receipt, transfer, and delivery of such media to authorized personnel.
2. Use of privacy statements in electronic and paper documents
3. Securing hand carried confidential electronic and paper documents by:
 - a. Storing CJI in a locked briefcase or lockbox
 - b. Only viewing or accessing the CJI electronically or documented printouts in a physically secure location by authorized personnel.
4. Not taking CJI home or when traveling unless authorized by the Records Supervisor.

2.29.06 Disposing of Confidential Documents and/or Electronic Media

When disposing of confidential documents, dispose of them in the shredding bins located throughout the department, or use the cross-cut shredder located in Records.

The Records Supervisor will be responsible for ensuring the shred bins are emptied with a private contractor when required. The shredding company will perform the shredding on-site

and at least one person from Records will witness the shredding/destruction of the documents contained in the bin.

Electronic media (diskettes, tape cartridges, thumb drives, etc.) shall be destroyed (cut up, shredded, etc.) IT systems which have processed or stored CJI data shall not be released from the control of the SCPD until the equipment is sanitized and all stored information has been cleared. The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Personnel shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel.

2.29.07 Computer Incident Response

An incident is a violation or imminent threat or violation of computer security policies, acceptable use policies, or standard computer practices. An incident response capability is necessary for rapidly detecting incidents, minimizing loss and destruction, mitigating the weaknesses that were exploited, and restoring computing devices.

These include but are not limited to:

- Attempts (either failed or successful) to gain unauthorized access to a system or its data
- Unwanted disruption or denial of service
- The unauthorized use of a system for the processing or storage of data
- Changes to a system hardware, firmware, or software characteristics without the owner's knowledge, instruction, or consent

If CJI is improperly disclosed, lost, or reported as not received, the following procedures must be immediately followed:

1. The Records Supervisor shall be immediately notified and a Computer Security Incident Form shall be filled out. The submitted report is to contain a detailed account of the incident, events, leading to the incident, and steps taken/to be taken in response to the incident.
2. The Records Supervisor will work with WCICC-IT staff to resolve computer related issues.
3. The Records Supervisor will ensure the CJIS System Agency Information Security Officer is promptly informed of security incidents.

Violation of any of the requirements in this policy by any authorized personnel will result in disciplinary action, up to and including loss of access privileges, civil and criminal prosecution and/or termination.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: JOB DESCRIPTION AND TASK ANALYSIS
NUMBER: 3.01 **EFFECTIVE:** 5/13/1994
APPROVED BY: Rex M. Mueller, **REVISION:** 04/14/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 21.1.1, 21.2.1, 21.2.2

3.01 JOB DESCRIPTION AND TASK ANALYSIS

3.01.01 Job Description and Task Analysis – Policy Statement

The Sioux City Police Department has the responsibility to ensure:

1. the most qualified applicants are selected for promotion;
2. members (through transfers, appointments, or specialized assignments) are compatible with their best interests and that of the Department; and
3. members are assigned to positions to which they are best suited.

The purpose of this directive is to provide guidelines related to job task analysis, classification, and matters affecting the delineation of duties and responsibilities.

3.01.02 Job Task Analysis

The objectives of job task analysis are to:

1. serve and provide a basis for the determination of a position classification plan, composition, and compensation;
2. provide a basis for establishing minimum qualification requirements for recruitment, examination, selection, appointment, and promotion;
3. assist in the establishment of training curriculum; and
4. provide guidance to employees and their supervisors concerning the duties and responsibilities of individual positions.

A written job task analysis of every full-time position in the Department will be maintained on file. Expert opinion and tested experience will be utilized and categorized in establishing priorities regarding:

1. duties, responsibilities, and tasks of each position;
2. the frequency with which each task is performed;
3. how critical the tasks are; ;
4. the minimum level of proficiency necessary in the job-related skills, knowledge, abilities, and behaviors;
5. the means by which these characteristics may be acquired;
6. minimum qualifications; and
7. methods of measuring or testing for these characteristics.

3.01.03 Classification and Reclassification

A written job description exists for each and every position within each class. Job descriptions delineate the duties and responsibilities particular to each position as well as the skills, knowledge, abilities, and behavior required to perform a particular job.

Job classifications involve grouping jobs into classes based upon similarities in duties, responsibilities, qualification requirements and compensation. Taken together, job descriptions and classifications ensure each member of the organization knows and understands what is expected of him/her based on their class specifications. Compensation by job class is determined by city contracts and manuals.

Proposed new jobs, changes in position classification, and deletion of jobs, require Council action. The proposed changes will be prepared by the Chief and submitted to the Human Resources Department for approval, review, and finalization. Upon review by the Human Resources Director or his designee, the Chief will prepare the RCA and submit the proposal to the Council for approval. The Council will either adopt the measure or return it for further action.

3.01.04 Delineation of Duties and Responsibilities

To achieve more effective management and supervision, statements of the duties and responsibilities of each position within the Department are required and will be available to all personnel.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: FAMILY ASSISTANCE FOLLOWING LINE-OF-DUTY
DEATH OR SERIOUS INJURY & FUNERAL PROTOCOL

NUMBER: 3.02 **EFFECTIVE:** 2/9/2007

APPROVED BY: Rex M. Mueller, **REVISION:** 09/28/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 22.1.4, 22.1.5

**3.02 FAMILY ASSISTANCE FOLLOWING LINE-OF-DUTY DEATH
OR SERIOUS INJURY & FUNERAL PROTOCOL**

3.02.01 Family Assistance – Policy Statement

It will be the policy of the Sioux City Police Department to provide liaison assistance to the immediate family of any member who is seriously injured or dies in the line of duty. This assistance will be provided when the death was unlawful or accidental while the member was performing a duty related function while an active member of the Department. The Chief of Police may also institute portions of this policy in cases of a member's serious injury or death outside the line of duty. The Department will assist in providing clarification of benefits, as well as other tangible and intangible emotional support for the surviving family.

3.02.02 Family Assistance Responsibilities/Definitions

The following are the various responsibilities and positions that will be implemented to provide the best possible services and support to the member's family. Specific tasks will be assigned to selected members of the Department by the Chief of Police or his designee. Some of the work performed by persons serving in the following assignments may overlap.

Notification Member(s): Individual designated by the Chief of Police or his designee to make the notification to the member's family, or personnel designated by a member to make the notification. This information will be maintained by the Chief's office, if an officer/member chooses to make a designation. Updates to the information will be completed during bi-annual inspection times.

Hospital Liaison Officer/: Officer or supervisory officer who accompanies the injured or deceased member to the hospital will act as the liaison between the hospital, family, and the Department.

Family Liaison Officer: Officer who has been assigned by the Chief of Police to act as the liaison between the family and the Department. The Family Liaison Officer will serve as a direct contact to the family ensuring their needs and wishes are attended to.

Department Liaison Officer: Officer who has been assigned by the Chief to oversee, and coordinate the operational plan (to include funeral planning). In addition to working closely with the Family Liaison Officer, the Department Liaison Officer will also coordinate with other department members on various specialty assignments to ensure that the many tasks are assigned and accomplished.

Public Information Officer: Officer who has been assigned by the Chief to coordinate responses to the news media and social networks.

Refer to the Line of Duty Death Organizational Chart for examples of additional officer assignments.

3.02.03 Death Notifications

In the event a member is killed or seriously injured in the line of duty, the name of the deceased member will not be released to the news media until after the family is notified. It will be the responsibility of the Shift Supervisor to immediately notify the Chief of Police. Other members of the Department will be notified as appropriate.

Notification to the family will be made by the Chief of Police and/or his designee (Notification Officer/Member). If there is a possibility of getting the family to the hospital before the death of the member, and the Chief or his designee are not available, immediate notification to the family will be made. A Command Staff Officer should respond to either the residence or the hospital to meet with the family as soon as possible.

The following procedures will be followed:

Notification must always be made in person and never alone. Another member of the Department or chaplain should accompany the Notification Member. Under no circumstances will notification be made on the doorstep. As soon as the family sees the Notification Member, they will know something is wrong. Attempt to gather the family around, sit them down, and slowly and clearly inform them of what has occurred. Try to have as much information as possible. The family should hear about what has occurred from the Department first and not the news media.

The Notification Member(s) should be prepared for the reactions of the family members; this may include hysteria, anger, violence, fainting, etc. It should be remembered these are natural reactions. It should also be remembered the Notification Member(s) may also be affected by the death of a fellow member and their showing of emotions is to be expected.

If the family wishes to go to the hospital, they should be transported by a member of the department. It is highly recommended the family not drive themselves to the hospital. If the families insist on driving, make sure a member of the department accompanies them.

If there are small children at the residence, the officers should assist the family in finding someone to care for the children if it is decided the children are not going to the hospital.

Prior to leaving for the hospital, the Notification Member should make contact with the Hospital Liaison Officer and advise that Officer the family is en-route to the hospital. This should be done by telephone, if possible.

When possible, the parents of a severely injured or deceased member should be afforded the courtesy of notification.

If the immediate survivors live outside the immediate area and a personal death notification is not practical, the Shift Supervisor, at the direction of the Chief of Police or designee, will request a notification be made by the appropriate local police department. Arrangements should also be made for a telephone contact at the Police Department for the family.

3.02.04 Assisting the Family at the Hospital

The Officer or Supervisor who accompanies the injured or deceased member to the hospital, will function as the Hospital Liaison Officer until such time as relieved by a Supervisor or Command Staff Officer.

The Hospital Liaison Officer will be initially responsible for coordinating the activities that occur at the hospital. This may include hospital personnel, fellow Police Officers, the member's family, the press, and others that may be involved. The Hospital Liaison Officer will coordinate actions and resources needed at the hospital as a base of operations. It is expected that as additional personnel become available, the Hospital Liaison Officer will delegate tasks to others.

Potential tasks to be accomplished at the hospital:

1. Arrange with hospital personnel to provide an appropriate waiting facility for the family, the Chief of Police, the Notification Officer, and only those people the surviving family wishes to be there.
2. Arrange with hospital personnel for a second area for Police Officers and friends of the member to assemble.
3. If necessary, arrange for a place to use as a press staging area.
4. Ensure medical personnel relay pertinent information regarding the member's condition to the family on a timely basis and before the information is relayed to others.
5. Notify the appropriate hospital personnel that all medical bills relating to the injured or deceased member be directed to the City of Sioux City. The family should not receive these bills at their residence. This may require the Hospital Liaison Officer to contact the hospital's finance department, during normal business hours, to ensure proper billing will take place.
6. If possible, arrangements should be made with hospital personnel to allow the family to visit with the member before death. It is important the family be prepared by an officer for what they might see in the Emergency Room. If the family requests, an officer should accompany the family.
7. The same arrangements should be made if the member has died and the family wishes to see the member.
8. Officers should not be overly protective of the family. This means specific information should be shared with the family when appropriate. This should include how the member met his/her death.
9. The Hospital Liaison Officer and the Notification Officer(s) will remain at the hospital as long as the deceased member's family is present.
10. If applicable, it will further be the responsibility of the Hospital Liaison Officer to take custody of the seriously injured or deceased member's service weapon, ammunition, and other equipment as appropriate.

3.02.05 Funeral Arrangements

It is recognized each family has its own way of honoring the deceased. It is the policy of the Sioux City Police Department to respect the wishes of the family. The Sioux City Police Department's participation in funeral arrangements represents the agency's beliefs in honoring the deceased. As a reflection of those beliefs, family members of the deceased have the option of including departmental services as outlined in this directive.

Definitions

Sworn: Member of the department sworn to enforce laws.

Retired (sworn): Sworn member who retired in good standing on service or disability pension.

Civilian: Non-sworn member.

Funeral Categories

Category I: Full Honors ceremony to include honor guard conducting ceremonial flag folding (pallbearers or honorary pallbearers), colors posting, rifle salute, and bag pipers. This category is reserved for sworn members killed or who die in the line of duty.

Category II: Honors ceremony to include honor guard conducting ceremonial flag folding (pallbearers or honorary pallbearers), colors posting and bag pipers.

Category III: Ceremony to include honor guard conducting colors posting, and folded flag on casket presented to the family; and bag pipers.

Category IV: Honor guard presence only.

Funeral Classifications

Sworn member killed or dies in the line of duty: Category I ceremony.

Death of a sworn member (active or retired): Category II ceremony.

Death of a civilian member: Category III ceremony.

Death of a member's immediate family (spouse/child): Category IV ceremony.

Death of a city official/dignitary/SCPD volunteers (VIPS): Category IV ceremony.

Wearing of Mourning Bands

The designated mourning band will be black with the blue line through the middle and will be the only authorized band. It will be worn to honor active sworn and non-sworn members of the department, beginning upon notification of death until midnight the day of the funeral. The mourning band will also be worn during Police Memorial Week and any other occasion approved by the Chief of Police. Appropriate elastic mourning bands will be worn horizontally.

In Memoriam Flag

The flag will be flown during Law Enforcement Memorial Week, and for the passing of sworn officers, current or retired. The appropriate time for flying the flag, after the passing of an officer, will be; the flag raised as soon as the Association is aware of the death, and the flag is brought down the day following the actual funeral of the member. The Association will be responsible for raising and lowering the flag.

Miscellaneous Ceremony Elements

Any other funeral elements to be provided by the police department will require approval by the Chief of Police.

3.02.06 Support for the Family During the Wake/Prayer Service and Funeral

The Chief of Police will designate a Family Liaison Officer to act as liaison between the Department and the deceased member's family. This is not a decision making position, but is that of a facilitator between the family and the Sioux City Police Department.

The Family Liaison Officer should be a member who knew the deceased, but should not be a member who is so emotionally involved as to render him/her ineffective. The Chief of Police may assign other members, as necessary, to assist the Family Liaison Officer.

The responsibilities of the Family Liaison Officer will be as follows:

1. Ensure the needs and the wishes of the family come before the wishes of the Department.
2. Determine what type of funeral the family desires. Meet with the family and advise them of what services the Department can offer. If they should choose services from the department, explain the funeral classifications as outlined under the section titled "funeral arrangements" of this policy directive. If the family chooses any of these options, it will be the responsibility of the Family Liaison Officer to notify the Department Liaison of this.
3. Be available to handle any and all inquiries from the news media throughout the ordeal, should the family want this service. If the family decides to accept an interview, the Department Liaison Officer or his/her designee will be present to screen questions presented to the family.
4. Provide as much assistance as possible to the family. This may include assisting them in making travel and lodging arrangements for out of town family members.
5. When appropriate, notify **Concerns of Police Survivors (C.O.P.S.) at (573) 346-4911**. Members of this group are survivors of members who

have died in the line of duty and are available to provide emotional support to the families.

3.02.07 Department Liaison Officer

This position will normally be assigned to a Command Staff Officer or senior Sergeant, due to the need to effectively coordinate the Department resources.

The responsibilities of the Department Liaison Officer include:

1. Working closely with the Family Liaison Officer to ensure the needs of the family are fulfilled.
2. Meeting with the following persons in order to coordinate funeral activities and establish an itinerary:
 - a. The Chief of Police and Command Staff,
 - b. Honor Guard Supervisor,
 - c. Funeral Director/Funeral Home,
 - d. Clergy,
 - e. Cemetery Director.
 - f. Logistics (Support Services Capt)
 - g. Finance
 - h. Operations
3. Maintaining a detailed record of assignments and duties associated with the wake/prayer service and funeral.
4. Coordinating the activities of the Department and visiting police departments, according to the wishes of the family.
5. Issuing a teletype message, approved by the Chief or his designee, to other law enforcement agencies to include the following information:
 - a. Name of deceased member,
 - b. Date and time of death,
 - c. Circumstances surrounding the death,
 - d. Funeral Arrangements (state if service will be a private or police funeral),
 - e. Uniform to be worn,
 - f. Expressions of sympathy in lieu of flowers,
 - g. Name and telephone number of the contact person for visiting departments to indicate their desire to attend and to obtain further information.
6. If the family desires a burial in uniform, selecting an officer to obtain a uniform and leather and deliver the items to the funeral home.
7. Arranging for delivery of the member's personal belongings to the family; picking up departmental issued items, as appropriate, from the family.
8. Ensuring the Senior Command Staff are briefed on the funeral arrangements.
9. Coordinating traffic management with the S.T.E.P. Sergeant.

10. Maintaining a roster of all visiting departments sending personnel to the funeral, including:
 - a. Name and address of the responding agency,
 - b. Name of the Chief of Police,
 - c. Number of Officers attending,
 - d. Number of Vehicles.
11. Acknowledging visiting departments.

3.02.08 Benefits

The Family Liaison Officer will be responsible for gathering information on all benefits available to the member's immediate family.

The Family Liaison Officer will be responsible for the following:

1. Assisting the family in the filing of Worker's Compensation Claims and other related paperwork.
2. Contacting the Police Pension Board, IPERS, or PATS to ensure the correct paperwork is filed for survivor benefits; and working with the Human Resources Manager to ensure all monies due to the deceased member's family are paid.
3. Preparing a printout of benefits available to the family, listing benefits available to the named survivors, along with contacts for the various benefits.
4. Meeting with the family a few days following the funeral to discuss the benefits they will be receiving and providing them with a copy of the printout. If there are surviving children from a previous marriage who did not reside with the deceased member, they also should be provided with a copy of any benefits due them.
5. Ensuring the family is aware of the date medical benefits will cease (with the assistance of the City Human Resources and Finance departments).
6. Ensuring the family is made aware of various non-profit organizations such as PSOBA and COPS, which can provide emotional and financial assistance (see policy directive [3.04.05](#)).

3.02.09 Continued Support for the Family

Members of the Department must remain sensitive to the needs of the survivors long after the member's death. The grief process has no timetable and survivors may develop a complicated grief process.

Survivors should continue to feel a part of the "Police Family". They should be invited to Police Department activities for continued support.

Members of the Department are encouraged to keep in touch with the family. Close friends, co-workers and staff should arrange with the family to visit the home from time to time, as long as the family expresses a desire to have these contacts continue.

3.02.10 Post Incident Stress of Department Personnel

Members who were on scene, or who arrived moments after a member was seriously injured or killed, should be relieved as soon as possible.

It is a given that family members, friends and close associates of the fallen member will experience various levels of grief. However, the need for the Police Department to provide psychological assistance or post incident debriefing cannot be stressed strongly enough. Although Officers deal every day with man's inhumanity to man, the loss of a co-worker is often the most traumatic experience a member may experience in his or her career. Members will be afforded services as provided under Policy Directive [3.04](#) "Personnel Support and Critical Incident Management".

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: COLLECTIVE BARGAINING, COMPENSATION, AND BENEFITS
NUMBER: 3.03 **EFFECTIVE:** 10/7/2005
APPROVED BY: Rex M. Mueller, **REVISION:** 04/14/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 21.2.1, 22.1.2, 22.1.3, 22.1.4, 22.1.6, 33.8.4

3.03 COLLECTIVE BARGAINING, COMPENSATION, AND BENEFITS

3.03.01 Collective Bargaining – Policy Statement

The purpose of this directive is to enumerate the salary and benefits available to employees. It is an expression of commitment to the process of collective bargaining. No part of this chapter is intended to be at variance with or superior to any existing valid contract between the City and its employee groups employed by the department.

The department recognizes not every policy, procedure, standard, or condition of work will be derived from negotiation or bargaining process. This chapter will be limited to the role of the department, through the Chief, in the bargaining process permitted under Iowa Code Chapter 20.

3.03.02 Employee Groups

Employee groups will be referred to as:

- **Non-sworn civilians** – Non-PATS civilian employees of the City of Sioux City assigned to work for the SCPD without police officer power. These employees are represented by the Affiliated Sioux City Municipal Employee Union (AFSCME). The chief will not participate in the bargaining process with this group. However, the terms and conditions of any contract entered into by the City and this group will be honored by the SCPD.
- **Sworn Officers** – employees with peace officer status not exempted from collective bargaining by Iowa Code Chapter 20.4. They are police officers and sergeants, and will be represented in collective bargaining by the Sioux City Police Officers Association (SCPOA) as a recognized bargaining unit. The Chief will serve as a member of the City bargaining team in negotiations and will advise the City Council in matters of compensation and benefits.

- **Sworn Supervisors** - employees with peace officer power engaged in supervisory capacities as defined in Iowa Code Chapter 20.4. These employees are the rank of Chief, lieutenant and captain. These employees are not eligible for collective bargaining. Salary and benefits will be established by the City Council.
- **PATS employees** – (Professional, Administrative, Technical, Supervisory, Executive and Council-Appointed employees.) The following PATS positions are eligible for collective bargaining, the Volunteer Coordinator, the Telecommunications Technician, the Investigations Administrative Secretary, and the Drug Task Force Administrative Secretary. All other PATS employees are not eligible for collective bargaining, and salaries and benefits will be as established by City Council.
- **Non-Certified Officers** – Police sworn employees who have not yet completed the certification process required by the Iowa Law Enforcement Academy.

3.03.03 Collective Bargaining Team (Management)

The City of Sioux City and not the Police Department, per se, will bargain collectively with employee groups representing persons employed by the City and serving the department. Responsibility for collective bargaining is shared with the City Administration. The City Manager or his designee has the responsibility for representing the City in bargaining with representatives of the SCPOA. The Chief and/or his designee will serve on the collective bargaining team in an advisory capacity.

3.03.04 Collective Bargaining Team (Labor)

The Executive Board of the SCPOA will designate the individual(s) who will represent its members during negotiations.

3.03.05 Impasse Procedures

If possible, procedures for resolving impasse will be developed and agreed upon prior to the commencement of negotiations. In the event an impasse procedure cannot be agreed to, impasse will be resolved in accordance with Iowa Code Chapter 20.

3.03.06 Bargaining

The SCPOA, the Sioux City Police Department, and the City of Sioux City will adhere to all laws set forth in Iowa Code Chapter 20 dealing with collective bargaining.

In accordance with Iowa Code Chapter 20, the City of Sioux City and the SCPOA will abide by the ground rules and negotiate in “Good Faith”, at reasonable times and locations, with respect to wages, hours, terms, and other conditions of employment.

At the conclusion of the collective bargaining process, a written agreement, in the form of a contract, will be drafted. After review by both labor and management, the contract will be signed by representatives of both parties signifying their commitment to abide, in both letter and spirit, with the agreement. The contract resulting from the collective bargaining process will be provided by the City to all affected personnel.

The SCPD, through the office of the Chief, will review and amend policy directives affected by any contractual agreement as may be required. The Chief will ensure all supervisory personnel receive copies of the contractual agreement and understand any procedural changes that may arise from it. Supervisory personnel will strive to implement the terms and conditions of any contract, thereby limiting the opportunity for employee dissatisfaction.

3.03.07 Compensation

The SCPD salary schedule will be divided to represent the non-sworn civilian employee, sworn officer, and sworn supervisor. The salary program addresses the following areas:

1. Entry-level salaries – as provided by labor agreements;
2. Salary differential within ranks – for the ranks of Sergeant and below, will be as provided by labor agreements;
3. Salary differential between ranks - for command staff and PAT's employees, will be established by the City Manager with the advice of the Chief, subject to final approval by the City Council;
4. Salary levels for special skills or assignments – as provided by labor agreements;
5. Compensatory time policy - as provided for by labor agreements;
6. Overtime policy – as provided for by labor agreements;
7. Salary augmentation – as provided for by labor agreements;
8. Academic Incentive Pay – as provided for by labor agreements.

Such agreements will be incorporated into contractual form and will be available to all employees on the City's U:drive or through the Human Resources Department.

3.03.08 Annual Salary Review

The Chief will review the salary schedule annually and will utilize the contractually provided salary schedule as a means of anticipating budgetary increases. Such salary review may form the basis for future negotiations with the applicable employee groups.

3.03.09 Fringe Benefits

The department will provide fringe benefits to its employees as provided by labor agreement or law. Such benefits include:

1. health and life insurance,

2. sick, injury, and funeral leave (by Iowa Code Chapter 411 and employee labor agreement),
3. paid vacation,
4. administrative leave, and
5. holiday pay or leave.

3.03.10 Administrative Leave

Employees may be granted administrative leave without pay by the City Manager upon recommendation of the Chief of Police. Such leave will be limited to the duration specified by labor agreement.

All employees will be granted military leave by the City Manager or City Council, as the case may be, in accordance with the provisions of the Iowa Code 29A.28.

Those employees drawn for federal, district, or associate court, will continue to receive their regular pay while engaged in such service. However, any fees received by said employee for jury service will be turned into and given to the City.

3.03.11 Retirement Program & Death Benefits

All sworn personnel will be governed by the specifications of Chapter 411 of the Iowa Code for full and vested pension benefits and disability and survivor death benefits.

Non-sworn personnel will be governed by Chapter 97B of the Iowa Code – Iowa Public Employees' Retirement System (IPERS).

The City of Sioux City provides all employees with individual group life insurance, with an accidental death/double indemnity feature. Employees have the option to purchase additional insurance through payroll deduction.

3.03.12 Clothing & Uniform Allowances

All persons appointed to the SCPD will be equipped with uniforms and such equipment as may be necessary. Initial issue of equipment and uniforms for sworn employees will be as provided by a list kept in Professional Standards-

3.03.13 Educational Benefits and Academic Incentive Pay

Educational benefits will be in accordance with employee labor agreement and may include:

1. leave without pay,
2. scheduling adjustments,
3. salary augmentation.

3.03.14 Personal Support Services

Employees who experience catastrophic injury or illness to a member of their immediate family or to themselves, to such an extent the employee has utilized all sick and vacation leave, may apply for donated vacation leave from all departments of City employees in accordance with City Administrative Policy 4.04.

Families of employees who suffer incapacitating injury or illness, or who die, will receive support and assistance in accordance with policy directive [3.02](#). Such assistance may take the form of assistance in funeral arrangements, processing of insurance claims, credit management and assistance, and referral to social agencies.

3.03.15 Employee and Dependent Long-Term Illness

Long-term illness or injuries are those requiring an extended period, usually more than one month, of convalescence for either the employee or a dependent. The use of employee sick leave for the illness will be in accordance with the labor agreements.

Whenever an employee becomes aware that an extended long-term leave for illness or injury is anticipated, the appropriate Watch, Section, or Bureau Commander will be notified. This may be done prior to any original request for sick leave.

Employees will be granted up to 40 working hours of accrued sick time after the delivery or adoption of a child. If more time is required, the employee must present a written doctor's order to the Chief of Police indicating the medical need for more sick time.

A female employee will be granted up to 240 working hours of accrued sick time immediately after her delivery of child. If more time is required, the employee must present a written doctor's order to the Chief of Police indicating the medical need for more sick time. Refer to Policy Directive 3.05.06 for limited duty requirements during pregnancy.

Nothing in this policy precludes employees from using vacation or compensatory time in lieu of sick time, with proper approval.

In accordance with Policy Directive 3.05.06, a Certificate of Treating Physician Authorizing Return to Duty/Limited Duty form (sworn members), or a physician's release (civilian), will be required prior to the return to duty of any employee, even if only for light duty. The Certification of Treating Physician form is located on the U:drive under blank forms. A physician's statement may be required to support cases of long-term dependent illness or injury.

Employees must adhere to City Administrative Policy 4.12 – Family and Medical Leave Act (FMLA). Approved FMLA does not guarantee the approval of sick time by the Department.

3.03.16 **Grievance Procedures**

The Chief will coordinate all grievances, which will be handled in accordance with current labor agreements with City employees.

Grievances will be resolved at the lowest possible level within the process. Grievances advanced by employees will be reduced to writing. In those cases where an oral grievance has been made and a satisfactory resolution found at that level, the supervisor resolving the matter will reduce the same to writing.

All written material concerning grievances will be forwarded to and maintained by the Office of the Chief. Such records will include:

1. the name of the employee concerned,
2. analysis of the facts and allegations,
3. affirmation or denial of the allegation, and
4. remedies or adjustments, if any.

Annually, the Chief or his designee will be responsible for a written analysis of grievances, taking into consideration current labor agreements and this policy. If, through the analysis, a trend in grievances is observed, steps may be taken to minimize the causes of such grievances in the future.

3.03.17 **Liability Protection**

It is the policy of the SCPD and the City of Sioux City to represent and defend its employees in any tort action arising as a result of actions taken by the employee in performance of their duties.

3.03.18 **Travel Time Compensation**

It is the policy of the SCPD to compensate all certified police officers for all hours spent actively traveling on official City business. This policy will not apply to: civilian employees, certified officers traveling on Association or Union business, or non-certified officers. Civilian employees will travel under the City of Sioux City's travel policy, City AP 3.01. Employees traveling on Association or Union business will be compensated per the relevant contractual agreements.

Non-certified officers' travel should be limited to that travel necessary to complete state certification requirements. During this certification process, the training site will be considered the employee's work location (portal to portal). Non-certified officers will not be compensated for the time they spend traveling to the work location (portal to portal).

Supervisors will review all travel arrangements, in advance, to assure compensated travel time is kept to a minimum, and work schedules are adjusted to provide for the lowest financial impact to the department.

“Actively traveling” will be defined as that time spent traveling in a motor vehicle, or that time spent flying in an airplane, plus any regularly scheduled layover time; extended travel delays will not normally be considered work time.

Official City business will only include that travel time essential to complete the requirements of the assignment. Employees who request alternate travel methods, or an alternate travel route or modification of travel arrangements for personal reasons, will only be compensated for those hours that would have been covered had the employee used the most direct and time efficient travel arrangements, route, and/or method of travel.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: Personnel Support/ EAP and Critical Incident Management

NUMBER: 3.04 **EFFECTIVE:** 8/22/2005

APPROVED BY: Rex M. Mueller, **REVISION:** 8/31/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 4.2.3, 22.1.4, 22.1.7

3.04 PERSONNEL SUPPORT AND CRITICAL INCIDENT MANAGEMENT

3.04.01 Personnel Support and Critical Incident Management – Policy Statement

The SCPD recognizes its members, by the nature of their work, may experience severe emotional or psychological trauma in the performance of their duties. The purpose of this directive is to define critical incidents, delineate Department support systems, and provide guidelines for accessing psychological services for both prevention and treatment.

3.04.02 Critical Incident Defined

A critical incident is “any situation faced by emergency service personnel that causes them to experience unusually strong emotional reactions which have the potential to interfere with their ability to function either at the scene or later”. A critical incident may include, but is not limited to:

- Officer shooting incident
- Situation where employees are fired upon
- An incident or accident involving death or serious injury
- Major disaster scenes
- Prolonged or tactical operations
- Any incident deemed to be traumatic by the affected member and/or his supervisor

3.04.03 Peer Support Team

1. Employees, both sworn and civilian, who have successfully completed at a minimum a basic course in Critical Incident Stress Management (CISM) or a basic course in Peer Support.
2. A mental health professional who has experience in emergency response situations
3. The Sioux City Police Department Chaplain(s)
4. Peer Support Team (PST) members from other agencies may also be made available.

3.04.04 Critical Incident Intervention

1. The involved member(s) will provide sufficient information following the incident to allow investigators to begin a preliminary investigation. Investigators should refrain from seeking a detailed account of the involved member's actions but will collect enough information to establish the elements of the crime. The preliminary interview should be videotaped.
2. An administrative leave of absence with pay is required for any employee directly involved in the death or serious injury of another person while in the line of duty. Additionally, an administrative leave of absence with pay, or alternately, a temporary reassignment of duty, may be authorized by the Chief for any employee involved in any other traumatic or highly stressful incident. This action will not be deemed as disciplinary in nature.
3. The Chief will ensure arrangements are made to provide contact between the involved member and another uninvolved member(s) of the department, who has been trained in post critical incident intervention, to serve as peer counselor(s) to the involved member.
4. The Chief will ensure a confidential personal fit for duty evaluation between the involved member and a departmentally-approved psychologist occurs as soon as possible (preferably within 24 hours) following the incident. Arrangements for the evaluation, and any subsequent sessions with a psychologist, will be made through the Chief.

3.04.05 Critical Incident Intervention Considerations

1. Supervisors and fellow employees who respond to the scene of a potential critical incident should express sincere concern for the well-being of the involved employee(s) but avoid a detailed discussion of the specifics of the incident with the member.
2. Where appropriate, the Chief or his designee, will contact a third party (family, friend, co-worker) of the members involved to offer various levels of support.
3. The involved member(s) should not be offered stimulants, such as coffee or cigarettes. However, if the member wishes to smoke or drink coffee, do not prevent them from doing so.
4. Refrain from having an in-depth conversation with involved member(s) about the incident.
5. Engaging support services if practical
 - a. Department Chaplain
 - b. Debriefing
 - c. Family Support Services
 - d. Employee Assistance Program

3.04.06 Supervisory Responsibilities in the Aftermath

All supervisory personnel are responsible for monitoring the psychological well-being of their subordinates who become involved in critical incidents.

- After a critical incident, the employee(s) involved should be given a psychological break by removing them from the scene to a secure location as soon as possible.
- An uninvolved member, preferably with CISM or Peer Support training, should be appointed to transport each involved employee from the scene as soon as possible. That person should then stay with the involved employee unless the employee desires to be left alone, which is not encouraged.
- Informing the employee of the type of assistance and services available
- Supervisors shall curtail inappropriate comments related to the critical incident.
- Involved members will not be allowed to be interviewed by the press. Responding, or otherwise uninvolved members, will not verbalize their opinions concerning justifications of actions, nor discuss the incident with any unauthorized person.
- Involved members will be kept informed of the status and progress of the investigation by their immediate supervisor or the assigned investigator, as appropriate.
- After the preliminary investigation a supervisor may allow the involved member to end his/her tour of duty to go home and rest.

3.04.07 Critical Incident Stress Debriefing

At the conclusion of a critical incident, the Chief of Police may determine that a debriefing is recommended for employees who were directly or indirectly involved in the critical incident. Debriefings are normally voluntary; however, participation can be mandatory at the direction of the Chief, at which time employees will be appropriately compensated. Debriefings will normally be held within three days of the critical incident.

3.04.08 Diffusing and Peer Support Needs

PST members can provide diffusing and peer support contacts that involve informal one-on-one interaction between a team member and an employee to provide support, education, and referral services.

1. An employee who desires to speak to a team member in regard to a diffusing or peer support situation may communicate directly with a team member, without the knowledge or approval of supervisory personnel.
2. Depending upon the nature of the employee's needs, a professional referral for counseling may be recommended.
3. Confidentiality shall be extended to employees during contacts by a PST member not amounting to a violation of the law and where there is no immediate threat to the employee or others. Violations of the law or, in cases involving threats to others, will be documented by the PST member and submitted to the Chief of Police for review and/or appropriate action.

3.04.09 Personnel Support

Personnel support may be required for employee problems not related to a critical incident. When an employee's job performance or attendance becomes less than

satisfactory, or where other detrimental behaviors are observed, supervisors will call it to the attention of the employee.

If an employee's performance, attendance, or behavior continues to be unsatisfactory or indicative of a problem, the employee may be referred to the Employee Assistance Program (EAP).

Supervisors are not responsible for diagnosing the cause of an employee's problem, but may be responsible for referring the employee to the EAP for problem identification and treatment.

Employees may voluntarily seek assistance through the EAP or other department sponsored wellness resources. Access to the program, procedures, and confidentiality will be as provided by City Administrative Policy 4.14.

Additional support available to personnel and their families include:

- The Department Chaplain for guidance and support for individual employees and their families;
- The Peer Support Team for group intervention and support for employees;
- The Department Victim/Witness Advocate for support for individual employees and their families;
- The 360 Wellness Program for supportive resources, to include emotional, physical, occupational, spiritual, social/intellectual, and financial wellness
- The Public Safety Officer's Benefits Act (PSOB), which provides a one-time death benefit financial payment and educational assistance to eligible family members of sworn personnel who are killed in the line of duty, or sustain totally disabling injuries;
- The Concerns of Police Survivors (COPS) program, which provides additional assistance to disabled law enforcement officers, or the survivors of fallen officers.

3.04.10 **Confidentiality**

Confidentiality is an essential element in peer support and critical incident management. In accordance with Iowa Code 662.10(9) members acting as a peer support counselor will maintain confidence and their communication privileged unless a person has expressed intent to harm themselves, others, or commit a criminal act which is not protected by Iowa Code.

Members participating in peer support or critical incident debriefings will also be expected to maintain confidentiality. Members are prohibited from discussing anything another participant discloses during peer support counseling or critical incident debriefings. A member involved in peer support or debriefings that discloses confidential communications outside the peer support or critical incident debriefing framework, will have committed a Class II Violation and will be removed from the Critical Incident Management Team.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: CONDITIONS OF WORK

NUMBER: 3.05 **EFFECTIVE:** 5/13/1994

APPROVED BY: Rex M. Mueller, **REVISION:** 07/27/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 4.3.3, 46.1.3

3.05 CONDITIONS OF WORK

3.05.01 Conditions of Work – Policy Statement

The purpose of this directive is to provide members with guidelines as to job assignments, schedules, hours of operation, and other work conditions. Members will be informed clearly as to their job assignment, hours of duty, and further obligations of employment.

3.05.02 Phone Numbers and Addresses

Members of the Department will live within the prescribed distance of the city limits of Sioux City as provided by Administrative Policy or various labor agreements.

Each member of the Department will have a phone and will submit a report of his/her home address and phone number to the Chief’s Administrative Secretary. Changes to home address or phone numbers will be reported within twenty-four (24) hours of the change.

3.05.03 Reporting for and Clearing from Duty

Each member of the Department will report for duty at the time, place, in the attire, and with the equipment specified by his supervisor and Department policies, procedures, or rules. If a member is unable to report for duty, the member will notify the on-duty Watch Commander and/or his/her supervisor of that fact at least one hour prior to the scheduled reporting time. Such notification will be made each time a tour of duty is to be missed, unless authorization has been given which covers a prolonged absence.

All members are to remain at their assignments and on-duty until properly relieved or until dismissed by competent authority.

3.05.04 **Call-In for Duty**

The Department reserves the right to call members in for work outside their normal scheduled hours. Each member of the Department will report for duty at the time, place, in the attire and with the equipment specified. Members on limited duty will not be subject to call-in without the approval of the Chief of Police or his designee.

3.05.05 **Job Assignments**

Each member may be assigned or reassigned job tasks within a Bureau, or between Bureaus or Sections, as provided by policy, procedure, directive, or contract.

Because of the nature of law enforcement, members may – as conditions of employment – be required to work shifts, weekends, and holidays. Breaks may be interrupted or cancelled due to calls for service, exigencies of employment, or emergencies.

Members will be advised of their duties through a clear explanation of job assignment, by job description, or through directive.

3.05.06 **Limited Duty Assignment**

When circumstances are such that a member – because of a temporary debilitating condition – cannot perform his/her normal assigned duties, he/she may be reassigned to less demanding duties temporarily, if the following conditions are met: medical evidence confirms a condition requiring limited duty; when the performance of the limited duty assignment is beneficial to the Department, and the member is performing satisfactorily; the medical prognosis exists which would indicate a release to duty; or, with the consent of the Police Chief or his designee, permanent disability status is determined.

When a member is pregnant, she will continue to work her normal assigned duties until she and/or her physician determine she is unable. At that time, members will submit a completed “Certificate of Treating Physician” form (located on the U: drive/city police/secure/blank forms) requesting a limited duty assignment. Sworn and civilian employees who are breastfeeding will have access to a private room located on the second floor next to the polygraph room. This room has outlets, for breast pump usage, and locks from the inside for privacy.

The Department may request a member be examined by the City or appointed physicians prior to, or any time during, limited duty in accordance with [Policy Directive 3.97.06](#) . All officers having been on limited duty must submit a completed “Certificate of Treating Physician” form prior to returning to full duty status. Civilian members will be returned to full duty status upon written physician recommendation. All members claiming illness or injury leave over two days may be required by the Chief to file a “Certificate of Treating Physician” form (officers) or written physician recommendation (civilian) prior to returning to work.

All officers on limited duty status:

- Will be excused from defensive tactics, firearms, and similar physical training. Qualifications and certifications will be made up upon the officer's return to regular duties. However, officers may be required to attend training sessions, court, meetings, or seminars deemed necessary by the Chief or the officer's supervisor.
- Will wear civilian business attire while working.
- Will not be authorized to take assigned city vehicles home without approval from the Chief or his designee.
- May carry their duty weapons, however, weapons or police insignia will not be displayed to the public.
- Will not work holidays, overtime, extra-duty jobs, or secondary jobs unless authorized by the Chief or his designee (and does not contradict restrictions requiring limited duty status).
- Will be compensated with their normal pay, benefits, vacation, and sick time. They will normally stay in their current assignment/shift but may have to work a rotating shift or be assigned positions designated for personnel of a lower rank, pay classification, or assignment with other city departments as referenced in city AP 7.10. The officer will answer to the supervisor to which he/she is assigned.

All civilian members on limited duty status:

- Will be compensated with their normal pay, benefits, vacation, and sick time. They may have to work a rotating shift or be assigned positions designated for personnel of a lower rank or pay classification. The member will answer to the supervisor to which he/she is assigned.
- Will be excused from any physical activities as ordered by their treating physician.
- May be required to attend training sessions, court, meetings, or seminars deemed necessary by the Chief or the member's supervisor.
- Will not be authorized to take assigned city vehicles home without approval from the Chief or his designee.
- Will not work holidays, overtime, extra-duty jobs, or secondary jobs unless authorized by the Chief or his designee (and does not contradict restrictions requiring limited duty status). The member will answer to the supervisor to which he/she is assigned.

3.05.07 **Restricted Duty**

Any officer failing to attain a qualifying score with their duty weapon(s) or long gun of choice in accordance with [Policy Directive 4.03.10](#) will be placed on restricted duty status.

Restricted duty for sworn employees is defined as: non-law enforcement duty where the officer will not be armed or display/carry a badge.

For both sworn and civilian employees, the Professional Standards Lieutenant will advise of appropriate work attire pending the restricted duty assignment. During the period of restricted duty, the member may not participate in off-duty or extra-duty employment. For the first eighty-eight hours, the member will report to his respective supervisors for assignment. The member will then be temporarily assigned to Professional Standards. The member will report to the Lieutenant of Professional Standards at 8:00 a.m. on the first business day following the eighty-eight-hour period for their restricted duty assignment.

3.05.08 **Administrative Leave**

The department reserves the right to place members on Admin Leave for reasons of an investigative or disciplinary nature. Admin Leave is defined as a status change of the member that precludes them from representing themselves as a law enforcement officer, carrying a weapon under the color of authority, or exercising any of the privileges granted an officer in the State of Iowa.

3.05.08 **Absences**

Absent without leave violations will be reported to the member's Bureau Commander, in writing, by the member's supervisor. Supervisors are responsible for attempting to contact the member. Any unauthorized absence in excess of one day will be reported to the Chief in writing. An absence without leave in excess of three days will be considered a member's resignation. The Chief may reconsider the resignation, if warranted by the circumstances which caused the absence, at the member's request.

3.05.09 **Reasons for Ending Employment**

1. **Resignation** – The Department expects at least two weeks notice.
2. **Dismissal** – A member's employment may be terminated for cause, including:
 - a. A serious violation of SCPD policy or directive, or City Administrative Policy;
 - b. A serious violation of a City Ordinance, State, or Federal Law; or
 - c. Unfitness or unsuitability for duty.
3. **Lay-Offs** – Lay-offs may occur on a seniority basis beginning with the least senior member. Seniority is determined on the basis of tenure with the Police Department. A

reduction in force is not a dismissal, and members may be called back to work subject to Civil Service rules.

4. **Retirement** – Members may be eligible for a retirement on the basis of age and/or years of service. Members may also be eligible for a pension on the basis of disability.
5. **Death** – If a member dies, the Department will work with Human Resources and Finance to ensure the final paycheck, insurance benefits, and all required forms are completed correctly. Refer to policy [3.02](#).

3.05.10 Separation Guidelines

Members separating from employment will submit a letter of resignation or notice of retirement to the Chief. Members are required to return all departmentally-issued equipment to the Professional Standards Section:

1. Equipment issued for specific assignments (i.e. cell phones, SWAT equipment, or K-9 equipment);
2. Badges and ID cards;
3. Department-issued weapons;
4. Radio equipment;
5. Department access cards and keys.

If the member has not finished their first year, all issued equipment will be returned to the Professional Standards Section. Certain items of department-issued equipment may be retained by the resigning member at the discretion of the Chief.

The Chief will sign a Personnel Form 2 advising the Finance Department the member is terminating.

The Chief's Administrative Secretary will provide the necessary forms to sworn members who are seeking a regular or disability pension. Once the sworn member has completed their portion of the pension application, they should return the form to the Administrative Secretary.

After review, it will be submitted to the City's Finance Department (Accounting and Auditing Division) for completion of the City's portion of the form. Members who are retiring are encouraged to begin the process at least 90 days in advance of the intended retirement date.

Sworn members who do not qualify for a pension but wish to inquire about vesting their pension or obtaining a refund should contact the Chief's Administrative Secretary for the necessary forms and assistance.

Civilian members should contact the City's Finance Department (Accounting and Auditing Division) directly reference their IPERS benefits or for pension applications.

Upon separation from employment and compliance with all conditions thereof, a final paycheck will be prepared and released to the Department for issuance to the member. The final check will consist of:

1. pay for all hours worked;

2. pay for all unused vacation and compensatory time;
3. severance pay.

3.05.11 Deletion of Records

The Chief's Administrative Secretary is responsible for filing member history files and the deletion of the member's name from all appropriate lists and databases.

3.05.12 Exit Interviews

Exit interviews are voluntary and will be conducted by Human Resources.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PHYSICAL FITNESS AND WELLNESS
NUMBER: 3.06 **EFFECTIVE:** 1/11/1995
APPROVED BY: Rex M. Mueller, **REVISION:** 09/07/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 22.2.1, 22.2.2, 22.2.3, 22.3.1, 22.3.2

3.06 PHYSICAL FITNESS AND WELLNESS

3.06.01 Physical Fitness and Wellness – Policy Statement

Physical fitness should be a personal and professional goal of every member of the Department. The department fully supports physical fitness as part of the 360 degree wellness program to encourage the overall wellness of all employees. Research indicates that physical fitness and proper diet improve both health and job performance. More importantly, good health extends life expectancy and allows for a higher quality of life. Thus, the Department will maintain a **voluntary** physical fitness and wellness program to assist members in achieving fitness and wellness levels consistent with job requirements and personal goals.

It is the policy of the SCPD that its members should maintain a general level of good health as measured by medically accepted standards and profiles.

Members of the department are eligible for the fitness award in accordance with [Policy Directive 3.13](#).

3.06.02 Physical Examinations

To identify medical health and fitness problems before they can adversely affect job performance or the member’s ability to maintain general good health, the Department will encourage members to undergo physical examinations.

Every fiscal year, the Training Sergeant will notify eligible sworn members when they may schedule physical examinations with a designated medical facility.

These physical examinations will consist of:

- 1. an EKG,
- 2. a chest X-ray or CT scan,
- 3. a heart stress test,

4. a blood profile,
5. and any other examinations as may be prescribed by the physician designated by the City (See [3.06 Addendum B](#)).

If the sworn member misses the appointment he/she made and does not make arrangements to cancel the appointment in an appropriate time frame, the member will be responsible for all fees.

3.06.03 Aerobic and Anaerobic Training

Members are encouraged to develop and maintain good general health and physical fitness. However, members are cautioned that beginning any exercise program without first being examined by a physician can be dangerous. Sworn members may utilize the departmental physical examination for that purpose, or consult their own physician at personal expense prior to pursuing any exercise program. Civilian members should consult their own physician at personal expense prior to pursuing any exercise program.

Because of the risks associated with an exercise program, members will not participate in any exercise program during work hours unless it is part of an official training exercise, or a department sponsored event.

The department, in cooperation with the Sioux City Police Officers' Association, has made aerobic and anaerobic training equipment available for use by all department members seeking a higher fitness level. In exchange for allowing access to this training equipment, members will use the equipment at their own risk and will release and discharge the City of Sioux City from any and all claims which may result.

By use, I specifically agree to assume those risks and to release and hold harmless all of the persons mentioned who might otherwise be liable to me, my heirs or any member of my family for damages. I understand that if I should suffer or witness any injuries or illness during the use of this exercise equipment, I will notify the Watch Commander as soon as possible.

Individuals who are not employees of the Sioux City Police Department may only use equipment provided at the Sioux City Police Department after completing a release of claims ([3.06 Addendum A](#)), and having obtained permission from the Chief of Police. Anyone observing unauthorized use of exercise equipment must notify the Watch Commander as soon as possible.

The City of Sioux City, in cooperation with the City Wellness Committee, has also made aerobic and anaerobic training equipment available for use by all employees of the City of Sioux City. Members wanting to use exercise equipment at other City facilities must contact Human Resources for the appropriate release forms.

Sworn officers may use their uniform/clothing allowance to pay for membership dues for a physical fitness organization, in accordance with the SCPOA contract.

3.06.04 General Wellness and Fitness Levels

The Department recognizes it is composed of persons of various ages, physical fitness levels, and nutritional needs. Hence, there cannot be a single set of requirements for general application to every member. Rather, the Department will utilize the certified City Wellness Coordinator to oversee the Department's voluntary fitness and wellness program. The program will use physical fitness assessments to determine the member's baseline fitness level and monitor progress. The program will also use personal health profiles to assist in identifying potential health risk factors. Based on results, the Wellness Coordinator will be able to recommend specific programs and/or services to reduce health risks.

The City Wellness Coordinator will:

1. Conduct physical fitness assessments to determine a member's current physical condition in relation to established standards, which include:
 - a. Cardiovascular Endurance -
 1. 1 ½ mile run or 1 ½ mile run/walk OR 3 minute step test;
 - b. Muscular Strength/Endurance -
 1. 1 minute sit-up test;
 2. Bench press test (80 lbs for males; 35 lbs for females);
 - c. Flexibility -
 1. Sit and reach test;
 - d. Weight/Body Composition -
 1. Body composition analysis;
 2. Body mass index;
 3. Waist circumference.

2. Provide a tailored program, when requested, to address the following areas:
 - a. Cardiovascular fitness conditioning,
 - b. Strength training,
 - c. Dietary and lifestyle guidelines,
 - d. Custom physical fitness programs in both anaerobic and aerobic conditioning,
 - e. Blood pressure and heart rate guidelines,
 - f. Individual education and goal setting with on-going support and evaluation.

Every August, Professional Standards will distribute a memorandum reminding department members of the availability of fitness assessments.

The City Wellness Program may provide the following:

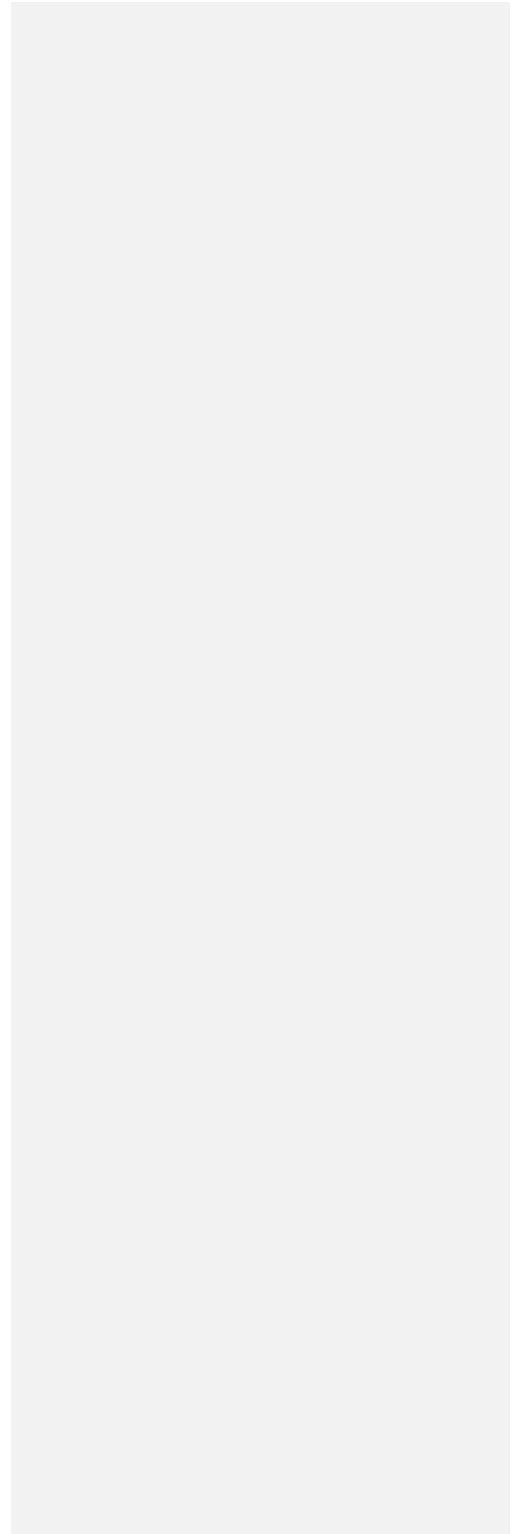
- Wellness Challenges
- Wellness Newsletters
- Smoking cessation classes
- Employee Assistance Program (EAP)
- Wellness Lunch-n-Learns
- Wellness Screens

Prior to implementation of any personalized program of physical fitness, members will obtain program approval from the physician conducting their voluntary departmental physical exam.

3.06.05 Other Medical Examinations

Periodic testing of blood pressure, lipids, triglycerides, and other blood screening will be available to all members through the City of Sioux City Wellness Program. Such periodic testing may serve as a means of marking progress with an actual or potential problem, as well as a means of maintaining healthy standards.

If the Chief suspects a member may be abusing sick leave, the member will be required to report to a physician, designated by the City, to secure a certificate for any absence under this provision. The City will pay the cost of this examination; unless, during the last twelve months the member has been put on notice by the Chief for suspected abuse – then the member will pay the cost of the examination.



ADDENDUM A (POLICY 3.06 PHYSICAL FITNESS)

RELEASE OF CLAIMS

In exchange for allowing my use of exercise equipment located at the Sioux City Police Department, I hereby release and discharge the City of Sioux City and the Police Department from any and all claims for damages for death, personal injury or property damage which may result to me because of my use.

This release is intended to release the City of Sioux City, its elected officials, directors, employees and agents from any and all liability arising out of or connected in any way with my use of this equipment, even though that liability may arise out of negligence or carelessness on the part of the persons mentioned above.

I understand that serious injury or illness could result from my use of this equipment and knowing the risk, nevertheless, I hereby agree to assume those risks and to release and hold harmless all of the persons mentioned who might otherwise be liable to me, my heirs, or any member of my family for damages.

I certify that to my knowledge, I am not affected by any physical condition or disability that would prohibit my involvement in any exercise program. If I become aware of any possible conditions, I will immediately discontinue use of the exercise equipment.

I understand that if I should suffer or witness any injuries or illness during the use of this exercise equipment, I will notify the Police Watch Commander as soon as possible. I also understand that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Iowa and, if any portion is held invalid, the remainder will continue in full effect.

*** CAUTION: This is a release --- read before signing ***

Participant: _____ Witness: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Approved: _____ Declined: _____

Chief's Signature: _____

Date: _____

ADDENDUM B (POLICY 3.06 PHYSICAL FITNESS)

**PREVENTIVE HEALTH TESTING
For Sioux City Police Department**

Medical History & Physical Exam

Body Metrics (Vitals and Body Measurements done by R.N.)

Blood & Urine Studies

- Complete Blood Count
- Complete Lipid Panel
- Chemistry Panel with Glucose
- Urine Analysis

Chest X-Ray

Treadmill Stress Test

**PREVENTIVE HEALTH PACKAGES by Age Category
Sioux City Police Dept.**

Deleted:Section Break (Continuous).....

Men – Under age 40

- History and Physical – Examination
- Vitals (Height, Weight, Body Mass Index, Pulse, Blood Pressure)
- Complete Blood Count
- Complete Lipid Panel
- Chemistry Panel with Glucose
- Urine Analysis
- Chest X-Ray
- Treadmill-Stress Test

Men - Age 40-49

- History and Physical – Examination
- Vitals (Height, Weight, Body Mass Index, Pulse, Blood Pressure)
- Complete Blood Count
- Complete Lipid Panel
- Chemistry Panel with Glucose
- Urine Analysis
- Treadmill Stress Test
- CT Heart Scan added

Men – Age 50 and over

Same tests as Men Age 45-49 plus PSA blood test added

Women – Under age 45

History and Physical – Examination

Vitals (Height, Weight, Body Mass Index, Pulse, Blood Pressure)

Complete Blood Count

Complete Lipid Panel

Chemistry Panel with Glucose

Urine Analysis

Chest X-Ray

Treadmill-Stress Test

Women – Age 45 and older

History and Physical – Examination

Vitals (Height, Weight, Body Mass Index, Pulse, Blood Pressure)

Complete Blood Count

Complete Lipid Panel

Chemistry Panel with Glucose

Urine Analysis

Treadmill-Stress Test

CT Heart Scan added

Additional Tests:

*CT Heart Scan **

(For Men age 40 and older and Women age 45 and older)

PSA Blood Test (For Men age 50 and older)

TB skin test

* Or younger, if Medically Necessary as determined by a physician

CT Test of the Heart & Coronary Arteries Guidelines (CT Heart Scan)

Objective: The identification of the presence of calcification in the coronary arteries utilizing the CT scan test.

Client Suitability: Referral would be given by the City designated physician to satisfy State regulations.

Presence of one or more of the following risk factors:

- Males age 40 and over (prevalence of cardiovascular disease is over 10% in this age/gender group and increases with age)
- Females over 45 (prevalence of cardiovascular disease is over 10% in this age/gender group and increases with age)
- Family History of cardiovascular disease, heart attack, stroke, or peripheral vascular disease.
- Individuals with Cardiac Risk Factors such as a history of:
 1. High Blood Pressure
 2. Abnormal Blood levels:
 - Elevated Total Cholesterol (greater than 200 mg/dL)
 - Low HDL cholesterol (less than 40 mg/dL)
 - High LDL cholesterol (greater than 130 mg/dL)
 - High C-reactive protein
 - High Homocysteine
 - High Fibrinogen
 3. Smoking history or active smoker
 4. Diabetes or glucose intolerance
 5. High Homocysteine levels

Recommended Frequency: As recommended by physician

CT tests will not be performed on those clients not meeting the criteria without approval by the physician designated by the City. It is recommended clients follow the advice of their personal physician for all diagnostic tests.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: MEMBER RECORDS

NUMBER: 3.10

EFFECTIVE: 5/20/1994

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 07/27/2022

6TH EDITION C.A.L.E.A. STANDARDS: 26.1.8, 26.2.2, 31.4.6,

3.10 MEMBER RECORDS

3.10.01 Member Records – Policy Statement

The purpose of this directive is to provide recordkeeping guidelines for SCPD member records.

3.10.02 Confidentiality

Departmental records are permanent records of a member’s employment with the Sioux City Police Department. No member will remove, or cause to be removed, any original department record without written permission of the Chief and the affected employee. Employees wanting copies or materials from their department files, excluding training records, must forward a written request to the Chief of Police. Copies of training records may be obtained from the Lieutenant of Professional Standards or his designee.

All member records will be confidential, with access only granted as here in provided.

3.10.03 Separation of Records

Member records may be maintained in several files, to include:

1. Department Administrative files located in the Chief’s Office –

A member’s Administrative file may include:

- a. Personnel Orders,
- b. performance evaluations,
- c. dispositions and disciplinary actions,
- d. letters of appreciation or recognition,
- e. records of higher education completed, and
- f. safety and accident records.

Access to a member's Administrative file will only be granted to:

- a. The member during normal business hours,
- b. Those maintaining the records,
- c. Those in the member's supervisor chain-of-command,
- d. Attorneys, when access is allowed by court decree,
- e. A representative, as part of the grievance procedure, with the member's written permission, or
- f. Those authorized by the Chief of Police.

Oral reprimands will become a part of the employee's administrative file, Internal Affairs file, and Human Resources personnel file. An oral reprimand will be removed from the employee's administrative file upon expiration of two years from the date of issuance, provided there has been no reoccurrence of the problem which was the basis for the reprimand. A copy of the oral reprimand will be maintained by the Human Resources Department and Internal Affairs, but it will not constitute an official record in the employee's file, and can only be released or reviewed in cases involving claims or complaints against the City or the affected employee.

A member's most recent performance evaluation may be reviewed by those making the selection when that member has applied for a temporary or specialty duty assignment, or for promotions. Additionally, Watch or Section Supervisors and/or the affected Bureau Commander may review the most recent performance evaluation of any person transferring to their watch, section, or bureau.

2. Pay and Leave Record Files –

The Department's Administrative Assistant will maintain Leave Records, which are continuing records of a member's:

- a. sick time accumulated and used,
- b. vacations and leave time accumulated and used,
- c. hours worked,
- d. all financial records.

Employee access to these records is available via the City's intranet by going to WCICC Online Tools and the "City of Sioux City Employee Information" portal, or the "Police Scheduling System" portal. Employees may obtain their user information for the "City of Sioux City Employee Information" portal by contacting the City's Finance Department.

3. Internal Affairs Files –

Internal Affairs files are confidential and securely maintained by the Professional Standards Lieutenant. These files include all records of investigations of allegations of misconduct on the part of members. Personnel Orders regarding disciplinary action taken in sustained complaints are also included in the member's Administrative file and Human Resource's personnel files, contingent upon the level of disciplinary action taken.

Access and dissemination of these records will be in accordance with policy 3.90.

4. OSHA/Medical/Psychological Files –

The Chief's designee will maintain a confidential file of any work-related injury, vaccination, or exposure to bloodborne pathogens.

Access to these files may only be granted to:

- a. The member, during normal business hours;
- b. Those maintaining the records;
- c. Those authorized by the Chief of Police

Psychological test results and medical records will be securely maintained by the Chief of Police in a separate file. Individuals may request an evaluation of their psychological test results from the evaluating physician upon proper waiver. Access to the department file is prohibited.

5. Training Files –

The Professional Standards Section will maintain all training files, including but not limited to: department training, roll call training, specialized training, and weapons qualifications and certifications.

Members may have access to their own training files during normal business hours. Supervisors and Bureau Commanders may access an employee's training files when considering performance evaluations, selections for temporary or specialty duty positions, promotions, or transfer to their watch, section, or bureau.

6. Human Resources Master Personnel Files –

The City Human Resources Department maintains master personnel files for each member of the Department, to include:

- a. Form 2's;
- b. Application for employment and promotional positions;
- c. Records of City-conducted training;
- d. Civil Service roster cards;
- e. injury reports;
- f. pre-hire medical exams;
- g. disciplinary Personnel Orders;
- h. separation from service papers;
- i. department commendations and awards; and
- j. pre-hire background checks.

Pre-hire medical exams and background checks will be securely maintained in separate files.

Members seeking access to these files must contact the Human Resources Department during normal business hours.

3.10.04 Retention of Records

The Sioux City Police Department will retain records in accordance with City Policy and Iowa State Law according to the following schedule:

1. Department Administrative File of Discipline, Demotion, Promotion, Awards: 5 years after termination of employment (Except as provided under 3.10.03 “Department Administrative File”).
2. Training Records: Permanent
3. Significant Exposure and Insignificant Exposure: Permanent
4. Internal Affairs Investigations: Permanent
5. Grievances/Responses: Permanent
6. Outside-Event Overtime Requests, Assignments, and Billings: 5 Years
7. Department Employee Time Records: 5 Years
8. Department Accounting and Payroll Records: 5 Years

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: TIME SHEETS

NUMBER: 3.11

EFFECTIVE: 9/1/1993

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 05/12/2021

6TH EDITION C.A.L.E.A. STANDARDS: 22.1.1

3.11 TIME SHEETS

3.11.01 Time Sheets – Policy Statement

Proper compensation requires proper documentation. Time Sheets are to be prepared as provided in this directive.

3.11.02 Time Sheet Distribution and Preparation

Time Sheets will be accessed in electronic format by Watch and Section Supervisors as appropriate. They will be properly completed and verified electronically by the preparing person. Electronic time sheets will be locked by 8:00 a.m. on the payroll end date. Overtime slips and Leave Request Forms for the pay period will be submitted to the Administrative Assistant or appropriate Bureau Administrative Secretary within the specified time. Such forms must be signed by the authorizing supervisor prior to submission.

Overtime or use of leave, occurring after time sheets have been submitted to the Administrative Assistant but occurring within the pay period in question, will be immediately forwarded to the Administrative Assistant.

3.11.03 Employee Responsibility

Employees are responsible for preparing overtime forms at the completion of the overtime worked. Employees will sign all Requests for Leave forms prior to the desired leave or immediately after any illness. The completed form is to be turned in to their supervisor or Watch Commander.

3.11.04 Payroll Verification

The Department Administrative Assistant will review and tabulate all time sheets and run an edit to verify accuracy. Sheets containing errors will be corrected. The Administrative Assistant will submit the completed time sheets, along with approved leave requests and business expenses, to City Finance's Accounting and Auditing Division by the specified deadline.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: SECONDARY EMPLOYMENT

NUMBER:	3.12	EFFECTIVE:	9/11/1993
APPROVED BY:	Rex M. Mueller, Chief of Police	REVISION:	05/12/2021

6TH EDITION C.A.L.E.A. STANDARDS: 22.2.4, 22.2.5

3.12 SECONDARY EMPLOYMENT

3.12.01 Secondary Employment – Policy Statement

Sworn and non-sworn members of the SCPD are permitted to engage in secondary employment. Employment which may constitute a conflict of interest or bring discredit on the Department will not be authorized.

The purpose of this directive is to provide guidelines for secondary employment.

3.12.02 Secondary Employment Defined

Secondary employment is any employment outside the Department and is either:

1. Extra-duty – employment conditioned on the actual or potential use of law enforcement powers by sworn employees or job related skills by non-sworn employees. Sworn members may only engage in this type of employment when it is contracted through the association. The only exception will be those extra-duty jobs which have been grandfathered.
2. Off-duty - employment not conditioned on the actual or potential use of law enforcement powers or job related skills by either sworn or non-sworn.

Members may not work any more than twenty-four (24) hours of secondary employment in any 7 day period, unless the member takes vacation or compensatory time for such work. The management, maintenance, upgrade, or operation of real property (i.e. a home, apartment, or farm) owned by the member or member’s family will not be subject to these limitations. However, members will not engage in secondary employment to such an extent as to jeopardize on-duty performance.

3.12.03 Prohibited Off-Duty and Extra-Duty Employment

Members of the Department will not be employed off-duty or extra-duty:

1. in any establishment whose primary business is the sale of alcoholic beverages;

2. in any business or establishment where illicit actions and conduct are engaged in (such businesses include, but are not limited to – unlicensed liquor establishments and businesses owned or frequented by known criminals);
3. on behalf of any principal involved in any labor dispute, except as provided in a sidebar agreement between the City and the SCPOA;
4. on sick leave, limited duty, injury leave, or worker’s compensation, unless authorized by the Chief or his designee, (until 16 hours following the end of the normal scheduled work period for which they reported sick).

Extra-duty employment is prohibited while:

1. on suspension, administrative leave, or restricted duty (until after the completion of their first full regular work day, any prior approval for secondary employment will be deemed withdrawn);
2. on an unpaid leave of absence;
3. on probationary status;

The following types of secondary work are prohibited:

1. general investigative or other police or security work for insurance companies;
2. general investigative or other police or security work for attorneys;
3. employment by private investigation firms or bail bonds companies;
4. work involving the service, delivery, or dispensing of alcoholic beverages.

3.12.04 Approved Types of Off-Duty Employment

Department members may engage in any form of lawful employment outside the SCPD, subject to the restrictions of this directive.

Department members may engage in off-duty employment in the capacity of an expert witness or consultant in an area of special expertise (i.e., accident reconstruction, arson investigations, etc.) for attorneys and insurance companies, subject to the following restrictions:

1. with specific and limited permission of the Chief;
2. the matter under investigation did not occur within the corporate limits of Sioux City;
3. the matter under investigation does not oppose the Department or any other governmental agency or employee;
4. any testimony or reports generated as a result of any such investigation will not be used to oppose a law enforcement agency, or agency of government;
5. the employee meets the individual requirements of Chapter 80A of the Code of Iowa;
6. members will not wear departmental uniforms nor hold themselves out as police officials without permission from the Chief;
7. members may not utilize any records or documents not readily available to public access, or whose access is limited to law enforcement officers and agencies.

3.12.05 Approved Types of Extra-Duty Employment

Approved extra-duty employment is normally limited to uniformed security activities and traffic control during sporting events, civic or private functions, or for private businesses not prohibited by this directive and approved by the Chief.

3.12.06 Permission for Extra-Duty Employment

Prior to the beginning of each calendar year, the Sioux City Police Officer's Association will provide a list of the year's anticipated Extra-Duty employment to the Chief for approval, including know significant aspects. The Chief will review the list and will provide a response to the Association, along with a list of officers who are authorized to participate in Extra Duty employment. Any Extra Duty employment not pre-approved by the Chief will require officers to complete an Extra Duty Approval Form.

When a member is required to complete an Extra-Duty Approval Form, it will be reviewed, approved or disapproved, and signed by the Uniform Services Bureau Commander and the Chief, prior to engaging in extra-duty employment. The completed form will include, at a minimum, the date, time, and place of employment. Significant aspects of the employment should be included when known.

If an extra-duty employment opportunity arises and insufficient time is available to obtain full approval (not due to inaction on the part of the member), immediate approval may be obtained by contacting the Uniform Services Bureau Commander or the Chief via phone, e-mail, or text. "Emergency Approval" will be documented on the Extra Duty Employment Approval Request Form. The requesting officer still must forward the Extra Duty Request Form to the SCPOA Vice-president, the Uniform Services Bureau Commander, and the Chief as soon as practical.

Permission for off-duty or extra-duty employment may be revoked at the discretion of the Chief.

3.12.07 Conduct During Extra-Duty Employment

Officers will comply with the policies, directives, and procedures of the Department while engaging in extra-duty employment.

An officer working extra-duty will contact the Communications Center at the start and finish of their assignment. Officers will inform them of the location and duration of the extra-duty assignment.

The time necessary to complete the required documentation will be paid for by the extra-duty employer and will not be charged back to the City as straight time, compensatory time, or overtime.

Officers of the Department will be responsible for making all court appearances which may be required as the result of extra-duty enforcement actions.

Officers engaged in extra-duty employment do so to enforce the laws and ordinances of the State of Iowa and the City of Sioux City, and to maintain the public peace and order. Officers engaged in extra-duty employment will take appropriate action for infractions of State Law or Municipal Ordinances brought to their attention.

Officers engaging in any enforcement action during the course of extra-duty employment, assume an on-duty status, at the times such actions commence, for the purpose of liability and indemnification. The City of Sioux City will defend the actions of officers taken in furtherance of the good of the City, while engaged in extra-duty employment, which gives rise to civil litigation against the officer.

Officers will not enforce the private in-house rules or regulations of their extra-duty employer. If action is taken solely for the benefit of the employer and gives rise to civil litigation against the officer, it will be defended solely by the officer and/or the extra-duty employer. Officers injured while engaged in activities which were taken for the sole benefit of the employer are not covered by Chapter 411 Provisions of the Iowa Code.

When law enforcement action is taken, officers will document the incident on a department incident report and supplement. This documentation may be critical for court appearances, addressing complaints, or liability and indemnification concerns stemming from the action.

3.12.08 Point of Contact

Requests and scheduling for extra-duty employment will be referred to the SCPOA's designated extra-duty coordinator, who will disseminate the information to the members, including the dates, times, locations, and any significant aspects not commonly known about the job. Members will not become involved in the solicitation of extra-duty employment for their personal benefit.

Pre-existing ongoing employment relationships held by individual members prior to the effective date of this policy, may continue in perpetuity as long as the same employer, member, and job functions and duties persist. These "grandfathered" relationships are non-transferable and, once vacated, will be handled through the SCPOA.

The Chief of Police, or his designee, will oversee adherence to the policies and procedures regarding extra-duty employment.

3.12.09 Authorized Use of Department Equipment

Officers engaging in extra-duty employment are authorized to wear the Class "A", Class "B", or when appropriate, the approved Warm Weather Duty Uniform. Uniforms will be worn in compliance with Policy [5.01](#). Under certain circumstances, the Chief may grant permission to work certain plainclothes activities.

Officers are authorized to use approved duty belt and related equipment. No other departmentally-owned equipment is permitted, except as authorized by the Chief or his designee.

SIOUX CITY POLICE DEPARTMENT
POLICY MANUAL

ADDENDUM A (Revised 01/19/2022)
(POLICY 3.13 DEPARTMENTAL AWARDS)

AWARDS-Order of Precedence

1. **Medal of Valor** – Awarded for a significant and appropriate duty-related act by a member, involving extreme risk to the life of the recipient. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to distinguish the individual above his fellow members.
2. **Purple Heart** – Awarded for an appropriate act by a member in the performance of duty which resulted in serious bodily injury or death to the recipient, or a wound received in the Line-of-Duty, inflicted intentionally by an armed adversary, resulting in severe puncture wounds, lacerations, fractures or concussions being suffered by the nominee. Serious bodily injury is herein defined as bodily injury which involves serious permanent disfigurement, or the protracted and permanent loss of function of any major part or organ of the body.
3. **Achievement Award** – Awarded for an act, idea, concept, major project, or other contribution that not only enhances but has long-lasting and significant far-reaching positive impact on departmental operations.
4. **Distinguished Service** – Awarded for an act that evidenced highly commendable conduct or judgment by the recipient in the performance of duty; such as selfless dedication to duty during a prolonged time of crisis or emergency.
5. **Police Officer of the Year** – To receive the Police Officer of the Year Award, an officer should be an outstanding police officer who has had an excellent work record over the past year. He should be the type of officer who is admired by other officers and his dedication to the Department and its goals should be obvious to all. He should present the best possible image to the public. He should be recognized by the administration of the Department as an outstanding officer without any disciplinary infractions. Criteria for the award also include community service/involvement and overall outstanding and distinguished service to the citizens of Sioux City.
6. **Civilian Employee of the Year** – To receive the Civilian Employee of the year Award, the employee should be an outstanding civilian employee who has had an excellent work record over the past year. The record should include:
 - a. a high knowledge of work,
 - b. initiative, and
 - c. outstanding customer service.

He should be the type of civilian employee who is admired by other employees and his dedication to the Department and its goals should be obvious to all. He should present the best possible image to the public. He should be recognized by the administration of the Department as an outstanding civilian employee without disciplinary infractions.

Criteria for the award also include community service/involvement and overall outstanding and distinguished service to the citizens of Sioux City.

7. **Chief's Commendation Award** – A Chief's Commendation may be awarded to a Sioux City Police Department Officer(s), Civilian Employee(s), or a Sioux City resident(s) who has displayed dedication to furthering the mission of the Sioux City Police Department; or an act giving evidence of selfless conduct during a time of crisis or emergency, but which is less than a Distinguished Service act in nature; or an act evidencing highly professional conduct or performance.
8. **Community Policing Award** – awarded to members of the Department who through extraordinary personal effort have delivered exemplary service to the community.
 - a. These efforts shall be within the context of recognizing and solving problems within the community; and/or efforts to reduce the community's fear of crime by enhancing their quality of life.
 - b. The action(s) must embody the elements of the Department's Mission Statement and commitment to community team policing
9. **Exceptional Duty Award** – awarded for a highly creditable accomplishment bringing acclaim to himself, the Department or the police profession, as a result of training, devotion to duty, or service to the public.
10. **Lifesaving Award** – awarded for an act performed in the line of duty which with prompt and alert action resulted in saving a life.
11. **Volunteer Award** – given to employees who demonstrate exceptional volunteer efforts in other than SCPD or SCPOA efforts.
12. **Academic Achievement Award** – An employee who completes an education program for a college degree will receive an Academic Award. The following shall be recognized:
 - a. Bachelors Degree
 - b. Masters Degree
 - c. Doctorate
13. **Medal for Honorable Military Service** – a medal for honorable military service will be awarded to any employee who has served in the United States military for a period of at least twelve months (this does not include activation due to training), or has been honorably discharged.
14. **Marksmanship Award** – Must achieve 95% score for primary weapon and long gun of choice during the annual qualification shoot.
15. **Fitness Award** – Must meet the ILEA requirements. To maintain the fitness and marksmanship awards, members must meet the minimum requirements on an annual basis. If the minimum requirements are not met, the merit pin will not be displayed during that particular year
16. **Longevity Award** – awarded for every five years of service

17. Chief's Citation Award – awarded to members of the Community. Awarded for a significant and appropriate act giving evidence of selfless conduct during a time of crisis or emergency and involving risk to the recipient. The deed performed must have been one of personal bravery or self-sacrifice so conspicuous as to distinguish the individual.

18. Chief's Appreciation Award - awarded to members of the Community who through extraordinary personal effort have delivered exemplary service to the community.

- a. These efforts shall be within the context of recognizing and solving crime problems within the community; and/or efforts to reduce the community's fear of crime by enhancing their quality of life.
- b. The action(s) must embody the elements of the Department's Mission Statement and commitment to community involvement.

19. Chief's Gratitude Award – awarded to non-police department employees for an act, idea, concept, major project, or other contribution that not only enhances but has long-lasting and significant far-reaching positive impact on departmental operations.

Recipients of the Chief's Citation, Appreciation and Gratitude awards will be awarded the appropriate certificate.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: DEPARTMENTAL AWARDS

NUMBER: 3.13 **EFFECTIVE:** 2/15/1995

APPROVED BY: Rex M. Mueller, **REVISION:** 01/19/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 26.1.2

3.13 DEPARTMENTAL AWARDS

3.13.01 Departmental Awards – Policy Statement

It is the policy of the SCPD to recognize those members of the department who frequently perform their duties in a manner exceeding the highest standards of the department and show exceptional performance. The department will encourage citizen involvement and recognize the deeds of citizens who have significantly aided the department in resolving crime in our community.

3.13.02 Awards Recommendation Committee Established

The Awards Recommendation Committee will be comprised of the Bureau Commanders, the Lt. of Professional Standards (designated chairperson), one Investigations Sergeant, one Uniform Patrol Officer, and one Civilian employee.

Excluding the Lt. of Professional Standards, committee members will serve on the committee for a period of two years barring promotion or change in duty assignment. In the event a committee member is promoted or has a change in duty assignment, the committee will select a replacement member as appropriate.

3.13.03 Categories of Awards

Medals and awards will take the form determined by the Awards Recommendation Committee and approved by the Chief. Award categories are contained in the addendum to this policy. Medals and awards will be documented via Personnel Order becoming a permanent record of the recipient’s Department file and Human Resources personnel file.

Upon recommendation, citizens may qualify for an award or letter of thanks from the department.

Acts performed by department members not conforming to the definitions of an award category may qualify for a departmental letter of commendation. Letters of commendation may be initiated by any Bureau, Watch, or Section Commander upon their own initiative or upon the recommendation of any supervisor or member under their respective commands.

Commendations take the form of a Personnel Order and become a permanent part of the recipient's Department file and Human Resources personnel file.

3.13.04 Methods of Nomination

Any department member who observes or is made aware of any act meriting an award may formally make a nomination. Nominations for departmental employees will be submitted via Blue Team as an "Award Nomination".

Nominations for any departmental award (above a letter of commendation) will be forwarded to the Lt. of Professional Standards. The committee will forward their recommendations to the Chief for approval, modification, or disapproval. If a nomination for a departmental award is disapproved or modified, the Chief will notify the nominating member of the decision.

Members who qualify to receive an award/medal for academic achievement, longevity, fitness, or military service should notify the awards committee of the achievement.

Nominations for awards presented by various civic, service, and other outside organizations will be forwarded directly to the Chief as a word document attached to an email for his approval based upon the criteria established by the presenting organization.

3.13.05 Recognition Ceremony

At least annually, the department will have a recognition ceremony where awards will be presented to members of the department.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: ON-DUTY INJURIES – WORKERS’ COMPENSATION CLAIMS

NUMBER: 3.14 **EFFECTIVE:** 9/1/1993

APPROVED BY: Rex M. Mueller, **REVISION:** 07/06/2022

6TH EDITION C.A.L.E.A. STANDARDS: 22.2.2

3.14 ON-DUTY INJURIES – WORKERS’ COMPENSATION CLAIMS

3.14.01 On-Duty Injuries – Workers’ Compensation Claims – Policy Statement

Members of the SCPD who are injured in the line of duty will be treated for those injuries at departmental expense in accordance with Iowa Code and the appropriate labor agreement. Procedures for initiating a Chapter 411(sworn) or Chapters 85, 85A, or 85B Workers’ Compensation Claim (civilian) will be as provided in this directive.

3.14.02 On-Duty Injuries Defined

On-duty injuries are those suffered by an employee during:

1. normal duty hours,
2. hours spent by employees on overtime,
3. call-back for duty,
4. required court appearance,
5. attendance at a SCPD approved training course,
6. off-duty status but acting under the official authority as a member of the Department,
7. extra-duty employment while taking official action,
8. approved travel outside the city.

Off-duty is defined as time when the employee is not required to work by the SCPD and is free to spend the time at his discretion. Except as provided, injuries suffered by an employee during this time will not be covered by Workers’ Compensation or Iowa Code Chapter 411.6.

3.14.03 Notification of Injury

Employees injured while on-duty or while engaging in official Department actions in an off-duty or extra-duty employment status, will notify their supervisor of the injury as soon as practical. An incident report will be completed by the end of shift and any supplemental reports will be completed by the employee and any employee witnesses within seventy-two (72) hours of the injury and forwarded to the Chief. If the employee is unable to complete the supplemental

report, due to the injury, it will be completed when the member is capable. If the injury happened while on a call, a separate incident number will be requested for the injured officer report.

As soon as possible the injured employee, or supervisor, will phone the Company Nurse reporting system. The employee will discuss the injury, and the company nurse will assist the employee in determining where treatment will occur. Normally, employees seeking non-emergency medical treatment must be seen initially by an approved City physician. The requirement for notification of the City doctor prior to treatment will be waived in cases of major injuries requiring emergency treatment.

Members of the department, who are stricken by illness while on-duty, will have their illness reviewed on a case-by-case basis to determine the duty-relatedness of the illness.

3.14.04 Bloodborne Pathogen Exposure

Any member who has been exposed to a source of a bloodborne pathogen in a situation likely to cause contamination, will report the exposure as an on-duty injury and complete the SCPD Infectious Exposure Control Check List (located in Watch Command). The member may request a blood test at departmental expense. Administrative Policy 7.15 will be followed in regards to preventing and reporting bloodborne exposures.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: RECRUITMENT AND SELECTION OF SWORN MEMBERS

NUMBER: 3.29 **EFFECTIVE:** 1/7/1994

APPROVED BY: Rex M. Mueller, **REVISION:** 06/30/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 31.1.1, 31.1.2, 31.2.1, 31.2.2, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 31.4.1, 31.4.2, 31.4.3, 31.4.4, 31.4.5, 31.4.6, 31.4.7, 31.4.8, 34.1.3, 35.1.3

3.29 RECRUITMENT AND SELECTION OF SWORN MEMBERS

3.29.01 Recruitment and Selection – Policy Statement

It is the policy of the City of Sioux City and the Police Department to actively recruit and select the most qualified candidates in a manner that is consistent with Federal & State Law, EEO Regulations, City Ordinances and Personnel Rules, City of Sioux City Civil Service Commission Rules, and Departmental Policy. Recruitment and selection will be conducted in a manner that is fair, consistent, and nondiscriminatory.

3.29.02 Responsibility for Recruitment Activities

Responsibility and authority for administering the Department’s role in a recruitment program is vested with the Chief. The Lieutenant of Professional Standards, or his designee, is assigned to administer the recruitment and selection process for sworn members.

From time to time, members of the Department may be designated to assist in recruitment efforts and will be knowledgeable in personnel matters, especially affirmative action/equal employment opportunity, as it affects the management and operations of the agency.

3.29.03 Equal Employment Opportunity (EEO)/Recruitment Plan

The City of Sioux City maintains an Equal Employment Opportunity Plan (AP 5.04) for all employees which is applicable to all City Departments.

The Department will maintain an Equal Employment Opportunity (EEO)/Recruitment Plan for full-time sworn members to facilitate the recruitment of protected class members who may be significantly under-represented in the Department. Recruitment will be directed toward approximating the available workforce within the service community.

The Lieutenant of Professional Standards, or their designee, will be responsible for the implementation and maintenance of the Department's Plan and may coordinate such activities with the City's EEO Officer, Human Resources (H.R.), the City's Human Rights Commission, and the Civil Service Commission. The Plan will be reviewed annually to determine the effectiveness of the various policies, practices, and procedures upon the employment and utilization of minorities and women.

The Department EEO/Recruitment Plan will include:

1. a statement of objectives;
2. a plan of action to achieve the objectives;
3. identifying members, inside or outside the agency, responsible for administering the plan;
4. an analysis of progress toward stated objectives; and
5. revising the plan as appropriate.

The Department EEO/Recruitment Plan should ensure equal opportunities for employment and employment conditions for minority persons and women. All employment applications and recruitment advertisements will advertise the City as an Equal Opportunity Employer.

3.29.04 Job Announcements

Job announcements for sworn positions will be made by the City H.R. Department and will provide:

1. a description of duties,
2. responsibilities of the position,
3. requisite skills,
4. educational level necessary,
5. physical requirements for the position to be filled, and
6. other minimum qualifications or requirements.

Job vacancies will be publicized at least ten working days prior to any official application filing deadline. Publication will utilize electronic, print, or other media, as well as posted announcements with community service organizations, and/or seek cooperative assistance from community leaders.

3.29.05 Application Process

Application forms for employment will be available to applicants through the City's website link to NEOGOV. An official application filing deadline, when applicable, will be boldly indicated on employment announcements and recruitment advertisements. Applications will be submitted to the City H.R. Department.

Persons seeking applicant information at times other than when positions have been advertised will be directed to the City website's "Job Openings" link. City of Sioux City publications, including the City's job openings link, will be available at all recruiting events.

Contact with applicants from initial application to final employment disposition will be maintained. Deficient applications will be processed routinely if the deficiency can be corrected prior to the testing or interview process.

3.29.06 Authority and Responsibility for Selection

The authority and responsibility for the selection of sworn personnel is shared by three components:

1. the Sioux City Civil Service Commission;
2. the Sioux City Police Department; and
3. the City of Sioux City Human Resources Department.

The responsibilities of the Department include:

1. coordinating testing activities with the Civil Service Commission and the H.R. Department;
2. assisting in the oral interview process;
3. conducting background investigations;
4. making recommendations for the development of measurement instruments used in determining the skills and attributes of applicants;
5. interviewing all candidates for Department positions.

The Chief will have the authority and responsibility for administrating the Department's role in the selection process, to include:

1. identifying the specific needs of the Department;
2. overseeing the Department's role in the selection process;
3. serving as liaison with the Civil Service Commission and H.R. Department;
4. making recommendations regarding required skills, knowledge, abilities, and the personal attributes for positions; and
5. selecting candidates from the Certified Conditional List.

The responsibilities of the Civil Service Commission include:

1. administering and scoring Civil Service oral interviews;
2. coordinating testing activities with the Human Resources and Police Departments;
3. establishing rules of the examination; and
4. certifying a list of forty persons, or lesser number, as determined by the Commission at the recommendation of the Department.

The responsibilities of the Human Resources Department include:

1. coordinating with the Iowa Law Enforcement Academy (ILEA) and other testing firms to obtain written examinations;
2. coordinating testing activities with the Civil Service Commission and the Department;
3. advertising the testing date and location;
4. screening applicants prior to testing;
5. administering, proctoring, and scoring the written examinations;
6. administering, proctoring, and scoring the physical agility assessment training;
7. observing and/or participating in the initial oral examination;

8. assisting in scoring the oral examination; and
9. maintaining files of test results and applications.

3.29.07 Selection Process

All phases of the testing process will be job related and administered, scored, evaluated, and interpreted in a uniform manner within the classification.

Whenever possible, persons representative of race, sex, and ethnic minority groups in the community will be included in the recruiting and selection processes.

Selection and testing materials will be stored in a secure area when not being used. Test booklets will be accounted for and returned to the vendor at the conclusion of the test.

Within 60 days after each examination for Civil Service Commission will prepare, certify, and post a list of eligible applicants who have successfully passed all examinations during the testing phases.

Selection and testing materials used by the Civil Service Commission will be retained for a minimum of ten years; then destroyed by the H.R. Department.

3.29.08 Maintenance of Records

The H.R. Department will ensure the security of and maintain a file containing all candidate information for a minimum of ten years. Records of candidates not appointed to probationary status will be destroyed after that time. The SCPD and H.R. Department will comply with all Federal, State, and local requirements for the privacy, security, and freedom of information of all candidate records and data.

3.29.09 Physical Fitness Examinations Test

Physical fitness is a candidate's body condition measured by examination results according to ILEA entrance requirements. The ILEA sets minimum standards for entry-level fitness as determined by a four-step test. Such testing consists of two areas:

1. Aerobic Capacity,
2. Strength.

3.29.10 Written Tests

The Civil Service Commission is mandated by the ILEA to use the Police Officer Selection Test (POST) for sworn positions. The ILEA sets the minimum passing score for the POST test. With the assistance of the Department and Human Resources, the Civil Service Commission will determine the percentage or "weight" the written score will have in determining the candidates' final rank.

The ILEA will maintain on file records and data used to monitor adverse impact. All records or data which discloses the impact of tests or other components of the selection process by identifiable race, sex, or ethnic groups is on file and available upon request.

In addition, the Sioux City H.R. Department will receive and maintain information supplied by applicants. This information relates to protected classes and may be completed by applicants at the time formal applications are requested. All cut-off scores, passing points, and/or numerical rankings used in the selection process will be documented, and may be used to determine validity, utility, and a minimum adverse impact.

3.29.11 Oral Interviews

All elements of an oral examination will be uniform in order to be effective and impartial, utilizing:

1. uniform questions,
2. a defined set of personal attributes, and
3. a uniform rating scale.

A minimum score required to pass the oral interview, and the percentage or “weight” the score will have toward the candidates’ final rank will be determined by the Civil Service Commission, with the approval of the Department and Human Resources.

Representatives of the H.R. Department will be present and may serve as examiners at the examination. The candidates with the highest aggregate score are certified to the conditional eligibility list by the Civil Service Commission. The exact number to be certified will be set by the Civil Service Commission prior to the testing.

The Department may conduct individual interviews of the candidates on the Civil Service Conditional List so the candidate may respond to particular questions or provide greater detail on criminal history record, driving record, items of concern, etc. The candidate is afforded an opportunity to ask questions regarding the Department and/or working conditions.

3.29.12 Evaluation of the Selection Process

Prior to each testing process, the Chief, in cooperation with the Civil Service Commission, will make evaluations of the selection process with the intent to preserve or update current validity and utility for all components of the process, as well as monitor any suspected adverse impact.

The entire selection process will be evaluated in terms of the effectiveness in selecting the best qualified candidates in a fair and equitable manner. Elements of the selection process may become obsolete or have new effects over time due to changes in the applicant pool, reclassification of positions, new technology used on the job, and other developments after the selection process has been implemented.

All circumstances concerning the evaluation of the validity, utility, and adverse impact will be considered when determining when one or more components of the selection process is outdated.

