

GENERAL LAW ENFORCEMENT OPERATIONS

16.1 ADMINISTRATION

PHILOSOPHY: The accomplishment of the Lakewood Police Department's mission is dependent on the clear communication of expectations and standards for various department functions and responsibilities. The standards identified in this chapter are intended to improve the Police Department's service delivery to the public.

16.1.1 Communications

Principle: The Lakewood Police Department understands that successful communication is critical to the provision of effective, efficient, and professional service to the community. The following policies and procedures have been developed to encourage that all types of communication are effective and that each employee wisely uses the various methods of communication available to them.

Practices:

- A. Mail Boxes: All employees shall review the items in their mailbox and/or in-box during each workday and make any necessary responses. Mailboxes shall not be used for storage and shall be kept neat and clean.
- B. Electronic Mail: All employees shall review items sent to their city e-mail address at least once during each workday and make any necessary responses within one workday.
- C. Telephone Messages: Each employee will review all telephone messages provided to them at least once during each workday. All employees will return telephone messages as soon as possible, but no later than during their next work shift.
- D. Personal Telephone Calls: All telephone calls of a personal nature made by on-duty employees, including those made on personal cellular telephones, shall be brief and infrequent. Members who make personal toll or long distance calls from departmental telephones shall reimburse the City of Lakewood in accordance with City Policy (Use of City Property and Systems Index # 500-5).

16.1.2 Subpoenas

Principle: All officers shall respond and appear in court pursuant to a subpoena.

16.1.3 Collision Review Board

Principle: The Lakewood Police Department recognizes the necessity to administratively review collisions involving LPD employees and vehicles, and take necessary action to minimize the dangers to employees and the public. To that end, the Collision Review Board has been established. LPIG members are held to the language in their contract.

Practices:

- A. Reports at the time of the accident:
 - 1. The employee driver will complete a Vehicle Accident Report Form. Additionally, If an injury occurs the Accident, Injury, Illness, Exposure Form is required, the City of Lakewood Initial Vehicle Accident Information form, and the Employee's Accident and/or Incident Report – Risk Management forms. No General Report is written.
 - 2. The officer investigating the accident shall complete the State Collision Report, if appropriate.
 - 3. The investigating supervisor shall complete the supervisor's portion of the above forms.
- B. Review Board: A Collision Review Board may be convened by the Assistant Chief or designated lieutenant within thirty days of the collision, or as soon as practical.
- C. Composition of the Collision Review Board: The board members and Guild observer are selected by the Assistant Chief or lieutenant convening the board. The board will be comprised as follows:
 - 1. Assistant Chief or lieutenant (as designated by the Chief of Police)
 - 2. Unit Lieutenant of the employee involved in the collision
 - 3. Collision Investigator (advanced level or higher, not the officer who investigated the accident)
 - 4. EVOC Instructor
 - 5. Peer member of the employee/driver
 - 6. Guild representative (non-voting)
- D. Procedures:
 - 1. The Board is facilitated by the Assistant Chief or designated lieutenant; it considers all reports and evidence. At the discretion of the Assistant Chief or designated lieutenant, the employee/driver may be required to appear before the Board to explain the circumstances regarding the collision. The Board may require other employee witnesses to appear before the Board. The Assistant Chief or designated lieutenant's designee will send a notice in advance to the employee/driver as soon as practical to advise the employee/driver of the required attendance at the Collision Review Board. Included in the notice will be statements informing the employee/driver of truthfulness requirements and Garrity self-incrimination rights.
 - 2. The Board will reach a determination regarding the collision:
 - a. Non-preventable: The driver/employee could not have reasonably prevented the collision. No further action is taken by the Board regarding non-preventable collisions.
 - b. Preventable: The driver/employee could have taken reasonable action or measures that would have prevented the collision from occurring.