Evaluations will include a review of the most recent literature and case law regarding the selection, equal employment opportunity, and related selection issues.

3.29.13 Lateral Entry Positions

The Chief of Police is the only sworn position where lateral entry is permitted. The Chief will be appointed by the City Manager and approved by City Council and will be directly responsible to the Manager. Said appointment will be in accordance with all statutory Civil Service procedures. Selection criteria for the Chief will be established by the City Manager, City Council, and H.R. Department as appropriate.

3.29.14 Candidates Informed of Selection Process

At the time of their formal application, candidates will be informed, in writing, of all elements of the selection process, the expected duration of the selection process, and the policy concerning reapplication of candidates not appointed to probationary status. A listing of the selection elements will include information regarding:

1. written examinations;
2. physical fitness assessment testing;
3. oral examinations/interviews;
4. pre-employment/post offer examination, which includes a drug and alcohol screening;
5. MMPI;
6. Civil Service certification process; and
7. background investigations.

3.29.15 Written Notification of Testing Results

All Civil Service candidates will be notified, in writing, within 30 calendar days informing them whether or not they have been placed on the Civil Service Certified Conditional List. These notifications will be generated from the Human Resources Department.

Candidates not qualifying for placement on the Civil Service Certified Conditional List on the basis of a single test, examination, interview, or investigation will receive written notification of the specific reason.

3.29.16 Reapplication, Retesting, and Re-evaluation

Candidates not appointed to probationary status may reapply for employment in any subsequent testing process. However, these candidates will need to submit another formal application to receive information regarding the selection process.

3.29.17 Background Investigations

The Lieutenant of Professional Standards will oversee the investigation process for sworn candidates and will review all the investigations for thoroughness.

A background investigation of each candidate, on the Police Officers (Entrance) Conditional List, will be conducted. Each background investigation will include the verification and review of:

1. the candidate's qualifying credentials (educational achievement, previous employment, age, residence, and citizenship);
2. the candidate's criminal history record, if any;
3. the candidate's driving record; and
4. at least three personal references of the candidate.

It is more reliable to conduct the inquiry in person, though telephone, mail, and electronic inquiries are appropriate in cases of criminal history and driving records. Whenever practical, the investigation should involve a home visit with the candidate and his/her family, and interviews with neighbors.

Personal references should include at least one employer, if possible. Other references may include: teachers, landlords, neighbors, co-workers, and friends. Checking references will involve verifying the candidate's former residence and educational information.

Upon completing a background investigation, the report will be forwarded to the Lieutenant of Professional Standards for review and further inquiry if needed.

Negative findings should be carefully documented, since they may result in the rejection of a candidate's application. Positive findings should be reported to provide verification a thorough investigation was conducted.

Prior to hiring the candidate, the Lieutenant of Professional Standards will complete a second criminal history check to determine if there are any changes in the candidate's background check.

Once hired, a candidate's background check will be forwarded to Human Resources and the employee's Department Administrative File, where it will be securely maintained.

3.29.18 Physical and Age Qualifications

All physical and age qualification for entry-level sworn positions will be in accordance with Iowa Code Chapter 400.17 and Iowa Administrative Code 501-2.1(80B).

In addition to the requirements listed in the Iowa Administrative Code, the Civil Service Commission requires, based on the recommendations of the Department, that applicants for sworn officer positions must be at least 21 years of age and:

1. have at least two years of post-high school education consisting of 60 college credits at a "C" or above from an accredited college/university, or

2. four years of experience in the law enforcement profession as approved by the Civil Service Commission,
3. four years of active military service, or
4. a satisfactory combination of the above requirements as determined by the Department and the Civil Service Commission.

3.29.19 Medical Examinations Conducted Prior to Appointment

A medical examination of each sworn candidate will be conducted to reveal any medical conditions which might inhibit work performance. By examining the candidate, the Department and the candidate will be made aware of any medical condition which may disqualify the candidate from employment.

The examination will be conducted by a licensed physician appointed by the Municipal Fire and Police Retirement System and approved by the Civil Service Commission in accordance with the protocols established by the Municipal Fire and Police Retirement System. Only licensed physicians will be used to certify the general health of candidates. Law enforcement officers, personnel technicians, or other Department staff will not attempt to interpret medical results. The applicant must be approved by the examining physician prior to being eligible for hire to probationary status.

Pre-hire medical exam results are securely maintained indefinitely by Human Resources.

3.29.20 Physical Fitness Examinations Conducted Prior to Appointment

In accordance with Iowa Administrative Code Section 501 Chapter 3, sworn candidates must pass each segment of a physical fitness test. The ILEA sets standards for entry-level fitness as determined by a four-step test. Such testing consists of two areas:

1. Aerobic Capacity,
2. Strength,

3.29.21 Psychological Examinations Conducted Prior to Appointment

Psychiatric and psychological assessments are needed to screen out sworn candidates who might not be able to carry out their responsibilities or endure the stress of working conditions. The Iowa Administrative Code 501-2.2 (80B) lists the requirements of State mandatory psychological testing. The Minnesota Multi-phase Personality Inventory Test will be administered to all applicants given a conditional offer of employment for sworn positions.

Trained members of the Department will proctor the MMPI. Completed tests will be promptly sent to the ILEA by secured special delivery.

The ILEA will process the MMPIs and provide designated law enforcement agencies with test results and evaluations of those tests upon the proper waiver of the applicant.

To ensure proper interpretation and legal defensibility of the selection process, only qualified professionals will be used to assess the emotional stability and psychological fitness of candidates. Law enforcement officers, personnel technicians, or other Department staff will not attempt to interpret psychiatric or psychological requirements.

The individual cognitive test scores and evaluations of the Minnesota Multi-phasic Personality Inventory will be provided by the ILEA to the Department upon request and proper waiver by the applicant. The Chief will maintain a report of each emotional stability and psychological fitness examination indefinitely.

3.29.22 Probationary Period

In accordance with The Code of Iowa, Section 400.8, the Department includes a probationary period for sworn personnel among the final stages in its personnel selection process. If the sworn member has successfully completed training at ILEA or another training facility certified by the director of ILEA before the initial appointment as a police officer, the member's probationary period will be nine months from the date of hire. If the member has not successfully completed training at the ILEA or another certified training facility prior to initial appointment, the probationary period will begin with the date of hire and will continue for a period of nine months following the date the member successfully completes ILEA. Because the length of probationary periods is governed by the Code of Iowa, no extensions or exceptions will be made to the probationary period requirements. Satisfactory completion of entry-level training and the probationary period is required before candidates are upgraded to permanent status.

During the probationary period, the employee must satisfy the developmental requirements of the Department to be considered for permanent job status. The employee's performance will be evaluated as provided in the Department's Field Training Manual and Field Training Program.

The performance of the probationary officer will be evaluated in accordance with policy directive 3.31.10. Such review will be conducted by the probationary employee's Field Training Officer, his immediate supervisor, and the Training Sergeant.

A probationary employee may contest a probationary evaluation in the manner provided in the Field Training Manual.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: RECRUITMENT AND SELECTION OF CIVILIAN MEMBERS

NUMBER: 3.30 **EFFECTIVE:** October 28, 2014

APPROVED BY: Rex M. Mueller,
Chief of Police **REVISION:** July 27, 2022

6TH EDITION C.A.L.E.A. STANDARDS: 31.1.1, 31.1.2, 31.2.3, 31.3.1, 31.3.2, 31.3.3, 32.1.1, 32.1.2, 32.1.3, 32.1.4, 32.1.5, 32.1.6, 32.1.7, 35.1.3

3.30 RECRUITMENT AND SELECTION OF CIVILIAN MEMBERS

3.30.01 Recruitment and Selection – Policy Statement

It is the policy of the City of Sioux City and the Police Department to actively recruit and select the most qualified candidates in a manner that is consistent with Federal & State Law, EEO Regulations, City Ordinances and Personnel Rules, City of Sioux City Civil Service Commission, and Departmental Policy. Recruitment and selection will be conducted in a manner that is fair, consistent, and nondiscriminatory.

3.30.02 Responsibility for Recruitment Activities

Responsibility and authority for administering the Department's role in a recruitment program and selection process is vested with the Chief, or his designee.

From time to time, members of the Department or Human Resources may be designated to assist in recruitment efforts and will be knowledgeable in personnel matters, especially affirmative action/equal employment opportunity, as it affects the management and operations of the agency.

3.30.03 Equal Employment Opportunity (EEO) Plan

The City of Sioux City maintains an Equal Employment Plan (AP 5.04) which is applicable to all City Departments. The plan ensures equal opportunities for employment and employment conditions for minority persons and women. All employment applications and recruitment advertisements will advertise the City as an Equal Opportunity Employer.

3.30.04 Job Announcements

Job announcements will be made by the City H.R. Department and will provide:

1. a description of duties,

2. responsibilities of the position,
3. requisite skills,
4. educational level, if necessary,
5. physical requirements for the position to be filled, if applicable, and
6. other minimum qualifications or requirements.

Job vacancies for positions not covered by Civil Service will be publicized at least five working days when open only to internal candidates and ten working days when open to candidates outside of the City, prior to any official application filing deadline. All Civil Service covered positions will be posted for at least 10 working days. Publication will utilize electronic, print, or other media, as well as posted announcements with community service organizations, and/or seek cooperative assistance from community leaders.

3.30.05 Application Process

Application forms for employment will be available to applicants through the City's website. An official application filing deadline, when applicable, will be boldly indicated on employment announcements and recruitment advertisements. Applications will be submitted to the City H.R. Department.

Persons seeking applicant information at times other than when positions have been advertised will be directed to the City website's "Job Openings" link. City of Sioux City business cards, including the City's job openings link, will be available at all recruiting events.

Contact with applicants from initial application to final employment disposition will be maintained. Deficient applications will be processed routinely if the deficiency can be corrected prior to the testing or interview process.

3.30.06 Authority and Responsibility for Selection

The authority and responsibility for the selection of civilian personnel may be shared by three components:

1. the Sioux City Civil Service Commission;
2. the Sioux City Police Department; and
3. the City of Sioux City Human Resources Department.

The responsibilities of the Department include:

1. coordinating testing activities with the Civil Service Commission and the H.R. Department, when applicable;
2. assisting in the oral interview process, when applicable;
3. conducting background investigations;
4. making recommendations for the development of measurement instruments used in determining the skills and attributes of applicants;
5. interviewing all candidates for Department positions.

The Chief will have the authority and responsibility for administrating the Department's role in the selection process to include:

1. identifying the specific needs of the Department;
2. overseeing the Department's role in the selection process;
3. serving as liaison with the Civil Service Commission and H.R. Department;
4. making recommendations regarding required skills, knowledge, abilities, and the personal attributes for positions; and
5. selecting candidates from established lists.

The responsibilities of the Civil Service Commission include:

1. administering and scoring Civil Service oral interviews;
2. coordinating testing activities with the Human Resources and Police Departments;
3. establishing rules of the examination; and
4. certifying a list of forty persons, or lesser number, as determined by the Commission at the recommendation of the Department.

The responsibilities of the Human Resources Department include:

1. coordinating testing activities with the Civil Service Commission and the Department;
2. advertising the testing date and location;
3. screening applicants prior to testing;
4. administering, proctoring, and scoring the written examinations, when applicable;
5. observing and/or participating in the oral interviews, when applicable;
6. assisting in scoring the oral interviews, when applicable; and
7. maintaining files of test results and applications.

3.30.07 Selection Process

All phases of the testing process will be job related and administered, scored, evaluated, and interpreted in a uniform manner within the applicable job classification.

Whenever possible, persons representative of race, sex, and ethnic minority groups in the community will be included in the recruiting and selection processes.

Selection and testing materials will be stored in a secure area when not being used. Test booklets will be accounted for and returned to the vendor at the conclusion of the test.

Within 60 days after each examination for Civil Service positions, the Civil Service Commission will prepare, certify, and post a list of eligible applicants who have successfully passed all examinations during the testing phases.

Selection and testing materials used by the Civil Service Commission will be retained for a minimum of ten years; then destroyed by the H.R. Department.

3.30.08 **Maintenance of Records**

The H.R. Department will ensure the security of and maintain a file containing all candidate information for a minimum of ten years. Records of candidates not appointed to probationary status will be destroyed after that time. The SCPD and H.R. Department will comply with all Federal, State, and local requirements for the privacy, security, and freedom of information of all candidate records and data.

3.30.09 **Written Tests**

The Civil Service Commission will determine the written test, if any, to be administered to applicants for civilian Civil Service positions. The Commission, with the assistance of the Department and Human Resources, will determine the number of candidates, what the minimum passing score will be, and the percentage or “weight” the score will have in determining the candidates’ final ranking.

The Department and Human Resources will determine the content, minimum scoring, and “weight” of written tests for non-civil service positions, if applicable.

In addition, the Sioux City H.R. Department will receive and maintain information supplied by applicants. This information relates to protected classes and may be completed by applicants at the time formal applications are requested. All cut-off scores, passing points, and/or numerical rankings used in the selection process will be documented, and may be used to determine validity, utility, and a minimum adverse impact.

3.30.10 **Oral Interviews**

All elements of the oral examination will be uniform in order to be effective and impartial, utilizing:

1. uniform questions,
2. a defined set of personal attributes, and
3. a uniform rating scale.

Civil Service Applicants

A minimum score required to pass the oral interview, and the percentage or “weight” the score will have toward the candidates’ final rank will be determined by the Civil Service Commission, with the approval of the Department and Human Resources, when applicable.

Representatives of the H.R. Department will be present and may serve as examiners at oral interviews.

After participating in a Civil Service interview, candidates with the highest aggregate scores are certified to the conditional eligibility list by the Civil Service Commission. The exact number to be certified will be set by the Civil Service Commission prior to the testing.

The Department may conduct individual interviews of the candidates on the Civil Service Conditional List, so the candidate may respond to particular questions or provide greater detail on criminal history record, driving record, items of concern, etc. The candidate is afforded an opportunity to ask questions regarding the Department and/or working conditions.

Non-civil Service Applicants

The Department will conduct oral interviews for non-civil service positions. Applicants may be ranked for hiring purposes, but interviews will not be scored per se.

3.30.11 Evaluation of the Selection Process

Prior to each testing process, the Chief – in cooperation with the Civil Service Commission when applicable – will make evaluations of the selection process with the intent to preserve or update current validity and utility for all components of the process, as well as monitor any suspected adverse impact.

The entire selection process will be evaluated in terms of the effectiveness in selecting the best qualified candidates in a fair and equitable manner. Elements of the selection process may become obsolete or have new effects over time due to changes in the applicant pool, reclassification of positions, new technology used on the job, and other developments after the selection process has been implemented.

All circumstances concerning the evaluation of the validity, utility, and adverse impact will be considered when determining when one or more components of the selection process is outdated. Evaluations will include a review of the most recent literature and case law regarding the selection, equal employment opportunity, and related selection issues.

3.30.12 Lateral Entry

Lateral entry is permissible for all civilian positions. Candidates will be required to apply for the position during the application period and participate in the same selection process required by all candidates.

3.30.13 Candidates Informed of Selection Process

At the time of their formal application, candidates will be informed, in writing, of all elements of the selection process, the expected duration of the selection process, and the policy concerning reapplication of candidates not appointed to probationary status. A listing of the selection elements will include information regarding:

1. written examinations, if applicable;
2. oral examinations/interviews, if applicable;
3. physical fitness tests, if applicable;
4. drug and alcohol screening, if applicable;
5. Civil Service certification process, if applicable; and

6. background investigations.

3.30.14 Written Notification of Testing Results

All Civil Service candidates will be notified, in writing, within 30 calendar days informing them whether or not they have been placed on the Civil Service Certified Conditional List. These notifications will be generated from the Human Resources Department.

Within 30 days, all non-civil service candidates will receive written notice from the Chief's Administrative Secretary informing them they have not been selected to fill the position for which they applied.

3.30.15 Reapplication, Retesting, and Re-evaluation

Candidates may reapply for employment in any subsequent testing process or job opening. However, these candidates will need to submit another formal application to receive information regarding the selection process.

3.30.16 Background Investigations

The Lieutenant in Records and/or Human Resources will be responsible for conducting background investigations on candidates for civilian positions. The Records Lieutenant will conduct all checks requiring NCIC training/access.

A background investigation of each candidate will be conducted prior to appointment. An investigation will be conducted on up to the top 10 candidates who pass the written examination for civil service civilian personnel. The number of background checks conducted on non-civil service candidates will be determined by the Department. Each background investigation will include the verification and review of:

1. the candidate's qualifying credentials (educational achievement, previous employment, age, residence, and citizenship);
2. the candidate's criminal history record, if any;
3. the candidate's driving record, if applicable to the position to which they have applied; and
4. at least three personal references of the candidate.

Negative findings should be carefully documented since they may result in the rejection of a candidate's application. Positive findings should be reported to provide verification a thorough investigation was conducted.

Prior to hiring the candidate, the Records Lieutenant will complete a second criminal history check to determine if there are any changes in the candidate's background check.

Once hired, a candidate's background check will be forwarded to Human Resources and the employee's Department Administrative File, where it will be securely maintained.

3.30.17 Physical Qualifications

The Department may require candidates for civilian positions undergo a physical examination to reveal medical conditions which might inhibit a candidate from being able to complete job tasks required by job descriptions and EEO regulations.

The examination will be conducted by a licensed physician appointed by the City of Sioux City. Department staff will not attempt to interpret medical results.

Post-offer, pre-employment medical exam results are securely maintained indefinitely by Human Resources.

3.30.18 Probationary Period

All new employees will be placed on a probationary status in accordance with applicable contracts or manuals, Iowa Code, or Department policy.

In accordance with The Code of Iowa, Section 400.8, the Department includes a probationary period for civil service civilian personnel among the final stages in its personnel selection process. For civil service civilian members, the probationary period will be for a period of six months. Because the length of probationary periods for civil service employees is governed by the Code of Iowa, no extensions or exceptions will be made to the probationary period requirements.

All non-civil service civilian employees will be placed on a six-month probation period immediately upon beginning employment with the Department.

Satisfactory completion of entry-level training and the probationary period is required before candidates are upgraded to permanent status.

During the probationary period, the employee must satisfy the developmental requirements of the Department to be considered for permanent job status. The performance of all probationary civilian members will be evaluated at two and one-half months and five and one-half months during the first six months of employment. Reviews will be conducted by the member's immediate supervisor.

A probationary employee may contest a probationary evaluation in the manner provided in the applicable employee contract/manual.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: RECRUIT TRAINING

NUMBER: 3.31 **EFFECTIVE:** 7/10/1992

APPROVED BY: Rex M. Mueller, **REVISION:** 03/30/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 4.3.1, 33.1.3, 33.2.3, 33.2.4, 33.4.1, 33.4.2, 33.4.3, 33.4.4

3.31 RECRUIT TRAINING

3.31.01 Recruit Training – Policy Statement

It is the policy of the SCPD to establish and maintain a Recruit Training Program dedicated to the development and enhancement of the skills, knowledge, and abilities of its individual members, consistent with providing the highest quality service level possible to the members of the community. Recruits are prohibited from taking any type of enforcement action prior to beginning the Recruit Training Program.

3.31.02 Iowa Law Enforcement Academy – Legal Authority

All sworn members of the SCPD will attend and successfully complete a Recruit Training Program approved by the Iowa Law Enforcement Academy (hereafter referred to as ILEA) prior to being authorized to carry a weapon under the color of authority or invoke powers of arrest.

3.31.03 Liaison With the Academy Training Staff

The Training Sergeant will maintain liaison with the academy training staff for the purposes of monitoring the recruit’s progress during Academy training.

As appropriate, the Training Sergeant will coordinate basic and specialized training assignments with the academy. Upon request, the department may provide officers with specialized skills to assist with instruction at the academy. Other departmental resources may be made available upon request.

3.31.04 Recruit Training Expenses

The SCPD will absorb the cost of tuition, meals, fuel, salary, and benefits while recruits attend the basic and specialized training at the ILEA or ILEA approved out-of-town academy. The

SCPD will pay the cost of tuition, salary, and benefits while recruits attend a local ILEA approved academy. The academy will provide staff, facilities, instructors, and other resources during training sessions.

A new recruit agrees to repay the City all sums expended for training, lodging and other costs expended on behalf of the recruit at the ILEA or ILEA approved training program, should the recruit voluntarily quit or resign his/her position in the academy.

Under Iowa Code 384.15, the amount of reimbursement will be determined as follows:

1. If a law enforcement officer resigns less than one year following completion of approved training, one hundred percent;
2. If a law enforcement officer resigns one year or more but less than two years after completion of approved training, seventy-five percent;
3. If a law enforcement officer resigns two years or more but less than three years after completion of the approved training, fifty percent;
4. If a law enforcement officer resigns three years or more but not more than four years after completion of the approved training, twenty-five percent.

This agreement does not cover instances where the recruit simply fails to successfully complete the academy training despite the recruit's best good faith effort.

3.31.05 Conduct and Responsibilities of Recruit Officers

Recruits attending training are responsible for their conduct. Violations of the institution's Rules and Regulations or Departmental Directives may subject the recruit to departmental disciplinary action, including termination of employment.

3.31.06 Use of City Vehicles by Recruit Officers

The SCPD will furnish vehicular transportation for recruits to and from out of town training. Use of the City vehicle is restricted to authorized use only. Recruits are responsible for the safe and lawful operation of the police vehicle, as well as its condition.

Department members are specifically prohibited from consuming any alcoholic beverage prior to or during the operation of a City vehicle.

Any vehicular traffic accident involving the City vehicle will be reported to the nearest law enforcement agency having jurisdiction in accordance with City Administrative Policy 6.03. As soon as practical, the driver will notify the Training Sergeant of the accident and the circumstances surrounding it. Damage to the vehicle from any other cause will be documented as provided in Policy [5.10](#). Upon return to the city, the recruit will complete all necessary reports.

3.31.07 Field Training Program

The Training Sergeant will:

1. administer the Field Training Program;
2. be responsible for maintaining the Field Training Manual;
3. coordinate the overall Field Training Program.

All members of this department will cooperate fully with the Training Sergeant in this area.

The training checklists and standardized evaluation guidelines are integral features of this program, providing structure and a basic foundation for the learning process. These guidelines will be carefully scrutinized on a regular basis to ensure they are up-to-date and provide for equal and standardized training and evaluation.

The standards of proficiencies set by the field training and evaluation program are meant to ensure each officer completing the training will have received the necessary instruction and guidance under field training conditions to meet the standards of the department. These guidelines will also serve as standards for the acceptance of a trainee as a permanent officer at the end of the probationary period.

The Accreditation Assistant will be responsible for training employees on departmental Policies and Procedures.

3.31.08 Duration of Field Training

Upon successful completion of academy training, the recruit will be assigned to the Professional Standards Section for Departmental Post Academy Training, then the Field Training Program. The Field Training Program should be of sufficient duration to impart required information and to allow accurate evaluation of a recruit member's knowledge, skills, and abilities.

1. In no case will the Field Training Program be less than 17 weeks duration.
2. The program will permit the rotation of assignments among various activities with which the recruit must be familiar.

Recruit who have demonstrated a deficiency in a specific performance area will be reviewed by the FTO's, Sergeants, Watch Commander, and the FTO Coordinator.

If analysis of the deficient performance suggests further training would correct the problem, the recruit may be granted an extension of time in the FTO Program. In no case will the extension of time be more than ten days longer than the allotted time provided for in the Field Training Manual. In no case will the field training of any recruit exceed nineteen weeks.

Extension time may be used any time during the 17 weeks training. Each day utilized is deducted from the ten available days. Extension time can be a valuable asset, and no FTO should hesitate to use some or all of it when necessary.

Nineteen weeks will be calculated as actual training time. Time lost by a recruit in training due to illness, injury, or other authorized leave will not be counted as training time.

Recruits absent on extended leave (i.e. military leave, serious injury/illness) may be required to restart the FTO program from week one at the discretion of the Chief.

3.31.09 Supervision of Field Training Officers

Field Training Officers (FTO's) engaged in field operations will remain under the command of the respective Watch Commander and Watch Supervisor. Specific work assignments required to facilitate the training process will be made by the Watch Commander or Watch Supervisor. During the time the FTO is actively engaged in recruit training, he/she will meet at least bi-weekly with the Training Sergeant to monitor the progress of the recruit.

The Watch FTO Sergeant will involve himself/herself sufficiently in field operations involving the recruit to appraise and evaluate the recruit's performance. The Watch FTO Sergeant will prepare a written evaluation of the recruit's progress weekly and forward same to the Watch Commander and Training Sergeant. Watch Supervisors will meet with FTO's as appropriate.

3.31.10 Daily and Weekly Recruit Evaluation Guidelines

The recruits will be trained in the field in the manner prescribed by the Departmental Field Training Manual. The Field Training Program will be based upon job task analyses of the most frequent assignments of officers who complete recruit training, and will utilize evaluation techniques designed to measure competency in the required skills, knowledge, and abilities.

FTO's will be provided with written guidelines for weekly training schedules, daily evaluations, and reporting procedures as contained in the Field Training Manual. The recruit will also be provided with written guidelines detailing:

1. the level of expected performance;
2. definitions of acceptable performance; and
3. the time frame the recruit is expected to reach an accepted performance level.

3.31.11 Selection and Training of Field Training Officers

FTO's will be selected and appointed by the Lieutenant of Professional Standards and the Training Sergeant, subject to the approval of the Chief. Specific application procedures will be at the discretion of the Training Sergeant and approved by the Lieutenant of Professional Standards. At a minimum, FTO's will:

1. have two or more years of service with the Department,
2. possess skills and abilities in written and verbal communications,
3. demonstrate a general level of performance above the norm,
4. demonstrate an adherence to departmental policies and procedures, and
5. represent an acceptable role model for the recruit.

No officer will serve as an FTO unless they have successfully completed 40 hours of FTO instruction. Such instruction will be offered by the Department as appropriate. Officers serving in the capacity of FTO will receive periodic in-service training to maintain and update their field training skills, and to participate in a forum for review of the Field Training Program.

The Chief may remove an officer from the Field Training Program at his discretion.

Field Training Officers may request to resign their position and will indicate their desire to do so in writing to the Training Sergeant. The request will be reviewed and approved or denied by the Chief of Police.

3.31.12 Termination of Recruit Officers

An officer may be terminated at any time during their probationary period of employment without cause. Probationary period is defined by Iowa Code:

“If the member has successfully completed training at the Iowa law enforcement academy or another training facility certified by the director of the Iowa law enforcement academy before the initial appointment as a police patrol officer, the probationary period will be for a period of up to nine months and will commence with the date of initial appointment as a police patrol officer. If the member has not successfully completed training at the Iowa law enforcement academy or another training facility certified by the director of the law enforcement academy before initial appointment as a police patrol officer, the probationary period will commence with the date of initial employment as a police patrol officer and will continue for a period of up to nine months following the date of successful completion of training at the Iowa law enforcement academy or another training facility certified by the director of the Iowa law enforcement academy. A police patrol officer transferring employment from one jurisdiction to another will be employed subject to a probationary period of up to nine months.”

Field Training Officers recommending the termination of a recruit will follow the procedures detailed in the Field Training Manual.

3.31.13 Recruit Field Assignments

The Recruit Field Training Program is divided into separate weekly training objectives. This will require the broadest possible exposure to accomplish. To meet the training objectives, the recruit and his/her FTO shall be assigned to a unit with the capability of answering calls for service or involving themselves in activities anywhere in the city.

3.31.14 Post Recruit Training

Upon successful completion of the Field Training Program, the recruit will be assigned as directed by the Chief. The recruit's immediate supervisor will monitor the actions and progress of the recruit.

Any deficiencies evidencing a need for remedial training will be documented in writing and forwarded to the Training Sergeant by the Watch Commander. Upon receipt of such notice, the Training Sergeant will arrange for the indicated training. All such remedial training will be documented and placed in the recruit's training file.

In the month prior to the completion of the officer's probationary period, the recruit will take a written test documenting the skills, knowledge, and abilities of the recruit necessary in his performance as a regular sworn member of the Department. A re-examination may be given if a passing score is not obtained. However, no recruit may be tested more than twice. Two failing scores will be grounds for termination.

The recruit will be provided with all materials necessary to successfully complete the examination at least two weeks in advance of the examination. Examination results will be forwarded to the Chief.

The Watch Commander to whom the recruit has been assigned will prepare a written recommendation for continued employment or termination of the recruit in the month prior to the completion of the recruit's probationary period, and will be based upon an objective appraisal of the recruit's performance. The recommendation will be forwarded to the Chief.

3.31.15 Mentoring of Recruit Officers

Recruits will be assigned a mentor prior to the start of the Iowa Law Enforcement Academy (ILEA) or Regional Academy. The mentor will be available to answer academy related questions that the recruit may have and provide support to the recruit. Upon graduation from the academy the mentorship will continue through the field training program. The mentor will provide insight, guidance, and support to the new officer, but will not take the place of the Field Training Officer. If the new officer does not attend the ILEA or Regional Academy the mentor will be assigned prior to the start of the FTO program. Once the formal portion of the mentor program is concluded, the hope would be that the mentor relationship continues informally and eventually the new officer becomes a mentor to future new officers.

The mentor will be selected by the Professional Standards Lieutenant. Mentor preference will be given to newer officers that have completed the FTO program and have less than two years on the department. Because the mentoring program is not an evaluation program, there is not an extensive training component. Each mentor will be given suggested guidelines covering expectations and responsibilities for mentoring new officers.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PERFORMANCE EVALUATION

NUMBER: 3.32 **EFFECTIVE:** 5/20/1994

APPROVED BY: Rex M. Mueller,
Chief of Police **REVISION:** 06/30/2021

6TH EDITION C.A.L.E.A. STANDARDS: 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7
35.1.8

3.32 PERFORMANCE EVALUATION

3.32.01 Performance Evaluation – Policy Statement

It will be the policy of the SCPD to provide a measurement of every member's work performance of assigned duties and create a dynamic process between the member and his/her superior, to insure the best human resources possible. In order to monitor and measure job performance, the Department will employ fair and reliable performance evaluation methods.

3.32.02 The Purpose of Performance Evaluation

At least annually, a documented performance evaluation will be conducted for every member. The Department utilizes a performance evaluation system which serves many useful purposes for both the organization and its individual members. The system objectives include, but are not limited to, the following:

1. Fostering fair and impartial personnel decisions;
2. Maintaining and improving performance by -
 - a. measuring individual strengths and weaknesses,
 - b. identifying training needs,
 - c. determining a member's potential for specialized and temporary duty assignments,
 - d. determining a member's potential for future promotion;
3. Providing a medium for personnel counseling and feedback to improve job performance;
4. Facilitating proper decisions regarding probationary members.

3.32.03 Performance Evaluation Systems

Employee groups within the Department are evaluated utilizing a system specified by manual or collective bargaining agreement for that particular employee group. Supervisors, acting as

evaluators, will employ the performance measurement definitions and procedures by use of forms appropriate to the particular system employed.

The Professional Standards Section Lieutenant will be responsible for annual training of all supervisors in the utilization of the particular evaluation system appropriate to them.

3.32.04 Performance Evaluation Procedures

Each member will be evaluated by their immediate supervisor. In cases where the member rotates through different shifts, or otherwise performs regularly assigned duties for more than one supervisor during the rating period, the evaluating supervisor will confer with the member's other supervisor(s) to ensure a fair and accurate evaluation. If two supervisors have an equal six months of supervision over a member, both supervisors will conduct a separate evaluation of the member for the rating period which the member was under their control.

Evaluators will utilize the forms, procedures, and measurement definitions outlined within the SCPD Performance Evaluation System Manual (for bargaining unit officers), or the City of Sioux City Employee Evaluation Manual (for civilian and supervisory members). In addition, evaluators will abide by the following:

1. Performance evaluations will cover the specific time period indicated –
 - a. SCPOA Officer evaluations are due in the Chief's office by April 1st.
 - b. Bargaining Unit Sergeants evaluations are due in the Chief's office by October 1st.
 - c. AFSCME Employee evaluations are due in the Chief's office in accordance with the employee's anniversary date.
 - d. Police Supervisors & PATS Employee evaluations are due in the Chief's office by July 1st.
2. The performance evaluation report for each member will reflect ratings only for job performance observed during the rating period.
3. Performance evaluation criteria used will be specific to the position occupied by the member during the rating period.
4. Each member will be given the opportunity to review the performance evaluation report with the evaluator. The member will be allowed to make written comments on the evaluation prior to signing it. The signature will indicate only that the member has read the report, and does not imply agreement or disagreement with the contents. If the member refuses to sign, the supervisor will so note and record the reason(s), if given.
5. Each evaluation will be reviewed and signed by the evaluator's supervisor(s).

3.32.05 Member Review

The Department's performance evaluation system includes the participation of the member in the process, which helps contribute to the fairness and objectivity of the system.

At a minimum, each performance evaluation will include:

1. An interview between the evaluator and member;

2. Provision and opportunity for the member to include written comments on his/her performance evaluation report.

A copy of the completed evaluation report will be given to the member. Appeal procedures will be as outlined in the labor agreements between the employee groups.

3.32.06 Supervisor Responsibility

Supervisors will counsel each member under their immediate supervision at the beginning of the rating period concerning:

1. tasks of the position occupied;
2. level of performance expected;
3. evaluation rating criteria.

In addition, at the conclusion of the rating period, members will be counseled by their immediate supervisor about the following:

1. results of the performance evaluation just completed;
2. level of performance expected, rating criteria or goals for the new reporting period;
3. topics relevant to advancement, specialization, or training appropriate for the member's position.

Supervisors are required to make explanatory comments when performance ratings are outstanding or unsatisfactory. Supervisors are to provide written notification to any subordinate whose job performance is rated "fails to meet standard" in one or more rating categories.

1. This notification will be provided in a timely manner, no less than ninety (90) days prior to the conclusion of a member's rating period, unless the performance issue occurs within the last 90 days of the rating period.
2. The notice will provide the member with knowledge of his deficiencies and time to remedy them prior to the conclusion of the rating period.
3. The supervisor is required to define actions the member should undertake to improve his performance.
4. A written notification will be provided by means of a significant incident log entry addressed to the member by his supervisor.

Supervisors will be evaluated by their immediate superior regarding the quality of the ratings given members as part of the evaluator's annual performance appraisal.

3.32.07 Utilization of Performance Evaluations

Evaluation reports will be retained at least until the next evaluation is completed. Performance evaluations will be utilized to determine:

1. the member's effectiveness in the assigned position;
2. training needs;
3. ability to assume more responsibility;
4. career development.

Probationary sworn members will be evaluated weekly while in the Field Training Program. After completion of the Field Training Program, they will be evaluated monthly. Supervisors will complete these evaluations in memo form forwarded to the Training Sergeant.

3.32.08 Performance Evaluation System Review

Once each calendar year, the Chief or his designee will review the performance appraisal system to determine:

1. the frequency and reason for any appeals;
2. identification of reasons for any extreme ratings;
3. objectivity of ratings and evaluators;
4. assurance the evaluators are rated on the quality of their performance appraisals.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: CAREER DEVELOPMENT AND TEMPORARY/SPECIALTY DUTY ASSIGNMENTS

NUMBER: 3.33 EFFECTIVE: 9/19/1994

APPROVED BY: Rex M. Mueller, REVISION: 03/23/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 11.5.1,15.1.4, 33.5.1, 33.8.1, 33.8.2, 33.8.3

3.33 CAREER DEVELOPMENT AND TEMPORARY/SPECIALTY DUTY ASSIGNMENTS

3.33.01 Career Development and Temporary/Specialty Duty Assignments – Policy Statement

It is the policy of the Sioux City Police Department to provide opportunities to all sworn and civilian members for individual growth and development, at all levels, through career development, temporary duty, and specialty duty assignments.

It is designed to promote productive, efficient, and effective job performance and to improve the overall level of individual job satisfaction. Additionally, Career Development, temporary duty, and specialty duty assignment activities enhance opportunities for upward mobility and provide for professional growth and improved job performance.

3.33.02 Succession Planning

The Sioux City Police Department realizes that a key element to maintaining professionalism, consistency, and skill in an agency is proper succession planning. This is accomplished through multiple means to include appropriate subordinate training, delegation of responsibilities to build competence, officer empowerment, and regular leadership training. While good supervisors and managers will work to build the skills of their subordinates with the end goal of training their replacement, the SCPD will assist in this process with planning and development that fulfills this function.

The department will at all opportunities, provide the ability to train subordinates to assume leadership roles within the agency. This may be as simple as referring a misdemeanor complaint to a line officer for follow up, to delegating the supervision and management and outcome of a team policing project to an officer or team of officers. Because of the ongoing departmental mission of working in partnership with the community, there are many regular opportunities to empower and advance the career of all sworn staff.

At the officer level succession planning begins with personnel development. This includes providing the appropriate amount of training and leadership development at the patrol officer

level. The SCPD will seek to build skills for advancement to the level of first line supervisor by providing opportunities that prepare officers for leadership and career advancement. By limiting the length of special duty assignments to 2, 3, 4 and 5 years; the department creates regular openings that allow officers to seek new skills while functioning in a new position. With each of these career development opportunities comes experience and expertise needed in a positive succession plan. These assignments provide a unique opportunity for supervisors and managers to identify future leaders within the department based on their performance. Officers showing leadership and knowledge should be encouraged to seek the position of Field Training Officer. This position is considered by the SCPD to be critical to preparing officers for the role of first line supervisor or sergeant. While not a civil service rank, Officers serving in this role are designated both internally and externally by a clear delegation of supervisory responsibilities as teacher and mentor. The position should in-essence be considered an apprentice to the first line supervisor. Officers are also eligible for the role of “acting sergeant” in the absence of team supervisors for periods that exceed five days.

In the role of Police Sergeant, succession planning begins with basic training. All newly promoted sergeants are sent through training on all departmental first line supervisor expectations, administrative duties, and responsibilities. This “sergeant’s basic training” allows the newly promoted supervisor to prepare for other specialty assignments and understand the important role first line supervisors play for the agency. Following this the newly promoted sergeant is sent to a “First Line Supervision” school of the department’s choice. This training encompasses the many new responsibilities expected of a first-line supervisor and is an essential piece of leadership development. As is appropriate, Sergeants should be given the opportunity by lieutenants to regularly learn the administrative duties of the watch commander by appropriate delegation of projects, initiatives and follow up. Delegation is an essential piece of succession planning that is encouraged and endorsed by the department. This does not relieve the lieutenant of their responsibilities to guide the sergeant’s activities. SCPD managers also can build subordinate skills through assignment as “acting lieutenant”. In the absence of shift managers for periods that exceed five days.

In the role of Police Lieutenant, succession planning also begins with basic training. All newly promoted lieutenants will be sent through the new lieutenant’s training. This “lieutenant’s basic training” allows the newly promoted manager to receive a core understanding of all other lieutenant’s level positions in the agency. Lieutenants identified as future senior command staff leaders should also be directed to a command leadership school as a suggested preparation for the rank of captain. The Southern Police Institute’s Administrative Officer’s Course, Northwestern University’s School of Staff and Command, and The F.B.I. National Academy, are all accepted executive development schools that should be considered for lieutenants’ seeking to advance to the rank of captain.

The department will seek to provide supervisor/manager training to all officers from the rank of Sergeant to the rank of Captain. Instruction of this type has the goal of providing not only a leadership component, but opportunity for technical skill advancement. Training can take the form of individual training sessions or conferences, to executive leadership development.

Beyond training offered or endorsed by the Sioux City Police Department, Officers of all ranks should be encouraged to seek out leadership training that advances their abilities and viability for advancing in rank. The SCPD will also continue to offer career mentoring for officers seeking career guidance. (see policy 3.33) While mentoring can be an assigned duty, it is the responsibility of all departmental officers and supervisors to mentor subordinates and peers. Providing a departmental culture of training and mentoring is a positive way of ensuring an ongoing and self-sustaining roadmap for strategic leadership and management. The department will also regularly review current standards and practices to ensure that leadership development for appropriate succession planning is occurring.

3.33.03 Career Development

Career development access will be available to all members on a voluntary basis and will be self-initiated by the member. Career Development may include the following:

1. Career Mentoring,
2. Job Shadowing,
3. Training (In-Service, Department sponsored),
4. Supervisory Command Development, and
5. Continuing/Higher Education.

3.33.04 Career Mentoring

Career Mentoring:

1. is a mentoring process self-initiated by the member;
2. identifies temporary-duty and specialty assignments of interest to sworn members, and relevant civilian positions of interest to non-sworn members (i.e. various tasks in Records or applicable sections, such as crime analysis or accounting);
3. assesses the current and needed skills, knowledge, and abilities of participants in relationship to those required by the position being sought;
4. will be available to all members at any time;
5. will be offered on a formal basis, annually, in June through an officer's immediate Lieutenant, Sergeant's immediate Captain, or civilian member's immediate supervisor; members may request a career mentor not in their immediate chain of command to conduct career mentoring, with approval of their Bureau Commander.

Career Mentoring Access:

1. Prior to the annual career mentoring, Professional Standards will send out a memo notifying all members the period for which formal career mentoring is available.
2. Members participating in career mentoring will contact the appropriate supervisor to set up an appointment for mentoring.
3. Prior to the career mentoring session, the member will obtain a career mentoring questionnaire from their supervisor to complete. This questionnaire will be completed before the start of the mentoring session.

3.33.05 Documentation of Career Development/Career Mentoring

The documentation of career development/career mentoring will be maintained in a separate file in Professional Standards. Documentation may include: career mentoring questionnaire, supervisor comments, and recommendations/suggestions.

Access to a member's career development file will be limited to the member, the involved career mentors, Bureau Commanders, and the Chief.

3.33.06 Job Shadowing

Job Shadowing:

1. may be available to all members who have completed their probationary period and are on full-duty status;
2. may allow members to job shadow positions of interest within the department;
3. may be accomplished by members up to 8 hours semi-annually, with supervisory approval;
4. will be limited to one occasion for each position of interest.

3.33.07 Training

Training:

1. keeps the employee up-to-date on the duties and responsibilities of the job presently being performed;
2. enhances the employee's skills beyond the minimum level;
3. may increase the potential for upward mobility.

Each sworn and civilian member of the department may request training to develop the member's skills or educate the member on approaches, issues, or other substantive matters pertaining to their position. Any member of the department may request to attend training by submitting a request for training form to their immediate supervisor. The request will then be reviewed for approval or disapproval via the chain-of-command.

Training will be conducted as provided in [10.10](#) of the Policy Directives Manual and 4.19 of the City of Sioux City Administrative Policy.

3.33.08 Career Development/Career Mentoring Training

Department command personnel responsible for conducting career mentoring will receive training to conduct mentoring for career development purposes.

This training will include information in the following areas:

1. General mentoring techniques;
2. Skills, knowledge and abilities assessment techniques;
3. Salary, benefits, and training opportunities within the Department;
4. Educational opportunities and incentive program, when available;
5. Recordkeeping techniques;
6. Availability of outside resources.

3.33.09 Higher Education

The Department encourages all personnel to achieve a minimum of a Bachelors Degree from an accredited college or university. Tuition assistance, academic leave, academic incentives, and furtherance of this policy will be as provided by City Administrative Policy, policy directive 3.03, or current labor agreements.

Scheduling accommodations to enhance academic study is permitted inasmuch as academic achievement advances the good of the Department. Requests are submitted in writing by the employee requesting such accommodation to the Bureau, Watch, or Section supervisor involved.

3.33.10 Temporary-Duty and Specialty Assignments

Temporary-duty assignments, outside the Uniformed Services Bureau, requiring skills, knowledge, and abilities beyond those required of uniformed personnel, are as follows:

1. General Investigations Section (5 year duration);
2. Special Investigations Section (4 year duration);
3. Drug Task Force (5 year duration);
4. Youth Services Section (4 year duration);
5. Accreditation Assistant (4 year duration with a potential extension, pending mutual agreement between the Accreditation Assistant and Chief of Police);
6. Training Sergeant (4 year duration);
7. Marshal's Service Fugitive Task Force (5 year duration)

Temporary-duty assignments within the Uniformed Service Bureau provide for the enhancement of certain facets of patrol, and include:

1. Alcohol Safety Action Program (A.S.A.P.) (2 year duration).
2. Selective Traffic Enforcement Program (S.T.E.P.) (2 year duration).
3. Telecommunications Sergeant (3 year duration);
4. Telecommunications officer (duration to be determined by the Chief).
5. Community Policing Sergeant (3 year duration)
6. Crime Prevention Officer (3 year duration)

A.S.A.P. and S.T.E.P. temporary duty assignments will be two years in duration with the potential for a third-year extension. The request for the third year must be initiated by the officer and is subject to approval by Command Staff.

Temporary-duty assignments have two purposes:

1. to stimulate personnel to improve the knowledge, skills, and abilities needed to perform job tasks required in specialized areas for the duration of the assignment, and to carry these skills into new assignments;
2. enhance the potential of upward mobility.

Specialty Assignments are not considered as temporary duty assignments but require some type of special training and skills. Duration of specialty duty assignments will be at the discretion of the Chief and include:

1. Special Weapons and Tactics Team (S.W.A.T),
2. Crisis Negotiators,
3. Traffic Investigators,
4. Field Training Officers (F.T.O.),
5. K-9 Team,
6. Honor Guard,
7. Bag Pipe Unit.
8. Critical Incident Stress Management Team
9. Unmanned Aerial Vehicle Pilot
10. Departmental Instructors

Officers choosing to participate may apply for temporary-duty or specialty assignment positions as vacancies occur and are announced. Officers must have completed their probationary period to be eligible.

All requests for assignment, including letters of interest, resumes, or other supporting documentation, will be reviewed by the Bureau Commander affected, or their designee. Prior to selection, each candidate has the opportunity to meet with their respective Bureau Commander. Each candidate will have the responsibility to self-initiate a meeting with the Commander.

Factors to be considered in the decision may include:

1. needs of the Department,
2. needs of the individual,
3. job requirements,
4. seniority; and
5. applicant's previous assignments and performance levels.

Upon completion of the review process, the Bureau Commander will make a recommendation to the Chief. The final decision will be made at the discretion of the Chief.

Because of the limited number of temporary-duty positions outside the Uniformed Services Bureau, an individual leaving a temporary-duty position will not be considered for another temporary-duty assignment for a period of one year. However, they may be considered for a Uniform temporary-duty assignment after a period of six months. Persons leaving a temporary-duty assignment within Uniform will not be considered for another temporary-duty assignment for a period of six months.

Persons ending their temporary-duty assignment prior to the completion date, will not be allowed to apply for another temporary-duty or specialty assignment until the original completion date is attained, including the waiting period per this policy directive.

3.33.11 Program Training

Training required as part of any temporary-duty or specialty assignment will be provided as necessary and appropriate in accordance with policy [10.10](#).

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE
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SUBJECT: PROMOTIONS – SWORN MEMBERS

NUMBER: 3.34 **EFFECTIVE:** 1/7/1994

APPROVED BY: Rex M. Mueller, Chief of Police **REVISION:** 09/28/2022

6TH EDITION C.A.L.E.A. STANDARDS: 34.1.1, 34.1.2, 34.1.3, 34.1.4, 34.1.5, 34.1.6,

3.34 PROMOTIONS – SWORN MEMBERS

3.34.01 Promotions – Policy Statement

The purpose of this directive is to establish guidelines for the SCPD to promote sworn personnel in a manner consistent with:

1. State law and City ordinances,
2. Civil Service Commission rules and regulations, and
3. Equal Opportunity/Affirmative Action guidelines.

3.34.02 Responsibility of the Chief of Police

The Chief maintains the authority and responsibility for the Department’s role in the promotional process. From the list of candidates provided by the Civil Service Commission, the Chief will determine who will be promoted and will not be bound by the rank order of the list.

3.34.03 Civil Service Commission Responsibilities

The Civil Service Commission will – at such times as will be found necessary and under such rules as will be prescribed and published in advance by the Commission and posted in city hall – hold promotional examinations for the purpose of determining the qualifications of applicants for promotion to a higher grade under Civil Service. The examination will be practical in character and will relate to such matters as will fairly test the ability of the applicant to discharge the duties of the position to which the applicant seeks promotion. Testing procedures will be administered in compliance with Iowa Code 400.9(1).

The Commission will establish guidelines for conducting the examinations. It may prepare and administer examinations or may hire persons with expertise to do so if the Commission approves the examinations and if the examinations apply to the position in the City for which the applicant is taking the examination. It may also hire persons with expertise to consult in the preparation of such examinations, if the person so hired or employed will aid personnel of the Commission in assuring a fair examination is conducted. A fair examination will explore the competence of the

applicant in a particular field of examination. Examinations will be administered in compliance with Iowa Code 400.9(2).

The Commission will, within ninety (90) days after the beginning of each competitive examination for promotion, certify to the City Manager a list of names of the ten persons who qualify with the highest standing as a result of each examination for the position they seek to fill (or such number as may have qualified if less than ten, in order of their standing). All newly created offices or other vacancies in positions under Civil Service, which will occur before the beginning of the next examination for such position, will be filled from said list or from the preferred list existing as provided for in case of diminution of employees within thirty (30) days (Code of Iowa – Chapter 400.11.)

3.34.04 Human Resources Department Responsibilities

The City Human Resources (H.R.) Department will solicit recommendations from the Chief and the SCPOA:

1. in the selection of written promotional examinations and/or assessment centers,
2. for the numerical values assigned for each phase of the selection process, and
3. for the composition of the Oral Board.

Those recommendations will be forwarded to the Commission, who will have final authority in establishing all facets of the promotional process. A representative of the H.R. Department will:

1. proctor the written and/or assessment center promotional examinations;
2. submit all written examinations to the provider for the purpose of scoring;
3. be responsible for notification of the results of the written and/or assessment center examinations in writing;
4. provide notification of the date, time, and place of the oral examinations and the results of the oral examinations in writing;
5. maintain the security of all promotional materials.

3.34.05 Promotional Process Overview

- Notification of testing cycles by the Commission.
- The Chief posts promotional eligibility requirements for each rank.
- Officer makes written application for promotional testing.
- Written examination and/or assessment center test.
- Written examinations and/or assessment center tests are scored.
- Notification of eligibility for oral examinations.
- Oral examination.
- Commission develops a promotional list of the top ten or fewer candidates based upon the evaluation of oral and written test scores or assessment center scores.
- A qualified candidate list is established.
- Promotion list will be valid for 2 years unless the list is depleted prior to the expiration
- Promotion list is certified by Commission.

- The candidates are informed in writing of their exam scores and will receive a copy of the Certified Promotional List.
- Promotional list presented to the Chief.
- Chief promotes a specific candidate as needs/openings arise.

3.34.06 Promotional Process

The Commission will direct a written notice of promotional examinations be posted, including the following information:

- 1) A description of the position or job classification for the position to be tested;
- 2) A description of eligibility requirements;
- 3) A description of the process to be used in selecting personnel for vacancies; and
- 4) An updated bibliography of materials used as the source of questions.
- 5) Candidates will receive a schedule of dates, times, and locations of all elements of the process after they are deemed qualified for the position based on their application.

3.34.07 Minimum Requirements

Officers will be eligible to take the written promotional or assessment center test for the next higher rank only. Time in service or time in rank to be eligible for the written or assessment center test for a promotional position will be determined by the Commission.

3.34.08 Written Examination

A job-related, non-discriminatory examination will be issued by the Commission based on the recommendations of the Department and Human Resources. The test will be administered by the H.R. Department. The percentage this score represents of the overall score and the minimum passing score will be determined by the Commission based on the Chief's recommendation.

3.34.09 Promotional Examination Appeal

Any appeal regarding any aspect of the promotional process for police shall be directed to the Civil Service Commission in writing with ten (10) business days of notification of the results.

Upon written request, a promotional candidate may review written examinations or written results of scored elements in the selection process under supervision. Any protests against the scored elements of the written examination must be made in writing, along with evidence to prove this point within ten (10) business days of notification of the results. All timely protests will be considered, and defective questions removed and/or necessary score changes made.

3.34.10 Candidates Passing the Written Examination

A list of qualified candidates will be established of those persons having passed the written test. Those individuals having passed the written examination will be advised, in writing, of the date, time, and place of an oral examination.

3.34.11 Oral Examination

The composition of the Oral Examination Board will be determined by the Commission with consideration of the recommendations of the H.R. Department, the SCPOA and the Chief. The oral exam will be job-related and non-discriminatory. Uniform questions will be used for each candidate.

A standardized rating scale for the evaluation of the performance of all candidates will be determined, mutually agreed upon, and consistent throughout the oral examination process.

The written test results and those of the oral examination will each have a weight as determined by the Commission. The Commission will accumulate all test scores into a final point value.

2 Assessment Centers

A job-related, non-discriminatory assessment center examination will be issued by the Commission and proctored by the City's H.R. Department. The scoring criteria will be determined by the Commission.

3.34.13 Promotional Lists and Evaluation and Selection for Promotion

The Commission will submit a certified list to the Chief, who is not bound to ranking of tests/oral scores or final ranking. After having received the certified list of candidates, the Chief may utilize any information available, to include conducting candidate interviews, in order to better appraise a candidate.

The Chief will provide a written explanation, in the Personnel Order, of the reason(s) for appointing an eligible officer to a vacancy. Persons on the certified eligibility list will only be considered for promotion.

State law does not allow a probationary period in a promoted rank. The Department will have an evaluation period of one year for a newly-appointed promotional candidate for the purpose of ensuring appropriate training and supervision of those in a new environment. The immediate supervisor of a newly promoted officer will evaluate and prepare a written summary of the officer's performance on a quarterly basis, to be forwarded to the Chief.

3.34.14 Reapplication, Retesting, and/or Re-evaluation

Each candidate not promoted will be allowed to reapply, retest, or be re-evaluated. This cannot be done until the next test is offered.

3.34.15 Evaluation of the Promotional Process

The promotional process will be evaluated prior to the next testing period and revised as necessary. The entire process will be evaluated in terms of its effectiveness relative to selecting the best qualified candidates in a fair and equitable manner.

All circumstances concerning evaluation of validity, utility, and adverse impact will be considered in determining when one or more components of the processes are outdated.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PROMOTIONS – CIVILIAN MEMBERS

NUMBER: 3.35

EFFECTIVE: October 28, 2014

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 09/28/2022

6TH EDITION C.A.L.E.A. STANDARDS: 34.1.6

3.35 PROMOTIONS – CIVILIAN MEMBERS

3.35.01 Promotions – Policy Statement

The purpose of this directive is to establish guidelines for the SCPD to promote personnel in a manner consistent with:

1. State law and City ordinances,
2. City labor agreements,
3. Civil Service Commission rules and regulations, and
4. Equal Opportunity/Affirmative Action guidelines.

3.35.02 Responsibility of the Chief of Police

The Chief maintains the authority and responsibility for the Department's role in the promotional process. From the list of candidates provided by the Civil Service Commission or the selection process, the Chief will determine who will be promoted and will not be bound by the rank order of the list.

3.35.03 Civil Service Commission Responsibilities

The Civil Service Commission will – at such times as will be found necessary and under such rules as will be prescribed and published in advance by the Commission and posted in city hall – hold promotional examinations for the purpose of determining the qualifications of applicants for promotion to a higher grade under Civil Service. The examination will be practical in character and will relate to such matters as will fairly test the ability of the applicant to discharge the duties of the position to which the applicant seeks promotion. Testing procedures will be administered in compliance with Iowa Code 400.9(1).

The Commission will establish guidelines for conducting the examinations. It may prepare and administer examinations, or may hire persons with expertise to do so if the Commission approves the examinations and if the examinations apply to the position in the City for which the applicant is taking the examination. It may also hire persons with expertise to consult in the

preparation of such examinations, if the person so hired or employed will aid personnel of the Commission in assuring a fair examination is conducted. A fair examination will explore the competence of the applicant in a particular field of examination. Examinations will be administered in compliance with Iowa Code 400.9(2).

The Commission will, within ninety (90) days after the beginning of each competitive examination for promotion, certify to the City Manager a list of names of the ten persons who qualify with the highest standing as a result of each examination for the position they seek to fill (or such number as may have qualified if less than ten, in order of their standing). All newly created offices or other vacancies in positions under Civil Service, which will occur before the beginning of the next examination for such position, will be filled from said list or from the preferred list existing as provided for in case of diminution of employees within thirty (30) days (Code of Iowa – Chapter 400.11.)

3.35.04 Human Resources Department Responsibilities

The City Human Resources (H.R.) Department will solicit recommendations from the Chief and applicable labor agreement representatives within the Department:

1. in the selection of written promotional examinations and/or assessment centers, if applicable,
2. for the numerical values assigned for each phase of the selection process, if applicable, and
3. for the composition of the Oral Board.

Those recommendations will be forwarded to the Commission, or those who will have final authority in establishing all facets of the promotional process. A representative of the H.R. Department will:

1. proctor the written and/or assessment center promotional examinations;
2. submit all written examinations to the provider for the purpose of scoring;
3. be responsible for notification of the results of the written and/or assessment center examinations in writing;
4. provide notification of the date, time, and place of the oral examinations/interviews and the results of the oral examinations/interviews in writing;
5. maintain the security of all promotional materials.

3.35.05 Promotional Process Overview

- Notification of promotional process.
- The Chief posts promotional eligibility requirements for each class.
- Member makes written application for promotional testing.
- Written examination and/or assessment center test, if applicable.
- Written examinations and/or assessment center tests are scored.
- Notification of eligibility for oral examinations/interviews.
- Oral examination/interview.

- A promotional list of the top ten or fewer candidates based upon the evaluation of oral and/or written test scores or assessment center scores.
- A qualified candidate list is established.
- Background checks are conducted.
- Promotion list is certified by Commission, if applicable.
- The candidates are informed in writing of their scores and receive a copy of the certified list, if applicable.
- Promotional list is presented to the Chief, if applicable.
- Chief promotes a specific candidate as needs/openings arise.

3.35.06 Promotional Process

A written notice of promotional examinations will be posted, including the following information:

1. A description of the position or job classification for the position to be tested;
2. A description of eligibility requirements;
3. A description of the process to be used in selecting personnel for vacancies;
4. An updated bibliography of materials used as the source of questions, if applicable.

Candidates will receive a schedule of dates, times, and locations of all elements of the process after they are deemed qualified for the position based on their application.

3.35.07 Minimum Requirements

Civilians will be eligible to apply for any promotional position for which they qualify based on job descriptions.

3.35.08 Written Examination

All written exams given to civilian employees will be job-related, uniform, and non-discriminatory. Written tests will be administered by the City's H.R. Department.

Written examinations issued by the Civil Service Commission will be based on the recommendations of the Department and Human Resources. The percentage this score represents of the overall score and the minimum passing score will be as determined by the Commission based on the Chief's recommendation.

Written examinations for non-civil service employees will be issued by Human Resources based on the recommendations of the Department and applicable state and federal laws.

3.35.09 Candidates Passing the Written Examination

A list of qualified candidates will be established of those persons having passed the written test. Those individuals having passed the written examination will be advised, in writing, of the date, time, and place of an oral evaluation, if applicable.

3.35.10 Oral Examination/Interviews

Civil Service Employees

The composition of the Oral Examination Board for Civil Service positions will be determined by the Commission with consideration of the recommendations of the H.R. Department, the involved bargaining unit, and the Chief. The oral exam/interview will be job-related and non-discriminatory. Uniform questions will be used for each candidate.

A standardized rating scale for the evaluation of the performance of all candidates will be determined, mutually agreed upon, and consistent throughout the oral examination process.

The written test results and those of the oral examination will each have a weight as determined by the Commission. The Commission will accumulate all test scores into a final point value.

Non-Civil Service Employees

The composition of the Oral Interview Board for Non-Civil Service positions will be determined by the Chief, the involved Bureau or Section Supervisor, and the H.R. Department.

Upon conclusion of the interview process, candidates will be ranked in the order in which they will likely be selected or promoted. The interviews are not scored per se.

3.35.11 Assessment Centers

A job-related, non-discriminatory assessment center examination may be issued by the Commission and proctored by the City's H.R. Department. The scoring criteria will be determined by the Commission.

3.35.12 Promotional Lists and Evaluation and Selection for Promotion

For Civil Service positions, the Commission will submit a certified list to the Chief, who is not bound to ranking of tests/oral scores or final ranking. After having received the certified list of candidates, the Chief may utilize any information available in order to better appraise a candidate.

For non-civil service positions, a candidate list may be provided to the Chief, who is not bound to any ranking that may be presented. The Chief may utilize any information available in order to appraise a candidate.

The Chief will provide a written explanation, in the Personnel Order, of the reason(s) for appointing an eligible employee to a vacancy. Persons on a civil service eligibility list for promotion will hold preference for promotion for two years following the date of certification.

State law does not allow a probationary period in a promoted rank. The Department will have an evaluation period of one year for a newly-appointed promotional candidate for the purpose of ensuring appropriate training and supervision of those in a new environment. The immediate supervisor of a newly promoted member will evaluate and prepare a written summary of the member's performance on a quarterly basis, to be forwarded to the Chief.

3.35.13 Reapplication, Retesting, and/or Re-evaluation

Each candidate not promoted will be allowed to reapply, retest, or be re-evaluated. This cannot, however, be done until the next test is called.

3.35.14 Evaluation of the Promotional Process

The promotional process will be evaluated prior to the next testing period and revised as necessary. The entire process will be evaluated in terms of its effectiveness relative to selecting the best qualified candidates in a fair and equitable manner.

All circumstances concerning evaluation of validity, utility, and adverse impact will be considered in determining when one or more components of the processes are outdated.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: INVESTIGATION OF COMPLAINTS OF MISCONDUCT

NUMBER: 3.90 **EFFECTIVE:** 2/7/1997

APPROVED BY: Rex M. Mueller,
Chief of Police **REVISION:** 09/07/2022

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.9, 11.4.5, 26.1.3, 26.1.4, 26.1.5, 26.1.6, 26.1.7, 26.1.8, 26.2.1, 26.2.2, 26.2.3, 26.2.4, 26.2.5, 26.3.1, 26.3.2, 26.3.3, 26.3.4, 26.3.5, 26.3.6, 26.3.7, 26.3.8, 82.3.5

3.90 INVESTIGATION OF MISCONDUCT

3.90.01 Investigation of Misconduct – Policy Statement

The investigation of serious policy violation is an internal affairs function which the SCPD considers important for the maintenance of professional conduct and the overall integrity of the Department.

It is the policy of the SCPD to accept, investigate and review all incidents of alleged misconduct or improper handling of an incident on the part of police personnel, sworn or non-sworn. These reviews may be formal or informal.

The Chief is entrusted with the responsibility of providing a system of disciplinary procedures. This system of disciplinary procedures may not only subject employees to corrective action when they conduct themselves improperly but will also protect them from unwarranted criticism when their duties are carried out properly.

The purpose of this directive is to provide an avenue of review for any person who requests a review of an incident or who alleges misconduct on the part of any employee of the SCPD. It also establishes guidelines for the processing of these complaints, and the rights of those members of the Department who may become part of an investigation or disciplinary process.

3.90.04 Purpose of Investigating of Misconduct

The SCPD takes the responsibility for investigating certain forms of improper official or unofficial acts. Investigations are conducted:

1. to determine whether an incident warrants imposing Department disciplinary action;
2. to determine referral for criminal prosecution of the member(s) involved, if warranted;

3. on behalf of the City's Legal department in preparation for potential civil litigation resulting from the incident;
4. to identify policy deficiencies (such deficiencies will be addressed as a top priority by the Department);
5. to identify training needs;
6. to identify members who may need assistance (i.e. EAP).

3.90.05 Public Information

The Department will make available, to the public, information on procedures regarding the registering of complaints via brochures and the Department's website.

3.90.06 Processing of Complaints and Allegations

The Department will investigate all suspected acts of misconduct and complaints reported by members of the Department or citizens, including prisoners, whether made orally or in writing, even if anonymous.

Blue Team will be the method of receiving and documenting allegations or complaints of misconduct. Complaints made in person should be taken in writing utilizing the Citizen Complaint Form or Voluntary Witness Statement, whenever possible. The Citizen Complaint Form or Voluntary Witness Statement will be forwarded to the Professional Standards Lieutenant to be scanned and attached to the Blue Team entry. A copy of these written forms can also be given to the complainant as verification the complaint has been received. If this is not possible, a verification letter will be sent to the complainant. Minor complaints received by telephone may be verified by a return telephone call.

Any member, contacted by a citizen wishing to lodge a complaint, will immediately put the citizen in contact with the accused member's supervisor.

1. If the supervisor is on duty but unavailable, the member will attempt to obtain sufficient information to enable the supervisor to return a call.
2. If the accused member's supervisor is not available, the member will put the citizen in contact with a supervisor in the same bureau, section, or watch.
 - a. The supervisor taking the complaint will obtain the general nature of the complaint and sufficient information to contact the citizen by completing a Blue Team Citizen Complaint entry.
 - b. This information will be forwarded to the Professional Standards Lieutenant for review and the accused member's Lieutenant, Bureau Commander, and Chief will be notified.
 - c. If the complaint is against a Lieutenant or Captain, the information will be forwarded to the Professional Standards Lieutenant and the next level of the chain-of-command will be notified.
3. The Professional Standards Lieutenant will assign allegations of misconduct to an appropriate investigator as defined within this policy. Each investigation into

allegations of misconduct must have a conclusion of facts and will be noted in the notes section or attached as a document to the Blue Team entry.

Any member may initiate a criminal or misconduct complaint against another member regardless of rank.

- a. The complaint will be forwarded to the Professional Standards Lieutenant and the accused member's Lieutenant, Bureau Commander, and Chief will be notified.
 1. In the event of a criminal complaint, it will be forwarded to the Chief.
 2. If circumstances warrant, the complaining member may bypass the chain-of-command and take his/her initial report to the next higher step in the chain-of-command—or, in the event of suspected conspiracy or collusion between ranking members, to whatever level of the chain-of-command necessary to receive appropriate investigation and review.

3.90.07 Classification of Violations

There are numerous types of misconduct that members can engage in, and they do not have to be on the job in order to be in violation. Allegations of misconduct may involve violations of department policy, city administrative policy or violations of federal, state, or local laws. Some allegations of misconduct may be defined or classified by the Code of Conduct as a Class I, II, or III violation, however some of these allegations are minor in nature and are best handled or investigated by direct supervisors. Allegations of serious misconduct will be investigated by Internal Affairs. Some examples of serious misconduct include but not limited to:

- a. violation of criminal law,
- b. gross negligence involving loss of life, potential loss of life, or intentional damage to property
- c. excessive force
- d. falsifying information
- e. alcohol or drug violations
- f. civil rights violations
- g. sexual misconduct
- h. or, when deemed in the best interest of the Department

3.90.08 Investigation of Misconduct

Definitions

Allegation – An unproven accusation that a member of the Sioux City Police Department violated department policy, city administrative policy, or the law.

Violation – An act or omission by a department member that is a breach of department policy, city administrative policy, or the law, which if proven true could result in disciplinary action.

Complaint – A formal written allegation signed by the complainant, or a Blue Team entry by a member receiving an oral complaint, stating the complainant’s allegation.

Informal Inquiry – A meeting by supervisory or command personnel with a member, who is the subject of an allegation, for the purpose of resolving the allegation or determining whether a formal administrative investigation should be commenced.

Interview – The questioning of a member, who is the subject of a complaint, pursuant to the formal administrative investigation procedures of the investigating agency, if such a complaint may be the basis for seeking removal, discharge, suspension, or other disciplinary action against the member.

Formal Administrative Investigation – An investigative process ordered by a supervisor or designee, during which the questioning of a member is intended to gather evidence to determine the merit of a complaint, which may be the basis for seeking removal, discharge, suspension, or other disciplinary action against the member.

Exonerated – The actions taken by the member, even if as described by the accusing party, represent proper conduct on the part of the member;

Sustained – Based upon a preponderance of the evidence, the actions on the part of the member violated department policies and/or federal, state, or local laws;

Policy Deficiency – The allegation is true; the actions of the Department Member were consistent with departmental policy. However, the policy was in need of revision to provide department members needed direction;

Not Sustained – The facts and circumstances surrounding the allegations cannot be determined with certainty in light of the evidence presented. However, any additional evidence on the part of the accuser or accused member may be sufficient for a new hearing;

Unfounded – There is no factual basis for the allegation.

Training Issue – The investigation determined the involved department member(s) were not sufficiently trained to handle the situation.

Violations not based upon the complaint – The investigation determined other departmental violations were discovered in addition to the allegations lodged by the complainant.

Supervisor Responsibility

Allegations against an employee are to be investigated and resolved at the lowest possible level, when appropriate. If the misconduct is minor, such as a minor infraction of procedures or a case of poor judgment which has not significantly impeded effective Department operations, the supervisor is authorized to investigate such matters.

1. An informal inquiry may occur prior to conducting a formal administrative investigation if appropriate.
2. Unless notification would compromise the investigation, all members who are the subject of a complaint or potential policy violation will be notified of the allegation(s). Notifications will be made by Internal Affairs in writing for serious allegations of misconduct. Notifications need not be in writing for alleged minor violations.
3. If the alleged misconduct is serious in nature and the supervisor determines that a serious violation has occurred, the incident will be referred to Internal Affairs for further investigation.
4. Furthermore, if the misconduct is serious as defined in 3.90.07, a supervisor may relieve a member from duty, when appropriate.

The supervisor ordering relief from duty will immediately notify the Bureau Commander of the accused member. A conference between the accused member, his/her supervisor, the member's Bureau Commander and the Chief regarding the accusation will be conducted as soon as possible, normally at 0900 the following business day.

Command officers and supervisors also have the authority to conduct the preliminary investigation of major offenses, unless involvement would compromise the investigation.

All command officers and supervisors will notify the Chief, appropriate Bureau Commander, and Professional Standards Lieutenant immediately upon learning of any sensitive matters involving members of the Department for:

1. serious allegations of misconduct
2. violations of criminal law
3. or traffic violations classified as serious misdemeanor or greater.

Notification will be made through Blue Team. In addition, notification will be by telephone to the appropriate Bureau Commander who will in turn notify the Chief for any serious allegation of misconduct

Professional Standards Responsibility

The Professional Standards Lieutenant has the primary responsibility for the internal affairs function of the Department and reports directly to the Chief regarding investigations of alleged serious misconduct normally involving Class I, II, or III violations.

The Professional Standards Lieutenant will have the primary responsibility for:

1. Investigating sensitive matters or serious allegations of employee misconduct, normally of a Class I, II, or III Violation; an informal inquiry may occur prior to conducting a formal administrative investigation if appropriate.
2. Making written notification of the allegations and the member's rights and responsibilities relative to the investigation for alleged serious misconduct normally constituting a Class I, II, or III violation. If notification would compromise the investigation, written notification may be delayed until such time as notification will not adversely affect the investigation;
3. Updating the Chief periodically during investigations of serious or sensitive matters;

4. Updating the complainant at least every 30 days concerning the status of the complaint;
5. Forwarding the results of all such investigations to the Chief as soon as practical (Normally, investigations of misconduct will be completed within sixty days. However, extensions will be granted when necessary and appropriate);
6. Reviewing and recording the investigation of complaints against members
7. Maintaining the confidentiality of the internal affairs investigations and records.

Chief of Police Responsibility

The Chief:

1. will assign the Professional Standards Lieutenant or a Special Investigator to conduct investigations as appropriate. The Special Investigator, when appointed by the Chief, has the authority to investigate fully all matters of alleged misconduct by members of the Department. The Special Investigator will report directly to the Chief on matters which, normally, will be of a sensitive nature;
2. will convene and preside over disciplinary hearings when appropriate;
3. will maintain a record of disciplinary hearings;
4. will dispense discipline as necessary -
 - a. forward to the City Manager recommendations for termination, demotion, or suspension of any employee;
 - b. issue Written and Oral Reprimands on his own initiative or upon the recommendation of a command officer or supervisor;
5. will keep the complainant informed as to the progress of the investigation as appropriate;
6. will notify the complainant that the investigation has concluded and its disposition;
7. will determine if the complaints concerning alleged misconduct on an agency wide basis are to be referred to an outside agency (i.e. D.C.I, F.B.I.).

3.90.09 Interviews of Members

Whenever an accused member is under investigation and is subject to interview by members of this agency for any reason which could lead to disciplinary action, the investigation will be conducted under the following conditions:

1. The member under investigation will be informed of -
 - a. the name and assignment of the member in charge of the investigation;
 - b. the name of the interviewing member;
 - c. the name of all persons present during the interview;
 - d. specific incident under investigation prior to any interview;
 - e. the name of the complainant(s) unless it would jeopardize the investigation;
2. The interview will be conducted at a reasonable hour, preferably at the time when the member is on duty, unless the seriousness of the incident requires immediate action;
3. Interview sessions will be for a reasonable period and will be timed to allow for such personal necessities and rest periods as are reasonably necessary;
4. Members under investigation for allegations of criminal misconduct, which may result in criminal prosecution, will be advised of their Miranda rights against self-incrimination and will be afforded the opportunity to consult with an attorney;

5. Members who are the subject of a complaint or potential policy violation will be notified of the allegation(s). Notifications will be made in writing for alleged serious allegations of misconduct. Notifications need not be in writing for alleged minor violations. Members will be read the Garrity Advisement prior to being interviewed in a formal administrative investigation for allegations of misconduct which involve violations of departmental policy (for which no criminal prosecution is sought):
 - a. No member of the Department having received a Garrity Advisement may refuse to truthfully answer any questions narrowly related to the matter under investigation, the performance of official duties, or fitness for duty;
 - b. No statement made pursuant to a Garrity Advisement may be used against any member in a criminal proceeding. However, statements may be used against members in a criminal proceeding for perjury or false statement.
6. An interview of a member will be audio recorded at a minimum.

Members interviewed as witnesses or knowledgeable of circumstances relevant to an investigation and not directly accused of wrongdoing, require neither Miranda nor Garrity Advisements. No member of the Department interviewed under such circumstance may refuse to truthfully answer any questions or otherwise fail to cooperate fully in all aspects of the investigation. Members providing false statements or withholding information relevant to an investigation are subject to disciplinary action.

3.90.10 Relief from Duty

Command officers and supervisors have the authority to relieve from duty any Department member when it appears such action is in the best interest of the Department.

1. The member will suffer no loss of salary or benefits pending an initial disciplinary hearing.
2. The supervisor performing the emergency suspension will immediately notify the Bureau Commander of the accused member, who will in turn notify the Chief.
3. A preliminary conference between the accused member, his/her supervisor, the member's Bureau Commander, and the Chief regarding the accusation(s) will be conducted as soon as possible, normally at 0900 the following business day.
4. At the conclusion of this conference, the Chief will determine the duty status of the accused, pending completion of the investigation. The continued suspension of any employee will require the approval of the Chief.

3.90.19 A Record of the Proceedings

A record of all allegations of misconduct and complaints against the department or department members will be maintained in the Professional Standards Section. Access to these files must be pre-approved by the Chief.

Records of Internal Affairs investigations and/or disciplinary hearings which result in a finding of *exonerated, policy failure, not sustained, unfounded or training issue*, will be maintained solely in Professional Standard's sealed Internal Affairs files and/or IA Pro data.

Oral reprimands will become a part of the employee's department Administrative file, Internal Affairs files, and Human Resources personnel files. An oral reprimand will be removed from the employee's department Administrative files upon expiration of two years from the date of issuance, provided there has been no reoccurrence of the problem which was the basis for the reprimand. A copy of the oral reprimand will be maintained by the Human Resources Department and Internal Affairs, but will only be released or reviewed in cases involving claims or complaints against the City or the affected employee.

Records of disciplinary actions or hearings which result in a finding of *sustained* or *violation not based on original complaint* with a penalty of a *Written Reprimand* or *greater*, will be maintained:

1. in the accused member's department Administrative file,
2. in Human Resource's personnel files, and
3. as a disposition in the secured Internal Affairs files (including IA Pro).

Any dissemination of the contents of files will strictly conform with Iowa Code, Civil Service rules, court orders, or as directed by the City of Sioux City, City Attorney; and in all cases, solely with the specific permission of the Chief.

A member who has received a Pre-suspension/Pre-termination Hearing Notice for violation of the Code of Conduct will have the right to review and make cursory notes in reference to all reports and records that are reasonable and appropriate, as determined by the Chief, to prepare for the disciplinary hearing.

In disciplinary hearings conducted by the Chief, an audio recording of the proceedings will be maintained until the period for filing an appeal to the Civil Service Commission (if applicable) or grievance has expired. If a subsequent appeal to the Civil Service Commission or the courts is being considered, the accused member must notify the Chief within ten days of the last step in the grievance, of the intention so the audio recording may be maintained for an additional period.

3.90.20 Access to Internal Affairs Information

The SCPD will follow Iowa Code 80F.1 statute in regard to release of formal administrative investigation reports resulting in disciplinary actions. Case files resulting in a finding of exonerated, policy failure, not sustained, unfounded, or training issue will not be released or viewed by a member.

The Chief will have access at any time to any employee's department Administrative and Internal Affairs files. The Professional Standards Lieutenant, the Bureau, Watch, or Section Commander of the member involved, or a Special Investigator will have access to such files in furtherance of an internal or disciplinary investigation, or for preparation of disciplinary recommendations, with permission of the Chief. Such examination will be narrowly related to the matter under investigation.

3.90.21 Disclosure of Confidential Information

Investigations will concern violations of law, statute, ordinance, code of conduct, or policy directives, and will not involve inquiries into the member's personal life not directly related to these areas of concern. Investigations will be conducted solely on a need-to-know basis, and the content of any investigation will not be revealed to any Department members not specifically authorized by the Chief or policy directive.

Photos and Photo Line-ups

All members under investigation may be required to participate in a line-up or to be photographed when such photograph or line-up is specifically directed and narrowly related to a particular investigation of misconduct.

Official photographs will not be released to the public without written permission of the member or without a request to release pursuant to Chapter 22 of the Iowa Code.

Alcohol or Drugs

Any employee evidencing the influences of alcohol or controlled substances will be relieved of duty immediately and may be required to submit to a chemical test. The test for alcohol will be breath or blood and the test for drugs will be urine.

Any supervisor has the authority to order any member of the Department to submit to a chemical test when the member has an odor of an alcoholic beverage on or about his person or exhibits any sign of physical or mental impairment, when the member is:

1. on duty,
2. reports for duty, or
3. acts under the color of authority while involved in an incident while off duty.

The refusal of an employee to submit to a test will constitute a separate and additional violation.

Financial Records

The financial records and activities of Department members are recognized as personal business. However, when an allegation against a member involving criminal conduct or a conflict of interest as a result of actions or employment is received, a Financial Disclosure Statement may be requested by an Internal Affairs Investigator. The accused member may refuse, but the Internal Affairs Investigator has the option to seek a court order. Members will comply fully with the terms and specifications of any court-ordered disclosure. Financial records or disclosures gained pursuant to a court order in a criminal investigation will become a part of the investigative case file.

The contents of any financial disclosure obtained regarding the member, where the investigation or disciplinary hearing results in a finding other than sustained, will be destroyed. Any Financial Disclosure Statement obtained regarding a member which results in a finding of sustained in any disciplinary hearing will become a part of that investigation.

Authorized Use of a Polygraph

Under the specifications of Chapter 730.4 of the Code of Iowa, members of the Department may not be required to submit to a polygraph examination as part of an internal investigation. However, members of the Department under investigation are free at any time to request a polygraph examination. The use of the polygraph examination will not be the sole determinant factor in the investigation, but merely a supportive measure.

When a complaint has been filed and the investigation has reached an impasse, the complainant may be requested to submit to a polygraph examination. If the accusation is criminal and dependent upon the gravity of the allegation and the apparent reason for the decline of the complainant to take a polygraph, the investigation may continue. Where appropriate, polygraph examinations may also be offered to witnesses either for or against the accusation.

All polygraph examinations will be specifically directed and narrowly related to the particular internal investigation being conducted and be performed by a non-departmental polygrapher.

3.90.22 Criminal Investigations

If the department receives a complaint which is of a criminal nature it will be forwarded to the Chief and assigned as he deems appropriate.

When a criminal investigation of a member is conducted by the department it will be in accordance with state and federal laws.

3.90.23 Defense Against Libel and Slander

Members who have been the subject of false or malicious accusations, have the right to bring a civil suit for monetary damages against the individual(s) bringing such actions where legal sufficiency exists for doing so. Such civil suits, when brought, must be made known to the Chief.

Furthermore, accusations made against members of the Department and all documents generated as a result of the investigation of these accusations, will be considered as official reports. The Department shall request criminal charges against the individual(s) bringing such false and malicious accusations where legal sufficiency exists for doing so.

3.90.24 Annual Report

The Professional Standards Lieutenant will prepare an annual statistical summary report based on data from internal affairs investigations. The report will be made available to the public and agency employees. He will also complete an annual Administrative Review of citizen concerns, agency practices, and annual Department training relating to Bias-Based Profiling.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: CORRECTIVE ACTION PLAN AND EMPLOYEE PRESERVATION
NUMBER: 3.95 **EFFECTIVE:** 9/27/2019
APPROVED BY: Rex M. Mueller, **REVISION:** 09/07/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.9, 11.4.5, 26.1.3, 26.1.4, 26.1.5, 26.1.6, 26.1.7, 26.1.8, 82.3.5

3.95 CORRECTIVE ACTION PLAN AND EMPLOYEE PRESERVATION

3.95.01 Corrective Action Plan/Employee Preservation – Policy Statement

A relationship of trust and confidence between the department and the community is essential to effective law enforcement. Officers must be free to exercise their own judgment and take enforcement action in a reasonable, lawful, and impartial manner without fear of reprisal.

It is therefore important to establish a disciplinary action process which enables the department to initiate positive, corrective action for improper conduct while at the same time protecting officers from unwarranted criticism for properly discharging their duties.

It is the intent of this policy to establish clear guidelines for correcting and preventing job performance deficiencies and misconduct, and for administering employee disciplinary action.

The goal of the Sioux City Police Department’s disciplinary process is to correct and/or modify a behavior or improve job-related performance. Disciplinary action is not meant to be punitive in nature. Appropriate disciplinary corrective action will be administered fairly, reasonably consistent, and based on department policies and/or federal, state, or local statutes.

3.95.02 Action

No member will be subject to departmental disciplinary action more than once for a single specific act or violation, but they may be corrected or disciplined for each additional act or violation of misconduct. However, past acts and violations that have occurred during the previous two years will be considered in determining the appropriate corrective action for current violations. Nothing in this section will be construed to prohibit departmental disciplinary action in addition to any criminal or civil sanctions the member may experience as a result of the same or related conduct.

3.95.03 Classification of Violations

Every violation of the Department Code of Conduct has a maximum corrective action that may be imposed upon members, following a finding of sustained:

1. Class I Violation – Maximum corrective action that may be imposed is dismissal from the Department.
2. Class II Violation – Maximum corrective action that may be imposed is 30 working days suspension without pay.
3. Class III Violation – Maximum corrective action that may be imposed is a five (5) working days suspension without pay.
4. Class IV Violation – Maximum corrective action that may be imposed is a Written Reprimand.
5. Class V Violation – Maximum corrective action that may be imposed is an Oral Reprimand.

(Demotions may also be imposed for any single violation of Class 1, 2, 3, and multiple violations of Class 4 and 5 committed by supervisory or command personnel.)

Extraordinary circumstances may also be applied in determining a corrective action, above or below the specified maximum, for one or more violations of the Code of Conduct.

Disciplinary action may be progressive in nature, beginning with the least severe action necessary to modify the undesirable behavior, and increasing in severity if the behavior is not modified.

A finding of sustained for a subsequent violation of the Code of Conduct may upgrade the corrective action for the subsequent violation to a higher classification than normal, depending upon:

1. the totality of the circumstances,
2. the seriousness of the violation, and
3. the elapsed time since the previous violation.

Recommendations regarding appropriate corrective action will normally be required of the investigating supervisor, command officers, or civilian supervisors in the accused member's chain of command.

3.95.04 Corrective Action

The authority to discipline or correct members of the Department is derived from the administrative policy of the City of Sioux City and/or Civil Service laws and regulations as appropriate. The following corrective action may be assessed against a member of the department resulting in disciplinary action for policy violations:

1. Verbal Warning;
2. Verbal Admonishment;
3. Documented Oral Reprimand;
4. Written Reprimand;
5. Suspension from Duty with Loss of Pay;
6. Demotion in Rank;
7. Dismissal from the Department.

Lieutenants have the duty of correcting, admonishing or reprimanding a subordinate whenever circumstances warrant.

3.95.05 Appeal Process

Members have the right to appeal disciplinary action decisions in the following manner:

1. All members have the right to appeal disciplinary action decisions in accordance to the grievance procedures provided in the labor agreements
2. Suspensions without pay, demotions, and terminations of employment for Civil Service employees may be appealed to the Civil Service Commission and the courts pursuant to Iowa Law.
3. Suspensions without pay, demotions, and terminations of employment for Non- Civil Service employees may be appealed to the courts pursuant to Iowa law.

No member will be discriminated against or threatened in regard to their employment in any way for exercising their rights to appeal.

3.95.06 Pre-Suspension/ Pre-Termination Hearing

The Chief will provide an accused employee a disciplinary hearing prior to any corrective action which will or may result in suspension, demotion, or termination from the Department. Disciplinary action hearings will be conducted as provided in this directive, and as may be required by the City Administrative Policies.

The Chief has the authority and responsibility to:

1. Hold a hearing, as appropriate, wherein the accused member has the opportunity to respond to the allegations;
2. Make a final determination of disciplinary action, subject to appeal, as established in departmental policy directives, City Administrative Policies, labor agreements, and/or Iowa Code.

3.95.07 Presence of Legal Counsel

In disciplinary hearings conducted by the Chief, counsel may be present.

1. Counsel's involvement will be limited to advising the accused member as to their rights within the scope of departmental policy and Code of Conduct.
2. Counsel may directly question witnesses and review certain written documents used at the hearing but will not interfere with or disrupt the proceedings.
3. Should the actions of counsel be, in the Chief's judgment, deemed to be interfering with or disrupting the proceedings, counsel may be required to leave the proceedings.

Pursuant to the contract between the City of Sioux City, the SCPOA and AFSCME, members of the Department accused of misconduct are entitled to a representative of their association or union to be present at the disciplinary action hearing. Members of the association or union, acting as representatives of that organization, are subject to the same restrictions as legal counsel.

3.95.08 Disciplinary Findings

The finding of the disciplinary hearing will be provided in writing by the Chief or his designee to the member whom the complaint is against, and the accusing or complaining person, as soon as practical following the hearing, and must include:

1. a brief summary of the evidence leading to the finding;
2. the factors used in arriving at the corrective action imposed; and
3. if extraordinary circumstances surrounding the violation are relied upon to impose a corrective action above the normal maximum, such extraordinary circumstances must be clearly specified.

If a disciplinary hearing results in a separation from the Department of an employee by dismissal, the Chief will provide the affected employee with the following information:

1. a statement citing the reasons for dismissal;
2. the effective date of dismissal;
3. a referral to the City Finance Department as to the status of fringe and retirement benefits.

3.95.09 Aids to Disciplinary Action

Command officers and supervisors have the authority to exercise remedial actions for deficiencies, which normally would not result in formal disciplinary action procedures, in the form of counseling, remedial training, performance improvement plans, or referral to the Employee Assistance Program.

Nothing in this directive will preclude the use of remedial training, counseling, performance improvement plans, or referral to the Employee Assistance Program (EAP) in lieu of, or in addition to, any other formal disciplinary action measures.

Training

Remedial training includes positive and constructive techniques for improving the effectiveness, productivity, and morale of Department members.

Supervisors are required to identify any shortcomings, deficiencies, or lack of sufficient knowledge in their employee's job performance. When appropriate, remedial training recommendations will be made based on those areas. The Chief may order the employee to attend and successfully complete a course of remedial instruction. Such remedial instruction will be prepared and/or coordinated by the Training Sergeant.

Counseling

Counseling is an important aspect of the Department's corrective action process. Supervisors will conduct periodic counseling sessions or identify a member's peer who is well suited to help correct an employee's job performance.

Performance Improvement Plans

A Performance Improvement Plan is a tool to give an employee with performance deficiencies the opportunity to succeed. It may be used to address failures to meet specific job goals or to correct behavior-related concerns. The purpose of a Performance Improvement Plan is to define performance deficiencies, clarify performance expectations, and allow the opportunity to demonstrate the employee's ability to meet the performance expectations. The plan should identify both short and long-term goals with identified timetables. The employee and supervisor shall periodically meet to review the progression and/or identify a need for modification to the original plan. The Performance Improvement Plan shall be documented utilizing the approved department report form. All documentation will be maintained in the employee's administrative personnel file.

Employee Assistance Program (EAP)

Employees are encouraged to voluntarily seek help with personal problems through EAP and may wish to inform their supervisors of such action if time off work is required or recommended.

Supervisors and command officers have the authority and responsibility to recommend the EAP to any employee who evidences a potential need. Such recommendation is not only a preventative measure of the disciplinary action process, it is in the interest of the employee's well-being.

The Chief may recommend any member of the Department to utilize, and successfully complete, any program of the EAP when the employee's performance is less than satisfactory.

If EAP is utilized by a member as a result of alcohol or substance abuse, the employee will be treated according to the terms and specifications of Chapter 730.5 of the Iowa Code.

Employee Wellness

Wellness is the pursuit of continued growth and balance in the eight dimensions of wellness. Many people think about "wellness" in terms of physical health only. Wellness, however, is much more than physical health. Wellness is a full integration of physical, mental and spiritual well-being. It is a complex interaction that leads to quality of life.

Wellness is commonly viewed as having several dimensions. Each dimension contributes to our own sense of wellness or quality of life, and each affects and overlaps the others. At

times one may be more prominent than others, but neglect of any one dimension for any length of time has adverse effects on overall health.

Employees are encouraged to voluntarily participate in physical, emotional, intellectual, social, spiritual, environmental, financial, and occupational wellness programs to help reduce stress and improve their overall quality of life.

3.95.10 Significant Incident Logs

Significant Incident Logs provide a means of documenting positive performance, problems, and deficiencies that do not rise to the level of a policy violation; and, as such, they can prove invaluable:

1. for preparing training recommendations,
2. as documentation of pre-disciplinary corrective measures, and
3. as evidence of noteworthy positive or negative performance for personnel evaluations.

Each Bureau, Watch, and Section Supervisor is required to maintain a Significant Incident Log with a separate section set aside for each individual serving under their command. Significant Incident Log forms are located on the U:drive/city police/secure/blank forms.

1. Entries of noteworthy positive or negative incidents which fall short of those calling for disciplinary action or commendation will be noted in the Significant Incident Log in a timely manner.
2. Entries may be made by either the Section Commander or the first-line supervisor becoming aware of the matter.
3. In all cases, the entry should be reviewed with the member in question as soon as possible following the entry being made; and, initialed by the involved member.
4. The member's initials do not indicate agreement but merely acknowledgement.
5. Log notations will require documentation of remedial action, if any.

Negative notations, which do not result in formal disciplinary action procedures, will be considered remedial action in the form of training and/or counseling rather than disciplinary actions. Members may request a supervisor document a positive comment in their Significant Incident Log at any time. All entries will be confidential and will not be discussed with other employees unless they are relevant to official personnel matters such as evaluations, promotions, or complaint/misconduct investigations.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: CODE OF CONDUCT
NUMBER: 3.97 **EFFECTIVE:** 9/14/1994
APPROVED BY: Rex M. Mueller, **REVISION:** 07/21/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.9, 22.2.7, 26.1.1

3.97 CODE OF CONDUCT

3.97.01 Code of Conduct – Policy Statement

All members of the Sioux City Police Department will have the Code of Conduct explained to them. Members will have access to the policy in the computer and the hard copies of the Code of Conduct located throughout the Department. The Code of Conduct is binding on all members, on or off duty, unless the section in question is obviously not applicable to a given job class or position. For clarification, the term “members” as used in this directive means both sworn and non-sworn employees of the Sioux City Police Department.

The Code of Conduct is intended to provide guidance to all members. It is not intended to narrowly describe every situation which may arise in the course of a career. The Chief reserves the management right to take disciplinary action as a result of a Department member’s act(s) or omission(s), regardless of whether or not the alleged act(s) or omission(s) is specifically prescribed by departmental directives or the federal, state, or local laws in force in the City of Sioux City at the time of the alleged violation.

The increasing complexity of modern policing dictates the primary guidelines for conduct flow from the professionalism and dedication to service of each member of the department. Our actions are, and should be, evaluated by the community we serve. All members must be cognizant of the fact the esteem the department and its individual members enjoy, is a direct result of the quality of service we provide to the citizens for which this agency exists.

The Code of Conduct is written with liberal intent, and the “reasonable person” concept pervades their application. It is the intent of the department to provide reasonable and just administration and discipline within its organization to effectively control and manage the operation of the department.

The Chief of Police may find that conduct, which technically violates one or more of the subparts of this Code of Conduct, was justified based upon exigent circumstances, and therefore, no cause for disciplinary action exists. Extraordinary circumstances may also be applied by the

Chief of Police in determining if a penalty above the specified maximum of one or more violations of the Code of Conduct will be utilized.

Penalties specified in the Code of Conduct represent the maximum which may be imposed, as opposed to a mandated penalty. Rather, penalties to be imposed will be determined on the basis of the facts and circumstances present. Lesser penalties may be imposed as appropriate.

The Civil Service Commission has jurisdiction to hear and determine matters involving the rights of Civil Service employees, and may affirm, modify, or reverse any case on its merits.

3.97.02 Knowledge of Laws and Regulations

Members of the SCPD are required to establish and maintain a working knowledge of:

1. the appropriate laws and ordinances in force within the City of Sioux City and the State of Iowa,
2. City of Sioux City administrative policies,
3. Departmental policy directives and standard operating procedures.

In the event of improper action or breach of discipline, it will be presumed the member had knowledge of the law, policy directive, or standard operating procedure in question. Moreover, each member of the Department will perform the duties and assume the obligation of reporting complaints or allegations of misconduct against its members.

3.97.03 Classification of Violations

Every violation of the Department Code of Conduct has a maximum corrective action that may be imposed upon members, following a finding of sustained:

1. Class I Violation – Maximum corrective action that may be imposed is dismissal from the Department.
2. Class II Violation – Maximum corrective action that may be imposed is 30 working days suspension without pay.
3. Class III Violation – Maximum corrective action that may be imposed is a five (5) working days suspension without pay.
4. Class IV Violation – Maximum corrective action that may be imposed is a Written Reprimand.
5. Class V Violation – Maximum corrective action that may be imposed is an Oral Reprimand.

(Demotions may also be imposed for any single violation of Class 1, 2, 3, and multiple violations of Class 4 and 5 committed by supervisory or command personnel.)

3.97.04 Authorized Use, Maintenance, and Abuse of Equipment

- .01 USE OF DEPARTMENT EQUIPMENT – Members, while on duty, will operate official vehicles in a reasonable and prudent manner, and will obey all laws and all departmental orders pertaining to such operation.

Members will utilize department equipment only for its intended purpose in accordance with established departmental written directives, and will not abuse, damage, or lose department equipment. All department equipment issued to members will be maintained in proper order. Damaged or lost property may subject the responsible individual to reimbursement charges, as well as other disciplinary action. Any member found to have violated this rule unintentionally will be considered to have committed a Class 5 Violation. Any member found to have violated this rule by gross negligence will be considered to have committed a Class 3 Violation. Any member found to have intentionally violated this rule will be considered to have committed a Class 1 Violation.

Members are required to surrender all department property in their possession upon separation from service. Failure to return non-expendable items may cause the person to reimburse the department for the replacement cost of the article.

- .02 DEPARTMENT VEHICLES – Members will use department vehicles in accordance with established departmental written directives. Violation of this rule constitutes a Class 5 Violation.
- .03 FAILURE TO REPORT DAMAGED EQUIPMENT – Members are responsible for the proper care of department property and equipment assigned to them. Members will immediately report to their supervisor any loss of, or damage to, departmental property assigned to or used by them. The immediate supervisor will be notified of any defects or hazardous conditions existing in any department equipment or property. Failure of any member to make such notification will constitute a Class 4 Violation.
- .04 CARE OF DEPARTMENTAL BUILDINGS – Members or employees will not mar, mark, or deface any surface of any departmental building. No materials will be affixed, in any way, to any wall in a department building, without specific authorization from a supervisor. No member will alter, mark, deface, or attach anything to any notice, publication, poster, or other document officially posted within the agency. Violation of this rule constitutes a Class 4 Violation.
- .05 UNIFORM EQUIPMENT – Members on duty will wear uniforms, or other clothing, in accordance with established departmental written directive. Except when acting under proper and specific orders from a supervisor or project manager, members on duty will maintain a neat, well-groomed appearance, in accordance with departmental policies. All

sworn members will have at least one serviceable uniform readily available at his/her residence at all times. Violation of this rule constitutes a Class 5 Violation.

- .06 IDENTIFICATION – When carrying a weapon on duty, officers will carry their badge on their person and have their department photo identification card readily available. The only exception will be when doing so would be impractical or dangerous to their safety or an investigation.

When carrying a weapon off duty, officers will carry their department photo ID card on their person.

All department members will furnish their name and department title, and employee number verbally and/or show their department photo identification card any time a person requests that information when they are on duty, or while holding themselves out as having an official capacity, unless the withholding of such information is necessary for the performance of the member's official duty, or is authorized by proper authority. Violation of this rule constitutes a Class 5 Violation.

- .07 IDENTIFICATION AS A POLICE OFFICER – Except when impractical or infeasible, or when the identity is obvious, officers will identify themselves by displaying the official badge or department photo identification card before taking police action. When this is not possible, the officers will at least identify themselves as police officers verbally before taking any action. Violation of this rule constitutes a Class 5 Violation.

3.97.05 Authorized Use and Possession of Weapons

- .01 RESPONSE TO RESISTANCE – In any situation, members will use no more force than is reasonable and necessary under the circumstances. Members will use force in accordance with the law and departmental directives. Violation of this rule constitutes a Class 1 Violation.
- .02 USE OF WEAPONS – Officers will not discharge their weapons while in the performance of their official duty, except as provided by State law and departmental directives. Violation of this rule constitutes a Class 1 Violation.
- .03 CARRYING WEAPONS – Officers will carry weapons and ammunition in accordance with the law and established departmental directives. Violation of this rule constitutes a Class 3 Violation.

Non-sworn members are not authorized to carry firearms by virtue of their employment with the department and will not carry firearms in any

manner not allowed by law. Violation of this rule constitutes a Class 1 Violation.

- .04 CARELESS DISPLAYS AND HANDLING OF WEAPONS – Members will neither display nor handle weapons in a careless or imprudent manner. Members will handle and display all weapons in accordance with departmental policies and procedures. Violation of this rule constitutes a Class 1 Violation.
- .05 REGISTRATION OF WEAPONS – No member of the department will carry on or off duty, whether visible or concealed, any weapons under the color of their authority that are not registered and in compliance with current departmental policy directives. Violation of this rule constitutes a Class 5 Violation.
- .06 NEGLIGENCE DISCHARGE OF CEW/RRD – Officers who have a negligent discharge of their CEW or RRD will immediately notify their supervisor. The supervisor will complete a Blue Team Administrative Investigation outlining the details and will forward through the chain of command. Negligent discharge of a CEW or RRD will constitute a class 5 violation.

Repeated occurrences of accidental discharge, which would indicate careless handling, may be grounds for revoking the officer's privilege to carry the Taser.

3.97.06 Information Dissemination and Required Reports

- .01 DISSEMINATION OF INFORMATION – Members will treat the official business of the department as confidential. Information regarding official business will be disseminated only to those for whom it is intended, in accordance with established departmental policy directives, and State and Federal law, as applicable. Violation of this rule constitutes a Class 3 Violation.

Members will not divulge the identity of persons giving information, or the content of any criminal or internal investigation which compromises, or tends to compromise, that investigation, except as directed or authorized by officers of the court or the Chief of Police. Violation of this rule constitutes a Class 1 Violation.

- .02 ADDRESS AND PHONE NUMBER – Members will maintain their correct residence address and phone number with their immediate supervisor, Chief of Police, and the Communications Center. Each member of the Department will have a phone and will submit a report of his home address and phone number to the Administrative Secretary. Changes to home address or phone numbers will be reported within twenty-four (24) hours of the change. For the purposes of this

section, post office boxes will not be used in lieu of actual street or road addresses. Residences of all members will be within the State of Iowa and will conform to the residency requirements of the City of Sioux City. Violation of this rule constitutes a Class 5 Violation.

- .03 DISCLOSURE OF PERSONAL INFORMATION – The address, phone number, or other personal information of department members, will be considered personal records information. Employees will not disclose one another’s address, phone number, or information from personnel files to the public or to the news media, except with the consent of the concerned individual, or by due process of law. Violation of this rule constitutes a Class 3 Violation.
- .04 FORWARDING COMMUNICATIONS TO HIGHER COMMANDS – Any member receiving a written communication for transmission to a higher command will, in every case, forward such communication through the chain of command in a timely manner. A member receiving communication from a subordinate directed to a higher command will endorse it, indicating approval, disapproval, or acknowledgement. Violation of this rule constitutes a Class 5 Violation.
- .05 FALSE REPORTING – No member will give false information nor distort, embellish, or knowingly withhold any, whether criminal or internal in nature. All reports submitted by members will be truthful and complete to the best of their knowledge; no members will knowingly enter, or cause to be entered, any inaccurate, false, or improper information, nor will they withhold relevant information. Having a sustained allegation for falsification can effectively destroy a member’s career as he/she will forever be an impeachable witness (*Brady v. Maryland 373 U.S. 83 (1963)* and *Giglio v. United States 405 U.S. 150 (1972)*). Violation of this rule constitutes a Class 1 Violation.
- .06 REPORTING TRAFFIC COLLISIONS – Traffic collisions involving departmental personnel, property, and/or equipment must be reported in accordance with State statute and/or departmental directives. Violation of this rule constitutes a Class 1 Violation.

3.97.07 Sick and Injury Leave

- .01 ABSENCE WITHOUT LEAVE – Members will report for duty at the time and place specified, unless absence is authorized by their supervisor; if their direct supervisor is unavailable, the on-duty Watch Supervisor will be notified prior to the member’s regularly scheduled duty time. Violation of this rule constitutes a Class 3 Violation.

An unexplained absence without leave by any member of the department for three or more days, will be deemed a resignation, and will result in the

member's termination. The Chief may reconsider the resignation, if warranted by the circumstances which caused the absence, at the member's request.

- .02 REPORTING DURING ILLNESS OR INJURY – Members will contact their supervisor each day to report condition and progress of recovery while off duty due to illness or injury, except while hospitalized or when specifically excused from such reporting by the supervisor. Violation of this rule constitutes a Class 5 Violation.
- .03 FICTITIOUS ILLNESS OR INJURY REPORTS – Members will not feign illness or injury, falsely report themselves ill or injured, or otherwise deceive, or attempt to deceive, any official of the department as to the condition of their health. Violation of this rule constitutes a Class 1 Violation.
- .04 PHYSICAL EXAMINATION – Upon the recommendation of any member's supervisor or the Bureau Commander of the member's division, the Chief of Police may require any member to submit to and undergo a physical examination, to be conducted by a practitioner licensed in this State to conduct such examinations. Such practitioner will be designated by the department. The examination will be for the purpose of determining the fitness of said member to perform the duties of his position. Members who have been ordered to report for such examinations, will do so in accordance with the directions of the Chief of Police or his designee. The member will receive, in writing, from the Chief of Police the reason(s) for the order. Violation of this rule constitutes a Class 1 Violation.
- .05 RELEASE OF PHYSICAL EXAMINATION – All members ordered to undergo a fitness-for-duty physical examination as indicated in 3.97.05.04 (above) will authorize the attending physicians to release all relevant information regarding their condition and ability to perform certain duties upon the request of the Chief of Police. Violation of this rule constitutes a Class 1 Violation.

3.97.08 Neglect of Duty

- .01 ASSISTANCE – All members are required to take reasonable and appropriate action toward aiding a peace officer as required by State law. Violation of this rule constitutes a Class 1 Violation.
- .02 NEGLECT OF DUTY – Members will not engage in any activity which could cause them to neglect or be inattentive to duty. No member will intentionally neglect their duty to properly perform the responsibilities of their position. Violation of this rule constitutes a Class 1 Violation.

- .03 REPORTING FOR DUTY – Members will report for duty at the time and place required by assignment or orders and will be physically and mentally fit to perform their duties. They will be properly equipped and cognizant of information required for proper performance of duty so they may immediately assume their duties. Judicial subpoenas will constitute an order to report for duty under this rule.

All members, when called out, will respond to the designated assignment without unnecessary delay, unless excused by proper authority.

Violation of this rule constitutes a Class 4 Violation.

- .04 SLEEPING ON DUTY – Members will remain awake while on duty. If unable to do so, they will so report to their supervisor who will determine the proper course of action. Violation of this rule constitutes a Class 5 Violation. Intentional sleeping on duty constitutes a Class 1 Violation.
- .05 ABANDONING DUTY ASSIGNMENT – Members will not abandon their assigned duty post until relieved or authorized by proper authority. Violation of this rule constitutes a Class 1 Violation.

3.97.09 Obedience to Orders, Instructions, and Laws

- .01 CONFORMANCE TO LAW – Members will obey all laws of the United States and of any State and local jurisdiction in which the members are present.

The dismissal, declination to prosecution, a guilty finding, nolo contendere plea, or any disposition will not preclude the charging of a member with violating this Code of Conduct.

The material elements constituting a violation of this Code of Conduct to be proven will be identical to the elements of the law, statute, or ordinance alleged to have been violated.

A finding of guilty by a judge or jury, or a plea of guilty to a violation of any law – not to include minor traffic or minor fish and game laws – will constitute a preponderance of evidence of a violation of this section; and the department need not re-establish the facts and findings of the charge. Violation of this rule constitutes a Class 1 Violation.

Any member arrested, indicted, or charged by any criminal justice agent or agency, or any member cited and released for any violation of the law (other than minor traffic or minor fish and game laws), will immediately notify their Watch or Section Commander and the Chief of Police. Failure

to immediately disclose such incident as provided in this paragraph will constitute a Class 1 Violation.

- .02 CONFORMANCE TO DEPARTMENTAL DIRECTIVES – Members will comply with all departmental directives, except as otherwise provided. Failure to comply with departmental directives not otherwise addressed in this Code of Conduct will constitute a Class 5 Violation.
- .03 ADHERENCE TO SUPERVISOR DIRECTIVES/ ORDERS – It is understood that effective supervision requires compliance to directives/orders. Any subordinate who is given lawful directives/orders by a supervisor will follow those directives/orders. Violation of this rule will constitute a Class 1 Violation.
- .04 CHAIN-OF-COMMAND – The chain-of-command will be strictly adhered to by all members regarding matters pertaining to departmental operations or administration. Violation of this rule constitutes a Class 5 Violation.

Nothing in this section will be construed to restrict lateral or cross-communication between members affecting departmental day-to-day routines, or personal matters falling outside the scope of departmental operations.

- .05 DISRESPECT OF A SUPERVISOR - No member will ridicule, verbally abuse, or otherwise show disrespect to a supervisor or his orders, whether in or out of his presence. Violation of this rule constitutes a Class 3 Violation.
- .06 UNLAWFUL ORDERS – No supervisor will knowingly issue an order which is in violation of any law or ordinance. Violation of this rule constitutes a Class 1 Violation.
- .07 ILLEGAL ORDERS – Members will not obey any order which they know or should know would require them to commit an illegal act. If in doubt as to the legality of an order, members will request the issuing member to clarify the order or to confer with higher authority. The burden of proof showing the order to be illegal will be on the member questioning the order. Violation of this rule constitutes a Class 4 Violation.

Any member receiving an unlawful or illegal order will utilize current procedures to report the incident to the appropriate supervisor or command officer. Members are authorized to bypass the chain-of-command as circumstances warrant.

3.97.10 Police-Community Relations

- .01 INTERFERING WITH INTERNAL AFFAIRS COMPLAINTS – Members may attempt to resolve Internal Affairs complaints, but they will never attempt to dissuade any person from lodging and/or pursuing a complaint against any member of the department. Members will follow established departmental policies and procedures for processing complaints. Violation of this rule constitutes a Class 3 Violation.
- .02 COURTESY – Members will be courteous to the public. Members will be tactful in the performance of their duties, will control their tempers and exercise the utmost patience and discretion, and will not engage in argumentative discussions. Violation of this rule constitutes a Class 4 Violation.
- .03 REQUESTS FOR ASSISTANCE – When any person requests assistance or advice, or makes complaints or reports either by telephone or in person, all pertinent information will be obtained in a professional and courteous manner, and will be properly and judiciously acted upon consistent with established departmental procedures. Violation of this rule constitutes a Class 4 Violation.
- .04 SMOKING-VAPING/USE OF TOBACCO - In accordance with Iowa’s Smoke Free Air Act, Department members may not smoke or use tobacco, in the Headquarters Building or in any City building, except in designated smoking areas at the Tyson Events Center or Convention Center. Members will not smoke or use tobacco, in any City-owned vehicle.

For purposes of this policy, “smoking” includes, but is not limited to, burning or vaporizing tobacco or other products in a cigarette, cigar, pipe, electronic cigarette, or any noncombustible product, which may or may not contain nicotine, that employs a heating element, power source, electronic circuit, or other electronic, chemical, or mechanical means, regardless of shape or size, that can be used to produce vapor from a solution or other substance.

It will be the policy of the Sioux City Police Department that all members will refrain from smoking or use of tobacco, during working hours, except during authorized breaks, in accordance with Administrative Policy 7.07. When allowed, smoking or use of tobacco will only be permitted at least 15 feet away from the entrance of any public building or City-owned vehicle, or in those places specifically exempted by state or local ordinance.

For purposes of this policy, tobacco is defined as any type of tobacco product including, but not limited to, cigarettes, cigars, cigarillos, electronic cigarettes, pipes, bidis, hookahs, smokeless chewing tobacco, and/or snuff.

A first violation of this rule constitutes a Class 5 Violation. Subsequent violations will be subject to progressive disciplinary measures in accordance with this policy.

- .05 PUBLIC STATEMENTS AND APPEARANCES – Members will not publicly criticize or ridicule the department, its polices, or other members by speech, writing, postings on public media sites, or other expression where such speech, writing, or other expression is defamatory, obscene, unlawful, undermines the effectiveness of the department, interferes with the maintenance of discipline, or is made in a reckless disregard for the truth. Violation of this rule constitutes a Class 3 Violation.

Members will not address gatherings, make statements to the press, appear on radio or television, submit postings to public media sites, prepare any articles for publication, act as a correspondent to a newspaper or periodical, release or divulge investigative information or any other matters of the department, while holding themselves out as representing the department in such matters without approval of the Chief of Police or his designee, except as authorized by departmental directive. Violation of this rule constitutes a Class 4 Violation.

When members are lecturing on “police” or related subjects while holding themselves out as representing the department, and the presentation concerns controversial issues, prior approval must be obtained by the Chief of Police or a Bureau Commander. Violation of this rule constitutes a Class 4 Violation.

- .06 USE OF PERSONALLY OWNED DIGITAL RECORDING DEVICES - Members will in no way display or distribute materials connected to any official Sioux City Police Department matter (i.e. posting videos on YouTube or similar public forums), except with the express permission of the Chief of Police. This includes materials obtained with personal cell phones and video cameras. Violation of this rule constitutes a Class 1 Violation

- .07 MOBILE AUDIO VIDEO RECORDER/BODY WORN CAMERA – Members shall not use MAVR or BWC to record communications with other police personnel without the permission of the Chief of Police, sexual assault victims under the age of 14 per Iowa Code 915.36, or while officers are engaged in personal activities including breaks, restroom/locker room use, or other locations with a reasonable expectation of privacy.

Members shall adhere to the Sioux City Police Department mission statement and core values and will not use MARV/BWC in violation any federal, state, or local laws.

Violation of this rule constitutes a Class 3 Violation.

3.97.11 Professional Conduct

- .01 DUTY TO INTERVENE – Members knowing of other members, or any other public safety official, violating laws, ordinances, directives of the department, or disobeying orders, will report the same to their immediate supervisor. Members witnessing other members, or any other public safety official engaging in any unreasonable use of force will intervene and take immediate action to stop the behavior and will report the same to their immediate supervisor. If the member believes the information to be of such gravity that it must be brought to the immediate personal attention of the Chief of Police, official channels may be bypassed. Any member who fails to report, as prescribed above, will be considered to have committed the same class violation as the violation he failed to report.
- .02 PROFESSIONAL RESPONSIBILITY – Members will conduct themselves at all times, both on and off duty, in such a manner as to reflect favorably on the department. Professional irresponsibility will include that which brings the department into disrepute or reflects discredit upon the member as an employee of the department, or that which impairs the operation or efficiency of the department or member. Violation of this rule constitutes a Class 3 Violation.
- .03 UNSATISFACTORY PERFORMANCE – Members will maintain sufficient competency to properly perform their duties and assume the responsibilities of their positions. Examples of unsatisfactory performance may be repeated unsatisfactory evaluations, an official written report of repeated infractions of the Code of Conduct, policies, or directives, and/or corrective actions taken by the department. Violation of this rule constitutes a Class 1 Violation.
- .04 CONDUCT TOWARD MEMBERS AND ASSOCIATES – Members will treat other members and associates with respect. They will be courteous and civil at all times in their relationships with one another. While on duty in the presence of the public, officers will be referred to by rank, or rank and last name. Violation of this rule constitutes a Class 5 Violation.
- .05 TRAINING – Members will attend and participate in all training and qualification of testing sessions as directed and pertinent to their job class, unless excused by their immediate supervisor. Such sessions will include, but not be limited to, training classes or schools to which the member is assigned, departmental firearms training, and qualification sessions. Violation of this rule constitutes a Class 4 Violation.
- .06 ARREST, SEARCH AND SEIZURE – Sworn members will not make any arrest, search, or seizure which they know, or reasonably should know, is not in accordance with the law and departmental directives. Violation of this rule constitutes a Class 3 Violation.

- .07 TREATMENT OF PERSONS IN CUSTODY – Members will not physically abuse persons in their custody. Members will handle such persons in accordance with law and department directives.

Members will not allow a prisoner in their custody to be physically abused by another person.

Violation of this rule constitutes a Class 1 Violation.

- .08 BIASED BASED PROFILING – All members will recognize the civil rights of all individuals. Members will not target individuals based solely on a single common trait including but not limited to race, ethnic background, gender, sexual orientation, religion, age, or other identifiable aspect for differential treatment or service. Violation of this rule constitutes a Class 1 Violation.

3.97.12 Prohibited Activity

- .01 USE OF ALCOHOL ON DUTY OR IN UNIFORM – Members will not store or bring into any police facility or vehicle any alcoholic beverage, except those which are being held as evidence, or for destruction.

Members will not consume alcoholic beverages while on duty or in uniform, except while acting under proper and specific orders from a superior officer.

Members will not appear for duty or be on duty while under the influence of, or impaired by, alcohol, or while having an odor of an alcoholic beverage upon their breath or person.

Violation of this rule constitutes a Class 3 Violation.

Any supervisor may order a preliminary breath test if they believe an employee has an odor of an alcoholic beverage on or about their person or exhibits any sign of impairment. Depending on the results, the supervisor may order the suspected member to submit to the appropriate test – blood, breath, or urine - for alcoholic content pursuant to Iowa statutes. Failure or refusal to submit to the test will subject the accused member to additional charges under this Code of Conduct.

- .02 USE OF ALCOHOL OFF DUTY – Members, while off duty, will refrain from consuming alcoholic beverages to the extent it renders the member unfit for his next regular tour of duty. Violation of this rule constitutes a Class 4 Violation.

Officers will not carry any firearm off-duty when consuming alcohol or under the influence of medications. Violation of this rule constitutes a Class 3 Violation.

- .03 NOTIFICATION OF USE OF DRUGS – If members are taking or plan to take prescriptions or over-the-counter medications, either on duty or prior to duty, and such substance might adversely affect their ability to perform their duties, they will notify the supervisor they are taking the medication. Failure to notify your supervisor constitutes a Class 4 Violation.
- .04 ABUSE OF POSITION – Members will not deliberately use their official position, official identification card, or badge for personal or financial gain, for obtaining privileges not otherwise available to them except in the performance of duty, or for avoiding consequences of illegal acts. Violation of this rule constitutes a Class 1 Violation.

Members will not lend to another person their identification cards, badges, uniforms or uniform insignia, or permit them to be photographed or reproduced without the approval of the Chief of Police. Violation of this rule constitutes a Class 1 Violation.

Use of name, photograph, or title will not be used in connection with testimonials or advertisements of any commodity or commercial enterprise, or for non-work-related personal promotion or benefit, without the prior approval of the chief of Police. Violation of this rule constitutes a Class 3 Violation.

- .05 GRATUITIES – Members will not accept any discount, rebate, or other consideration offered as a result of the fact that he/she is a member of the department. This will not apply if the discount, rebate, or other consideration is available to the public at large, if the discount or rebate is a result of bulk or quantity purchasing, or if the discount is a “professional discount” specifically applied to job-related equipment or services from a job-related equipment or services supplier (such discount being available to all similarly employed professionals). Violation of this rule constitutes a Class 4 Violation.
- .06 ASSOCIATIONS – Members will avoid regular or continuous association or dealings with persons whom they know, or should know, are persons under criminal investigation or indictment, or who have had a reputation in the community or the department for past or present involvement in criminal behavior, except as necessary in the performance of official duties, or where unavoidable because of geographic or other personal family relationships of the members. Violation of this rule constitutes a Class 5 Violation.
- .07 VISITING PROHIBITED ESTABLISHMENTS – Except in the performance of duty and while acting under proper and specific orders

from a supervisor, members will not knowingly visit, enter, or frequent a house of prostitution, an illegal gambling house, or an establishment wherein the laws of the United States, laws of the State, or local jurisdiction are being violated. Violation of this rule constitutes a Class 1 Violation.

- .08 REWARDS – Members will not accept any gift or reward in money or other considerations for services rendered in the line of duty to the community or to any person, business, or agency, except lawful salary or as authorized in writing by the Chief of Police. Violation of this rule constitutes a Class 4 Violation.
- .09 DISPOSITION OF UNAUTHORIZED GIFTS, GRATUITIES, ETC. – Any unauthorized gift, gratuity, loan, fee, or reward falling into any of these categories, coming into the possession of any member, will be forwarded to the Chief of Police, together with a written report explaining the circumstances. The Chief of Police will determine the disposition of the item and note the disposition on the written report. Violation of this rule constitutes a Class 4 Violation.
- .10 OTHER TRANSACTIONS – Members are prohibited from buying or selling anything of value from, or to, any complainant, suspect, witness, defendant, prisoner, or other person involved in any pending case which has come to his/her attention, or which arose out of his/her departmental employment, except as may be specifically authorized by the Chief of Police. Violation of this rule constitutes a Class 5 Violation.
- .11 CASE ASSIGNMENTS– Members will not knowingly meddle in criminal investigations being handled by other members of the department, or by any other governmental agency unless: within their legitimate capacity as a supervisor; the member is ordered to assist by a supervisor; the action consists of taking supplemental reports on previously reported incidents or similar routine procedures; or the member believes, beyond a reasonable doubt, that a manifest injustice would result from failure to take immediate action.

Officers will not undertake any investigation, or other official action not part of their regular duties, without obtaining permission from their supervisor, unless the exigency of the situation requires immediate police action.

Violation of this rule constitutes a Class 2 Violation.

- .12 POSSESSION OF KEYS, KEY CARD, & FOBS – No member may possess any departmental keys which are not expressly issued to him or when there is no need to possess those keys to perform his duties. Violation of this rule constitutes a Class 5 Violation.

Deleted:

- .13 ENDORSEMENTS AND REFERRALS – Members will not recommend or suggest in any manner, except in the transaction of their non-work-related personal business, the employment or procurement of a particular product, professional service, or commercial service (such as an attorney, ambulance service, towing service, bondsman, mortician, alarm or security products, etc.). In the case of ambulance or towing services, when such service is necessary and the person needing the service is unable or unwilling to procure it or request assistance, members will proceed in accordance with established departmental directives. Violation of this rule constitutes a Class 5 Violation.
- .14 PAYMENT OF DEBTS – Members will not undertake any financial obligation which they know, or should know, they will be unable to meet. Members will pay all just debts when due. An isolated incident of financial irresponsibility will not be grounds for discipline, except in unusually severe cases. However, repeated incidents of financial difficulty may be cause for disciplinary action. Filing of a Voluntary Bankruptcy Petition will not, by itself, be cause for discipline. Financial difficulties stemming from unforeseen medical expenses or a personal disaster will not be cause for discipline, provided a good faith effort to settle all accounts is being undertaken. Violation of this rule constitutes a Class 5 Violation.

3.97.13 Court Appearances and Testimony

- .01 COURT APPEARANCES – Attendance at a court or quasi-judicial hearing as required by a subpoena is an official duty assignment. Permission to omit this duty must be obtained from the prosecuting attorney handling this case, or other competent court official. When appearing in court, either the official uniform or professional civilian attire will be worn. Violation of this rule constitutes a Class 4 Violation.
- .02 CIVIL ACTION INTERVIEWS – Civil action interviews involving members or employees which arise out of departmental employment will be conducted according to current departmental directives.

A member will not volunteer to testify in civil actions and will not testify unless legally subpoenaed. Members will accept all subpoenas legally served. If the subpoena arises out of departmental employment, or if the member or employee is informed that he is party to a civil action arising out of departmental employment, he will immediately notify his immediate supervisor. Members will not enter into any financial understandings for appearances as witnesses prior to any trial, except in accordance with policy directives. Violation of this rule constitutes a Class 5 Violation.

.03 CIVIL DEPOSITIONS AND AFFIDAVITS – Members will confer with their immediate supervisor before giving a deposition or affidavit in any civil case. If the supervisor determines the case is of importance to the City, the Chief of Police will be notified, through the chain of command, before the deposition or affidavit is given. Violation of this rule constitutes a Class 5 violation.

.04 TESTIFYING FOR THE DEFENDANT – Any member subpoenaed to testify for the defense in any trial or hearing, or against the City or department in any hearing or trial, will notify the Chief of Police upon receipt of the subpoena. Violation of this rule constitutes a Class 5 Violation.

3.97.14 Miscellaneous

.01 RADIO DISCIPLINE – All members of the department operating the police radio will strictly observe regulations for such operations as set forth in departmental directives and by the Federal Communications Commission. Violation of this rule constitutes a Class 5 Violation.

.02 RESPONSE TO RADIO CALLS – No member will intentionally fail to respond to a radio call directed to him as specified by departmental directives. The department member will notify the Communications Center when he/she will be out of radio contact, as specified by departmental directives.

Upon completion of the member's last assigned call, he/she will immediately report himself/herself available for further assignment.

Violation of this rule constitutes a Class 4 Violation.

.03 PROCESSING PROPERTY AND EVIDENCE – Property or evidence which has been discovered, gathered, or received in connection with departmental responsibilities, will be processed in accordance with established departmental directives and procedures. Members will not convert to their own use or seek to convert to their own use, manufacture, conceal, falsify, destroy, remove, tamper with, or withhold any property or evidence in connection with an investigation or other police action, except in accordance with the established departmental directives and procedures. Violation of this rule constitutes a Class 1 Violation.

.04 MEMBERSHIP IN ORGANIZATIONS – Except for the Armed Forces' Reserve Components, members will not be affiliated with any organization or group which the Constitution or By-laws in any way exacts prior consideration, or which would prevent its members from rendering proper and efficient service to the department. Violation of this rule constitutes a Class 5 Violation.

- .05 COMPENSATION FOR DAMAGES OFF DUTY – Members who have received regular sick leave or injury leave from the City for illness or injury sustained off duty, will notify the Chief of Police, in writing, of any intent to seek, sue, solicit, or accept compensation as damages for such illness or injury. This notice will be filed before any action is taken. It will include the fact of the claim and the name of the respondent. Violation of this rule constitutes a Class 5 Violation.
- .06 COMPENSATION FOR OTHER DAMAGES SUSTAINED ON DUTY – Members will not seek in any way, nor will they accept from any person, money or other compensation for damages sustained, or expenses incurred by the member, in the line of duty without first notifying the Chief of Police in writing. Violation of this rule constitutes a Class 5 Violation.
- .07 CONTACTING CITY OFFICIALS – Members will not, at any time, initiate contact with the Mayor, City Council Members, or the City Manager about departmental matters, except through the regular channels or by permission of the member’s supervisor, command officer, or the Chief of Police. Violation of this rule constitutes a Class 5 Violation.
- .08 EMPLOYMENT OUTSIDE OF THE DEPARTMENT – Members participating in employment outside of the department will conform to departmental policy directives governing secondary employment.

Any member found to have engaged in off-duty employment, which would otherwise be permissible, without the prior approval of the Chief of Police, will be considered to have committed a Class 5 Violation.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: EARLY INTERVENTION SYSTEM

NUMBER: 3.98 **EFFECTIVE:** 5/01/2003

APPROVED BY: Rex M. Mueller,
Chief of Police **REVISION:** 06/30/2021

6TH EDITION C.A.L.E.A. STANDARDS: 35.1.9

3.98 EARLY INTERVENTION SYSTEM

3.98.01 Early Intervention System – Policy Statement

It is the policy of the Sioux City Police Department to maintain an Early Intervention System (EIS) to provide systematic review of specific events involving agency employees. The EIS is only one of the methods by which employees are identified as possibly needing assistance and is intended to serve as a systematic approach to highlighting tendencies that may otherwise be overlooked. The purpose of this directive is to address and outline the policy and procedures relative to the organization, management, and utilization of the SCPD Early Intervention System.

3.98.02 Early Intervention System

EIS is a system established to identify employees who may require assistance and/or intervention efforts. The Early Intervention System will include options and reviews available through existing documentation (i.e. pursuits and response to resistance), the disciplinary system, the EAP system, and Internal Affairs.

EIS is necessary for the agency to exercise its responsibility to evaluate, identify, and assist employees who exhibit signs of performance and/or stress related problems.

3.98.03 Event Documentation

Supervisors in all departmental sections and units are the key element in the early identification of employees with potential problems as part of their daily observation of work performance consistent with department directives, city administrative policies, and federal, state, and local laws. Supervisors must be vigilant in observing and reviewing patterns of behavior, and in the review of collected materials relative to the employee's performance for patterns including but not limited to the following:

1. Citizen complaints,
2. Pursuits,

3. Response to resistance,
4. Department owned vehicle accidents,
5. Administrative investigations,
6. Miscellaneous
 - a. Documented performance issues,
 - b. Unexcused leave,
 - c. Excessive overtime,
 - d. Excessive sick leave,
 - e. Major incidents which may require counseling,

3.98.04 Early Intervention System Incident Documentation

Citizen complaints, pursuit, response to resistance, department owned vehicle accidents, and/or administrative investigations will be documented by completing a Blue Team entry on the same day the incident occurred or the information was received. “Involved Employee” on the Blue Team entry will tracked by IA Pro and will count toward the EIS threshold for alerts. “Witness Employee” will not count toward the EIS totals. Supervisors who are made aware or identify a member that is involved in any of the categories listed as miscellaneous in 3.98.03, will complete a “Miscellaneous” Blue Team entry with all known relevant facts. The member will be identified as “Involved Employee” on the entry.

1. All Blue Team entries (3.98.03) will be reviewed by the members chain of command and will then be forwarded to the Lieutenant of Professional Standards to be uploaded into IA Pro.
2. The Lieutenant of Professional Standards will be responsible for administrating the department’s Early Intervention System and will notify the member’s immediate supervisor via Blue Team when the member incurs three or more of any specific incident category or combination of eight or more of all within a rolling twelve-month period as defined in 3.98.03.
3. Upon receiving the Blue Team notice, the Watch Commander will be required to review the information which triggered the EIS alert. Based on the information provided, the supervisor will submit recommendations on the Blue Team entry by using the comment box and forward the entry to the Chief via the chain of command (in accordance with 3.98.06) indicating:
 - formal follow-up is required; or,
 - no follow-up is required with an explanation as to why the EIS should not proceed.

3.98.05 Reporting Requirements

Supervisors have the responsibility to observe and document conduct and behavior of employees to insure it is consistent with department directives, city administrative policies, and federal, state, and local laws. This responsibility is to ensure a comprehensive record of the employee’s performance is documented. Documentation of incidents identified in 3.98.03 will be recorded and maintained using Blue Team/IA Pro. In addition, a Significant Incident Log shall be used to record detailed work specific information for the purpose of completing an annual evaluation.

3.98.06 Supervisor Responsibility

Supervisors conducting a review will have access to all department reports, reviews, and analysis that may aid them in the completion of an Early Intervention Review. When the supervisor deems an employee may need assistance, he/she will provide, recommend, or arrange for:

1. counseling (supervisory, peer, or psychological),
2. referral to an EAP program,
3. training (verbal judo, policy refresher, or remedial),
4. supervised field operations,
5. re-assignment,
6. drug testing with reasonable suspicion,
7. alcohol/drug rehabilitation,
8. stress management,
9. anger management, or
10. off duty/overtime reduction.

Action beyond informal counseling taken by a supervisor must be appropriately reported to the Chief via the chain of command.

If the supervisor reasonably believes – after review of the collected materials – further action is necessary, the supervisor will inform the next level in the chain of command of the findings. If further inquiry is warranted and any corrective action mutually agreed or mandated under the Policy Directive Manual is implemented, a summary will be forwarded through the chain of command. The involved employee will also be provided a copy of the summary.

All reviews will be maintained in the strictest confidence and will not be discussed with other employees unless it is necessary for completion of the review. All employees made aware of a review will be informed that unauthorized disclosure of any aspect of the review may result in disciplinary action. This would not limit the involved employee from obtaining advice from their union representative or legal representative.

3.98.07 Supplemental Training/Actions

In many cases, supplemental training actions may follow supervisor counseling to reinforce the expected level of conduct or behavior and to reiterate the department's goals as they relate to the employee's performance and customer service. Supplemental training/action is viewed by the department as an opportunity for its members as part of career development and may be used by supervisors in conjunction with other methods to reduce or eliminate employee problems. This supplemental training/action may take the form of a seminar, workshop, course, class, or other medium determined by a supervisor. Supplemental training/actions for the purpose of reducing or eliminating personal problems will be documented and forwarded to the Chief.

3.98.08 Employee Assistance Program

The City of Sioux City has established a formal Employee Assistance Program for personnel. Refer to City Administrative Policy 4.14 for additional information. Employees who find they need assistance are strongly encouraged to seek the help this program offers.

3.98.09 Evaluation of the Early Intervention System

Annually, the Chief will designate a command officer to evaluate the Early Intervention System. This evaluation will include:

1. quality of information entered into the system;
2. proper utilization of the system;
3. adherence to department policy; and
4. recommendations of changes to the system, its usage, or department policy.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: RESPONSE TO RESISTANCE
NUMBER: 4.01 **EFFECTIVE:** 8/31/1992
APPROVED BY: Rex M. Mueller, **REVISION:** 6/23/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.3.1, 1.3.2, 1.3.3, 1.3.4, 1.3.5, 1.3.6, 1.3.7, 1.3.11, 1.3.13, 11.4.5

4.01 RESPONSE TO RESISTANCE

4.01.01 Response to Resistance – Policy Statement

This policy highlights the response to resistance options available to Officers. Supreme Court decisions have established that officer’s response to resistance is to be judged under the standard of “Objective Reasonableness.” Determining if a particular response to resistance is Objectively Reasonable, the court offered four main factors to consider:

1. The severity of the crime (the underlying reason for being there),
2. The immediacy of the threat (is the suspect an immediate threat to the officer or others?),
3. Is the suspect actively resisting (What are they doing or not doing?), and
4. Is the suspect attempting to avoid arrest by flight?

The Court also stated that officers’ decisions toward force utilization must be judged from the “perception of the reasonable officer” within circumstances that are “tense, uncertain, and rapidly evolving.” When determining if a particular response to resistance is Objectively Reasonable, the Court will consider the totality of the circumstances from the perspective of a Reasonable Officer, based on the facts known to the officer at the time.

In determining the Totality of the Circumstances, several other factors are useful for consideration. Some examples would be:

1. officer/suspect ratio,
2. criminal history of the suspect,
3. duration of the incident,
4. size of the suspect,
5. drug/alcohol use of the suspect, or
6. mental history of the suspect.

Sioux City Police Department members will treat all persons, regardless of their involvement in a situation, with respect, courtesy, and the dignity due any human being, to the extent that such treatment is allowed by the subject’s actions. They will maintain a professional bearing at all times. They will not be argumentative or engage in acts that might incite a subject to become physically aggressive. Officers shall use de-escalation techniques and other alternatives

consistent with their training whenever possible and appropriate before resorting to force and to reduce the need for force.

De-escalation is defined as taking action or communicating, verbally or non-verbally, during a potential use of force encounter in an attempt to stabilize and reduce the immediacy of the threat so that more time, options, and resources can be called upon to resolve the situation without the use of force or with a reduction in the level of force necessary. De-escalation techniques are actions and/or words used by member of the department that seek to minimize the likelihood of the need to use force during an incident and increase the likelihood of gaining voluntary compliance from a subject. These actions include but are not limited to: command presence, advisements, warnings, verbal persuasion and tactical positioning.

De-escalation shall be used whenever possible and when such delay will not compromise the safety of the officer or another and will not result in the destruction of evidence, escape of a suspect, or commission of a crime. Officers will never use a greater degree of force than that which is lawful and reasonable for the specific situation. Such reasonable force may be used:

1. to conduct an investigatory stop (Terry Stop),
2. to affect an arrest,
3. to overcome unlawful resistance,
4. to prevent an escape from custody,
5. to neutralize an unlawful assault upon the officer or another person.
6. to stop/ prevent a person from harming themselves.

The use of physical force will end immediately when:

1. resistance ceases,
2. resistance has been overcome,
3. suspect no longer has the ability to escape from custody,
4. suspect no longer presents a threat to others.

Emphasis will always be upon obtaining control over the suspect(s) rather than forcing submission. Members will not abuse any person with whom they come in contact or take into their custody or control.

Justification for a response to resistance is limited to what reasonably appears to be the facts known or perceived by the officer at the time he decides to use such force. Facts unknown to the officer, no matter how compelling, cannot be considered in later determining whether the action was justified.

Officers responding to resistance must be able to articulate the facts that support the need and justification for their response, and the reason(s) why the level of force utilized was selected. Full disclosure of the circumstances requiring the show of force or response to resistance, and the type and extent of force, will be thoroughly documented in a Supplemental Report completed in conjunction with an Incident Report. A separate Sioux City Police Department Incident Report will be completed if property is damaged or if injuries are suffered by the officer.

The following sections of this policy directive will examine the various types of force options that may be appropriate in various situations. The response to resistance options are listed in

numerical order, from the level of least force to the greatest level of force and should in no way imply that an officer must follow or apply the levels of force in some type of continuum. Nor should it imply that the officer apply force in a “one plus” manner (i.e. the suspect is at level 4 and officer should come in at level “5”). The officer should not be expected to operate from the standard of using the “least intrusive method” of force, only one which is objectively reasonable.

Every response to resistance situation is unique and must be considered by the Objective Reasonableness standard while considering the totality of the circumstances. It is acknowledged that two different officers could reasonably respond to the same use of force situation, and utilize two different force options, both falling within the Range of Reasonableness.

4.01.02 Show of Force

Show of force is defined as an officer drawing and displaying any tool or weapon system in potentially high risk or unknown risk situations. The specific intent is to decrease the officer’s reaction time and, when used in conjunction with verbal commands, to encourage subjects to stop their actions and comply, thereby avoiding the necessity to escalate to a use of force. No officer shall point a firearm at a subject involved in a non-serious crime, when dealing with cooperative individuals, or when they have no reason to believe that their safety is at risk. The facts and circumstances known by an officer at the time of a rapidly evolving incident will determine the reasonableness of the particular action taken. Drawing a tool from a duty belt, retrieving a weapon from a department vehicle, or displaying a weapon at the low ready do not require a show of force report.

4.01.03 Response to Resistance – Legal Restrictions

The Iowa Code, Chapters 704 and 804, describe those circumstances in which the use of force is justified. These provisions and related case law will establish the only legally binding restrictions regarding the use of force by officers. This policy is explanatory in nature and is intended as a guide for departmental personnel. It will not be considered or construed to create a higher legal standard than provided by law.

4.01.04 Definitions

1. **Passive Resistance:** Resistance without use of active measures, including, but not limited to, the use of mere body weight (dead weight) alone to prevent arrest.
2. **Active Resistance:** Resistance with physically evasive movements to avoid submission to physical control by the officer such as fleeing, flailing, bracing, tensing, pushing, or verbally signaling an intention to actively avoid being restrained.
3. **Active Aggression:** Actual advancing, challenging, or physical assault made by the subject, or behavior causing an officer to reasonably believe the subject intends to cause serious injury to the officer and/or others.

4.01.05 Response to Resistance Options

Verbal Control – Response to Resistance Level 1

The manner and form in which a member speaks to an individual can be an effective means of exerting control over the situation. Verbal control may be in the form of advice, persuasion, admonitions, or orders. The volume and tone of the officer's comment may also allow a course of escalation, if necessary, and when properly utilized, can be an effective tool to assume control over a situation without having to progress to any higher level of force.

Escort/Handcuffing – Response to Resistance Level 2

The majority of incidents handled by officers of this Department are conducted peacefully; the arrestee/detainee is handcuffed, searched, and/or transported without incident.

Subjects may exhibit some reluctance or passive resistance in complying. Under these circumstances, some form of physical maneuvering may be required in order to escort the individual from one location to another.

As stated in policy 6.03, unless extenuating circumstances exist, arrested individuals will be handcuffed behind their backs prior to transport. Pending an investigation, detainees may be handcuffed for their own protection, and that of officers and the public.

Officers must use the "objective reasonableness" standard when making the decision of when and how to apply handcuffs.

Officers will detail their handcuffing procedures in a supplemental report noting that the handcuffs were double-locked, checked for proper fit, and how applied in accordance with policy 6.01.08 (i.e. behind the back, in front, flexcuffs, or multiple sets of handcuffs).

Control and Compliance – Response to Resistance Level 3

On occasion, police officers are faced with an uncooperative individual or who presents resistive or aggressive behavior. Incidents of this nature require officers to use some combination of strength, leverage, holds, and come-alongs with sufficient force to make the lawful arrest without unnecessarily aggravating the situation. The object of this level of force is to gain control and compliance while minimizing the risk of injury to:

1. the officer,
2. the person being placed in custody, and/or
3. innocent bystanders.

The use of the carotid restraint, or other "choke holds", as a method of control are specifically and strictly prohibited.

Personal Chemical Agents/Remote Restraint Device – Response to Resistance Level 4

This level of force involves the use of personal chemical agents and the remote restraint device (BOLAWRAP) for the purpose of overcoming active resistance or the active aggression of a person being taken into custody.

The only personal chemical agent permissible for carry by Sioux City Police Officers is Oleoresin Capsicum (OC) delivered in a non-flammable liquid medium. Personal chemical agents may be carried and utilized by members of the department only after being certified in their use pursuant to departmental training standards.

Unarmed Striking Techniques/Takedowns/CEW/K-9 – Response to Resistance Level 5

This level of force involves the use of unarmed striking techniques, takedowns, CEWs, and K-9's. Unarmed striking techniques involve the use of the officer's fists, hands, elbows, knees, or feet, etc. in striking the adversary. Takedowns include maneuvers in which a subject is physically brought or taken to the ground, either by officer control tactics or use of mechanical apprehension devices. The use of CEWs, K-9s, takedowns or these striking techniques may be used by officers to defend themselves or others against unlawful assaults, overcome active resistive behavior, and/or take combative persons into custody. CEWs will be used in accordance with Policy Directive [4.02](#). Police K-9's will be used in accordance with Policy Directive [8.03](#).

Tactical Chemical Agents and Distraction Devices – Response to Resistance Level 6

Tactical chemical agents may be utilized as an appropriate and effective response to active resistance or active aggression in certain circumstances. They are particularly effective as a substitute for, or as a precursor to, an armed assault of a structure being used by a barricaded suspect. Only trained members of the Sioux City Police Department's SWAT Team are authorized to deploy large scale chemical agents and/or distraction devices, and then only in conformance with the SWAT Team operating procedures relative to those topics.

Striking Implement – Response to Resistance Level 7

The PR-24 or collapsible baton will only be used in accordance with current departmental training standards.

The use of the PR-24 and collapsible baton as a striking implement will be restricted to quelling physical confrontations or overcoming the active resistance of a subject(s).

Officers who are trained in the use of the Defensive Technology Model 1325 40mm Less Lethal Launcher are authorized to deploy said weapon if the situation warrants its use (Refer to Policy Directive 4.03.17 for applicable ammunition).

The Special Weapons and Tactics Team has been authorized to use low lethality munitions. Only those officers trained in their use may deploy these devices. Refer to SWAT Standard Operating Procedure UNS-S01 for authorized SWAT munitions and deployment.

All other forms of striking or punching weapons are specifically prohibited for carry or use by Sioux City Police Officers under color of authority. Such prohibited devices include, but are not limited to: sap gloves, saps, brass knuckles, blackjacks, nunchakus, kubotans, and yawara sticks.

Pursuit Intervention Technique (P.I.T.) – Response to Resistance Level 8

The P.I.T. maneuver will only be used by officers trained in its use and in accordance with Policy Directive 5.11.11. The maneuver may be used when all other reasonable means of apprehension have been considered and/or deemed inappropriate, and it becomes necessary to protect the lives of officers and/or others from the use or threat of deadly force.

Deadly or Potentially Deadly Force – Response to Resistance Level 9

Police Officers of the Sioux City Police Department are authorized to use deadly force:

1. when the officer reasonably believes it is necessary to defend himself or a third person from serious injury or the use of deadly force;
2. when the person has used, or threatens to use, deadly force in the commission of a felony and the officer reasonably believes an imminent danger of serious injury to any person exists, and/or the use or continued use of deadly force by the suspect exists; or
3. when the officer reasonably believes the person would use deadly force against any person unless immediately apprehended.

“Serious injury means disabling mental illness, or bodily injury which creates a substantial risk of death or which causes serious permanent disfigurement, or protracted loss or impairment of the function of any bodily member or organ, and includes but is not limited to skull fractures, rib fractures, and metaphyseal fractures of the long bones of children under the age of four years”, as defined by Section 702.18 of the Code of Iowa.

“Reasonable belief” is defined as the facts or circumstances the officer knows or should know that are such as to cause an ordinary and prudent person to act or think in a similar way under similar circumstances.

The Use of Deadly Force will not be considered reasonable on suspects that are unarmed, non-dangerous, and fleeing.

Regardless of the nature of the crime or the legal justification for the use of deadly or potentially deadly force, officers are reminded their basic responsibility is to protect the public. Members are instructed to be particularly cautious when using deadly or potentially deadly force under conditions that would subject innocent bystanders to substantial danger.

When the use of a firearm as deadly or potentially deadly force is justified, the policy of the Sioux City Police Department is that sworn personnel should fire for “center of mass of the target presented” whenever possible and appropriate. This policy is for the purpose of maximizing the probability that the fired projectile will incapacitate the subject and cause him to immediately cease his hostile activities.

4.01.06 Medical Attention Required

Officers will transport or arrange for an ambulance to transport a subject to a medical facility if:

1. the suspect has suffered unknown but potentially serious injuries at the hands of other involved parties prior to the arrival of the police;
2. the force utilized by police personnel caused any more than superficial injuries;
3. chemical agents were utilized;
4. less lethal munitions are utilized;
5. the suspect suffers K-9 bites;
6. the suspect suffers gunshot or other wounds inflicted by the use of deadly or potentially deadly force; or,
7. due to the force utilized, there is a reasonable risk of internal injuries that may not initially manifest themselves in any visible fashion.

The suspect will be examined, treated, and either admitted or a written medical release obtained from the attending physician, prior to the suspect being booked. If the suspect refuses medical attention at the medical facility, the officer will request the attending physician note the refusal in the medical records made by the physician and obtain a written medical release. Additionally, the officer will note the medical attention or declination of medical attention in his report of the incident, along with the name of the attending physician.

Subjects who have been tased and the CEW prongs have struck the face, neck, or groin, will have the prongs removed only by fire/rescue or medical personnel. CEW prongs that have struck the female breast will only be removed by female officer, fire/rescue or medical personnel. Officers may also request fire/rescue or medical personnel to remove CEW prongs if he/she believes it is necessary.

4.01.07 Prohibited Use of Firearms

Sioux City Police Officers are prohibited from discharging their firearms under the following circumstances:

1. when it appears that an innocent bystander or other officers are likely to be injured by the officer’s gunfire;
2. when the subject has committed only a simple misdemeanor or a traffic violation;
3. solely to prevent the destruction or theft of property;
4. to stop a person who simply runs away to avoid arrest;
5. at a moving vehicle, unless the circumstances specifically apply to 5.11 of the Policy Directives Manual.

Warning shots will not be fired under any circumstances.

Sioux City Police Officers are prohibited from using a Weapon Mounted Light (WML), while attached to a firearm, solely as an illumination or searching tool. The only time an officer should point a WML while attached to a firearm, at a person, is if the officer has reasonable belief the use of deadly or potentially deadly force is authorized.

4.01.08 Other Authorized Uses of Police Firearms

In addition to the previously listed situations, Sioux City Police Officers are permitted to fire their police firearms under the following circumstances:

1. for practice or recreational shooting in an area where firing a weapon is both safe and lawful;
2. upon the command of a Sioux City Police Department firearms instructor during a legitimate department firearms training session or qualification being held in an approved firearms training facility;
3. in order to destroy an animal that is obviously vicious or dangerous and cannot otherwise be captured or prevented from killing or seriously injuring the officer or others (supervisory approval will be obtained in advance whenever possible);
4. to destroy an animal that is so badly injured that humanity requires its relief from further suffering and other reasonable and viable alternatives do not exist. (Supervisory approval will be obtained in advance whenever possible.) If the animal is domesticated or privately-owned livestock, reasonable attempts should be made to contact the owner of the animal, if known, and obtain the owner's consent prior to destroying the animal.

4.01.09 Guidelines for Destroying an Animal Using a Firearm

The following guidelines regarding the use of a firearm to destroy an animal are strongly recommended:

Take steps to ensure the safety of all citizens, property, and other animals by moving the animal that is to be destroyed to an area of relative safety and out of the public view, if possible. This area may be a vacant lot, rear yard, or a roadway median strip. The primary concern is the animal should be placed on the ground, not the pavement or other hard surfaces, in order to avoid a possible ricochet of the projectile. Remember to take into account the possibility of over-penetration, particularly on smaller animals, and, therefore, be aware of what lies behind the intended target.

Shoot the animal from close range (5-10' maximum) if possible and shoot down into the animal so if the projectile exits the animal's body, it will enter the ground. Shoot the animal in the brain to minimize suffering. However, if the possibility of rabies exists or the animal has bitten someone, the brain will be needed for testing. On those occasions, the animal should be shot in the chest cavity, directly behind either front leg.

Whenever it is necessary to destroy an animal with the use of a firearm, an incident report (and any related supplements) will be completed detailing the occurrence, which will be forwarded to the Chief of Police.

4.01.10 Weapons of Last Resort

The Department recognizes, in some circumstances, the situation may dictate pressing other implements into service as weapons. These might include the officer's flashlight, metal clipboard, knife, or even a motor vehicle, etc. However, use of such implements as weapons should be viewed as weapons of last resort. Use of such devices as weapons will be closely examined, as well as the degree of exigency present in the situation, the totality of the circumstances, and the existence or absence of other acceptable alternatives.

4.01.11 Documentation

Show of Force

Officers who utilize a show of force option will complete a Departmental Show of Force Report. The detail sections of the report will include a narrative description of the incident detailing the actions of both the suspect and the officer. Each officer employing a Show of Force option, during the incident, are required to complete a separate Show of Force report in Blue Team.

Response to Resistance Reports

Officers of the Sioux City Police Department who utilize a Level of Force greater than Level 3 will complete a Departmental Response to Resistance Report. The "Details" section of the report will include a narrative description of the incident, detailing the actions of both the suspect and the officer(s). Each officer employing a Level of Force greater than a Level 3, during the incident, will complete and sign a separate Response to Resistance Report.

Officers who utilize Deadly or Potentially Deadly Force (Level 9) will be required to complete a Response to Resistance Report in a timely manner. The "Details" section of the report will be left blank and covered in a supplemental report or video-taped interview.

The SWAT After Action Report will be used in lieu of the Response to Resistance Report when SWAT team members employ a Level of Force greater than Level 3 during a SWAT call-out.

A Supervisor or Command Officer will be notified to respond to any incident involving a response to resistance greater than Level 3.

The Members Supervisor or will review and sign the Response to Resistance Report. The member's lieutenant will review the response to resistance report including the needed signatures of reviewing supervisors and forward it to the bureau commander within fifteen (15) working days of the incident. If there are extenuating circumstances the Bureau Commander AND the Professional Standards Lieutenant will be notified in writing explaining why the report is late and when it can be expected to be delivered. Email will be sufficient. The completed report will

be forwarded through the chain of command to the Chief of Police. A Watch Commander will assess all relevant facts and circumstances surrounding the incident and render a conclusion as to whether the response to resistance violates any departmental policy or directive. Each member of the chain of command will review and sign the form if they concur with the conclusions and recommendations. However, if the command officer does not concur, he or she will document their concerns and alternate recommendations.

Incidents of officer involved Deadly or Potentially Deadly Force will be documented and investigated in accordance with policy 4.04.

The Response to Resistance and SWAT After Action Reports are strictly internal management documents. As such, copies of the reports will not be attached to the regular Department Incident or Supplemental Report, and will not be released to any person, organization, or entity outside of the Sioux City Police Department without specific permission of the Chief. The Professional Standards Lieutenant will conduct a documented annual analysis of these reports. A review of incidents of force may reveal patterns or trends that could indicate training needs and/or future modifications to policy or practices.

Written reports are not required for any training or recreational firearm discharges unless a negligent discharge occurs. Officers assigned to temporary duty assignments as a part of a federal or state taskforce will follow the supervising agency policy or memorandum of understanding regarding reporting of show of force / response to resistance.

4.01.12 Civilian Employees

The Sioux City Police Department will not authorize or train civilian employees to use lethal or less-lethal weapons, escorts, handcuffing, control and compliance, or unarmed striking techniques. Civilian employees are strictly prohibited from using P.I.T.

Should an on-duty civilian employee encounter a subject acting aggressively, he/she will make every effort to remove himself/herself and others from the situation and notify officers. If no reasonable alternative exists but to defend oneself or others, he/she will do so in accordance with the “reasonable person” standard provided in Iowa Code Chapter 704. A supervisor will be notified as soon as is practical.

These incidents will be thoroughly investigated and documented with an incident and supplemental report. Civilian employees whose action(s) result in death or serious injury of another will be administratively relieved from duty in accordance with Policy Directive 3.04.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: CONDUCTED ENERGY WEAPON (CEW)
NUMBER: 4.02 **EFFECTIVE:** 1/20/2005
APPROVED BY: Rex M. Mueller, **REVISION:** 10/5/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 4.1.4, 4.1.5, 4.2.1, 4.3.2, 4.3.3

4.02 CONDUCTED ENERGY WEAPON (CEW)

4.02.01 CEW – Policy Statement

The purpose of this directive is to set forth the Sioux City Police Department’s policies and procedures regarding the training, handling, and deployment of a CEW. The objectives are: to inform and direct those officers who are authorized operators of a CEW, in a uniform and professional manner, the proper tactics and procedures in deploying a CEW; to provide written guidelines for officers to follow when deploying a CEW; and to provide information on the proper documentation required for a CEW deployment.

A CEW is an additional police tool and is not intended to replace verbal problem-solving skills, self-defense techniques, or firearms. A CEW will be deployed only in circumstances where deemed reasonable to control an actively resistive or actively aggressive subject. A CEW will be deployed when deadly force does not appear to be justified and/or necessary and attempts to subdue the subject by other conventional tactics have been, or will likely be, ineffective in the situation at hand; or there is reasonable expectation it will be unsafe for officers to approach within contact range of the subject.

4.02.02 Definitions

- **CEW:** A weapon primarily designed to disrupt a subject’s central nervous system by means of deploying electrical energy sufficient to cause uncontrolled muscle contractions and override an individual’s voluntary motor responses. The CEW currently used by the Sioux City Police Department is the Taser 7 and the accompanying air cartridges provided by AXON.
- **Deployment:** The activation of a CEW resulting in the arcing of the unit, a contact maneuver on a subject or animal, and/or the discharge of an air cartridge – whether or not the probes strike their intended target. The mere display of a CEW is not a deployment.

- **Passive Resistance:** Resistance without active measures, such as the use of mere body weight alone to prevent arrest.
- **Active Resistance:** Resistance with physically evasive movements to avoid physical control such as fleeing, flailing, bracing, tensing, pushing, or verbally signaling an intention to actively avoid being restrained.
- **Active Aggression:** The actual advancing, challenging, or physical assault made by the subject, or behavior causing an officer to reasonably believe the subject intends to cause serious injury to the officer or others.
- **Air Cartridge:** The replaceable cartridge that contains and fires the electrical probes. When the Air Cartridges are removed or deployed, the device can also be used as a contact CEW device.
- **Probes:** Barbed electrode projectiles that are fired from a CEW and penetrate the skin.
- **Tased:** The accepted word indicating that a person or animal has received an electrical charge from a CEW.
- **Probe Deployment:** When an individual or animal is tased by deployment of probes via the air cartridge.
- **Contact Deployment:** When an individual or animal is tased by directly contacting the CEW with the individual, or animal, without the use of probes.
- **CEW Instructors:** All approved CEW instructors of the Sioux City Police Department.
- **Department:** The City of Sioux City Police Department.
- **Conventional Tactics:** Those tactics and other responses to resistance described in the Department's Response to Resistance Policy.
- **Medical Personnel:** Includes, but is not limited to, Doctors, Physician's Assistants, Nurses, Paramedics, Emergency Medical Technicians.
- **Supervisor:** A Sioux City Police Department Peace Officer above the rank of Police Officer, to include Sergeants, Lieutenants, Captains, and Chief.

4.02.03 CEW Operating Procedures

CEWs will be issued to, and handled or deployed only by, officers who have successfully completed the Department's CEW Training Program, or CEW Training Program from

AXON. The CEW will be handled in the same manner and treated with the same degree of care and discretion as a firearm.

CEWs will only be used as instructed in the training course, and only in accordance with Department policy, and Federal and State laws. The deployment of a CEW is considered a use of force equal to Level 5 – Unarmed Strikes/CEW/Police K-9.

Only properly functioning and charged CEWs will be carried for field use. The CEW will be checked daily for proper functioning and the battery will be recharged or exchanged for a charged battery at least once per month. Any CEW, or component thereof, found to be defective or damaged, will be returned to the Records & Technology Lieutenant for repair or replacement, with a detailed explanation of the malfunction or cause of damage.

All CEWs and associated equipment will be properly secured when not in use. When carried in the field, the CEW will be carried in the Department-approved holster. The holster will be carried opposite the officer's sidearm and drawn by using the (support) non-dominant hand. Officers will not in any way alter or modify the CEW.

Situations warranting CEW deployment:

1. When an officer reasonably believes the subject will become violent or is engaged in violence directed toward the officer or others; to defend themselves or others against unlawful assaults, to overcome active resistive behavior, and/or take combative persons into custody, and the use of other options would place the subject, the officer, or others at risk.
2. When a person is threatening death or serious injury to themselves and other options would place the subject, the officer, or others at risk.
3. To stop a dangerous animal.

Situations where CEW deployment should be avoided (although not strictly prohibited, officers should give additional consideration to the unique circumstances involved prior to applying a CEW in any of the following situations. There must be a compelling reason for deployment that can be clearly articulated):

1. On persons in wheelchairs or other visible mobility assistance devices, such as a motorized chair, crutches, or a cane;
2. On elderly persons;
3. On women known to be pregnant;
4. On persons with known heart problems;
5. On persons with an apparent debilitating illness, or who are visibly frail;
6. On young children or those under 80 pounds;
7. On individuals with known neuromuscular disorders, such as multiple sclerosis, muscular dystrophy, or epilepsy;
8. To control persons in operation of a vehicle;
9. When the officer cannot approach the subject within the CEW's effective range;

10. On persons in an elevated position, such that deployment could result in a fall or secondary injuries.
11. On persons already restrained.
12. On persons known to have mental disabilities and /or serious mental illness.

Situations where a CEW will not be deployed unless deadly force is appropriate (although not strictly prohibited, officers should give additional consideration to the unique circumstances involved prior to applying a CEW in any of the following situations. There must be a compelling reason for deployment that can be clearly articulated):

1. Near flammable liquids, gases, blasting materials, or any other highly combustible materials which may be ignited by the use of the device, including potential methamphetamine labs, or subjects contaminated with such materials;
2. When it is reasonable to believe that incapacitation of the subject may result in serious injury or death (i.e., by falling from a roof, crashing a speeding vehicle, etc.).

Each deployment of a CEW will be investigated and documented. This includes a contact deployment, as well as the firing of an air cartridge or other deployment, resulting in a subject or animal receiving an electrical charge or being struck by a probe from the CEW. Any accidental discharge of a CEW air cartridge will be documented and forwarded to the appropriate Watch Commander and the Professional Standards Lieutenant.

When the CEW is deployed on a subject, the deploying officer is responsible for documenting the deployment of the CEW by completing a supplemental report and the Response to Resistance form in Blue Team. The deploying officer will notify their Chain of Command as soon as practical after the deployment to ensure a detailed review of the deployment.

4.02.04 Deployment

Whenever a CEW is to be deployed, it is the responsibility of the deploying officer to make certain officers on the scene understand the CEW is being deployed – and not lethal force – prior to the deployment of the CEW, if possible. This will be accomplished through the warning announcement “TASER!” to alert other officers, as well as to provide the subject an additional opportunity to cease the conduct that has given rise to the deployment of the CEW.

For optimal effect, a CEW should be aimed at the lower torso, with consideration for the heart to dart distance. The head, face, breast, or genitalia should be avoided, if possible.

When an officer approaches a subject with the intent to deploy the CEW, an additional officer should also approach, whenever possible, to provide lethal cover should it become necessary for their protection of life.

Whenever practical, verbal commands should be used constantly before, during, and after the deployment of the CEW to warn the subject to cease their aggressive action or demeanor.

The CEW will never be used as a prod or come-along measure, or to interrogate or intimidate any person; nor will it be used as a means of awakening intoxicated persons, as a form of punishment; or on a person engaging in passive resistance.

Officers should, under normal circumstances, use a CEW for one standard cycle/application and then evaluate the situation while using verbal commands. Alternate methods to subdue the subject should be considered. Should an aggressive subject not comply with the commands of the deploying officer, he/she may deliver a subsequent application, as reasonably necessary, and reevaluate the situation before delivering another cycle.

Probe deployment should be the primary setting option with contact deployment generally used as a secondary option.

4.02.05 Unintentional Discharge of CEW's and Low Lethality Munitions

Unintentional discharges of all low lethality munitions and CEW's *resulting in injury* will be documented and investigated at the direction of the Chief of Police based on the totality of the circumstances.

An unintentional discharge of a CEW *without injury* will be documented and investigated in accordance with policy 3.97.05.06.

4.02.06 Post Deployment

The deploying officer will direct the actions of any assisting officer(s) on the scene in handcuffing the subject. The CEW will not deliver its charge to a second person unless that person places his/her hand, or a body part, in between the two probes. The CEW should not be used on handcuffed individuals unless they are actively resisting or exhibiting active aggression and other control options would place the officer or others in imminent danger.

Assisting officers will approach the subject with caution so as not to break the wires connecting the probes to the CEW.

Following CEW deployment, officers will use a restraint technique that does not impair respiration.

Subjects who have received an electrical charge from the CEW unit or probes will be treated as follows:

1. The subject will be handcuffed to minimize the threat of injury to either the officer or the subject.
2. The CEW prongs will be removed at the earliest opportunity. The CEW prongs will only be removed by officers who have completed agency approved training in the use of a CEW.
 - a. CEW prongs that have struck the head, face, neck, throat, genitalia, or groin will only be removed by fire/rescue or medical personnel.
 - b. CEW prongs that have struck the female breast will only be removed by female officer, fire/rescue or medical personnel.
 - c. Officers who remove probes should inspect them to ensure the entire probe has been removed. Removal of broken probes should be done by medical personnel. In the event that a probe is broken off in the skin or the probe is not fully intact, the subject will be transported to a hospital.
 - d. Officers may request fire/rescue or medical personnel to remove CEW prongs if circumstances warrant such actions.
3. The area struck will be visually examined to determine if an injury was sustained.
 - a. A photograph will be taken of all significant injuries.
 - b. All injuries, or the absence of injuries, will be noted on the Response to Resistance Report form.
4. The spent air cartridge, wires and probes may be discarded. Caution should be exercised in handling probes that have penetrated a subject's skin. Such probes will be packaged and handled with the same care as a hypodermic needle and discarded in a sharp's container.
5. Officers will ensure that the subject's injuries or complaints of injuries, if any, are appropriately treated by medical personnel. Officers will monitor the suspect for signs of "excited delirium." Medical treatment will be offered to any subject that has received a CEW discharge.
6. The officer will send an email to the Records and Technology lieutenant to notify him/her of the deployment and the amount and type of air cartridge(s) that need to be replaced.

4.02.07 Documentation

When the CEW is deployed on a subject, the deploying officer is responsible for documenting the deployment by completing a supplemental report and the Response to Resistance report in Blue Team when appropriate. The deploying officer will notify their Chain of Command, as soon as practical after deployment, to ensure a detailed review of the deployment.

The deploying officer will turn in their CEW's battery to a supervisor who will then ensure the battery is placed into a charging port prior to the end of their shift so the information from the deployment can be download.. The Professional Standards Lieutenant will be responsible for verifying the deployment report is consistent with the officer's reported deployment and attach the deployment report to the corresponding blue team entry. A record of a deployment will include the date of, and the date after, the deployment

4.02.08 Professional Standards Lieutenant Responsibilities

The Professional Standards Lieutenant will:

1. Review reported uses of a CEW by Department personnel and establish a system for maintaining statistics on the performance of the CEW (a trained CEW Instructor may also perform this function);
2. Ensure basic certification and recertification annually on the CEW, as well as maintaining a record of the training;

4.02.09 Records & Technology Lieutenant Responsibilities

1. Receive, inspect, and ensure the maintenance and replacement of the Department's CEW devices and related equipment;
2. Establish and maintain systems to record issuance of equipment;
3. Return defective or damaged CEWs and air cartridges to the suppliers;
4. Obtain service and/or replacement for defective or damaged CEW components from the supplier;
5. All other duties as may become necessary for the employment, maintenance, and enhancement of the Department's CEW program.

4.03 Addendum A

Authorized Weapons Approved Accessory Manufacturer/Model List

Approved Handgun Mounted lights

<u>Manufacture</u>	<u>Model</u>
Surefire	Any X Series Weapon Light
Streamlight	Any TLR Series Light
Crimson Trace	Light Only CMT or LGT Series
Inforce	APL or WILD Series

Approved Rifle Sights

<u>Manufacture</u>	<u>Model</u>
Trijicon	Reflex or MRO
EO Tech	HWS
Aimpoint	Red Dot
A.R.M.S.	#40 BUIS
GG & G	A-2
Magpul	MBUS or Pro

Approved Handgun Electronic Sights

<u>Manufacture</u>	<u>Model</u>
Trijicon	RMR Type II
Leupold & Stevens	Delta Point PRO
Holosun	507, 508, and 509 Series
Aimpoint	Acro P2

Approved Handgun Slide Milling Companies

American Tool & Engraving Inc
(ATEI)
20224 Lorne
Taylor MI-48180

Approved HRDS Holsters

Manufacture

Model

Safariland

RDS Series (minimum retention level 2)

Blackhawk

RDS T-Series

Alien Gear

Rapid Force Duty

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: AUTHORIZED WEAPONS

NUMBER: 4.03 **EFFECTIVE:** 11/22/2005

APPROVED BY: Rex M. Mueller,
Chief of Police **REVISION:** 03/23/2022

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.2, 1.3.4, 1.3.9, 1.3.10, 1.3.11, 1.3.12

4.03 AUTHORIZED WEAPONS

4.03.01 Authorized Weapons – Policy Statement

It is the policy of the SCPD that only those weapons, both lethal and non-lethal, authorized by the department will be carried and used by department personnel under the color of authority.

It is also the policy of the SCPD to establish and maintain a Weapons Training Program and to ensure all sworn members of the Department are trained and competent in the use of both lethal and non-lethal weapons.

4.03.02 Authorization to Carry Weapons

Under the color of authority, only sworn members of the SCPD will be authorized to carry and use weapons, on duty, when:

1. it is legal to do so;
2. they are both physically and mentally fit to do so;
3. in possession of their department issued badge and photo identification card;
4. their authority to do so has not been suspended by the Chief of Police;
5. the weapon conforms to the standards of this directive and is approved by the Chief or his designee; and
6. the officer has demonstrated proficiency with the weapon in accordance with this policy.

When off duty, officers must meet all of the above criteria except, they are only required to carry their department issued photo identification card on their person.

While on duty, officers will be required to carry weapons in accordance with this policy. Generally, an officer will be considered on duty when he/she is being paid or otherwise compensated by the City of Sioux City. This will include court appearances unless directed otherwise by the court. Officers will have their firearms readily available when attending scheduled training sessions. When attending training outside the city’s jurisdiction, the carrying

of a weapon is optional; the officer will follow the same guidelines and any additional requirements of the training facility.

School Resource Officers are frequently engaged in activities where being armed would be a hindrance to their duties and at times provide for an unsafe situation. Safes have been provided at each school for the secure storage of weapons. School Resource Officers will be required to be armed at the discretion of the Bureau Commander.

Prior to carrying any new lethal or less lethal weapon in the performance of duty, the member will contact the Training Sergeant, who will arrange for the registration, inspection, and approval of the weapon. Annually, firearms will be inspected by a firearms instructor or armorer. CEWs will be inspected by a CEW instructor during annual recertification. Once every two years, less lethal weapons will be inspected by a weapons instructor during in-service training.

Officers carrying their own weapons are responsible for all routine repairs to, and the conditions of, their weapons. Weapons provided by the Department or personally owned weapons damaged while operating under the color of authority will be repaired at departmental expense.

Any defective or unsafe weapon will be repaired or replaced prior to being carried.

Any firearm carried under the color of authority, whether departmentally or privately-owned, is subject to periodic scheduled or spot inspection by any supervisor or command officer, or by a departmental firearms instructor or armorer.

1. Officers may carry and use non-issued personal firearms in conformance with the standards and specifications of this directive.
2. No firearm which is not in proper mechanical working order will be carried by any member of the department, whether on or off duty.

All weapons will remain in factory authorized condition without modification, and no departure from factory specifications is permitted, except as herein provided. Any repairs will be made by the factory or a factory trained and department authorized armorer. All weapons will have grips made of wood, plastic or hard rubber.

Flexible rubber Hogue grips are acceptable additions for handguns.

Magazine extensions on .380 back up/ off duty guns are authorized but will not exceed 2 additional rounds.

Laser sights, magnification, thermal and infrared sights are forbidden on all duty weapons except on registered and authorized SWAT weapons systems in accordance with SWAT SOP UNS-S01. Tritium-phosphor filled night sights are authorized and encouraged. The factory included laser sight is permitted as part of the department authorized CEW or BolaWrap.

Authorized long guns purchased through an agreement with the City of Sioux City will be carried on duty.

4.03.03 Authorized Handguns

Uniform Handguns

Officers will be allowed to register one uniform duty handgun. SWAT members will be allowed to register two uniform handguns; one of which will be designated for SWAT operations. Each officer will register their uniform handgun weapon(s) with Professional Standards

Officers authorized to carry firearms, whether on or off-duty, are authorized to carry the following semi-automatic pistols under the color of authority:

1. Smith & Wesson,
2. Sig Sauer,
3. Walther,
4. Glock,
5. Heckler & Koch (H & K), and
6. Beretta.

Semi-automatic pistols will:

1. be of a 9mm Luger, .40 S&W, .45 ACP, or .357 Sig;
2. have a barrel length of 3 ½ to 5 inches;
3. be conventional double-action or double-action-only configuration (to include Glock “Safe Action”).

Non-Uniform Handguns

Officers will be allowed to register one non-uniform handgun with Professional Standards. Officers working a non-uniform assignment are authorized to carry their uniform or non-uniform handgun as their duty weapon. They may also carry a backup/off duty handgun as long as the back up/off duty handgun is not visible on their person. The back up/off duty handgun will not be drawn in place of the duty weapon unless exigent circumstances exist.

Officers working a uniformed assignment are authorized to carry a non-uniform or back up/off duty handgun as long as the non-uniform or back up/off duty weapon is not visible on their person nor detract from or require unusual application of the uniform. Non-uniform or back up/off duty handguns will not be drawn in place of the uniform weapon unless exigent circumstances exist.

Officers authorized to carry firearms, whether on or off duty, are authorized to carry the following semi-automatic pistols as non-uniform handguns under the color of authority:

1. Smith &Wesson,
2. Sig Sauer,
3. Walther,
4. Glock,
5. Heckler & Koch (H &K), and
6. Beretta.

Non-uniform Semi-automatic pistols will:

1. be of a 9mm Luger, .40 S&W, .45 ACP, or .357 Sig;
2. Have barrel lengths of 3 to 5 inches;
3. Be conventional double-action or double-action-only configuration (to include Glock "Safe Action").

Back Up/Off Duty Handguns

Officers will be allowed to register one back up/off duty handgun with Professional Standards. A back up/off duty handgun will not be drawn in place of the officer's uniform or non-uniform duty weapon unless exigent circumstances exist. A back up/off duty handgun will be carried concealed, regardless of the laws of the state where the weapon is being carried. While on duty, a backup/off duty handgun is not permitted as a standalone weapon unless the member is serving in a ceremonial capacity donning either Honor Guard or Command Class A Uniforms. The back up off duty handgun will not detract from or require unusual application of the uniform. A weapon fitting the specifications of a uniform or non-uniform handgun must be carried while on duty.

Officers authorized to carry firearms, whether on or off duty, are authorized to carry the following revolvers as backup/off duty handguns under the color of authority:

1. Colt
2. Smith & Wesson, or
3. Ruger

Back up/off duty revolvers will:

1. Be of a .357 Magnum or .38 Special;
2. Have a minimum barrel length of 2 inches;
3. Be double action;
4. Chamber no fewer than five rounds

Officers authorized to carry firearms, whether on or off-duty, are authorized to carry the following semi-automatic pistols as backup/off duty handguns under the color of authority:

1. Smith & Wesson,
2. Sig Sauer,
3. Walther,
4. Glock,
5. Heckler & Koch (H&K)
6. Beretta,
7. Browning,
8. Colt and,
9. Ruger (LCP .380 ACP only).

Back up/off duty Semi-automatic pistols will:

1. Be of a .380 ACP, 9mm Luger, .40 S&W, .45 ACP, or .357 Sig;
2. Have a minimum barrel length of 2 inches;
3. Be conventional double-action or double-action-only configuration (to include Glock "Safe Action").

Handgun Lighting Systems

Modifications may not be made to the mechanical function of the handgun except by a factory trained and department authorized armorer with the approval of the Chief of Police. Specifically excluded are devices that utilize cords and/or tape mounted pressure switches, and any accessory that affects the reliable functioning of the weapon. The “Surefire DG Grip Switch Assembly” and similar switches are not authorized.

All modifications to the mechanical function of the handgun will be documented in memo form and forwarded to Professional Standards and included with the officer’s firearms registration information.

The authorized Handgun Mounted Lights (HML) that may be added to the handgun can only include lights made by the handgun manufacturer it is mounted on; or those listed in **4.03 Addendum A**. Handguns carried on duty with an HML must be carried in a factory produced holster with mechanical retention. Officers who carry an HML attached to their handgun must first attend a departmental approved HML training course, before being allowed to carry. A list of all personnel who have attended the training and are allowed to carry an HML will be kept in Professional Standards.

Handgun reliability and safety is of utmost importance. The handgun, HML, and holster combinations carried while on duty, must be used during a HML training course, quarterly firearms training or qualifications. If the combination does not meet the highest standards of safety and reliability, as determined by the Chief of Police or designee, it will not be allowed to be carried on duty.

Handgun Red Dot Sight

Handgun red dot sights (HRDS) are authorized for carry. The authorized HRDS are listed in 4.03 Addendum A. Handguns carried on duty with a HRDS must be carried in a factory produced holster with mechanical retention and must be equipped with a protective hood that covers the HRDS. Before carrying a handgun equipped with a HRDS officers must first attend a departmental approved HRDS training course. Handguns with an added HRDS must have a back-up iron sights (BUIS) that allow a co-witnessing of the BUIS without removal of the HRDS. A list of all personnel who have attended the training and are allowed to carry a HRDS equipped handgun will be kept in Professional Standards.

The only authorized mounting technique is to have the handgun slide modified or milled. This is to ensure true co-witnessing can be achieved. Authorized handgun manufacturers that have a modified slide and are marketed as “optic ready” are approved for carry. After market modifications may be made to the handgun to accept the addition of a HRDS. Modification to the handgun slide to accept the mounting of a HRDS will only be made by companies approved of the Chief of Police or designee as listed in **4.03 Addendum A**.

Co-witnessing- The optic sight is mounted on the same plane as your iron sights, allowing you to aim through your optic sight when using your iron sights.

Handgun reliability and safety is of utmost importance. The handgun with BUIS, HRDS, and holster combinations carried while on duty, must be used during a HRDS training course, quarterly firearms training and/or qualifications. If the combination does not meet the highest standards of safety, reliability, and function as determined by the Chief of Police or designee, it will not be allowed to be carried on duty.

4.03.04 Authorized Shotguns

Authorized shotguns may be a departmental issue or a personal weapon and will be a Remington 870.

The only authorized shotgun to be registered after September 19, 2008 will be the Remington 870 Police Magnum.

In addition, all shotguns will:

1. be pump action only;
2. have either rifle or bead sites;
3. be single barrel 12-gauge bore;
4. be capable of carrying four or more rounds in a tubular magazine;
5. be capable of chambering 2 3/4" double 00 buck;
6. have a barrel length no less than 18 inches, and an overall length not to exceed 41 inches.

Modifications may not be made to the mechanical function of the weapon except by a Remington factory trained and department authorized armorer with the approval of the Chief of Police. Tactical lights may only be added as part of an integrated forearm. Specifically excluded are any accessories that mount directly to the barrel or preclude securing the weapon in any department provided vehicle mounting system. Department owned shotguns that have been temporarily issued must be returned in the same condition as issued.

All modifications to the mechanical function of the shotgun will be documented in memo form and forwarded to Professional Standards and included with the officer's firearms registration information.

Laser sights, magnification, thermal and infrared sight are forbidden, unless part of a SWAT authorized weapon system.

Shotguns will:

1. be carried in a proper case within the trunk of the police vehicle or in the installed long gun rack only during duty hours;
2. be carried with a minimum of four rounds in the magazine tube;
3. be carried with no round chambered until, and unless, the officer is prepared to fire;
4. be carried with the safety maintained in the "On" or "Safe" condition until such time as the officer intends to fire the weapon;
5. be equipped with a sling;
6. not be carried off duty under the color of authority without the approval of the Chief of Police.

The carrying of a shotgun by on-duty personnel is optional. However, an officer must have a rifle or shotgun with them while in uniform and on duty. Those officers who elect to carry a shotgun are required to use that shotgun for annual qualification and required training sessions.

4.03.05 Authorized Rifles

Authorized rifles will be the AR15 style rifles:

1. manufactured by Colt,
2. having a 16” or 20” barrel,
3. chambered for a 5.56mm.
- 4.

Rifles will:

1. be carried in a proper case within the trunk of the police vehicle or in the installed long gun rack only during duty hours;
2. be carried with no round chambered until and unless the officer is prepared to fire;
3. be carried with the safety maintained in the “On” or “Safe” condition until such time as the officer intends to fire the weapon;
4. be equipped with a sling;
5. not be carried off duty under the color of authority without the approval of the Chief of Police.
6. Officers will be issued 150 rounds of ammunition that may be carried in 20 or 30 round magazines in any configuration they prefer. Magazines must be fully loaded.

SWAT Officers will be allowed to carry, on duty, the special firearms and equipment they have been certified to use during SWAT call-outs in accordance with [Standard Operating Procedure UNS-S01](#).

The authorized electronic sights that may be added to the rifle are listed in 4.03 Addendum A. Weapons equipped with an electronic/optic sight must also be equipped with backup iron sights (BUIS). The electronic/optic sight must be mounted in such a manner to allow co-witnessing with your iron sights.

Modifications may not be made to the mechanical function of the weapon except by a Colt factory trained and department authorized armorer with the approval of the Chief of Police. This specifically includes but is not limited to the barrel assembly, gas system, trigger group, lower receiver, buffer tube, and upper receiver. The only accessories that may be added to the weapon specifically include: Hand guard, adjustable butt stock, lighting devices, sling mounts and vertical grip. Specifically excluded are lighting devices that utilize cords and/or tape mounted pressure switches, and any accessory that precludes securing the weapon in any department provided vehicle mounting system.

All modifications to the mechanical function of the weapon will be documents in memo form and forwarded to Professional Standards and included with the officer’s firearms registration information.

Co-witnessing- Optic sight is mounted on the same plane as your iron sights, allowing you to aim through your optic sight when using your iron sights.

Only those officers who successfully complete department familiarization training and rifle qualification will be permitted to carry authorized rifles while on duty.

Officers wishing to purchase an authorized rifle will be allowed to do so through the payroll deduction plan.

4.03.06 Authorized Firearm Ammunition

Officers will carry only department-approved ammunition in all firearms registered with Professional Standards and carried under the color of authority (refer to Administrative Services SOP ADP-A02).

Annually, the department will issue to all sworn personnel authorized duty ammunition as appropriate for all of the officer's registered firearms as carried. Officers will shoot up all old duty ammunition at the department shoot and be issued new department ammunition. The ammunition being replaced will be expended during department firearms training sessions. Rounds expended in the line of duty will be replaced by the department. The department will provide qualification and practice ammunition for organized and authorized department shoot days.

1. All uniformed officers on duty are required to carry a fully loaded uniform handgun and enough ammunition, carried in speed loaders or magazines, to reload the weapon twice.
2. All plain clothes officers on duty are required to carry a fully loaded handgun and one extra fully loaded magazine for semi-automatic pistols.
3. Officers will carry a fully loaded handgun and a maximum of four additional fully loaded magazines for semi-automatic pistols, for a total of no more than 64 rounds. Magazines must be of a capacity that can be ordered from the original manufacturer and the capacity may be no more than 21 rounds. Officers will notify Professional Standards of total number of rounds carried on duty.
4. While on duty, officers carrying a non-uniform or back up/off duty handgun in addition to their uniform weapon will carry it fully loaded with no additional magazines.
5. If an officer chooses to carry their uniform, non-uniform, or back up/off duty handgun off duty, it will be fully loaded and a maximum of four additional fully loaded magazines for semi-automatic pistols, only enough ammunition to reload the weapon four times will be carried; for a total of no more than 61 rounds

Fully loaded means, in the case of a revolver, that each chamber contains a live round; in the case of a semi-automatic pistol, a live round will be chambered, and a fully loaded magazine will be in place.

Shotgun Ammunition

Shotgun ammunition will be:

1. of American manufacture;
2. no more than 2 3/4" in length;

3. suited for a weapon of 12-gauge bore;
4. either double 00-buck load or rifle slug.

The department will issue five double 00-buck and ten rifled slugs annually to each officer electing to carry a shotgun. The shells being replaced will be expended during departmental firearms training sessions.

Rifle Ammunition

Rifle ammunition will be:

1. of American manufacture;
2. of an “expanding” configuration, i.e. hollow point or soft point;
3. issued by the department.

All uniformed officers are required to carry fully loaded rifle magazines totaling 150 rounds while on duty, no more and no less. The department will issue ammunition for each rifle on an annual basis. The ammunition being replaced will be expended during department firearms training sessions.

4.03.07 Registration of Weapons

Prior to carrying a weapon under the color of authority, either on or off-duty, officers will register with Professional Standards, their applicable:

1. uniform firearm;
2. one non-uniform firearm;
3. one back up/off duty firearm;
4. shotgun;
5. rifle;
6. department issued CEW.

Professional Standards will maintain a record of all firearms and CEWs carried by officers at any given time. Training records will be maintained of those certified in the use of collapsible batons, PR-24, personal O.C. and less lethal munitions. SWAT members will be allowed to register two uniform handguns; one of which will be designated for SWAT operations. The SWAT Commander will maintain a quarterly inventory of all department owned lethal and less lethal weapons and munitions used by SWAT team members and patrol supervisors.

4.03.08 Firearms Clearing Stations

When available, firearm clearing stations should be used any time it becomes necessary to clear a firearm. The muzzle of the firearm should be inserted into the opening of the clearing station. The firearm should then be properly manipulated in order to clear and/or verify the chamber is empty.

These clearing stations should not be used for:

1. collecting a ballistics “sample”;
2. intentional firing into for any other reason.

Any officer involved in an unintentional discharge of a firearm without injury and, is not related to official enforcement action, will notify the on-duty Watch Commander as soon as practical, and complete an incident and supplement report detailing the incident which, will be forwarded to the Chief of Police through the Chain of Command for investigation and disciplinary review. The on-duty Watch Commander will notify the Chief as soon as practical by phone or in person.

All unintentional discharges of firearms *where an injury is sustained* will be documented and investigated in accordance to policy 4.04 as an officer involved shooting.

Unintentional discharges of firearms *occurring during enforcement action, whether an injury is sustained or not*, will be reported and investigated in accordance to this policy as an officer involved shooting.