3. If the Board determines that a collision was preventable, the Board then categorizes the collision as described below:
 - a. Category 1: Non-chargeable (not an infraction), at fault collision (i.e. hitting a pole or backing into a car in a parking lot).
 - b. Category 2: Chargeable (an infraction was committed), at fault collision (i.e. Failure to Yield Right of Way, Unsafe U-Turn).
 4. Collisions resulting in alleged criminal violations of the Revised Code of Washington, as determined by the initial collision investigation, shall not be reviewed by the Collision Review Board regardless of their non-preventable or preventable nature. Such incidents will be referred to the Professional Standards Section for investigation.
- E. Administrative Review: The Assistant Chief or designated lieutenant convening the Collision Review Board will review the Board's findings.
1. Non-Preventable: If the collision was found to be non-preventable, no further action will be taken and the investigation packet will be forwarded to the Professional Standards Section for retention.
 2. Preventable: If the Board determined the collision to be preventable, the Assistant Chief or designated lieutenant will make a discipline recommendation to the Chief of Police, based on the Collision Review Discipline Matrix. If there are mitigating or aggravating circumstances in the investigation related to the current collision or previous collisions the Assistant Chief or designated lieutenant may make recommendations to the Chief of Police for discipline in the matrix that is higher or lower than stated within the matrix. If the Assistant Chief or designated lieutenant stays within the matrix and the Chief of Police determines there are mitigating factors or extenuating circumstances in the investigation related to the collision, the Chief of Police exercise disciplinary measures in the matrix that are higher or lower than stated within the matrix.
 3. Prior to any discipline being issued by the Chief of Police, the employee will be allowed a pre-disciplinary hearing with the Chief of Police or Acting Chief of Police. The finder of fact shall not be the person making the discipline decision.
- F. Collision Review Discipline Matrix:
1. An employee's preventable collision history shall be considered for only thirty-six months prior to the date of the collision.
 2. Vehicle removal requires that an employee leave their assigned vehicle parked at the Lakewood Police Department Headquarters when not on duty.
 3. Vehicle removal does not start until the vehicle has been repaired and returned to service, or replaced.
 4. Employees may express a preference regarding when suspension hours are served, but the actual service of all suspensions will be determined by the Assistant Chief, in accordance with the needs of the Department.
 - a. Once the Administrative Review is completed and discipline has been determined, the investigative packet will be forwarded to the Professional Standards Section for retention.

G. Accident Review Discipline Matrix:

Number of Collisions	Category 1 Collisions	Category 2 Collisions
1	Verbal Reprimand	Vehicle removed 1 week
2	Written Reprimand	Vehicle removed for 1 month; or Vehicle removed for 2 weeks & 20 hours of suspension
3	Vehicle removed for one week	Vehicle removed for three months; or Vehicle removed for 1 month & 40 hours of suspension
4	Vehicle removed for 2 weeks and 10 hour suspension; or Vehicle removed for 1 month; or 20 hours of suspension	Vehicle removed for 1 year & 80 hours of suspension

16.1.4 Ride-Along Program

Principle: The Lakewood Police Department strives to improve communication and relations within the Lakewood community. One valuable method of achieving this mission is to allow citizens to ride with officers on patrol in order to enhance a citizen's understanding of the role and duties of a police officer. The below described ride-along program has been created to accomplish this goal.

Practices:

A. Who May Participate:

1. Civilians: Only persons with ties to Lakewood will be allowed to participate in the ride-along program:
 - a. Lakewood residents or business owners
 - b. Local college students studying criminal justice or a related field
 - c. Current sworn police officers considering employment with LPD as a lateral, police applicants, and other law enforcement professionals
2. Police Department Family Members and Friends: Family members and friends are allowed to participate in the ride-along program, and may ride with prior permission of the on-duty supervisor. The appropriate supervisor will determine the frequency with which a family member or friend may ride with an officer.
3. Non-Commissioned Staff / Volunteers: Non-commissioned staff and volunteers are encouraged to ride with officers in order to gain more general knowledge of police operations. Non-commissioned staff / volunteers may participate in the ride-along program once per quarter.
4. Other City of Lakewood Staff and Council Members: Staff members and Council members are also encouraged to participate in the ride-along program.
 - a. Generally other City staff members and Council members will be limited to participating in the program once per quarter. The Assistant Chief may grant exceptions.
 - b. Prosecutors are encouraged to participate in the ride-along program as frequently as possible because their participation improves the performance of both the Police Department and the Prosecutor's Office.