4.03.09 Storage of Weapons

Off-duty officers will ensure their weapons are secured to prevent an unauthorized person access to the weapon. In addition, officers are required to secure their weapons – when not located upon their person – in such a manner as to prevent the unauthorized access to the weapons. Officers will never leave their weapons unattended within the Headquarters Building.

4.03.10 Firearms Training

Sworn officers will demonstrate proficiency in the use of departmentally authorized firearms before they are allowed to carry such weapons. Proficiency will be determined by the successful attainment of the required minimum score on an ILEA approved qualification course of fire and an understanding and proficiency of the operational characteristics of the weapon. Quarterly firearms training will be in accordance with this policy directive.

Annual Qualification

All sworn personnel must qualify, at least annually, with all firearms registered with Professional Standards, utilizing ILEA qualification courses. Firearms instructors will not be allowed to qualify themselves without another firearms instructor present. No outside department members will qualify officers during annual qualifications. Only department firearms instruct Officers will declare a long gun of choice (shotgun or rifle) with Professional Standards, and uniformed officers will carry that long gun while on duty. Annually, officers will qualify with their long gun of choice and will be required to attend a familiarization course for the long gun which the officer does not carry. The ILEA requires all sworn personnel to attain a minimum score of 80% with their handgun and shotgun during annual qualifications. For the annual rifle qualification course, the department requires sworn personnel to attain a minimum score of 90%.

Iowa law requires successful completion of an ILEA approved course of fire. Annual qualification is a test of skill and is not a practice or training session. Officers will have two attempts to qualify, if an officer fails the first attempt, a second attempt will be immediately

conducted. A qualification attempt that is started will not be interrupted or stopped. Any officer failing to attain a qualifying score with their uniform handgun or long gun of choice will repeat the course of fire a second time for a total of two consecutive attempts.

If a qualifying score is still unattainable, the officer will not be allowed to return to normal duty and will be placed on restricted duty status in accordance with policy directive 3.05.07. Officers will be required to complete a department approved firearms remediation course. Following the remediation course, the officer must obtain two consecutive qualifying firearms scores. If after 20 hours of remedial training the officer is unable to meet the minimum standards, the officer will be considered unfit for duty. Appropriate disciplinary action will be taken, up to and including termination. The officer will also be required to attend follow-up firearms remediation and demonstrate proficiency during the following quarter.

Officers failing to qualify with their AR-15 will be allowed to attempt qualification with the shotgun. Officers successfully qualifying with the shotgun will be temporarily issued a departmental weapon to be carried on duty. Officers will be required to successfully complete the remediation program prior to carrying their AR-15 on duty.

If qualification cannot be obtained with the shotgun, the officer will then be placed on restricted duty status in accordance with policy directive [3.05.07](#). Officers will be required to complete a department remediation course in accordance with this policy directive.

Quarterly Training

Firearms training will be provided quarterly and all sworn officers will be required to successfully complete one approved firearm training course(s) each quarter. Training will consist of one of the following:

1. combat-style shooting;
2. drills and skills development courses;
3. familiarization courses.

The schedule of shooting opportunities will be determined by the Training Coordinator. Courses of fire to be utilized will be determined by the Lead Firearm's Instructor and will come from the Firearms Instruction Manual. Officers will utilize the same course of fire during any given quarter. However, a different course of fire will be utilized each quarter. All officers are required to select any shooting opportunity while on duty within the quarter to complete training.

The Department will supply approved practice ammunition for all mandatory shoots.

Any officer failing to successfully complete the course of fire will repeat the course and receive such remedial training as may be necessary until the course can be successfully completed.

4.03.11 Firearm Cleaning

Officers will report for duty with a clean firearm. Following firearms training, officers will be required to clean their firearm(s) prior to leaving the training facility, if reporting for duty.

4.03.12 Duties of Firearms Instructors and Departmental Armorer

The Department will utilize members selected and appropriately trained as firearms instructors. Such instructors will be trained and certified by the ILEA or similar qualified law enforcement training organization as approved by the Chief.

All departmental firearms instruction will be provided by trained and certified departmental firearms instructors. During the course of all departmental courses of fire, the instructors will be responsible for all range safety. Range safety and all other conduct by officers participating in any firearms instruction or course of fire will be as provided in the Firearms Instruction Manual. To ensure safety and maximum training benefit, firearms instructors while operating the range will have ultimate authority over the range and the actions of participants regardless of the participant's rank or seniority.

The Department will also provide training to members selected as armorers. Such training will be provided by:

1. the ILEA,
2. the weapons manufacturer, or
3. similar law enforcement armorer's training organizations as approved by the Chief.

At least annually, all sworn members of the Department will present their registered firearms to a departmental armorer or firearms instructor for mechanical inspection. Firearms found to be defective will be replaced with a departmental-issued or personally owned weapon meeting Department standards, until the defective weapon is repaired.

Officers must qualify after any and all repairs are made, and prior to the firearm being placed back in service. SCPD instructors/armorers have the authority to declare a firearm unfit for use. Such a firearm may not be carried again until such time as the firearm is once again certified as acceptable by a SCPD firearms instructor or armorer.

4.03.13 Weapons Training and Response to Resistance Policy

All weapons training conducted by the SCPD will be consistent with [4.01](#) of the Policy Directives Manual. All sworn personnel will be instructed in Policy Directive [4.01](#) before they are authorized to carry any lethal or less lethal weapon as a member of the Department. Newly appointed sworn members of the Department will receive such training prior to assignment in the Field Training Program.

4.03.14 The Firearms Instruction Manual

The Lead Firearms Instructor will maintain a Firearms Instruction Manual containing approved courses of fire. Qualification courses will be as approved by:

1. the FBI,
2. the NRA,

3. the Iowa Law Enforcement Academy,
4. the Sioux City Police Department Training Division, or
5. a similar professional law enforcement firearms training organization.

New or additional courses of fire may periodically be added but must be approved by the Chief or lead firearms instructor, prior to use. The validity and utility of any course of fire must be demonstrated prior to its implementation and use.

The Firearms Instruction Manual will contain:

1. approved courses of fire adequate for periodic firearms qualification or training and appropriate for both revolver and semi-automatic pistols;
2. lesson plans for firearms familiarization courses;
3. courses of fire for shotgun and rifle training;
4. range safety rules;
5. procedures for clearing firearm malfunctions;
6. information on proper stances and position;
7. information on the use of barricades and cover;
8. instruction for shooting with either hand;
9. procedures for loading and unloading firearms;
10. Department policy 4.01, 4.03, and 4.04;
11. Iowa statutes concerning the use of firearms and deadly force.

The manual will be utilized for each course of fire and all departmental firearms training. As necessary and appropriate, range safety rules will be reviewed with all participants prior to any course of fire by the Range Master or Range Safety officers present. A copy of the manual will be provided on the U:drive and reviewed at least annually by the Lead Firearms Instructor.

4.03.15 Specialized Weapons Training

Weapons utilized by SWAT will be as specified in the SWAT Standard Operating Procedures Manual. Only members trained in their use will be authorized to carry and use such weapons.

Specialized weapons utilized by the SWAT include:

1. automatic weapons;
2. semi-automatic rifles;
3. distraction devices;
4. chemical munitions;
5. low lethality munitions;
6. rifles;
7. shotguns;
8. Conducted Energy Weapons (CEW's).

Training may be required to be provided by personnel outside the Department. Such training must be approved by the Chief. Training records and files will be maintained in accordance with Policy [10.10](#).

4.03.16 Use of the Firearms Range for Practice

The SCPD will make the firearms range available to individuals at the discretion of the Chief or his designee. No person under the age of 18 will be allowed on the firing range.

Use of departmental ammunition for independent practice sessions is specifically prohibited.

4.03.17 Authorized Less Lethal Weapons

Only those less lethal weapons outlined in this section are authorized for use by sworn officers of the SCPD.

No member of the Department, who has not received a departmentally approved course of instruction in the use of the specific less lethal weapon, will be authorized to carry such weapon.

Once every two years, in-service training will be mandatory for all sworn members who are assigned to carry, or elect to carry, such weapons. Annually, officers who elect to carry a CEW will be required to complete an in-service training to include demonstration of proficiency. Lesson plans and testing procedures will be provided to the Training Sergeant and approved in advance of any such training.

All persons receiving the training will satisfactorily complete the course of instruction. Competency examinations and remedial training will be provided as specified in [Policy 10.10](#).

Conducted Energy Weapons (CEW's)

Officers authorized to carry a CEW may carry the X-26 or the X-26P Taser and the accompanying air cartridges provided by TASER INTERNATIONAL. The CEW will be handled responsibly and with care. When carried in the field, the CEW will be carried in a departmentally approved holster on the opposite side of the officer's sidearm.

Only properly functioning and charged CEW's will be carried. The CEW will be checked daily for proper functioning. The CEW will only be checked when there is no air cartridge loaded in the unit for the "test spark." Any CEW or component thereof, found to be defective or damaged, will be returned to the Professional Standards Lieutenant for repair or replacement, with a detailed explanation of the malfunction or cause of damage.

Authorized Striking Instruments

The only defensive police impact weapons authorized for use, or that may be carried by sworn members of the department trained/certified in their use, are:

1. Monadnock PR-24;
2. Collapsible batons (maximum 26 inches)

All sworn members must maintain certification in the use of at least one of these striking instruments. All training provided by the Department in the use of these striking implements will be in accordance with the ILEA standards.

Low Lethality Munitions

Officers may utilize low lethality munitions authorized by the department when training has been successfully completed in the use of that specific low lethality munitions. The department authorized weapons are the Defensive Technology Model 1325 rifle barreled 40mm less lethal launcher or Pepper Ball Launcher. The low lethality munitions which are approved for use with the 40mm launcher are Defensive Technology direct impact OC powder filled crushable foam nosed rounds and Defensive Technology exact impact foam nosed rounds.

SWAT team members are specifically trained and certified in the use of specific low lethality munitions at least every two years. For authorized SWAT low lethality munitions refer to SWAT SOP UNP – S01.

Authorized Personal Chemical Weapons

The only personal chemical defensive weapon authorized to be carried and used by sworn department personnel is Def Tech First Defense 10% solution of Oleoresin Capsicum (OC) delivered in a non-flammable liquid medium. The carrying of a personal defensive chemical weapon is optional.

Officers electing to carry such a weapon will carry the container in a suitable black leather pouch on the belt. The container and label will be black in color and be devoid of obtrusive lettering or logos or will be fully covered by the pouch in such a manner as to avoid distracting from the professional appearance of the officer.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: OFFICER-INVOLVED USE OF DEADLY OR POTENTIALLY DEADLY FORCE

NUMBER: 4.04 **EFFECTIVE:** 9/30/1992

APPROVED BY: Rex M. Mueller, Chief of Police **REVISION:** 06/23/2021

6TH EDITION C.A.L.E.A. STANDARDS: 4.1.1, 4.1.2

4.04 OFFICER-INVOLVED USE OF DEADLY OR POTENTIALLY DEADLY FORCE

4.04.01 Officer-Involved Use of Force or Potentially Deadly Force – Policy Statement

The purpose of this directive is to set forth the policy and procedures to be utilized when an officer uses deadly or potentially deadly force. Investigation of these situations must be thorough and complete, both for the protection of the community as well as the protection of the officer involved.

4.04.02 Use of Deadly Force

Officer Responsibility

Any officer(s) involved in the use of deadly or potentially deadly force by any means will:

1. determine the physical condition of any injured person, render first aid, and request paramedics;
2. secure the scene and preserve evidence;
3. notify Communications immediately of the incident and location.

The involved officer will be required to complete a Response to Resistance Report, in Blue Team, in a timely manner, excluding the details section. Any officer who is interviewed via audio and video will not need to dictate a supplemental report. All other officers with relevant information will be required to complete supplemental reports prior to the finish of the watch.

The SWAT After Action Report will be used in lieu of the Response to Resistance Report if the incident involves a SWAT team member during a SWAT call-out. The SWAT Commander will complete a supplemental report detailing the incident.

4.04.03 Supervisor Responsibility

In the event any officer is involved in use of deadly or potentially deadly force, the supervisor will:

1. immediately respond to and take charge of the scene (except when putting down an animal);
2. take any emergency actions that are appropriate (i.e. first aid, etc.);
3. take note of the condition of the officer(s) and arrange for assistance, if needed, and remain cognizant of the aspects of critical incident management as covered under Policy [3.04](#);
4. secure and control the scene according to policy directive [6.05](#);
5. ensure the crime scene and all other related evidentiary or potentially pertinent items are collected, secured, and/or processed by crime-scene technicians;
6. secure the weapon used as evidence – if the weapon is an officer’s firearm, this will be done away from the immediate scene, in as discreet a manner as possible, and will be replaced as soon as reasonable. A replacement firearm may be provided. All weapons carried by the involved officer(s) at the time of the incident will be closely examined as part of the investigation. The examining officer will complete a supplemental report with his/her findings. If there were no injuries and/or no need for a ballistic examination/comparison, the Chief or designee may determine that the firearm and ammunition be only documented and photographed and will remain in the possession of the officer.
7. notify or cause to be notified the following persons -
 - a. Chief of Police,
 - b. all Bureau Commanders,
 - c. Watch Commander or Section Commander, and
 - d. on-duty investigator;
8. assign responsibility to complete the preliminary incident reports to an officer not directly involved in the situation.
9. at the first available opportunity, utilize diffusing techniques with involved staff to determine potential negative psychological impact of the incident on officers.
10. ensure the appropriate Response to Resistance report, in Blue Team, is completed in a timely manner.

4.04.04 Chief of Police Responsibility

The Chief of Police:

1. may respond to the scene at his option, depending upon the circumstances;
2. will notify the City Manager.

4.04.05 Bureau Commander Responsibility

The Bureau Commander of the involved employee:

1. will respond to the scene and assist the Watch Commander/Supervisor;
2. in event of injury to an officer, will ensure the next of kin is/was notified as soon as practical in accordance with Policy [3.02](#);
3. will notify City Legal

4.04.06 Investigation

Investigation at the scene will be done in accordance with policy directives [6.05](#) and [9.01](#).

The officer involved in a deadly or potentially deadly force incident should be removed from the immediate area as soon as possible. If the officer has not sustained injuries, the officer will be transported to the police department or other protected environment. An officer not involved in the incident should accompany the involved officer for the duration of the preliminary investigation. The involved officer should not be isolated, and should be allowed to contact family, clergy, and/or legal counsel. The supportive peer will avoid discussing details of the incident with the involved officer.

The officer involved will provide sufficient information following the incident to allow investigators to begin a preliminary investigation. Investigators should refrain from seeking a detailed account of the involved officer's actions. The preliminary interview should be video taped. After the preliminary investigation, the Chief or his designee may allow the involved officer to end his/her tour of duty to go home and rest.

The Chief or his designee may request an independent investigation by an outside agency be conducted.

A Special Investigator will be assigned to conduct an internal administrative policy review of the incident in accordance with policy directive [3.90.08](#).

4.04.07 Administrative Leave

When an officer resorts to the use of deadly force that causes injury, or when as a result of their actions another person is killed or seriously injured, the officer will be placed on administrative leave. When an officer resorts to the use of deadly force and there are no injuries, an administrative leave of absence with pay or a temporary reassignment of duty, may be authorized by the Chief. This action will not be deemed as disciplinary in nature.

Upon receipt of the investigative report, the Chief will hold a conference with the involved officer's Bureau Commander, the Investigator, the responsible supervisors, etc. A decision will be made to investigate further, close the incident, or to initiate appropriate disciplinary action. The conference will take place within a reasonable time following the delivery of the Investigator's report to the Chief.

4.04.08 Psychological Counseling

Due to the deep psychological implications to the officer, the department feels counseling by a competent psychologist (preferably with a police background) is essential in all cases. The Chief will require an officer cooperate with such counseling at least once during administrative leave. Additional sessions may be necessary at the request of the officer, the Chief, or the psychologist. The department will pay for such counseling. (Psychological Counseling will be conducted in accordance with policy directive 3.02.)

Such cases include but are not limited to:

1. when the officer resorts to the use of deadly force;
2. when the officer is injured as a result of another's use of deadly force; or
3. when, as a result of the action of the officer, another person is killed or seriously injured.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: BolaWrap – Remote Restraint Device
NUMBER: 4.05 **EFFECTIVE:** 07/30/2021
APPROVED BY: Rex M. Mueller, **REVISION:**
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 4.1.4, 4.1.5, 4.2.1, 4.3.2, 4.3.3

4.05.01 BolaWrap (Remote Restraint Device)– Policy Statement

The purpose of this directive is to set forth the Sioux City Police Department’s policies and procedures regarding the training, handling, and deployment of the BolaWrap. The objectives are: to inform and direct those officers who are authorized operators of the BolaWrap, in a uniform and professional manner, the proper tactics and procedures in deploying the device; to provide written guidelines for officers to follow when deploying; and to provide information on the proper documentation required for a deployment.

The BolaWrap is a Remote Restraint Device that is a less-lethal force option designed to assist in immobilizing and controlling non-compliant persons.

4.05.02 Definitions

- **BolaWrap:** A handheld remote restraint device powered by a blank .380 round that projects an 8-foot Kevlar cord that impedes mobility when properly deployed.
- **BolaWrap Instructors:** All approved BolaWrap instructors of the Sioux City Police Department.
- **Department:** The City of Sioux City Police Department.
- **Medical Personnel:** Includes, but is not limited to, Doctors, Physician’s Assistants, Nurses, Paramedics, Emergency Medical Technicians.
- **Supervisor:** A Sioux City Police Department Peace Officer above the rank of Police Officer, to include Sergeants, Lieutenants, Captains, and Chief.

4.05.03 BolaWrap Operating Procedures

The BolaWrap will only be used by officers who have successfully completed the Department’s BolaWrap training course.

The BolaWrap will only be used as instructed in the training course, and only in accordance with Department policy, and Federal and State laws. The BolaWrap may be used to immobilize and control non-compliant persons. The BolaWrap is a less-lethal weapon and their use is considered a use of force equal to Level 4 – Personal Chemical Agent/Remote Restraint Device

The BolaWrap is most effective and least dangerous when used on persons who are stationary or moving slowly. Officers should ensure there is a three-foot radius of clearance around the individual before the deployment of the BolaWrap. The effective deployment range is 10 to 20 feet.

The use of the BolaWrap on certain individuals should generally be avoided unless the totality of the circumstances indicated that other available options would be ineffective or would present a greater danger to the officer, the individual, or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the device. Officers should generally avoid using the BolaWrap on the following individuals.

1. On elderly persons;
2. On females known to be pregnant;
3. To control persons in operation of a vehicle;
4. When the officer cannot approach the subject within the BolaWrap's effective range;
5. On persons in an elevated position, such that deployment could result in a fall or secondary injuries.
6. On individuals who are running away on a hard surface such as concrete
7. Individuals near any body of water that may present a drowning risk.

4.05.04 Deployment

The primary target area for the BolaWrap is the lower leg area between the ankles and knees. A secondary target area is the lower arms between the wrists and elbows. Officers shall not target the head and neck area. Simultaneous applications of the BolaWrap on a single individual is authorized.

Officers should only use the BolaWrap when they are able to safely approach the subject within the operational range of the device. When an officer approaches a subject with the intent to deploy the BolaWrap, an additional officer should also approach, whenever possible, to provide cover. Although generally effective in controlling most individuals, officers should be aware that the BolaWrap may not achieve the intended results and be prepared with other options.

The BolaWrap utilizes a modified .380 blank to propel the chord and anchors, and the device emits a loud noise like a gunshot when deployed. Whenever the BolaWrap is to be deployed, it is the responsibility of the deploying officer to make certain officers on the scene understand the BolaWrap is being deployed – and not lethal force – prior to the deployment, if possible. This will be accomplished through the warning announcement

“Bola, Bola, Bola” to alert other officers, as well as to provide the subject an additional opportunity to cease the conduct that has given rise to the deployment of the BolaWrap.

Officers will not intentionally aim the laser directly into the eyes of another person as it may permanently impair his/her vision. Officers should not hold both a firearm and a BolaWrap at the same time.

Officers should continually assess the individual’s actions and the effectiveness of the BolaWrap. If the BolaWrap appears to be ineffective in controlling the individual, officers should consider whether the anchors made proper contact, and whether verbal commands, other tactical options, or redeployment of the BolaWrap is necessary.

Whenever practical, verbal commands should be used constantly before, during, and after the deployment of the BolaWrap to warn the subject to cease their noncooperative action or demeanor.

4.05.05 Unintentional Discharge of CEW’s, BolaWrap and Low Lethality Munitions

Unintentional discharges of all low lethality munitions, CEW’s, and the BolaWrap *resulting in injury* will be documented and investigated at the direction of the Chief of Police based on the totality of the circumstances.

An unintentional discharge of the BolaWrap *without injury* will be documented and investigated in accordance with policy 3.97.05.06.

4.05.06 Post Deployment

The deploying officer will direct the actions of any assisting officer(s) on the scene in handcuffing the subject. If the individual is lying on the ground and secured, officers shall immediately search the individual and then place the individual in an upright, seated position or on his/her side.

Subjects who have been restrained by the BolaWrap will be treated as follows:

1. The subject will be handcuffed to minimize the threat of injury to either the officer or the subject.
2. Anchors that have pierced the skin will only be removed by officers who have completed agency approved training in the use of the BolaWrap.
 - a. Anchors that have struck the head, face, neck, throat, genitalia, or groin will only be removed by fire/rescue or medical personnel.
 - b. Anchors that have struck the female breast will only be removed by female officer, fire/rescue or medical personnel.
 - c. Officers who remove the anchors should inspect them to ensure the entire anchor has been removed. Removal of broken anchors should be

- done by medical personnel. If an anchor is broken off in the skin the subject will be transported to a hospital.
- d. Officers may request fire/rescue or medical personnel to remove anchors if circumstances warrant such actions.
 - e. When removing anchors, officers should wear protective gloves, especially if the anchors are imbedded in the skin. The Kevlar cord will be cut with trauma shears.
3. The area struck will be visually examined to determine if an injury was sustained.
 - a. A photograph will be taken of all significant injuries.
 - b. All injuries, or the absence of injuries, will be noted on the Response to Resistance Report form.
 4. Officers will ensure that the subject's injuries or complaints of injuries, if any, are appropriately treated by medical personnel.
 5. Following field deployment of the BolaWrap, officer may dispose of the expended BolaWrap cartridge, cord and anchors. Caution should be exercised in handling anchors that have penetrated a subject's skin. Such anchors will be packaged and handled with the same care as a hypodermic needle and discarded in a sharp's container.

4.05.07 Documentation

When the BolaWrap is deployed on a subject, the deploying officer is responsible for documenting the deployment by completing a supplemental report and the Response to Resistance report in Blue Team when appropriate. The deploying officer will notify their Chain of Command, as soon as practical after deployment, to ensure a detailed review of the deployment. The deploying officer will be responsible for obtaining a new cartridge.

4.05.08 Maintenance

BolaWrap devices will be assigned to supervisory vehicles. The Bolawrap devices will be inventoried and function checked during bi-annual line inspections.

Any BolaWrap that fails to deploy, does not appear to be in working order, or submerged in water will be taken out of service and reported to the training sergeant.

The training sergeant will issue replacement cartridges when needed.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: Pepperball – Non Lethal Device

NUMBER: 4.06 **EFFECTIVE:** 08/31/2022

APPROVED BY: Rex M. Mueller, **REVISION:** 08/31/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 4.1.4, 4.1.4, 4.1.5, 4.2.1, 4.3.2, 4.3.3

4.06.01 Pepperball (Non-Lethal Device) – Policy Statement

The purpose of this directive is to set forth the Sioux City Police Department’s policies and procedures regarding the training, handling, and deployment of the Pepperball system. The objectives are: to inform and direct those officers who are authorized users of Pepperball System, the proper tactics and procedures in deploying the system; to provide written guidelines for officers to follow when deploying; and to provide information on the proper documentation required for a deployment.

The Pepperball system is non-lethal that is designed to assist in overcoming resistance and gaining compliance from non-compliant persons.

4.06.02 Definitions

- **Pepperball FTC:** A handheld launcher system powered by compressed air that launches a variety of .68 caliber round projectiles which are direct fed into the system via a gravity hopper affixed to the system
- **Pepperball VKS:** A handheld launcher system powered by compressed air that launches a variety of .68 caliber round projectiles. The VKS system accepts projectiles via a gravity hopper affixed to the system or, in the case of shaped projectiles, through a magazine.
- **Instructors:** Pepperball factory trained instructors are also certified armorers of the Pepperball system.
- **Department:** The City of Sioux City Police Department.
- **Medical Personnel:** Includes, but is not limited to, Doctors, Physician’s Assistants, Nurses, Paramedics, Emergency Medical Technicians.

- **Supervisor:** A Sioux City Police Department Peace Officer above the rank of Police Officer, to include Sergeants, Lieutenants, Captains, and Chief.

4.06.03 Pepperball Operating Procedures

The Pepperball will only be used by officers who have successfully completed the Department's Pepperball training course. The Pepperball will only be used as instructed in the training course, and only in accordance with Department policy, and Federal and State laws. The Pepperball is a non-lethal system with the primary function of delivering Personal Chemical agent (Pava Powder) and their use is considered a use of force equal to Level 4 – Personal Chemical Agent/Remote Restrain Device.

The Pepperball System is most effective and least dangerous when used on persons who are stationary or moving slowly. This allows more time for the active agent in the powder to interact with the targeted person(s) senses and allows for increased accuracy. The recommended effective deployment range of the Pepperball FTC is 0 to 60 feet for direct impact and 0 to 150 feet for indirect impact. The recommend effective deployment range of the Pepperball VKS is 3 to 150 feet for direct impact or 3 to 300 feet for indirect impact.

The use of the Pepperball on certain individuals should generally be avoided unless the totality of the circumstances indicated that other available options would be ineffective or would present a greater danger to the officer, the individual, or others, and the officer reasonably believes that the need to control the individual outweighs the risk of using the system. Officers should generally avoid using the Pepperball on the following individuals:

1. On elderly persons
2. On females known to be pregnant
3. On children
4. Vehicles in motion

4.06.04 Deployment

The primary target area for the Pepperball is the stomach area between the waist and rib cage with a secondary option of other meaty areas of the body such as thigh or upper arm. Though the Pepperball is a less-lethal system, serious and/or permanent injury can occur if a person is struck in a sensitive area such as mouth or eyes. Therefore, the head, neck, or spine area shall never to intentionally targeted except in a deadly force situation. The system is intended to be used in small bursts and shall be deployed in accordance with department training.

Officers should take appropriate safety precautions such as use of cover when possible while deploying Pepperball. When an officer approaches a subject with the intent to deploy the Pepperball, and additional officer should also approach, whenever possible to

provide cover. Officers should be aware that the Pepperball may not achieve the intended results and be prepared with alternative options.

Whenever Pepperball is to be deployed, it is the responsibility of the deploying officer to make certain officers on the scene understand Pepperball is being deployed – and not lethal force – prior to the deployment, if possible. Although Pepperball is a “non-lethal” tool, officers shall, whenever the situation allows, make a warning announcement by stating, “Less Lethal, Less Lethal, Less Lethal” or “Pepperball, Pepperball, Pepperball” to alert other officers, as well as to provide the subject an opportunity to cease the conduct that has given rise to the deployment of the Pepperball.

Officers shall not hold both the Pepperball system and a firearm at the same time.

Officers should continually assess the individual’s actions and the effectiveness of the Pepperball. If the Pepperball appears to be ineffective in gaining compliance, officers should consider whether verbal commands, other tactical options, or redeployment of the Pepperball is necessary.

Whenever practical, verbal commands should be used constantly before, during, and after the deployment of the Pepperball to warn the subject to cease their noncooperative action or demeanor.

4.06.05 Unintentional Discharge of CEW’s, BolaWrap and Low Lethality Munitions

Unintentional discharges of all non/low lethality munitions, CEW’s, BolaWrap, and Pepperball, *resulting in injury* will be documented and investigated at the direction of the Chief of Police based on the totality of the circumstances.

An unintentional discharge of the Pepperball *without injury* will be documented and investigated in accordance with policy 3.97.05.06.

4.06.06 Post Deployment

The deploying officer will direct the actions of any assisting officer(s) on the scene in handcuffing the subject. If the individual is lying on the ground and secured, officers shall immediately search the individual and then place the individual in an upright, seated position or on his/her side.

Subjects who have been restrained after the use of Pepperball will be treated as follows:

1. The subject will be handcuffed to minimize the threat of injury to either the officer or the subject.
2. The area struck will be visually examined to determine if any injury was sustained. A photograph will be taken of all significant injuries. All

injuries, or the absence of injuries, will be noted on the Response to Resistance Report form.

3. Medical attention shall be offered to all subjects affected by Pepperball for decontamination or injuries.

Before going back into service and after deployment, the user shall remove all projectiles from the gravity hopper and ensure no projectiles remain in the chamber of the Pepperball System. All projectiles shall be placed back into the accompanying speed loader for storage. The user shall ensure the valve for the compressed air is switched to the off position prior to storage.

The user shall inspect the system and ensure no damage or deficiencies are observed. Any Pepperball that fails to deploy, does not appear to be in working order, has a projectile burst inside the system, or submerged in water shall be taken out of service and reported to a certified armorer or the Training Sergeant.

It is the responsibility of the user to ensure any projectiles used are replaced and compressed air tank is refilled after every use of the system. If a user observes that the primary SCBA yellow tank is low, the user shall notify a certified armorer or the Training Sergeant.

4.06.07 Documentation

When the Pepperball is deployed on a subject, the deploying officer is responsible for documenting the deployment by completing a supplemental report and the Response to Resistance report in Blue Team. The deploying officer will notify their Chain of Command as soon as practical after the deployment, to ensure a detailed review of the deployment.

4.06.08 Maintenance

Pepperball systems will be assigned to supervisory vehicles and the SWAT unit. The Pepperball systems will be inventoried, and function checked during the bi-annual line inspections.

When any deficiencies are reported to the Training Sergeant, he/she shall notify a certified Pepperball armorer of any reported defects or other issues so they may be addressed and corrected.

It is the responsibility of the Pepperball Armorers to ensure any yellow compressed air tanks are maintained at a sufficient pressure. The air tank shall have a visual inspection completed during the first quarter of every calendar year. The air tanks shall have a hydrostatic test completed every **five** years as required by 49 CFR 180.205.

5.01 Addendum B

Sioux City Police Department Uniform/Equipment List

<u>Quantity</u>	<u>Equipment Description</u>	<u>Manufacturer</u>	<u>Item No./ Model No.</u>
1	Check Badge	Blackington	Copyrighted
1	Hat Shield	Blackington	Copyrighted
1	Silver/Black Name Tag	Blackinton	J4
1	Silver/Black Service Plate	Blackinton	J6
1	Level II NIJA Certified		
1	Body Armor Cover	Safailand/ABA	
1	Black Clip-on Tie	Samuel Broome	Black
1	White Class A Uniform Hat	Miscellaneous	Air force style w/White naugahyde
1	Dk Navy traditional uniform pants	Elbeco	TexTrop2 E314RN/E9314LC
		Horace Small	Sentry
3	5.11 Stryke Pants-Dk Navy	5.11	Stryke
1	Long Sleeve Shirt-Dk Navy	Elbeco	TexTrop2 Zippered Long Sleeve Z314N
		Horace Small	Sentry Plus Zippererd Long Sleeve HS1150
3	Long Sleeve Performance Polo-Dk Navy	5.11	Performance Long Sleeve Polo 72049 (Badge L chest, 1st initial/Last name R chest .25" oesco font, all upper case embroidered lettering)
3	Short Sleeve-Performance Polo-Dk Navy	5.11	Performance Short Sleeve Polo 71049 (Badge L chest, 1st initial/Last name R chest .25" oesco font, all upper case embroidered lettering)
1	Duty Belt- Outer-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Duty Belt- Inner-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Radio Holder for duty belt-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Duty Holster (Level II)-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Double Magazine Pouch-Black	Miscellaneous	Blk leather or synthetic (basket weave)
4	Belt Keepers-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Handcuffs	Peerless/ASP	Chain
1	Handcuffs	Peerless/ASP	Hinge
1	Handcuff Case (1 double or 2 single)-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Expandable Baton	ASP/Peace Keeper	21"/Blk or Chrome
1	Baton Holder-Black	Miscellaneous	Black
1	Latex Glove Holder-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Flashlight	Miscellaneous	\$130.00 Max
1	Flashlight Holder-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Oleoresin Capsicum Spray 10% solution	Def Tech First Defense	Various per policy

1	OC Spray Holder-Black	Miscellaneous	Blk leather or synthetic (basket weave)
1	Jacket Valiant Winter Jacket	5.11 Tactical Inc.	48153-724
1	Gloves-Black	Any Brand	\$30.00 max
1	Reversible Hi-Vis Raincoat	5.11	48125
1	Navy/Lime Traffic Vest	Headlights	Model No. specific to size
1	Aluminum Report Form Holder/Clipboard	Saunders	21017
1	Gear Bag	Miscellaneous	Black
1	Shoes or Boots-Black	Any Brand-per policy	\$150.00 max
1	Handgun (In accordance w/policy)	Miscellaneous	\$500.00 max
1	Stocking cap-Black		
1	SCPD Baseball hat		
1	SCPD T-shirt-Dark Navy	5.11	Screen Print Sioux City Police w/badge

5.01 Addendum A

Sioux City Police Department Uniform/Equipment List

<u>Equipment Description</u>	<u>Manufacturer</u>	<u>Item No./Model No.</u>
Chest Badge	Blackinton	Copyrighted
Wallet Badge	Blackinton	Copyrighted
Black Badge Holder	Misc to fit badge	Blk leather or synthetic
Black Credential Holder	Misc to fit badge	Blk leather or synthetic
Hat Shield	Blackinton	Copyrighted
Name Tag-Gold or Silver w/Black writing	Blackinton	J4
Service Plate- Gold or Silver w/Black writing	Blackinton	J6
Insignia – stars, bars, Sergeants stripes, hash marks Body Armor		Must be a level II or greater
Bothell Exterior Load Bearing Body Armor Cover	Safariland	Dark Navy Blue
Concealed Body Armor vest cover		NS
String Tie-Black (Command Class A)	Miscellaneous	Per policy
Clip-on Tie-Black	Samuel Broome	Black
Class A Uniform Hat-White	Miscellaneous	Air force style white naugahyde w/navy frame/2" visor
Baseball Cap-Dark Navy	Miscellaneous	With Silver or Gold SCPD Badge
Command Uniform Blousecoat-Dark Navy (Class A)	Elbeco	Top Authority DC13800
Command Uniform Pant-Dark Navy (Class A)	Elbeco	Top Authority E8941RN
Traditional Uniform Pants-Dark Navy (Class A)	Elbeco	TexTrop2 E314RN/E9314LC
	Horace Small	Sentry Plus Trouser HS2149
Uniform Cargo Pants-Dark Navy (Class B)	Elbeco	TexTrop2 E8875RN/E8876LC
	Horace Small	Sentry Plus Cargo Trouser HS2381
	Spiewak	Microfiber Poly Internal Cargo Duty Trouser SPDU20
	5.11	Stryke 74369
Long Sleeve Uniform Shirt-Dark Navy	Elbeco	TexTrop2 Zippered Long Sleeve Z314N
	Elbeco	UV1 TexTrop2 Long Sleeve Undervest Shirt UVS101
	Horace Small	Sentry Plus Zippered Long Sleeve HS1150
	Spiewak	Microfiber Poly Long Sleeve Duty SPDU15
	5.11	Performance Long Sleeve Polo 72049 (Badge L chest, 1st initial/Last name R chest .25" oesco font, all upper case embroidered lettering)
Short Sleeve Uniform Shirt-Dark Navy	Elbeco	TexTrop2 Zippered Short Sleeve Z3314N
	Elbeco	UV1 TexTrop2 Short Sleeve Undervest Shirt UVS102
	Horace Small	Sentry Plus Zippered Short Sleeve HS1250
	Spiewak	Microfiber Poly Short Sleeve Duty SPDU10
	5.11	Performance Short Sleeve Polo 71049 (Badge L chest, 1st initial/Last name R chest .25" oesco font, all upper case embroidered lettering)
Winter Under Vest Base Shirt-Dk Navy	Blauer	Poly Armorskin 8373 (Long Sleeve)
Uniform Sweater-Dk Navy	Blauer	V-Neck with Windstopper Liner 205XCR
Raincoat Reversible	Neese	Black/Orange Reversible 475RC3M

Uniform Shorts-Dark Navy	5.11	Black/HiViz Reversible 48125 (Mandatory after September 1, 2019)
	5.11	Stryke 11" 73327
Leather Coat-Dark Navy	Taylor's LeatherWear	Milwaukee #4450z or Chicago #4450 Style
Winter Jacket-Dark Navy	5.11 Tactical Inc.	48153-724
Traffic Vest-Navy/Hi-Viz	Headlights	Model No. Specific to size
Gloves-Black	Miscellaneous	
Black Mouton Fur Hat	Miscellaneous	Black vinyl w/ badge eyelets
Stocking Cap-Black	Miscellaneous	
Ski Band-Black	Miscellaneous	
Uniform Socks-Black	Miscellaneous	
Mock Turtle Neck-Black	Miscellaneous	
T-Shirts-Black (for under uniform)	Miscellaneous	
Uniform Boots-Black	Miscellaneous	
Uniform Oxfords-Black	Miscellaneous	
Uniform Corafams-Black	Miscellaneous	
Dress Shoes-Black (Command Class A)	Miscellaneous	
Overshoes-Black	Miscellaneous	
Duty Holster-Black (Level II or greater)	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
Magazine Pouches-Black	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
Speed Loader Pouch-Black	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
Belt Keepers-Black	Misc w/black snaps	Leather or synthetic (basket weave)
Handcuffs Chain/Hinged	Peerless/S&W/Asp	Stainless steel, Blue steel, Chrome plated (chain or hinged)
Handcuff Case-Black	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
Handcuff Keys	Miscellaneous	Black/Chrome
Latex Glove Holder-Black	Miscellaneous	Blk leather or synthetic (basket weave)
Silent Key Holder-Black	Miscellaneous	Blk leather or synthetic (basket weave)
Expandable Baton	ASP, Peace Keeper	Maximum 26" (chrome or black)
Expandable Baton Holder-Black	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
PR-24	Monadnock	Aluminum or Polycarbonate
PR-24 Baton Holder-Black	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
Oleoresin Capsicum Spray 10% solution	Def Tech First Defense	Various per policy
OC Spray Holder-Black	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
Flashlight-Black	Miscellaneous	
Flashlight Holder-Black	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
Guns (handgun, shotgun, rifle)	Miscellaneous	Per policy 4.03
Magazines	Miscellaneous	Per policy 4.03
Speed Loaders	Miscellaneous	Per policy 4.03
Ammunition	Miscellaneous	Per policy 4.03
Gun Case (hard or soft sided for carrying on duty)	Miscellaneous	
Gear Bag (soft sided, brief case, or over seat)	Miscellaneous	
Aluminum Citation Holder	Saunders	12205
Aluminum Report Form Holder/Clipboard	Saunders	21017
Wristwatch-Black	Miscellaneous	Not to exceed \$100.00
Radio Lapel Mic, Ear Piece and/or Antenna	Miscellaneous	
Modular Low-Profile Chest Rig for AR-15	Blackhawk	55CR01BK
Taser Holster-Black	Miscellaneous	Leather, synthetic, or Kydex (basket weave)
Folding Knife with Locking Blade (Blade may not exceed 5 inches)	Miscellaneous	Not to exceed \$100.00

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: EMPLOYEE APPEARANCE AND UNIFORM STANDARDS
NUMBER: 5.01 **EFFECTIVE:** 7/28/2003
APPROVED BY: Rex M. Mueller, **REVISION:** 01/04/2023
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 26.1.1, 41.3.4, 41.3.5, 41.3.6, 61.3.2

5.01 EMPLOYEE APPEARANCE AND UNIFORM STANDARDS

5.01.01 Employee Appearance and Uniform Standards – Policy Statement

It is the policy of the Sioux City Police Department to require all of its personnel to maintain a uniform appearance that is of the highest professional image.

5.01.02 General Restrictions

The style and type of uniform and civilian dress will be directed by the Chief of Police. Uniforms and civilian attire will be neat, clean, and fit well. Footwear, brass, and items of leather will be polished. When any part of the uniform/civilian dress shows fading, excessive wear or is damaged, it will not be worn.

All officers will maintain at least one Class A uniform at all times. Officers are prohibited from wearing part police uniform and part civilian clothes at any time, except when traveling to and from duty in a private vehicle.

Non-sworn employees will adhere to applicable sections of this policy and Sioux City Administrative Policy 4.07.

Supervisors will be responsible for the neat and orderly appearance of members under their supervision.

5.01.03 Police Department Photo Identification

The police department will issue each member of the department an official photo identification card. Members will furnish their name and their employee number and show their identification card to any person requesting that information when they are on duty, or while holding themselves out as having an official capacity, unless the withholding of such information is necessary for the performance of the member’s official duty or is authorized by proper authority.

5.01.04 Uniform Specifications

Only those uniform items meeting departmental specifications as specified in Addendum A of this policy directive may be carried or worn by sworn members. Members are not allowed to mix and match uniform items from different manufactures. Elbeco shirts must be worn with Elbeco pants, Horace Small shirts with Horace Small pants, and 5.11 shirts with 5.11 Stryke pants. Any alterations to the official uniform will only be made with permission from the Chief of Police. The Professional Standards Section will maintain a list of all authorized uniform attire and equipment as well as brand names, model numbers, and color for sworn members. The Records Supervisor will maintain lists of clothing and vendors for Records Techs. The lists will be provided to each authorized vendor and available to all personnel.

5.01.05 Authorized Sworn Uniform Attire

Command Staff Class A Uniform

The mandatory Class A Command Uniform will be approved for all officers of the rank of Lieutenant and above.

The Class A Command Uniform will be composed of the approved navy-blue dress blouse coat (with gold buttons), dress trouser, white oxford shirt (no button down collar), black string tie (no clip on), and approved Class A footwear. A gun belt will not be worn with the blouse coat, but a concealed firearm is mandatory unless worn in a jurisdiction where a firearm is not practical.

The Class A Command Uniform blouse coat will be adorned with rank insignia on the jacket epaulet and shirt collar, as well as rank stripes on the sleeves (2 for Lieutenant, 3 for Captain, 4 for Chief). The jacket will also have department patches on both shoulders. Badge placement will follow that of regular uniform shirts and jacket. Nameplate and merit pins will follow current policy on order and placement.

Rank stripes on sleeves will be ½ inch width stripes. Stripes will begin 3 inches up from the cuff and be spaced with ¼ inch between stripes.

Class A Uniform

The Class A uniform will be considered full dress and will be worn on special occasions or at special functions as ordered by the supervisory or command officer. The Class A uniform for all officers will consist of an approved long sleeve uniform shirt, plain leg uniform pant, necktie, the winter version of the white uniform hat, approved Class A footwear, duty belt with all appropriate accessories, all appropriate uniform accessories, and uniform jacket if the weather requires. All officers assigned to a detail will either wear the jacket, or all go without as ordered by the supervisor assigned command of the detail.

Class B Uniform

A navy-blue class B uniform will be the approved day-to-day operational uniform. It will consist of an approved uniform shirt, pant, footwear, duty belt, and other optional uniform equipment.

Long Sleeve Uniform Shirt

The long sleeve uniform shirt will be worn as part of the Class A uniform and may be worn any other time, at the discretion of the officer, as a part of the Class B uniform. The long sleeve shirt may be worn with the black t-shirt, mock turtleneck, or dickey underneath, with only the top collar button of the uniform shirt unbuttoned. It may also be worn with the top collar buttoned and the uniform necktie. An approved moisture wick uniform under vest shirt may only be worn in concert with the exterior load bearing body armor carrier, and not as a regular uniform shirt. Shirt sleeves will not be rolled or turned up.

Short Sleeve Uniform Shirt

The short sleeve uniform shirt may be worn at any time at the discretion of the officer except when the Class A uniform is required. The short sleeve uniform shirt will be worn with a high-neck black t-shirt. An approved moisture wick uniform under vest shirt may only be worn in concert with the exterior load bearing body armor carrier, and not as a regular uniform shirt.

Uniform Pants

Uniform pants will be tailored to provide proper fit and will be of sufficient length for the bottom of the cuff to break at or below the upper arch of the boot or shoe in front of the ankle, but in no case, will touch or go below the top edge of the heel of the boot or shoe worn with the pants.

Summer Shorts

Officers are authorized to wear 5.11 Stryke 11" uniform shorts May 15-September 30 of each year. The shorts must be paired with a 5.11 short sleeve polo shirt. No other variations are allowed. The exterior load bearing body armor is permitted. When uniform shorts are worn, ankle style black socks and black low top style shoes will be worn; boots may not be worn.

Uniform Sweater

The uniform sweater will be worn with the long sleeve uniform or mock turtleneck. The sweater must be worn with the bottom of the sweater tucked tightly into the waistband of the uniform pants. Flex badges and flex nameplates will replace the badge patch. All new purchases beginning 05-01-2018 will be in keeping with this policy. The uniform sweater may be worn with Elbeco, Horace Small, Spiewak, or 5.11 Stryke uniform pants.

Winter Base Under Vest Uniform Shirt

An approved winter base under vest uniform shirt may only be worn in concert with the exterior load bearing body armor carrier, and not as a regular uniform shirt. The winter base shirt may be worn with Elbeco, Horace Small, or 5.11 Stryke uniform pants.

Footwear Requirements

Uniform footwear will not have any decoration or hardware that is not functionally essential, and any functional hardware must be black, silver, or gold in color. If the shoe has a heel, it must be a walking heel. All shoelaces will be black in color. Loafers or slip-on style shoes are prohibited.

Class A Command Uniform – Bates Leather Uniform Oxford or similar style/model.

Class A – Black boots, laced shoes or military style corframs. They will have plain toes and walking heels. They will be capable of accepting a high luster shine and will be shined whenever reporting for duty.

Class B – Solid black uniform boots or uniform shoes. They must be solid black in color, plain round-toed with the lower portion of the footwear normally visible beneath the pant cuff, constructed of leather or a similar man-made material, and maintained with a minimum of a medium luster shine. During inclement weather, rubber overshoes or boots may be worn, but the overshoes must be solid black in color.

Standard Uniform Hat

The wearing of any uniform hat is optional, unless directed otherwise by a supervisor. The white uniform hat will be required whenever the Class A uniform is ordered worn. All hats will be worn in a military manner, square and level on the head. Authorized hats are:

1. White Uniform hat – mandatory with Class A uniform.
2. Mouton Trooper hat – to be worn with issued hat badge attached to the visor through the holes provided. Visor will be worn snapped in the upright position. Earmuff portion of the hat will normally be worn in the up position with the straps fully snapped; however, in extremely cold weather, the officer may wear the earflaps down.
3. Navy blue uniform ball cap – to be worn with the departmental badge emblem sewn centered on the front.
4. Solid black stocking cap/black ski band – may be worn over ears, but no portion of the face may be covered. The black stocking cap may have the word “POLICE” embroidered in silver for officers and gold for supervisors and command staff. The stocking cap may only be worn during cold weather.

T-shirt, Mock Turtleneck, or Dickey (mock turtleneck style) as Undershirts

Undershirts will be vivid black. The undershirt will not have sleeves longer than the uniform sleeves and will have a high neckband. No visible message or logo may be present on the undershirt, except for the initials "SCPD" may be embroidered on the neck area of the department-approved mock turtleneck.

Socks

Socks will be black in color without designs or other decorations. Ankle style socks will be worn with uniform shorts and calf length socks shall be worn with uniform pants.

Necktie

Neckties will be worn in the conventional manner, with no tie tacks, tie bars, or other tie accessories.

Uniform Jackets and Parkas

Uniform jackets and parkas will be worn with the embroidered uniform badge sewn over the badge holder on the left chest of the jacket. The interior fleece jacket of the 5-in-1 winter parka will not be worn alone. Flex badges and flex nameplates will replace the badge patch. All new purchases beginning 05-01-2018 will be in keeping with this policy.

Badge, Hat Shield, Nameplate and Service Plate

Badges, hat shields, nameplates and service plates will be silver for sworn officers and gold for ranking officers.

1. Badge – will be worn on the outer top garment of the uniform, above the left breast pocket in or over the badge tab.
2. Hat Shield – will be worn centered on all uniform hats.
3. Nameplate – will be worn over the right breast pocket immediately above and parallel with the top seam, on either the long or short sleeved shirt.
4. Service Tab – the optional service tab may be worn by attaching directly to the nameplate. If the service tab is worn, it will be worn over the right breast pocket and parallel with the top seam.

Uniform Raincoat

The uniform raincoat will be worn during inclement weather at the discretion of the officer. No rank designators, shoulder emblems, or badges are to be worn on the raincoat. Officers should

remain aware of this fact while wearing the raincoat as they are less readily identifiable as police personnel. It is recommended that one of the approved hats be worn with the raincoat in order to make officers more easily identifiable. Officers issued the Neese black and orange reversible coat are strongly encouraged to wear the orange side of the coat out whenever directing traffic or engaging in other hazardous activities where visibility would be helpful. Any raincoat purchased after September 1, 2019, shall be the 5.11 reversible Hi-Viz coat. "Police" will be printed on the chest and "Sioux City Police" across the back of the coat on both the black and the Hi-Viz sides. Officers in possession of the 5.11 reversible Hi-Viz coat are strongly encouraged to wear the Hi-Viz side of the coat out whenever directing traffic or engaging in other hazardous activities where visibility would be helpful.

Traffic Safety Vest

Officers are required to wear the authorized traffic safety vest when engaged in traffic control duties.

Body Armor

All officers are strongly encouraged to wear soft body armor while on duty. Officers (including supervisors) who were issued body armor at the time of employment (September 1998 to present) or have used the federal grant program to purchase body armor, will wear their vests while engaged in uniform patrol duties – including extra-duty assignments. The protective vest will be worn under the shirt or with an exterior load bearing body armor cover.

Officers assigned to non-uniform positions will not be required to wear body armor. However, they will have their vests readily available (i.e. locker, desk, or assigned City vehicle) in the event of a critical incident.

Officers will be responsible for the care and maintenance of their body armor in accordance to the manufacturer's instructions.

Officers may be exempted from wearing body armor when:

1. An officer was hired prior to September 1998 and has not purchased body armor using the federal grant program.
2. A department-approved physician determines an officer has a medical condition prohibiting the use of body armor. A written doctor's order must be presented to the Chief of Police indicating the condition and the approximate length of time the condition will last.
3. An officer is working a special undercover assignment and wearing a vest would compromise the investigation.
4. A supervisor deems the situation warrants an exception.

When exemptions exist, the officer will not hold the Department responsible for injuries sustained from not wearing the vest.

The Department will provide access to level III body armor to:

1. each SWAT member;
2. Investigative Services for short-term use by its personnel;
3. Uniformed Services for short-term use by its personnel.

On-duty personnel may, at their discretion, check out a body armor unit at any time during their tour of duty. Body armor will be checked back in promptly at the end of that officer's tour. Uniform Bureau supervisors are responsible for maintaining the body armor sign-out log.

Body armor will be required to be worn at the scene of pre-planned high-risk incidents to include:

1. SWAT Operations,
2. Police Raids,
3. Search Warrants,
4. Any other assignment that the supervisor in charge deems necessary.

The Watch Supervisor will ensure sufficient body armor will be transported to the scene.

Exterior Load Bearing Body Armor Cover

The approved exterior vest cover can be worn over an approved uniform shirt. The carrier must be affixed with a flex-badge, flex nameplate, and "Sioux City Police" screen printed panel on the rear of the cover. Officers may only affix the approved molle attachment basket weave Kydex pouches to include a double magazine pouch, flashlight holder, radio holder, tourniquet holder, and handcuff pouch. The exterior cover's appearance must be kept clean and orderly and cannot be worn as part of Class A uniform.

Winter and Protective Gloves

Winter and protective gloves will be solid black in color and with individual fingers. Gloves of leather or similar man-made materials are recommended, although suitable knit gloves may also be acceptable.

Uniform Service Stripes

Uniform service stripes are optional wear on long sleeve uniform shirts, jackets and coats. They will be gold in color and represent one stripe for each five years of service. They will be fully sewn to the left sleeve of the garment. They will be positioned in the middle of the centerline crease of the sleeve, with the lower portion of the black twill backing touching the top edge of the cuff of the sleeve. If there is no cuff, such as on coats, the stripe will be positioned 3 inches above the lower edge of the sleeve. After each completion of five years of service, the officer will have 30 days following his/her anniversary date to update the uniform garments or remove

all service stripes from each garment. If the removal of the stripes causes the uniform to be unserviceable, the item will not be worn.

Shoulder Emblem

The short sleeve shirt, long sleeve shirt, sweater, and coat will be worn with the shoulder emblem sewn on each shoulder as indicated in the attached diagram to this directive. K-9 officers will wear the K-9 shoulder emblem on the right shoulder of the shirt, sweater, and coat. Field Training Officers will wear the FTO stripes below the department emblem on the sleeve of the short sleeve or long sleeve shirt only. Officers may only wear the FTO stripes emblem while active in the FTO program. Officers leaving the FTO program will no longer be authorized to wear the FTO stripes.

Rank Insignia

Sergeants – Chevron patches will be attached to uniform shirts, sweaters, and jackets upon issuance.

Lieutenants, Captains, Chief – Gold-colored metal rank designators will be attached on all shirts except the 5.11 performance polos. Gold colored rank designators will be worn on epaulets of sweaters and jackets.

Placement and Wearing of Merit Pins

As a method of recognizing the excellent work of its members, the Sioux City Police Department has created a merit pin system of recognition. This system provides for various award and achievement pins to be displayed during formal occasions. Officers and Civilians may wear merit pins under the following restrictions:

1. Merit pins may be worn as part of the class A uniform for officers and class A Command Uniform for command officers; and on a suit coat, sport coat, or blazer for civilians. Merit pins may be worn only during special occasions or as approved by the Chief.
2. Merit pins will be worn above the right breast pocket centered above the officer's nameplate and service bar. For civilians, merit pins will be worn centered above the right chest. A maximum of three pins may be worn in a row with additional pins stacked accordingly in a pyramid fashion. Beginning at the center of the chest outward, pins will be placed from the lowest order of precedence to the highest order of precedence in a three-row pyramid fashion, with the highest precedence pin positioned on top. (See illustration.) Order of precedence will be in accordance with Addendum A of policy directive 3.13.
3. Members may only wear merit pins that have been awarded or achieved from the Sioux City Police Department based on current standards set out in policy directive 3.13.
4. Members who are currently certified as a Drug Recognition Expert (DRE), as approved by the International Association of Chiefs of Police, may wear the

official Drug Recognition Expert pin on Class A uniforms. They will be worn above the right breast pocket and centered above the officer's nameplate with service bar and merit pins.

Handcuffs

Handcuffs will be black, stainless steel, blue steel, or chrome plated, and of either chain or hinged design. Officers may wear a second pair of handcuffs. All handcuffs will be carried in a handcuff case. At least one handcuff key will be carried on the officer's person.

5.01.06 Minimum Uniform and Equipment Requirements for Duty

Uniform Belt and Accessories

The duty belt and optional cases, keepers and pouches will be basket-weave design, constructed of black leather, leather-like man-made materials, or nylon unless issued by the department. At a minimum, officers should have at least a duty holster, duty weapon, duty magazine pouch, required magazines, ammunition, handcuffs and handcuff case. Holsters will be directional draw on the strong-hand side. The service weapon will be fully loaded and officers will carry enough ammunition to reload the weapon fully two additional times. The portable radio (walkie-talkie) is a required piece of equipment whenever the officer is on duty in uniform. A large folding knife may be carried on the duty belt in a case made of the same material as the duty belt. The knife will be carried for use as a utility knife and not a weapon except in accordance with policy directive 4.01.08

The AR-15 Chest rigs will not be routinely worn as part of the uniform; they will be worn only when the rifle is deployed.

Uniform officers must have the following equipment available to them while working uniform patrol:

1. Approved Uniform,
2. Department badge,
3. Uniform duty weapon,
4. Two extra fully loaded magazines for semi-automatic pistols in accordance with Policy Directive 4.03.06,
5. Shotgun or Rifle and required ammunition,
6. Duty belt and accessories,
7. Baton and holder,
8. Flashlight and holder,
9. Working time piece,
10. Handcuff key,
11. Portable radio,
12. Taser, holster, and cartridge
13. Ticket books and all necessary department forms,

14. Pocket notebook and one working black medium-point pen,
15. Valid IA Driver's License and Police photo I.D. card,
16. Tactical Medical Bag
17. Any item deemed necessary and/or proper by the department or specified by a Watch Supervisor.

5.01.07 Requirements for On-Duty Plainclothes Officers

1. Uniform or Non-Uniform duty weapon in holster,
2. One extra fully loaded magazine for semi-automatic pistols or sufficient ammo for two reloads for revolvers,
3. One set of handcuffs with handcuff key,
4. Department badge,
5. Portable radio or cell phone,
6. Valid IA Driver's License and Police photo I.D. card,
7. Tactical Medical Bag
8. Any item deemed necessary and/or proper by the immediate supervisor.

5.01.08 Special Uniforms

In some cases, the traditional police uniform is cumbersome and impractical. Departmental approved specialized uniforms that are authorized by your Bureau Commander may be worn. These uniforms, and all other garments worn with them, should still be worn in such a manner as to not detract from a professional image.

Specialized uniforms may not be worn in substitution for the uniform of the day or for any extra-duty employment.

Following a special project where a supervisor has allowed the wear of a specialized uniform, members returning to normal duties are required to revert to normal uniform of the day as soon as practicable.

5.01.09 Special Events

It is impossible to foresee all potential events an officer may be asked to participate in. Therefore, supervisors will be authorized to allow appropriate attire for individual single-day events.

5.01.10 Inspections

Uniforms, civilian attire, and equipment of all members will be inspected regularly by Supervisors in accordance with Policy Directive 2.16. Additionally, spot inspections by other supervisory or command officers in the member's chain of command are permitted and should be anticipated.

Civilian and sworn members found in violation of uniform standards will be required to bring themselves into compliance in a timely manner. Failure to bring oneself into compliance or repeated violations of uniform standards will be cause for corrective action.

5.01.11 Separation from Service

All employees, upon separation from service, will be required to surrender all uniforms and equipment as determined by the Chief of Police. Final paycheck, severance, and leave pay will be withheld until such time as these items have been surrendered.

5.01.12 Issuance and Replacement of Equipment or Uniform Items

Upon initial hire, the Sioux City Police Department issues the most essential uniform and equipment items required by sworn employees (see 5.01 Addendum B). Upon promotion, when appropriate, officers will be issued new uniform items (rank insignia, gold hatband, etc.), not to exceed 3 long sleeve shirts and 3 short sleeve shirts (with matching insignia), and 1 coat.

Per employee labor agreements, sworn members are allotted a clothing allowance to be used for cleaning, maintenance, replacement, and purchase of uniforms and authorized equipment and services.

Civilian employees will follow the City's Administrative Policy 4.07 for Appropriate Work Clothing.

Subsequent maintenance will be the responsibility of the member.

If an item becomes lost or damaged in an on-duty incident, it may be replaced at the department's expense at the discretion of the Chief of Police. The member will provide written documentation of the incident, indicating which item was damaged, to their respective supervisor. Items worn to the extent they are nearing or should already have been replaced, will be replaced at the member's expense.

Members are responsible for maintaining a professional appearance at all times. Supervisors are responsible for monitoring the condition of their subordinate's uniform/civilian attire and equipment, and have the authority to order an article of the subordinate's uniform/civilian attire or equipment to be replaced or removed from service.

5.01.13 Personal Appearance

All members of the Sioux City Police Department will maintain appropriate personal hygiene and grooming. At all times while on duty, all members and employees will be well-groomed, neat in appearance, and in conformance with all uniform and appearance standards established herein.

1. Hairstyles – For all employees, hairstyles will be clean, combed, well groomed, trimmed, and worn neatly. Extreme hairstyles are not permitted. Prohibited hairstyles may include but are not limited to Mohawks, cornrows, ponytails (males), and shaved designs. Hair coloring will only be allowed when consistent with natural looking hair. No hairstyle is permitted that would interfere with the proper wearing of departmental hats. Hair in front will be styled so it does not fall below the eyebrows. The below listed hair standards may be modified on a case-by-case basis with permission of the Chief of Police, in order to facilitate a specific investigatory requirement.
 - A. Males – Sworn officers and civilians.
 - i. Hair – The maximum extension from the top and side of the head will be 2 inches, provided that the hair will be tapered to an overall even appearance. The hair may touch the top of the shirt collar in normal posture but may not cover it. Hair at the sides of the head may not extend below the middle of the ear.
 - ii. Sideburns – will not extend below the bottom of the ear, have a depth of more than $\frac{1}{4}$ inch, or be flared.
 - iii. Beards– will be permitted but must be worn with a mustache and maintained at a length and style as not to detract from an officer’s professional appearance. A traditional beard is defined as facial hair on the cheeks, upper and lower lip, and under the chin. No fad or designer beards are allowed. Patchy/spotty clumps of facial hair are not considered beards and, as such, are not permitted.
 - a. Officers intending to grow a beard will be required to begin the beard growth during the periods of April 1-15 and October 1-15. If a beard is shaved for any reason, the beard growth will not resume until the next beard growth cycle. Military members required to shave for military duty are exempt from this restriction.
 - b. Beards must be trimmed and maintained by the officer and shall not extend to any part of the neckline. Facial hair should cover below the jaw horizontally but end before the downward curve of the neck at the clean shave line (Figure A). Additionally, all facial hair must be trimmed above the cheek line (Figure B). The beard must be grown in naturally and trimmed to comply with these restrictions.
 - c. Goatees are authorized but are limited to a “circle beard” style. This style of beard combines a mustache with a traditional goatee. The mustache is grown out no more than one half ($\frac{1}{2}$) of an inch beyond the corner of the mouth and connects to the small beard below the chin. (Figure C)

- d. The bulk of the beard (distance that the mass of facial hair protrudes from the skin of the face) shall be a minimum of one quarter (1/4) inch but not exceed three-eighths (3/8) inch. The mustache will be trimmed in a manner as not to conceal any portion of the top lip. All portions of the beard/mustache must be maintained to a consistent length.
 - e. Officers shall be required to keep a means to shave (shave kit, razor, etc.) available in their workplace in the event of an anticipated operational need to include the use of the gas mask.
 - f. Strict adherence to this policy is required. Officers found in violation of the beard policy will be required to shave and will not be allowed to grow facial hair until the next growth cycle. Continued violations of the beard policy will result in corrective action.
- iv. Mustaches – will be trimmed neatly and the outer edges may not extend below the corners of the mouth, or ½ inch beyond the corner of the mouth. The maximum thickness will be ¼ inch.
- B. Females – Sworn officers and civilians
- i. Hair accessories will be conservative in style, black in color, and will coordinate with the uniform. Hair may not extend lower than the bottom of the uniform collar while standing at normal posture. Hairstyle may not extend out more than 3 inches from the scalp and must not interfere with the wearing of uniform headgear.
 - ii. There will be no hair length limitations for civilian personnel or non-uniform personnel, however, hair will be neat and clean and conservative in style.
2. Jewelry – For all employees should be conservative in nature and tasteful. The following jewelry is permitted:
- a. One wedding ring on left hand.
 - b. One black, silver, or gold ring on right hand
 - c. One black, silver, or gold watch.
 - d. One black, silver, or gold bracelet; to include medical identification bracelets.
 - e. Necklace (black, silver, or gold/must be worn inside the shirt).
 - f. Earrings-(black, silver, gold, or diamond) one in each ear for female officers. Loop earrings shall not exceed ½ inch (6mm) in diameter. Dangling earrings are prohibited.
 - g. Piercings in the nose, eyebrow, lip, chin, tongue, or any other exposed portion of the body (other than ear) are prohibited.

- h. Hair ornaments such as ribbons or jeweled pins are prohibited.
-
- 3. Make-up – should be minimal and in good taste. It should reflect a professional appearance similar to that which would be worn in a professional business-type setting. Fingernails will not extend more than one-fourth of an inch from the fingertip and will not interfere with the efficient operation of police equipment. Fingernail polish but must be conservative in color and not detract from a professional image.
 - 4. The following is a list of body modifications that will be covered by this policy. Body modifications covered by this policy include: tattoos, tongue splitting or bifurcation, abnormal shaping of the ears, eyes, or nose, abnormal filing of the teeth, branding or scarification, trans-dermal implantation of any object (other than hair replacement), and gauging.
 - a. Prohibited body modifications include, but are not limited to:
 - 1. Indecent tattoos. These include tattoos or brands that are “grossly offensive to modesty, decency, propriety, or professionalism.”. This could include depictions of nudity or violence, sexually explicit or vulgar art, works or phrases, or profane language.
 - 2. Extremist tattoos. These include tattoos or brands that are affiliated with, depicting, or symbolizing extremist philosophies, organizations, or activities including criminal gangs or hate groups. This would include tattoos that feature philosophies, groups or activities that promote a hate group mentality, racial or gender intolerance; encourage discrimination based on numerous factors, including race, gender, and religion; advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution, and Federal or State law.
 - 3. Symbols, numbers, initials or acronyms likely to incite a strong reaction in the workplace, or represent criminal or historically oppressive organizations (e.g., AB, KKK, SS, 13) or street gang names, numbers, or symbols.
 - 4. Offensive tattoos. These include various tattoos that advocate a philosophy of racism, sexism, or intolerance; or degrades a person based on gender, race, economic status, disability, ethnicity, national origin, or sexual orientation. Tattoos that promote a specific political message or ideology or generally bring discredit upon the City of Sioux City, the Sioux City Police Department, or violates a reasonable person’s standard of decency or morality.
 - 5. Tattoos made with ultraviolet ink that may not be visible in normal sunlight will still be subject to the full text of the policy. This applies regardless of whether the ultraviolet ink is part of a visible tattoo or independent of other types of ink.
 - 6. Locations on the body where a tattoo is not permitted include: the neck and above including the scalp. The head is defined as the portion of the body

above the first cervical vertebrae (C1). The neck is defined as the portion of the body above the collarbone in the front area, above the seventh cervical vertebrae (C7) in the back area. Hands and fingers past the wrist bone, with the exception of a single band tattoo of no more than 3/8 of an inch in width on one finger.

7. Prohibited body art and modifications include, but are not limited to:
 - a. Tongue splitting or bifurcation;
 - b. The complete or trans-dermal implantation of object(s) other than hair replacement;
 - c. Any abnormal shaping of ears, eyes, or nose;
 - d. Any abnormal capping of teeth;
 - e. Branding, scarification, or piercing
 9. Documentation of tattoos which may be visible while wearing authorized uniforms or civilian attire (including legs while wearing approved hot weather uniforms), will be listed during regular line inspections on the Department Line Inspection Form. Documentation will be maintained by the Professional Standards Section.
 10. Cosmetic tattoos may be evaluated individually on a case by case basis by the Chief of Police and may be judged exempt from normal policy requirements as per their medical necessity and being distinct from other body art that is purely ornamental in nature. These exemptions will be documented by a note from the Chief of Police in the individual's personnel file.
 11. Any prospective hires for a sworn or civilian position must be in compliance with current policy prior to being hired.
 11. Employees with visible body piercings, except for earrings (females limited to one earring per ear), will remove the ornament during working hours.
- b. Body art review process
1. Any new body art collected after the implementation of this policy will be reviewed by the officer's direct supervisor to ensure compliance with policy.
 2. At any time, body art found to potentially be in violation of department policy will be subject to an official determination by the Chief of Police.
 3. Officers possessing body art that is being contested will be notified that said tattoo(s) will be formally subject to the review process. The contested body art will be fully documented and the review submitted to the Chief's office. Any department personnel with possible violations submitted to the Chief for review will be allowed to submit an appeal at the same time along with the review package. The appeal may include any information the officer believes necessary to explain how the body art in question does not violate definitions spelled out within the text of the policy.
 4. The Chief of Police will review the body art and associated documentation and issue a determination within a 30-calendar day

period. The Chief of Police may issue a determination that the body art meets the requirements of the policy or that the body art violates one or more items within the policy. The officer and direct supervisor will receive written notice of the findings to include an explanation of how the body art violates the specific prohibition(s) if found in violation of the policy.

5. Following the determination of a policy violation the officer will be provided with no less than a period of 30 calendar days to seek medical and/or legal advice, fully consider all available options, and respond to the written notice, in writing, by informing the immediate supervisor that he/she, if desired, will pursue medical procedure(s) to have the body art removed. The member may also choose not to have the body art removed and cover the body art with an appropriate covering that ensures the body art in question remains covered while the officer is on duty or otherwise representing the department in an official capacity.
6. If the officer elects to have the body art removed, the immediate supervisor will discuss with the officer a plan for scheduling the necessary medical procedure(s). Officers will receive a reasonable amount of time, defined in the written notice to schedule the necessary medical procedure(s).
7. If the officer declines to have the body art removed, the immediate supervisor will counsel the officer in writing. The counseling will state that the officer's refusal to remove the extremist, indecent, sexist, or racist tattoo or brands anywhere on the affected areas constitutes a violation of a lawful order, insubordination, and will result in adverse action per the Code of Conduct Policy, policy 3.97.08.03. The nature of the offending body art will determine the level of discipline considered for the member, if discipline is warranted due to noncompliance.
8. Officers may submit documentation for planned body art to be reviewed by department leadership prior to having the body art placed on the officer's body in order to circumvent the need to be subject to a formal review process that finds the officer in violation of the Code of Conduct or requires covering the body art or a medical procedure to reverse or correct the body art.

Nothing in this section will be construed as prohibiting body modifications necessitated by deformity, injury, or medical/dental need.

5. Sworn On-Duty Civilian Attire – On-duty officers assigned to details requiring civilian clothing will conform to standards of professional conservative attire. Blue jeans, ethnic, regional, and fad clothing is prohibited. Jeans may be worn at departmental training sessions, but must be in good condition.

- a. Male officers - suits, blazers, sport coats, jackets, or low-neck sweaters with a dress or collared shirt and dress slacks are acceptable. Dress or collared shirts, turtlenecks, or high collared sweaters with dress slacks is also acceptable. Neckties are optional. Dress or collared shirts shall not have logo's, except for manufacture logo's, approved SCPD logo, and SRO's, who may wear the logo of their school. Dress style shoes are required.
- b. Female officers – dresses, dress slacks, or skirts accompanied with a blouse, jacket, vest, sweater or turtleneck are acceptable. Miniskirts (defined as any skirt shorter than 2 inches above the knee) are prohibited. Dress style shoes are required, but high-heeled shoes, exceeding 2 ½ inches, are prohibited. Dress or collared shirts shall not have logo's, except for manufacture's logo's, approved SCPD logo, and SRO's, who may wear the logo of their school.

School Resource Officers have the option to wear on-duty civilian attire listed above or a standard patrol officer uniform if the situation dictates they be easily identified as police officers by the public. School Resource Officers have an optional uniform when school officials want a more casual but official presence. SRO may wear a navy blue short sleeved 5.11 performance polo shirt with shoulder patches and patch badge and embroidered name on the front with khaki colored 5.11 Stryke pants. Officers must wear uniform boots or uniform shoes with this optional uniform. This SRO uniform is not to be worn with any jacket or hat that is part of the regular patrol uniform. In inclement weather a non-police jacket will be worn over the non-patrol uniform.

6. Non-sworn employees – will adhere to Sioux City Administrative Policy concerning appropriate attire. Civilian Records personnel will be allowed to wear conservatively colored tennis shoes while on duty.
7. Officers on limited light duty will wear on-duty civilian attire. Officers may be armed; their weapon and badge will not be visible to the public. Officers who are not able to qualify due to their limited duty status will not be allowed to carry a weapon.
8. Members in uniform or, clearly presenting themselves as Department employees, will not wear or carry any item (i.e. an umbrella, tote bag, backpack, shirt or jacket, with bright colors or prints which would detract from the professionalism of the Department or constitute an advertisement for a particular product, sport, team, place, event, or person.
9. All eyewear, prescription eyeglasses, contact lenses and sunglasses shall be of a conservative design consistent with normal business and professional practice. Sunglasses shall be solid frame, and of a color consistent with the uniform such as

black, dark blue, silver/gray, or gold that are neither so large nor so small that they detract from the appearance of the uniform. Small logos on frames or lenses are acceptable. Lens colors must be traditional black, gray, or brown tint. Trendy lens colors which include but are not limited to, red, yellow, blue, purple, green, or orange are not authorized.

Field Training Officer's Uniform

Short—Sleeve Shirt



Long—Sleeve Shirt



Location and position of shoulder emblem for all sworn members; and location and position of FTO's stripes.

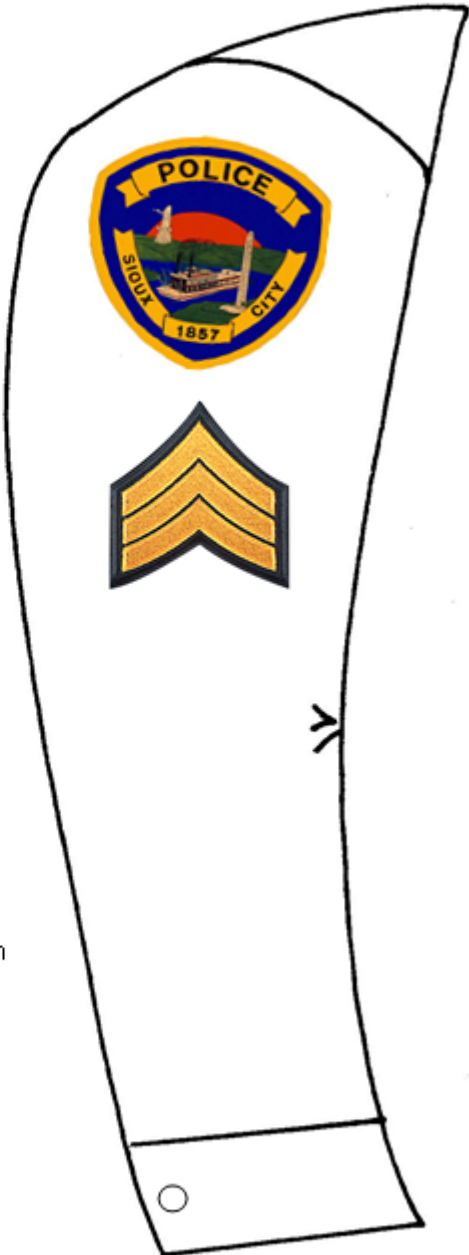
Stripes are approved for **Active Field Training Officer's regular uniform wear.*

Sergeant's Uniform

Short—Sleeve Shirt



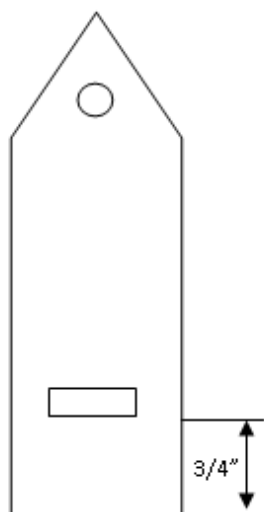
Long—Sleeve Shirt



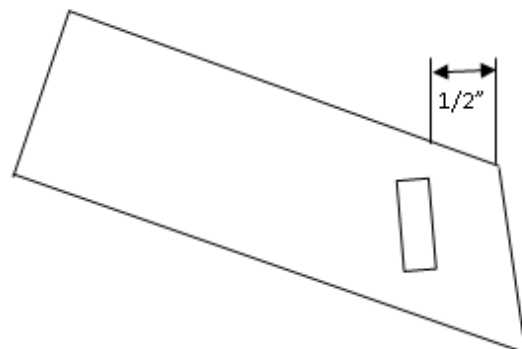
Location and position of shoulder emblem for all sworn members; and location and position of sergeant's stripes.

Lieutenant's Uniform

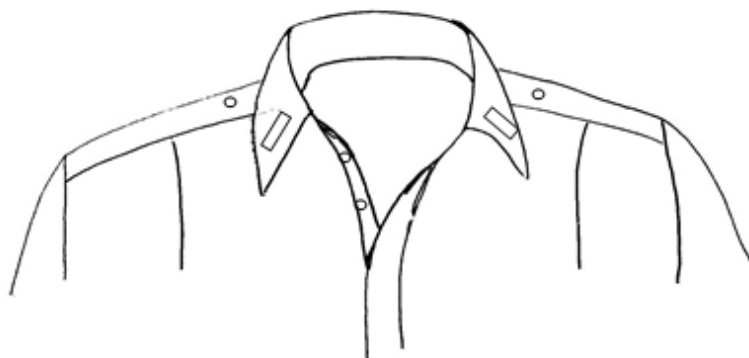
Jacket Epaulet



Shirt Collar



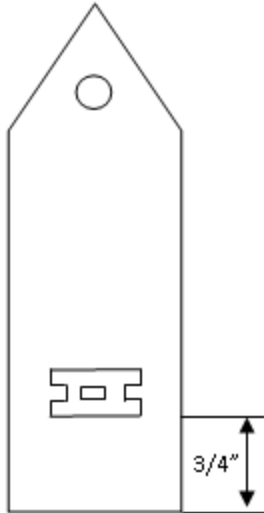
Long—Sleeve Shirt



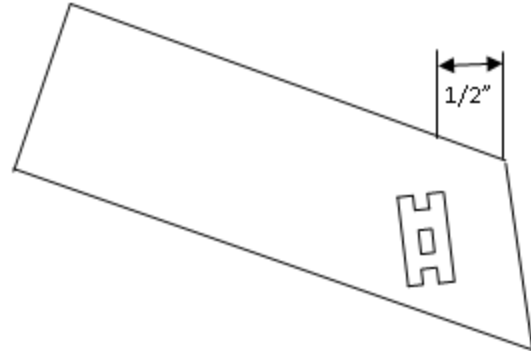
Short—Sleeve Shirt

Captain's Uniform

Jacket Epaulet



Shirt Collar



Long—Sleeve Shirt



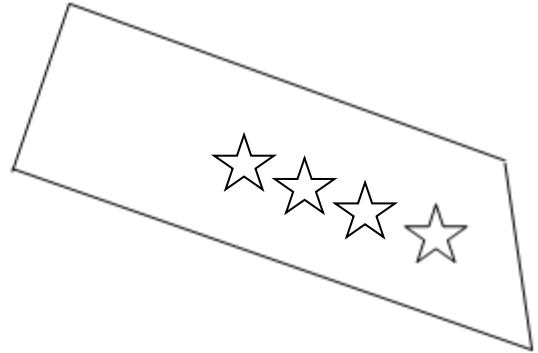
Short—Sleeve Shirt

Chief's Uniform

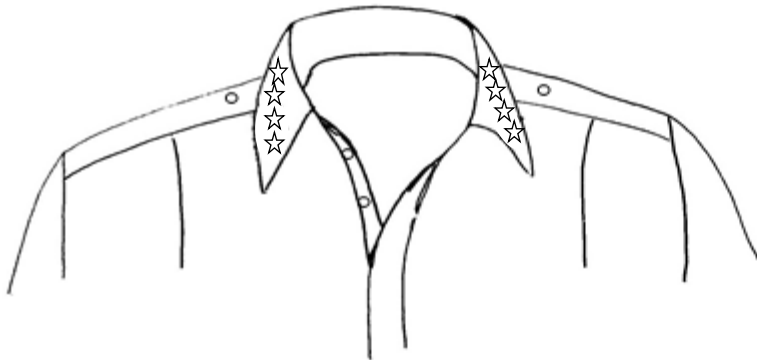
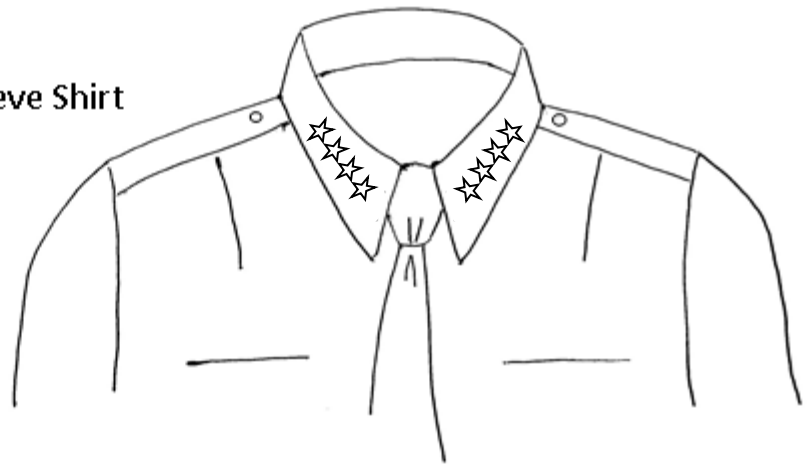
Jacket Epaulet



Shirt Collar



Long—Sleeve Shirt



Short—Sleeve Shirt

Command Staff Class A Dress

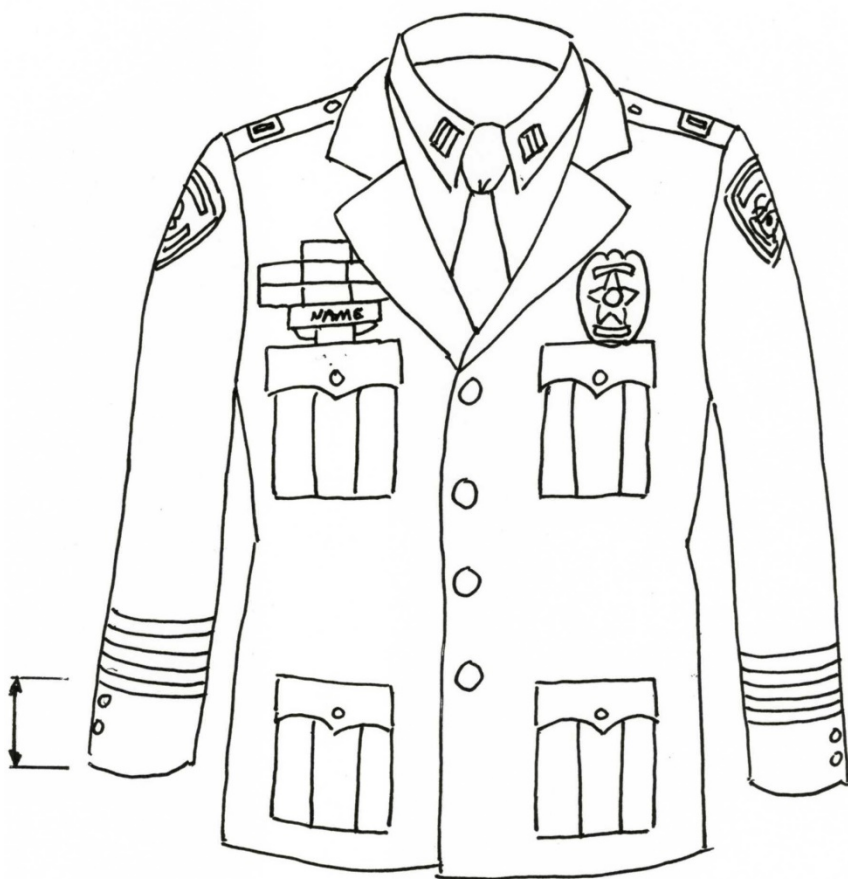
The Mandatory Class A Command Uniform is the approved wear for officers the rank of lieutenant and above.

The class A command uniform will be composed of the approved navy blue Dress Blouse coat (with gold buttons), Dress Trouser, White Oxford shirt (no button down collar), Black String Tie (no clip on), and Dress shoes. (See 5.01 Addendum A for approved manufacturer.)

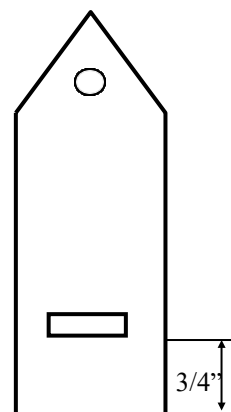
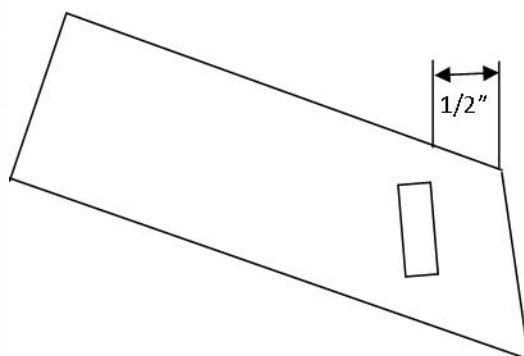
A gun belt will not be worn with the blouse coat; however, a concealed firearm is required, unless wearing in an outside jurisdiction where it is prohibited.

The class A command uniform blouse coat will be adorned with appropriate rank insignia on the jacket epaulets and shirt collar, as well as rank stripes on the sleeves (2 for lieutenant, 3 for captain, 4 for chief). The jacket will also have department patches on both shoulders. Badge placement will follow that of regular uniform shirts and jackets. The name plate and merit bars will follow current policy on order of placement.

Rank stripes on sleeves will be $\frac{1}{2}$ " width stripes. Stripes will be 3" up from the cuff and be spaced with a $\frac{1}{4}$ " between each stripe.

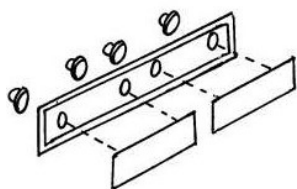


Shirt Collar



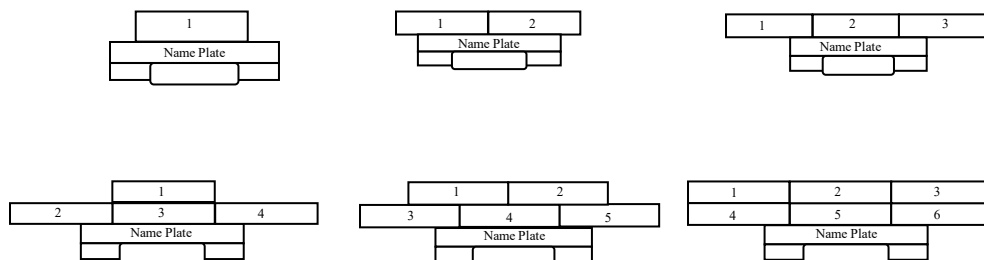
Placement and Wearing of Merit Bars

Below is an illustration of the proper placement of Merit Bars. Merit Bars are to be worn above the right breast pocket; centered above the name plate and service bar. Shown are some examples of proper arrangement and stacking of Merit Bars. Officers who have more than one merit bar to display should use the appropriate merit holder (see below).



Merit Bar Holder

Proper Stacking of Merit Bars





SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: RESPIRATORY PROTECTION PROGRAM
NUMBER: 5.02 **EFFECTIVE:** 4/09/2010
APPROVED BY: Rex M. Mueller, **REVISION:** 04/06/2022
Chief of Police

6TH EDITION C.A.L.E.A STANDARDS:

5.02 RESPIRATORY PROTECTION PROGRAM

5.02.01 Respiratory Protection Program – Policy Statement

The purpose of this policy is to establish a written respiratory protection program in accordance with OSHA’s respirator standard, 29 CFR 1910.134. The Training Sergeant of the Professional Standards Section will be the Program Administrator. Any Sioux City Police Department members requiring additional fit testing and evaluation will be identified (those members will include members of the SWAT team).

5.02.02 Respirator Selection

Only masks that are NIOSH – approved for respiratory protection in atmospheres containing CN and CS dusts, mists, fumes, radionuclides, and oil free aerosols such as flu viruses (Millennium Respirators) will be approved for use by this department.

5.02.03 Respirator Training

Annual training for SWAT will include: See SOP
Other members of the department will be trained as needed.

5.02.04 Fit Testing

Fit testing will be performed bi-annually for SWAT members, per the SOP, and other members as needed prior to use and will be administered using industry accepted standards. Maintenance and care will also be completed according to industry accepted standards.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: BODY WORN CAMERA (BWC)/ MOBILE AUDIO/VIDEO
RECORDER (MAVR) SYSTEM OPERATIONS

NUMBER: 5.04 **EFFECTIVE:** 10/16/2020

APPROVED BY: Rex M. Mueller, **REVISION:** 12/29/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 41.3.8

5.04 Authority, Responsibility, and the Use of Discretion – Policy Statement

It shall be the policy of the Sioux City Police Department that officers will utilize both the Mobile Audio Video Recorder, (MAVR) installed in marked vehicles, along with their assigned Body Worn Camera (BWC) when such use is appropriate to their assignment or necessary for the proper performance of their official duties and where the recordings are required by this policy. All personnel assigned to the Uniformed Bureau will have a BWC issued to them. All vehicles assigned to the Uniform Bureau will have an operational MAVR system installed. Non-Uniform Officers will have a BWC assigned and/or access as indicated in specific sections of this policy. This policy does not govern the use of surreptitious recording devices used in undercover/covert operations.

The Uniformed Services Bureau Commander will have overall responsibility for the Mobile Audio Video Recorder and Body Worn Camera Programs. The Telecommunications Unit (TCU) will have day to day responsibilities for operations and maintenance of both programs.

5.04.01 Video/Audio Recordings-General Statement

The SCPD utilizes a Mobile Audio Video Recorder system (MAVR) as well as Body Worn Camera systems (BWC) to accomplish several objectives. The primary objectives are as follows:

- These systems allow for audio and/or video documentation of police-public contacts, arrests, and critical incidents.
- They serve to enhance the accuracy of officer reports and testimony in court.
- They may be used to document misdemeanor property crimes and accident scenes that do not require a T.I. or other events to include the confiscation/seizure and documentation of evidence or contraband as provided in Policy 6.05.03.
- They provide an enhanced ability to review probable cause for arrest, officer/citizen/suspect interactions, evidence for investigative, and prosecutorial purposes.

- These systems may provide additional information for officer evaluation and training.
- The presence of audio/video recording devices tends to moderate excessive behavior in many situations.

5.04.02 Body Worn Camera and Mobile Audio Video Recorders – General Rules

- BWCs and MAVRs do not serve as a replacement to any of the reporting systems currently in place. Incidents still require all appropriate paperwork and forms.
- Recordings from either system are considered evidence and shall be treated as such.
- Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute MAVR and/or BWC recordings, in any manner, not otherwise covered in policy.
- All digital media from the MAVR and/or BWC, evidence or non-evidence, will be stored in dedicated off-site servers. Officers and Sergeants will have access to view videos; the Property Clerk, Property Supervisor, Lieutenants, Captains, and the Chief will have access to view and copy videos. Officers and Sergeants assigned to the Investigative Services Bureau will have access to copy videos as determined by the bureau commander.
- Recordings which contain material deemed beneficial for training purposes may, with the approval of the Chief of Police, be utilized for such training. Officers are encouraged to recommend recordings for this purpose if they feel it may be of value.
- Officers will be allowed to view their own video prior to filing an official report or making any statements, if necessary.
- If an officer is suspected of wrongdoing, the Chief or his designee may limit or restrict access to the video file.
- If an officer is involved in a deadly or potentially deadly use of force, the Chief or his designee may limit or restrict viewing the video file.
- Civilians will not be allowed to review the recordings at the scene of an incident.
- Files will be securely stored in accordance with state records retention laws and no longer than useful for purposes of training or for use in an investigation, prosecution or litigation.
- All removable storage media will be locked; access will be limited to the TCU and Command Staff.
- Police personnel shall only use Body Worn Cameras (BWCs) issued by this department.
- Personal use of the Body Worn Camera (BWC) equipment on or off duty is prohibited. Extra-Duty employment is covered elsewhere in this policy.
- MAVR and BWC files may be used to investigate allegations of misconduct.

5.04.03 Uniform Bureau MAVR and BWC Operation-Use Required

Prior to beginning a shift, the officer will ensure the BWC is functioning correctly by recording a test video. In most cases the officer will be using a vehicle with MAVR installed. Syncing the camera to the car prior to the test will make classification easier. A successful test will have been completed if the camera states the recording has stopped. These will be classified as Test Videos. The vehicle MAVR will also be checked for proper function and operation prior to beginning a shift with a test video. A BWC failure will be reported to the member's supervisor immediately and a spare camera will be assigned before beginning a tour of duty. Vehicles with inoperable cameras will not be used until properly reported and corrected.

Officers working an extended shift or double shift are encouraged to utilize the in-car breakaway charger to ensure sufficient charge in the BWC. Absent a sufficiently charged BWC, officers will obtain a temporary camera from the Watch Commander or their designee, prior to continuing their shift. In situations where BWC system becomes inoperative during the shift, for any reason, the officer will obtain a temporary camera from the Watch Commander or their designee, prior to continuing their shift.

Officers will not for any reason beyond, "Officer Needs Assistance" or with direct verbal approval of a supervisor, report for duty or "go on the street" without both camera systems functioning properly. In the case where a supervisor gives permission, the involved supervisor will prepare and submit an official memo outlining the circumstances, to the appropriate Watch Commander.

5.04.04 BWC- Activation and Use

Officers shall activate the Body Worn Camera (BWC) on **all** calls for service involving citizen contacts. The BWC will be activated prior to the contact or in the case of an unexpected contact, as soon as practical thereafter. The BWC does not need to be activated to capture casual conversations, not related to a call for service. Example; casual conversation while purchasing an item at a convenience store.

In locations where individuals have a reasonable expectation of privacy, they may decline to be recorded. These requests will not generally be honored except in the most extreme circumstances. Officers that stop a recording must state on camera, why the recording is being stopped, prior to the stoppage. In a situation where an enforcement action is being or will be taken, the camera will be left in the record mode, regardless of a citizen request. A specific exception shall be in the case of juveniles in a state of undress. Whenever this occurs the officer may cover the camera with their hand to avoid capturing video.

If an interruption of the recording occurs, or the recording is stopped by the officer intentionally, the officer shall document the reason for the interruption or termination on camera. Some of the limited examples when it may be permissible to turn off the BWC include; Juvenile Sexual Assault Victims or Confidential Informants that are currently active. When doing so the officer will state, on camera, their intent to stop the recording and the reason.

The BWC itself has a mute function. The mute function may be used when deemed appropriate by the officer. An example of such is; prolonged incidents where conversation between officers, unrelated to the incident, may be captured. The feature may not be used when directly involved with enforcement actions or citizen contacts.

If an officer fails to activate the Body Worn Camera (BWC), as required by this policy, the officer shall document the reason(s) with a Blue Team entry.

Body Worn Camera (BWC) equipment is the responsibility of individual officers and shall be used with reasonable care to ensure its proper function. Equipment malfunctions shall be brought to the attention of the officer's supervisor immediately, so that a replacement unit can be provided.

5.04.05 Non-Uniformed Body Worn Camera-Use Required

All officers assigned to the Investigative Services Bureau, with the exception of those assigned to a task force, will have a BWC assigned to them. When an officer leaves the building with a camera, they will ensure the camera is working correctly by recording a test video. Upon completion, the officer will appropriately categorize the video in accordance with 5.04.13 using the Getac Program. Docks are provided for charging and downloading in the office space. Incidents of importance should be uploaded as soon as practical after the incident.

Officers assigned to a Federal Task Force will follow the policies of the department to which they are assigned.

SROs will be issued a charging unit for their BWC; however, the camera must be brought to the station to be uploaded. For SROs, uploading of video will occur on no less than a weekly basis.

5.04.06 Extra-Duty Use

The use of the members assigned BWC will be required when engaged in extra-duty employment. Officers will be required to activate the BWC only when taking an enforcement action.

5.04.07 General Investigations

Many of the interactions that investigators have with victims, witnesses and suspects are currently being recorded by other means. The BWC is not meant to replace the interview rooms or phone recordings. However, investigators going into the field to conduct interviews or to take enforcement actions shall wear a BWC.

5.04.08 Special Investigations Unit

BWC will be used when conducting enforcement activities such as interviews of suspects, custodial arrests, executing search warrants, and conducting compliance checks for alcohol and tobacco. Operations that involve undercover officers, confidential or paid informants are not subject to this directive.

5.04.09 School Resource Officer

SROs will be assigned a BWC. These cameras will be used when SROs are requested to act with an argumentative or disputative student, one who is threatening and/or physically harming themselves or others, and/or is committing a crime that may result in an enforcement action. SROs will also use the BWC to record incidents involving adults who are creating a disturbance whether argumentative or physical and/or committing a crime at an assigned school. SROs will not randomly record the movements or day to day activities of staff and/or students at the school. SROs will not record investigations and/or interactions that allege violation of school district policies only.

5.04.10 MAVR

Mobile Audio Video Recorder systems are installed in all marked patrol units. Officers assigned to patrol will ensure the MAVR equipment is operational and functioning correctly. Vehicles with inoperable equipment will be reported to a supervisor and repaired. Vehicles with inoperable MAVR system will not be utilized until repaired.

MAVR equipment installed in vehicles is the responsibility of the officer(s) assigned to that vehicle and will be operated according to the manufacturer's recommendations. For consistent operation, the function settings will be the same in all vehicles. Officers assigned to the vehicle are not authorized to change the menu settings.

Once a MAVR system begins recording, the officer will not stop the recording until the incident has concluded. If a stoppage must occur, the officer will narrate the reason for the stoppage of the MAVR system into the recording.

Digital MAVR is always on but will automatically begin recording and remain recording when one of the "triggers" is activated. The digital MAVR system has a built-in buffer. Therefore, a designated amount of time prior to the trigger being activated and after the trigger has been deactivated will be recorded. Triggers for MAVR activation are:

- a) Overhead Lightbar Activation
- b) 76 MPH
- c) Vehicle Accident
- d) Manual Record Button
- e) Body Camera Activation

Officers will use the MAVR system while engaged in transportation of any non-departmental personnel (not to include ride a longs). This will allow the recording of any audio comments or admissions made by the arrested subjects by the in-car microphone.

5.04.11 Restrictions on using the MAVR / BWC

The Body Worn Camera and/or MAVR shall not be used to record:

- Unofficial or private communications with other police personnel without the permission of the Chief of Police.
- Sexual Assault victims under 14 YOA per Iowa Code 915.36.
- Confidential Informants
- It shall not be activated when the officer is on break or otherwise engaged in personal activities or when the officer is in a location where there is reasonable expectation of privacy, such as restroom or locker room.
- It shall not be used for purposes that are counter to or inconsistent with the Sioux City Police Departments mission and core values or in ways that are contrary to federal, state and local law.

The BWC has the ability to be powered down completely. When doing so the cameras pre-event recording is no longer functional. Officers are not allowed to power down the camera.

Violations of this section constitute a Class Three Violation.

5.04.12 Digital File Control and Management

The digital MAVR system is set up to automatically upload video to an off-site server at designated “hot spots” located in the police department parking lot. At the end of the shift, the uploading will automatically begin. TCU will be notified if a vehicle hard drive is not uploading sufficiently and has limited storage, prior to using the vehicle.

The BWCs upload stored information to an off-site server through a docking station. There are docking stations in the Radio Room for officer’s use. BWCs will be placed into the docking station at the completion of each shift for battery maintenance and uploading. The same assigned BWC is to be retrieved by the officer at the start of the next work shift.

All data, images, video, and metadata captured, recorded, or otherwise produced by the above equipment are the sole property of the Sioux City Police Department. Use of recorded video will be in conformance with SCPD policies [6.05](#) and [10.14](#)

5.04.13 Video Classification

When a video recording has ended in either the MAVR or the BWC systems, the officer will categorize the incident using the pre-assigned category types available. All videos must be classified with **all of the category types that apply to the incident.** This includes secondary classifications such as a response to resistance that occurred during the originating incident.

Depending on the classification category, the system may provide additional forms with mandatory fields. An example would be a video classified as a traffic stop. After the classification, a second page will appear requiring a vehicle license plate be entered before the video is closed. All mandatory fields will be completed for each video.

Officers using BWCs that are not synced to the MAVR will use the Kiosk Dock in the Radio Room for classification of videos.

5.04.14 Video Retention

Video recordings will be retained in the server under one of these categories for the listed duration:

TEST VIDEOS	7 DAYS
CALLS FOR SERVICE/NON-ARREST	1 YEAR
OWI	2 YEARS
ARREST	2 YEARS
ACCIDENT-CITY VEHICLE	INDEFINITE

ACCIDENT	1 YEAR
TRAFFIC STOP	1 YEAR
FIELD INTERVIEW	1 YEAR
INTERVIEWS-INVESTIGATIVE	INDEFINITE
PURSUIT	2 YEARS
SELF-INITIATED ACTIVITY	1 YEAR
RESPONSE TO RESISTANCE	INDEFINITE
CITIZENS COMPLAINT	INDEFINITE
FORCIBLE FELONIES	INDEFINITE

5.04.15 Evidentiary Videos

Videos to be used as evidence will be maintained on the servers under the original classifications. The City and County Attorney’s office will access the original videos through the GETAC system. Working copies of videos, maintained during the investigation, will be entered into the property system when no longer needed. Any additional requests for video will be made through the Property Clerk and returned to property, to be entered under the case number, when no longer needed.

5.04.16 Supervisory Responsibilities

Supervisory personnel shall ensure that officers equipped with BWC or MAVR devices utilize them in accordance with policy and procedures defined herein.

Supervisors shall periodically review a sampling of recordings to ensure that the equipment is operating properly, that officers are using the devices appropriately and in accordance with policy, and to identify any areas in which additional training or guidance is required.

Supervisors will be responsible for reviewing a minimum of two randomly selected videos, annually, for the officers they evaluate and document them in their performance evaluation. This will apply to all ranks assigned a BWC/MAVR.

5.04.17 Release of BWC and MAVR Recordings

All requests for the release of recordings, other than evidentiary, shall be directed to the Chief of Police or their designee. The Records Section Supervisor will have primary responsibility for answering subpoenas and Open Records Requests on a day-to day-basis.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: SPECIAL PURPOSE VEHICLES

NUMBER: 5.06

EFFECTIVE: 10/03/1994

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 03/30/2022

6TH EDITION C.A.L.E.A. STANDARDS: 41.1.3, 46.1.8

5.06 SPECIAL PURPOSE VEHICLES

5.06.01 Special Purpose Vehicles – Policy Statement

The purpose of this directive is to define and list those vehicles which are considered special purpose vehicles and provide a statement of the objective of both the operation and usage of those vehicles.

5.06.02 Special Purpose Vehicles (Defined)

A special purpose vehicle is a particular vehicle that requires special training or authorization for deployment. The following vehicles are considered special purpose vehicles: prisoner transportation van; SWAT Command vehicle; Police Rescue Vehicle; Mobile Command vehicle; Crime Prevention/Community Policing vehicles; and All Terrain Vehicle (ATV). Special purpose vehicles are not equipped or structurally compatible for evasive driving. These vehicles will not be utilized in pursuits or other high risk driving situations.

5.06.03 Operational Usage

Prisoner Transportation Van

The prisoner transportation van is primarily for use in transporting multiple or unruly prisoners. The vehicle may also be used to transport large pieces of evidence or equipment. The vehicle is a marked unit equipped with a radio and emergency lights and sirens. On duty officers are authorized to operate the transport van at any time during their shift. Members using the van for reasons other than patrol functions (i.e. evidence transports), will obtain authorization from the Watch or Uniform Services Bureau Commander prior to operating the transport van. No special license or training is required for its operation. The van will be kept in the Department's parking lot.

SWAT Command Vehicle

The SWAT Command vehicle is utilized by members of the Department assigned to the SWAT Team during special operations or training involving that unit. Authorization will be obtained from the SWAT Commander prior to operation. The unit is equipped with radio(s) and other such items as necessary. The SWAT Commander will maintain a list of the equipment carried in the vehicle and conduct a quarterly inventory/inspection. The vehicle will only be driven by trained members of the SWAT unit who are aware of the special needs and capabilities of the vehicle. It will be stored at a designated secure location which will not be considered public knowledge.

Police Rescue Vehicle

The Police Rescue Vehicle is utilized by members of the Department assigned to the SWAT & Crisis Negotiation teams during special operations or training involving those units. Authorization will be obtained from the SWAT Commander prior to operation. Equipment will not be routinely kept in the vehicle. The SWAT Commander will conduct quarterly inspections of the vehicle to insure its operational readiness. The vehicle will only be driven by trained members of the SWAT and Crisis Negotiation teams who are aware of the special capabilities of the vehicle. It will be stored at a designated secure location which will not be considered public knowledge.

The Police Rescue Vehicle may also be deployed during man-made or natural disasters where the size and mobility of the vehicle is advantageous to rescue efforts. The vehicle will be operated by a member of the SWAT or Crisis Negotiations teams during these events.

Mobile Command Vehicle

The Mobile Command vehicle will be utilized at the scene of community policing events, unusual occurrences, disasters, and major fires. Use of this vehicle is shared by both the Police and Fire Departments. The vehicle will be stored at the Sioux City Fire Training Center. An inventory list of the equipment to be carried in the vehicle will be kept with the vehicle. No special license is required to operate the vehicle, but a departmental orientation course is required through the training division. Authorization must be obtained from the Watch or Uniform Services Bureau Commander to operate the Mobile Command, and only those persons trained to operate the vehicle may do so. A list of such persons will be kept in the Watch Commander's Office.

All-Terrain Vehicle (ATV)

The All Terrain Vehicle will be utilized to enhance the patrol function whenever feasible and appropriate. It is not to be used to carry out normal patrol functions. Authorization must be obtained from the Professional Standards Lieutenant or Uniform Services Bureau Commander prior to operating the ATV.

This specialized vehicle allows officers to patrol remote areas when walking may be impractical and patrol vehicles may be inaccessible or inappropriate. This vehicle may be utilized during special events to provide efficient transportation of officers when incidents require, or to

supplement patrol. Incidents involving large expanses of land, such as searches and remote crime scenes, may also require the use of these vehicles.

ATVs are designed to be operated in an off-road capacity. It is recognized that officers will at times be required to operate the ATV on public roadways to arrive at a specific destination. In any case, the vehicle will be operated in a safe and prudent manner at all times.

No more than six persons may occupy the cab of the ATV at one time. The operator and front seat passengers will wear a seatbelt any time the vehicle is in motion, except on those occasions when the vehicle will be driven a short distance for the purposes of re-parking or repositioning the vehicle. Approval must be obtained from the Watch Commander prior to transporting any civilians in the ATV.

5.06.04 Responsibility for Condition and Maintenance of Special Purpose Vehicles

The Uniform Services Bureau Commander has responsibility for the prisoner transportation van, SWAT Command vehicle, SWAT Armored Vehicle, Mobile Command vehicle. The Community Team Policing Commander will be responsible for the Safety Up Cadillac and the Investigations Youth Sergeant will be responsible for the Safety Up Corvette. These vehicles are part of the City fleet and will be maintained by the Central Maintenance Garage. Each officer is responsible for the condition of their vehicle in daily operations as provided in 5.10 of the Policy Directives Manual.

5.06.05 Emergency Operations

In emergency situations, members who have not been formally trained may be authorized by the Incident Commander to operate special purpose vehicles.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: ROUTINE AND EMERGENCY VEHICLE OPERATIONS
NUMBER: 5.10 **EFFECTIVE:** 08/01/2003
APPROVED BY: Rex M. Mueller, **REVISION:** 02/10/2020
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 41.2.1, 41.3.1, 41.3.2, 41.3.3, 81.2.6, 81.2.13

5.10 ROUTINE AND EMERGENCY VEHICLE OPERATIONS

5.10.01 Routine and Emergency Vehicle Operations – Policy Statement

All vehicles used for official business of the Sioux City Police Department will be maintained and operated in a manner that provides for the safety of the public and the employee. Under non-emergency operating conditions, members will adhere to all existing traffic laws, and drive defensively and in a safe and courteous manner. Members will set an example for the public by the professionalism displayed by their driving habits.

5.10.02 Vehicle Operations

Unless authorized by the Chief of Police, only members of the department and Central Maintenance Garage personnel will be authorized to operate police vehicles.

The operator and front seat passenger will wear a seatbelt any time the vehicle is in motion, except on those occasions when the vehicle will be driven a short distance for the purposes of re-parking or repositioning the vehicle.

Operating vehicles in response to an emergency will be done so in accordance with Chapter 321 of the Iowa Code and procedures outlined in this directive. Officers' and citizens' safety are of paramount importance. No emergency is of such gravity that it justifies the endangerment of human life.

5.10.03 Vehicle Inspection/Inventory

Prior to each Watch, members will inspect their assigned vehicles for any damage, shortage of authorized equipment, and for any evidence, weapons, contraband, or property that may have been hidden or inadvertently left by a prisoner or other occupant. Members will document any needed repairs, missing equipment, or damage to the vehicle on the Vehicle Inventory/Repair Request Form found in the mechanics work bench area of the garage.

If damages to the vehicle are noted, members will notify their immediate supervisor who will then attempt to discover the nature of the circumstances surrounding the damage, and document the circumstances if it has not already been done.

If evidence, weapons, contraband, or property is found, it will be tagged and entered into the property management system after completing an incident report. Property belonging to Department members will either be returned to the owner or turned into Watch Command.

After anyone has been in the vehicle and at the end of the member's tour of duty, the vehicle will be inspected inside and out for damages, evidence, weapons, contraband, or property.

Bureau Commanders will require documented line inspections of all department vehicles under their command in accordance with policy directive 2.16 (see section .10 for equipment lists).

5.10.04 Documentation of Repair

If a unit requires a replacement part or is in need of mechanical repair, it will be documented using the Vehicle Inventory/Repair Form. If the repair is minor in nature, the repair may be made by the member. The department mechanic may also be contacted, if on duty. If not, the vehicle may be taken to the Central Maintenance Garage for repairs.

If a defect occurs during the tour of duty, the vehicle should be driven or towed to the Central Maintenance Garage. Members will then utilize a replacement vehicle.

Vehicles may be washed and cleaned by contracted car washes. If the exterior only is cleaned, the member will sign the proper log at the contracted business. If the interior is to be cleaned also, the member will obtain a wash ticket from the supervisor. Members will be responsible for refueling their vehicles as needed, and at least once during each watch.

5.10.05 Damage to Vehicles

Members are responsible for reporting any damage to their vehicle incurred during field operation through the chain of command to the Bureau Commander. Traffic accident damage will be documented by proper City and State of Iowa Accident Reports. Damage done as a result of a criminal act will be documented by use of incident and supplemental reports.

5.10.06 Prioritization of Calls for Dispatch

All calls for service will be assigned a priority based upon the urgency of the matter reported. Calls will be categorized and dispatched in the following priorities:

Priority 1 – Those calls for service that involve life-threatening situations. This dispatch of officers is urgent. If sufficient manpower is unavailable for response, Communications personnel may call an officer en-route to, or already on the scene, of a lesser priority call to respond. Examples of Priority 1 calls include: personal injury accidents, life-threatening first aid calls, members in need of emergency assistance, shootings, stabbings, violent domestic abuse calls, citizen reports of an in-progress crime against person,

pursuits, responding to assist in a pursuit, etc. Officers responding to Priority 1 calls will respond Code 3.

Priority 2 – Those calls which may require the element of surprise to apprehend the perpetrator. Examples of Priority 2 calls are: intrusion alarms, citizen reports of major felony property crimes in progress, residential alarms, or bank alarms when businesses are open. Officers may respond Code 2 or Code 3 to Priority 2 calls.

Priority 3 – All other routine calls that are non-emergency.

When parking or standing, irrespective of the provisions of City or State of Iowa codes or statutes, when the need for prompt entrance exists or when the situation precludes proper parking, four-way flashers will be utilized.

5.10.07 Officers Use of Emergency Equipment

Code 3 – involves the use of both emergency lights and siren;

Code 2 – involves the use of emergency lights and vehicle horn in lieu of siren;

Code 1 – involves no use of emergency lights or siren.

Officers responding Code 2 or Code 3 will operate the vehicle safely at all times. Officers employing emergency or urgent responses will utilize emergency equipment and may do the following with due care:

1. Proceed past a red or stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation.
2. Exceed the posted speed limit, but only to the degree as reasonable, taking into consideration the following factors -
 - a. Nature of emergency,
 - b. Time of day,
 - c. Volume of vehicular and/or pedestrian traffic,
 - d. Location and geographical area,
 - e. Weather conditions,
 - f. Road conditions,
 - g. Vehicular condition.
3. Disregard regulations governing direction of movement or turning only when ensuring that such movements can be made safely.

Overhead flashers will not be considered emergency lights.

Officers responding Code 2 or Code 3 will immediately advise the Communications Center of their intention to do so and give the location from which they are responding. The speed at which a police vehicle is operated will be consistent with the exigency of the situation and the totality of the circumstances as the officer knows them to be at the time. Officers must proceed with caution and at reasonable speed so as not to endanger their life or the life and property of others.

Normally, the unit nearest the scene of a Priority 1 or Priority 2 call for service will respond Code 3 (or Code 2 for Priority 2 calls, if appropriate). Other units responding should strongly consider responding Code 1. However, if the severity of the situation or the distance to be traveled would delay arrival of the assisting units, officers may raise their response to Code 3.

Officers responding to Priority 1 or 2 calls while operating unmarked police vehicles will respond in a normal operational manner to assist.

5.10.08 Supervisor Responsibility

Watch supervisors have the responsibility to monitor officers on their Watch responding Code 2 or Code 3. They also have the authority to increase or decrease the classification of response or discontinue the response of a subordinate.

5.10.09 Exclusive Use of Vehicles

The Chief of Police may authorize members' exclusive use of police vehicles. Each member assigned to a vehicle will use it for official use only. The vehicle may be used to travel to and from headquarters, but using the vehicle for personal business or use is prohibited.

5.10.10 Marking of Patrol Vehicles and Police Vehicle Equipment

Patrol vehicles will be equipped with the appropriate police logos, emergency 911 telephone numbers, reflective material on the rear and sides of the vehicle, emergency lights and siren, radio, and in-car computers and camera systems.

Marked patrol vehicles will have the following equipment:

1. First Aid Kit,
2. Two blankets in a suitable container,
3. Eighteen-pound fire extinguisher,
4. Twelve flares,
5. Wrecking bar,
6. Roll-a-tape,
7. Chalk,
8. Stop sticks,
9. CPR mask,
10. Knife,
11. Any equipment necessary for the assigned member's position.

Marked supervisor vehicles will have the same equipment as marked patrol vehicles, but will also include the Defense Technology Model 1325 Rifle barreled 40mm less lethal launcher, appropriate munitions, and any other equipment as determined by the Chief of Police.

Unmarked department and ID vehicles will have the following equipment:

1. First Aid Kit,

2. CPR mask,
3. Fire extinguisher (unmarked vehicles model year 2010 or older are not required to have a fire extinguisher),
4. Any equipment necessary for the assigned member's position.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: VEHICULAR POLICE PURSUITS
NUMBER: 5.11 **EFFECTIVE:** 9/9/2003
APPROVED BY: Rex M. Mueller, **REVISION:** 02/16/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 41.2.2, 41.2.3

5.11 VEHICULAR POLICE PURSUITS

5.11.01 Vehicular Police Pursuits – Policy Statement

The Sioux City Police Department understands that law enforcement pursuits are intrinsically dangerous and carry significant potential for unintended consequences. These pursuits create an additional risk to life and property. Given the inherent danger and risk, officer involved pursuits will receive significant review. The goal of this review will be the continuing assurance that officers operating police vehicles during pursuits, do so in a manner that provides for these risks.

Officers will, at all times, consider the external factors which may have a bearing on the emergency operation of the police vehicle, including the time of day, roadway conditions, traffic volume, weather, speed, nature of the incident, and their personal ability to control the vehicle. The immediate apprehension of a suspect must be constantly weighed against the safety of innocent citizens or the police officer. Officers will, whenever possible, seek alternative methods of apprehending suspects when it is likely a vehicle pursuit will occur.

Sworn personnel will review the pursuit policy annually and new hires will receive initial training on this policy.

5.11.02 Pursuit Defined

A pursuit is defined as an active attempt by a law enforcement officer operating an authorized emergency vehicle to apprehend one or more occupants of another moving vehicle, when the driver of the fleeing vehicle is aware of that attempt and is resisting apprehension by eluding or attempting to elude a marked official law enforcement vehicle driven by an officer after being given a visual and/or audible signal to stop. This is a policy definition of pursuit, not a legal definition.

Officers engaged in or responding to a pursuit will operate their vehicle code 3 as defined in policy 5.10.07.

5.11.03 Initiation of Pursuit – Officer Responsibilities

The responsibility for the decision to pursue and the methods to be employed during pursuits rests with the individual officer. Any officer in an authorized emergency vehicle may initiate a vehicular pursuit when any of the following criteria are met;

1. An officer has a **reasonable articulable suspicion** to believe the occupant(s) of a fleeing vehicle has committed or attempted a forcible felony level crime.
2. the individual is wanted on a significant criminal warrant defined as a warrant for aggravated misdemeanor or greater crimes against persons or felony-level property crimes;
3. the officer has **probable cause** to believe the occupant(s) committed an offense punishable as an aggravated misdemeanor or greater crimes against person or felony level property crime;
4. In cases where a driver, **prior to efforts by an officer to stop it**, consciously and intentionally operates a motor vehicle in a manner which creates an unreasonable or substantial danger to life and the driver knows or should know the danger posed to others, the officer may engage in a pursuit. The initiating officer shall immediately, clearly articulate the reasons for engaging in a pursuit to a supervisor. Based on the facts presented, the supervisor will have the responsibility to determine if the pursuit shall continue.

Traffic offenses as defined by Iowa Code 321 (and all subsections) or when a suspect flees for unknown reasons are not justification for a pursuit.

This does not relieve the officer from constantly evaluating the need to apprehend the violator versus the danger that a continued pursuit poses to the public.

The pursuing officer will consider the following factors in determining whether to initiate or continue a pursuit:

1. Nature of the crime;
2. Time of day;
3. Volume of vehicular and/or pedestrian traffic;
4. Location and geographical area that the pursuit will occur in or extend to;
5. Weather conditions;
6. Road conditions;
7. Speeds involved;
8. The performance capabilities of the pursuit vehicle;
9. Passenger status; and
10. Possibility of apprehension.

Officers will make every reasonable effort to ensure the safety of the public as well as the department members at all times. This policy authorizes emergency use of the department police vehicles when the necessity of immediate response or apprehension of offenders outweighs the level of inherent danger. Moreover, officers will recognize the objective of a motor vehicle

pursuit is to maintain police contact with a fleeing driver, without unnecessary endangerment to life and property, until the individual can be apprehended. Officers and/or supervisors will continually evaluate the nature of the pursuit with respect to its danger and make judgment whenever necessary to terminate the pursuit.

Police units that have any passenger aboard other than a sworn Sioux City police officer, will not become engaged in pursuit situations.

Unmarked and special purpose vehicles will not engage in a pursuit unless the fleeing vehicle represents an immediate and direct threat to life. Whenever a marked unit becomes available to take over the pursuit, the unmarked or special purpose vehicle will withdraw immediately from the pursuit. Officers operating unmarked or special purpose vehicles may proceed in the general direction of the pursuit in a normal operational manner to assist in apprehension of a suspect who abandons the vehicle and flees on foot.

Only those marked vehicles equipped with operable siren, emergency lights and radio are authorized to engage in a pursuit. Officers operating a vehicle that experiences an operational failure of any emergency signaling equipment will then be considered an unmarked or special purpose vehicle.

5.11.04 Pursuit Driving Operations

Once a pursuit is initiated, the officer will immediately notify the Communications Center. The officer will relay information to include:

1. The identity of the pursuing unit;
2. Location;
3. Direction of travel;
4. Reason for the pursuit; and
5. Speed.

Extreme caution will be exercised whenever officers disregard traffic signs or signals. Officers may proceed past a red stop signal or stop sign, but only after slowing down or stopping as may be required and necessary for safe operation. Officers may disregard regulations governing direction of movement or turning in specific directions only when ensuring that such movements can be made safely. Reckless tactics employed by the violator being pursued will not be repeated by pursuing units.

Officers will not pursue suspects the wrong way on the interstate or other controlled access or divided roadways.

A safe distance will be maintained between both vehicles, enabling the pursuing officer to duplicate any sudden turns, stops, or maneuvers by the fleeing vehicle to lessen the possibility of a collision.

Normally, there will be no attempt by an officer to pass the vehicle being pursued or other police units involved in the pursuit. However, there may be occasions when passing the lead vehicle or pursued vehicle is permissible. These occasions may include but are not limited to: replacing

the lead vehicle because it is less suitable or safe; or driving ahead of a low speed pursuit to deploy tire deflation devices.

Pursuing officers will not pull alongside of, or in front of, a fleeing motorist in an attempt to force the subject off the roadway or into a curb, parked vehicle, or any other obstacle; nor will any attempt be made to ram the fleeing vehicle, unless the use of deadly force is justified as defined by Policy Directive [4.01](#). The use of rolling roadblocks, blocking or boxing maneuvers, while the suspect vehicle is moving, are prohibited.

If a fleeing vehicle should become inadvertently contained, officers will not be required to move their vehicles so the suspect can continue to flee. If a fleeing suspect should stop his vehicle, officers will be allowed to position their vehicles in a manner that would prevent the suspect from resuming the pursuit, which would include blocking or boxing maneuvers.

5.11.05 Communications Center Responsibility

Upon notification that a pursuit is in progress, the Communications Operator will control all radio communications, clear the radio channel of non-emergency calls, and notify an on-duty supervisor. They will also obtain criminal record and vehicle checks of the vehicle and registered owner, if any, and notify neighboring jurisdictions, where practical, when a pursuit may extend into their locality. The pursuing officer will continually update information until the conclusion of the pursuit.

5.11.06 Assisting Units

The primary pursuit officer may be assisted in the pursuit by a second unit; but to avoid caravanning, the pursuit will be limited to three police units unless otherwise authorized by a Watch Supervisor or Command Officer. The authorizing Watch Supervisor or Command Officer will be prepared to articulate the extraordinary circumstances that justified the involvement of the additional vehicles. In order to free the primary pursuing officer of distraction, the second unit officer should take over radio communications.

5.11.07 Pursuit Termination

The pursuing officer(s) must at all times use their best judgment in evaluating the case and make a continuous appraisal of it in deciding whether they should continue to pursue. Abandoning a high-speed pursuit because of concern for innocent users of the highway reflects the highest concern for the safety of persons and property. When any pursuit terminates, the officer will immediately return to normal driving practices, and proceed in a direction away from the fleeing motorist to verify officer intentions. When it has been advised that a pursuit is to be terminated, no further efforts to intervene (including deployment of tire deflation devices) will occur.

The pursuing officer will terminate the pursuit if any of the following events or conditions occurs:

1. It becomes evident that the risks to life and property outweigh the benefits derived from the immediate apprehension or continued pursuit of the offender;
2. The environmental conditions indicate the futility of continued pursuit; or
3. Upon the order of a supervisory or command officer.

If a pursuit has been terminated by an officer for any of the reasons listed above, officers will not begin another pursuit of the vehicle if contact is reestablished without specific supervisory or command approval. Supervisors must then clearly communicate to available officers that permission to pursue and/or intervene has been given. In these cases, officers may now initiate efforts to intervene with tire deflation devices. Notification of officer intent to deploy tire deflation devices will still be required per policy **5.11.10**.

5.11.08 Supervisor Responsibility

It will be the responsibility of Watch Supervisors and Command Officers to monitor and evaluate the circumstances of all pursuits. Watch Supervisors and Command Officers have the authority to terminate any pursuit at any time. Officers involved in the pursuit will immediately comply with the order to terminate the pursuit.

Authority is vested in the Watch Commander, who will retain the authority to reverse any authorization made by a subordinate supervisor.

The pursuing officer is in possession of the facts and circumstances of the pursuit in the clearest measure. Authorization from a Watch Supervisor or Command Officer does not relieve the pursuing officer of the responsibility to constantly monitor the situation and evaluate his position. The pursuing officer will always have the option and authority to terminate the pursuit, when in the officer's best judgment, it is appropriate to do so.

No Command Officer, Supervisor, or fellow employee will infer cowardice, initiate any disparaging acts or deeds, or make any disapproving remarks to any officer who terminates a pursuit. Such a decision by an officer will never adversely impact any evaluation or recommendation involving the subordinate, nor will it be considered cause for discipline.

5.11.09 Inter-Jurisdictional Pursuits

Pursuits Initiated in Sioux City Entering Another Jurisdiction

No officer will pursue a vehicle out of the corporate limits of Sioux City without supervisory authorization. Such authorization should be sought when it is apparent to the officer that the officer will likely be leaving the city limits, or as soon after the event as is possible. With supervisory authorization, units leaving the city, but not the state, may remain in the pursuit if joined by units of other jurisdictions.

Units with supervisory authorization to leave the State of Iowa may pursue the vehicle until units in the other jurisdiction join the pursuit. Officers will then transfer the pursuit to other units. Instructions will then be given to the initiating officer and other involved units by a supervisor.

Vehicular pursuits by officers into the states of Nebraska and South Dakota are subject to the laws of those states. Sioux City Police Officers may legally pursue a vehicle into the state of South Dakota for either a felony or misdemeanor violation. Sioux City Police Officers may legally pursue a vehicle into the state of Nebraska for a felony crime only. Department policy limits both of those allowances to pursuits that are in compliance with this policy.

All Departmental procedures pertaining to pursuits remain applicable to officers involved in a pursuit outside the jurisdictional boundaries of the City of Sioux City.

Pursuits from Another Jurisdiction Entering Sioux City

Pursuits from an outside agency that fully comply with the parameters of our policy will be considered authorized pursuits.

In the case of pursuits that DO NOT meet the parameters of our policy, foreign agencies pursuing vehicles into our jurisdiction will be afforded assistance in a limited fashion. Sioux City Police Officers will be allowed to put themselves into a position of advantage, to assist should the pursuit terminate, but WILL NOT be allowed to become directly involved. In this instance, officers are specifically prohibited from assuming a pursuit that is abandoned by another jurisdiction unless the violator commits an offense in this jurisdiction that would otherwise allow a pursuit.

5.11.10 Use of Tire Deflation Devices

Tire deflation devices are designed to be used against vehicles having at least four tires. Department members may deploy the tire deflation device in an effort to end a vehicle pursuit. Its use against motorcycles and three-wheeled vehicles substantially increases risk of bodily injury or death to the vehicle's operator and passengers. Under no circumstances will tire deflation devices be used against a motorcycle or three-wheeled vehicle unless the use of deadly force is legally justified.

No officer will use tire deflation devices without having been trained by the Department in their use.

Unless a substantial risk to the public is imminent and apparent by not terminating a pursuit, tire deflation devices will not be used against:

1. buses transporting passengers,
2. trucks transporting explosives or other hazardous materials, or
3. vans transporting passengers.

Every reasonable effort will be made to avoid using tire deflation devices on road surfaces where, in the immediate vicinity is:

1. standing water,
2. ice or snow,
3. exceptionally rough pavement,
4. unpaved roads,

5. steep embankments, curves or hills, or
6. non-involved traffic that could inhibit successful deployment.

Officers intending to deploy a tire deflation device will notify the Communications Center of his/her intention and the location. The Communications Operator will notify the pursuing vehicles of that location and the need to reduce their speed. The deploying officer will then receive confirmation from the Communications Center that the information has been given to the pursuing vehicle.

Tire deflation devices should be deployed in areas with unobstructed views of the roadway from both directions as to aid in the safe deployment and lessen the possibility of an accident. They should be used at a location which provides substantial protection for the deploying officer.

Officers deploying stop sticks for a foreign agency in a pursuit will complete an incident report and document any damage that occurs. The deployment of stop sticks, for a foreign agency, does not, in and of itself, give the officer authorization to engage in the pursuit.

In some instances, it may be necessary for department members to minimize the risk of a suspect accessing a vehicle and becoming mobile. In these situations, the “Stinger Rat Trap” device may be utilized. The device is composed of a composite clam shell with tire deflation spikes mounted inside. Common uses for the “Stinger Rat Trap” tire deflation device is to place them under the tires of a currently stationary vehicle when allowing the vehicle to leave would present a significant danger to the public or officers.

In such instances where a vehicle is being watched in connection with felony level crimes, officers should seek the approval of a supervisor to deploy the device placing them under the tires in the direction that the vehicle would be most likely to move. Officers **should not** attempt to place the devices under the tires of a stationary **occupied** vehicle. This could present a significant danger to the officer should the vehicle attempt to leave while the spikes are being placed.

The “Stinger Rat Trap” will be kept in the equipment box of the Sergeant’s vehicles. Officers who utilize the device will collect it after use and ensure that the spikes are replaced and the device is returned to the sergeant’s vehicle.

5.11.11 Use of Pursuit Intervention Technique P.I.T.

PURSUIT INTERVENTION TECHNIQUE (P.I.T.): Pursuit intervention or legal intervention is defined as the intentional use of a police vehicle to stop a violator or fleeing motor vehicle. A P.I.T. will be performed in accordance with departmental training and within guidelines of this policy directive. The P.I.T. maneuver is considered potentially deadly force and utilization of this technique should be weighed in this manner.

No officer will use P.I.T. without having been trained by the department in its use.

Legal intervention (P.I.T.) may be employed when an officer reasonably believes the continued movement of the fleeing vehicle would place any person in danger of serious injury or death and when other reasonable means of apprehension have been exhausted or are not practical.

Damage to motor vehicles and property resulting directly and intentionally from the intervention does constitute an accident. The incident will be investigated according to Policy Directive [8.21.08](#). Any officer who attempts to perform the P.I.T. maneuver which results in contact with the suspect vehicle is responsible for completing the departmental Response to Resistance Report form in accordance with Policy Directive [4.01.09](#). The officer initiating the pursuit will be responsible for completing the departmental pursuit form.

Damage to motor vehicles and property resulting indirectly or unintentionally, also constitutes an accident and should be investigated and reported in the same manner as any other traffic accident.

RECOMMENDED GUIDELINES FOR P.I.T.

1. Notify Supervisors of reasons why you want to terminate a pursuit by P.I.T.
2. Notify the Communications Center and assisting units of impending P.I.T.
3. Ideal conditions:
 - a. Clear of pedestrians
 - b. Clear of traffic
 - c. Clear of obstacles – fixed objects, bridges, buildings, trees etc.
 - d. Standard, unaltered vehicle with a normal center of gravity.
5. Speeds of less than forty (40) mile per hour.
6. At least three officers available when implementing P.I.T. One to administer the technique and two to apprehend the suspect(s) after the vehicle has stopped.

OFFICER RESPONSIBILITIES FOR P.I.T.

After making a notification by radio that a PIT Maneuver will be attempted and giving the location of the attempt, the officer will keep the following factors in mind and must be prepared to articulate the answer to each, in their report.

1. The involvement of the occupants. P.I.T. should not be used if a victim is in the car unless extreme circumstances require its use. The officer will need to articulate these circumstances.
2. The number of occupants and their approximate ages, i.e. infant, toddler, teen, adult.
3. The nature of the crime for which the suspect is accused and whether he/she can be identified and apprehended later without further risk to the public.
4. The environment in which the P.I.T. will be attempted (bridges, overpasses, curbs, medians, steep ditches, water ways, etc.).
5. The time of day, vehicular and pedestrian traffic, road conditions, speed of the involved vehicle, and available back up.
6. P.I.T. will not be utilized if one or more tires are deflated due to stop sticks or tire failure.
7. P.I.T. will not be attempted on motorcycles, all-terrain vehicles, vehicles with a combination of a very short wheel base and a very high center of gravity, or vehicles with which the patrol car cannot make sufficient metal to metal contact due to vehicle height or length.

5.11.12 Post Incident Report

The initiating officer involved in a pursuit, or any primary Sioux City officer engaged in a foreign agency pursuit, will complete a Blue Team Vehicular Pursuit Post Incident Report, and submit it to the member's supervisor by the end of the Watch. The "summary of occurrence" section of the report will include a narrative description of the incident detailing the actions of both the suspect and the officer(s). Additionally, each officer actively involved in the pursuit will complete a supplemental report detailing their actions. The Vehicular Pursuit Post Incident Report is strictly an internal management document. Copies of the report will not be attached to the regular Departmental Incident or Supplemental Report. It will not be released in whole or in part to any person or organization outside of the Sioux City Police Department without specific permission of the Chief of Police. The officer's lieutenant will forward the pursuit report to the bureau commander within five (5) working days of the incident. If there are extenuating circumstances the bureau commander will be notified in writing explaining why the report is late and when it can be expected to be delivered. Email will be sufficient.

At the conclusion of the review by the Command Staff, the Vehicular Pursuit Report will be forwarded to the Lieutenant in Professional Standards. The Lieutenant in Professional Standards will conduct a documented annual analysis of the Vehicle Pursuit Post Incident Reports. The review of the pursuit reports is intended to reveal any patterns or trends that could indicate training needs and/or future modifications to policy or reporting procedures.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: ARREST STANDARDS, PROCEDURES, AND WARRANTS
NUMBER: 6.01 **EFFECTIVE:** 3/18/2004
APPROVED BY: Rex M. Mueller, **REVISION:** 04/20/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.1, 1.2.5, 1.2.6, 61.1.2, 70.2.1, 74.1.3, 74.3.1, 74.3.2

6.01 ARREST STANDARDS, PROCEDURES, AND WARRANTS

6.01.01 Arrest Standards, Procedures, and Warrants – Policy Statement

In our role as police officers, we have a responsibility to know the limitations of our enforcement powers. Officers are permitted to exercise discretion and are encouraged to use alternatives to arrest within certain limits and in conformity with Department goals and objectives.

The policy of the SCPD is to expeditiously process and serve outstanding arrest warrants as issued by judicial authorities. Reasonable and prudent caution will be exercised to avoid mistakes which may result in a miscarriage of justice or injury to an innocent person.

6.01.02 Authority to Arrest

As provided in Chapter 804.7 of the Iowa Code, sworn members of the SCPD have authority to arrest, without a warrant, persons who've committed a criminal offense in violation of City Ordinances or Iowa State Statutes in their presence, or whom they have probable cause to believe committed a crime. Officers have authority to arrest any person named in an arrest warrant.

6.01.03 Limits of Authority

Each officer of the SCPD will have the duty to:

1. enforce laws and ordinances of the City of Sioux City;
2. enforce statutes of the State of Iowa;
3. enforce statutes of the United States of America;
4. keep the peace;
5. protect persons and property;
6. prevent crime;
7. with probable cause, apprehend persons believed to have committed a crime;
8. promote justice; and

9. preserve the individual rights and freedoms guaranteed under the U.S. Constitution and the Constitution of the State of Iowa.

6.01.04 Use of Discretion

Officers will make discretionary choices in arrests and alternatives to arrest. When using discretion, it must be reasonable, defensible, accomplish a Police and/or Community purpose, and be based upon the totality of the circumstances as the officer reasonably believes them to be. Officers have no authority or discretion in determining alternatives to pre-arraignment confinement or pretrial release.

The officer's decision to take or not take enforcement action, as well as the level of enforcement action, will never be based upon the subject's race, creed, color, religion, ethnic, or national origin. Enforcement action will not be based upon the subject's attitude. The only exception is when the officer can articulate that the subject's actions indicate refusal to stop in the violation or he does not intend to cooperate with the judicial process.

6.01.05 Types of Enforcement Action

Officers may exercise discretion in situations where alternatives to custodial arrest may be used to resolve a police investigation. Alternatives to arrest must respect the rights of the parties involved, accomplish a Police and/or Community purpose, and follow departmental policy. The officer must be able to justify any Arrest or Alternative to Arrest action taken.

Alternatives to Arrest

1. No Enforcement Action Taken - After full investigation of an incident, if the officer was unable to establish a violation or if the officer feels the incident did not justify enforcement action, the officer may decide not to take any action.
2. Informal Resolutions – Often the interests of both parties involved in a dispute may be met by mediating the situation and providing the disputants with the opportunity to resolve the issue. Resolutions of this nature should be by agreement of both parties.
3. Warnings – Officers may exercise discretion in minor traffic and ordinance violations by issuing written or verbal warnings. Voluntary compliance is the goal and warnings should be utilized when stronger methods are unnecessary or inappropriate.
4. Referrals – Referrals may be made to other departmental components, to other police or governmental agencies, to social service agencies, or to other organizations better suited to resolve the identified problems.
5. Summonses and Citations – Summonses and citations are a means of taking action in response to a violation of the law, which will place the matter before the court without a custodial arrest.

Custodial Arrest

A custodial arrest is the most coercive enforcement action to take and will be made only when all other means of enforcement action have been deemed inappropriate by the officer.

6.01.06 Enforcement Standard Guidelines

Officers must apply a consistent and objectively stated set of standards to each enforcement situation. Officers will apply the least coercive method of enforcement given the totality of the circumstances. Officers must be able to articulate their rationale in the selection of the enforcement action applied to each situation. Whenever civilian witnesses are available, written statements will be obtained by the officer and become part of the report.

When appropriate and all the elements exist to do so, warrantless custodial arrests will be accomplished by officers on duty where –

1. all the elements of a crime exist,
2. probable cause indicating a suspect committed the crime exists;

AND one of the following crimes has been committed:

1. any offense of aggravated misdemeanor or higher, other than barred driver;
2. crimes against persons of serious misdemeanor or higher;
3. operating a motor vehicle under the influence of alcohol or drugs;
4. domestic abuse or any other similarly mandated arrest.

Exceptions will be allowed for:

1. Cases where an arrest warrant is to be requested;
2. Cases where, due to extenuating circumstances, it is not feasible to take the offender into custody (i.e. serious medical or psychological condition, injury, or disability). Supervisor permission will be obtained prior to citing and releasing the offender

Experience has shown persons accused of minor crimes who live, work, and/or have long-term ties to the community are likely to cooperate with the judicial process. For this reason, unless one or more aggravating factors exist, a citation and/or a complaint and affidavit, is the preferred method of enforcement for criminal violations constituting:

1. simple misdemeanor;
2. property crime, serious misdemeanor;
3. or any traffic offense not specified above.

Aggravating factors include, but are not limited to:

1. suspect having a history or considered at risk to not appear in court;
2. risk of continuation of the offense if the suspect is not arrested;
3. risk to the community if the suspect is not arrested;
4. questionable identification of the suspect by a victim or witness;
5. suspect having questionable or no identification;
6. suspect having no local address or lacking strong ties to the community;
7. witness/victim being hostile or uncooperative relating to the prosecution of the case;
8. suspect attempting to elude initial police contact;
9. suspect having an extensive and/or significant criminal history; or
10. suspect being currently on probation or parole.

6.01.07 Pretextual Arrests

Pretextual arrests are permitted if such arrests meet the two-part test specified in *State vs. Garcia*:

1. The arresting officer must have probable cause to believe the suspect committed or was committing an offense. The officer must possess objective, specific, and articulable suspicion to believe additional criminal activity is afoot.
2. The officer is authorized by law to make a custodial arrest for the particular offense.

Pretextual arrests may be particularly effective as a means of drug interdiction and interception of stolen property. Such arrests may involve simple misdemeanors or other offenses where full-custody arrests would not otherwise be authorized by policy. In cases where a pretextual arrest is made, the officer must be able to articulate the facts forming the basis for the stop and arrest.

6.01.08 Documentation

Officers are required to initiate and, as appropriate, complete a thorough investigation of unlawful violations. All arrests will be documented by means of an Incident and Supplemental Report. The documentation will include all pertinent information relative to the offense as well as any information related to the arrest or enforcement action (i.e. handcuffing procedures, warrant information, behavior of the arrestee, use of force in taking custody, etc.). Completed summonses and Affidavit and Complaints will be completed by the arresting officer prior to the end of their shift and forwarded to a supervisor for review.

Supervisors will review each report to ensure proper enforcement action was taken. In cases where the action is deemed improper by the supervisor, the officer will be interviewed and action taken to prevent future occurrences, up to and including disciplinary action.

Photos and fingerprints will be taken, and a SCPD Number (FPC Number) issued per Iowa Codes 690.2 and 232.148, for each of the following:

1. adults arrested for charges of Serious Misdemeanor and above;
2. adults arrested for charges of Simple Misdemeanor if subject to an enhanced penalty for conviction of a second or subsequent offense;
3. juveniles charged with a Serious Misdemeanor or above; and
4. juveniles adjudicated as adults.

6.01.09 Citizen's Arrest

Private persons may make a citizen's arrest for a public offense as provided in Chapter 804.9 of the Iowa Code. However, the officer is still required to make a thorough investigation of the matter and form an independent determination of probable cause for the arrest. If the officer is not satisfied probable cause exists, the officer will document the citizen arrest case fully, forward a copy of the report to the County Attorney's Office, and the suspect in the case will be free to leave.

6.01.10 Manner of Making an Arrest

As provided in Chapter 804.14 of the Iowa Code, an officer making an arrest must:

1. identify themselves as a peace officer;
2. inform the person of their intention to arrest and the reason for the arrest; and
3. require the person arrested to submit to their custody, except when a person to be arrested is actually engaged in the commission of an offense, attempting to commit an offense, or escapes, so that there is no opportunity to do so.

If acting under the authority of a valid arrest warrant, the officer need not have the warrant in his possession at the time of the arrest. However, the officer will read or show the warrant to the person arrested as soon as possible.

Unless circumstances prevent, whether arrested or detained, alleged offenders will be handcuffed behind their backs and will always be searched prior to transportation as provided in policy 6.03.11. Handcuffs should be double-locked and checked for proper fit. Flexcuffs, if used, should be checked for proper fit.

Upon becoming aware, officers will respond, as soon as practical, to a handcuffed person's complaints of tightness or improper fit.

In accordance with policy 6.03.11, officers have discretion in deciding how or whether or not to handcuff individuals/prisoners in need of medical attention or who are physically or mentally disabled.

Alleged juvenile offenders, whether arrested or detained, will be secured in accordance with policy 6.03.13.

Officers may use force consistent with policy 4.01 and chapter 704 and 804 of the Iowa Code to apprehend, prevent an escape, or recapture an individual who has been lawfully detained or arrested

Officers will avoid direct involvement in arresting persons with whom they have or have had some type of direct or secondary prior familial, social, or business relationship. When an officer is in a position requiring an arrest of such a person, the officer will immediately notify a supervisor, who will respond to the scene. Upon arrival, the officer will brief the supervisor regarding the nature of the current or past relationship, the nature of the charge(s), and probable cause. The supervisor will review this information, determine if an arrest is appropriate, and assign the actual arrest to another officer. The initial officer will then assume a support role by documenting the incident and assisting the supervisor in completing the investigation of the matter. Where exigent circumstances exist, precluding compliance with this section, the officer will document the incident and articulate why compliance wasn't possible.

6.01.11 Arrest by Off-Duty Officers

Officers engaged in secondary employment making an off-duty arrest will do so in accordance with Policy [3.12](#).

Arrests by off-duty officers not engaged in secondary employment are not encouraged. Officers taking off-duty enforcement actions will notify the Watch Commander and advise them of the circumstances immediately. The officer will document the incident thoroughly. Officers taking such action should contact the Communications Center for assistance or direct a citizen to do so. The officer will follow all applicable laws and departmental directives when making the arrest.

Officers will not make arrests in their own quarrels, in those of their families, or in disputes arising between their neighbors, except in such circumstances:

1. that would justify their using self-defense;
2. that would prevent injury to another; or
3. where a serious offense has been committed in their presence and immediate arrest is necessary for public safety.

An off-duty officer in his own vehicle will not stop or arrest a traffic violator, except when the violation would put the public at risk absent the officer's involvement. An officer who has consumed alcohol or is taking any prescription medication which alters or diminishes physical or mental skills should avoid involvement in off-duty law enforcement.

6.01.12 Arrests Requiring Special Handling

Interpretive Services

The Communications Center will have access to a list of persons qualified as foreign language or hearing-impaired interpreters. Officers who have need of such interpreters will make the request to the Communications Center. Language Line Services are also available for official use by the Department. However, it should be used only when all other alternatives have been exhausted. Use of an interpreter or Language Line Service will be documented in the Incident Report, and an "Interpreter Services Invoice" will be completed and attached with the report. Officers will make every reasonable effort to record an interview or interrogation made through an interpreter.

Military Personnel

Under the provisions of the Iowa Code Chapter 29A.41, persons who are members of the Iowa National Guard and en route to a duty station or to a regular drill (this does not apply to those personnel en route from their duty site to their residence) may not be served with an arrest warrant, civil process, citation, or physical arrest without the permission of a military officer.

Under the terms of Iowa Code 321.176, military personnel on duty, operating government vehicles, are exempt from carrying or producing valid operator's licenses. Military members, while operating government vehicles in convoy, are exempt from traffic violations with the exception of motor traffic accidents. Military personnel involved in accidents upon the public

highway must report the accident to law enforcement, and the accident should be investigated in the same manner as for any other motorist. Citations to be issued as a result of a motor traffic accident to military personnel will be done with the permission and in the presence of the violator's commanding officer or the officer present.

Postal Service Employees

Employees of the U.S. Postal Service engaged in delivering mail should only be taken into custody after the vehicle is released to a responsible person.

Elected Officials or Law Enforcement Officers

Members of the U.S. Congress, State Senators and Representatives – while in attendance at the session of their respective legislative assembly, or while traveling to or from the session – are exempt from arrest in all cases except treason, felony or breach of the peace.

If an elected official or a sworn law enforcement officer of this or any other jurisdiction is arrested, the Watch Commander will be notified immediately. The Watch Commander will then be responsible for appropriate notification to Command Staff.

6.01.13 Verification of Arrest Warrants

Computerized access to NCIC, State and City Arrest Warrants will be available on a 24-hour basis. Whenever an officer receives an affirmative response to an Arrest Warrant Inquiry, the existence of the warrant must be verified prior to any arrest on the strength of the warrant alone. Verification of foreign warrants and the intention to extradite will be made by teletype or fax. Officers will make a good faith effort to verify that the person to be arrested is the same as the person named in the warrant.

6.01.14 Execution of Arrest Warrants

Only sworn members of the SCPD may execute an arrest warrant and officers:

1. will advise the person of the charge(s) contained in the warrant and the bond;
2. may use such force as is consistent with [4.01](#) of the Policy Manual and Chapters 704 and 804 of the Iowa Code;
3. will document the arrest by an Incident Report and Supplemental; and
4. will attach verification of foreign warrants to the report.

Officers involved in extraditing persons on an arrest warrant will present a certified copy of the warrant to the Sheriff or Court of that jurisdiction as may be required and will serve the warrant with the assistance of a law enforcement agency responsible for that foreign jurisdiction.

Officers of the SCPD will assist members of foreign law enforcement agencies in the execution of arrest warrants within the corporate limits of Sioux City only after verification of the warrant.

6.01.15 Forcible Entry to Execute Arrest Warrants

Forcible entry into any occupied structure must:

1. be reasonable and proper; and
2. be after a supervisor is requested to the scene and permission is given (except if officers are in fresh pursuit, then a supervisor will be requested as soon as the situation is stabilized.)

Absent exigent circumstances, officers serving an arrest warrant for a person located in a dwelling not his own will require either consent to enter or a search warrant to execute the entry. Officers must advise the person in charge of the premises of their identity as police officers and their purpose for being there. The following criteria will be considered in determining whether exigency exists:

1. the suspect is reasonably believed to be armed;
2. a grave offense is involved;
3. there is probable cause to believe the suspect committed the offense;
4. there is strong reason to believe the person is on the premises;
5. there is a strong likelihood of escape if the subject is not apprehended;
6. the entry, though not consented to, is peaceable.

6.01.16 Execution of Arrest Warrants at Places of Employment

Officers may execute an arrest warrant upon a person at their place of employment; however, the execution in these circumstances should be as a result of some particular condition or consideration, and with permission of a police supervisor. Whenever reasonable, an officer executing an arrest warrant for a person at their place of employment should locate the supervisor or person in charge and explain his intention to arrest an employee.

6.01.17 Obtaining Arrest Warrants

The preferred method of obtaining warrants of arrest by the Sioux City Police Department will be through the Woodbury County Attorney's Office. Completed case files will be forwarded by the Investigative Services Bureau, along with a completed Warrant Routing Form.

Where special circumstances exist, the investigating officer may prepare his own Complaint and Affidavit and present it directly to a judge or magistrate for an arrest warrant. A case report indicating that the officer has obtained a warrant will be forwarded to the County Attorney as soon as possible.

When a copy of the Warrant Routing Form is returned to the Investigative Services Bureau (indicating that a warrant is approved), the secretary will forward a copy to Records Section personnel, who will then attach that copy to the original report.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: INVESTIGATION, ARREST/DETENTION OF FOREIGN NATIONALS AND DIPLOMATS, AND CONSULAR NOTIFICATION REQUIREMENTS

NUMBER: 6.02 **EFFECTIVE:** 10/01/2007

APPROVED BY: Rex M. Mueller, Chief of Police **REVISION:** 08/11/2021

6TH EDITION C.A.L.E.A. STANDARDS: 1.1.4, 61.1.3

6.02 INVESTIGATION, ARREST/DETENTION OF FOREIGN NATIONALS AND DIPLOMATS, AND CONSULAR NOTIFICATION REQUIREMENTS

6.02.01 Policy Statement

It is the policy of this Department to acknowledge that certain classes of arrest and detention require special processing when involving foreign diplomats, consular officials, foreign nationals and legislators. The constitutional rights and privileges of all people will be faithfully observed and respected by all officers.

6.02.02 Definitions

Diplomat – For purposes of this policy’s discussion of diplomatic immunity and privileges, a “diplomat” is a representative of a foreign government who is designated to conduct business or government-sanctioned relations with another government in the interests of the country he or she represents.

Foreign National – A “foreign national” is any person who is not a U.S. citizen, including but not limited to a refugee, asylum seeker, lawful permanent resident and holder of a temporary visa.

Legislator – For purposes of this policy, a “legislator” is a member of the United States Senate or House of Representatives, or a State Representative or State Senator.

Immigration Detainer Request - A written federal government request to a local entity to maintain temporary custody of an alien, including a United States department of homeland security form I-247 or a similar successor form. Immigration Detainer Request includes only written federal government requests that are accompanied by any of the following properly completed forms or similar or successor forms, if such forms or similar or successor forms are signed by an authorized United States immigration and customs enforcement officer:

- a. United States department of homeland security form I-200
- b. United States department of homeland security form I-205

National Origin vs. Nationality – National Origin is the nation from which a person originates. Nationality is the specific legal relationship between a person and a state, whether by birth or naturalization.

Public Offense – Conduct that is in violation of existing federal, state, or local statutes and ordinances punishable as a felony or misdemeanor. “Public Offense” excludes a moving traffic violation under chapter 321 and municipal infractions (civil citations).

Lawful detention – To hold a person in custody, often for purposes of questioning.

6.02.03 Foreign Nationals

If an officer makes an arrest, imprisons, or otherwise detains a *foreign national*, they must follow these procedures (note: detention does not include routine traffic stops or accident investigation):

1. Determine the foreign national’s country. Normally, this is the country on whose passport or other travel document the foreign national travels.
2. Verify the status of the foreign national through the Communications Center (IAQ inquiry screen in NLETS). An Immigration and Customs Enforcement Agent may be contacted during normal business hours at 712-255-5781 or 1-800-748-5602; or after normal business hours at 1-800-973-2867.
3. If the foreign national’s country is not on the list of mandatory notification countries in this policy, then offer to do the following:
 - Offer, without delay, to notify the foreign national’s consular officials of the arrest/detention.
 - If the foreign national asks that consular notification be given, notify the nearest consular officials of the foreign national’s country without delay.
 - Tell the foreign national once you have made notification.
4. If the foreign national’s country is on the list of mandatory notification countries in this policy, do the following:
 - Notify the country’s nearest consular officials, without delay, of the arrest/detention.
 - Tell the foreign national that you are making this notification.

Consular officials are entitled access to their nationals in detention and are entitled to provide consular assistance. The reporting officer will record the notification and actions taken by including the completed Departmental Consular Notification Form (Addendum A to Policy Directive 6.02) with the incident report after it is faxed to the embassy/consulate and/or by dictating the notification information in a supplemental report.

In the event an officer becomes aware of the death of a foreign national within the boundaries of the City of Sioux City, irrespective of cause, consular officials must also be notified.

If any questions arise concerning these procedures, the officer should immediately notify the Department of State through their supervisor when reasonably possible. Call 202-647-4415 (after hours 202-647-1512) or send an e-mail to consnot@state.gov (Office of the Assistant Legal Advisor for Consular Affairs, Department of State, Washington, D.C. 20520). The State Department website is: <http://www.state.gov>.

NCIC/NLETS, CCH, or IA Driver's License checks of victims and/or witnesses WILL NOT be done for the sole purpose of checking their immigration status, nor can you inquire of their national origin unless the information is pertinent to the investigation of the alleged public offense (i.e., hate crimes).

6.02.04 Mandatory-Notification Countries

Albania, Algeria, Antigua and Barbuda, Armenia, Azerbaijan, Bahamas (The), Barbados, Belarus, Belize, Brunei, Bulgaria, China* (including Macao and Hong Kong**), Costa Rica, Cyprus, Czech Republic, Dominica, Fiji, Gambia, Georgia, Ghana, Grenada, Guyana, Hungary, Jamaica, Kazakhstan, Kiribati, Kuwait, Kyrgyzstan, Malaysia, Malta, Mauritius, Moldova, Nigeria, Philippines, Poland (nonpermanent resident aliens only), Romania, Russia, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Seychelles, Sierra Leone, Singapore, Slovakia, Tajikistan, Tanzania, Tonga, Trinidad and Tobago, Tunisia, Turkmenistan, Tuvalu, Ukraine, United Kingdom**, Uzbekistan, Zambia, Zimbabwe.

** Notification is not mandatory in the case of persons who carry Republic of China passports issued by Taiwan. Such persons should be informed without delay that the nearest representative of the Taipei Economic and Cultural Representative Office can be notified at their request.*

*** British dependencies also covered by this agreement are England, Wales, Scotland, Northern Ireland, Jersey, Guernsey, Isle of Man, Anguilla, British Virgin Islands, Bermuda, Cayman Islands, Gibraltar, Montserrat, and the Turks and Caicos Islands. Their passports may not indicate they are British citizens.*

6.02.05 Diplomatic and Consular Immunities and Privileges

Diplomatic immunity is granted by the U.S. Government under provisions of the Vienna Convention on Diplomatic Relations. The principle of diplomatic immunity is a matter of international law to which the United States is firmly committed.

Diplomatic and consular officers should be afforded their respective privileges, rights and immunities as directed by International Law and Federal Statutes. These officials will be treated with respect and courtesy. The purpose of immunity is to ensure that these individuals will be able to effectively and efficiently perform their official missions. Most of these privileges and immunities are not absolute, and law enforcement officers retain their fundamental responsibility to serve and protect persons in the United States. In situations where public safety is threatened or a serious crime may otherwise be committed, officers may intervene to stop such activity.

Generally, there are two classes of immunity:

- Diplomats and members of their families enjoy full immunity.
- Employees of diplomatic missions and members of their families enjoy immunity with respect to acts performed in the course of their official duties.

When presented with a diplomatic ID during a criminal investigation or arrest, the person's diplomatic status will be verified through the following procedures:

1. During normal business hours, call the phone number for the appropriate embassy. Phone numbers are listed at Travel.state.gov/law.
2. After hours, call the Diplomatic Security Command Center - (571) 345-3146 or 1-866-217-2086. Suspects without Identification should be detained until identity is confirmed.
3. After ID verification, prepare a detailed report describing the incident.
4. Individuals identified as having full immunity must not be further detained or arrested, unless they pose a threat to public/officer safety.
5. Release subject after all pertinent information is obtained.
6. As soon as possible, a copy of the offense report will be faxed to the U.S. Department of State at (202) 895-3613.

For felony offenses and crimes of violence in which the suspect has diplomatic immunity, the U.S. Department of State should be notified by telephone.

Stopping a diplomatic member or dependent and issuing a traffic citation for a moving violation does not constitute arrest or detention and is permitted. However, the person may not be compelled to sign the citation. The following procedures will be followed in this case:

1. Complete an offense and supplemental report detailing the circumstances;
2. A copy of the report and citation will be faxed to the U.S. Department of State: Diplomatic Security Services, Protective Liaison Division (202) 895-3613

In serious cases – for example, OWI, reckless driving, and personal injury accidents – the U.S. Department of State should be notified by telephone.

1. Field Sobriety testing will be conducted and fully documented in accordance with S.O.P. [UNP-A04](#). The taking of these tests may not be compelled.
2. If the officer determines the individual is too impaired to drive, the officer will not permit the individual to continue to drive. Appropriate transportation arrangements, which are agreeable to the individual, will be made.

6.02.06 Immigration Detainers

The SCPD officer, who has in their custody, a person subject to an immigration detainer request issued by United States Immigration and Customs Enforcement shall fully comply with any instruction made in the detainer request and in any other legal document provided by a federal agency.

SCPD officers and employees are expressly prohibited from preventing enforcement of any provisions of Chapter 27A of the Code of Iowa, Enforcement of Immigration Laws, and are required to comply with all provisions contained within Iowa Code Chapter 27A.

Incident # _____

**Sioux City Police Department Consular Notification Form
(Addendum A to Policy Directive 6.02)**

Date: _____

Time: _____

To: Embassy of _____, Washington, D.C.

or

Consulate of _____, _____, _____
(Country) (City) (State)

From: Officer _____
Sioux City Police Department
601 Douglas St.
Sioux City, Iowa 51101
(712) 279-6440

Subject: Notification of Arrest/Detention of a National of Your Country

This department has arrested/detained the following foreign national, whom we understand to be a national of your country, on _____, _____.

This person is identified as:

Mr./Mrs./Ms.: _____

Date of Birth: _____

Place of Birth: _____

Passport Number: _____

Date of Passport Issuance: _____

Place of Passport Issuance: _____

Subject is currently in custody at the Woodbury County Jail. To arrange for consular access, please call 712-279-6040.

Please refer to arrest number: _____ when you call.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PRISONER TRANSPORTATION
NUMBER: 6.03 **EFFECTIVE:** 3/13/1992
APPROVED BY: Rex M. Mueller, **REVISION:** 08/31/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 70.1.1, 70.1.2, 70.1.3, 70.1.4, 70.1.5,
70.1.6, 70.1.7, 70.1.8, 70.2.1, 70.3.1, 70.3.2, 70.4.1, 70.4.2

6.03 PRISONER TRANSPORTATION

6.03.01 Prisoner Transportation – Policy Statement

The transportation of persons who are in custody is a constant requirement and a frequent activity. The officer must always exercise vigilance for the presence of weapons, contraband, and the opportunity for escape. Prisoners will be transported in a professional manner with due consideration for their rights and personal safety.

6.03.02 Search of Prisoners

All prisoners transported by members of the department will be searched prior to transportation. The cursory weapons pat-down search alone will not be sufficient to ensure the safety of the officers. The prisoner’s hair, collar, hat, pockets, and any other area where weapons or contraband may be hidden will be searched. Coats, jackets, or other outerwear should be removed for a separate search when possible. Purses, bags, and other items carried by a prisoner will be searched prior to transport. Suspects not under formal arrest will be patted down for weapons.

Officers will not search prisoners of the opposite sex unless no other alternative is available. Such a search will be done in the presence of a second officer and will avoid genital areas of both males and females and female breast areas, unless exigent circumstances exist. The prisoner will not be considered fully searched and caution will be used when in the area of this prisoner. Other than the removal of an outer coat or jacket, no strip search or body cavity search (except for oral cavity searches) will be performed in the field. Weapons or contraband found during prisoner searches will be seized and entered into the Property System.

6.03.03 Search of Transport Vehicles

Each patrol vehicle will be searched by the officer for weapons and contraband at the beginning and end of each watch. Patrol vehicles will be searched again after each prisoner transport. Unmarked cars utilized for prisoner transport will be searched prior to and after each transport.

6.03.04 Prisoner Transport Procedures

Unless circumstances prevent or, in the case of juvenile offenders, prisoners will be handcuffed behind their backs with the handcuffs double locked. All prisoners will be searched prior to transportation in accordance with section 2 of this policy.

Generally, prisoners will be transported by one vehicle operated by a solo officer. No officer will transport more prisoners than the officer can control during transport. At no time will any officer transport more than two prisoners, unless a transport van is utilized. A second patrol vehicle or investigator will follow any unit transporting multiple prisoners to the jail. If sufficient jail personnel are available, the second officer may return to service; if not, the second officer will assist in escorting the prisoners to the booking area.

Violent prisoners may have to be controlled with the use of both hand and leg restraints. The transport van should be utilized in these cases whenever possible, and a second officer will accompany or follow the transporting officer to the jail. Whenever a prisoner poses an escape risk, a second officer may accompany the transport officer and be seated next to the prisoner. Prisoners may be prohibited from communicating with other persons at the scene for the same reasons. Access, by civilians, to a prisoner already seated in a transport unit will be controlled or prohibited to deny access to weapons or contraband and avoid potential for escape.

At no time will the prisoner be left unattended in any vehicle. Officers should not allow a prisoner to enter unattended into an area wherein the prisoner could barricade himself, or where the prisoner could lock-out the officer.

Prisoners utilizing a restroom will be searched both before and after using the facility. The privacy of the prisoner is an important consideration but does not supersede the safety of the officer. At no time will the prisoner be allowed to utilize a restroom facility without an officer in attendance either inside the facility – if windows or other avenues of escape exist – or outside the door – if only one exit exists. When possible, an officer of the same sex should accompany the prisoner into the restroom facility.

6.03.05 Prisoner Transportation Interruption

Officers involved in prisoner transport will not respond to routine calls for service or cover other officers involved in routine traffic stops. The officer may become involved in only those situations where there is a clear and present danger, and then only if they can be of immediate assistance. Officers involved in such situations will resume prisoner transport as soon as possible. Communications will be notified of any reason that would interrupt or delay the officer in reaching the destination.

6.03.06 Communications Center Notification

Officers transporting prisoners will advise Communications when enroute. The officer will provide information regarding the number of prisoners and whether they are adult or juvenile. If a prisoner is of the opposite sex, officers will give their vehicle odometer reading (miles and tenths of mile) at the beginning and end of the transport, and their destination.

6.03.07 Prisoner Escape

If a prisoner escapes from custody, the officer will notify Communications (who will notify the Watch Commander) of the name, description, direction of travel, and reason for the arrest of the prisoner. Officers on duty will conduct a diligent search for the prisoner. If the prisoner is not located, he will be entered immediately into NCIC, as appropriate. If the officer, a civilian, or the prisoner is seriously injured as a result of the escape, the Chief of Police will be notified. The officer will prepare a supplemental report detailing the escape, injuries, and/or damage to property.

If the escape should occur during transportation of a prisoner to or from another jurisdiction, the involved officer will notify the nearest law enforcement agency and the on-duty Watch Commander of this department. The officer will assist in a search for the prisoner.

6.03.08 Response to Resistance

Officers may use force consistent with Policy Directive [4.01](#) and Chapter 704 and 804 of the Iowa Code to apprehend, prevent an escape, or recapture a prisoner.

6.03.09 Prisoner Property

Prisoner property, not seized as evidence, will be preserved prior to and during transport. Officers who are involved in transporting a prisoner to or from another jurisdiction will, if necessary, inventory personal property prior to transporting the prisoner and list each item.

Prisoner property shall be inventoried and placed in the Sioux City PD property room; labeled as stored property, in accordance with policy [10.60](#). A stamped copy of the property inventory sheet will be left with the prisoner in accordance with [SOP MBP-S02](#).

Any personal property given by the prisoner to another person at the time of arrest (i.e., house keys, car keys) will be documented by the arresting officer in the Supplemental Report.

6.03.10 Booking Procedures

Officers will transport arrested persons to a detention facility without delay. When available, a vehicle sally port will be utilized. When not available, officers will park their police vehicles as close to the entry door as possible. Officers will check all weapons,

and complete a property inventory, as directed by the Woodbury County Sheriff's office, in the lockboxes before proceeding to the booking area. Prisoners will remain handcuffed until jail personnel remove the cuffs, except for those persons who are to be processed for O.W.I. Handcuffs may be removed for processing and signing paperwork inside the A.S.A.P. Room. The prisoner will be handcuffed again and escorted to the booking area after completing the O.W.I. paperwork.

The officer will advise the booking officer of the charges and prepare an Affidavit and Complaint. Officers will advise jail staff of any suicidal tendencies, medical hazards, security hazards, or belligerency of the prisoner.

Evidence or contraband found on the prisoner by jail staff will be seized by the arresting officer and placed into the Property System.

6.03.11 Special Transport Situations

Prisoners In Need of Medical Attention

Individuals taken into custody requiring medical attention should be transported to the hospital by ambulance whenever possible. At the discretion of the officer, prisoners may be left unrestrained or restrained in an alternative method (i.e. handcuffed in front, multiple handcuffs, flexcuffs, etc.) contingent upon the danger posed or any displayed or potentially violent behavior. Prisoners who become ill or are injured during transport will be transported to the local hospital of their choice. If no choice is evident, transport the prisoner to the nearest hospital. If the prisoner is on some type of medication, the medication will be transported with the prisoner if possible. The officers will remain until treatment is complete unless, the prisoner is admitted for further care and/or arrest warrants can be obtained at a later date.

If the prisoner is admitted for further care, the hospital should notify the Watch Commander on duty at the time of release so transportation may be arranged to the detention facility. Only in those cases where the prisoner is a danger to others or an escape risk will an officer remain in or near the prisoner's hospital room until relieved by a member of the Woodbury County Sheriff's Office.

If a prisoner being transported to or from another jurisdiction becomes ill or injured, officers will take the prisoner to the nearest hospital. The illness or injury will be documented in a supplemental report detailing the circumstances. Officers transporting prisoner(s) requiring medication to or from another jurisdiction will have the needed medication available in the prisoner's property.

Physically or Mentally Disabled Individuals/Prisoners

Physically or mentally disabled individuals/prisoners present conditions for their transport that dictate special care and attention. The type of vehicle to be used is a consideration when transporting non-ambulatory individuals/prisoners or those requiring

wheelchairs, crutches, or prosthetic devices. It should not be assumed restraining devices are not required on disabled individuals/prisoners. Adult prisoners or individuals exhibiting violent tendencies should be handcuffed prior to transport, however, as with prisoners needing medical attention, the officer retains discretion in the application of restraining devices to disabled persons. Officers should consider the use of a summons in lieu of arrest in cases involving disabled offenders.

Officers retain the discretion to transport mentally ill patients with or without the use of restraints. However, mentally ill patients being transported will either be restrained by handcuffs or transported in the prisoner transportation van if the patient has displayed violent behavior. The officer should, whenever possible, arrange for the transportation by means of an ambulance.

6.03.12 Prisoner Extradition

Officers involved in prisoner extradition will verify the person is the same as the person named in the warrant. This may be done by a visual or fingerprint confirmation or admission of identity by the prisoner. Officers will have a certified copy of the warrant in their possession and present it to the appropriate authority at the receiving agency. The officer will sign all appropriate documentation and obtain the signature of the receiving officer upon delivery.

In situations where a party has a warrant from a county surrounding Woodbury, and has no local charges, officers are authorized to consider transferring custody of the prisoner to another law enforcement officer of the county named in the warrant, or a Woodbury County Deputy for further transport.

This will be only for those Iowa counties surrounding Woodbury County. In the case of Plymouth County, officers may transport and deliver a prisoner directly to a Plymouth County Deputy near the county line. In the case of Monona, Ida, or Cherokee County, the prisoner may be transferred to a Woodbury County Deputy for additional transport to the neighboring county. Time and availability of staff are to be considered. SCPD Officers will not transport prisoners to Monona, Ida or Cherokee Counties directly.

If a prisoner is largely compliant and the officer believes they can perform the transfer without additional risk, they are authorized to do so as outlined above. If at any time the officer feels that the decision to transport and transfer the prisoner presents any additional danger to the officer or prisoner, the option will not be pursued, and the officer is directed to book the prisoner into the Woodbury County Jail.

The incident will be documented as, 'Assist Foreign Agency', the prisoner will be listed as an involved party and a dictation will be necessary.

6.03.13 Juveniles

Juvenile prisoners will not routinely be handcuffed but will always be searched prior to being transported. Juveniles meeting the following criteria will be handcuffed prior to transport to ensure the safety of the juvenile, the officer, and the public:

1. Those who physically resist or threaten physical violence when taken into custody;
2. Those who are taken into custody for delinquent acts of violence against a person;
3. Those who, in the reasonable judgment of the officer, present a risk of injury to themselves or others; or
4. Those who have a known history of physical violence against others.

Those situations involving the arrest and transportation of large numbers of juveniles, such as underage parties, will necessitate the use of the transportation van.

6.03.14 Sudden In-Custody Deaths

Positional Asphyxia and Excited Delirium are physiological reactions that can result in Sudden In-Custody Deaths during or after a confrontation with law enforcement officers. Suspects may be violent, sweat profusely, have increased body temperature, slurred speech, disturbed breathing patterns, or lose consciousness. All members of the Department will adhere to the following guidelines to preventing sudden in-custody deaths. As soon as possible, call for medical assistance. Once the suspect is handcuffed and under control, get him off his stomach, turn him on his side or place him in a seated position, move him to a shaded or cooler environment, monitor his breathing and heart rate. If he continues to struggle, do not sit on his back, hold his legs down, or wrap his legs with a strap. Never tie the handcuffs to a leg or ankle restraint.

6.03.15 Transport Equipment

When prisoner transport is called for, priority will be placed on utilizing marked patrol vehicles equipped with a metal barrier between the officer and the prisoner. At no time will the prisoner be handcuffed to the barrier. Prisoners will be transported in the rear seat of all vehicles equipped with a barrier.

When a patrol or unmarked vehicle not equipped with a barrier is used for transport and only one officer is aboard, the prisoner will be placed in the passenger-side front position seat and belted in. If two officers are aboard, the prisoner will be seated passenger-side rear with the officer seated next to him behind the driver; if a second prisoner is transported, the prisoner will be placed in the passenger-side front seat and belted in.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: SEARCH AND SEIZURE
NUMBER: 6.04 **EFFECTIVE:** 3/19/1993
APPROVED BY: Rex M. Mueller, **REVISION:** 08/04/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.3, 1.2.4, 1.2.8, 74.1.2

6.04 SEARCH AND SEIZURE

6.04.01 Search and Seizure – Policy Statement

Members of the Department must balance the constitutionally-protected right of protection from unreasonable search and seizure against the evidentiary requirements of any given criminal case. Clearly, stated guidelines can facilitate both ends.

The purpose of this directive is to provide guidelines for Search and Seizure. It is understood and recognized that judicial decisions may serve to expand or limit law enforcement authority to conduct searches and legally seize evidence. These decisions occur frequently, and it is the policy of the Sioux City Police Department to conduct its operations within the framework of those decisions.

6.04.02 Results of Search into Evidence

Weapons, contraband, or evidence which are illegal to possess and found as the result of any search, will be seized, documented on an incident report, and entered into the Property System.

6.04.03 Searches Conducted by Warrant

The preferred method of conducting searches is under the authority of a search warrant. In all cases where obtaining a search warrant is possible and appropriate, members of the Department will obtain a warrant prior to conducting a search.

The warrant will be prepared utilizing the proper forms setting out: the person or place to be searched; the object of the search; and the probable cause for requesting the warrant. Although there may be time-sensitive evidence which may necessitate a warrant be executed within a short time, all search warrants must be executed within ten days of being signed by a judge or magistrate. A Return of Service will be made to the Clerk of Courts.

The warrant, when executed, will be read to the person named, if present; and a copy will be either left at the scene of the search or given to the person named in the warrant. A Seized

Property Form will be completed and provided to the person or business from whom the property was seized.

6.04.04 Searches and Seizure of Individuals

Arrested individuals will always be secured and searched prior to transport in accordance with policy 6.01 & 6.03. Individuals detained on reasonable suspicion of having committed a crime or, may be about to commit a crime, will be searched after obtaining their voluntary consent or in accordance with section 10 of this policy. These individuals may also be secured for investigative or safety concerns.

6.04.05 Strip and Body Cavity Searches

Strip searches will not be conducted by Sioux City Police Department personnel, except by court-issued search warrants or by written consent to search. This does not preclude the retrieval of evidence or contraband concealed under or within clothing, when such immediate retrieval is necessary to avoid the disposal, destruction, or alteration of the item or for reasons of officer safety. Such prohibition does not preclude strip or body cavity searches by jail personnel as a pre-custodial search upon arrival at the jail. This policy shall apply to both adult and juvenile suspects.

In any circumstance where a **strip search** is conducted by officers, the following procedures will be followed:

1. The person will be searched in an area where the search cannot be observed by persons not physically involved in the search.
2. Strip searches will not be conducted by someone of the opposite sex.
3. If the search is of a body cavity other than the mouth, the search will require special hygienic procedures and will be conducted by qualified medical personnel.
4. Reports will be completed in compliance with policy directive [2.18](#).

6.04.06 Probable Cause Searches (Warrantless)

Warrantless probable cause searches, absent an arrest, may be made as provided by statute and judicial interpretations and decisions. In all cases where members of the Department engage in any warrantless search, probable cause for doing so will be such that a reasonable person would conclude the object of the search is probably in the place to be searched. Mere suspicion will not suffice.

Warrantless searches based upon probable cause are permitted when all of the following conditions have been met:

1. permission to conduct the search cannot be obtained;
2. exigent circumstances exist such that a search warrant cannot be obtained in time to prevent removal or destruction of the evidence;
3. articulable probable cause for the search exists; and

4. the search is conducted in good faith.

6.04.07 Vehicle Searches

When an arrest involves a motor vehicle being operated by the arrested party, the vehicle may be searched under limited conditions. The area under the immediate control of the operator of the vehicle or any passengers may be searched for evidence directly related to the arrest of the subject if probable cause exists such evidence may be present.

When the driver of any vehicle is taken into custody, requests for accommodation will be limited to releasing the vehicle to a third party who is licensed to drive and not impaired by drugs or alcohol, or if the vehicle is already in a properly parked position, it will be locked and left in place. Officers will advise the operator the Department assumes no liability for any vehicle left parked on the street. Such vehicles will not be considered impounded and *will not* be inventoried.

Vehicle Inventories

Vehicle inventories have been severely restricted after an Iowa Supreme Court ruling dated June 29, 2018. If a vehicle contains items of value that are declared by the owner they may be turned over to a mutually agreeable third party or removed and entered into the property system.

Locked and Unlocked Containers and Compartments Inside Vehicles

Containers, bags, or concealments in plain view inside a vehicle may only be searched under one or more of the following conditions;

1. Consent from the items owner, written or audio/video recorded,
2. Probable cause to believe the container contains evidence of the crime for which the owner has been arrested,
3. The officer has a valid search warrant

Glove boxes, center consoles, and trunks fall under the same guidelines.

6.04.08 Consent Searches

Search by consent is a search performed by an officer after the subject of the search, or all person(s) present having privacy rights (standing) to the location to be searched, consent – provided the consent is freely given without coercion.

1. Ideally, the consent should be in writing and documented on the Consent to Search Form whenever possible.
2. However, consent may be given orally.
3. It is always preferable to have a witness to a consent search if one is available, however, consent should be given utilizing an audio cassette recorder (i.e. handheld or vehicle audio/video camera system).

6.04.09 Exigent Circumstances

The exigent circumstances exception to the warrant requirement allows an officer to search under situations where the officer recognizes there is not enough time to obtain a warrant, and if he does not conduct the search immediately, the evidence may be lost forever. Some factors to be considered in determining whether or not exigent circumstances exist:

1. The gravity of the offense committed;
2. The likelihood the suspect is armed and therefore dangerous;
3. Probable cause exists the suspect committed the offense;
4. There exists strong reason to believe the suspect is on the premises;
5. There is the potential of serious injury or death to the occupant of the structure;
6. There is a likelihood the suspect will escape if not immediately apprehended;
7. The circumstances of entry and time delay;
8. The likelihood evidence will be lost, destroyed, or tampered with.

Exigency will be determined by the “totality of the circumstances.”

6.04.10 Stop and Frisk Search

The stop and frisk is referred to by several names, including a “pat down” search or a “Terry Stop.” Officers are allowed to conduct a cursory pat down of outer clothing to discover weapons. Officers may stop a person if they reasonably believe a person is involved in criminal activity. They may frisk a person if they reasonably believe the suspect is armed and/or may be dangerous to them or others. A frisk is not a full search. Instead, it must be a carefully limited search of the suspect’s outer clothing, aimed at discovering weapons.

1. The authority to search for and seize weapons is for the limited purpose of allowing an officer to protect him and others. The authority is clearly *not* for the purpose of searching for and seizing evidence, although during the course of a frisk, evidence may, on occasion, be discovered and become the basis for an arrest.
2. The “plain feel” doctrine allows an officer to seize evidence other than a weapon if, in conducting a frisk, the contraband nature of the evidence is “immediately apparent” to the officer based on his feel of the object through the person’s clothing during the pat down. However, the officer can’t manipulate the object; its nature must be apparent from the pat down.

Any officer who initiates a frisk must be able to articulate the reason(s) for suspecting he or others in the immediate area are in danger. This information may be drawn from:

1. Training;
2. Education; or
3. Information, facts or circumstances previously made available or known to the officer.

6.04.11 Plain View Searches

Plain view searches have been upheld by the courts as long as the officer is legitimately on the premises and he/she has probable cause to believe the item is contraband or evidence. There are some limitations to the plain view doctrine which officers should be aware of:

1. There must be no pre-observation intrusion that violated constitutional rights;
2. Artificial devices that aid in or enhance the ability of the officer's view are not generally considered "plain view." However, a flashlight is generally acceptable, provided the officer has a right to be where he is when using the light source;
3. Moving items or the rearrangement of items to note serial numbers, for example, is not supported by the plain view doctrine;

The "plain view" doctrine also applies to searches conducted pursuant to a warrant, even if the item(s) to be seized were not noted on the warrant. The test will be:

1. Does the officer have a right to be where they are; and
2. Does the officer have probable cause to believe the item(s) in plain view are evidence or contraband?

6.04.12 Open Field Searches

Under the "open field" doctrine, officers may enter and search any unoccupied or undeveloped area that lies outside the "curtilage" of a dwelling. Areas surrounding buildings and homes should not be considered "open fields." Instead, courts have tended to view these areas as "curtilage," or the equivalent of a yard, thus subject to Fourth Amendment Rights.

1. Areas generally outside the curtilage that are viewed as open fields include woods, pastures, and grasslands.
2. If an owner has taken any steps to protect the area from trespass or obstruction, it may not be considered "open field."

6.04.13 Knowledge of Laws

Members of the Department are expected to remain current in the knowledge of laws and judicial opinions as they apply to the issue of Search and Seizure. Whenever possible, the Department will provide such updated information.

Any specific questions concerning Search and Seizure will be forwarded to either the City or County Attorney through the chain of command, unless the need for such information is immediate, at which time supervisory or command personnel may initiate inquiries as needed.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: EVIDENCE COLLECTION AND PRESERVATION
NUMBER: 6.05 **EFFECTIVE:** 8/16/1993
APPROVED BY: Rex M. Mueller, **REVISION:** 07/21/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.3, 42.2.1, 61.2.2, 83.1.1, 83.2.1, 83.2.2, 83.2.3, 83.2.4, 83.2.6, 83.3.1, 84.1.1

6.05 EVIDENCE COLLECTION AND PRESERVATION

6.05.01 Evidence Collection and Preservation – Policy Statement

The purpose of this policy directive is to provide a standardized method for the collection, preservation, and documentation of evidence, and to establish guidelines for the management and processing of crime scenes.

6.05.02 Securing an Incident Scene

The first responsibilities of the first arriving officers are:

1. self-protection;
2. providing emergency care for survivors of the incident;
3. establishing and maintaining control over the crime scene; and
4. identifying witnesses and suspects.

The first officer will be the *primary officer* of the crime scene. The primary officer will be in command of the scene unless relieved by another officer by mutual agreement, or specifically relieved by a supervisor who will communicate this order clearly to the officer being relieved.

The primary officer will make every effort to determine:

1. how the crime was committed;
2. the extent of injuries;
3. the nature and value of property taken;
4. the identity of any witnesses, victims, or suspects; and
5. any information pertinent or potentially relevant to the case.

The officer will record notes and prepare all applicable reports. A detailed description of the crime scene will be prepared, as well as documentation on the collection of evidence to include:

1. location of evidence seized;
2. date and time evidence was collected;
3. name of person collecting item(s);
4. to whom and when any evidence was transferred while in the field;
5. placement of the evidence into the Property System.

6.05.03 Evidence Collection Responsibilities

When applicable, the responsible person will be given a property receipt for any items seized by the department. Packaging and submission of property into the property management system will be done according to the instruction manual in the property packaging area. Items of evidence that may hold latent fingerprints or DNA (deoxyribonucleic acid) evidence will be protected at the scene by the employee locating the item. The evidence will be handled and packaged so prints or DNA is protected from destruction or contamination.

Blood draws and rape kits will be accomplished by medical personnel only. They will have the completed chain of custody documentation included.

Misdemeanor Persons Crimes

Officers should contact an officer trained in basic evidence collection to take photographs or collect evidence when more extensive ID services are not required. Photo cards will be turned over to the ID Bureau for downloading. When required for investigative or court purposes, a Request for Identification Services Form (ID Request) will be completed to get copies of photographs.

Officers have authority to decide whether an ID Tech should be contacted to collect and photograph evidence. When officers have questions regarding whether an ID Tech should be called to the scene, they should contact a supervisor.

Misdemeanor Property Crimes

Body Worn Cameras (BWC) may be used to document misdemeanor property crimes, accident scenes, that do not require a T.I., and/or the confiscation/seizure and documentation of evidence or contraband. Crime investigations can include criminal mischief, theft, graffiti, tobacco, firework, and parking violations. Utilizing the BWC to record the surveillance video of business and residential cameras is also permitted.

Officers will be trained in the use of the BWC for the collection and documentation of video and still image evidence. When utilizing the BWC for evidence collection, the officer should document what was captured by their BWC in their incident supplemental report. If officers believe that a camera bag or an ID Tech should be contacted to further photograph/document the scene, the officer may call out those resources to assist

Evidence located at the scene of misdemeanor property crimes, where the evidence is transportable and processing can be done at a later time, will be collected and placed into the Property Room by the investigating officer. The investigating officer will submit an ID Request for analysis. Video recordings at businesses and residences can be maintained by the owner for future request as evidence for prosecution. Officers can request the owner of the recording to preserve it for a period of one year.