5. Exceptions to the limitations imposed by sections 1-4 above may be granted by the Chief of Police.

B. General Guidelines:

1. All ride-alongs not initiated by department staff will submit a completed Ride Along Request form to the designated front desk CSO assigned to screen the rider.
2. Police department personnel will conduct WASIC/NCIC and Web-RMS checks on the applicant rider. If the subject passes this background check, the Ride Along Request form will be given to the appropriate shift sergeant to assign to an officer.
3. Scheduling: The assigned officer will contact the rider and schedule a date and time for the ride. This should be completed within one week, where practicable.
4. The officer will complete the Observation Ride-Rules and Waiver and the Orientation Check-Off Sheet with the rider prior to beginning the ride along.
5. When the officer completes the ride along, the Observation Ride-Rules and Waiver and the Orientation Check-Off Sheet will be returned to the sergeant, who will sign it and forward it to the patrol lieutenant.
6. In addition to those rides initiated by an LPD officer, no more than three ride-alongs per week will be allowed per squad.
7. Appearance: Riders are expected to be neat, clean and professional in appearance.
8. Length of Rides: Generally the officer assigned to host the rider will determine the length of the ride. A minimum of two hours is the guideline established. Officers may terminate the ride-along at any time for persons who are unruly, fail to obey instructions, distract the officer from his/her duties, or at the discretion of the officer assigned to host the rider.
9. Participation in Activities: The rider will not be allowed to actively participate (perform) law enforcement tasks and/or duties. Officers that have riders assigned to them should attempt to avoid exposing the rider to danger. Only other law enforcement officers may be armed during a ride-along. A supervisor must give prior approval for a law enforcement officer to be armed during a ride-along.
10. Media Devices: Riders are not permitted to carry/use recording devices, cameras, or other media devices. Exceptions may be made for media representatives. Refer to Chapter 23 of this manual.

16.1.5 Department Access and Identification

Principle: Our Police facility has multiple points and methods of access. This increases the importance of being able to quickly identify persons for security reasons. The below listed practices have been developed in order to assist Police members in providing security.

Practices:

- A. Display of Police Identification: All personnel not in uniform shall have available their police department badge or identification card at all times while in the police facility or any other City of Lakewood facility while on duty.
- B. Identification of Visitors: All visitors and guests to the Police Department facility (including vendors and service providers) shall sign in on a log maintained at the front counter. All visitors and guests shall be issued an identification badge to wear while they remain in the building. In the event that a group is touring the building, the leader of that group shall sign in on the visitor's log with a notation as to how many members are in the group. The group must always remain together and shall always be escorted and remain in the presence of a Police Department member.

1. Exceptions:

- a. Police Professionals: Members of other Law Enforcement or Fire Departments are not required to sign-in, so long as they are in a uniform or are prominently displaying a badge and remain in the immediate presence of an employee.
- b. Lakewood City Employees: Other City of Lakewood employees are not required to sign-in so long as they are prominently displaying their City of Lakewood identification and remain in the immediate presence of an employee.
- c. Police Department Employee Family Members: Employees may bring family members into the facility without signing-in, so long as they remain in the immediate presence of the employee.

16.2 OPERATIONS

PHILOSOPHY: The day-to-day operations of a law enforcement agency will result in incident and/or investigations that do not occur frequently and/or require special procedures. Due to the sporadic nature of these types of events, it is helpful to have clearly established guidelines to ensure that the Lakewood Police Department provides the highest level of service that it is able.