Officers have authority to decide whether an ID Tech should be contacted to collect and photograph evidence. When officers have questions regarding whether an ID Tech should be called to the scene, they should contact a supervisor.

Major Crime Scenes

At major crime scenes, an ID Tech will be responsible for the photography, collection and preservation of evidence, the preparation of composite(s) of the suspect(s) and a crime scene sketch, if applicable. When an ID Tech is not utilized, photographs are not taken, or physical evidence is not recovered from the scene of a major crime, the primary officer will indicate the reasons why in the Supplemental Report. The primary officer will remain on scene to preserve control of the scene and chain of custody of the evidence, walking the ID Tech through the scene to point out items or areas having potential evidentiary significance. No evidence will be collected until the ID Tech has taken photographs, unless exigent circumstances dictate its immediate collection. Major crime scenes always include, but are not limited to those involving:

1. homicide;
2. kidnapping;
3. sexual abuse;
4. child endangerment (with serious injury);
5. suspicious or unexplained deaths;
6. any felony assault;
7. burglary with substantial loss (equal to felony theft);
8. burglary with any assault
9. felony arson; or
10. robbery.

6.05.04 Processing Vehicles

When a vehicle requires processing by an ID Tech, the vehicle will be towed to Headquarters according to Policy [6.09](#). The vehicle will be placed in the vehicle evidence bay. The gates will be closed and locked and the garage door control panel will be turned off. The keys will be placed with the ID Request in the ID Section's mailbox. If entry is required into the secured area prior to being processed, the officer will make a notation on the ID Request form, list the authorizing supervisor, and sign the form to maintain the chain of custody. The ID Section will be notified and the vehicle will be processed in a timely manner. After the vehicle has been processed, the ID Tech will notify the shift supervisor who will notify the owner that his vehicle is being released.

If towing the vehicle is not possible, the vehicle should be processed at the point of seizure. When an ID Tech is not going to be used, the officer will examine the contents of the vehicle for items of evidentiary value. If such items are found, they will be entered into the Property System.

Vehicles that must be held as evidence will be towed to the training center facility and entered into the property management system according to policy 6.09.

6.05.05 Chain of Custody

For physical evidence to be accepted by the court at time of trial, it is essential the chain of custody of the evidence be maintained and started when the item of evidence is located or seized. Property/evidence will be placed into the property management system prior to the member's officer's end of shift unless exceptional circumstances exist.

Should exceptional circumstances exist, the employee will obtain supervisor approval by providing a detailed inventory of the property and the reason the property cannot yet be entered into the property management system.

The person placing the property into the system will detail in his Supplemental Report:

1. the name of the person who located and collected the item;
2. to whom the evidence was transferred while in the field;
3. the reason the item was collected or seized;
4. from whom or from what location the item was collected or seized;
5. a description of the item – including make, model, and serial number, if applicable.

A record will be made each time temporary transfer of custody of evidence takes place. The procedure for release will be as provided in SOP [SSI-P01](#). The record of transfer will be made into the property management system:

1. the item number(s) involved;
2. receiving person's name and signature;
3. reason for the transfer (i.e., court, processing, laboratory);
4. date and time of transfer;
5. name of person returning item(s);
6. date and time of return; and
7. signature of the person returning the property.

Property may be exhibited to a prosecuting attorney, but will not normally be released from the Property System until admitted at trial or upon a Court Order. Audio and videotapes are an exception and may be checked out utilizing the procedures above.

When property is checked out and transferred to the custody of another, for whatever reason, the chain of custody will be maintained by completion of a Receipt for Property form, which will be forwarded to the Property Clerk, and noted in the Property Management System.

6.05.06 Request for Laboratory Analysis

Requests for laboratory analysis may be made by any member of the department by utilizing an ID Request Form and may include requests for identification of controlled substances, fingerprint identification, or other forensic tests.

The persons performing the analysis will complete a Supplemental Report. The report will detail the analysis performed, who performed the analysis, and the results. A copy of the supplemental will be forwarded to the case investigator.

At times, members may wish to utilize external lab examinations for the purposes of comparing unknown substances with materials from a known source. Therefore, materials and substances will be collected from a known source, whenever available, for submission to an accredited forensic lab for comparison with physical evidence. The known substances taken will be from the same area as the unknown and will have relevance as to the issue of comparison.

6.05.07 Availability of Police Identification Technicians

A Police ID Tech will be available on a 24-hour basis. When no ID Tech is on-duty, the Comm. Center will utilize the on-call board to dispatch one to the scene. A technician, once requested, will be on scene within 30 minutes.

For crime scenes not considered major, on-duty Officer Crime Scene Techs (CST) may be utilized according to SOP UNP-E03.

The processing of a crime scene should be considered a team effort with shared responsibilities and a need for open communication. The officer has more details concerning the actual events and ID Tech is more knowledgeable of forensic techniques. Both should exchange information so that the crime scene is processed thoroughly and efficiently. If differing views should develop the officer in charge of the investigation will have the final decision authority.

An ID Tech summoned to any incident scene will have equipment necessary for the purposes of:

1. recovery of latent fingerprints;
2. collection of DNA evidence;
3. documentation of the scene; and
4. collection and preservation of physical evidence.

A vehicle containing such equipment will be available on a 24-hour basis.

6.05.08 Training

Training in crime and accident scene processing will be provided by an I.L.E.A certified recruit training class, an approved outside training program, or by the department.

Specialized training will be provided for all persons responsible for crime scene processing to develop skills in:

1. the recovery of latent fingerprints and palm prints;
2. collection of DNA evidence;
3. recovery of foot, tool, and tire impressions;
4. photographing crime or accident scenes;
5. collecting, preserving, and transmitting evidence, including biological materials.

Every two years, all sworn personnel will receive refresher training in crime scene processing as part of the in-service training curriculum. Such training will be designed to update the knowledge of officers concerning lab capabilities, new equipment, and examination techniques. Such curriculum will be prepared by the Training Sergeant and supervisor of the ID Section.

6.05.09 Biohazards in Evidence Collection and Preservation

Biohazards must be anticipated and recognized in the collection and preservation of evidence. All evidence suspected of being a biohazard will be labeled as such before being placed in the Property Room. All sharps placed into the Property System will be packaged in a manner to cover the sharp edge to minimize exposure.

Whenever an officer or ID Tech handles an item of evidence at the scene of a crime or incident which contains – or may contain – blood or other biologic fluids, it will be required they wear appropriate protective gear which may include protective gloves, eye shields, and masks.

Under no circumstances will items of evidence which contain blood or other biologic fluids be placed in direct contact with the surface of any area. Surfaces which may accidentally become contaminated will be cleaned as provided in the Exposure Control Plan.

6.05.10 Other Hazardous Items of Evidence

Firearms with possible fingerprint evidence will be collected and processed by an ID Tech when the lifting of latent prints is necessary to establish possession of the weapon by a suspect. All firearms placed into the Property System will be unloaded and have the action open. Firearms should be swabbed before being placed in the Property System.

Suspected explosives will be retained as provided in Policy [11.22](#).

Hazardous chemicals will be properly packaged to prevent environmental contamination and conspicuously marked as a chemical hazard. Collection, storage, or analysis will be performed by trained personnel. Hazardous chemicals will be stored in the same manner as explosives as provided in Policy [11.22](#).

Whenever chemicals are found that are suspected of being ingredients for a clandestine lab, the D.E.A. Agent (or designee) in charge of the Tri-State Task Force should be contacted and called to the scene. Disposition of the chemicals will then be left to that person.

6.05.11 Computer and Electronic Media Seizure Procedures

The Sioux City Police Department has members specially trained in the collection and preservation of Electronic Media. Call-out of these members to assist in the seizure of Electronic Media will be at the discretion of the watch supervisor in accordance with policy directive [9.01.10](#).

Procedures to guide officers in the proper collection and preservation of electronic media evidence are found in Standard Operating Procedure [MBP – E01](#).

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: INTERVIEWS, FIELD INTERVIEWS, AND INTERROGATIONS
NUMBER: 6.06 **EFFECTIVE:** 4/15/2005
APPROVED BY: Rex M. Mueller, **REVISION:** 08/04/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.2.3, 1.2.6, 41.2.7, 42.2.1, 42.2.10, 44.2.3

6.06 INTERVIEWS, FIELD INTERVIEWS, AND INTERROGATIONS

6.06.01 Field Interviews – Policy Statement

The purpose of this directive is to provide guidelines for interviews, field interviews, and interrogations.

6.06.02 Definitions

1. **Investigative Field Interview** - The stopping and questioning of person(s) by an officer of the department because the officer: has reasonable suspicion that the person may have committed, may be committing, or may be about to commit a crime; or believes that the subject may be a hazard to himself or others.
2. **Interview** – When an officer seeks information from persons who may have personal knowledge of an incident.
3. **Interrogation** – When an officer is attempting to obtain information about a case from someone who is a suspect in a crime, and through the officer’s questions, words, or actions, the officer is attempting to elicit an incriminating response from the suspect.
4. **Custody** – When a person is under formal arrest or is significantly restricted in his freedom of action.

6.06.03 Field Interviews

When conducting field interviews and officers are acting on reasonable suspicion alone, absent other factors, officers should bear in mind they have no power to compel the person stopped to answer any questions.

Consideration should be given to the following:

1. a plan of action,
2. watching a suspect’s hands,
3. possible escape routes,
4. suspect associates,
5. lighting, footing, and terrain.

Officers should use the “interview stance” with their weapon away from the suspect.

When an officer has stopped a person for questioning and reasonably suspects the officer's personal safety may be in jeopardy, he may conduct a pat-down search for weapons in accordance with Policy [6.04.10](#).

Field Interviews, without an arrest, may be documented by:

1. completing a Field Interview cards;
2. completing an incident report with the incident titled "FI" or Field Interview (these do not require a complaint number and will be forwarded directly to Crime Analysis);
3. completing a case management report;
4. dictating a supplement to an existing report;
5. e-mailing the information to Crime Analysis or other officers;
6. posting the information on the Department's Discussion Thread/ District Outlook Groups; or
7. verbally reporting the information to Crime Analysis for inclusion in the intelligence files.

If an arrest is made, it must be documented with an incident or case management report as appropriate. Supplemental reports will be completed in accordance with policy directive 2.18.06.

6.06.04 Interrogations

When assigned to a case, the officer will be responsible for conducting any interviews or interrogations. The assigned officer or supervisor may delegate the responsibility to another officer if necessary.

In order to assure compliance with constitutional requirements during criminal investigations, it will be the policy of the SCPD for all officers to advise suspects of their constitutional rights pursuant to the Miranda Decision if the person:

1. has been arrested and is in custody; or
2. is significantly restricted in his freedom of action.
3. and prior to the officer questioning the suspect about a specific incident

In addition:

1. When appropriate, a second officer should be present as a witness;
2. Suspects will be advised of the names and official identity of the interrogating officer(s), and the nature of the inquiry;
3. If practical, all custodial interrogations should be audio or video taped to include documentation of the Miranda warning, waiver of rights, and a sworn statement if given;
4. If the suspect requests access to an attorney, family, or friend, that right will not be deprived;
5. The advisement of rights and waiver or non-waiver of rights will be documented.

Officers may not interrogate a person – whether in custody or not – who has been previously arrested or otherwise formally charged and prosecution is pending, when the subject matter of the interview concerns the pending charges, unless:

1. the suspect requests to speak with officers; or
2. permission is obtained from the suspect's attorney.

6.06.05 Interviews and Interrogations

Successful interviews and interrogations are critical to a successful resolution of most cases. Officers should attempt to interview arrested persons and suspects in any offense under investigation where the person will consent to the interview. There are a number of basic procedures that should be followed when conducting an interview with victims and witnesses, or when conducting an interrogation of a criminal suspect.

1. Witnesses, victims, and suspects should be interviewed separately.
2. Officers will always identify themselves.
3. Members of the Department will not speculate as to the course of action a court may take in sentencing or a prosecutor may take in charging a suspect in exchange for information, unless those actions have been predetermined by the prosecutor or the court and are known to the member.
4. No member of the Department has the authority, absent a written agreement from a prosecutor or magistrate, to offer any suspect:
 - a. immunity from prosecution;
 - b. the reduction of any charges or sentence;
 - c. the dismissal of any charges previously filed.
5. Officers will video or audio record interviews with suspects, victims, and witnesses in major cases as defined in Policy [6.05](#). If circumstances arise making it impractical, the circumstances will be set out in the officer's supplemental report.
6. When a designated interview room is utilized:
 - a. Officers will secure all carried weapons upon their person, or within a locked storage area.
 - b. When interviewing suspects, a second officer will normally be present and situated in such as way as to provide security for the interviewing officer.
 - c. Officers will notify a second officer when conducting interviews of victims and witnesses.
 - d. Assistance can be summoned by cellular phone, radio emergency button, and interview room audible alarm.
 - e. When interviews or interrogations are conducted the audible alarm will be turned on.
 - f. Normally, no more than two officers will be in the room while actively interviewing or interrogating subjects.
 - g. Desk, chairs, garbage can, paper, and writing utensils will be the only items routinely kept in the interview rooms.
 - h. Officers will provide suspects, victims, and witnesses reasonable access to the restroom; and will provide water if requested. Suspects requesting to use the restroom will be accompanied by an officer.
 - i. Interviews and Interrogations will be conducted for a reasonable amount of time; breaks will be given as needed.
7. The results of an interview will also be summarized in the investigator's report.
8. The number of sensitive and anxiety-producing interviews with crime victims, particularly in sex-related offenses, should be kept to a minimum. Victims have the right to have a victim's advocate present during an interview.
9. The interviewing officer will consider the following when interviewing or interrogating a subject:
 - a. The age, intelligence, educational background, and the subject's ability to

- understand his/her rights.
 - b. The mental capacity, including nervousness and physical condition.
 - c. The subject's prior experience in the criminal system.
 - d. Whether the subject is suffering from pain or injury at the time the statement is given.
 - e. The duration of the interview process
 - f. The time of day.
 - g. Whether the subject is tired and desirous of sleep.
 - h. The subject's familiarity with the English language.
10. Officers will not use coercion, threats, or any physical force to obtain a statement.



Sioux City Police Department Photo Line-Up Advisory

I, _____, agree to view a photo

Line-up at _____ on _____.
[Location] [Date]

I understand that the suspect may or may not be in the photo line-up.

I understand that I am not required to make an identification.

I do not assume that the person administering the lineup/photo spread knows which person is the suspect.

[Signature of person viewing photo line-up]

[Date]

[Time]

[Officer]

[Employee number]

[Complaint Number]

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PHOTO LINE-UPS AND SHOW-UPS

NUMBER: 6.07

EFFECTIVE: 9/18/2009

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 04/20/2022

6TH EDITION C.A.L.E.A. STANDARDS: 42.2. 9, 42.2.10

6.07 PHOTO LINE-UPS AND SHOW-UPS

6.07.01 Photo Line-ups

The purpose of a photo lineup is to determine a witness's ability to identify a suspect as the perpetrator of a crime. As a matter of practice, the Sioux City Police Department does not use physical line-ups.

The following procedures will be used by members of the department in preparing and administering photo line-ups. An identification obtained through a line-up composed in this manner should minimize any risk of misidentification and have stronger evidentiary value than one obtained without these procedures.

1. Photo line-ups will be created to include one (1) suspect and five (5) fillers (non-suspects).
2. Photos of the fillers (non-suspects) should resemble the suspect in significant features; e.g. age, race, hair color, eye color, eye glasses, facial hair, and facial features. However, complete uniformity of features is not required.
3. The suspect's photo should resemble the suspect's description or appearance at the time of the incident, if multiple photos of the suspect are reasonably available.
4. The photo line-up should be in color print whenever possible; however black and white photo line-ups are acceptable.
5. Drivers License Photos should not be used unless absolutely necessary.
6. Photos from video recordings, e.g. surveillance video, should not be used.
7. Each photo will have a number for identification purpose and will include a line-up cover sheet.

8. Prior to viewing a photo line-up, all witnesses will review and sign the Sioux City Police Department Photo Line-Up Advisory Statement; witnesses will view the photo line-up individually to prevent influence from other witnesses.
9. Officers will obtain a level of confidence expressed by the witness in their identification of a suspect. However, officers will not attempt to influence a witness's decision in positively identifying a suspect. When presenting a photo line-up, the officer will refrain from making suggestive comments or remarks before, during, or after the viewing.
10. All photo line-ups, along with the cover sheet, will be placed into property whether a positive identification is made or not. Line-ups will be placed in a 9x12 white envelope and entered into the property system in accordance with SOP [SSI-E02](#) and the instruction manual in the property packaging area. Whenever practical, the presentation of a photo line-up will be documented on a video and/or audio recording.

6.07.02 Show-ups

A show-up is a field identification procedure performed when circumstances require the prompt display of a suspect to a witness. The inherent suggestiveness of the encounter can be minimized through the use of procedural safeguards.

Show-up identifications may be conducted when:

1. a crime is fresh,
2. the suspect matches the description of the offender,
3. and the person is located near where the incident occurred.

Show-ups will be conducted using the following procedures:

1. Determine the description of the perpetrator prior to the show-up.
2. When multiple witnesses are involved, separate witnesses and instruct them to avoid discussing details of the incident with other witnesses. All show-ups will be administered individually to each witness.
3. Transport the witness to the location of the detained suspect to limit the legal impact of the suspect's detention and scene contamination.
4. Caution the witness the person he/she is looking at may or may not be the perpetrator.
5. Officers will obtain a level of confidence expressed by the witness. However, officers will not attempt to influence a witness's decision in positively identifying a suspect. Officers will not make suggestive remarks or provide feedback to witnesses and should eliminate physical suggestions such as handcuffs (when possible) to avoid influencing those viewing the subject.
6. All results of a show-up will be documented in a supplemental report. Whenever practical, a video and/or audio recording will be used to document an incident involving a show-up.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: VEHICLE IMPOUNDMENT AND IMMOBILIZATION
NUMBER: 6.09 **EFFECTIVE:** 6/10/1997
APPROVED BY: Rex M. Mueller, **REVISION:** 01/04/2023
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 61.1.12, 61.2.2, 61.4.1, 61.4.3

6.09 VEHICLE IMPOUNDMENT AND IMMOBILIZATION

6.09.01 Vehicle Impoundment and Immobilization – Policy Statement

The purpose of this policy is to provide guidelines for impounding and immobilizing vehicles.

All vehicles towed by the SCPD, for any reason other than courtesy tows, will require an impound report. A courtesy tow is defined as a tow requested by the owner, operator, or person responsible for the vehicle.

All vehicles to be held as evidence at the Training Center facility will be entered into the property management system (the bar code sticker need not be affixed to the vehicle).

6.09.02 General Assistance

In cases where the vehicle is mechanically inoperable and is a traffic hazard, the officer will remain with the vehicle – with emergency lights on where appropriate – to ensure the safety of the vehicle and other motorists. The proper incident and impound report will be completed and Communications notified of its disposition.

If the operator is with the vehicle and requests a roadside service agency, the officer will assist with the notification. If the motorist has no preference and the vehicle cannot be removed by other means, an authorized tow agency with whom the Department contracts will be utilized. The officer should remain with the vehicle, protecting the scene with its emergency lighting equipment, until the tow service arrives and takes over. The officer may leave only when it is safe to do so. The officer will arrange or provide for the safe transportation of stranded motorists and, to whatever extent possible, assist in the provision of overnight accommodations (when necessary), notification of friends or relatives, obtaining fuel, or any other appropriate action.

6.09.03 Accidents

If possible, the owner/operator will be asked which tow company they would like to have tow their vehicle. If the owner/operator is unable to articulate by whom and where they wish the

vehicle be towed, or the owner/operator's selected tow company cannot respond in a timely manner, it will be towed by the department's contracted tow company and an impound report prepared. Property removed from the vehicle and entered into the property management system will be documented on a property sheet/receipt which will be given to the owner or operator. Any items entered into the property system that could be considered a container, i.e....bags, purses, brief cases, will be entered, intact, as a single item as they may not be opened without consent, warrant, or probable cause.

In accidents involving serious injury or fatalities, a Traffic Investigator may place an investigative hold on any vehicle involved, and the vehicle will be impounded to a secure facility.

6.09.04 Arrests

When an arrest involves a motor vehicle being operated by the arrested party, the vehicle will be handled according to Policy Directive 6.04.

If the vehicle is to be processed as evidence, or circumstances exist making a search of the vehicle impractical at the scene, permission from a Supervisor will be requested to have it towed to Headquarters. If the vehicle is needed for follow-up investigation, the on-call Investigations Supervisor will be notified. If a vehicle is not needed for evidentiary purposes, officers have a limited number of options. Officers may leave the vehicle at the location after ensuring it is legally parked and secured or release it to a mutually agreeable third party. Whenever possible, officers should explain to suspects that the department is not liable for vehicles left parked and get permission from drivers/owners when appropriate. In the rare case where neither of these is an option, the officer may impound the vehicle but may only inventory items in plain view. Containers, locked or unlocked, may not be opened.

Officers will not tow vehicles as a punitive measure.

6.09.05 Parking Enforcement

The City has employees specifically responsible for enforcement of overtime parking violations and abandoned vehicles. The Sioux City Police Department will also engage in parking enforcement activities to include response to citizen complaints and self-initiated enforcement.

6.09.06 Stolen Vehicles

If a stolen vehicle needs no evidence processing, the officer will contact the registered owner to have it retrieved. If no contact can be made, the vehicle will be towed to a secure facility.

If appropriate, stolen vehicles will be processed as evidence according to Policy 6.05. The vehicle will be towed to Headquarters and the owner notified by the primary officer of the vehicle recovery. After the vehicle has been processed, the CSI will notify the shift supervisor who will notify the owner the vehicle is being released and may be retrieved.

The costs associated with towing the vehicle to Headquarters for processing will be the responsibility of the *owner*, barring any unusual circumstances.

A Supervisor will be responsible for determining any unusual circumstances as to why the vehicle should or should not be towed to Headquarters for processing.

6.09.07 Procedure for Immobilized Vehicles

Once the fines have been paid for immobilized vehicles, a Records Tech will contact the Code Enforcement Officer to remove the boot. If he is not on duty, the Records Tech will contact Communications for a district car. After removal, the boot will be placed in the station; if after normal business hours, the boot will be placed in the garage of the Police Station. Vehicles will not be released until all fines and towing fees are paid.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: COURT PROCEDURES
NUMBER: 6.20 **EFFECTIVE:** 10/8/1993
APPROVED BY: Rex M. Mueller, **REVISION:** 01/19/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS:

6.20 COURT PROCEDURES

6.20.01 Court Procedures – Policy Statement

The purpose of this directive is to establish procedures for duty related court appearances.

6.20.02 Notification Process

Court notices will be sent to department members by the requesting attorney via the City’s approved e-mail appointment system. The member will accept the “appointment” acknowledging receipt of the notice. If a member is not available for that court date, the appointment may be declined but a reason for the declination must be provided (“Decline with Options”).

Continuances or cancellations will be handled in the same manner. Occasionally, advance notice may be of such short duration that notification must be made by telephone. On those occasions a staff member will make all reasonable efforts to provide notification of the continuance or cancellation to the affected personnel.

When court notices or subpoenas are received by employees through other means other than the City’s approved e-mail system, the employee will notify the City Attorney’s Office of the notification as soon as practical.

Should members be subpoenaed to travel out of town for court appearances, they will complete a Travel Request form (located on the U:drive/Human Resources/Forms/Trvl-Req.Generic.doc). After receiving approval, the member will contact the Professional Standards Administrative Secretary, who will assist in making travel arrangements, if necessary.

6.20.03 Payment for Court Appearances

Whenever a member receives reimbursement in answering a subpoena, the monies will be turned over to the department's Administrative Assistant.

Members testifying in court will be compensated as provided by contract. No other form of compensation is permitted.

Members seeking overtime compensation for court appearances must complete an overtime form, including the case number.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: CRIMINAL JUSTICE PROGRAMS
NUMBER: 6.21 **EFFECTIVE:** 10/8/1993
APPROVED BY: Rex M. Mueller, **REVISION:** 11/17/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.1.3, 42.1.5

6.21 CRIMINAL JUSTICE PROGRAMS

6.21.01 Criminal Justice Programs – Policy Statement

The Sioux City Police Department will institute, maintain, and participate in various programs within the justice system in order to aid in the adjudication of various classes of offenders.

6.21.02 Major Offender Guidelines

A major offender is anyone who:

1. meets the criteria of habitual criminal or has committed a Class A Felony as defined in Chapters 902.1 and 902.8 respectively of the Code of Iowa;
2. possesses a high risk of violence or danger to the community;
3. has demonstrated themselves to be a career criminal;
4. has demonstrated a scheme or pattern of criminal activity; or
5. is currently free on bond with one or more major felony cases pending in court.

If a major offender is arrested, the officer will complete a Prosecutor Alert Form, and this will be indicated in the Investigative Notes section of the Incident Report. Prosecutor Alert forms will be immediately e-filed with the corresponding complaint and affidavits.

In criminal investigations where a major offender has been identified as a suspect and a warrant is being requested, the assigned investigator will confirm the suspect fits the criteria and will complete a Prosecutor Alert Form, which will be forwarded to the County Attorney’s office as soon as practical.

The investigator will maintain liaison with the Assistant County Attorney assigned to the case and provide such assistance as may be needed to facilitate an arrest or prosecution.

6.21.03 Participation in Criminal Justice and Social Service Diversion Programs

Occasionally, the SCPD may be asked to participate in various criminal justice diversion programs. The Chief of Police will review and approve each request and designate a Department

member to represent the Department in the program. The Department will also cooperate with and/or utilize available social service diversion programs. When appropriate, offenders may be referred to programs including but not limited to: detoxification, mental health, drug abuse, and juvenile delinquency.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: DOMESTIC VIOLENCE & PROTECTION ORDERS
NUMBER: 6.30 **EFFECTIVE:** 3/18/2004
APPROVED BY: Rex M. Mueller, **REVISION:** 11/17/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 55.2.1, 55.2.3

6.30 DOMESTIC VIOLENCE & PROTECTION ORDERS

6.30.01 Domestic Violence & Protection Orders – Policy Statement

The Sioux City Police Department will investigate domestic violence as a crime. Support and fair treatment will be afforded the victim, with an emphasis on understanding the feelings and needs of the victim. As the first person to arrive at the scene, the officer is the initial source of support for the victim. Opinions concerning the officer, the department, and the victim's willingness to cooperate are formed in the first encounter. The actions of officers responding to domestic violence will be governed by that fact.

Temporary Restraining Orders are a means of removing conditions of conflict on a temporary basis by means of injunctive relief. The terms, specifications, limitations, and other provisions of Temporary Restraining Orders and other orders of the District Court presented to officers of the SCPD will be enforced.

6.30.02 Domestic Abuse Defined

“Domestic abuse” means committing assault as defined in Section 708.1 (Assault Defined) under any of the circumstances described in Section 236 (Domestic Abuse).

6.30.03 Duties of Officers in Cases of Domestic Abuse

If an officer has reason to believe that domestic abuse has occurred, the officer will use all reasonable means to prevent further abuse, including but not limited to:

1. if requested, remaining on the scene as long as there is a danger to the abused person's physical safety without the presence of a police officer, including but not limited to staying in the dwelling unit or, if unable to remain on the scene, assisting the person in leaving the residence;
2. assisting an abused person in obtaining medical treatment necessitated by the assault, including providing assistance to the abused person in obtaining transportation to the

emergency room of the Sioux City hospital requested or the nearest hospital if no request is made; and

3. providing the abused person with a copy of the Notice of Person's Rights printed in both English and Spanish, asking the person to read the card and inquiring whether the person understands the rights.

The officer will conduct a preliminary investigation into the matter and make a determination as to the facts and circumstances surrounding the incident. If shelter care is requested, the officer will make the arrangements. Visible injuries will be documented and described in the Supplemental Report.

Officers should separate the parties and interview them independently away from each other to lessen the chance of collusion or fear of retaliation. Officers should make certain all potential witnesses, including children, are interviewed to determine if they corroborate, dispute, or add additional information. Officers should follow up on any information indicating a person has possibly sustained physical injury; this should include physical inspection, if appropriate under the circumstances. A specific inquiry should be made of the party as to whether medical assistance is necessary.

6.30.04 Mandatory Arrest for Domestic Violence

The discretion to arrest or not arrest in cases of domestic violence is limited under Chapter 236.12 of the Code of Iowa (Prevention of Further Abuse). An officer may arrest a person if the officer has probable cause to believe that a domestic abuse assault simple has been committed which did not result in any injury to the alleged victim. Officers who decide to issue a citation or not make any arrest, though probable cause exists that a domestic assault simple has occurred, may do so only after receiving permission from a supervisor.

If an investigation determines probable cause exists that a person has committed a domestic abuse assault serious or greater, an arrest of the alleged primary aggressor is mandatory.

An officer's identification of the primary physical aggressor will be the person whom the officer believes to be the person actually committing the assault. Persons acting with justification, such as defense of self or another which was reasonable under the circumstances, are not subject to mandatory arrest. An officer's identification of the primary aggressor will not be based on the consent of the victim, on the probable cooperation to be received in any subsequent prosecution, or on the relationship of the persons involved in the incident, except as provided by statute; nor will it be based solely upon the absence of visible indications or impairment.

6.30.05 Court Orders Involving Domestic Abuse

Members of the Sioux City Police Department will use every reasonable means to enforce:

1. an order or court-ordered Consent Agreement entered under Chapter 236 of the Iowa Code (Domestic Abuse);
2. a temporary or permanent Protective Order or Order to Vacate the Homestead under Chapter 598 of the Iowa Code (Dissolution of Marriage & Domestic Relations);

3. any other order that establishes conditions of release or is a protective order or sentencing order in a criminal prosecution arising from a domestic abuse assault; or
4. a protective order under Chapter 232 (Juvenile Justice).

Whether criminal or civil court orders are involved, officers will thoroughly investigate these incidents and take any appropriate enforcement action, including filing charges separate from the violation of the order.

Criminal and Civil No Contact Orders

If an officer has probable cause to believe a person violated a criminal no contact order arising from a domestic abuse assault, or civil no contact order, the officer will take the person into custody. If an arrest is not made within 24 hours, the report will be processed as follows:

1. The reporting officer will collect the incident report, supplemental reports, witness statements, a copy of the court order, a completed warrant routing slip, and the notarized complaint and affidavit, and submit them to his/her supervisor for review. **DO NOT UPLOAD THE COMPLAINT AND AFFIDAVIT TO THE STATE.**
2. Upon review, the supervisor will forward the documents to the Investigations Bureau.
3. The Investigations Bureau Administrative Secretary will enter the report into the case management system and route the incident to the Woodbury County Attorney's Office.

6.30.06 Verification of Restraining Orders

A hard copy of Woodbury County No Contact or Restraining Orders received by the department will be maintained in the Communications Center. The officer will request a Communications Center Operator search the files for such orders. Also, the Comm. Center can find Domestic Abuse No Contact Orders through NCIC. Officers should request a hard copy to attach to the report. If all reasonable attempts at verification fail, the officer cannot be expected to enforce the terms of a document. However, the officer will investigate any other alleged criminal aspects and proceed on the basis of the information provided by the victim of the alleged incident and any witness(es).

6.30.07 Modifications of Restraining Orders

Temporary Restraining Orders, No Contact Orders, or Orders to Vacate the Premises, and the terms and specifications therein, are orders of the District Court. As such, they are subject to modification by a judge of the court only. No modifications, informal adjustments, or agreements between the parties involved supersede the order of the court. Therefore, all orders will be enforced by officers of the department as they are written, unless the officer can verify a valid superseding order.

6.30.08 Standbys

Officers may be called upon to standby while an individual removes personal items from a residence. Without a Court Order setting out what may be removed, officers will standby to ensure the situation does not deteriorate, and the individual may remove clothing and personal hygiene items. If any dispute arises over ownership of items, the items will stay; and the complainant will have to seek a legal remedy to obtain the articles in question. Officers will describe all disputed items in their supplemental report as well as the condition of any items left. Officers will list any other witnesses who saw the condition of the items at the time they were left.

6.30.09 Iowa Child Custodial Orders

The actions of officers will be based upon the provisions of Chapter 710.6 of the Iowa Code (Violation of Child Custody Orders) and the custody order itself. If the whereabouts of the child are known and the parent is simply refusing to comply with the custody order, the matter is a civil contempt of court proceeding. The officer will refer the complaining parent to their own attorney. The officer will, if possible, locate the offending parent and advise him that he may be in contempt of court and recommend the child be returned.

If the offending parent refuses and no imminent danger is posed for the child, no further action should be taken by the officers.

6.30.10 Foreign Custody Orders

Custody orders issued by a court outside the state of Iowa must first be presented by the person holding such order to an Iowa court. If the order is upheld as valid, an Iowa court order will accompany the foreign order and the order will be treated in the same manner as an Iowa order.

The following chart is intended as a guide to the officer in investigations of Domestic Abuse:

WHEN YOU HAVE
PROBABLE CAUSE
REGARDING

YOUR ACTION

YOU SHOULD FILE

Domestic Abuse Assault:

-Without injury (708.2A(2)(a))	Consider discretionary arrest, non-arrest needs permission of supervisor	Complaint- Simple Misdemeanor
-With bodily injury	Mandatory arrest of PPA	Complaint- Serious Misdemeanor
-With intent to commit serious injury	Mandatory arrest of PPA	Complaint- Aggravated Misdemeanor
-Where weapon used or displayed in connection with assault	Mandatory arrest of PPA	Complaint- Aggravated Misdemeanor
-Bodily injury, intent, or weapon	For non PPA, discretionary arrest, citation, or refer to County Attorney	Complaint, citation, or report

Violation of Certain Orders:

-No contact order in criminal domestic abuse assault	Mandatory take into custody	Violation affidavit
-Chapter 236 (Domestic Abuse) injunctive order	Mandatory take into custody	Violation affidavit
-Chapter 598 (Dissolution of Marriage) orders to vacate Homestead or temporary or Permanent protective orders	Mandatory take into custody	Violation affidavit
-Chapter 664A.6 Protective orders in criminal Domestic abuse assault cases	Mandatory Arrest for Violation of a No Contact Order	Violation affidavit

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: VICTIM/WITNESS ASSISTANCE
NUMBER: 6.32 **EFFECTIVE:** 12/19/1994
APPROVED BY: Rex M. Mueller, **REVISION:** 11/17/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 55.1.1., 55.1.2, 55.2.1, 55.2.2, 55.2.3, 55.2.4, 55.2.5, 55.2.6., 81.2.6

6.32 VICTIM/WITNESS ASSISTANCE

6.32.01 Victim/Witness Assistance – Policy Statement

The SCPD is committed to the development, implementation, and continuation of appropriate victim/witness programs. This directive is designed to ensure victims and witnesses receive professional handling consistent with their important investigative and prosecutory role and are treated with fairness, compassion, and dignity.

6.32.02 Organization and Administration

The Victim/Witness Assistance Program will be administered by Safe Place and the Centers Against Abuse and Sexual Assault (CAASA). Safe Place and CAASA will appoint a representative to assist the department with maintaining a liaison with other criminal justice agencies and other organizations concerned with victim/witness needs and rights.

6.32.03 Victim/Witness Assistance Needs

At least once every two years, the Commander of Support Services will either obtain from the Safe Place/CAASA representative, or conduct, a documented review of the needs of victim/witnesses within the City. This review will include at a minimum:

1. A summary of major types of victimization within the city;
2. An inventory of information and service needs of victims/witnesses;
3. A review of victim assistance and related community services available in the area; and
4. Identification of unfulfilled needs and a selection of those needs that are appropriate for the Department to provide.

On the basis of the review of the victim/witness assistance services available, the Department and Safe Place/CAASA representative will develop policies and procedures that achieve at least the following:

1. Govern the implementation and delivery of victim/witness assistance services by Department personnel;

2. Ensure the confidentiality of victims/witnesses and their role in case development to the extent consistent with the applicable law;
3. Govern the relationship between the agency and victim/witness efforts of other organizations.

6.32.04 Victim/Witness Assistance During Preliminary Investigations

During the preliminary investigation, the assigned officer will be responsible for the following:

1. Providing information to the victim/witness regarding applicable rights and services (i.e. counseling, medical attention, financial assistance, and victim advocacy). Providing a VINE Victim Rights brochure for victims of any crime serious misdemeanor and above;
2. When possible, the victim/witness will be notified an arrest has been made, and the suspect's custody status.
3. Advising the victim/witness to contact the Department immediately if the suspect, suspect's associates or the suspect's family members threaten or otherwise intimidate them;
4. Informing the victim/witness about the case number and subsequent steps in the processing of the case.
5. Providing the department telephone number so the victim/witness may call to report additional information about the case or to receive information about the status of the case.
6. Responding to the victim's/witness's questions and concerns to the best of the officer's abilities and attempting to address any special needs of the particular victim/witness;
7. The officer/investigator will explain to victims the procedures involved in the prosecution of their case and their role in these procedures. If feasible, lineups, interviews and other required appearances will be scheduled at the convenience of the victim/witness and, at the option of the officer/investigator, transportation may be provided;
8. Ensuring the confidentiality of victims/witnesses and their role in case development to the extent consistent with the law.
9. Advising each victim of a serious misdemeanor or higher, who has suffered physical or financial harm, of the right to register with the County Attorney's Office. This will be accomplished by leaving a Request to Register Form with each victim (in the case of a juvenile, with the parents – or in the case of a deceased victim, with a family member). Officers will provide the necessary information to the victim to fill out this request form, including the case number if known.

The local prosecutor's office will be made aware of arrests through the electronic document management system. In the event of a non-arrest, the prosecutor's office will be made aware through the departments case management system utilizing the warrant routing process.

6.32.05 Victim/Witness Assistance During Follow-Up Investigations

Victim/witness assistance services to be provided during the follow-up investigation, if any, will include at a minimum, the following:

1. If feasible, property belonging to the victim/witness taken as evidence (except for contraband, disputed property, and weapons used in the course of the crime) will be returned promptly where permitted by law or rules of evidence;
2. Ensuring the confidentiality of victims/witnesses and their role in case development to the extent consistent with the law.
3. The Department will advise victims in those cases where there will be no follow-up investigation of that determination.

6.32.06 Assistance to Threatened Victims/Witnesses

The Department will treat threats to a victim/witness or their fear of intimidation with sensitivity and concern, and will provide appropriate assistance to victims/witnesses who have been threatened or who express specific, credible reasons for fearing intimidation or further victimization.

1. Threats to, or intimidations of, a victim/witness will be documented on a supplemental report and forwarded to the Investigations Services Bureau Commander.
2. The level of assistance provided will be consistent with the nature of the case and may include:
 - a. Offering words of encouragement;
 - b. Referrals to other agencies;
 - c. Placing the victim in a protective shelter.
3. Officers who become aware of a threat to a victim/witness will:
 - a. Attempt to contact the victim/witness and advise them of the circumstances and nature of the threat;
 - b. Attempt to provide assistance consistent with the nature of the case;
 - c. If the needs of the victim/witness constitute an emergency, an officer will be immediately dispatched to the scene.
4. Officers becoming aware of a threat to a victim/witness residing in another jurisdiction will:
 - a. Attempt to contact the victim/witness and advise them of the circumstances and nature of the threat;
 - b. Contact the appropriate law enforcement agency and advise them of the circumstances and nature of the threat.

If the victim/witness requests protection or relocation, the Investigative Services Bureau Commander and the County Attorney or other appropriate prosecutor will determine the course of action to be taken. Expenditures of departmental funds for this purpose will require the approval of the Chief of Police.

6.32.08 Death and Emergency Notification – Civilian

When notifications must be made to the immediate family of deceased, seriously injured, or seriously ill persons, the following procedures will be followed:

1. When within the jurisdictional limits of Sioux City -
 - a. Notification will be made in person by a sworn member of the department, preferably in uniform.
 - b. Officers will remain with the person notified until such time as they are satisfied that no further problems will arise and/or they can be of no further assistance.
 - c. Whenever possible, assistance should be obtained from the clergy, relative, or close friend.
2. Outside the jurisdictional limits of Sioux City -
 - a. Notification will be made by the Comm. Center via teletype message to the agency having jurisdiction over the residence of the next of kin.
 - b. That agency will be asked to make the notification in person. If the agency cannot or is reluctant to do so, the Watch Commander will be advised and they will determine the best course of action based upon the circumstances.
3. Notification of the Medical Examiner -
 - a. All deaths are to be reported to the Medical Examiner's Office.
 - b. Disposition of the body will be at the instruction of the Medical Examiner.
4. Media Notification -
 - a. Media will not be notified of the identity of any victim prior to the notification of the next of kin.
 - b. Media notification of the death of any member of the department in the line of duty will be as directed by the Chief of Police.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: DUTIES AND RESPONSIBILITIES OF ADMINISTRATION
NUMBER: 7.01 **EFFECTIVE:** 7/22/2004
APPROVED BY: Rex M. Mueller, **REVISION:** 02/16/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 15.1.1, 15.1.2, 15.1.3

7.01 DUTIES AND RESPONSIBILITIES OF ADMINISTRATION

7.01.01 Duties and Responsibilities of Administration – Policy Statement

The purpose of this directive is to set forth the duties and responsibilities of Administration which consists of the Chief of Police, Bureau Commanders, Professional Standards, and the Administrative Assistant.

7.01.02 Chief of Police

The Chief of Police is the Chief Executive Officer of the Sioux City Police Department and the final departmental authority in all matters of policy, operations, and discipline. He is responsible for the enforcement of all laws and ordinances coming within the Department's legal jurisdiction, and has ultimate responsibility for planning, directing, coordinating, controlling, budgeting, and staffing all activities of the Department.

7.01.03 Administrative Support Staff

The Administrative Secretary will perform at the direction of the Chief of Police. The Administrative Assistant responsibilities will include, but are not limited to the following:

1. Preparation and retention of correspondence and documents;
2. Preparing the Monthly City Manager's report and Police Department Annual Report;
3. Maintaining employee personnel and medical files;
4. Updating computerized employee files;
5. Maintaining and updating member payroll changes;
6. Issuing all department badges;
7. Preparation of new employee documents;
8. Preparation and maintenance of deer and turkey harvesting permits;
9. Ordering office supplies;
10. Preparation of U-Visa Form I-918 Supplement B forms;
11. Other duties as may be necessary.

The Administrative Assistant will perform at the direction of the Chief of Police. The Administrative Assistant responsibilities will include, but are not limited to the following:

1. Completion of payroll and accounting functions for the department;
2. Purchasing functions of the department;
3. Maintain and administer grant programs for the department;
4. Assist in the preparation of the department budget;
5. Preparation and retention of correspondence and documents;
6. Maintaining and updating member payroll changes, as needed;
7. Preparation of new employee documents, as needed;
8. Other duties as may be necessary.

7.01.04 Law Enforcement Planning and Research Team

The Sioux City Police Department Planning and Research Team will consist of Bureau Commanders and the Professional Standards Lieutenant, who will report regularly to the Chief of Police through weekly Senior Command staff meetings.

Tasks of the Planning and Research Team include, but are not limited to the following:

1. Research and preparation of budgetary proposals;
2. Development of long-range planning priorities;
3. Manpower allocation and distribution studies in accordance with policy [2.08](#);
4. Grant application and grant management;
5. Preparation of the Annual Report in accordance with policy [2.07](#);
6. Liaison with other criminal justice planning agencies;
7. Studies, analyses, and special assignments so designated by the Chief of Police;
8. Planning support to the affected components for both contingency and tactical planning;
9. Official liaison to the Friends of the Sioux City Police Department;
10. Preparation and implementation of the Multi-year plan.

7.01.05 Multi-Year Plan

The Planning and Research Team is responsible for overseeing, maintaining, evaluating, and revising several documents which may make up the Department's multi-year plan. These documents include:

1. The Department's operating budget;
2. The Department's Capital Improvements budget;
3. The Department's Strategic Plan; and
4. The City's Strategic Plan.

The compilation of these documents will encompass:

1. Long-term goals and operational objectives;
2. Anticipated workload and population trends;
3. Anticipated personnel levels, and
4. Anticipated capital improvements and equipment needs.

These documents are constantly being reviewed and revised as needed. The Department's operating and Capital Improvements budgets must be re-evaluated annually per City budgeting requirements. Progress toward the Department's Strategic Plan is discussed and/or revised weekly during Command Staff meetings. The City's Strategic Plan is updated quarterly.

7.02.03 Accreditation Review

The Professional Standards Lieutenant will serve as the Department's Accreditation Manager. The Professional Standards Lieutenant will ensure periodic reports, reviews, and other activities mandated by applicable accreditation standards are accomplished.

The Accreditation Assistant will review the Accreditation Standards file annually, on a chapter-by-chapter basis. The Accreditation Assistant will advise Bureau, Watch, and Section Commanders of any instance where a requirement is not met. Corrections will be made as required. The Professional Standards Lieutenant will maintain liaison between the Department and CALEA to maintain accreditation efforts. The Professional Standards Lieutenant will advise the Chief monthly on the Department's accreditation efforts.

Newly appointed Accreditation Managers will receive accreditation manager training within one year of the appointment.

7.02.04 Citizen Surveys

The Accreditation Assistant will conduct a citizen survey at least once every two years for use in updating and reviewing current department policy, helping ensure the department policies accurately reflect the community needs. The results will be compiled and a copy provided to the Chief. The surveys will focus on the following areas:

1. Overall agency performance;
2. Overall competence of agency members;
3. Citizen's perception of officers' attitudes and behavior toward citizens;
4. Community concerns over safety and security within the agencies service area; and
5. Recommendations and suggestions for improvement.

7.02.05 Alarm Permits

The City of Sioux City requires, by ordinance, that alarm users be registered with the Department. Sanctions may be applied for excessive false alarms or failure to obtain an alarm permit. The Professional Standards Section is responsible for the issuance of alarm permits and the imposition of sanctions.

8.01.03 **Goals and Objectives for Uniformed Services Bureau**

The Uniformed Services Bureau Commander will develop annual goals and performance objectives for all work units and collateral assignments, using input from employees at all levels. These performance objectives will provide direction for operational activities and establishing priorities for the use of Bureau resources.

8.01.04 **Maintaining Twenty-Four Hour Coverage**

The Uniformed Services Bureau Commander and Watch Commanders will be responsible for staggering officers' work schedules to ensure 24-hour-a-day, 7-day-a-week patrol coverage provided by the Department is not interrupted. Such scheduling will take into account current labor agreements and the provisions of Policy [2.08](#).

The Watch Commander for each Watch will assign the days off for all personnel under their command in accordance with the workload requirements.

8.01.05 **Shift Assignments**

Officers and Sergeants in Patrol will be assigned to one of the three watches according to the following criteria:

1. Operational Requirements;
2. Management Objectives (for the good of the Department);
3. Union contract requirements.

Patrol Watch Commanders (Lieutenants) are assigned at the discretion of the Chief.

8.01.06 **Uniformed District Assignments**

A district will represent the geographic area containing sufficient workload for a single officer. Watch Commanders will base personnel assignments upon the defined district areas. The purpose of the district assignment is to affix accountability for providing police services within a geographic area, and to maximize the officer's knowledge of those persons who frequent or inhabit the district.

The Watch Commander retains the authority to reassign officers at his/her discretion.

8.01.07 **Uniformed Directed Patrol Assignments**

Directed Patrol assignments are not considered in the development of district configurations. However, Watch Commanders have the authority and the flexibility to utilize directed patrol to address specific situations or problems. Directed patrol can take several forms to include foot patrol, bicycle patrol, or other motorized patrol to include marked patrol units.

Before deploying any directed patrol, the Watch Commander should conduct a thorough examination into the need for such patrols.

8.01.08 Assignment of Officers in Response to an Incident

One unit will generally be dispatched to handle routine calls for service. However, the nature of some calls may require additional units for purposes of safety as well as a more effective means of resolving problems. Based on the Department's resources and operational needs, two or more units will be initially dispatched in the following circumstances:

1. officer in need of assistance;
2. anticipated custodial arrests situations (excluding shoplifters, etc. already in custody);
3. crimes in progress;
4. homicides;
5. burglary or robbery alarms;
6. fleeing suspect;
7. personal injury traffic accidents;
8. response to any disaster;
9. disturbance complaints;
10. school fire alarms during normal school hours.

Supervisors or primary officers on scene of an incident will assess manpower needs and release unnecessary personnel as soon as practical.

Nothing in this directive will preclude any officer from requesting additional assistance, or a dispatcher from assigning additional officers.

8.01.09 Presence of a Uniformed Supervisor Required

Incidents of a serious nature often occur that require the presence of a supervisor on the scene to effectively direct police response and determine investigative priorities. The following calls will require a mandatory on-scene response:

1. homicides, attempted homicides, suspicious or unexplained deaths, or serious injuries;
2. hostage or barricaded gunman;
3. suicide, attempted suicide, or suicidal individuals;
4. fatal traffic accidents;
5. traffic accidents involving Department vehicles;
6. officer-involved shootings;
7. disasters or civil disturbances;
8. robberies;
9. officer calling for help;
10. bomb threats;
11. incidents requiring a response to resistance form under Policy Directive 4.01.

8.01.10 Uniformed Roll Call

Roll Call will occur at the beginning of each Patrol Watch's tour of duty and will address some or all of the following:

1. Enforcement Problems: Officers will be advised and updated concerning ongoing enforcement problems, including but not limited to:
 - a. traffic problems;
 - b. crime problems requiring special watches or requiring response to a particular type of criminal activity in a specific area;
 - c. crime analysis reports identifying patterns of criminal activity;
 - d. intelligence reports providing information concerning specific crimes;
 - e. information concerning stolen automobiles or property;
 - f. missing or wanted persons;
 - g. information teletyped or received from other agencies.

2. Administrative Information: Includes but is not limited to the following topics:
 - a. legal bulletins;
 - b. operational information;
 - c. court holidays;
 - d. new directives or changes in existing directives.

3. Line Inspections: Supervisory personnel will conduct line inspections in accordance with policy directive [2.16](#)

4. Roll Call Training: May include the presentations on law enforcement topics, roll call outlines, or any other items of importance as determined by the supervisor.

8.03.03 Canine Qualifications and Refresher Training

Canine teams assigned to the K-9 Unit will be certified by a nationally recognized association certifying police canines for patrol functions and narcotic detection, or in a recognized course of instruction as approved by the Chief of Police, before assuming their duties. Canine handlers are required to demonstrate acquired abilities to the Lead K-9 Instructor on a randomly selected basis by the Lead K-9 Instructor.

In order to maintain a higher standard of efficiency and to continually develop the abilities learned in the initial training, in-service training will be accomplished weekly, and refresher training will be scheduled as needed. The main responsibility of maintaining the workability and efficiency of the dog remains with the handler. At any time, a canine team can be evaluated and/or removed from patrol/detection duties at the request of the Lead K-9 Instructor. This may be necessary to correct deficiencies in certification standards.

The K-9 Unit Officers will maintain electronic daily activity logs and training records documenting the use and the proficiency of each canine. This documentation will be readily available to canine officers who may need it when seeking warrants or other court related requests.

8.03.04 Canine Team Deployments

Canine teams are normally available on a 24-hour, call-in basis:

1. to conduct building searches for suspects;
2. to assist in the arrest or prevent the escape of serious or violent suspects;
3. to protect officers or others from death or serious injury;
4. to track suspects or locate lost or missing persons, hidden instrumentalities, or evidence;
5. to detect the presence of concealed narcotics;
6. to stop or detain suicidal subjects;
7. for other needs as determined by a Watch Supervisor.

Canine handlers are responsible for determining:

1. whether the requested canine use is consistent with canine policy, practice and training;
2. the appropriate tactical measures that should be taken.

When a non-canine supervisor disagrees with the canine handler's assessment regarding deployment, the Lead K-9 Instructor will be notified to make the final determination. Where time does not permit, or the Lead K-9 Instructor is unavailable, the canine will not be deployed.

8.03.05 Canine Restrictions

Canine handlers will adhere to the following restrictions:

1. While on-duty and off-duty, canine handlers will have physical or verbal control of the canine at all times;

2. Arrestees will not be transported in the same vehicle with the law enforcement canine;
3. Canine exploratory sniffing of an individual's person is not permitted;
4. Canine teams should not be used aggressively for crowd control at peaceful demonstrations;
5. Canines will not be used to apprehend non-suicidal mentally disturbed persons when a crime is not involved;
6. Teasing, agitating, or roughhousing with a police canine is strictly prohibited, unless performed as part of a training exercise;
7. Handlers should not permit anyone to pet or touch the canine without supervision.

8.03.06 Canine Apprehensions

Canines may be utilized to apprehend suspects in accordance with the Department's Response to Resistance Policy [4.01](#). The use of Police Service Dogs as a use of force is governed by the U.S. Supreme Court decision in *Graham v. Connor* (490 U.S. 386 (1989)). Using the information available to the officer(s) at the time of the incident, a four-part test should be used to satisfy and justify a canine deployment:

1. The severity of the crime at issue;
2. Whether the suspect poses an immediate threat to the safety of the officers or others;
3. Whether the suspect is actively resisting arrest;
4. Whether the suspect is attempting to evade arrest by flight or concealment.

Two additional components in making a proper deployment under *Graham* include:

1. The handler must confirm the canine's targeting system is focused on the target; and
2. The handler must have clear cut target acquisition of the proper target prior to releasing the canine to physically apprehend a suspect.

It will be recognized that mere flight from an officer, without suspected and/or reasonably articulated criminal activity, will not serve as justification for a canine apprehension.

Canine responses, based upon the canine's training, are recognized as distinct and separate from a verbal command by the handler. However, the canine handler will assume verbal and/or physical control of the canine as soon as practical.

If a police canine makes an INTENTIONAL physical apprehension, the dog must be recalled, or otherwise restrained, as soon as the suspect is in custody or no longer poses a threat.

If a police canine makes an UNINTENTIONAL physical apprehension, the dog must be recalled or otherwise restrained immediately. Unintentional physical apprehensions of a non-suspect by a police canine against a member of the general public, or a police officer, will be documented on an Injured Person/Officer Incident Report and handled under the requirements set forth in 8.03.07. If physical injury occurs, a copy of this incident report will be forwarded to City Legal and the Chiefs Office. All unintentional police canine apprehensions will be reviewed by the Lead K9 Instructor to determine if follow up action is necessary under departmental policies.

8.03.07 Canine Apprehensions / Medical Attention Required

Whenever a canine inflicts injuries, the handler will:

1. notify a supervisor;
2. examine the affected area to determine the seriousness of the injury;
3. obtain medical treatment for the person (medical personnel should examine the affected area irrespective of the believed seriousness of the injury);
4. arrange for photographs to document any actual or potential injury.

8.03.08 Searches for Suspects or Missing Persons

Departmental canines may be used for locating suspects or missing persons in buildings, structures, or outside areas. The following actions will be taken by responding officers pending the arrival of a canine team:

1. A perimeter will be established and secured;
2. Whenever practical, all non-involved persons will be evacuated;
3. Officers will refrain from entering the search area unless authorized by the responding canine handler(s).

While conducting searches for suspects, handlers will be applying the “reasonable test” set forth by the U.S. Supreme Court decision in *Graham v. Connor* (490 U.S. 386 (1989)). Searching tactics during these deployments will be dictated by whether or not the “reasonableness test” has been satisfied.

Before commencing a search, the handler or other appropriate personnel, will loudly announce twice a canine deployment warning. This will give a suspect an opportunity for a peaceful surrender, and notify uninvolved parties and police officers on scene, prior to the release of the police canine. The three components of a canine deployment warning are:

1. The handler’s authority;
2. The request for a peaceful surrender;
3. The possible consequences of failing to comply.

A reasonable amount of time will be allowed for the suspect, the missing person, and/or uninvolved parties to respond. This warning will be repeated whenever the handler believes the original announcement could not be heard. Third party announcements by perimeter officers are also encouraged during these deployments to aid in the deployment warning being heard. .

A verbal canine warning will precede any canine deployment unless the deployment happens during a deadly force encounter or the handler knows the suspect is armed with a gun (see K-9 SOP [UNP-K01](#) for specific deployment procedures).

8.03.09 Crowd Control

Canine teams may be used for crowd control – with approval of the watch commander – to protect persons or property during a riot or other major unauthorized gathering. In these

situations, canines will be leashed at all times. Canine handlers and their canine will continue to act in accordance with Policy [4.01](#).

8.03.10 Drug Detection

Public Facilities

Random exploratory sniffing of inanimate objects may be conducted at public facilities when authorized by a supervisor. Exploratory sniffing in these facilities will be restricted to public access areas. Restricted areas will not be searched without prior approval of appropriate responsible party for the facility. Exploratory sniffing will be conducted without interference or annoyance to the public or interruption of facility operations.

Officers may detain specific items for purposes of requesting a canine exploratory sniff if reasonable suspicions exist, but may not detain the item so long as to become unreasonable. If the canine alerts to the presence of narcotics, a warrant or consent to search must be obtained before searching, unless exigent circumstances exist.

Schools

The use of drug detection canines in public schools is permitted:

1. when the school's principal or designated authority approves the use of the canines; or
2. if narcotics are being distributed and/or consumed on the premise; or
3. the search is limited to public areas on the exterior of lockers, unless reasonable suspicion exists to enter the lockers or any area when there is a reasonable expectation of privacy.

Residences

On narcotic searches of residences, all persons will be removed from the areas to be searched. The canine handler will do a walkthrough to check for any visible dangers to the canine team. The canine handler will be in charge of the search phase conducted by the canine team. All other searches will be conducted after the canine has finished.

Vehicles

Canines may be used to search vehicles:

1. With the consent of the person most responsible for the vehicle;
2. When probable cause exists to believe a vehicle contains illegal substances;
3. During a valid traffic stop with a valid arrest to search for evidence directly related to the charges for which the occupant was arrested; or
4. During a valid traffic stop, when used to sniff the vehicle's exterior; however, the vehicle may not be detained longer than necessary to conclude the normal business associated with the traffic stop, without reasonably articulated suspicion for doing so.

8.03.11 Use of Narcotics for Training

Narcotics used for training purposes will be stored in a secure location and access will be restricted to the Lead K-9 Instructor.

Narcotics or controlled substances used in the training of the canines will be secured by the Lead K-9 Instructor from the designated ID Tech (from cases already adjudicated) or the DEA Diversion and Control Program. DEA supplied training narcotics will be properly entered into the department property system upon receipt to insure accountability and disposal. Substances provided for this use will be weighed prior to issuance and reweighed upon return.

A documented inventory/inspection of secured training substances will be conducted by the Lead K-9 Instructor and the WIII Commander and forwarded to the Uniformed Bureau Commander every 180 days, or semi-annually. The inventory/inspection will include a verification of weights of secured substances. If the weight of a substance differs, a detailed report explaining the reason for the difference will be prepared by the Lead K-9 Instructor and forwarded to the Chief via the chain-of-command. Any officer present during the loss or accidental destruction of the substance will dictate a supplemental report explaining the details.

The Lead K-9 Instructor will also follow the protocol established by the DEA Diversion and Control Program to notify the DEA of lost or destroyed training substances.

The Uniform Bureau Commander will conduct a documented unannounced inventory/inspection of canine training substances at least once per year.

8.03.12 Canine Use and Care

Canine handlers are personally responsible for the daily care and feeding of their animal, to include:

1. maintenance and cleaning of the kennel and yard area where the canine is housed;
2. diet maintenance as prescribed by the department-authorized veterinarian;
3. grooming;
4. general medical attention.

Normally, police canines will be housed at their handler's residence. However, canines may be housed at other locations for temporary care by another individual(s) with the Lead K-9 Instructors approval.

Canine handlers must provide a secure area for their canines. This may include a fenced-in yard with locked gates, a lockable dog run, a lockable kennel, or keeping the canine under the handler's direct control (refer to SOP [UNP-K01](#) for canine housing assistance).

The Lead K-9 Instructor may conduct inspections of canine accommodations when the police canine is housed at locations other than city facilities. These inspections will be documented and noted on the handler's evaluation.

When a handler has a visitor(s) to their home, the canine will be under the direct control of the handler, or restricted to an area that is not accessible to the visitor(s).

The Lead K-9 Instructor may instruct a handler to keep his/her canine in a secure area or kennel away from other person(s) and/or distraction(s) while at home.

A canine handler may apply for ownership when a dog is retired. Such application will be approved by the Chief. If the canine was purchased by the City from a handler, possession will be in accordance with the purchase agreement.

8.03.13 Veterinary Services

A veterinarian will be chosen by the Lead K-9 Instructor, and approved by the Uniform Services Bureau Commander, to supply veterinary services as needed. All treatment will be administered according to the veterinarian's orders. In an emergency, the nearest veterinarian may be utilized. The handler will notify the regular veterinarian of the illness or injury and treatment given as soon as possible.

8.03.14 Requests for Use of Canine Unit

Requests for assistance by another agency for an on-duty K-9 Team may be cleared through the on-duty Watch Commander. The Lead K-9 Instructor or their designee will be notified when an off-duty K-9 Team is needed. The Lead K-9 Instructor will then determine which team or teams will respond. The responding K-9 Team(s) will complete an incident report and/or dictation documenting the incident to which they were called.

8.03.15 K-9 Vehicles and Equipment

Officers assigned to the K-9 Unit will be assigned vehicles. These vehicles will be operated by the officers when in an on-duty status and may be taken home. Each vehicle will be equipped in the same manner as other patrol units, with the exception of the rear seat, which will be replaced with a kennel. If necessary, uniformed officers may use K-9 vehicles for standard patrol operations without the dog on board. No special license or training is required to operate the vehicles.

Officers assigned to the K-9 Unit will be permitted to attach Department authorized flashlights to their uniform duty weapon for use while working uniform K-9 patrol duties.

Refer to SOP [UNP-K01](#) for a specific list of equipment and requirements.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PRELIMINARY INVESTIGATIONS
NUMBER: 8.12 **EFFECTIVE:** 12/06/1991
APPROVED BY: Rex M. Mueller, **REVISION:** 05/04/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 41.2.5, 42.1.4, 42.2.1, 55.2.3

8.12 PRELIMINARY INVESTIGATIONS

8.12.01 Preliminary Investigations – Policy Statement

It will be the policy of the SCPD to provide primary law enforcement functions to the community by uniformed officers in marked police vehicles, 24 hours a day, seven days a week.

8.12.02 Duties and Responsibilities of the Preliminary Investigator

Police officers are responsible for conducting the preliminary investigation for the majority of cases. In unusual situations, immediate preliminary investigations may be performed by the Investigative Services Bureau.

The responsibilities of the first arriving officers are:

1. self-protection;
2. providing emergency care for survivors of the incident;
3. establishing and maintaining control over the crime scene; and
4. identifying witnesses and suspects.

The first officer will be the *primary officer* on scene. The primary officer will be in command of the scene unless relieved by another officer, by mutual agreement, or specifically relieved by a supervisor who will communicate this order clearly to the officer being relieved.

The officer conducting the preliminary investigation will make every effort to determine and document:

1. all conditions and events observed, and remarks heard;
2. how the crime was committed;
3. extent of injuries;
4. nature and value of property taken;
5. identity and interviews of any complainants, witnesses, victims, or suspects -
 - a. record their statement,
 - b. record their identity, work and home addresses, and work and home telephone numbers,
 - c. relay suspect information to responding units as soon as possible;
6. the maintenance and protection of the crime scene;

7. the collection of evidence;
8. any information pertinent or potentially relevant to the case.

Evidence will be collected and recorded in accordance with Policy [6.05](#).

Victim/Witness Assistance will be provided in accordance with Policy [6.32](#).

Preliminary investigations will be documented in accordance with:

1. Policy [2.18](#),
2. the Report Writing Manual, and
3. the Police Department User's Guide to Word Processing.

8.12.03 Use of Investigations Personnel

If, during the course of a preliminary investigation, the primary officer feels assistance from investigative personnel is needed, they may request assistance through the Watch Commander or Supervisor. The Watch Commander or Supervisor will notify the supervisor in charge of the appropriate Investigative Services Bureau Unit.

At the time investigators arrive on scene, they will begin follow-up investigation. The primary officer is responsible for the preliminary investigation and will coordinate with the lead investigator on scene.

8.12.04 Follow-up Investigations

Accountability for follow-up investigations will be in accordance with Standard Operating Procedures UNP-C03 for misdemeanors, and INV-C01 for felonies.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: BAIL BONDSMAN
NUMBER: 8.14 **EFFECTIVE:** 2/21/1997
APPROVED BY: Rex M. Muller, **REVISION:** 05/04/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS:

8.14 BAIL BONDSMAN

8.14.01 Bail Bondsman – Policy Statement

It will be the policy of the SCPD to only assist a bail bondsman when the person they are trying to apprehend has an extraditable warrant. It is the purpose of this policy to establish guidelines for handling these situations.

8.14.02 Responsibilities of the Supervisor

A bondsman may notify the Department as to where he will be located and who he is seeking to apprehend. The supervisor will document the following information, including the information required under Iowa Code 80A:

1. name of bondsman;
2. date and time of the call;
3. person being sought;
4. State of warrant (if there is an extraditable or local warrant in existence);
5. who advised the bondsman to stay away from the scene while police make the arrest;
6. a license, if required by the other state, or documentation relating to the location of the principal place of business;
7. the bail bond, or the other documents relating to the authority of the person under the laws of the state of origin to pursue the defendant;
8. a copy of any bond for liability for actions of the person or employee.

This information will be listed in the supervisor’s dictation reference the incident.

However, unless there is a warrant or extraditable warrant for the individual being sought, officers will not play a role in trying to apprehend a person for a bondsman. This includes “standing by” or “being in the area” in case something happens. The Department does not have jurisdiction in these situations.

If a person has an extraditable or local warrant and the Department intends to apprehend the person, the bail bondsman should be advised:

1. to stay clear of the area for his safety; and

2. if he is present and tries to intervene after being ordered by an officer to refrain, etc., the bondsman may be subjecting himself to Failure to Obey and/or Interference with Official Acts.

After apprehension by an officer, the person will be processed into jail in the same manner as any other situation. No person will be apprehended by Department personnel and turned over to the bondsman.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PERSON LOCATE REPORTS

NUMBER: 8.15

EFFECTIVE: 12/14/1998

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 06/22/2022

6TH EDITION C.A.L.E.A. STANDARDS: 41.2.4, 41.2.5, 41.2.6

8.15 PERSON LOCATE REPORTS

8.15.01 Person Locate Reports – Policy Statement

The purpose of this directive is to establish guidelines for the investigation and handling of reported missing persons. It will be the policy of the SCPD to ensure all missing person reports follow Federal and State laws.

8.15.02 Missing Person Definitions

Critical Missing – Any person who is reported as missing and foul play may be a factor.

At Risk Persons – Any person who is physically disabled, mentally ill, has a serious or potentially life-threatening condition, or poses a risk to themselves or others.

Amber Alert Plan – A voluntary, cooperative effort between law enforcement and local broadcasters to send an emergency alert to the public when a child has been abducted, the child is in danger of serious bodily harm or death, and there is sufficient descriptive information to believe an immediate broadcast alert will help.

8.15.03 Missing Person Reports

SCPD personnel who receive a complaint of a missing person will determine, in their preliminary investigation, whether a person is classified as a Missing Person as defined in Chapter 694 of the Iowa State Code. When assigned to take a Missing Person Report, the officer will begin a preliminary investigation as specified in Policy [8.12](#). Iowa NCIC Rules require the employee to obtain documentation supporting the conditions under which a person is reported missing.

Once the officer has confirmed these facts, he/she will obtain the following information:

1. the name, address, and telephone number of the complainant;
2. the relationship of the complainant to the missing person;
3. the date, time, and place the subject was last seen;
4. the name, age, address, and all identifying characteristics of the missing individual;
5. a recent photo of the missing, if available.

The complainant will be told to contact the SCPD immediately if the subject is located. The officer will provide all pertinent information to the Communications Center to be broadcast.

If the missing person is a child the age of twelve (12) or under, or in cases where it appears that the person may be at risk or critically missing, the officer will contact a supervisor. If a missing juvenile report, meeting the same criteria, is faxed directly to records the on-call Watch Commander will be notified. The supervisor will determine what further investigative measures should be implemented, including the activation of other divisions of the Department and/or the coordination of volunteers, if needed. The supervisor will consider a search of the last area the child/individual was seen and any residences the child/individual had access to at the time of his/her disappearance.

Missing person reports must be entered into NCIC within two hours of receipt. The reporting officer will hand in the report to Records personnel without unnecessary delay. Whenever practical, the officer will provide the report immediately to a supervisor for approval. If a supervisor is not available, the report will be taken directly to the Records Section. After entry into NCIC, records will then return the report to uniform for supervisor approval.

Upon receipt of a Missing Person Report, Records Room personnel will enter the information into the NCIC Network and local recordkeeping computer. Upon entry, the report will be immediately available to on-duty sworn personnel via the in-house and in-car computer systems. The Communications Center will broadcast the information as soon as practical. Records personnel will also forward the report to those agencies specified in Chapter 694 of the Iowa Code.

All missing person reports will be forwarded to Investigative Services. The assigned investigator will be responsible for contacting the complainant and conducting the follow-up investigation as provided in Policy [9.01](#).

When it has been confirmed the individual has been located, notes will be entered into the Incident File detailing the circumstances. Records personnel will also remove the individual from the NCIC System, which also will be documented in the Incident File.

Runaway juveniles will be handled in accordance with Policy [9.14.12](#).

8.15.04 Attempt to Locate Reports

The SCPD recognizes individuals may have valid reasons to request assistance in locating persons who do not fall under the state definition of a missing person. In these cases, an Attempt to Locate (ATL) Report will be taken. ATL's may be taken by sworn officers or Records personnel. When ATL's are taken, the employee taking the report should confirm the complainant has a valid reason for his request.

Upon approval, the report will be entered into the Department's local computer system. ATL Reports will automatically cancel after 30 days. The complainant should be advised of this fact when the report is taken. The complainant should also be told to contact the Police Department immediately if the subject is located.

If the ATL person is located, the complainant will be contacted and told if the individual is safe; but the location of the ATL person may not be given unless authorized by that individual.

8.15.05 Unidentified Children

If an unidentified child is located, the officer will:

1. conduct a preliminary investigation into the matter and make attempts to locate the parents of the child;
2. take the child to the Crittenton Center if the parents can't be located;
3. notify DHS of the child's whereabouts.

8.15.06 Amber Alert

Upon receipt of a complaint alleging child abduction, an officer and a supervisor will be dispatched to the scene, where they will conduct a preliminary investigation.

Once the officers have conducted the preliminary investigation, they will make a determination whether or not abduction has taken place. If, in fact, abduction has occurred, the officers will utilize the following "Amber Alert Criteria" to determine if the Amber Alert System should be activated. The criteria are as follows:

1. Law enforcement has confirmed a child has been abducted and entry has been made into the IOWA/NCIC System identifying the child as missing;
2. The child is under the age of 18;
3. Law enforcement believes the circumstances surrounding the abduction indicate that the child is in danger of serious bodily harm or death;
4. There is enough descriptive information about the child, abductor, or suspect's vehicle to believe an immediate broadcast alert will help.

If these criteria are met, the Uniform Watch Commander will decide whether or not the Amber Alert System will be activated and will take over Incident Command as set out in Policy 11.20.03. The Incident Commander will assign a Uniform Supervisor to the Communications Center in order to coordinate 911 activities with Call Center activities. The Amber Alert will necessitate the following:

1. Before any information can be released to be broadcast under the Amber Alert System, the officers must complete the Amber Alert Facsimile Transmission Packet and obtain signatures from the victim's parents/guardians on the following forms -
 - a. Release From Liability Form,
 - b. Release of Information Form;
2. These forms can be obtained at www.iowaambersalert.org and will be maintained in the Watch Commander's Office, Records, Investigations, Uniform Command cars, and the Phone Call Center.

Once release forms are signed, the Watch Commander or his designee will activate the Amber Alert System by notifying the Woodbury County Communication Center, provide the necessary information, official confirmation, and fax the State of Iowa Amber Alert Facsimile packet to the Iowa Amber Alert Communication Office (1-515-323-4300).

8.15.07 Woodbury County Communications Center Responsibilities when Activating Amber Alert System

Once the Communications Center receives confirmation and information relating to the abduction, they will activate the Amber Alert System by doing the following:

1. Notify the Investigations Lieutenant to advise him/her of the alert. In the case of a Sioux City initiated alert, the Invest Lieutenant will arrange for seven officers and one supervisor to report to the Call Center. The Invest Lieutenant will also arrange for a sufficient number of Investigators to report in for follow-up work. In the case of an alert initiated by another participating agency, the Invest Lieutenant will arrange for two investigators to be assigned to the Call Center.
2. Notify the participating agencies (Sioux City Police, Woodbury County Sheriff, Sgt. Bluff Police, South Sioux City Police, Dakota County Sheriff, North Sioux City Police, Union County Sheriff, and the Woodbury County Communication Center) of the alert.

Each agency will be requested to designate one person as a contact person for coordinating that agency's response. If possible, that person should respond to the Call Center. The Woodbury County Communications Center should assign two dispatchers to the Call Center. The dispatchers will input lead information into the CAD system.

3. Notify Crime Analysis and have them staff their office during the alert.

8.15.08 Iowa Amber Alert System

The Amber Alert information is sent to all broadcasting companies, the National Weather Service, and the Department of Transportation. The information is then broadcast to the public.

The general public can then contact the Phone Call Center or a local law enforcement agency if they can provide any information that would help in locating the child and/or abductor.

8.15.09 Amber Alert Phone Call Center

For the Amber Alert System to be effective, there must be a supervisor and staff available to answer phones as information is called in. This will be done in the following manner:

1. As soon as sufficient staffing is available at the Call Center, they will take over phone answering duties.
 - a. The initiating agency will be required to provide a police supervisor to run the operation at the Call Center during the duration of the alert. In the case of a Sioux City Police Department initiated alert, an Investigative Supervisor will be assigned to the Call Center.
 - b. Staffing for the Call Center will be selected by each agency. The Sioux City Police Department component will be comprised of Sworn Officers. It is anticipated that off-duty personnel will need to be called in.

- c. Each agency involved will be responsible for any costs incurred by their individual agency and its members in the course of participating in an Amber Alert. (Includes staff salaries, overtime, misc. expenses.)
 - d. It is understood if information developed through the Amber Alert system requires additional officers to do follow-up, the Incident Commander has the authority to restructure officer assignments or call in additional officers and investigators for assistance.
2. The Call Center is located at The Security Institute, 4647 Stone Ave.
3. The phone number provided in the Amber Alert will ring into the Security Institute. That number is: long distance 1-866-912-6237, or locally 712-224-5262. There will be ten (10) phones available at the station for this purpose. As calls are received on the Alert number, they will roll over to each phone as necessary.
4. Each person working the Call Center will receive a checklist of questions to ask of each caller. Each call will be documented on a separate questionnaire. The originals will be sent to the Records Section and attached to the original complaint.
5. Information and leads gathered at the Call Center will be forwarded to the law enforcement agency that initiated the investigation and subsequent alert. Critically time-sensitive information will also be relayed directly to the appropriate jurisdiction.
6. In accordance with Iowa State Amber Alert guidelines, the Call Center usually remains open for the first five (5) hours following the activation of the Alert.
 - a. EXCEPTION: The initiating agency retains the option to close the Call Center before the five (5) hour guideline if call levels do not justify keeping it open.
 - b. EXCEPTION: The Call Center will close down after five (5) hours unless the initiating agency feels the level of incoming calls justifies keeping it open.
 - c. Once the Call Center is closed, all subsequent calls will be directed, via a recording, to call the initiating agency.

8.15.10 Recovery and Cancellation of Amber Alert System

If and when the victim is located, the agency handling the recovery will notify the initiating agency and verify the identity of the missing child.

The initiating agency will formally notify the Iowa State Amber Alert System of the cancellation of the alert by completing and faxing the Amber Alert Cancellation form found with the facsimile packet to 1-515-323-4300. They will also notify any local entities involved in the alert but not officially on the system, such as cab companies, local utilities, etc.

The initiating agency will be responsible for any public notification, press releases, press conferences, etc.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: TRAFFIC LAW ENFORCEMENT
NUMBER: 8.20 **EFFECTIVE:** 2/7/1992
APPROVED BY: Rex M. Mueller, **REVISION:** 07/13/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 61.1.1, 61.1.2, 61.1.5, 61.1.6, 61.1.10, 61.1.11, 61.3.1, 61.4.4, 82.3.3

8.20 TRAFFIC LAW ENFORCEMENT

8.20.01 Traffic Law Enforcement – Policy Statement

It is the policy of the SCPD that enforcement actions are to be taken in proportion to the severity of the violation, the likelihood of such continued behavior contributing to future traffic collisions and/or their severity, and commensurate with existing statutory requirements. The purpose of this policy is to establish guidelines for traffic law enforcement.

8.20.02 Responsibility for Traffic Component

The Uniformed Services Bureau will have primary responsibility for traffic functions, which include:

- 1. traffic enforcement;
- 2. traffic accident investigation, including follow-up;
- 3. use of radar as a speed measuring device;
- 4. traffic direction and control;
- 5. enforcement of OWI laws;
- 6. selective traffic enforcement, as assigned;
- 7. automated traffic safety systems.

Generalized traffic enforcement duties are supplemented through the Selective Traffic Enforcement Program (STEP) Unit, and as part of their routine duties, they will engage in activities which include:

- 1. operation of speed measuring devices;
- 2. selective traffic enforcement;
- 3. general traffic law enforcement duties.
- 4. public education and outreach

As part of the generalized traffic enforcement activities, the SCPD district officers are also responsible for traffic direction/control, and selective enforcement in their respective areas.

The primary purpose of the Alcohol Safety Action Program (ASAP) Unit is supplemental enforcement action involving intoxicated drivers. In their absence, uniformed personnel will assume this responsibility.

Technical accident reconstruction will be provided by those members of the Department trained to do so. When the Traffic Investigators are unavailable, Iowa Highway Patrol personnel will be requested to provide those services.

8.20.03 Traffic Records

The Department will maintain a traffic records system containing:

1. **Traffic accident and enforcement data** – The Records Section will maintain records of traffic accident reports and traffic citations and arrests and their dispositions, when available. This information will be computerized and available for compilation and review. The Records Section will be responsible for transmitting reportable accident and citation data to the Iowa Department of Transportation.
2. **Traffic safety and education reports** – The STEP Sergeant will maintain records of traffic safety education efforts (i.e. public service spots) to be incorporated into the Department's annual report. Any officer involved in any traffic education efforts on behalf of the SCPD, will forward the results of those efforts to the STEP Sergeant for inclusion into the annual report. The STEP Sergeant will be responsible for maintaining traffic safety education materials, which will be made available to the public.
3. **Roadway hazard reports** – Officers encountering traffic or roadway hazards will prepare a report detailing the problem and recommended solution. The report will be forwarded to the Traffic Engineer's Office or the Department of Transportation. Problems requiring immediate attention will be relayed to the appropriate agency through the Communications Center.
4. **Traffic data reports** – Traffic volume, accident, and citation data is maintained by the City Traffic Engineer and the Department of Transportation. It is accessible by request and may be utilized in selective enforcement efforts.
5. **Uniform traffic citations** – Records Section personnel will enter or transfer the data from each summons into the local computer system. Electronic transfer of the summons will then be routed to the appropriate location. Citation data will be maintained the same as any other routine traffic report.

8.20.04 Processing, Maintenance, and Distribution of Traffic Records

All traffic accident reports and citations will be reviewed in accordance with Policy [2.18](#).

All traffic records are maintained in the Department's Records Section. The record keeping system utilized for these reports is the same as for all other reports maintained in the Records Section. Fatal traffic accident reports will be maintained indefinitely.

Accident and traffic enforcement data is maintained by the Records Section, which submits data to the Iowa Department of Transportation. This information is accessible to various search criteria and summaries that can be generated to assist in making traffic management decisions.

Traffic Records may contain:

1. Traffic collision data (reports/investigations/locations);
2. Traffic enforcement data (citations/arrests/dispositions/locations);
3. Roadway hazard reports;
4. Traffic volume data;
5. Traffic distribution reports;
6. Traffic collision and enforcement analysis.

Copies of the Iowa Report of Motor Vehicle Accidents and the Sioux City Police Accident Reports (supplemental reports not included without subpoena) will be available upon request to the driver, owner, or insurance agents of the vehicles involved or property damaged.

8.20.05 Traffic Data Review

The STEP Sergeant will prepare a quarterly traffic enforcement activity/accident date compilation and review. Needed data may be accessed from the Records Section, Crime Analysis, Traffic Engineering, and/or the Department of Transportation. The compilation and review will include the following:

1. Traffic collision data;
 - a) Number of traffic accidents
 - b) High accident locations
 - c) Causative factors
 - d) Environmental factors
 - e) Accidents by time of day and day of week
 - f) Types of violation noted
2. Traffic enforcement activities;
 - a) Number of citations and arrests
 - b) Locations of high enforcement activities
3. Comparison of accident data and enforcement activities data;
4. Implementation of selective enforcement techniques and procedures;
5. Deployment of traffic enforcement personnel;
6. Evaluation of selective traffic enforcement activities;
7. Efforts to handle traffic engineering deficiencies.

The report will be prepared in memorandum form and distributed to all Watch Commanders, Uniform Services Bureau Commander, and the Chief. The report will be retained for comparison purposes for a period of two years. Information provided will enable the supervisors to identify enforcement problems, in order to deploy personnel in selective enforcement efforts.

The STEP Sergeant will maintain liaison with the City Traffic Engineer for the handling or referral of complaints, or suggestions concerning traffic engineering deficiencies throughout the city. Information from this liaison may be incorporated into the Selective Traffic Enforcement efforts of the Department.

8.20.06 Selective Traffic Enforcement

Selective Enforcement activities initiated will be directed toward violations in proportion to the frequency which they occur in accident situations, and to respond to traffic-related needs brought to the Department's attention through citizen complaints, officer observations, information from the traffic engineering office, and other traffic data.

8.20.07 Methods of Enforcement

Consistent enforcement action supports the ultimate aim of traffic law enforcement, which is to achieve voluntary compliance with traffic laws.

Appropriate enforcement action will be taken for each violation of the law witnessed by sworn members of the department. Officers will use sound individual discretion and department policy to determine what enforcement action will be taken, using:

1. verbal warnings;
2. issuance of a warning citation;
3. issuance of a citation;
4. physical arrest.

A citation is the preferred manner of traffic enforcement, when appropriate.

The officers have the discretion of utilizing verbal warnings or warning citations, in lieu of a traffic citation, in reference to some violations (i.e. speed violations, off-road violations, equipment violations, non-hazardous regulatory violations, and pedestrian and bicycle violations). However, warnings will not be issued in the following situations:

1. for non-traffic criminal charges;
2. for any type of OWI charges;
3. for driving under suspension, revocation, or barred;
4. when there is an accident and a traffic violation has been committed (unless extenuating circumstances exist).

Enforcement action may be taken after the date a new law becomes effective.

Custodial arrests will be made in those cases where the continued presence of the motor vehicle operator on the road would constitute a hazard to the public, unless exigent circumstances exist to prevent the officer from doing so. Examples include, but are not limited to:

1. driving while intoxicated;
2. reckless driving;
3. multiple major or hazardous violations;

The officer may make a custodial arrest or issue a citation, at their discretion, for driving while license suspended, revoked, or barred violations. However, if a citation is issued in lieu of arrest, the driver will be admonished that he is not to operate the vehicle.

Qualitative rather than quantitative enforcement will better advance the purposes of traffic enforcement. Therefore, there is no minimum number of traffic citations. The officer is strongly encouraged to utilize his own experiences, information provided by the Department, and information from the Sioux City Traffic Engineering office to enforce traffic laws in high accident or other problem areas.

8.20.08 Enforcement Practices

Officers will be alert to the occurrence of violations while engaged in routine patrol duties, and will devote a portion of their duty tour to selective traffic law enforcement through the utilization of the patrol techniques:

1. Area traffic patrol;
2. Directed traffic patrol – from a watch supervisor or command officer;
3. Covert stationary patrol;
4. Overt stationary patrol.

The routine use of unmarked vehicles for traffic enforcement purposes is not recommended or encouraged, but may be authorized under certain special circumstances.

Department conducted roadside safety checks may be utilized in an attempt to ensure vehicle equipment compliance, interdiction of drunk drivers, and to improve the overall safety of the motoring public. All departmental conducted roadside safety checks will be done under the direction of a supervisor, who will develop a safety plan and distribute to all personnel who are involved in these activities. The written plan will contain the following:

1. purpose of the Roadside Safety check;
2. position assignments;
3. equipment list.

When assisting other foreign agencies in roadside safety checks, the supervisor may opt to utilize a plan developed by that agency.

8.20.09 Traffic Enforcement – Special Circumstances

Commercial carriers and out-of-state violators will be treated the same as residents in traffic law enforcement matters. With the exception of the place of detention in a custodial arrest, juvenile violators will be treated no differently than other traffic violators. Traffic law violations committed by military personnel, legislators, or foreign diplomats/consular officials will be handled in accordance with Policy [6.01](#).

Depending upon the severity of the emergency and the violation(s) committed, officers will use discretion in dealing with physicians or nurses responding to an emergency.

8.20.10 Radar

Approved speed-measuring devices for use by sworn personnel include radar and laser units (excluding photo enforcement devices). Mounted speed-measuring devices are installed in all marked patrol vehicles. Hand held units are available for use from the STEP Sergeant. Hand held devices will be checked out and returned to the STEP office at the end of the officer's shift.

Only speed-measuring devices that meet National Highway Traffic Safety Administration standards will be used for traffic speed enforcement. The STEP Sergeant and Uniform Bureau Commander will oversee the purchase of all speed-measuring equipment, with the approval of the Chief.

Officers will use all speed-measuring devices in accordance with the operational instructions and documented training. The individual officer will have the responsibility of testing the equipment prior to usage, and after each stop it is utilized for, by using the internal calibration system of the device.

If the device is not working properly, it will be documented utilizing the Vehicle Inventory/Repair Request form in accordance with Policy 5.10. Damage to any speed-measuring device will be reported to either the STEP Sergeant or the officer's supervisor as soon as practical, in accordance with Policy 3.97. It will be the responsibility of the STEP Sergeant to ensure repairs are made or the device is replaced.

The STEP Sergeant will be responsible for ensuring all maintenance and calibration records are kept. Programmed maintenance will consist of periodic inspections of speed-measuring equipment by the STEP Sergeant or his designee.

Speed-measuring devices will be only operated by officers certified in their use. Training and certifications will be verified and approved by the Iowa Law Enforcement Academy.

8.20.11 Recommendations for License Re-examination

Officers who identify a motorist who appears to be incompetent, physically or mentally disabled, or suffering from a disease or other condition that prevents the motorist from exercising reasonable and appropriate care over a motor vehicle, can request that notification be made to the Iowa D.O.T. for re-examination.

A D.O.T. Request for Re-Examination Form will be completed and forwarded to the S.T.E.P. Sergeant who will process it. Merely requesting a re-examination does not imply revocation of a license, and the driver may legally continue to drive pending an examination.

However, if the officer reasonably believes the continued presence of the driver on a roadway would constitute a hazard, all reasonable means should be taken to locate or provide transportation for the subject.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE
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SUBJECT: TRAFFIC ACCIDENT INVESTIGATION
NUMBER: 8.21 **EFFECTIVE:** 3/10/1992
APPROVED BY: Rex M. Mueller, **REVISION:** 09/28/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 41.2.4, 41.3.2, 61.1.5, 61.1.11, 61.2.1, 61.2.2, 61.3.2, 83.2.4

8.21 TRAFFIC ACCIDENT INVESTIGATION

8.21.01 Traffic Accident Investigation – Policy Statement

The purpose of this directive is to establish guidelines to be followed in the course of investigation of motor vehicle accidents to ensure a thorough, competent and organized investigation.

8.21.02 Use of Report Forms

All traffic accidents reported to the Sioux City Police Department will be investigated and reported in accordance with Iowa Codes 321.266 and 321.273. Officers will respond to the scene and conduct a complete investigation of any traffic accident that involves:

1. death or injury;
2. property damage to vehicles or property in excess of \$1500.00;
3. damage to city vehicles or property;
4. hit and run (with suspects);
5. disturbance between motorists;
6. major traffic congestion as the result of the accident;
7. damage to the vehicles to the extent towing is required;
8. impairment due to alcohol or drugs;
9. hazardous materials.

The State of Iowa’s Investigating Officer’s *Reportable* Accident Report will be completed in every motor vehicle accident in which any person is killed or injured, or if there is a combined property damage in excess of \$1,500.00. All other accidents will be investigated and reported on the State of Iowa’s Investigating Officer’s *Non-Reportable* Accident Report.

Traffic accident diagrams are required to be submitted on all *reportable* accidents. Accident-scene diagrams are not required in *non-reportable* accidents but may be utilized if their inclusion would be helpful to understanding the accident.

Diagrams will contain information relating to:

1. point(s) of impact,
2. final resting positions of vehicles or persons,
3. damage to property other than vehicles,
4. skid and scuff marks,
5. the physical characteristics of the scene, such as view obstructions or traffic control devices,
6. any other information the officer may feel is pertinent to the case.

Measurements will be taken when involved persons sustain significant injuries or anytime officers believe they are pertinent to the crash investigation. Measurements will be taken by the triangulation or coordinate system. Fixed points used as a base from which measurements are taken will be included.

A Supplemental Report may be used by the investigating officer to record information for which the accident report itself provides insufficient space to record additional information. A Supplemental Report is required with:

1. accidents involving serious injury or fatalities;
2. pursuits involving departmental vehicles;
3. accidents involving City-owned vehicles.

The State of Iowa Drivers Exchange Copy Report form will be given to the operator of every motor vehicle involved in an accident. The officer will provide a brief explanation of what is contained on the form.

8.21.03 Accident Information Collection

When investigating traffic accidents, officers will ensure the appropriate report forms are completed accurately and in accordance with the Report Writing Manual. The collection of information will include the following:

1. interviewing/examining/recording principals and witnesses;
2. examining and recording vehicle damage;
3. examining/recording effects of the accident on the roadway;
4. collecting/preserving evidence;
5. exchanging information among principals.

8.21.04 On-Scene Authority and Responsibility

On scene authority and responsibility will be accomplished in accordance with Policy [6.05](#).

Officers responding to a traffic accident scene will perform the following minimum activities:

1. Upon arrival, park the police vehicle in such a way as to provide maximum protection to the scene, but without endangering the officer or public;
2. Assess the scene to determine the need for emergency services (such as ambulance, fire equipment, or additional officers for traffic control or to quell a disturbance between motorists);
3. Render aid to the injured;
4. Note special conditions or factors that may have contributed to the accident (such as natural hazards, visibility obstruction, inoperative traffic control devices, etc.);

5. Establish a safe traffic pattern around the scene;
6. Record short-lived evidence and preserve on-scene evidence when the need for further investigation appears evident;
7. Locate and interview witnesses;
8. Notify a supervisor when supervisory direction appears to be warranted;
9. Issue appropriate traffic citations;
10. Arrange the removal from the roadway of vehicles, persons, and debris.

Once drivers and witnesses have been located and identified, each will be given an opportunity to relate their account of how the accident occurred. Questioning may be conducted at the scene of a minor traffic accident. At accidents which are serious, brief statements may be obtained at the scene and subsequent statements should be taken at a more suitable location. For accidents requiring supplemental reports, officers will attempt to document the statement through either a written statement or videotape recording. Completion of the accident investigation will be the responsibility of the primary or assigned officer and will be completed in a timely manner.

The primary officer will request an ID Technician for photos –

1. in cases of vehicular assault or homicide,
2. in fatality accidents,
3. involving State or City vehicles or property, and
4. in any other circumstances the officer feels appropriate.

8.21.05 Towing

The towing of vehicles will be done in accordance with Policy [6.09](#). **Owner/operators will be afforded the opportunity to choose their own tow company.** If an owner/operator is unable to articulate where he wishes the vehicle to be towed, it will be removed by the authorized tow agency with which the Department has a contract. Vehicle owners are responsible for the payment of courtesy tows.

All vehicles to be held as evidence at the Training Center facility will require an Impound form and be entered into the property management system.

Removal of accident debris will be the responsibility of the tow truck driver. When a tow truck is not utilized, accident debris that cannot be removed by the persons involved in the accident or that cannot be readily moved to the edge of the roadway by the officer, will be the responsibility of Public Works when on city roadways. Situations involving the interstate or state highways will be the responsibility of the Iowa Department of Transportation (IDOT). The officer will request the Communications Center to make the proper notification.

8.21.06 Property of Accident Victims

When a vehicle must be removed from the scene, the investigating officer will advise the driver and/or other occupants to recover any loose personal property they do not wish to leave with the vehicle. When it is necessary to recover a victim's personal belongings for safekeeping, a Property Receipt will be completed and the items entered into property management system, in accordance with Policy [6.05](#).

Drivers' licenses, insurance cards, and vehicle registration forms will be returned to the respective parties prior to their leaving the accident scene, unless the party is transported to the hospital. It will be the responsibility of the primary officer to arrange for safekeeping and return of those items. If the documents are altered or counterfeit, they will be entered into the property management system as evidence and appropriate charges filed.

8.21.07 Accidents on Private Property

Accidents occurring on private property will be investigated in accordance with this policy.

Traffic enforcement for violations on private property will be limited to:

1. reckless driving,
2. no vehicle insurance,
3. driving while under the influence of alcohol or drugs, and
4. All leaving the scene offenses, including non-reportable accidents

(In accordance with IA code 321.251, the only exception will be those mobile home parks which have given the SCPD authority to enforce traffic laws on their property.)

8.21.08 Accidents Involving City Vehicles

Any motor vehicle accident which occurs within the city limits of Sioux City and involves a Sioux City owned vehicle, will be investigated by a Sioux City Police Officer and the appropriate accident report will be completed. In all cases where an officer responds to the scene of a City vehicle involved in an accident the City Legal Department or Claims Investigator will be notified.

Accidents involving police vehicles will be documented via the Blue Team Departmental Vehicle Accident Report. The accident report will be forwarded through the chain of command for review. A citation will not be written by the investigating officer. The officer may be subject to departmental corrective action. The Chief will take such action as is deemed appropriate.

When a state reportable accident occurs in the line of duty, the Iowa Department of Transportation (IDOT) requires law enforcement agencies and emergency responders to certify to the IDOT when such an accident occurred (Iowa Code 321.267A). The department will notify the DOT of the accident by completing the "In the Line of Duty" letter. If the accident was an intentional act by the officer, the use of "legal intervention" will be documented on the accident report.

If a traffic accident involving a Department vehicle occurs outside the City limits, the law enforcement agency having jurisdiction over the accident will be notified. The officer involved will notify their supervisor as soon as practical of the accident and location.

If the accident involves serious bodily injury or fatality, it will be investigated by the Iowa State patrol, if possible.

8.21.09 Leaving-the-Scene Accidents

Accidents in which the driver has left the scene will be investigated by the primary officer, or as assigned by a supervisor. Follow up investigations of accidents will be the responsibility of the primary officer and will be completed in a timely manner.

For the purposes of this section, pursuable information is any information, statement, evidence, or items which could reasonably and realistically lead to the driver, owner, or passenger of the vehicle leaving the scene, or to any witnesses to the accident, or to the involved vehicle itself.

Leaving-the-scene accidents, where no pursuable information exists, will not be assigned for follow-up work and the report will be retained in the Records Bureau.

8.21.10 Accidents Involving Drugs or Alcohol

When an officer has reasonable grounds to believe an operator of a motor vehicle has been involved in a motor vehicle collision resulting in injury or death, the officer may request the operator submit to a Preliminary Breath Test (PBT). If the operator refuses the PBT, the operator will be read the Iowa Implied Consent Advisory and the officer will proceed accordingly.

Where probable cause exists that the violator has operated a motor vehicle under the influence of alcohol or drugs, a physical custody arrest will be made with the exception of those individuals who have been incapacitated by injury. Persons who have been incapacitated to the extent they are unable to give consent for a chemical test, will be processed at the hospital under the provisions of the Iowa Code Chapter 321J.7. In circumstances where a search warrant is necessary to obtain a chemical test, the warrant will be applied for under the terms of Iowa Code 321J.10. Watch Supervisors will be notified of the application for these warrants.

8.21.11 Accidents Involving Hazardous Materials

Upon arrival at the scene of a possible hazardous material incident, officers will handle the incident in accordance with Policy [11.25](#). When handling hazardous materials, the officer will:

1. be cautious if attempting to rescue persons in the hazard area;
2. notify the fire department and ambulance services immediately;
3. provide adequate protection to the scene and isolate the immediate area;
4. arrange for diverting traffic from the area of danger;
5. relinquish command to the fire department and other trained personnel;
6. assist with traffic, crowd control, and evacuation, if necessary;
7. eliminate the possibility of sparks or other ignition from smoking, flares, electricity or any other source, to the maximum extent possible;
8. evacuate the surroundings, depending on the extent of the hazard;
9. resume command of the accident scene and conduct the investigation of the accident once the hazard has been neutralized.

8.21.12 Accidents Involving a Train

Accidents involving trains will be investigated in the same manner as other accidents commensurate with the severity of the accident. In addition, officers will:

1. locate and identify the engineer and conductor and record the engineer's name (in the narrative section or the report), train number, and engine number (in the appropriate unit section of the report);
2. clear the track and right-of-way as soon as practical;
3. conduct a thorough examination of the railroad crossing to include grade, visibility and condition, and operation of the control signals;
4. notify railroad officials for technical assistance when needed.
5. notify the National Transportation Safety Board (NTSB) of any fatality accident.

8.21.13 Accidents Involving Serious Injury or Fatality

In accident investigations with serious bodily injury or death, the officer will notify the Watch Supervisor immediately. A Watch Supervisor will be in command of the scene at all serious injury or fatality accidents until the Traffic Accident Technical Investigator (T.I.) Supervisor or a T.I. arrives on scene. The Watch Commander will notify the Chief and the Uniform Services Bureau Commander of the incident as soon as practical.

The first officer on the scene of a serious injury or fatality accident will complete the TRACS accident report with all available information at the time of the incident. The report will be forwarded to the S.T.E.P. Sergeant and will be assigned to the Lead Traffic Accident Technical Investigator for follow-up.

The T.I. Supervisor or his designee will be notified when an incident requires a Traffic Accident Technical Investigator. The T.I. Supervisor or his designee will call out the necessary personnel based upon the situation and designate a Lead Traffic Accident Technical Investigator. The T.I. Supervisor will ensure all necessary resources are available to assist the Traffic Accident Technical Investigator.

The scene will be secured the same as any other major crime scene:

1. The body of the declared deceased and property of the deceased will not be moved without the approval of the Traffic Accident Technical Investigator;
2. Those investigative duties directly related to the body or bodies will be conducted with priority to facilitate early removal of the body or bodies;
3. The scene of a fatal traffic accident will be treated in the same manner as a homicide investigation as it relates to documenting the position of the body or bodies and the position of evidence.

Notification of the next of kin is the responsibility of the Medical Examiner, unless departmental assistance is sought, in which case the department will assist in the notification.

An investigative hold may be placed on each vehicle involved, and will be stored at the SCPD Training Center Facility (see section .05 of this policy).

Accident reconstruction will be conducted, if needed, by a member of the Department trained to do so. If necessary and appropriate, reconstruction may be done by a member of the Iowa State Patrol.

8.21.14 Serious Injury or Fatality Accident Follow-up Investigation

It will be the T.I. Supervisor's responsibility to see that the investigations progress in a timely manner based upon the complexity of the incidents and will act as a "point-of-contact" for inquiries from the public. The assigned Lead Traffic Accident Technical Investigator will coordinate the follow-up investigation which may include, but is not limited to:

1. collecting off-scene data,
2. obtaining/recording formal or sworn statements from witnesses,
3. reconstructing collisions,
4. using expert and technical assistance, and
5. preparing reports to support criminal charges.

The Department recognizes that occasionally, follow-up accident investigations may require special skills and/or technical assistance beyond what is available from its own personnel. When necessary and appropriate, the Department will approve the use of outside expert and/or technical assistance. Requests for expert and/or technical assistance in follow-up investigations will be authorized by the Uniformed Services Bureau Commander.

8.21.15 Accident Alert

The Watch Commander may declare the city is on an accident alert status when the following conditions exist:

1. When, in the opinion of the Watch Commander, weather conditions are such that providing on-scene traffic investigative services by police personnel would limit the effectiveness of police service to the entire community; and
2. In those special situations when extraordinary demands are being made of police personnel, and the investigation of motor vehicle accidents by police personnel would reduce effective police protection to the community (i.e. riots, natural disaster, and special criminal situations).

In these situations, the Watch Commander will notify:

1. the Chief,
2. the Uniform Services Commander,
3. the Communications Center,
4. members of his own Watch, and
5. the news media.

During accident alert status, officers need not respond to motor vehicle accidents which are non-injury, non-alcohol related, and involve vehicles that are not blocking the roadway. Drivers involved will be instructed to make a report at the Records' counter at Police Department Headquarters within 24 hours following the accident. Accident alert status will remain in effect until cancelled by the Watch Commander.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: TRAFFIC ANCILLARY SERVICES
NUMBER: 8.24 **EFFECTIVE:** 2/10/2006
APPROVED BY: Rex M. Mueller, **REVISION:** 11/17/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 61.3.2, 61.3.3, 61.3.4, 61.4.1, 61.4.2

8.24 TRAFFIC ANCILLARY SERVICES

8.24.01 Traffic Ancillary Services – Policy Statement

The purpose of this directive is to give guidance on traffic direction and control and traffic ancillary services.

8.24.02 Non-Emergency Assistance

Officers will remain alert to motorists who are in need of assistance. Directions and other information will be provided in a professional and courteous manner. Motorists who are in need of mechanical assistance but whose vehicle is drivable, will be shown the nearest location where such mechanical assistance is available. Officers may follow or escort (in a non-emergency manner) such motorists to ensure their arrival.

Motorists whose vehicles are inoperable and creating a traffic hazard may be pushed to a safer location using marked patrol vehicles equipped with push bumpers. This should only be done when traffic conditions allow for safe execution, at very slow speed, for short distances, avoiding corners if possible, and with supervisor approval. Overhead lights must be utilized when pushing vehicles off the roadway.

Prior to pushing a vehicle causing a traffic hazard, officers will obtain the operator's permission. The officer will also provide instruction to the operator informing them of how the maneuver will be executed, the intended final resting spot, and the potential for minor damage to the vehicle for which the police department will not be responsible.

8.24.03 Emergency Assistance

Officers encountering motorists in need of emergency services will summon the appropriate assistance. In case of fire, an attempt should be made to extinguish the fire by use of a fire extinguisher when possible.

Injured persons requiring medical attention will be treated at the scene by the officer until proper medical assistance arrives. Injured persons requiring medical treatment and not in custody should be transported by ambulance.

Uninjured persons who have become stranded as a result of a roadway emergency may be transported by the officer to an appropriate and safe location.

Under no circumstances will a member drive a city vehicle into standing or running water to salvage property or attempt to push a stalled vehicle from a flooded roadway. Members will notify the Communications Center to dispatch Sioux City Fire/Rescue to assist motorists stranded due to high water. This policy will not preclude members from doing what is possible to safely rescue person(s) in imminent danger due to rising waters.

8.24.04 Vehicle Escorts

Escorts of civilian vehicles transporting medical emergencies are authorized only if the life of the sick or injured person would be jeopardized by waiting for an ambulance, and only if approved by a supervisor. This exception applies only to those cases where the officer encounters a civilian vehicle already transporting a medical emergency.

When such an escort is authorized, the officer will:

1. advise Communications of the nature of the emergency, the destination, and the route to be taken;
2. ensure the vehicle being escorted remains as close to the patrol unit as possible;
3. utilize all emergency lights and siren during civilian escort.

Other patrol units, when available, will control major intersections along the route of travel.

Ambulances will not be escorted unless they are from a foreign jurisdiction and require direction.

Funeral processions will not receive police escort except when authorized by the Chief.

Normally, public carriers will provide their own escorts for hazardous or oversized loads or will contact the Iowa Department of Transportation (IDOT) for assistance.

Special requests may be approved by the Chief.

8.24.05 Correction of Roadway Hazards

Officers, during routine patrols, will check for the following hazards:

1. Debris, damage or defects to the roadway;
2. Defects in safety features;
3. Damaged traffic control devices and/or traffic control and information signs;
4. Damaged or defective roadway lighting systems;
5. Other roadway or roadside hazards, including vehicles parked or abandoned on or near the roadway, and conditions caused by weather;
6. Engineering defects and lack of safety features;
7. A perceived need for roadway lighting, traffic control devices and/or traffic control and informational signs where none exist;
8. Any other perceived hazard.

Corrective action to be taken by the officer includes:

1. Whenever possible, removing items found in the traveled portion of the roadway and leaving the items on the side of the road;
2. Making notification to the Communications Center and, if necessary, a shift supervisor;
3. For hazards requiring immediate attention, notifying the Communication Center to initiate action to correct the problem, i.e., notification and/or call out of the City Public Works Department or IDOT;
4. In the case of a serious hazard, completing an incident report explaining the hazardous condition in detail in addition to the above actions. The officer will remain at the scene until the hazard is corrected or barricades are erected, and provide traffic direction and control as appropriate.

For hazards not requiring immediate attention, Communications will notify Public Works or IDOT.

Some roadway hazards may necessitate the notification of the news media. When appropriate, notification will be made by the Watch Commander utilizing the fax machine located in the Records Section.

8.24.06 Adverse Road and Weather Conditions

During periods of extreme weather, it is imperative main thoroughfares remain open. To ensure this, officers may order any vehicle to be towed which is obstructing a designated thoroughfare or where such vehicle may interfere with roadway maintenance. One written report may be submitted to the Watch Commander with a copy to Communications. The list of towed vehicles and where they were towed will be entered into the computer by Records personnel. For these tows, the vehicle owner compensates the tow company.

8.24.07 Roadblocks

A roadblock is defined as a deliberate obstruction by physical means at one or more selected points on a roadway, for the purpose of stopping vehicular traffic.

It may become necessary to utilize patrol vehicles for blocking the roadway at the scene of fires, accidents, and related incidents. The patrol vehicles should be parked to maximize visibility to oncoming traffic.

Officers will provide traffic control as needed and protect the scene as appropriate. If the roadway is to be blocked for an extended period of time, officers will contact the Communications Center and arrange for barricades to be brought to the scene.

Officers involved in such traffic control will wear reflective vests while performing these duties.

8.24.08 Temporary Traffic Control Devices

Officers will utilize clear and easily understood hand signals when directing traffic. Traffic will be stopped in all directions before allowing/changing traffic flow in another direction.

In cases where the automated control device will be out of service for an extended time, portable stop signs may be requested from Public Works. Barricades or traffic cones will be utilized in areas where the flow of traffic is to be interdicted and re-routed.

Officers are not trained to make traffic signal repairs or adjust timing cycles and are prohibited from doing so. Traffic signals will not be manually controlled without the approval of a Watch Commander on duty, a Special Events Coordinator, or Traffic Engineering.

8.24.09 Traffic Control at Critical Incident Scenes

The primary task of Department personnel engaged in traffic direction and control services at critical incident scenes will be to maintain access avenues to and from the scene by emergency services personnel. The Department will coordinate its efforts with other emergency services at critical incident scenes to provide crowd control and adequate safety measures for vehicle and pedestrian traffic.

Officers assisting at the scene of critical incidents will ensure civilian traffic does not interfere with emergency service activities. In no case will civilian vehicles be allowed to drive over fire hoses or into the critical incident scene unless authorized.

8.24.10 Special Events

Coordination of traffic control at Special Events will be done in accordance with Policy [11.27](#).

8.24.11 Hazardous Material Incidents

Motor vehicle accidents involving hazardous materials will be investigated in accordance with Policies [8.21](#) and [11.25](#).

8.24.12 Traffic Direction Equipment

All officers performing manual traffic control will ensure they are visible by using vehicle auxiliary lighting, flashlights, etc.

Officers will wear a traffic safety vest whenever performing traffic direction, whether during the patrol function or while at a traffic direction detail. This does not apply to emergency situations when it is impractical to immediately don the vest. When sufficient control is established at the scene, officers will don the safety vest.

8.24.13 Crossing Guards

The Sioux City Public School System is responsible for the selection, compensation, and training of adult and student school crossing guards. The SCPD neither employs nor coordinates school crossing guards.

8.24.14 Handling and Processing of Impounded Vehicles

A record will be maintained of all vehicles removed or towed at the direction of an officer. Such records will require an incident/accident report and impound report. A copy of the impound report will be placed in the towing box at the service counter in the Records Section.

A hold placed upon any vehicle for any reason will be noted on the impound sheet. The person assigned to the investigation will notify Records personnel to remove the hold as soon as possible after the reason for the hold no longer exists.

The registered owner of any impounded vehicle, not under a hold status, may secure a release for the vehicle at any time.

1. The registered owner, or his designee, must produce proper identification or some means of establishing ownership for the vehicle.
2. When a registered owner sends a designee to secure a release for a vehicle, the designee must produce proper identification and a notarized letter from the registered owner authorizing the release.
3. A release tag indicating the vehicle is not encumbered will be given to the owner for presentation to the city-contracted impound yard.
4. Unless otherwise provided, the expense of the tow and the storage fees will be borne solely by the registered owner.

The release of vehicles, other than in the above manner, requires approval by a command officer.

8.24.15 Sale of Unclaimed Vehicles

The Records Section is responsible for:

1. entering the information from the impound report form into the computer;
2. releasing vehicles to authorized individuals;
3. notifying the Code Enforcement Officer a vehicle is unclaimed;
4. maintaining unclaimed vehicle records sold at auction for a minimum of five years in accordance with applicable City and State laws;
5. completing the required finance forms to request payment to the towing contractor;
6. requesting payment of all costs related to the towing from accounting;
7. maintaining records of tow company bills, finance forms, and Iowa Department of Transportation Form 411090;
8. providing the Iowa Department of Transportation with records of paid receipts for towing, certificates of authority to transfer, and profit and loss statements.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: NOTIFICATION AND REFERRALS

NUMBER: 8.25 **EFFECTIVE:** 11/04/2005

APPROVED BY: Rex M. Mueller, **REVISION:** 01/12/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 41.2.4

8.25 NOTIFICATION AND REFERRALS

8.25.01 Notification and Referrals – Policy Statement

It will be the policy of the SCPD to make prompt notification to an outside agency when a situation or condition falls within that agency’s area of responsibility.

8.25.02 Referral to Other Agencies

Members will refer persons with non-crime related problems or requests to the appropriate social services or other agency that can best accommodate them. The Records Section and Communications Center will maintain a list of non-criminal referral agencies. The list will be available at all times for use by any departmental member. Outside agencies will include, but are not limited to:

1. Sioux City Fire Department,
2. Ambulance Services,
3. Other city departments,
4. Public Utilities,
5. State and County Law Enforcement Agencies,
6. Iowa Department of Transportation,
7. Traffic signal repair and maintenance,
8. Safe Place,
9. Centers Against Abuse and Sexual Assault (CAASA)
9. American Red Cross.

As a 24-hour service agency it is important that officers and staff have the ability to make referrals in matters not of a criminal nature to assist citizens. In response to this need the Community Team Policing Commander will regularly review the Community Services Resource Guide and make updated copies available to all officers and staff. This guide will provide an itemized list of services within the community that can be given to citizens who express a particular need. Officers are encouraged to make appropriate referrals when police resources are unable to provide needed assistance.

8.25.03 Medical Examiner

No human body, whose death is subject to investigation as a Medical Examiner/Coroner's case, will be handled, moved, disturbed or removed from the place of death, except with the permission of the Medical Examiner/Coroner or his designated representative, or unless it is necessary to protect life, safety, health, or to preserve the body from damage or destruction.

When investigating any incident involving death, the Medical Examiner/Coroner will immediately be notified for permission to remove the deceased.

If the body is moved, the Medical Examiner/Coroner's office will be notified of the reasons for departure from this policy.

1. The initial officer, upon arrival on the scene of a death, will protect the scene and notify a supervisor of the incident.
2. The supervisor will notify the Medical Examiner/Coroner's Office and will notify the Investigative Service Bureau and evidence technicians, as required.
3. After the Medical Examiner/Coroner or his designee has authorized removal of the deceased from the scene, the investigating officer must also give authorization prior to removal of the body. The body will be removed in accordance with the medical examiner's instructions.
4. All clothing and personal property with the deceased will be accurately inventoried in accordance with existing Departmental directives.

8.25.04 News Media

A shift supervisor will be notified immediately when a serious incident or event occurs which:

1. is potentially newsworthy,
2. causes considerable traffic congestion,
3. makes a detour necessary for an extended time.

The shift supervisor will evaluate the condition and determine if local news media should be notified. If information is to be released, it will be done so in accordance with Policy [2.21](#).

If the Watch Commander feels other media sources need to be contacted, the Public Information Officer should be called to make the appropriate notifications.

8.25.05 Military Support

If necessary, a request for assistance from the National Guard will be made. The presence of the National Guard does not imply marshal law; however, marshal law may be declared by the governor. Military support will be in accordance with Chapter 29A of the Iowa Code. The Chief retains responsibility for control of law enforcement activity. National Guard personnel will carry out directives from the Chief, relayed by their command officers.

8.25.06 Bomb Threats

The Department will utilize the Iowa State Fire Marshal for all bomb disposals.

Any device, or threat of device, aboard any commercial aircraft or on airport grounds, will be addressed in accordance with Policy [11.22](#). The Federal Aviation Administration Office at Kansas City, Missouri, and the State Fire Marshal will be contacted.

8.25.07 Internal Notifications

If a situation arises where specialized personnel (Detectives, SWAT personnel, Crisis Negotiators, etc.) are needed, the Watch Commander will evaluate the need for additional personnel before they are called to the scene.

8.25.08 Law Enforcement Chaplain

The Law Enforcement Chaplain can provide the following types of assistance:

1. Counseling for law enforcement officers, other department employees, and family members;
2. Assistance with death notifications;
3. Serving as part of the Department's peer counseling team;
4. Assistance at suicide incidents;
5. Serving as liaison with other clergy in the community.

The Law Enforcement Chaplain can be contacted through either the Watch Commander's Office or the Communications Center.

generalized signs and symptoms of behavior that may suggest mental illness, although members should not rule out other potential causes, such as reactions to narcotics or alcohol or temporary emotional disturbances that are situationally motivated. Members should evaluate the following related symptomatic behavior in the total context of the situation when making judgments about an individual's mental state and need for intervention, absent the commission of a crime.

1. Reactions – mentally/emotionally ill persons may show signs of strong and unrelenting fear of persons, places, or things. The fear of people or crowds, for example, may make the individual extremely reclusive or aggressive without apparent provocation.
2. Appropriateness of Behavior – an individual who demonstrates extremely inappropriate behavior for a given context may be emotionally ill.
3. Rigidity/Inflexibility – emotionally ill persons may be easily frustrated in new or unforeseen circumstances and may demonstrate inappropriate or aggressive behavior in dealing with the situation.

In addition to the above, a mentally ill person may exhibit one or more of the following characteristics:

1. Abnormal memory loss related to such common facts as name or home address (although these may also be signs of an injury or Alzheimer's disease);
2. Delusions – the belief in false thoughts or ideas, such as delusions of grandeur (“I am Christ.”), or paranoid delusions (“Everyone is out to get me.”);
3. Hallucinations of any of the five senses (e.g. hearing voices commanding the person to act, feeling one's skin crawl, smelling strange odors, etc.);
4. The belief that one suffers from extraordinary physical maladies that are not possible, such as a person who is convinced that his heart has stopped beating for extended periods of time;
5. Extreme fright or depression.

8.26.04 Dealing with the Mentally III

The following guidelines detail how to approach and interact with people who may have mental illness. These guidelines should be followed in all contacts whether on the street or during more formal interviews and interrogations. While protecting their own safety, the safety of the person with mental illness and others at the scene, officers should:

1. Request backup, especially in cases where the individual may be detained. Non-sworn members will contact the Communications Center as soon as possible to have officers dispatched to their location.
2. Take steps to calm the situation. Where possible, eliminate emergency lights and sirens, disperse crowds, and assume a quiet, non-threatening manner when approaching or conversing with the individual. Where violence or destructive acts have not occurred, avoid physical contact, and take time to assess the situation.
3. Move slowly and do not excite the disturbed person. Provide reassurance that the police are there to help and he/she will be provided with appropriate care.
4. Communicate with the individual in an attempt to determine what is bothering him/her. Relate your concern for his feelings and allow him to express his feelings. Where possible, gather information on the subject from acquaintances or family

members, and/or request professional assistance, if available and appropriate, to assist in communicating with and calming the person.

5. Do not threaten the individual with arrest or in any other manner, as this will create additional fright, stress, and potential aggression.
6. Avoid topics that may agitate the person and guide the conversation toward subjects that help bring the individual back to reality.
7. Always attempt to be truthful with a mentally ill individual. If the subject becomes aware of a deception, he may withdraw from the contact in distrust and may become hypersensitive or retaliate in anger.

Once enough information is collected about the nature of the incident and the situation is stabilized, officers may exercise a wide range of options when selecting an appropriate disposition.

1. Release of the person.
2. Contact MCAT (Mobile Crisis Assessment Team) for on scene assistance (there is no charge for the agency or individual).
3. Refer or transport the person for medical attention if injured or abused.
4. Release to care of family, caregiver, or mental health provider.
5. Refer or transport to substance abuse services.
6. Assist in arranging voluntary admission to a mental health facility.
7. Transport for involuntary emergency psychiatric evaluation if the person's behavior is a danger to themselves or others.

8.26.05 Taking Custody or Making Referrals

Based on the overall circumstances and the member's judgment of the potential for violence, the member may provide the individual and family with referrals on available community mental health resources or follow steps to have the individual taken into protective custody in order to seek an involuntary emergency evaluation.

Officers will make mental health referrals when, in the best judgment of the officer, the circumstances do not indicate the individual must be taken into custody for his protection or the protection of others, or for other reasons as specified by state law. Referrals may be made to an appropriate medical facility; access to additional appropriate mental health resources including the Mobile Crisis Assessment Team (MCAT) is available through the Communication Center. MCAT may be utilized as a method of transportation to a mental health or medical facility.

Mobile Crisis Assessment Team – MCAT was designed to assist officers on calls related to mental health issues. MCAT is a collaborative effort where mental health professionals are dispatched at the request of officers to complete assessments and stabilize situations with on-site crisis counseling, provide referrals and follow-up to available services and resources, and assist with psychiatric hospitalizations. The assistance of MCAT provides the following benefits:

1. Saves police time, allowing officers to quickly return to the street.
2. People with mental health issues avoid unnecessary incarcerations and hospitalizations.
3. Facilitate appropriate treatment and follow up to address the mental health needs of clients.

4. Reduce repeated calls for service for individuals due to providing follow up contact and referrals.
5. Assist officers on calls related to mental health.

Voluntary Admission - In minor incidents, where a person is suffering from mental illness, officers should seek non-arrest resolutions. The most desired resolution is voluntary admission to an appropriate mental health facility or treatment. The following scenarios would indicate minimal officer involvement:

1. Persons who appear to be in need of psychiatric evaluation and do not appear to pose an imminent danger to themselves or others should be referred to MCAT or a mental health facility. (A family member or other responsible person is often available to assist the disturbed person in seeking such treatment and should be provided with information and assistance necessary to secure the needed help.)
2. When possible, persons who have been or are under the care of a private physician should be referred to the physician. MCAT may assist in making contact with the appropriate physician.
3. Persons who voluntarily agree to psychiatric evaluation shall be taken to hospital or another appropriate facility. Again, MCAT may assist with this process and should be contacted.
4. When necessary, officers should arrange/assist with transportation of mentally ill persons.

Involuntary Admissions – A higher level of law enforcement intervention is required when officers encounter the following scenarios:

1. The person is an imminent danger to self or others.
2. The person is unable to care for self (unable or refuses to accept intervention which would meet minimum needs for food, clothes, shelter, or physical well-being).
3. The person is suffering substantial physical deterioration and shows an inability to function if not treated immediately.

Officers can respond with the most appropriate of the following alternatives for involuntary admission for psychiatric care:

1. When the person in question poses no apparent immediate threat to themselves or others, a relative or caregiver may petition a judge to order the detention and a hearing for the person who is believed to be in need of psychiatric hospitalization. MCAT can be of assistance to family members if needed.
2. Officers who personally observe the actions of the individual and have reason to believe that the person is in clear and imminent danger of causing personal harm to themselves or others, should arrange transport to a hospital or other appropriate facility for the individual. Once at the hospital or facility the examining physician shall be informed of the situation by the officer and conduct their own evaluation.

If time permits, and if an officer has reasonable grounds to believe a person is mentally ill, and because of that illness is likely to physically injure the person's self or others if not immediately detained, a supervisor should be requested to the scene. If a supervisor is unable to come to the scene, the officer should find an alternate method of communication with the supervisor. After conferring with the responding officer(s) and interviewing witnesses, the supervisor will make the decision as to whether the subject should be handled as mentally ill and committed.

If an individual with a mental, emotional, or psychological illness is detained, officers shall make reasonable efforts to use the least restraint possible to protect the subject and others from injury. The overall circumstances and the person's potential for violence will determine if handcuffs should be used as a temporary measure to prevent injury to the person or the officer.

If it is decided the subject is to be handled as mentally ill and committed involuntarily, the following will be done:

1. The supervisor, or officer, will arrange for transportation of the subject to a medical facility. Officers may consider transport by EMS personnel.
2. If the treating physician at the hospital determines there is reason to believe the subject is seriously mentally impaired, and because of that impairment is likely to physically injure himself or others if not immediately detained, it will then be the responsibility of the physician to begin court committal proceedings.
3. If the physician does not make the above determination, an explanation of involuntary hospitalization procedures (Iowa Code 229.6) will be explained to the family by a supervisor or officer of the Department.
4. The primary officer will prepare an offense and supplemental report regardless of whether it is a voluntary or involuntary commitment.

8.26.06 Training

For sworn members, four hours of entry level training is conducted by the Iowa Law Enforcement Academy. Thereafter, the department will conduct an accumulation of four hours every four years of in-service training. Non-sworn members will receive departmental training as soon as practical after hire with refresher training conducted in-service at least every three years.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE INVESTIGATIVE SERVICES BUREAU

NUMBER: 9.01 **EFFECTIVE:** 4/15/2005

APPROVED BY: Rex M. Mueller, **REVISION:** 02/10/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 11.3.3, 12.1.4, 41.2.5, 42.1.1, 42.1.2, 42.1.3, 42.1.4, 42.2.1, 42.2.2, 42.2.3, 42.2.5, 42.2.7, 82.1.5

9.01 DUTIES AND RESPONSIBILITIES OF THE INVESTIGATIVE SERVICES BUREAU

9.01.01 Duties and Responsibilities of the Investigative Services Bureau – Policy Statement

The Sioux City Police Department’s goal is to conduct as complete a criminal investigation as possible while taking into consideration the limited availability of physical, financial, and human resources. Every reasonable effort possible will be made in the investigation of criminal offenses, with the knowledge that not every crime can be solved.

Although criminal investigation is a shared responsibility, the purpose of this directive is to set forth those duties and responsibilities particular to the Investigative Services Bureau.

9.01.02 Criminal Investigation Function

The function of the Investigative Services Bureau is:

1. to conduct follow-up investigations consisting of interviewing witnesses, victims and suspects;
2. to identify, locate, and arrest suspects;
3. to present cases to the prosecutor and to assist in the prosecution of the defendant;
4. to investigate complaints of vice, narcotics, and organized crime;
5. to collect and disseminate information relating to criminal activity; and
6. to conduct pro-active criminal investigations.

Members assigned to the Investigative Services Bureau are generally non-uniformed personnel with the same rank, titles, and salary schedules as those used in other components of the Department.

9.01.03 Investigative Services Bureau Responsibilities

The Investigative Services Bureau will be the primary criminal investigation component of the Department. The Investigative Services Bureau will be comprised of the following units:

1. Crimes Against Persons – Responsible for investigating homicide, robbery, abuse, and other criminal offenses when persons are the primary victim.
2. Crimes Against Property – Responsible for investigating burglary, theft, criminal mischief, and other cases where property is the direct object of the crime.
3. Drug – Responsible for the investigation of illegal activities relating to narcotics, dangerous drugs, and controlled substances.
4. Special Investigations Unit – Responsible for the investigation of crimes relating to liquor laws, gambling, prostitution, and gangs.
5. Youth Services – Responsible for the investigation of youth-related crimes, missing juveniles and crime prevention.

9.01.04 Notification of Investigators after Normal Duty Hours

The Investigative Services Bureau Commander, or his designee, will be responsible for maintaining a duty roster of investigators capable of providing 24-hour service. It will be the responsibility of the watch supervisor to notify the appropriate investigation supervisor when it is determined that a Major Crime has occurred, or in any case of a serious nature when it is apparent an immediate or lengthy follow-up investigation will be necessary. Major Crimes are:

1. homicide;
2. kidnapping;
3. sexual abuse;
4. child endangerment (with serious injury);
5. suspicious or unexplained deaths;
6. any felony assault;
7. burglary (with any assault) or substantial loss (equal to first degree theft);
8. felony arson; or
9. robbery.

Notification is to be made as soon as practical after determination that an investigator should be contacted. The watch supervisor will be responsible for providing information concerning the incident when an Investigation Supervisor is contacted. The Investigation Supervisor will determine needed personnel resources and will be authorized to call in extra personnel.

9.01.05 Case Screening

Cases will be assigned or not assigned on the basis of prioritization as set out in the Investigative Services Case Management S.O.P. Cases will be screened to determine the need for further investigation based upon:

1. gravity of offense;
2. probability of solution;
3. urgency of action;

4. supervisory judgment.

In situations where a case requires specialized skill or knowledge, efforts will be made to assign the case to the investigator who possesses specific training or expertise required to most effectively investigate that case. The officer assigned to a case for follow-up will be the principle case investigator. This does not preclude assistance but places accountability for each case.

9.01.06 Case Status Control System

The Investigative Services Secretary will be responsible for the Case Status Control System which is maintained in the computerized Crime Information System. The reports contain:

1. Incident Report Number;
2. Date Closed with Final Disposition;
3. Status of Case (Active, Inactive, Cleared, Unfounded);
4. Investigator and Date Assigned (when appropriate);
5. Offense Classification.

9.01.07 Suspension of Investigative Efforts

The Investigative Services Lieutenant will monitor and review the progress of cases under investigation and may direct the investigation of a case be suspended under the following circumstances:

1. All available leads have been exhausted;
2. Lack of available investigative resources;
3. The degree of seriousness of the case does not warrant further expenditure of resources.

9.01.08 Informing Victims of Case Status and Follow-up Contact

Investigators assigned to a case will keep victims informed regarding the status of their case and information relevant to victims. Notification may be made by mail, telephone, or in person. Notification will generally be made within 72 hours of case assignment or change of status. The manner, content, and date of the notification will be documented in the case report.

Investigators will make a second follow-up contact with the victim or complainant in an effort to secure new information overlooked or not gained previously in the investigation. Further contacts can often lead to additional investigative leads and help reassure victims that efforts are being made to resolve the incident. Additional follow-up contacts will be made as often as case circumstances dictate.

9.01.09 Maintenance of Case Files

The investigator assigned to a case is responsible for the initiation and submission of documents to the Records Section. The Records Section will be responsible for maintaining the case file. Investigation case files may include some or all of the following reports and documents:

1. copy of original offense report;
2. copies of supplemental reports;
3. Major Crime Investigations Checklist (Supervisory Checklist also);
4. Major Crime Scene Log;
5. Major Case Witness Data Sheet;
6. criminal record of suspect;
7. laboratory reports;
8. witness and /or suspect statements;
9. copies of search and arrest warrants;
10. advisement of rights;
11. consent to search;
12. disposition of cases;
13. any other documents related to the case.

Investigators will maintain a working copy of each file. Originals will be maintained by the Records Section. Case management will be conducted in accordance with SOP [INV-C01](#).

9.01.10 Accountability for Preliminary and Follow-up Investigation

Uniformed patrol officers will conduct preliminary investigations on all dispatched and on-view incidents as provided in Policy [8.21](#). Investigators may be requested to respond to a crime scene to initiate an investigation if the situation warrants immediate follow-up. The officer or investigator assigned follow-up investigation of any criminal case will be responsible for the completion of the case, to include any criminal filing of appropriate charges.

9.01.11 Conducting Follow-up Investigations

During the process of conducting follow-up investigations, investigators will adhere to as many of the following steps as are relevant for the successful conclusion of cases:

1. review and analyze all preliminary reports;
2. review departmental records for similar cases involving the same victims and/or suspects;
3. check for criminal histories on all parties involved;
4. seek additional information from other officers;
5. disseminate information to other agencies requesting information on possible suspects;
6. check with the Crime Analysis Unit for any connection to other cases;
7. arrange for dissemination of information to Patrol;
8. review evidence collected and prepare laboratory request cover letters;
9. personally examine the crime scene;
10. conduct additional interviews and interrogation or obtain sworn statements;

11. plan, organize, and conduct any necessary searches;
12. contact informants who may be able to develop information regarding the case;
13. consider surveillance, undercover, or decoy activity;
14. consider a press release, keeping in mind pretrial publicity may prejudice a fair trial;
15. contact the victim for additional information and keep the victim advised of case status;
16. identify and arrest suspects;
17. consider if a search warrant is appropriate;
18. prepare a case report presentation; and
19. assist with the prosecution.

9.01.12 Cold Case Investigation Procedures

A cold case is defined as a case that was investigated by the initial officer or detective to the fullest extent possible/feasible, and was unable to be solved with an arrest, based on the information, evidence, or technology known at the time, or closed through other means.

Any new information regarding a cold case will be evaluated using the case management system by the Investigative Services Supervisor to determine if additional investigation is warranted. Periodically, an Investigations Bureau Supervisor may review a cold case for new information or upon the availability of new technology which may assist in solving the case.

Any new investigative efforts will be documented in a supplemental report under the original case number, indicating the actions taken by the investigating detective/officer. If this is not possible, a new case number will be generated, and reference will be made to the original case number and/or case name.

9.01.13 Attendance at Uniform Roll Call

Periodically or upon operational necessity, investigative personnel will attend Uniform Roll Call sessions. The purpose of attending these sessions will be:

1. to foster an atmosphere of cooperation and open communication;
2. to share specific information on criminal activity or crime trends;
3. to inform patrol unit personnel of current investigative field activities;
4. to update patrol unit personnel on cases forwarded to the Investigative Services Bureau for follow-up.

9.01.14 Investigative Checklist

The field report properly prepared serves as a satisfactory checklist for most investigations. However, more complicated investigations require additional efforts, and checklists aid in ensuring critical areas of investigations are not overlooked. The SCPD Major Crime Investigations Checklist forms can be obtained from the Investigative Services Bureau or on the U:drive. The Major Crime Investigations Checklist, in addition to the appropriate case reports,

will help ensure all basic investigative tasks are completed, as well as documenting the tasks performed by investigators assigned to the case.

9.01.15 Investigative Resources

Although no two investigations are identical in substance, there are certain standard methods that are considered in all investigations. These investigative methods include:

1. Information Development – Potential sources of information include: witnesses, victims, neighbors, relatives, other law enforcement agencies, and informants. Information received from any of the above sources must be judged objectively, documented appropriately and obtained in a manner consistent with applicable laws.
2. Interviews and Interrogations – Interviews and interrogations are conducted with those individuals who, in the opinion of the investigator, have been directly involved or have knowledge of the criminal activity in question. Interviews or interrogations will be conducted in a manner consistent with Departmental guidelines regarding constitutional requirements outlined in the policy.
3. Collection, Preservation and Use of Physical Evidence – Physical evidence will be searched for, collected, and preserved during the processing of all crime scenes. Investigators will follow proper evidence collection procedures as specified in [6.05](#) and the instruction manual in the property packaging area.
4. Surveillance – Surveillance may be used in the investigation of criminal activity when necessary to observe suspects or conditions in an unobtrusive manner. All surveillance activity will be accomplished in a legally acceptable manner. Records of surveillance operations may be maintained as part of an active case file or forwarded to Crime Analysis as appropriate. Surveillance operations will be conducted as provided in Policy [9.07](#).

9.01.16 Background Investigations

Background investigations will be completed for the purpose of intelligence gathering, criminal investigations, and licensing of individuals or businesses. The information will be obtained only through acceptable means, which include public records, surveillance, search warrants, informants, and other agencies.

Background information developed as part of a specific assigned criminal case will be included in that case file and will be forwarded to the Records Section under the assigned case number.

9.01.17 Use of the Polygraph

The only device to be employed by the SCPD in the detection of deception is the polygraph. The polygraph may be employed as a means of detecting deception or verification of the accuracy of statements made by persons in any matter under investigation by the Department.

Only certified members of the Department are authorized to administer a polygraph examination.

The voluntary consent of the person being examined must be obtained, in writing, in advance of any such examination. Under no circumstances will an investigation be advanced or discontinued on the unsupported result of any polygraph examination.

All polygraph examinations will be documented with a supplemental report.

9.01.18 Asset Seizures and Forfeitures – Definitions

1. Seizable Property: Property which is relevant in a criminal prosecution; property defined by law to be forfeitable property; property which, if not seized by the State, poses an imminent danger to a person's health, safety, or welfare.
2. Forfeitable Property: Property which is illegally possessed; property which has been used or is intended to be used to facilitate the commission of a criminal offense or to avoid detection or apprehension of a person committing a criminal offense; property which is acquired from the proceeds of a criminal offense; or property offered or given to another as inducement for the commission of a criminal offense.

9.01.19 Property Seizure

An officer seizing property as defined above will enter the property into the Property System as provided in Policy [6.05](#). A copy of the property sheet/receipt will be given to the person from whom it was seized or left at the place of the seizure. If a motor vehicle is seized, the officer will complete a Vehicle Impound Report and a property sheet/receipt if applicable and submit an entry into the B.E.A.S.T property management system. The investigating officer will attempt to notify all individuals claiming ownership of an item of its seizure and the process to reclaim the item.

9.01.20 Investigative Services Bureau Responsibility

The principle case investigator has the responsibility of notifying the Woodbury County Attorney's Office a seizure of forfeitable property has been made and the Department is requesting forfeiture procedures as provided in Chapter 809 of the Iowa Code. If the seizure involves an intended federal forfeiture, the principle case investigator will notify the United States Attorney and any federal agency involved of the intention.

The Investigative Services Bureau Commander will prepare and maintain a Standard Operating Procedure to be followed in the preparation and execution of asset forfeitures initiated by the Investigative Services Bureau to include, at a minimum:

1. the procedures for notification of forfeiture, including notification of the property owner and any lien holders;
2. liaison with the Woodbury County and United States Attorneys;
3. obtaining clear title to motor vehicles;
4. payment of any bills related to forfeitures;
5. notification of any other Department component involved in the process;

6. notification of any other departments eligible for a share in the asset proceeds;
7. receiving and depositing forfeited cash assets;
8. the reception and utilization of any property forfeited to the Department;
9. delineation of all forms to be utilized in the forfeiture process; and
10. the maintenance of a file system to account for all forfeited property.

9.01.21 Audits and Dispersal of Forfeited Funds

Forfeited cash proceeds will be deposited into specific accounts as determined by the Chief and the City Treasurer. These accounts will be audited at least annually. Forfeited funds may be disbursed for any lawful purpose which benefits law enforcement, with the approval of the Chief.

9.01.22 Investigative Task Forces

The Chief will approve committing personnel and resources of the Department to any task force prior to its operational implementation.

The purpose of the Tri State Drug Task Force is to facilitate the investigation and prosecution of major drug traffickers who are targeted in this area and to seize and forfeit any assets which are identified as a result of these investigations.

Officers assigned to the Task Force will fall under the supervision of the DEA Lead Agent. The Task Force Secretary, or party designated by the Chief, will evaluate the results of the task force and the need for continued operations. Tri State Drug Task Force efforts will also be conveyed in the monthly Investigations Caseload Report for the Chiefs ongoing review.

Equipment for the task force officers will be supplied by the agency and any other equipment purchased or supplied during the term of the agreement shall be the sole responsibility and property of the supplying or purchasing agency and at the termination of the agreement shall remain the property of said agency.

Task Force Officers will gather and report intelligence data related to narcotics and dangerous drugs, and officer safety issues, conduct undercover operations where appropriate and engage in other traditional methods of investigation in order that the task force's activities will result in effective prosecution, and disrupt the illicit drug traffic in the Western Iowa area by immobilizing targeted violators and trafficking organizations.

While on duty and acting on task force business, the SCPD officer(s) assigned to the Task Force shall be subject to all DEA and federal government rules, regulations, and procedures. The SCPD officers assigned to the Task Force shall be deputized as Task Force Officers of DEA.

9.07.03 Organized Crime Component

The Special Investigations Unit of the Investigative Services Bureau will be responsible for investigation of organized crime activities which will include, but not be limited to: loan-sharking, labor racketeering, human trafficking, corruption, extortion and/or bribery, theft and fencing rings, and illegal sales and distribution of firearms and explosives.

9.07.04 Vice Component

The Special Investigations Unit of the Investigative Services Bureau will be responsible for the investigation of vice activities to include, but not limited to: illegal sales of liquor and tobacco, illegal gambling operations, human trafficking, and prostitution.

The SIU will also be responsible for monitoring the activity of local prostitution and human trafficking to include investigating public, online, or business sponsored prostitution and human trafficking. The goal of these investigations will be to determine the size and nature of the human trafficking organization and appropriately work to identify suspects and aid victims.

9.07.05 Gang Component

The Special Investigations Unit of the Investigative Services Bureau will be responsible for the gathering, compilation, and dissemination of gang intelligence. They will also be responsible for conducting investigations into gang-related crimes. Unit members will meet with area law enforcement agencies to discuss current gang members and activities.

The unit will also work with other members of the department in order to obtain additional information.

The unit will complete criminal intelligence reports on all new gang members, newly formed gangs, and significant gang incidents, which will be forwarded to Crime Analysis.

9.07.06 Street Level Drug Component

The Special Investigations Unit will be responsible for conducting investigations into street level drug activities. Unit members will coordinate their activities with the Tri-State Drug Task Force Officers.

The unit will also work with other members of the department in order to obtain additional information.

9.07.07 Investigation of SIU Complaints

Preliminary investigations of complaints involving organized crime, vice, gang, and street level drug activities will normally be made by Uniformed Services personnel. However, investigators

acting upon Crimestoppers calls or informant information may be required, by circumstances, to conduct a preliminary investigation.

Complaints concerning organized crime, vice, gang and street level drug activities will be forwarded to the Special Investigations Unit. The decision to investigate a complaint will be based upon objective criteria, in accordance with SOP [INV - C01](#), Investigative Services Case Management. Reports which lack sufficient information for case assignment will be forwarded to the Crime Analyst as intelligence information as provided in Policy [10.04](#).

Prior to initiating any street level drug investigation, the SIU Supervisors will de-conflict with the Task Force Supervisor.

When a drug investigation reveals information that fits the requirements for a Tri-State Drug Task Force investigation, the DEA/RAC may be contacted. The DEA/ RAC will determine if the Task Force will adopt the investigation, or if the Special Investigations Unit is free to continue the investigation.

9.07.08 Records of SIU Investigations

Incident reports of organized crime, vice, gang, or drug activities initiated by an investigator which need to remain confidential, will be entered into the computer under the investigator's employee number. The investigator will create an "Information Criminal" incident report noting "see confidential files" in the narrative section of the report. Records of organized crime, vice, and drug complaints, which are assigned and active, will be maintained by the investigator in a secure area. Investigators will request secure dictations from Word Processing. The Supplemental Reports will be kept secure by the investigator while the case is active.

9.07.09 Use of Informants

Use of informants in SIU operations will be as provided in [Policy 9.09](#).

9.07.10 Information Received from Outside Agencies

Information received from an outside agency concerning organized crime, vice, gang, or street level drug activities will be incorporated, where appropriate, into any on-going investigation. Such information may serve as a catalyst for the initiation of an investigation, or serve only as the basis of intelligence.

A record of correspondence and assistance will be maintained by the Crime Analysis Section as provided in Policy [10.04](#). Intelligence or other information received by the Investigative Services Bureau will be forwarded to the Crime Analysis Section after review. Intelligence information requiring follow-up will be assigned to the appropriate component.

9.07.11 Coordination with Departmental Components and Other Agencies

The control and suppression of organized crime, vice, gangs, and street level drug activities is accomplished with a coordinated effort by various components within the department and other agencies.

The degree to which information may be shared is limited by the circumstances involved. Information concerning on-going investigations must be restricted, while intelligence data may or may not be circulated.

All members of the department are responsible for reporting organized crime, vice, gang, and street level drug activities which come to their attention.

Requests for assistance in the investigation or suppression of organized crime, vice, gangs, or street level drug activities may be made of one bureau by another, or of other agencies.

These investigations often integrate into other criminal enterprises, such as large-scale drug and theft rings. This integration can result in one investigative unit interfering with another. Communication between units and agencies during these types of investigations become critical for officer safety and the integrity of the investigation.

Prior to initiating any undercover investigation, officers should run the target location through an Information Sharing System to insure no other unit or agency is actively investigating the same target. The Crime Analysis Unit and selected members will be trained in this de-confliction process (refer to SOP MBP-D01).

9.07.12 Authorization and Use of Surveillance Equipment

Organized crime, vice, gang, and street level drug offenses, by their nature, often require officers to learn of and develop evidence of crimes by infiltrating an operation or association with persons suspected of criminal activity. The department will maintain or have access to the resources necessary for:

1. decoy operations,
2. stationary or mobile surveillance,
3. undercover or controlled informant operations.

The Investigative Services Bureau Commander will maintain a list of equipment available for use by departmental personnel, such as audio recording equipment, video cameras, still cameras, and night vision equipment designed to aid in the surveillance of persons or vehicles. Members of the Investigative Bureau are authorized to utilize equipment; members outside the Investigative Bureau must receive authorization from an Investigations supervisor prior to using equipment.

All surveillance equipment will be stored in a secure and locked space. All persons utilizing any such equipment will note in the log book provided:

1. the equipment used,
2. the persons using it,
3. the date and time removed from storage, and

4. the date and time returned to storage.

9.07.13 SIU Surveillance Operations

Continuous surveillance projects, as designated by the Investigative Services Bureau Commander, will be managed by a Supervisor or Command Officer. Before a continuous surveillance operation is undertaken, a thorough analysis of the problem will be performed. Such a study will include provision for:

1. analysis of crimes and victims;
2. identification and analysis of probable offenders and their habits, associates, vehicles, methods of operation, the neighborhood, or targeted area;
3. any other pertinent information.

Operational planning will include provisions for:

1. determining operational procedures for observation, arrests, and “tails”;
2. supplying officers with expense funds;
3. establishing and maintaining a means of communication;
4. selecting equipment and vehicles;
5. providing relief;
6. determining legal requirements, including the need for or appropriateness of obtaining warrants/court orders for the operation.

Electronic surveillance entails the use of cameras or video recorders, audio recorders, or telephone wire taps in continuous manned or unmanned use. Camera use will not violate the privacy of any individual who has a reasonable expectation of such without court-ordered authorization.

Unless otherwise authorized by court order, no telephone conversation will be monitored or recorded without the consent of one of the parties to the conversation. Consent requires the express authorization of at least one party to the conversation.

9.07.14 SIU Undercover Operations

Undercover operations are investigative techniques employed by law enforcement agencies in order to infiltrate criminal activity using covert means in an attempt to determine the nature and extent of illegal activities.

The objectives in conducting undercover operations are as follows:

1. To obtain evidence against suspected criminal elements;
2. To escalate the investigation to a higher or wider scale for presentation to the appropriate prosecutorial authority.

Undercover operations will be conducted by the Investigative Services Bureau and will provide, at a minimum, for the following:

1. Identifying and analyzing suspects;
2. Making contact with suspects;

3. Analyzing neighborhood and target areas;
4. Supplying officers with necessary undercover identities and credentials;
5. Ensuring the confidentiality of the officer's false identity is maintained;
6. Supplying officers with expense monies from the confidential expenditure fund;
7. Supplying officers with additional or special equipment;
8. Establishing means of both routine and emergency communications;
9. Supplying arrest plan guidelines;
10. Supplying back-up security officers;
11. Supplying close supervision.

Planning and execution of undercover operations should include the following:

1. Deconfliction;
2. Full identification of the suspect(s), associates and method of operation;
3. Pre-arranged methods of communication, signals, and rendezvous points, as well as time limits;
4. Participation from the local agency, as well as county, state and federal agencies when appropriate;
5. Minimal contact with the suspect(s), considering the hazards involved in undercover work;
6. Briefing of all personnel to ensure no omissions in operational plans exist;
7. Thoroughly briefing informants (whenever they are utilized) concerning their particular activity of involvement, to include what they are to say and do during their contact with the suspect(s);
8. Minimizing exposure of informant(s) to other personnel.

If false identifications are utilized by officers:

1. those identifications will be approved by a Bureau Commander or Chief;
2. every attempt will be made to keep the identity on a need-to-know basis;
3. the identifications will only be used for legitimate law enforcement purposes; and
4. they will be surrendered to the Chief of Police when no longer required.

Undercover drug investigations requiring officers to assume undercover identities for extended periods of time, and requiring false credentials, will be referred to the Tri-State Drug Task Force.

9.07.15 Decoy Operations

Decoy operations are an investigative technique employed by law enforcement agencies in a proactive attempt to curb specific criminal activity. The decoy operation involves police officers posing as potential victims in an attempt to detect and apprehend criminal offenders.

These types of operations will be pre-planned and provide for the following:

1. analysis of the crimes, victims and locations;
2. disguising officers to resemble victims;
3. determining the number of back-up/support officers;
4. developing an operational plan;
5. providing communication capabilities;
6. assigning a pre-planned "arrest" or "help" signal;

7. providing means of identification of participating personnel;
8. notification of patrol supervisors (if applicable);
9. designation of operation supervisor for close supervision and monitoring of decoy officer.

Whenever possible, decoy officers should wear a concealed microphone and bullet resistant vest.

9.07.16 Raids

No raid will be conducted without advance planning and a thorough briefing. The Incident Commander (a Police Supervisor or Command Officer) will pre-plan all raids which will provide for the following:

1. developing strategies and tactics and assigning personnel for the approach, entry, securing, and leaving a target area;
2. searching for and seizing of evidence and/or contraband;
3. selecting and supplying proper equipment;
4. providing for routine and emergency communications with both field/patrol units and specialized support units;
5. arresting and processing of suspects;
6. authorization for the type and use of force consistent with Chapters 704 and 804 of the Iowa Code and Policy [4.01](#);
7. notification to Watch Commander on duty;
8. arrangements for medical assistance if needed;
9. providing close supervision by designating a Field Supervisor;
10. providing for proper documentation and reporting of the incident.

There will be no deviation from the plan without the approval of the Incident Commander and the advisement of all participants.

The Incident Commander will be responsible for ensuring all search and arrest warrants are complete and a specific person is assigned to complete the property forms and the return of service.

All plain clothes officers participating in the initial raid will wear distinctive jackets with the word "POLICE" visible, as well as a police badge visible on the upper front of the jacket. Uniformed officers will be utilized on the entry, whenever possible. All officers on the raid will wear bullet-resistant vests for the initial entry.

High-risk warrants will be served by the department's SWAT Team for the purpose of entry. The Incident Commander will be prepared to take over execution of the warrants once the situation is stabilized and any threat neutralized.

9.07.17 Asset Forfeitures

The forfeiture of real property will be approved by the Investigations Bureau Commander (refer to SOP MBP-A01).

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: INFORMANT OPERATIONS
NUMBER: 9.09 **EFFECTIVE:** 4/29/2005
APPROVED BY: Rex M. Mueller, **REVISION:** 06/22/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 17.4.2, 42.2.6, 43.1.3, 82.3.5

9.09 INFORMANT OPERATIONS

9.09.01 Informant Operations – Policy Statement

The purpose of this directive is to establish specific procedures to be utilized when informants are used by Department personnel.

9.09.02 Definitions

INFORMANT: A person who provides information concerning criminal activity or purchases stolen property or contraband under controlled conditions.

UNDERAGE PURCHASER: Juvenile used for the undercover purchase of tobacco during tobacco license compliance checks.

PURCHASE OF SERVICES (P/S): This category should include: travel or transportation of officers or informants; the lease of apartments, business rent, automobiles, aircraft, boats, or similar effects to create or establish the appearance necessary for an undercover operation—including, but not limited to, meals, beverages, entertainment, and other or similar expenses for undercover purposes within reasonable limits.

PURCHASE OF EVIDENCE (P/E): This category is for the purchase of evidence or contraband required to determine the existence of a crime or establish the identity of a participant in a crime.

PURCHASE OF SPECIFIC INFORMATION (P/I): This category includes discretionary payment of money to informants for specific information and informant expenses.

CONFIDENTIAL FUND: The Department’s accounting and banking system that provides officers with investigation expense monies.

CONFIDENTIAL FUND CUSTODIAN (CFC): The Special Investigations Unit (SIU) is responsible for dispensing and monitoring the use of Confidential Funds by officers.

C/I NUMBER: The number assigned to each informant contained in the informant file. The informant, to protect confidentiality, will be referred to by this particular number.

9.09.03 Security and Contents of Informant Files

A separate Informant File will be established for each informant. These files will be kept in a storage area segregated from any other files and under the exclusive control of the CFC. The area will be locked at all times.

Access to these files should be limited to those officers who have a legitimate need to know. Informant Files will not leave the immediate area, except for review by a supervisory or handling officer, and will be returned to the storage area prior to the close of the officer's tour of duty.

Each Informant File will contain the following documents:

1. informant payee records,
2. informant establishing report,
3. informant's true and assumed names,
4. current photograph,
5. fingerprint card,
6. Criminal History Record,
7. cooperating individual agreement.

A cooperating individual agreement will contain:

1. the proposed use of the C/I;
2. the approximate time for which the C/I is to be used;
3. a statement as to the C/I's willingness to be truthful in all matters being investigated;
4. the assignment of a C/I number;
5. the receipts for all funds given to the C/I;
6. the copies of statements signed by the informant;
7. any administrative correspondence pertaining to the informant;
8. any deactivation report or declaration of an unsatisfactory informant.

All agreements and receipts for funds will be signed by the informant.

9.09.04 One-Time Citizen Informants

One-time citizen informants, or underage purchasers, need not be included in the Informant File. Informants not listed in the Informant File may be paid utilizing Confidential Funds of no more than \$100.00, one-time only, with the approval of the Commander or Lieutenant of Investigative Services. Officers receiving Confidential Fund money for informants, or underage purchasers, not listed in the Informant Files will prepare a written expense report. The report will include:

1. the name of the officer,
2. the complaint number,
3. the informant, or underage purchaser's, name and signature,
4. a copy of at least one form of identification (preferably informant's driver's license).

9.09.05 Duties and Responsibilities of Confidential Fund Custodian

The Confidential Fund and transaction records will be stored in a secure location and access will be restricted to the CFC and Lieutenant of Investigative Services.

The CFC will have the following responsibilities with respect to the Confidential Fund:

1. maintenance of the fund in accordance with all the appropriate laws and procedures;
2. proper disbursements and deposits;
3. bookkeeping and banking procedures;
4. quarterly internal audits of the funds;
5. maintenance of the file containing copies of all relevant fund transaction documents.

The CFC will make disbursements only to authorized personnel for the following purposes:

1. payments to be made directly to the C/I;
2. investigative funds for the purpose of purchasing illegal drugs, contraband, and other criminal evidence;
3. purchase of food and beverages for a Confidential Informant;
4. officers involved in prolonged investigations;
5. expenditures for authorized undercover operations;
6. expenditures for minor maintenance of equipment used in undercover operations;
7. flash and front money.

Any single expenditure of more than \$1000 will require approval of the Captain of Investigative Services.

Any single expenditure of more than \$6,000 will require approval of the Chief of Police.

9.09.06 Audits of the Confidential Fund

A quarterly audit of the Confidential Fund will be conducted by the Lieutenant of Investigative Services.

9.09.07 Withdrawals and Expenditures from Fund

Officers of the SIU and Drug Task Force will be authorized to make withdrawals from the fund. They can make withdrawals through the CFC by submitting a request for funds. All receipts and/or unused funds will be returned to the CFC within five (5) working days. It will be the responsibility of the CFC to ensure this policy is strictly enforced.

Any officers not assigned to the SIU or Drug Task Force may make a request for withdrawal with the written approval of a supervising Lieutenant.

9.09.08 Accounting for Expended Funds

All officers receiving Confidential Fund money will prepare a written expense report accounting for all monies withdrawn as soon as practical. The report will include:

1. name of the officer;
2. informant C/I number;
3. information on item or material purchased, if any;
4. subsequent enforcement action, if any;
5. date;
6. case number;
7. receipts, if any;
8. the nature of the investigation.

All unused funds will be returned to a CFC by the officer as soon as practical. The CFC will issue the officer a receipt acknowledging such funds. The officer should keep receipts of all transactions for future reference.

9.09.09 Payments to Informants

Any person receiving money from the Confidential Fund should be established as an informant as specified heretofore. This establishment includes persons who may otherwise be categorized as informants under the control of another agency. To use or pay another agency's informant, he should be established as an informant in the Department's C/I files. These payments should not be a duplication of a payment from another agency; however, sharing a payment is acceptable.

The amount of payment will be commensurate with the value of the services and/or information provided, and should be based upon the following factors:

1. the importance of the targeted individual, organization, or operation in the hierarchy of controlled substance trafficking within the jurisdiction;
2. the approximate amount and drug type of actual or potential seizures;
3. the significance of the contribution made by the informant to the desired objectives.

Requested payments will be authorized by a Request for Undercover Funds form. Informants who provide information, or actively assist in cooperating in an investigation, may be paid in a lump sum or in staggered payments.

Documentation of payment should be accomplished on a Receipt for Cash form. Payment should be made and witnessed by two law enforcement officers. In unusual circumstances, a non-officer employee or an officer of another law enforcement agency may serve as a witness to the payment of C/I-related funds. In all instances, the original signed receipt must be submitted for review in recordkeeping.

Any theft, disappearance, or discrepancy will be reported immediately to a CFC and the Lieutenant of the Investigative Services Bureau. The Department is responsible for all funds acquired from the State and Federal levels.

9.09.10 Precautions to Be Taken With Informants

No person under the age of 18 will be used as a C/I.

No promises or “deals” will be made in exchange for information or services from an informant under indictment or investigation, unless the deal is in writing. The deal must be between the County Attorney or the United States Attorney prosecuting the matter. The agreement must be in writing and signed by all parties involved. This must be done in addition to the C/I contract.

Any involvement in a new criminal offense may result in the termination of the informant’s services. The County Attorney or United States Attorney will be immediately notified.

Relationships between departmental personnel and informants will be of a completely ethical and professional nature. Social contact will be strictly avoided unless necessary in the furtherance of an official investigation.

All information obtained from informants will be carefully screened as to source, reliability, and content validity. When contacting informants, Department personnel will, whenever possible, arrange for the presence of a second officer. When contacting informants of the opposite sex, departmental personnel will have a second officer present.

Normally, informants recruited by an individual officer will be controlled by that officer.

Only information concerning criminal activities is authorized for collection by informants and maintained within the files of the SCPD.

Any disclosure of an informant’s identity to outside law enforcement agencies must be documented in the informant’s files.

If no useful information is received and/or contact cannot be established in 90 days, the informant and his file will be placed on inactive status. If the informant should resume productivity at a later time, the file may be reactivated and updated.

Police officer informant handlers must determine if a threat of physical harm to an informant warrants special protective measures. If a threat appears to be legitimate and the informant requires special security measures, the Bureau Commander of Investigative Services will be notified immediately.

9.09.11 Precautions to Be Taken With Juveniles Used as Underage Purchasers for Tobacco or Liquor License Complaints

The SIU Supervisor will be responsible for maintaining a separate file on juveniles used for undercover purchases of tobacco. All juvenile used as underage purchasers will have a file that will be kept separate from adult informant files, and each file will include:

1. Underage Purchaser Consent Form
2. Request for Undercover Funds Form; and
3. Receipt for Cash Form.

9.09.12 Informant Buys

Each buy will be controlled in the following manner:

1. The informant will be thoroughly searched before the buy. If the informant's vehicle or residence is utilized, a thorough search will also be conducted of those areas to which the informant has access;
2. When possible, the informant will be fitted with a transmitting device to allow investigators to record any conversations between the informant and suspect. Any departure from this must be previously approved by a supervisor;
3. The informant will be given SCPD funds, recorded by serial number, for the purchase of contraband. All personal funds will be taken from the informant prior to contact with the suspect, and returned as soon as practical after the purchase is completed;
4. The informant will be kept under constant surveillance from the time he is searched until the buy is completed;
5. The informant will then be thoroughly searched. All evidence and Department funds will be retrieved from the informant;
6. The informant should be thoroughly debriefed and a written statement, signed by the informant, will be obtained. If this is not practical, an oral statement should be recorded for later transcription. The statement will include:
 - a. a complete description or identification of the suspect,
 - b. a detailed account of all circumstances involved in the transaction,
 - c. identity of other persons present, and
 - d. any other facts which may be of importance.

9.09.13 Use of Informants by Uniformed Officers

The procedure set out in this directive applies to informant use Department-wide. Uniformed officers are encouraged to recruit and develop informants. Uniformed officers may enter their informants into the Informant File through the Special Investigations Unit.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: YOUTH SERVICES AND JUVENILE OPERATIONS

NUMBER: 9.14 **EFFECTIVE:** 4/15/2005

APPROVED BY: Rex M. Mueller, **REVISION:** 02/10/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 1.1.3, 41.2.6, 44.1.1, 44.1.2, 44.1.3, 44.2.1, 44.2.2, 44.2.3, 44.2.4, 44.2.5, 82.1.2.

9.14 YOUTH SERVICES AND JUVENILE OPERATIONS

9.14.01 Youth Services and Juvenile Operations – Policy Statement

The Sioux City Police Department will effect and maintain liaison with knowledgeable individuals, appropriate social agencies, and other sectors of the juvenile justice system in developing policies and delivering services related to juvenile operations. Such operations will be conducted within the discretionary and statutory authority granted the Police Department by the Code of Iowa.

9.14.02 Prevention and Control of Juvenile Delinquency

Although the enforcement of laws with respect to juveniles is always a major objective, it is also necessary to emphasize the need for law enforcement agencies to engage in activities and design programs geared toward preventing and controlling delinquency. The Police Department is committed to the development and perpetuation of programs designed to prevent and control juvenile delinquency.

9.14.03 Youth Services Function

The function of the Youth Services Unit includes, but is not limited to:

1. development and perpetuation of programs intended to prevent and control delinquent and criminal behavior by youths;
2. follow-up processing of juvenile's taken into custody and cases involving juveniles;
3. coordinating or preparing court cases where a juvenile is involved;
4. providing requested information to Juvenile Intake for the purposes of diverting juveniles out of the juvenile justice system;
5. administration of the School Resource Officer Program.

The responsibility for participating in or supporting the Police Department's Youth Services function is shared by all members of the Department.

9.14.04 Liaison with Other Agencies

Early solicitation of social service agencies and other members of the juvenile justice system will be made for the formulation or revisions of departmental programs, policies, and procedures relating to juveniles.

9.14.05 Evaluation of Programs

All SCPD enforcement and prevention programs relating to juveniles will be reviewed at least annually to ensure their relevancy, effectiveness, continued need, and means of improvement. This written review will be conducted by the Commander of the Investigative Services Bureau or his/her designee.

9.14.06 Youth Services Review of Juvenile Incident Reports

Reports detailing incidents involving juveniles that require follow-up investigation, will be assigned to the Youth Services Investigator or School Resource Officer, as appropriate.

The Youth Services supervisor will review all Incident Reports forwarded to Youth Services each working day for completeness. The Supervisor will ensure those reports requiring referrals to Juvenile Intake are complete, with particular attention to those reports involving juveniles in the Detention Facility awaiting disposition or a detention hearing.

9.14.07 Criteria and Procedures for Referral to Juvenile Intake

All Incident Reports involving juveniles as suspects or persons charged, will be forwarded to the Youth Services Unit Supervisor for review, except those involving juveniles as suspects or victims of a sex offense – all sex offenses are referred to General Investigations.

Whenever a juvenile is to be referred to Intake or detained at the Juvenile Receiving Center, the investigating officer will complete a Referral/Complaint to Juvenile Court. The defendant (or defendant's parents) will receive a copy of the Referral. The remaining copies will be attached to the Incident Report. In those cases where the referral is to be made as part of a follow-up investigation and the juvenile is not present to be served, the defendant's copy will also be attached to the report.

9.14.08 Diversions Relating To Juvenile Offenders

Juveniles may be diverted when legal proceedings would be inappropriate, or the use of other resources more effectively used. Chapter 232.28 of the Code of Iowa vests the authority for these judgments with Juvenile Intake when referred and the decision to adjust, divert, or refer for adjudication rests with the Intake Officer. The Youth Services Unit will provide Juvenile Intake with information, when requested, to assist in determining the appropriate course of action.

9.14.09 Criteria for Non-Referral Adjustments

Not every case requires a formal referral to Juvenile Court for disposition. Discretionary authority will be exercised in appropriate circumstances. Admonishment and restitution, where applicable, as well as consulting with and arranging for corrective action by parents, can accomplish the purpose of deterrent intervention. Factors to be considered in such an adjustment are:

1. age of the juvenile,
2. nature of the incident,
3. previous record of the juvenile,
4. the probability that a non-referral adjustment will correct the behavior,
5. the wishes of the victim.

9.14.10 Taking Juveniles into Custody

“Taking into custody” means an act governed by the laws of arrest under the Criminal Code, if the subject were an adult. Juveniles taken into custody are subject to all constitutional and statutory protections of an adult upon arrest. A juvenile who has committed a public offense and is detained without the freedom to leave or is transported to Police Headquarters or the Juvenile Receiving Center, has been taken into custody.

Examples of juveniles who are not considered to be taken into custody are:

1. juveniles interrogated in a field interview with the freedom to terminate the interview;
2. juveniles interviewed in their homes and in the custody of a parent, will remain so;
3. juveniles consensually interviewed at Police Headquarters, whether in the presence of a parent or not, but who will be released upon completion of the interview.

Officers dealing with juvenile offenders will use the least coercive among reasonable alternatives consistent with preserving public safety, order, and individual liberty. Transport to the Juvenile Receiving Center should be made without delay, unless medical treatment is required or additional processing is necessary, such as fingerprinting or photographing. Juveniles should be taken to the Juvenile Receiving Center -

1. who have committed public offenses constituting a felony or aggravated misdemeanor,
2. for all gang-related delinquent acts,
3. for all delinquent acts committed while on probation or with cases pending,
4. for whom parental supervision has not been effective,
5. who are belligerent and intoxicated, but where the level of intoxication does not constitute a medical risk to the juvenile,
6. when directed to do so by a Juvenile Probation or Intake officer,
7. when directed by the Court (e.g. court order, warrant),
8. when there is a substantial probability that the child will run away or otherwise be unavailable for subsequent court appearances,
9. when there is a serious risk that the child, if released, may commit and act which would inflict bodily harm on the child or on another,

10. when there is a serious risk that the child, if released, may commit serious damage to the property of others.

When an investigation, either preliminary or follow-up, results in a Referral/Complaint to Juvenile Court, the citation will be written and the officer issuing the Referral/Complaint will make an attempt to contact the parent/guardian.

Any juvenile, age sixteen or older, who violates any of the following, must first be booked in at the Woodbury County Jail prior to being transported to the Juvenile Receiving Center:

1. Violations which subject the juvenile to the provisions of 124.401 (unlawful for any person to manufacture, deliver, or possess with the intent to manufacture or deliver a controlled substance, while in the immediate possession or control of a firearms, or in the immediate possession or control of an offensive weapon);
2. Violations of Section 723A.2 (Criminal Gang Participation) involving a violation of Section 724 (Weapons);
3. Violations of Section 724 which constitute a felony;
4. Violations which constitute a forcible felony.

Once a juvenile has been waived to district court as an adult on a charge, any and all subsequent criminal violations, other than status offenses, will be charged as an adult.

9.14.11 Status Offenses

Juveniles may be taken into custody for status offenses. A status offense is one which, if committed by an adult, would not be a crime. Examples of status offenses are:

1. runaway,
2. curfew,
3. juvenile in possession/consumption of alcohol,
4. minor in possession of tobacco.

When issued, curfew violations require Adult Citations. Curfew violators may be cited and released if, in the officer's best judgment, the violator will return home immediately. If the juvenile is to be taken into custody, the officer may release the juvenile to a parent, guardian, or responsible adult relative, or transport the juvenile to the Juvenile Receiving Center, as a last resort, in accordance with Iowa Code 232.19.

Tobacco violations are also enforced by Adult Citations. The officer has the discretion of releasing the juvenile or notifying the parent.

In cases involving juveniles who have been consuming alcohol, officers will not cite and release the juvenile. Juvenile offenders will be cited using the Referral/Complaint to Juvenile Court. If no parent, guardian, or responsible adult relative can be contacted, the juvenile will be transported to the Juvenile Receiving Center.

In cases involving juveniles in possession of alcohol where no consumption has occurred, officers will first attempt to contact a parent, guardian, or responsible adult relative. If none can be contacted, the juvenile may be cited and released.

If the officer, in their best judgment, feels a juvenile is so intoxicated as to pose a medical risk, the officer will arrange ambulance transport for the juvenile to a hospital for treatment pursuant to Chapter 125.91 of the Code of Iowa. A Referral/Complaint to Juvenile Court will be completed and a copy given to the parent, guardian, or responsible adult relative if present, and forwarded to the Youth Services Unit.

9.14.12 Wanted Juveniles and Juvenile Runaways

Runaway is another status offense that is non-criminal in nature. Wanted juveniles may either be those who are wanted for a criminal offense, or who have run away from a court ordered placement. Whenever a juvenile is to be reported as a runaway or wanted, the report will be brought to the Records Section, without unnecessary delay, to be entered into the proper computer information system and broadcast locally. Missing/wanted juvenile reports faxed or e-mailed to the Records Section will be entered into the proper computer information system immediately. Refer to Police Directive 8.15 for more details.

If the juvenile is reported as wanted, the following must also be included with the report and entered into the computer information system:

1. A copy of the delinquent juvenile petition signed by a judge indicating the juvenile is wanted as a delinquent. This form should be with the agency wanting to file the report;
2. Secondly, a radius of extradition has to be indicated, and who approved the extradition should be noted.

If these are not available, the juvenile will be reported as a runaway.

Runaways from a family residence will be returned to that residence if a parent, guardian, or responsible adult relative is present. Runaways from an institution within the city will be returned to the institution. Runaways from a foreign jurisdiction, whose parent or guardian cannot be located, will be transported to the Juvenile Receiving Center.

Whenever a juvenile reported as a runaway from within the city is located within the city, the officer will notify the Comm. Center to ensure the computer entry is cancelled.

Whenever a juvenile reported as a runaway to the SCPD is located in a foreign jurisdiction, the Watch Commander will be notified by the Records Section. The runaway's parent or guardian will be notified with the appropriate information to contact the jurisdiction where the runaway is located.

9.14.13 Parental Notification and Advisement of Rights

Whenever a juvenile is taken into custody, a parent or legal guardian will be notified. If the child is transported to the Juvenile Receiving Center, the responsibility for notification rests with the Receiving Center personnel.

If the juvenile is less than 16 years of age and taken into custody for any criminal offense other than simple misdemeanor traffic violations, the juvenile will be advised of his rights against self-incrimination, and the proper parental/guardian consent secured, prior to any interrogation.

If a good faith effort is made to contact the parent/guardian of the juvenile 16 years of age or older, an interrogation may be conducted absent parental consent, providing the juvenile understands his rights pursuant to Iowa Code Chapter 232.11.

If a juvenile is 16 years of age or older and is taken into custody for a *forcible felony*, the juvenile will be advised of his rights against self-incrimination. An interrogation may be conducted, provided the juvenile understands his rights pursuant to Iowa Code Chapter 232.11. However, no effort need be made to contact the parent/guardian for consent.

Interrogations of juveniles will be generally done by no more than two officers, with one officer designated as the primary interrogator. Interrogations of juveniles will be held to a reasonable amount of time, with appropriate breaks. Absent a compelling reason, a parent or legal guardian should not be denied access to the interrogation if they desire to be present (refer to policy 6.06).

9.14.14 Child Endangerment

Peace officers alone, under the provision of Chapter 232.79 of the Code of Iowa, have the authority to remove a child (any person under the age of 18) from the home without a Court Order, if the child is in a circumstance or condition that presents an imminent danger to the child's life or health. A child should be considered to be in imminent danger when:

1. the officer charges the parent, guardian, or custodian with child endangerment or assault of the child;
2. the officer believes the environment in which the child is living presents a risk to the child's life or health;
3. the officer believes the child has been subjected to a form of "child abuse" as defined by 232.68(2) of the Iowa code, and the abuse presents a risk to the child's life or health;
4. the officer otherwise believes the child was in a dangerous situation that presents a risk to the child's life or health.

After the officer takes custody of a child, the officer will:

1. notify the on-call DHS Child Protection Services person;
2. bring the child to shelter care or other placement approved by DHS;
3. make efforts to inform the child's parent, guardian or custodian;
4. complete an incident and supplemental report before the end of their duty day.

When no imminent danger exists but a child is to be removed, and the parent or guardian request that child be placed with a family member or other responsible party instead of going to a shelter, the officer may do so. The officer will then immediately contact and provide DHS with the vital information on the child and placement party.

The report will be forwarded to the Investigative Services Bureau for follow-up investigation. The offense report will be forwarded to DHS within 24 hours.

9.14.15 School Resource Officer Program

The School Resource Officer Program provides a forum through which students, parents, faculty, and law enforcement officers can become acquainted and, as a result, earn mutual respect.

To this end, an officer will be assigned to each of the public high schools and public middle schools within the city to serve in the position of School Resource Officer. Duties include, but are not limited to:

1. maintaining high visibility at times and locations where students congregate or risks to security are eminent such as in -
 - a. hallways,
 - b. lunchrooms,
 - c. parking lots;
2. working with school administrative and counseling staff to resolve conflicts among students, or process juvenile arrests when appropriate;
3. making classroom presentations as requested on a variety of topics, which may include alcohol, tobacco, controlled substances, driver safety, and laws relating to youth;
4. conducting youth-related case investigations involving students enrolled in their primary school, or one of the elementary schools affiliated with their primary school;
5. where appropriate, serving on staff committees relevant to school safety and emergency rescue;
6. when appropriate, providing individual counseling to students.
7. SRO's assigned to high schools will teach one class per semester in conjunction with Western Iowa Technical Community College.

The position of Resource Officer is considered a Temporary Duty Assignment, and applicants for the position will be chosen using criteria provided for in Policy [3.33](#).

9.14.16 Fingerprinting and Photographing Of Juveniles

The collection, dissemination, and retention of fingerprints, photographs, and other forms of identification of juveniles is defined in Chapter 232.148 of the Code of Iowa.

Fingerprints and photographs of a juvenile who has been taken into custody will be taken and filed by a criminal or juvenile justice agency investigating the commission of a public offense other than a Simple Misdemeanor. The taking of fingerprints and photographs for a Serious Misdemeanor offense under Chapter 321 or 321A is not required under this section. The definition of juvenile by State Code is anyone under the age of eighteen years of age.

Photographs will be sent to the Iowa Department of Criminal Investigations (DCI) via LiveScan.

No individual member of the Department will retain any fingerprint or arrest photographic files of any juvenile. Photos and fingerprint files of juveniles may be viewed by officers, when necessary, for the discharge of their official duties

The showing of a juvenile photographic line-up to anyone other than members of a criminal justice agency, requires an Order of the Juvenile Court based upon a showing of probable cause. Photo line-ups utilizing juvenile photos will be entered into property, whether a positive identification is made or not.

Officers who have reasonable grounds to believe latent fingerprints found during the investigation of a public offense are those of a particular juvenile, may take a sample of the juvenile's fingerprints. Should a match be made upon comparison and the juvenile is subsequently charged with an offense other than a simple misdemeanor, a complete criminal history file will be made. If no match is found upon comparison, the fingerprint card will be destroyed immediately.

9.14.17 Juvenile Intelligence Files

Intelligence files containing juveniles will be kept in a secure file maintained by Crime Analysis, VICE, and Youth Investigations (in accordance with Policy Directive [10.04](#)). The dissemination of intelligence data will be in accordance with Iowa Code 692.

Any dissemination of intelligence data will include Crime Analysis, who will maintain the dissemination record to include a list of the agencies, organizations, or persons receiving the intelligence data, and the date and purpose of the dissemination.

9.14.18 Community Recreational Programs – Authorization

A community recreational program may be supported by the Department. Members may be assigned or volunteer as participants in such programs. Authorization for assignments to participate in such programs will be made by the Chief or his designee.

Members of the Department assigned to participate in such programs will remain in an on-duty status during the occasion. Scheduling accommodations will be made as needed to facilitate participation.

9.14.19 Sioux City Police Officers Association Programs

The Sioux City Police Officers Association has historically initiated and participated in community youth recreational programs. Such programs, when sponsored by the Sioux City Police Officers Association, do not require approval of the Chief of Police. Participants in these programs do not assume on-duty status unless enforcing a law or ordinance.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: DUTIES AND RESPONSIBILITIES OF THE RECORDS SECTION

NUMBER: 10.01 **EFFECTIVE:** 2/18/2005

APPROVED BY: Rex M. Mueller, **REVISION:** 01/19/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 42.1.3, 74.1.1, 74.1.2, 74.1.3, 82.1.1, 82.1.2, 82.1.3, 82.1.4, 82.1.5, 82.1.6, 82.1.7, 82.2.2, 82.2.3, 82.2.4, 82.2.5, 82.3.1, 82.3.2, 82.3.3, 82.3.4, 82.3.5, 82.3.6

10.01 DUTIES AND RESPONSIBILITIES OF THE RECORDS SECTION

10.01.01 Duties and Responsibilities of the Records Section – Policy Statement

The purpose of this directive is to set forth the duties and responsibilities of the Records Section.

10.01.02 Responsibility for the Records Section

The Support Services Bureau Commander has the overall responsibility for the Records Section. The supervision, direction, and control of the Records Section on a day-to-day basis is the responsibility of the Records Section Supervisor, or in his/her place, the Records Shift Supervisor. The Records Section Supervisor will maintain a Standard Operating Procedure Manual detailing the procedures for day-to-day operations.

10.01.03 Records Accessibility

The Records Section Supervisor will schedule sufficient personnel to provide access to records information by operational personnel on a 24-hour basis. The Records Section will be locked with access restricted to the following people:

1. Records Employees;
2. Law Enforcement Analyst and Crime Analysis Tech;
3. Support Services Commander;
4. Other personnel as directed by the Chief of Police or his designee.

Records information will be available to all personnel on a 24 hour/day basis via the Computerized HTE System. Access to this system is authorized to individual users by means of an individual logon and password security. Member access to all records will be for duty related and official business only.

10.01.04 Records Section Responsibilities

The Records Section will be responsible for:

1. maintaining all police reports and related documents, except for those reports of confidential investigations maintained by Crime Analysis, Investigations Services Bureau, and Internal Affairs;
2. control, security, maintenance, and authorized release of police reports;
3. maintenance of criminal history files;
4. review of reports to ensure field reports are completed in compliance with administrative directives;
5. generating a weekly report for each Watch Commander, listing any request for service where no incident report was completed by an officer;
6. coding reports for the Uniform Crime Report;
7. preparing walk-in and telephone reports as provided in policy [2.18](#);
8. attaching a copy of the Woodbury County Attorney Intact Sheet to original report indicating that a warrant and/or charges are approved or denied;
9. entering serialized stolen items, stolen vehicles, missing and/or wanted juveniles, arrest warrants, and missing persons into NCIC System;
10. sending criminal history checks and administrative messages as required.
11. entering AARC calls for dispatch and maintain AARC reports according to Records SOP SSR – F03.
12. processing towed/abandon vehicles accord to Iowa Code 321.89 and Records SOP SSR – F09.

10.01.05 National Incident-Based Reporting System (NIBRS) / Uniform Crime Reporting Code Program (UCR)

The SCPD will comply with Iowa Code 692.15 in reporting crime statistics to the State of Iowa and the FBI using NIBRS. The Records Section is responsible for transmitting information to the Iowa Department of Public Safety’s Field Services Division. The Records Section will review and correct the coding and detail of police reports to conform to UCR standards.

10.01.06 Changing the UCR Code

Only Records personnel and the Investigations Section Administrative Secretary who have been trained in UCR coding can make changes to the UCR Code on a report without providing a blue “Investigations Case Management” sheet. All other personnel who want to change a UCR Code must complete a blue “Investigations Case Management” sheet and forward to the Records Section.

10.01.07 Related Incident Reporting Requirements

If there are a series of related crimes, the person making that determination will complete a blue "Investigations Case Management" sheet. The Records Section will make the appropriate changes in the computer system.

10.01.08 Incident Reporting Requirements

A record will be made to document offenses and incidents which are alleged to have occurred within the corporate limits of Sioux City and are reported to the Department. At a minimum, the Communications Center will be responsible for documenting a CAD Incident Record (CIR) for any type of incident to include:

1. citizen reports of crime;
2. citizen complaints requesting service;
3. citizens' requests for services when an officer is dispatched, assigned to investigate, or will take action at a later time;
4. any criminal or non-criminal investigation initiated by an officer;
5. any incident where an arrest is made or a summons (other than traffic) is issued.

The Records Section will maintain a computerized master index of incidents accessible by operational personnel at any time. The Records Section will maintain and update the index of incidents by:

1. service calls and crimes by type;
2. service calls and crimes by locations;
3. stolen, found, recovered, and evidentiary property files.

10.01.09 Specific Reporting Requirements

An Incident and Supplemental Report, where required, will be made to serve as documentation. The Incident Report will include:

1. the date and time of the initial reporting;
2. name (if available) of the citizen requesting a service, victim and/or complainant;
3. nature of the incident;
4. nature, date, time, and disposition of action (if any) taken by Departmental personnel;
5. any other information required by policy or directive.

The original copy of a record or report will be maintained by the Records Section. Specialized reports and required information for each report are outlined in the Department Report Writing Manual. The Department Report Writing Manual is a guide by which SCPD reports will be completed. A copy of the manual will be available to all employees on the U:drive under City Police/secure.

10.01.10 Record Document Numbering System

All reports (except traffic citations) will be numbered utilizing a case control numbering system as follows:

1. The first two numbers (01) designate the Sioux City Police Department;
2. The second two numbers designate the year;
3. The last set of numbers will designate the case control numbers, in consecutive order, for each unique incident or call for service.

10.01.11 Access to and Accountability for Juvenile Records

Accountability for the collection, dissemination, retention, destruction, and purging of juvenile records is vested in the Records Section Supervisor. Juvenile arrest records are maintained indefinitely unless the record is court ordered to be expunged.

Access to juvenile records will be limited to members of the Sioux City Police Department and other criminal justice agencies in the performance of their duty and those other persons particularly authorized by Chapter 232.149 of the Code of Iowa.

All members of the Department may access juvenile arrest files and other Incident Reports involving juveniles whenever necessary to discharge their official duties on a need-to-know basis.

10.01.12 Separation of Juvenile Records

Juvenile criminal history information will be entered according to Records section procedure regarding citations and arrests requiring entry into criminal histories; and will be designated with a "J". Juvenile arrest records will also be maintained separate from adult records.

Fingerprints and photographs taken of juveniles will be maintained separately from adult records in numbered files specific to the juvenile involved. If the juvenile has been adjudicated as an adult, the fingerprint file will be maintained as an adult. If the juvenile remains under the jurisdiction of the juvenile court, a file number will be assigned in the same manner and in the same sequential order as an adult. However, the Master Identification Number will appear on an empty folder, color-coded, indicating that the actual file is in a separate storage area.

Iowa Code Section 232.148(2) requires the fingerprinting of juveniles who have been taken into custody for acts of Serious Misdemeanor or higher. These prints will be submitted to the Iowa DCI and the FBI and will be kept as part of the overall criminal history record.

10.01.13 Master Name Index

The Records Section will maintain and update an alphabetical master name index to include the names of all persons identified in field reports. The index will serve as a cross reference to all reports, arrests, and citations in which a person is named.

Juveniles are included in the name file. Special note needs to be made of the date of birth on the computer to determine if a name relates to a juvenile in order to prevent accidental release. Fingerprint and photographs taken of juveniles will be maintained in numbered files specific to the juvenile involved.

10.01.14 Criminal History Files

A criminal history file is maintained for every person custodially arrested by or for the Department. The file includes at a minimum:

1. Case Report;
2. Arrest Report;
3. Fingerprint Card - juvenile;
4. Photograph;
5. Master Identification Number.

A Tracking Number will be issued and a disposition report form forwarded to the DCI and FBI for each of the following arrests:

1. Adults arrested for charges of Serious Misdemeanor and above;
2. Adults arrested for charges of Simple Misdemeanor if subject to an enhanced penalty for conviction of a second or subsequent offense;
3. Juveniles charges with a Serious Misdemeanor or above;
4. Juveniles adjudicated as adults.

The criminal history files will list arrests by:

1. Date;
2. Arrest Number;
3. Type of Offense;
4. Master Identification Number (to reference mug photos and fingerprints).

10.01.15 Missing Persons, Wanted Persons, and Warrants

The service of adult arrest warrants will be done in accordance with Uniform SOP UNP-A01.

The entry along with cancellation and removal of adult warrants will be done in accordance with Support Services Records SOP SSR-W01.

A copy of Search warrants will be scanned and a placed in the report file.

Information from other jurisdictions regarding wanted or missing persons, believed to be living in Sioux City, will not be entered into the computer. However, when the department is notified of such a person, the available information will be forwarded to Crime Analysis for dissemination to all roll calls.

The Records Section will be responsible for entering arrest warrants, wanted juveniles, missing juveniles, and missing adults into the NCIC System. The information received will be reviewed for accuracy and relationship to existing case report information. Arrest warrants, wanted juveniles, along with missing juveniles and missing adults, will be entered into the Department's computerized HTE system allowing 24-hour access to authorized personnel.

Information required for wanted juvenile entries includes:

1. date and time received;
2. type of legal process; either civil or criminal;
3. nature of the document;
4. source of the document;
5. name of complainant and wanted juvenile;
6. officer assigned for service, if applicable;
7. date of assignment, if applicable;
8. NCIC number (i.e. docket number); and
9. extradition range.

Wanted juvenile status does not expire until re-call, apprehension, or the juvenile reaches the age of eighteen with accompanying court documentation dismissing it.

Record personnel will cancel arrest warrants, wanted juveniles, missing juveniles, and missing adults from NCIC and the department's computer system when notification is received from the officer-of-service, re-call, or apprehension.

10.01.16 Traffic Citation Records

All handwritten Uniform, Parking, Equipment, and Warning citation books will be kept in the secure closet in the Watch Command Office, will be issued by a Supervisor, and signed out on the appropriate sign-out sheet.

Voided handwritten citations will have the word "VOID" written prominently on the face of the citation along with a brief statement of the reason why the citation was voided. Voided tickets will be turned into a supervisor and forwarded to the Records Section for entry into the computer.

Voided TRACS citations will require the officer voiding a citation to enter an explanation as to why the citation was voided prior to being accepted by TRACS. Citations accomplished utilizing TRACS will be downloaded by the officer at the end of each shift onto the TRACS server. The Records Section will be responsible for exporting citation information from TRACS into the master name index on a daily basis.

Citations will be reviewed by a supervisor. Citations issued for traffic violations will be recorded in the computer by Records Section personnel. The hard copies of the summonses will then be routed to the appropriate location.

10.01.17 Records Release

The privacy and security precautions regarding release and dissemination of SCPD records and criminal history information will be in compliance with Chapters 22 and 692 of the Iowa Code.

Original Records

The original copy of any report or document will not be removed from the Records Section, unless the document is to be produced for court or some other similar purpose, and will require the permission of the Records Section Supervisor, Bureau Commander or Chief of Police. The document will be copied, placing the copy in the files in lieu of the original. The original will be entered into the property management system where it will be released, maintaining the chain of custody.

Public Records

The Records Section will be responsible for requests for release of public records. The Records Section Supervisor will be responsible for maintaining and keeping up-to-date an SOP (SSR-F07) dealing with the dissemination of records from the Department and will ensure compliance with applicable city, state, and federal statutes and regulations.

The following are public records that may be released by the SCPD:

1. Incident Reports – only the date, time, specific location, and immediate facts and circumstances surrounding the incident (IA Code 22.7.5);
2. Mug Shots (with approval of Bureau or Watch Commander, or Chief);
3. Local Arrest History (Criminal History File);
4. Media Logs.
5. Traffic Accident reports.

Records Personnel will make the record available for viewing or copying if appropriate, and return the document to the file when no longer needed. If SCPD employees are in doubt if they can release a public record, they should contact their supervisor or the City Legal Department.

Criminal History Files

FBI and DCI files maintained as part of the Criminal History Files are not available to the public by the SCPD. Requests for FBI and DCI Criminal History Data must be directed to the Iowa Division of Criminal Investigation (forms available in the Records Section) in accordance with 692 of the Iowa Code.

Local Criminal History Checks may be released and will be logged into the local computer system by the Records Tech.

Criminal Intelligence Records

The Sioux City Police Department may classify as Criminal Intelligence Data, data maintained in the Records Section, Identification Section, or Crime Analysis files, whether it is in an automated environment, microfilm, or hard copy. Criminal Intelligence Data is not considered Public Information and is excluded from Public Records Release.

Any Department personnel with authorized access may disseminate criminal intelligence records if the dissemination is related to the performance of his official duties and the records are released or disseminated to authorized personnel (i.e. court, County Attorney's Office, or other police agencies).

Anytime a court notice or subpoena is received by employees from private attorneys requesting police reports or records, the employee will notify the City Attorney's Office of the notification as soon as feasible.

The following are not Criminal Intelligence or Public Records and will not be released or open to inspection by persons outside this Department, except by court order or authorization of the Chief of Police:

1. internal affairs files kept in Professional Standards;
2. vehicular pursuit reports kept in Professional Standards;
3. response to resistance reports kept in Professional Standards;
4. employee administrative files kept in the Chief's Administrative Office.

Juvenile Records Release

Per Iowa Code 232, juvenile offender information may be released if:

1. the juvenile is at least 10 years of age;
2. the offense would be a public offense when committed by an adult;
3. the information has been filed with the Juvenile Courts.

Requests for Juvenile Criminal Histories should be referred to Juvenile Court Services in the county of residence of the juvenile.

10.01.18 Records Retention

The original copy of a record or report will be maintained by the Records Section. Documents to be used as evidence and received during the course of a follow-up investigation may be photocopied and the originals placed in the property management system as evidence. Incident reports and accidents will be maintained in original form for six months and then scanned into the optical imaging database, which is WORM (write once

read many) format. After optical images have been successfully backed up on the AS400, the hard copy records will be destroyed.

Homicides and fatal traffic accident reports will be maintained indefinitely, as well as any other report where extended retention of original documentation is required.

Unless ordered expunged, reports and records of juvenile arrests will be retained as any ordinary record. Computerized Arrest History Files will be maintained on all persons custodially arrested by this Department until the time of their death. The FPC Number, if any, assigned to that person will not be reissued.

Computerized and electronic files will be backed-up daily, with back-up media moved to a secure offsite facility.

Intelligence and Crime Analysis Files will be retained or purged as provided in [10.04](#) of the Policy Directives Manual. The Crime Analysis Unit is specifically authorized to maintain records separate from those maintained in the Records Section. Investigators are specifically authorized to maintain working copies of case files in accordance with Policy [9.01](#).

10.01.19 Annual Review

The Records Section Procedures will be reviewed annually to detect discrepancies and/or needed changes. Annually, the Records Section Supervisor or Records Shift Supervisor will conduct an audit of the central records computer system for verification of all passwords, access codes, or access violations.

Factors to be included in crime analysis:

1. Frequency and type of crime;
2. Geographic factors;
3. Chronological factors
4. Temporal factors (time of day, month of year, seasonal);
5. Victim and target descriptors;
6. Suspect/vehicle description;
7. Modus operandi;
8. Physical evidence information;
9. Identification of potential and actual officer safety concerns;
10. Problem-oriented or community team policing strategies.

Information deemed useful to Crime Analysis by Department members will be submitted to Crime Analysis via:

1. Offense Reports, indicating Crime Analysis in the Type of Incident Section;
2. Field Interview and Gang Affiliation Criteria forms;
3. Memos;
4. Intelligence Reports;
5. E-mails;
6. Oral Communications;
7. Team Policing Discussion Thread;
8. BOLO reports.

10.04.03 Distribution of Crime Analysis Information

When targeted crime trends, patterns, or other significant information is identified, the Crime Analysis Section will prepare a summary of crime information to be distributed to members as appropriate via roll call, email, discussion boards, etc. Crime Analysis will prepare, when appropriate, incident maps, association charts, or any other visual aids that may assist an investigation.

The Crime Analysis Section will prepare District Team Policing Reports and provide them to Sergeants and officers for roll call and Team Policing meetings. These reports will be summations of the following:

1. Major incidents with details;
2. High call locations;
3. Active warrants;
4. Targeted crimes, trends or patterns, and other significant information particular to the district.

Crime Analysis will brief the Chief of Police on significant crime patterns or trends determined by analysis as soon as such trends become apparent.

10.04.04 Intelligence Information Responsibility

Intelligence information will refer to information on identifiable individuals, groups, and organizations compiled in an effort to anticipate, prevent, or monitor possible criminal activity. Intelligence information may include, but is not limited to, descriptions of:

1. the nature of suspected criminal activity;
2. the names and behaviors of suspected persons;
3. the locations of suspect behavior;
4. vehicles and structures that might be utilized by suspected persons;
5. the targets or victims of possible suspect activity.

Intelligence information must be limited to actual or suspected criminal activity and no information will be maintained about individuals solely on the basis of their religious, political, or other non-criminal activity on the part of any individual affiliation.

It is the responsibility of Crime Analysis to coordinate and oversee intelligence information; thus, Crime Analysis will coordinate:

1. the organizing of intelligence information;
2. the analysis of the intelligence information; and
3. the process of distributing intelligence information to other Departmental areas for dissemination.

Crime Analysis will use the following procedures to safeguard the integrity of intelligence files and ensure legal and privacy requirements relating to such files are not compromised:

1. The Law Enforcement Analyst will limit the collection and retention of intelligence information by crime analysis to criminal conduct and activities presenting an identifiable threat to the community.
2. Crime Analysis will have the responsibility of collating and disseminating criminal intelligence to other sections of the Department. Available criminal intelligence will be provided to other sections of the Department as soon as practical. Crime Analysis will indicate the quality of the source of intelligence information and the probable veracity of the information provided by the source.

While it is the duty of the Crime Analysis Section to create and disseminate useful information to others in the Department, all personnel who receive intelligence data will provide that data to the Crime Analysis Section for use and storage.

Crime Analysis will monitor any developments that may confirm or deny the credibility of the information. To monitor the quality of information, feedback may be submitted to the Crime Analyst Section through direct communication to and from officers, i.e.:

1. Roll call meeting discussion;
2. E-mail, cell phone, text messaging, etc.

10.04.05 Procedures for Safeguarding, Securing, Storing, and Purging Intelligence Information

The following procedures will be used for safeguarding, securing, storing, and purging intelligence information:

1. Written intelligence files will be kept in a secure location.
2. The designated files must be secured separately from any other files.
3. Access to all the intelligence files will be limited to those Department members with a legitimate purpose and need to know as determined by the Chief of Police.
4. Intelligence records may be stored in a digital database designed for intelligence storage and retrieval. Access to the database will be password-protected to those Departmental members with a legitimate purpose and need to know as determined by the Chief of Police.
5. Intelligence files will be purged when new information is obtained that invalidates the veracity of previous information.
6. Intelligence files will be reviewed annually and those files that contain information deemed by the Analyst to no longer have a value to law enforcement efforts will be purged.

In addition, the processes and procedures relating to the collection of intelligence information will be reviewed annually.

10.04.06 Distribution of Intelligence Information to and from Outside Agencies

The Law Enforcement Analyst or their designee will maintain liaison with Federal, State, and local agencies for the exchange of intelligence information. The sharing of information will be in accordance with State and Federal legal requirements.

Intelligence information involving criminal activity impacting other jurisdictions may be distributed to the appropriate agencies. The distribution will be:

1. limited to law enforcement agencies or other entities directly affected by the criminal activity;
2. stamped "FOR LAW ENFORCEMENT PURPOSES ONLY, NOT TO BE REDISSEMINATED" on each page.

Analytical or intelligence information provided to the SCPD will not be disseminated by any member of the department to another agency without the proper authority to do so (see Policy Directive 3.97.05 (01)). All intelligence data received/distributed by departmental personnel will include any special handling instructions.

10.04.08 Procedures for Managing Homeland Security and Terrorism Related Information

The Sioux City Police Department will maintain a liaison with other organizations for the exchange of information related to terrorism. This liaison may be in the form of direct contact with specific departments and/or through such organizations as MOCIC, Iowa Homeland Security, United States Homeland Security, and LEIN. The Crime Analysis Section will be responsible for the dissemination of terrorist related information within the department and will re-disseminate terrorist related information to other organizations as appropriate. The community will be provided with terrorism awareness information via community education, the departmental website, and the media as appropriate.

Reporting

Officers receiving terrorism information will immediately notify their supervisor of the report. Officers will document terrorism-related information by completing an offense and supplemental report. The report will be labeled “terrorism information” and forwarded to investigations and crime analysis.

Relaying Intelligence to other agencies

After receiving terrorism-related information, the Law Enforcement Analyst will forward such information to other agencies as deemed necessary. In cases where the Crime Analysis Section is not immediately available, or the information is extremely critical and time sensitive, a command officer will forward the information to the appropriate agency(s) by phone, email, or Communications Center teletype.

10.04.09 Training

All department members will be trained on the collection, processing, and sharing of intelligence information (Policy Directive 10.04).

5. Implementing and coordinating training programs;
6. Evaluating training programs.

10.10.04 Training Committee

At least annually, the Professional Standards Lieutenant will conduct a Training Committee Meeting. Notice of the meeting will be posted at least two weeks prior to the meeting date.

The Training Committee is the established authority and has the responsibility to assist in the development and evaluation of training needs, as well as serving as an input point for different areas within the Department. Any member of the department who wishes to provide input to the committee may contact the Lt. of Professional Standards or the Training Coordinator.

The Training Committee membership will consist of:

1. The Lieutenant of Professional Standards (who will serve as Chair and is appointed by the Chief);
2. The Training Coordinator (as Co-Chair);
3. Lead Instructors, as designated by the Chief.

The Training Coordinator will prepare a report summarizing the training needs identified by the committee and the assignments given to members, with approximate completion dates on their projects. The Professional Standards Lieutenant will present the results to the Chief during command staff meetings.

10.10.05 Mandatory Training and Attendance

Attendance is mandatory at all training sessions the employee is scheduled to attend. Instructors will document attendance. In situations of illness, or a court appearance, which cannot be continued, the employee will notify the Training Coordinator and the member's immediate supervisor as soon as possible in advance of the training session.

An employee may request to withdraw from a training program by providing written request with reason for withdrawal to the Training Coordinator and the member's immediate supervisor.

An unexcused absence from any training session will be treated in the same manner as an unexcused absence from work.

10.10.06 Reimbursement for Training

Employees attending training in Sioux City will be reimbursed for authorized expenses, which may include books, materials, and tuition. Employees will not be reimbursed for meals, lodging or mileage when attending local training programs.

Employees attending training outside the Sioux City area will be reimbursed for authorized expenses, which may include meals, mileage, fuel, air fare, lodging, books, materials, and tuition. Employees will be reimbursed in accordance with SOP ADP-T01 and City Administrative Policy.

In any case where training, or a course of instruction, is made available for an employee to attend voluntarily on the employee's personal time, notification of that condition will be made in advance of the training.

10.10.07 Cooperative Training

The Training Coordinator will consider training programs which can be presented to members of the Department utilizing internal facilities and instructors from other agencies or organizations. The FBI, Iowa Law Enforcement Academy, the International Association of Chiefs of Police, among others, should be contacted for assistance in the development of such training programs.

10.10.08 Maintenance and Updating of Training Files

The Professional Standards Administrative Secretary will maintain records for each training class conducted by the department, to include, at a minimum:

1. course content (lesson plans),
2. names of agency attendees,
3. performance of individual attendees as measured by tests, if administered.

It is the responsibility of the Training Coordinator to ensure in-service training records for each employee are regularly kept and maintained. It is the employee's responsibility to provide documentation of certifications and/or verification of training to Professional Standards, if received. In-service training records will include the following data:

1. subject matter of the training,
2. instructor of the training,
3. the individual who took the training,
4. number of credit hours received from the training,
5. location where the training took place,
6. scores, if any, achieved by the officer to show proficiency in or understanding of the subject matter,
7. certificate, if received.

Individual training files for departmental members will not be taken beyond the confines of the Professional Standards office. Requests made to Professional Standards for release of training information to another agency must be in writing and must specify the reason for the release. Release of training records to outside agencies requires the approval of the Chief of Police. Members will be notified if the department releases their training records.

10.10.09 Training Instructors

The Training Coordinator will be selected in accordance with policy 3.33.

Non-probationary members may submit letters of interest in becoming a department instructor to the Training Coordinator at any time. Based on the needs of the department and available instructor certification opportunities, instructors may be selected prior to position openings. When instructor openings occur, the Training Coordinator will distribute a written announcement. Interested non-probationary members must submit a letter of interest, and any supportive documentation, to the Training Coordinator.

The Professional Standards Lieutenant and the Training Coordinator will recommend members for instructor positions, with the Chief making the final selection(s).

Selections will be made based on the needs of the department, the needs of the employee, seniority, and the applicant's previous assignments and performance levels.

Lead Instructors will be assigned by the Chief based on the recommendation of the Professional Standards Lieutenant and the Training Coordinator, the member's certifications, previous experience as an instructor, and/or seniority.

Departmental instructors and the Training Coordinator will receive training which includes, at a minimum:

1. testing and evaluation methods,
2. lesson plan development,
3. performance objectives,
4. instructional techniques,
5. resource availability and use.

In-house instructors may remain instructors as long as their qualifications, evaluations, performance, and interest are acceptable.

The Training Coordinator will be responsible for selecting appropriate instructors and vendors for in-service training. Selection will be based upon need, as articulated by various organizational components, training needs analysis, and recommendations of the Training Committee.

10.10.10 Lesson Plans

All in-house training courses require lesson plans. Instructors will ensure courses are adequately taught from lesson plan outlines. Lesson plan outlines should include provisions for the following:

1. name or title of the course,
2. statement of performance and job-related objectives, such as skills that should be demonstrated, and knowledge acquired,
3. content and specification of appropriate instructional techniques, including discussions, lectures, audio/visual, field experience, case study, role playing, etc.,
4. identification of any tests associated with the unit of instruction.

Lesson plans will be presented to the Training Coordinator for approval. The Training Coordinator will approve the plan or return it for modification, as appropriate. Utilization of the training will signify approval of the lesson plan. Lesson plans will be kept on file for 5 years and then converted to digital copies. Digital copies will be kept indefinitely.

10.10.11 Testing and Departmental In-Service Training Programs

Proficiency based testing, designed to measure a participant's knowledge or abilities to apply job related skills, should be used in most training programs. Unless otherwise approved by the Training Coordinator, the minimum passing grade on any in-house training program test will be 70%. Scores relating to mandatory firearms qualifications will be determined as provided in Policy [4.03](#).

Test questions will be based on the instruction presented, have validity, and be job-task related. Pass/fail grading may be used for certain in-house performance tests, with the approval of the Training Coordinator. If a member cannot demonstrate a competency in the testing process, the matter will be referred to the Training Coordinator.

10.10.12 Remedial Training

Remedial training will be defined as personalized training to correct a specific deficiency which is identified during training or routine job performance. Upon the recommendation of a member's immediate supervisor or a training instructor, supplemental or remedial training may be scheduled for members who:

1. demonstrate lack of skills, knowledge, or abilities in job performance, based on evaluation reports, written or proficiency test, and/or observation by supervisors;
2. have received disciplinary action that may be corrected through supplemental training.

The time frame under which remedial training will be provided, and the criteria for its successful completion, will be established by the member's immediate supervisor, Training Coordinator, and the Chief. The consequences of participation or non-participation by affected personnel identified as needing remedial training, will be discussed with the employee and documented. Consequences may be but are not limited to:

1. additional remedial training,
2. reassignment of duties,
3. disciplinary action,
4. separation from service (termination).

10.10.13 In-Service Training

Department sworn personnel will be assigned in-service training sessions on an annual basis. All officers will receive a minimum of 12 hours per year of law enforcement related in-service training.

1. Officers will receive all training mandated by state, city, and department directives and accreditation standards including:

- a. Firearms qualification – annually on a course of fire approved by the Iowa Law Enforcement Academy;
 - b. Legal updates – at least annually;
 - c. Biased-based profiling – annually;
 - d. National Incident Management Systems – annually;
 - e. HazMat – annually;
 - f. Sexual harassment – annually;
 - g. Blood borne pathogens – annually;
 - h. Fire extinguisher training – annually;
 - i. Mental Illness – 4 hours every 4 years;
 - j. CPR – every 2 years;
 - k. NCIC – every 2 years;
 - l. Ethics – every 2 years;
 - m. Crime scene preservation & evidence collection – every 2 years.
2. Officers will receive the following training in accordance with their position and certifications:
 - a. CEW – annually;
 - b. Less lethal weapons – every 2 years.

Officers returning from military deployment longer than 90 days will complete a reintegration process. See SOP MBP-M01.

10.10.14 SCPD 12/2 “Twelve Two” Training

Twelve Two Training, 12/2, will be used to provide regular department sponsored training on needed subjects above and beyond regular mandated In-Service Training. The training program will be primarily researched and taught by department Sergeants with the assistance of division Lieutenants. Sergeants will work with individuals or in teams depending upon the nature of the training. Training will be provided to officers on a regular basis or to coincide with departmental needs. Subjects may be initiated by the individual sergeant(s) or assigned by the Chain of Command based on departmental training goals. The 12/2 program will seek to cover the following general topics, Leadership, Personal Growth and Enrichment, Technical Skill, Administrative Skills, and Communication and Interaction.

Once a topic of training is selected, it will be submitted to the Training Sergeant to determine if it is appropriate and does not duplicate submitted or upcoming training. Once a topic is approved, a department lesson plan will be completed. Supportive materials such as articles from law enforcement publications, legal decisions, training texts, power points, handouts, and/or instructional videos should be copied for inclusion with the lesson plan. Training of a legal nature will be vetted by an assigned city attorney to ensure it does not conflict with current local, state, or federal laws or court decisions.

Once the training is prepared, it will be submitted to the Training Sergeant and Professional Standards Lieutenant for approval. Upon approval through the chain, the training will then be passed to all divisions through the initiating sergeant(s). Training requiring special instruction may require individual sergeants to meet with other instruction team members to provide guidance regarding the content and nature of the instruction.

Training should be structured to fit within a short window format of 15-90 minutes. Discussion, performance based tests, or written tests are encouraged to reinforce lecture, reading, or personal instruction. 12/2 training is considered mandatory training and all officers must receive the training prior to the training unit being closed out. Officers on extended leave to include sick, military, or I-time must make up the training upon return to duty. Video recorded copies of training will be maintained by the training sergeant and be placed in the U-drive for this purpose.

Training is not limited except to the time available during most roll call sessions. Sergeants should search current law enforcement publications for possible subjects, or review appropriate police websites for videos deserving of review and discussion. An active list of possible topics and research material will be posted in the patrol sergeant's office for consideration by supervisors.

10.10.15 Roll Call Training

The Department requires all sworn members to attend Roll Call before the member's scheduled duty day. The purpose of Roll Call is to:

1. inform personnel of the activities of the prior twenty-four (24) hours;
2. make assignments;
3. distribute special instructions;
4. inspect uniforms and equipment; and
5. provide training sessions of short duration.

Roll Call will be conducted by a Supervisor or Command Officer. Roll-call training which relates to areas or problems exclusive to a specific component, need not receive prior approval from the Training Coordinator. Personnel responsible for Roll Call training will be adequately prepared and will utilize the teaching techniques and methods that best meet the needs of the personnel being instructed. Some of the available techniques and materials are:

1. lectures,
2. videotape, film or slide presentations,
3. printed and audio/visual material.

10.10.16 Advanced Training

Advanced training is training designed to improve the professional competence of officers who have been promoted, or who have demonstrated an interest in promotion, and displayed leadership capabilities as evidenced by successful completion of promotional testing.

All newly appointed Sergeants will receive training in the Employee Assistance Program services offered by the City. Such instruction will be provided at the earliest possible opportunity after promotion.

The Chief of Police will select officers to attend advanced training courses. His selection will be based on considerations such as Department needs, career development, and sound management practices.

Civilians in supervisory positions will be provided access to the same, or similar, management and supervisory development training. Civilians promoted to supervisory positions will receive

instruction from the Training Coordinator on the policy directives, applicable to their responsibilities, within thirty days of appointment to the position.

10.10.17 Specialized Training

Certain job assignments require certification training by law. Other assignments require additional training according to the dictates of sound management practices. The Department recognizes this fact and endeavors to meet all specialized training requirements.

The following assignments warrant specialty training as specified:

1. Crisis Negotiator (Crisis Negotiator training),
2. SWAT member (Basic SWAT training),
3. Field Training Officer (FTO seminar),
4. ASAP officer (Data Master certification),
5. Traffic Accident Reconstructionist (Traffic Reconstruction/Traffic Homicide training),
6. Investigator (Interview & Interrogation training, Search & Seizure training),
7. Evidence Technician (American Institute Forensic Science Program),
8. Accreditation Assistant and Accreditation Manager (New Accreditation manager training within one year of appointment),
9. Training Coordinator (Instructor Development training),
10. K-9 (K-9 Handler Certifications),
11. Professional Standards Lieutenant (Internal Affairs and Background Investigation training),
12. Drug Task Force (DEA Training School),
13. Crime Prevention Officer (CPTED training),
14. School Resource Officer (Basic SRO training).

Any specialty retraining requirements will be at the discretion of the Bureau Commanders.

Specialized training provided to personnel includes the following:

1. development and/or enhancement of the skills, knowledge and the abilities particular to the assignment or specialization;
2. familiarization of management, administration, supervision, personnel policies, and support services of the function;
3. performance standards of the function;
4. agency policies, procedures, rules, and regulations specifically related to the function;
5. supervised on-the-job training.

The Department will provide all agency employees with training regarding the accreditation process as follows:

1. Newly hired employees will be given familiarization with the accreditation process within 30 days after their employment begins, or within 30 days after completing the recruit academy;
2. Personnel will review the accreditation process during self-assessment, including review of agency directives during Roll Call, and individual familiarization with special units as needed;
3. Prior to the on-site assessment, all employees will receive instruction on the CALEA process;

4. Training topics will include a historical background of accreditation, the Department's involvement with the process, overview of the process, goals and objectives of accreditation, advantages and impact of accreditation on the agency and community;
5. Agency members may be periodically assigned to meetings of CALEA and the Iowa or Illinois Police Accreditation Coalition to enhance familiarization training.

All such specialty training, which is not required prior to assuming a temporary-duty assignment, will be provided in a timely fashion.

10.10.18 Refresher Training

The Department will provide refresher training for all personnel, if an indication exists the personnel would benefit from such refresher training, including technology updates, skill development, and/or as decided by the Training Coordinator or Shift Supervisor. The Department will provide refresher training for investigative and patrol personnel in crime scene processing as a component of the in-service training program.

10.10.18 Civilian Training

In addition to training to meet the requirements of job responsibilities, all newly appointed civilian personnel will receive the following training:

1. Orientation to the agency's role, purpose, goals, policies, and procedures;
2. Working conditions and regulations;
3. Responsibilities and rights of employees.

Civilian positions which require training beyond orientations include:

1. Records Section personnel,
2. Secretarial personnel,
3. Property/Evidence personnel,
4. Crime Analysis personnel,
5. Computer Technician,
6. Volunteer Coordinator.

Civilian employees will receive the following in-service training:

1. Sexual harassment – annually;
2. Fire extinguisher – annually;
3. NCIC (as applicable to position) – every 2 years;
4. Mental Illness – every 3 years;
5. CPR – every 2 years.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: PROPERTY EVIDENCE AND LABORATORY SERVICES
NUMBER: 10.60 **EFFECTIVE:** 2/17/2005
APPROVED BY: Rex M. Mueller, **REVISION:** 11/9/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 42.2.1, 83.3.2, 84.1.1, 84.1.2, 84.1.3, 84.1.5, 84.1.6, 84.1.7

10.60 PROPERTY EVIDENCE AND LABORATORY SERVICES

10.60.01 Property Evidence and Laboratory Services – Policy Statement

It is the policy of the Sioux City Police Department to maintain property, which is acquired by the Department as found, impounded, recovered, or of evidentiary value. The purpose of this directive is to develop and maintain strict measures with respect to the handling, security, and disposition of property.

10.60.02 Responsibility for Property and Evidence Management

The Support Services Bureau Commander is charged with the overall responsibility for the property management system.

The property room personnel, under the direction of the ID Section Supervisor, will be responsible for maintaining the evidentiary value and integrity of all property or evidence which comes into their custody. They will be responsible for all property in their custody and will ensure storage facilities are secure at all times.

10.60.03 Property System Function

The function of the Property System is:

1. to maintain custody and control of all property entered into the system;
2. to maintain the chain of custody of items of property held as evidence;
3. to return properly identified property to the owner;
4. to dispose of property as ordered by a judicial body; and
5. to dispose of property which is abandoned or for whom no owner can be located.

10.60.04 Property Classifications

Property entered into the Property System will be classified as one of the following:

1. Evidence – Property related to a crime which may help to establish guilt or innocence.
2. Found Property – Property that has no evidentiary value. Found property is stored for safekeeping until the owner can be identified and take possession of it. Property for which no owner can be identified will be disposed of according to law.
3. Safekeeping – Property that has no evidentiary value but has an identified owner that will take possession.
4. Stored Personal Property – Property that is not evidence and is being stored from persons who were arrested and transported to jail.

10.60.05 Storage of Property

All property stored by the Department will be within the secure Property Room located in the basement of the Headquarters Building with the following exceptions:

1. Items too large for the Property lockers in the basement will be stored in one of the two secured cages in the sally port of the station or the bike cage in the north alley. The key will be deposited in the key drop box located on the back cage. If both cages are full, contact the CSI Technician on call to move property to the larger cage.
2. A vehicle being held over 72 hours will be stored at the Training Center. An impound report will be completed, a copy of the property management report will be forwarded to the Professional Standards Lieutenant, and the vehicle's keys will be left in the key box located in the secured vehicle storage area.
3. Latent fingerprints, photos and negatives will be stored in the CSI Section.
4. Written statements, transcripts of recorded statements, waiver forms and adviser notices, and photocopies of documents which neither enter into a case under the best evidence rule nor are subject to having called into question the chain of custody, will be submitted to the Records Section for case file inclusion.
5. Explosive devices and hazardous materials will be stored in the BLUE storage container located at the Fire Training Center. Keys are located in Watch Command.
6. All found and stolen bicycles will be kept in the Bike Cage on the north side of the police station. For temporary holding purposes, bicycles will be attached to an eyebolt by a cable and padlock that is provided in the department garage. Keys to the padlock will be in the possession of the Property Room personnel.

Lockers located adjacent to the Property Room are provided for storage of property during periods when the Property Room is closed. Documents or smaller items may be placed in the mail slot on the Property Room door after being properly packaged and labeled.

The locker number utilized or the mail slot will be noted on the Property Report. The CSI Request, if applicable, will be placed in the locker with the property. The key to the locker will be placed in the drop box of the Property Room door.

10.60.06 Disposal of Property

Please refer to SOP, SSI-E03, Evidence/ Property Disposition, or SOP MBP-S02, Storage and Disposal of Personal Property from the Jail.

10.60.07 Inspections and Inventories

1. Semi-Annual Inspection – the ID Section Supervisor is responsible for conducting an inspection to determine that:
 - a. the Property room is being maintained in a clean and orderly fashion;
 - b. the integrity of the property is being maintained;
 - c. the provisions of departmental directives are being followed;
 - d. the property is being protected from damage or deterioration;
 - e. proper accountability procedures are being maintained;
 - f. property having no further evidentiary value is being disposed of promptly.
2. Unannounced Inspection – will be conducted annually by the Chief or his designee. This inspection may be accomplished by a random comparison of records with physical property.
3. Annual Audit – will be conducted by a supervisor, as designated by the Chief of Police, who is not routinely or directly connected with evidence/property control.
4. Designation of a new Property and Evidence Custodian – whenever a new Property and Evidence Custodian (i.e. CSI Tech assigned to Property, Police Evidence Clerk, or ID Section Supervisor) is designated, an audit of the property system will be conducted by the newly appointed custodian and the Chief's designee(s).

10.60.08 Property Room Security

Unaccompanied access to the Property Room will be limited to the CSI Tech assigned to Property, Police Evidence Clerk, and ID Section Supervisor. Whenever the Property Room is closed for the business day or left unattended, the room will be secure and the intrusion alarm in operation.

10.60.09 Initial Receipt and Transfer of Property to the Property Clerk

Whenever property comes into the possession of an officer/CSI Technician of the SCPD, he/she will be responsible for preparing a Property Report using the FLEX/BEAST interface system, before an officer/CSI Technician ends their tour of duty. CSI technicians on callout may wait to complete the Property Report until their next scheduled tour of duty providing that date is within 48 hours of the initial incident and the property is secured in CSI. Items will be tagged with an evidence label, and if size permits, sealed in an appropriately marked evidence container. The submitting officer/CSI Technician will transfer the evidence/property to the Property Room

personnel by securing the item(s) in the proper lockable storage area or locker, except when property can be released during the shift in which it was recovered (i.e. bicycle, wallet, keys, etc.).

Special care will be used by officers/CSI Technicians handling/processing controlled substances or dangerous drugs. Officers/CSI Technicians will note on the Property Report the gross weight of the controlled substance or dangerous drug.

In major cases involving a large amount of property/evidence (i.e. homicides, search warrants, etc.), the CSI Technician may secure the property/evidence in CSI and inventory the property in the BEAST system within 72 hours.

10.60. 10 Lab Requests

When a request for service or analysis exceeds the capability of the CSI Section, the analysis will be performed by a forensic laboratory. A cover letter may be required and include the following:

1. name of person requesting the service;
2. suspect/victim/offense/case number;
3. a brief narrative of the event;
4. property included;
5. type of service requested;
6. a request for written results of the analysis.

A CSI Tech will package the item(s) for transmittal according to SOP SSI-L01.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: DUTIES & RESPONSIBILITIES OF SPECIAL WEAPONS AND TACTICS (SWAT) TEAM & CRISIS NEGOTIATIONS TEAM

NUMBER: 11.01 **EFFECTIVE:** 9/19/1994

APPROVED BY: Rex M. Mueller, **REVISION:** 11/30/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 4.3.1, 11.3.3, 33.6.1, 33.6.2, 46.1.8, 46.1.10, 46.2.1, 46.2.2, 46.2.3, 46.2.4

11.01 DUTIES & RESPONSIBILITIES OF SPECIAL WEAPONS AND TACTICS TEAM (SWAT) & CRISIS NEGOTIATIONS TEAM

11.01.01 Duties & Responsibilities of SWAT & Crisis Negotiations Team – Policy Statement

The Special Weapons and Tactics Team (SWAT) and Crisis Negotiations Team provide the Department with highly trained, specially equipped teams to respond to incidents requiring tactical and negotiation capabilities. SWAT will be capable of conducting hostage, barricade, or other high-risk operations simultaneously, with sniper/ observer support. The purpose of this directive is to establish general guidelines for the Teams.

11.01.02 SWAT Team and Crisis Negotiations Team Command and Control

SWAT will be comprised of:

1. SWAT Commander – this will be appointed by the Chief of Police;
2. Two Team Leaders - The Senior Team Leader will assume the responsibility of the SWAT Commander in the Commander’s absence; Team leaders will be appointed by the SWAT Commander;
3. Ten sworn members of the department to serve as entry team members.
4. Two sworn members of the department to serve as snipers.
5. Tactically trained K-9’s, though not specifically assigned to the SWAT Team, that may train with and be utilized during SWAT call-outs.

The Crisis Negotiations Team will be comprised of:

1. Crisis Negotiations Commander- this will be a member appointed by the Chief of Police;
2. Two Team Leaders- Team Leaders will be appointed by the Crisis Negotiations Commander (the senior Team Leader will assume the responsibility of the Crisis Negotiations Commander in the Commander’s absence);
3. The team is made up of other sworn members of the Department.

SWAT and/or the Crisis Negotiations Team may be utilized in high risk situations (as defined in policy directive 5.01) and for suicidal subjects, but will be called out on all hostages taken and barricaded gunmen incidents.

Prior to the arrival of the SWAT Team or the Crisis Negotiations Team, the initial on-scene officers will attempt to stabilize the situation.

The Incident Commander will have command of all the Department's resources during any incident. No plan will be implemented without the knowledge of the Incident Commander, the highest-ranking SWAT member, and the highest-ranking Crisis Negotiator, if any are present on scene. This will not preclude individual officers or small teams from responding to rapidly evolving circumstances or emergencies.

11.01.03 Activation of SWAT Team and Crisis Negotiations Team

The Watch Commander will activate SWAT and/or the Crisis Negotiations Team and members will proceed as directed. The Chief of Police and Uniformed Services Bureau Commander will be immediately notified upon activation.

SWAT Members participating in pre-planned operations will report as directed by the SWAT Commander.

11.01.04 SWAT Team Equipment

The Team will be furnished with such equipment as is deemed necessary by the Department. Equipment issued to individual SWAT Members will be inventoried/inspected quarterly and a list of this equipment will be maintained by the SWAT team leaders and confirmed by the SWAT Commander. Equipment will be stored in the SWAT Command Truck and SWAT Armored Vehicle in a secure location. The SWAT team will be responsible for maintaining all equipment in an operational condition.

11.01.05 SWAT Team Qualification and Selection

Whenever a vacancy exists or is anticipated on the SWAT Team, a notice of such vacancy will be circulated department wide. Interested sworn personnel will submit a written letter of interest to the SWAT Commander.

Selection of SWAT members is on a voluntary basis. Requirements for SWAT are:

1. One year on the department; and off probationary status
2. Ability to pass the physical fitness test:
3. SWAT Team Evaluation

11.01.06 Crisis Negotiators Qualification and Selection

Whenever a vacancy exists or is anticipated on the Crisis Negotiator Team, a notice of such vacancy will be circulated department wide. Interested sworn personnel must submit a written letter of interest to the Uniformed Services Bureau Commander. The applicant:

1. must be a sworn officer who has completed their probationary period;
2. must have a mature demeanor;
3. must possess excellent oral communication skills;
4. must demonstrate high job proficiency.

After the applicant has successfully completed the requirements, the Chief of Police, the Uniformed Services Bureau Commander, and the Crisis Negotiations Commander will make the decision on who will fill the position. Negotiators will be trained in techniques of crisis negotiation prior to assuming active status as a Negotiator.

11.01.07 Participation, Suspensions, and Terminations

A member of the Crisis Negotiations Team may not participate if:

1. the member is on medical or administrative leave or suspension from duty;
2. the member's fitness for duty is in question.

A member of SWAT may not participate if:

3. the member is on medical or administrative leave or suspension from duty;
4. the member's fitness for duty is in question;
5. the member fails to demonstrate firearms proficiency.

If the reason for non-participation is related to medical leave, administrative leave, or suspension from duty, the SWAT or Crisis Negotiation Team member may not participate until such time as he or she is deemed qualified by the Chief of Police. Members may be removed from either Team at the discretion of the Chief of Police.

At least annually, SWAT members will be tested for physical fitness and firearms proficiency.

SWAT firearms proficiency will involve the specialized weapon assigned to each member. The results of such testing will be recorded and retained by the SWAT Commander.

SWAT members who fail to meet minimum standards of physical fitness will be retested. Failure to successfully pass a retest may be grounds for termination from SWAT.

11.01.08 Specialized Training

An officer selected to be a member of the SWAT Team must complete a basic SWAT school at the earliest possible opportunity after being assigned to the SWAT unit and will not be actively deployed unless approved by the Uniform Bureau Commander or SWAT Commander. An officer selected to be a member of the Crisis Negotiator Team must successfully complete Basic Crisis Negotiator training and a minimum of 8 hours of verbal judo training.

11.01.09 Training and Readiness Exercises

At least annually, joint training with SWAT and Crisis Negotiators will be conducted. The SWAT Commander and Crisis Negotiations Commander will work together to establish the elements of the joint training. Crisis Negotiators will be involved in at least one scenario annually. The results of the training will be documented and retained by the SWAT Commander.

ADDENDUM A TO 11.20
(EMERGENCY OPERATIONS/ALL HAZARDS PLANNING)

PERSONNEL CALL OUT PROCEDURE

This policy applies to all sworn personnel and those civilian personnel deemed critical to emergency operations.

The Watch Commander on duty will be responsible for notifying the Captain of Uniformed Services and the Chief of Police of the emergency. The Watch Commander will have authority to call in additional personnel as needed per procedure. If personnel from other Bureaus are utilized, the appropriate Bureau Commander will be notified.

The Sioux City Police Department will utilize a Four-Phased response. Each phase will be implemented in response to the degree of disruption encountered or anticipated. Plans can be modified by the Chief according to staff availability.

PHASE ONE

Normal Personnel Scheduling – Under this phase, specific manpower needs will be identified and those personnel most qualified to fill those needs will be called in.

PHASE TWO

Phase II will be implemented at the direction of the Chief of Police. This phase will allow for wide call ups of additional personnel.

Under this phase, the Uniform Services Bureau will go to 12 hour shifts. Non-uniform and civilian personnel will be utilized to perform the necessary functions they are best trained to provide. The work schedule for non-uniform and civilian personnel will be set by the appropriate Bureau Commander based on the issue being dealt with.

PHASE THREE

Phase III will be implemented at the direction of the Chief of Police. **All sworn personnel will be utilized and assigned to a uniform shift. A normal eight hour shift will be utilized.** Civilian employees will continue to work eight hour shifts but may see a reassignment of shifts to provide improved coverage. Specific sworn and civilian units may be assigned 12 hour shifts in order to provide twenty-four/seven coverage. Senior Command will work a 12 hour shift.

PHASE FOUR

Phase IV will be implemented at the direction of the Chief of Police. **All sworn and civilian personnel will be utilized and assigned to a uniform shift.** The City will be divided in half with Jackson Street being the dividing line. **Four shifts of twelve hours duration will be established.**

Shift A will work from 06:00 to 18:00 and work the east side of the city. Shift B will work from 18:00 to 06:00 and work the east side of the city. Shift C will work from 12:00 to 00:00 and work the west side of the city. Shift D will work from 00:00 to 12:00 and work the west side of the city.

PHASE I

Organized per current organizational chart.

PHASE II

Non-uniformed personnel per current organization chart.
Uniform realignment shown below:

Shift A

Hours 06:00 to 18:00

Senior Command

Chief – EOC
Uniform Capt. – CP
Watch I Lt. - EOC
Prof. Standards Lt. - JIC

Shift Command

Watch II Lt.
Watch I East Side Team
Watch I West Side Team
Watch I Swing Team
Watch I Step Unit
Watch II East Side Team
Watch II Swing Team
Watch II Station Sgt.

Shift B

Hours 18:00 to 06:00

Senior Command

Invest Capt. – EOC
Support Services Capt. – CP
Records Lt. – EOC

Shift Command

Watch III Lt.
Watch III East Side Team
Watch III West Side Team
Watch III Swing Team
Watch III K-9
Watch III ASAP Team
Watch II West Side Team
TCU Officers

Patrol officers will be assigned with their corresponding Team Sergeant, except K-9 which will be split in half.

PHASE III

Senior Command

Shift A

Hours 06:00 to 18:00

Senior Command

Chief – EOC
Uniform Capt. – CP
Prof. Standards Lt. - JIC
Watch I Lt. - EOC

Shift B

Hours 18:00 to 06:00

Senior Command

Invest Capt. – EOC
Support Services Capt. – CP

Records Lt. - EOC

Shift A

Hours 06:25 to 14:25

Shift Command

Watch I Lt.
Invest Lt.
Watch I Swing
Watch I West
Watch I STEP
Watch I East
Youth Bureau
Property Unit
Vice

Shift B

Hours 14:25 to 22:25

Shift Command

Watch II Lt.

Watch II West
Watch II Swing
Watch II East
Watch II Station Sgt.
TCU Officers
Persons Unit
Prof. Standards

Shift C

Hours 22:25 to 06:25

Shift Command

Watch III Lt.

Watch III West
Watch III Swing
Watch III East
K-9 Sgt.
ASAP Sgt.
Task Force
TCU Sgt.

Patrol officers will be assigned with their corresponding Team Sergeant except K-9 which will be split to cover all shifts. Specific sworn and civilian units may be assigned 12 hour shifts in order to provide twenty-four/seven coverage.

PHASE IV

Senior Command

Shift A

Hours 06:00 to 18:00

Senior Command

Chief – EOC
Uniform Capt. – CP
Watch I Lt. – EOC & JIC

Shift B

Hours 18:00 to 06:00

Senior Command

Invest Capt. – EOC
Support Services Capt. – CP

Records Lt. – EOC & JIC

Shift A

Hours 06:00 to 18:00

Shift Command

Watch II Lt.
Watch I Swing
Watch I East
Watch I STEP
Youth Bureau
Watch II Station Sgt.

Shift B

Hours 18:00 to 06:00

Shift Command

Watch III Lt.
Watch III K-9 Sgt.
ASAP
Watch II East
Task Force
Watch III East

Shift C

Hours 12:00 to 00:00

Shift Command

Prof. Standards Lt.
Watch II West
Watch II Swing
TCU Officers
Property Unit
Prof. Standards
Vice

Shift D

Hours 00:00 to 12:00

Shift Command

Invest Lt.
Watch III West
Watch III Swing
Watch I West
Persons Unit
TCU Sgt.

SWAT C

SWAT D

Patrol officers will be assigned with their corresponding Team Sergeant except K-9 which will be split to cover all shifts. Specific sworn and civilian units may be assigned 12 hour shifts in order to provide twenty-four / seven coverage.

become necessary, the Chief of Police has the authority to place off-duty members of the Department on standby alert. (See Addendum A).

The Department will utilize a four-phase approach to determine the best utilization of manpower during any unusual occurrence beyond the capability of a normal Watch to control. This approach is outlined in the City Emergency Operation Plan (EOP).

11.20.03 Initiation of the Emergency Operations Plan

Once a level of mobilization has been determined, the Uniform Services Bureau Commander or designee will be responsible for initiating the emergency management plan in accordance with this directive.

11.20.04 Agency Response for Emergency Incidents

In the event of any emergency occurrence with conditions beyond the capability of a normal Watch to control, the response of the Police Department includes the following provisions for emergency mobilization in accordance with the City EOP:

Initial Response/Implementation of Incident Command System

The first local emergency responder to arrive at the scene of an emergency situation will implement the incident command system and serve as the incident commander until relieved by a more senior or more qualified individual. The incident commander will be responsible for:

1. Establishing a field command post: in some emergency situations, such as a winter storm, a specific incident scene may not exist. An incident command post will be established as the potential threat becomes clearer and a specific impact site is identified.
2. Initiating the notification and mobilization of additional agency personnel: additional personnel will be notified and will respond in accordance with policy directive 3.05.
3. Obtaining support from other agencies: additional support may be summoned from other city entities. The SCPD does have formal mutual aid agreements with area law enforcement agencies. If it is determined other law enforcement agency support is necessary, the Incident Commander will make a request to agencies with which we have mutual aid agreements or concurrent jurisdictions within the City of Sioux City corporate limits.
4. Establishing a staging area: unless otherwise specified, all members will report to the Police Headquarters Building for assignment in the uniform of the day. An alternate assembly area may be determined. Its location would hinge on the particular situation. An on-scene assembly area should be established to receive incoming personnel and vehicles.
5. Providing public information and maintaining media relations: The Police Department's Public Information Officer, or the Chief's designee, will be available if requested. His function will be to assist in rumor control and community relations according to the EOP. The Public Information Officer will manage and coordinate all

emergency public information related activities and direct such staff as may be assigned or recruited to assist in those activities.

6. Maintaining the safety of all affected personnel: monitor safety conditions and develop measures for assuring the safety of all assigned personnel.

Prepare a documented after action report: Results should include: a summary of operations, manpower and resources used, results of the debriefing, and recommendations for revision and/or additions to contingency plans for future incidents.

Operations Function

The Chief of Police, Uniformed Services Bureau Commander, and the Watch Commander on duty will be considered key personnel in the event of an emergency mobilization. These personnel will be notified of the incident and will respond appropriately. Guidance on Chain of Command (including other responding agencies) and coordination with emergency management personnel may be found in the EOP. Relief or transfer of command during an emergency incident will be done in accordance with Policy 1.07. The operations function will be responsible for:

1. Establishing an inner and outer perimeter: designate an inner and outer perimeter as appropriate to the incident.
2. Delegate personnel to conduct evacuations if necessary: provide for the orderly and coordinated evacuation of all or any part of the population of Sioux City if it is determined that such action is the most effective means available for protecting the population from the affects of an emergency situation.
3. Maintain command post and scene security: The EOC is the emergency operational headquarters during disaster mitigation. The flow of information both into and out of the EOC during emergency operations is critical to the coordination of the total response effort. Scene security will be maintained at all times.
4. Department Heads command and control field operations: Administratively, the EOC houses key emergency documents including city situational maps, charts, resource files, service operating procedures, and copies of the EOP.
5. Provide for detainee transportation, processing, and confinement: Persons arrested will be removed as soon as possible from the scene to a nearby holding area or temporary detention area for initial processing, and to await transportation to the Woodbury County Jail. Arrestees may be cited and released on misdemeanor charges or transported to the Woodbury County Jail as appropriate.
6. Delegating personnel to direct and control traffic: There will be a need to maintain open emergency lanes for police, fire, and rescue operations. Traffic control is the responsibility of the Police Department and will be handled in accordance with the EOP.
7. Conduct post incident investigations; A debriefing will be scheduled as soon as practical following the incident to discuss and review the incident. It will be the responsibility of the Incident Commander to assign post-incident investigative duties.

Planning Function

For most emergency functions, successful operations require a coordinated effort from a number of departments, agencies, and groups. To facilitate a coordinated effort appointed officials,

department and agency heads, and other personnel are assigned primary responsibilities for planning and coordinating specific emergency functions. The planning function will be responsible for:

1. Preparing and documenting an incident action plan: Working with representatives of emergency services, determine and prioritize required response actions, and coordinate their implementation.
2. Gathering and disseminating information and intelligence: Coordinate and carry out defensive activities, including gathering incident information, criminal intelligence, and disseminating as appropriate.
3. Planning and post-incident demobilization: As soon as possible, personnel from other agencies (National Guard, etc.) will be relieved and all duties will be assumed by the Sioux City Police Department. The Chief of Police or his designee will assess the situation on a daily basis to determine to what extent the operations can be scaled down and personnel can be returned to their normal duties.
4. Policy and Training Needs: Annually, the Professional Standards Lieutenant will complete a documented review of department policy and training needs.

Logistics Function

Our local resources will be initially coordinated in response to emergency operations. Should our local resources prove to be inadequate; requests will be made for assistance from other local jurisdictions, other agencies, and industry in accordance with the EOP. The logistics function will be responsible for:

1. Communication: The immediate establishment of communications is essential to a coordinated effort. The Watch Commander or Supervisor in charge of the scene will oversee communications at the scene. The Communications Director, or his designee, will ensure the communications function is adequately staffed for the emergency at hand and ensure radio communications between the EOC, disaster scene, and outside agencies is accomplished.
2. Transportation: The on-scene Supervisor or Command Officer will immediately assess the transportation needs and take what action is necessary to secure the required transportation. All vehicles owned by the Department will be available for use.
3. Medical Support: The Fire Department and medical personnel will have the primary responsibility for first aid and victim transport. Officers on the scene will assist in rescue operations and first aid until adequate rescue personnel arrive.
4. Supplies: The on-scene Command Officer will assess the need for supplies and take the necessary action to obtain those supplies.
5. Specialized Team and Equipment needs: The Incident Commander will determine the necessity of utilizing the Special Weapons and Tactics Team and will initiate call-out procedures as appropriate. The highest-ranking supervisor on scene will immediately assess the equipment needs of the situation and see that any equipment, in addition to that issued to every officer, is distributed. Guidance may be obtained from the EOP. Requests for equipment not carried on the scene by personnel will be made through the Mobile Command Post or EOC.

6. Operational Facilities Redundancy: In the event of an incident where facilities or structures become inadequate or unusable, alternate facilities with adequate space for personnel, equipment and vehicles with network connectivity should be investigated by logistics command personnel.

11.20.05 Finance/Administration

Resource management is essential to ensure smooth operations. Resource management will be conducted in accordance with the City EOP. The finance/administration function will be responsible for:

1. Recording personnel time: Maintain records of expenditures for personnel time.
2. Procuring additional resources: If additional resources are required, those resources will be summoned from those immediately available within the department. If additional resources are needed they will be summoned according to the EOP.
3. Recording Expenses: If expenses are incurred, those expenses will be recorded.
4. Documenting injuries and liability issues: The on-scene Commander will survey the damage, including personal injury and property damage, and report to the Incident Commander or Chief of Police. Fatalities as the result of civil disturbances will, in all probability, represent homicides. As such, the area where the bodies were found represents a crime scene. Whenever possible, the medical examiner should be called to the scene. The Medical examiner retains all responsibility for the identification of bodies. Bodies, parts of bodies, or other properties are not to be moved or disturbed without the express permission of the Medical Examiner. Officers may be assigned to assist the Medical Examiner in the recovery of bodies and their property. Notification of next of kin is the responsibility of the Medical Examiner.
5. Preparing appropriate reimbursement documents; if applicable.

11.20.06 Military Support

If necessary, a request for assistance from the National Guard, in accordance with Chapter 29A.8 of the Iowa Code, will be made following the guidelines outlined in the EOP. The presence of the National Guard does not imply marshal law, which may only be declared as provided in Chapter 29A.8 of the Iowa Code. The Chief of Police retains responsibility for control of law enforcement activity. National Guard personnel will carry out directives from the Chief of Police relayed by their command officers.

11.20.07 Public Facility Security

During disaster situations or active threats, public facilities, such as the Police Headquarters Building or City Hall, often become the focal point of citizens. Adequate manpower should be maintained near these facilities to maintain control of crowds and handle possible disturbances.

During a disaster situation or active threat, public buildings, such as schools, may be converted into temporary shelters. Security of these facilities will be handled in accordance with the EOP.

11.20.08 Court and Prosecutorial Liaison

The Chief of Police or Incident Commander will contact the City and County Attorneys and advise them of a civil disturbance or emergency. A request should be made to have a member of their respective legal staffs present as appropriate. The City and County Attorney's offices will act as liaison with the court.

11.20.09 Legal Authority

In the event questions of legality arise, the liaison established with the City and County Attorneys will be used to resolve the issue.

11.20.10 Post Occurrence (Aftermath Duties)

A debriefing will be scheduled as soon as practical following the incident to discuss and review the incident. It will be the responsibility of the Incident Commander to assign post-incident investigative duties.

11.20.11 Other Considerations Involving Mass Arrests

Arrest Procedures

During civil disorders, the danger to officers attempting to restore order or affect arrest increased. One means of reducing the risk is through the use of containment lines and arrest teams.

1. Containment Line – a tactical line of deployment for officers to contain, control, and limit the disorder.
2. Arrest Team – a group of officers assigned to arrest persons involved in civil disorders. The Arrest Team is responsible for the identification and detention of targeted individuals.
3. Support Team – a group of officers assigned to take custody of arrestees delivered by the arrest team. The support team will be responsible for the security of prisoners prior to transportation to the detention facility.

The Arrest Team Supervisor will:

1. be in direct control of the arrest team;
2. divide the team into units and assign specific responsibility for each unit as appropriate;
3. assist at targeting individuals for arrest and direct the movements of the team;

4. remain at the containment line, observe team operations, and normally not enter into the actual physical arrest.

The support team will take custody of the prisoner delivered to them by the arrest team. Members of the team will photograph or video the arrested party. They will obtain from the arresting officer the following information: the name of the arresting officer; charges to be filed; name of the arrested party, date of birth, and social security number.

Juvenile Offenders

Juvenile offenders, who cannot be cited and released to a responsible party immediately, will be transported to the Juvenile Receiving Center. If a temporary confinement facility is utilized, juveniles will be incarcerated separately from adults.

Transportation of Prisoners

The transportation of prisoners from the scene of a civil disorder to the Woodbury County Jail will normally be in the Department prisoner transportation van, marked squad car, or Sheriff's Department prisoner transportation vehicle. Large scale arrests may require the requisition of other City vehicles (i.e. bus) for transport.

Temporary Detention Facilities

Arrangements will be made for the use of a large, conveniently located facility should the need arise for a temporary detention area. For example, the gymnasium of a nearby school might serve as an adequate facility if a sufficient number of officers can be provided for security.

Although persons arrested at the scene of an incident will normally be in a temporary holding area for only a brief period of time, their stay in a temporary detention area may be of a longer duration, requiring attention to basic human needs of food, water, and sanitary facilities. Site selection of a temporary detention area should include consideration of adequate existing sanitary facilities and water supply.

Defense Counsel Visits

Opportunities for visits with defense counsel will normally be deferred until prisoners have been transferred to the County Jail.

Evidence Collection

During the police operation at the incident scene, an identification technician should be assigned to provide evidence collection work. Every attempt should be made to photograph or videotape the scene and participants for possible future use in identifying participants, as well as for evidence and subsequent court prosecutions.

Disaster scenes should be treated as crime scenes in that bodies of deceased persons should be photographed prior to removal. Personal property found on a body will accompany the body to

the morgue. Unless otherwise provided, bodies will be transported to the morgue at Unity Point St. Luke's for identification and autopsy by the Medical Examiner.

11.20.12 Emergency Situations at the Woodbury County Jail

Though the operation of the jail is a function of the Woodbury County Sheriff's Department, the SCPD may be requested to assist them in an emergency. This may involve such incidents as fire, disturbance, or the escape of a prisoner.

If a call for assistance from jail personnel is received by the Communications Center, the dispatcher will:

1. determine the nature of the emergency;
2. dispatch at least two field units and a supervisor to the jail;
3. dispatch field units of the Sheriff's Department; and
4. notify the on-duty Watch Commander, who will notify the Chief of Police.

The primary responsibility of officers of this Department will be to secure the outer perimeter of the facility. The on-scene supervisor will remain in command and in control of all departmental personnel involved in any jail emergency. The supervisor will, however, consult with command personnel of the Sheriff's Department for the purpose of coordinating efforts.

11.20.13 Search-and-Rescue Missions

The SCPD will provide support and security to the Sioux City Fire Department and other supporting emergency agencies, upon request.

SIOUX CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: BARRICADED GUNMAN/HOSTAGE SITUATION

NUMBER: 11.21 **EFFECTIVE:** 8/22/1994

APPROVED BY: Rex M. Mueller, **REVISION:** 11/9/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 41.2.4, 46.1.2

11.21 BARRICADED GUNMAN/HOSTAGE SITUATION

11.21.01 Barricaded Gunman/Hostage Situation – Policy Statement

The purpose of this directive is to outline procedures that have proven to benefit law enforcement in situations of this type. Guidance in handling this type of situation is also derived from Policy Directive 11.20 Emergency Operations Planning. In the absence of any other Rules Of Engagement, officers will use the NTOA Priorities of Life Model: 1) Hostage, 2) Innocent Civilians, 3) Officers, and 4) Suspect.

11.21.02 Initial On-Scene Incident Supervisor

All barricaded gunman/hostage situations will require a SWAT and Crisis Negotiator call-out as a matter of policy.

Personnel assigned to the incident will be designated a primary radio channel.

The initial on-scene supervisor or Watch Commander, if appropriate, will:

1. attempt to stabilize the situation until the arrival of SWAT and a Crisis Negotiator;
2. deploy a react team to prepare for suspect actions
3. Establish an incident command location
4. notify the Uniformed Services Bureau Commander or, in his/her absence, the Investigative Services Bureau Commander, who will report to the scene and assume the role of Incident Commander;
5. notify the Chief of Police;
6. designate inner and outer perimeters;
7. evacuate civilians from the inner perimeter, if possible;
8. evacuate injured persons to a position outside the outer perimeter, if possible;
9. request Ambulance and Fire equipment to the outside perimeter; and
10. designate the press area and notify the PIO (or Incident Commander who assumes this role if the PIO is not available).

11.21.03 Incident Commander

The Incident Commander will utilize:

1. time to diffuse the incident and gain control;
2. communication with the suspect(s) to negotiate a peaceful solution; and
3. tactics to gain the advantage and successfully conclude the incident with the least amount of damage or injury to life and property.
4. Prior to the arrival of the SWAT Team or the Crisis Negotiations Team, the initial on-scene officers will attempt to stabilize the situation. The first priority will be to follow containment, and react protocol. Officers will first contain the incident by establishing an appropriate perimeter on the scene to contain the suspect and allow observation of the area or structure. As resources arrive it is encouraged that a react team be established. This team will be located at the most likely point where the suspect would exit or be encountered. The react team should be composed of no less than three officers with designated roles working behind an appropriate point of cover. The react team should be prepared for multiple suspect contingencies including active negotiations, surrender, an aggressive act, or a suicidal act. The react element should consider designating one individual as the team leader, one as a dedicated lethal cover officer and one officer as the designated communicator. If possible, low lethality options such as the department 40 mm launcher should be deployed with the react team. The react element shall remain in position until the incident conclusion or until relieved by SWAT.

Upon arrival of the SWAT Unit and/or Crisis Negotiators, the Incident Commander will:

1. Establish radio communications so all participants are on the same channel and able to communicate effectively;
2. provide intelligence information concerning the incident as it becomes available;
3. plan for an assault on the suspect(s) should it become necessary;
4. make plans, if the incident is prolonged, to relieve both inner perimeter personnel and SWAT Team Members and remove them from the area to rest.

11.21.04 Courses of Action

All available courses of action will be considered as options when managing a Barricaded Gunman or Hostage situation. It is the policy of the SCPD, however, that non-force and lesser force options are considered before the implementation of more severe force choices.

Courses of action that will be considered and may be authorized by the Incident Commander are:

1. containment and waiting out the situation;
2. negotiations;

3. use of K9s, less lethal munitions, or chemical agents by trained personnel;
4. the use of selective rifle fire by trained marksmen; and
5. forced entry and extraction by trained personnel.

11.21.05 SWAT Tactical Team Operations

The responsibilities of SWAT Members are:

1. intelligence gathering;
2. apprehending and securing any offender;
3. hostage rescue;
4. assisting in the negotiations process;
5. providing low lethality force options; and
6. if necessary, resolving the situation by force.

11.21.06 Crisis Negotiation Team Operations

The tasks of the Crisis Negotiator are:

1. Buying time.
2. Obtaining intelligence information.
3. Obtaining information from the offender(s).
4. Allowing the offender(s) to ventilate anxieties.
5. Developing trust with the offender(s).
6. Assisting the offender(s) with solving problems in a realistic and non-violent manner.
7. Influencing the offender(s) to release the hostages and surrender.

The responsibilities of the Crisis Negotiator are:

1. to provide information to the Incident Commander;
2. to establish and maintain contact with the suspect(s);
3. to negotiate for the release of hostage(s) and surrender of suspect(s);
4. to facilitate tactical resolutions; and
5. to resolve, if possible, the situation without the use of force.

The response to gunman/hostage situations must be coordinated. To that end, the actions taken and options being considered by entry personnel and the Crisis Negotiators must be conveyed between both teams. The Incident Commander will utilize both teams to the best advantage.

Communication should be established with the suspect by a negotiator. Once established, all communications with the suspect(s) will be through the primary negotiator. If communications are established with the suspect(s) prior to the arrival of the negotiator, the responding officer will remain in that capacity until relieved and debriefed by a Crisis Negotiator and/or the Incident Commander.

11.21.07 Establishing Ground Rules

The Incident Commander will establish ground rules for the apprehension and use of force in anticipation of a break-out by the suspect(s) from the area. The Incident Commander should consider conditions for the following:

1. React Team(s) with less lethal options
2. Apprehension Team(s),
3. K-9 Unit(s),
4. Hostage Rescue Team(s),
5. Sniper Team(s),

The decision to allow the offender to leave the area should only be taken in extreme cases, and then only as a last resort. The Incident Commander must authorize the offender going mobile.

11.21.08 Firearms Discipline

Firearms discipline is essential during a barricaded gunman and hostage incident. No weapons fire will be authorized without the approval of the Incident Commander unless the weapons fire is necessary to protect one's own life, or to protect the life of another.

11.21.09 Deactivation

Upon the resolution of the incident, the following post-incident procedures will be taken:

1. the Incident Commander will ensure all incident personnel are accounted for;
2. hostages, suspects, and officers will be checked for medical and psychiatric emergency care needs;
3. interviews of witnesses, suspects, and released hostages will begin;
4. command post operations will be deactivated;
5. a press release will be prepared.

A separate formal critique of the incident will be arranged with involved members and senior command staff. The incident critique will be arranged by the Incident Commander and will take place, normally, within 72 hours of the completion of the incident.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: BOMB THREATS AND EXPLOSIVE DEVICES

NUMBER: 11.22 **EFFECTIVE:** 2/7/1994

APPROVED BY: Rex M. Mueller, **REVISION:** 03/10/2021
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 41.2.4

11.22 BOMB THREATS AND EXPLOSIVE DEVICES

11.22.01 Bomb Threats and Explosive Devices – Policy Statement

It is the policy of the Sioux City Police Department to respond to bomb threats and actual bomb incidents in a coordinated manner, to protect innocent civilians and property, and to preserve the scene for bomb disposal personnel and investigators. The Department will utilize the Iowa State Fire Marshal for bomb disposal.

11.22.02 Initial Response to the Scene

The following actions will be taken by the officer responding to the scene:

1. Respond to the scene CODE ONE;
2. Shut down Mobile Data Terminal prior to responding to call;
3. Do not transmit from police radios or cellular phones within 300 feet (about 1 city block) of the scene;
4. Leave police radios on for listening to radio traffic.

On-scene hard-wired telephones will be the source of communication between officers at the site of a bomb threat and the Communications Center.

11.22.03 Upon Arrival at the Scene

If possible, the primary officer will interview the person(s) who received the threat to determine if the caller provided any of the following information:

1. when the device will detonate,
2. where the device is located,
3. what the device looks like,
4. why the device was placed,
5. who placed the device.

Threats received in the form of a note should be handled as fingerprint evidence.

To facilitate command and control, the Emergency Operations Plan will be implemented if necessary, and a Command Post will be established at or near the scene with telephone communications immediately available. The Command Post may be nothing more elaborate than an on-premises office. However, the on-scene area where the Command Post is located will be searched prior to use. Careful consideration should be given to the location for the Command Post or staging area as secondary devices can sometimes be placed, to be detonated later, and adversely impact responding personnel.

On-scene operations and information will be directed through the Command Post. The on-scene Supervisor will be responsible for maintaining contact with the Watch Commander on duty.

11.22.04 Evacuation and Search of Premises

The first place to be searched will be the location selected for the Command Post.

Evacuation of the premises before a suspected bomb has been located is at the discretion of the designated person responsible for the property and on-scene commander. When a search is necessary, it must be thorough, systematic, and supervised. If employees are present, they will be asked to search their work areas and identify any suspicious objects prior to leaving the building. In schools, an adult(s) familiar with the premises will be asked to assist in the search.

1. Civilians will be instructed not to move any suspicious or unidentified objects.
2. Suspicious objects discovered by officers must be brought to the immediate attention of the designated person responsible for the property. If the objects cannot be identified, they should be treated as live explosive devices and should not be moved or touched.

If the decision is made to evacuate, the route selected should be checked for suspicious objects before the evacuation begins. If the premises are not to be evacuated, occupants will remain in their classrooms or at their workstations during the search.

In the case of large areas where a reasonable search may not be possible – such as a warehouse – consideration should be given to “waiting it out”. In these cases, a 500-foot perimeter should be established. The perimeter should be maintained until after the time of detonation given by the caller has expired, or some other means of searching the premises can be devised. Persons searching an area and determining that area to be cleared will report that information to the Supervisor in charge of the Command Post in person or advise the nearest officer who will make the report. When the Supervisor is satisfied that the premises are clear, the civilian in direct charge of the premises will be so notified.

11.22.05 Actions Upon Locating an Actual or Suspected Device

If the search of the premises reveals the presence of an actual or suspected device:

1. Immediate evacuation should be considered;
2. No attempt will be made to move or disturb the device by persons not qualified to do so;
3. The person discovering the device will report to the Supervisor in charge;
4. The area containing the device will be secured;
5. The active search for other suspected devices will cease until a bomb technician’s arrival.

The Initial On-Scene Incident Commander will be the first officer arriving on scene. This officer will remain in command unless relieved by a Command Officer, a Supervisor or by mutual agreement with another officer.

The initial on-scene Incident Commander will:

1. assume command and control of the area as a crime and potential disaster scene;
2. retain command unless, and until, formally relieved by a Command Officer, Watch Commander, or another Supervisor by mutual agreement;
3. notify the Watch Commander, if not on scene;
4. confirm that the Fire Department is dispatched;
5. consider contingency plans involving a possible explosion, evacuation, and other factors.

When an evacuation is ordered:

1. A route for evacuation will be selected and searched prior to evacuation.
2. A minimum perimeter of 500 feet will be established.
3. If appropriate, requests for additional perimeter personnel may be made of the Woodbury County Sheriff, Iowa State Patrol, or other area public safety entities.
4. The Command Post should be relocated outside the perimeter and consideration should be given to the use of the mobile command vehicle.
5. The Supervisor in charge will contact the Communication Center and request a State Fire Marshal be sent to the scene.
6. No attempt will be made to remove or render safe any device until rendered safe by the bomb technician.
7. The Public Information Officer or designee will handle media briefings.

Note: Evacuation may need to include private residences and other commercial properties.

At the scene of a suspected device:

1. The Deputy Fire Marshal will control the endangered area upon arrival.
2. Police Officers will secure the area and maintain the perimeter.

Any device or threat of a device aboard any commercial aircraft or on airport grounds will be addressed as set out in this Directive. The Federal Aviation Administration Office at Kansas City, Missouri and State Fire Marshal will be contacted through the Communications Center.

11.22.06 Storage and Destruction of Explosive Devices

Once a device has been rendered safe:

1. The scene will be processed for fingerprint evidence.
2. The device will be photographed and x-rayed and the film retained as evidence.
3. Bomb disposal personnel will be responsible for its transportation to a safe area for controlled detonation. Where possible, the controlled detonation should be photographed and videotaped. (Property Reports for those portions of devices that are actually detonated under controlled circumstances are not required, unless meaningful debris is seized from the detonation site. However, the Supplemental Report prepared by the primary officer will contain the details of the final disposition of the device.)

In those rare cases where an explosive device is to be stored, it will be stored in the BLUE storage container located at Fire Training Center and handled as follows:

1. The key will be signed out from the Watch Commander.
2. The device will be documented in the Property Management System. The property report will describe the device and indicate it is being stored the facility.
3. Records personnel will forward a copy of the Property Report to the Fire Department.
4. The State Fire Marshal will be notified about what is stored and if disposal is needed.

Only properly packaged explosives of limited hazard will be stored in the Evidence Section of the Department Headquarters Building. Such items are limited to firecrackers (not to include commercial fireworks), cannon fuses, and factory-packaged and sealed black powder.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: VIP SECURITY

NUMBER: 11.24

EFFECTIVE: 8/19/1994

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 03/10/2021

6TH EDITION C.A.L.E.A. STANDARDS: 46.2.6

11.24 VIP SECURITY

11.24.01 VIP Security – Policy Statement

The most important element of a successful operation dealing with the protection of VIP's is planning. Proper planning identifies potential risk factors to the VIP. The purpose of this policy is to outline a general plan for handling the security of VIP's. All requests for VIP Security must be approved by the Chief of Police.

11.24.02 Planning VIP Operations

Before any dignitary protection operation is undertaken, a thorough assessment will be conducted. Elements to be considered are:

1. the VIP's background analysis;
2. the known or perceived threat;
3. departmental assets availability.

11.24.03 Supervision and Coordination of Security Detail

1. The Investigative Services Bureau Commander or his designee will be designated as the VIP Security Coordinator. He/she will schedule, supervise and coordinate all VIP security measures.
2. When the VIP is accompanied by an outside security detail, the Coordinator will organize all departmental security arrangements with the outside security detail.

11.24.04 VIP Security Detail Equipment

If requested, the Department will make available necessary security detail equipment and officers trained/certified in its use to include, but not limited to:

1. marked and unmarked police vehicles, K-9 Units, and special purpose vehicles;

2. communications equipment;
3. body armor;
4. riot gear and special weapons.

11.24.05 Travel Routes

The Coordinator will establish or review travel routes for purposes of ensuring proper route security. Travel routes should be surveyed to identify difficult factors to control, such as crowded locations and press sites. At least one alternate route should be developed.

11.24.06 Advance Inspections

The Coordinator will consider advance inspection of sites and facilities. If sweeps for bombs or explosives are to be made, it will be coordinated with the State Fire Marshal.

11.24.07 Intelligence Gathering

The Investigations Unit – with the support of the Crime Analysis and in cooperation with outside security details – will be responsible for gathering intelligence information consistent with the needs of the VIP security detail; this information will be provided to the Coordinator.

11.24.08 Interagency Cooperation

The Coordinator will be responsible for requesting and coordinating assistance from other agencies which may include, but is not limited to:

1. other law enforcement agencies;
2. other city departmental components;
3. hospitals;
4. fire department/emergency medical services.

Before arrival of the VIP, the Coordinator will conduct a briefing with all agencies involved in the detail.

11.24.09 Emergency Medical Care

Advance preparation for medical emergencies will be part of the security planning by the Coordinator. In cooperation with the Fire Department and medical personnel, he/she will ensure that the following steps are taken:

1. Notification to fire suppression personnel of information necessary to plan response routes and suppression equipment needs;
2. Notification to emergency medical technicians of information necessary to planning special needs, care requirements, standby site, and travel routes.

11.24.10 Communications

A common communication system will be used. Such a system may entail providing portable radio units to non-departmental personnel, pairing assisting agencies with members of the Department, or using a common radio frequency for communication. A radio channel will be dedicated to the VIP security operations, and the Communications Center will be advised.

All officers assigned to the security detail will have portable police radios tuned to the detail frequencies. In cooperative security details:

1. All personnel in a single element of the security detail will have access to radios tuned to the same frequency;
2. Supervisors of all elements of the security detail will have radios tuned to the same frequency.

11.24.11 Identification

Appearance designations, consisting of pins or ID cards for plain clothes personnel, will be devised by the Coordinator.

11.25.04 On-Scene Responsibility

After arrival on scene, officers are responsible for the following:

1. Summoning fire and medical assistance if required;
2. Determining if the hazardous incident is the result of a criminal act and, if so, treat as a crime scene;
3. Relaying information to Comm. Center about basic description of incident, exact location, and preliminary identification of hazardous material. Officers will compare the information gathered about the hazardous material and compare the information to the [Emergency Response Guidebook](#) located in each squad. Positive identification of the material may be identified by -
 - a. Driver,
 - b. Placards,
 - c. Bill of Lading,
 - d. Shipping Papers,
 - e. Cargo Manifests.
4. Rescuing injured persons (only when it has been ascertained it can be done safely);
5. Isolating the hazard area and evacuating non-essential personnel (Refer to EOP);
6. Assisting evacuees with temporary shelter or transportation, if possible (Refer to EOP);
7. Providing security, maintaining a perimeter, and controlling traffic (Refer to EOP).

11.25.05 Health Considerations

In normal hazardous material situations, police personnel are awareness level responders recognizing and identifying the hazard and reporting it. Current issued PPE is for biological and some chemical hazards. Officers will have access to and receive training regarding respirators in accordance with Policy Directive 5.02.

Officers should not eat, smoke, or drink in the area of a hazardous materials incident. Any officer exposed to potentially hazardous chemical substances, vapors, or radioactive materials will advise the supervisor immediately. An Incident Report and Supplemental Report detailing the exposure will be made, and the officer will be examined by a physician as soon as practical. All reports will be forwarded to the Chief's office.

If decontamination procedures are required, they will be performed at the scene by the Fire Department's HAZ-MAT Team.

11.25.06 Training

Officers will be trained annually on HazMat awareness.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: SPECIAL EVENTS PLANNING

NUMBER: 11.27

EFFECTIVE: 11/11/1994

APPROVED BY: Rex M. Mueller,
Chief of Police

REVISION: 01/12/2022

6TH EDITION C.A.L.E.A. STANDARDS: 46.2.7

11.27 SPECIAL EVENTS PLANNING

11.27.01 Special Events Planning – Policy Statement

Special events or activities such as parades or athletic contests, by their nature, allow for advanced planning. Such planning involves examination of the need for control of traffic, crowds, or crimes. The purpose of this directive is to set the planning requirements for special events.

11.27.02 Provisions for Special Events

The City of Sioux City requires the completion and approval of an Application for Special Events Form prior to the event. Such events may include: parades, outdoor music, sporting events, and block parties. The Special Events Form is obtained through the City Parks and Recreation Department.

For those events requiring traffic and/or crowd control, a Special Event Coordinator will be named. Usually this will be a Watch Commander or his designee. The Event Coordinator will coordinate with the event sponsor, other agencies involved, and the departmental components and personnel involved for the following:

1. use of special operations personnel, if any;
2. designation of a single person or position as supervisor or coordinator for the coverage of a given event;
3. written estimate of traffic, crowd control, and crime problems expected for any given event;
4. contingency plan for traffic direction and control;
5. logistics requirements (i.e. parking space, public transportation, relief of assigned personnel, emergency vehicle access, and the media);
6. coordination inside and outside the Department.

If a major problem occurs during an event, the Event Coordinator will call for an after-action meeting. Those who should attend this meeting will be the Event Coordinator, the Uniformed Services Bureau Commander, and the employees who worked the event.

11.27.03 Suspension of Special Events Permits

Special events – particularly block parties – require Special Events Permits, which contain language specifying the hours of the permit and the conduct of those attending or holding the event. Violations of that language are cause for the cancellation of the event. Normally, a verbal warning will be issued to the permit holder. If compliance is not achieved, cancellation or other enforcement action may be taken.

SIoux CITY POLICE DEPARTMENT POLICY DIRECTIVE

SUBJECT: ACTIVE KILLING & SERIOUS INJURY SITUATIONS
NUMBER: 11.28 **EFFECTIVE:** 6/30/2002
APPROVED BY: Rex M. Mueller, **REVISION:** 01/12/2022
Chief of Police

6TH EDITION C.A.L.E.A. STANDARDS: 11.3.3, 41.2.4

11.28 ACTIVE KILLING & SERIOUS INJURY SITUATIONS

11.28.01 Active Killing & Serious Injury Situations – Policy Statement

The best way to protect the public from suspects who are armed and actively participating in random or systematic killing or serious injury to individuals is to confront and apprehend the suspect(s) as soon as possible.

The success of any law enforcement intervention hinges on a team approach, full participation by all officers, good communications, and coordination of efforts. Therefore, **all** officers working will respond code 3 (unmarked units as quickly as possible) to an active killing and serious injury incident. The only exception will be officers already working life-threatening situations. Upon arrival, an officer will be expected to undertake the duties assigned to him by this policy or the Incident Commander.

The purpose of this directive is to outline procedures that have proven to benefit law enforcement in situations of this type.

11.28.02 Definitions

1. Active Killing &/or Serious Injury – When suspect(s) are armed and actively participating in random or systematic killing or serious injury of individuals with their overriding objective appearing to be that of murder or serious injury.
2. Serious Injury – Bodily injury that does any of the following:
 - a.) creates a substantial risk of death;
 - b.) causes serious permanent disfigurement;
 - c.) causes protracted loss or impairment of the function of any bodily member or organ.
3. Initial On-Scene Incident Commander – The first officer arriving on scene. This officer will remain in command unless relieved by a Command Officer, a Supervisor or by mutual agreement with another officer, or he/she assumes the responsibilities of Contact Team Commander.

4. Contact Team – The team making contact with the suspect(s) and stopping the suspect(s) by arrest, containment, or use of deadly force. The Team will be one of four possible formations.
 - a.) The T-Y is the preferred formation for a Contact Team. It is a four-person team made up of a Point position, a Left Flank position, a Right Flank position, and Rear-Guard position. The Commander would take any position but Rear Guard.
 - b.) The V is a three-person team made up of a Left Flank position, a Right Flank position, and a Rear-Guard position. The Commander would take either flank position.
 - c.) The Dual is a two-person team made up of a Left Flank position, and a Right Flank position. The Commander would take either flank position.
 - d.) Single Officer Entry – made only under extreme circumstances when an officer reasonably believes his/her immediate action will have a significant positive impact on the situation.
5. Rescue Team - A hastily formed team of officers who enter an active killing incident to rescue or evacuate victims. T-Y formation will also be utilized with officers utilizing the two man carry/drag to evacuate victims who are non-ambulatory.
6. Rescue Task Force or (RTF) – A mixed discipline ad-hoc unit with a security element, medical element and a team leader who operate in the Warm Zone to triage patients, provide Indirect Threat Care and coordinate casualty evacuation to an Ambulance Exchange Point. The team is typically comprised of 3 law enforcement officers and 2-3 EMS/Fire personnel.
7. Hot Zone – An area inside the Inner Perimeter under direct threat
8. Warm Zone – An area inside of the inner perimeter where security measures are in place
9. Casualty Collection Point (CCP) – A specific Warm Zone location with security measures to assemble nearby casualties and provide Indirect Threat Care
10. Indirect Threat Care – A defined set of limited medical procedures provided in the Warm Zone, e.g. care provided while an indirect threat may exist
11. Ambulance Exchange Point – A specific location where an ambulance or emergency vehicle is sent to pick up evacuated casualties from a team operating in the Warm Zone. The ambulance or emergency vehicle may or may not transport to directed hospitals.
12. Loading Zone – A large open area where all casualties from an incident are assembled, organized, and loaded into awaiting ambulances or emergency vehicles that transport to directed hospitals. Typically used when casualties outnumber available transport ambulances.
13. Containment – When the Contact Team Commander believes the suspect has ended his efforts to kill or seriously injury individuals or is prevented from doing so because of physical barriers; and when previously seriously injured victims can be safely rescued and the suspect is prevented from fleeing.

11.28.03 Initial On-Scene Incident Command

The initial on-scene incident commander will be the first officer arriving on scene. This officer will remain in command unless relieved by a Command Officer, a Supervisor, or by mutual agreement with another officer. The Initial Incident Commander will select a location where following officers should respond. The Incident Commander will attempt to determine if this is a true active killing and serious injury situation and gather any suspect information available. The

Initial Incident Commander will advise a Shift Supervisor of their determination. If it is an active incident, the Initial Incident Commander will select an entry point and begin to assemble a Contact Team. When a sufficient number of officers have arrived on scene to form the needed size contact team, the Initial Incident Commander will advise the Shift Supervisor that he is prepared to enter, who the officers are that make up the team, and the planned entry point. Upon receiving approval, the Contact Team will enter under the command of the Initial Incident Commander, who will assume the responsibilities of Contact Team Commander.

The first officer arriving after the Contact Team has entered will assume incident command. This officer will remain in command until relieved by a Command Officer, a Supervisor or by mutual agreement with another officer. The new Incident Commander will set an inner perimeter in order to contain the suspect(s). The Incident Commander will select a Mobile Command Post site based on proximity to the point of entry of the Contact Team, safety, space, and isolation from the public. The Incident Commander will also select sites for other responding emergency equipment and evacuation areas for victims. After staffing the inner perimeter, the next priority of the Incident Commander is to form a Rescue Team (see 11.28.06).

Ambulance, Fire, and Rescue equipment should be requested as appropriate by the Incident Commander through the Communications Center. These units will deploy to the evacuation area. Security at evacuation areas should be maintained in order to insure the suspect does not or has not targeted that area for action. Communications will be maintained on scene by means of the communications equipment contained in the Mobile Command Post. Command personnel of assisting agencies will report to the Mobile Command Post. A safe response route should be established and maintained for arriving emergency vehicles.

11.28.04 Incident Command

The Communications Center will immediately notify the Watch Commander of any suspected Active Killing or Serious Injury incidents.

The Watch Commander will notify the Uniformed Services Bureau Commander or, in his/her absence, the Investigative Services Bureau Commander, who will report to the scene and relieve the initial Incident Commander and serve in that capacity until the incident is resolved. The Watch Commander will also immediately notify the Chief of Police of any active killing and serious injury incidents.

The Incident Commander will isolate the incident by setting up an outer perimeter to keep all persons out of the area. All civilians should be evacuated from the area, if it can be done safely. Traffic and crowd control will be handled in such a manner as to maintain a secure outer perimeter. The Watch Commander will begin a call up of additional personnel, as he and the Incident Commander deem necessary, to handle the active incident and other routine police business.

On duty SWAT members will respond per Policy Directive [11.01](#). Off-duty SWAT members will be activated and directed to respond directly to the Command Post.

Channel One will be dedicated for the exclusive use of the active incident. Channel Two will become the primary radio channel for routine business.

An area should be established as a News Media Information Center outside both the outer perimeter and the suspect's line of sight. The Public Information Officer, or their designee, will be notified to respond to the scene. In his absence, the Incident Commander or his/her designee

will assume that role. Information to the news media will be handled as provided in [2.21](#) of the Policy Directives Manual.

The on-duty or on-call investigator who responds to the scene will be in charge of interviews, interrogations, and the gathering of information on the suspect(s), if other emergency needs have been filled.

The Incident Commander will utilize tactics to gain the advantage and successfully conclude the incident with the least amount of damage or injury to life and property. The response to active killing and serious injury situations must be coordinated. To that end, the actions taken and options being considered by all emergency personnel must be communicated to the Command Post. The Incident Commander will also coordinate resources with any Fire/EMS resources that may be deployed when establishing a unified command. Communication regarding Rescue Task Force Deployment or medical resources will be coordinated by police, fire and other outside entities in the unified command center. Based on the nature, size and casualties of a particular incident an appropriate vehicle, or structure will be deployed or utilized to facilitate a successful unified command.

11.28.05 Contact Team Operations

The T-Y is the preferred formation for a Contact Team; however, it is recognized that circumstances may dictate the deployment of a smaller team. The mission of the team is to make contact with the suspect(s) as soon as possible and stop the suspect(s) by arrest, containment, or use of deadly force. With this mission in mind, the team will not do a thorough clearing but will continue past victims or harmless distractions. Members of the Contact Team should remember that victims might be in shock or reacting to fear, resulting in them not responding to police commands.

A single officer entry is allowable if the officer reasonably believes his/her immediate entry will significantly impact the actions of the suspect(s) and lessen harm to victims.

Communications will be extremely difficult, so, after gaining permission to enter, the Contact Team will act in accordance with its mission and training and does not need any further authorization to act. The Contact Team Commander, if possible, should inform the Incident Commander of areas searched, locations of victims, locations of explosive devices, and other relevant information – if it can be done without distracting from the mission.

Nothing will preclude the use of appropriate force. When the lives of others are in clear and immediate danger, laws permit the use of deadly force. The use of appropriate force will be the responsibility of each officer involved in the incident.

The Contact Team should make entry at a location other than the main entrance, if possible, as this is the place where a suspect might logically set up barricades, explosives, or an ambush.

In large buildings or with multiple dispersed suspects, multiple Contact Teams may be used. If multiple Contact Teams are used, great care and coordination is required to avoid crossfire situations. When considering the use of multiple Contact Teams, the Incident Commander should also consider that communications between teams will be difficult at best, so consideration should be given to having predesignated search areas.

If the Contact Team contains the suspect and the rescue of seriously injured victims is not significantly curtailed, department policy on hostage/barricaded gunmen will be followed.

11.28.06 Rescue Team Operations

Rescue Teams will also employ the T-Y. A Rescue Team will not enter a scene unless the Contact Team can be notified of its planned entry. The Rescue Team will enter through the same entrance the Contact Team used, if at all possible. The mission of the Rescue Team is to locate and remove victims. Because of the possibility of a significant number of victims, the Rescue Team should consider using mobile victims to assist in the rescue of more seriously injured victims.

Rescue Team members are to remain constantly vigilant as the rapidly changing dynamics of the incident may put them in contact with the suspect.

The Incident Commander may authorize multiple Rescue Teams. The Incident Commander should consider all the same issues he/she used to determine if multiple Contact Teams should be used, as the Rescue Teams will face the same challenges.

11.28.07 Rescue Task Force Operations

When it is determined that the threat(s) or suspect(s) in the active killing incident have been eliminated or isolated into a contained area, it is permissible for contact and rescue teams to request the insertion of rescue task forces based on number of victims encountered upon making the initial entries. If possible, officers on contact and rescue teams should try to advise the appropriate entry point for RTF units, location of victims and level of observed injuries, and where the current hot zone is so that RTF members can stop short of active areas when conducting rescue operations.

Rescue Task Force Members will also employ the T/Y formation with officers serving in the right flank, left flank and rear-guard position. RTF Fire/EMS personnel will function in the middle of the tactical stack and follow the right flank and left flank positions. Team members will demonstrate the same flexibility of movement that police contact, and rescue teams employ based on physical environment and incident needs. Officers must be aware that the EMS personnel are not armed, and the primary function of RTF officers is to protect the EMS/Fire element and victims.

Upon receiving appropriate staffing for a rescue task force (3 Officers and 2-3 EMS Firefighters), Team members will radio dispatch to advise that a rescue task force is assembled and ready to enter the structure. The RTF composition and entry point will then be relayed, and the team will enter the structure. The RTF will enter the most appropriate part of the structure based on known intelligence to rescue, evacuate and triage victims if necessary. Team members will operate only in the warm zone as determined by communication from contact and rescue teams. The Rescue Task Force medical element will work with the law enforcement element to identify victims and determine treatment need. Walking wounded will be directed to the nearest exit and perimeter officers and medical warned of exiting victims. All persons encountered in the warm zone will be treated as potentially hostile until determined otherwise.

The medical element will provide indirect threat care to victims encountered and determine the most serious cases in need of evacuation to a casualty collection point (CCP), ambulance exchange point or loading zone. Depending on the structure and number of casualties, officers may be deployed to a location inside the warm zone to serve as the casualty collection point. Those officers will secure that area and remain a protection element for medical resources deployed to the CCP.

Because of limited resources on the RTF, teams will hand off casualties to other medical resources as soon as possible and return to the warm zone to continue treatment and evacuation

of victims. The medical element will determine treatment needs and time with victims and relay this to the law enforcement portion of the RTF during treatment.

All communication between RTF members will be done in a “feedback loop” style of communication to ensure appropriate movement and tactics of the rescue task force. If the rescue task force was to encounter a threat the law enforcement element will take appropriate action to end the threat but not leave the RTF Fire/EMS without protection. If available, multiple Rescue Task Force units will be deployed within a designated warm zone; however, deployment must be communicated to other contact, rescue or RTF teams operating within the structure. After all victims have been treated and evacuated, SWAT unit officers may be called in for a slow and methodical search of the location. The incident site will be considered a warm zone until all possibility of further suspects or victims can be ruled out.

11.28.08 Suspect Arrest

When the suspect is arrested or incapacitated, regular department policy will be followed regarding the investigation and collection of evidence. The Investigations Bureau Commander will be in charge of the investigation.

11.28.09 Deactivation

Upon the resolution of the incident, the following post-incident procedures will be taken:

1. The Incident Commander will ensure that all the incident personnel are accounted for;
2. Victims, hostages, suspects, and officers will be checked for medical and psychiatric emergency care needs;
3. Command post operations will be deactivated;
4. A press release will be prepared;
5. All involved personnel will be debriefed prior to their release from duty.

No one will be relieved from the scene without the knowledge and approval of the Incident Commander.

6. A separate formal critique of the incident will be arranged with involved members and Senior Command Staff. The incident critique will be arranged by the Incident Commander and will take place, normally, within 72 hours of the completion of the incident.

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