16.2.1 Unmanned Aircraft System (UAS)

Philosophy: The Lakewood Police Department strives to deliver the very best police services to the public, which includes taking advantage of advanced technological tools. The Department recognizes the particular value in using UA Systems to conduct a number of law enforcement operations. The Department will ensure that aircraft are operated in a safe manner in accordance with all FAA rules/regulations and in full compliance with the United States Constitution, the Washington State Constitution, as well as federal, state, and local laws governing search and seizure.

Definitions:

- A. Unmanned aircraft (UA) – means an aircraft operated without the possibility of direct human intervention from within or on the aircraft. UA is capable of sustaining directed flight whether preprogrammed or remotely controlled. For the purpose of this policy, UA for the Lakewood Police Department is a “small unmanned aircraft” defined by the FAA. Unless otherwise specified or authorized, unmanned aircraft (UA) operated by the Lakewood Police Department shall weigh less than 55 pounds on takeoff, including everything that is on board or otherwise attached to the aircraft in compliance with FAA regulations.
- B. Unmanned Aircraft System (UAS) – means an unmanned aircraft and its associated elements (including communication links and the components that control the unmanned aircraft) that are required for the safe and efficient operation of the unmanned aircraft.
- C. National airspace system (NAS) – the airspace, navigation facilities and airports of the United States along with their associated information, services, rules, regulations, policies, procedures, personnel and equipment.
- D. Remote Pilot – a holder of a remote pilot airman certificate issued by the FAA or a person, appointed as a LPD Remote Pilot and trained and internally certified by the LPD under the provision of the Certificate of Authorization (COA) issued by the FAA.
- E. Remote Pilot in Command – is a remote pilot responsible for the operation of a UAS. The RPIC is directly responsible for all aspects of the operation and is the final authority for operation of the UAS.
- F. UAS Operator – is a person who flies a UA remotely using a controlling device for the UA (person manipulating the flight controls). RPIC is usually the UAS Operator but RPIC may designate another person to remotely fly (manipulate the controls) as long as the designated UAS Operator is under effective direct supervision of the RPIC.

- G. Visual Observer – means a person who is designated by the RPIC to assist the RPIC or the person manipulating the flight controls of the UAS to see and avoid other air traffic or objects aloft or on the ground.
- H. Certificate of Waiver or Authorization (COA) – is an authorization issued by the FAA to the public operator (Lakewood Police Department) for a specific UA activity. After a complete application is submitted, the FAA conducts a comprehensive operational and technical review and provides coordination with the local air traffic controllers (ATC) for safe operations.
- I. Part 107 – refers to Federal Aviation Regulation Part 107 (from Title 14 Code of Federal Regulations), which governs the operations of UAS. The title of the chapter is “Small Unmanned Aircraft Systems” and it contains many subsections including operating rules and remote pilot certification.

Principle:

The operation of UAS shall be in full compliance with federal and state regulations at all times and in a safe manner.

- A. The Lakewood Police Department will operate its UAS under the provisions set by the COA, Part 107 and FAA rules.
- B. The Lakewood Police Department will operate UAS for the following government missions:
 - 1. *Situational awareness*: To assist decision makers in understanding the nature, scale, and scope of a critical incident such as a Hazmat Spill, Natural or Man-Made Disaster.
 - 2. *Search and Rescue*: Assist with missing person investigations, Amber and Silver Alerts, and other search and rescue missions.
 - 3. *Tactical Deployment*: to help provide situational awareness to support the tactical deployment of Officers and equipment during emergency situations. To the extent possible, this will be done under a judicial search warrant.
 - 4. *Crime Scene Investigation*: To document, measure, locate, and/or assist in the investigation of crime scenes.
 - 5. *Traffic Collision Investigation and Reconstruction*: To document, measure, locate, and/or assist in the investigation of vehicle collision scenes.
 - 6. *Search Warrant*: To collect evidence in a criminal investigation under an approved judicial search warrant.
- C. The Lakewood Police Department UAS will not be weaponized.
- D. Locations of Use: The Lakewood Police Department will use UAS in the following geographical boundaries:
 - 1. Inside the lateral boundaries of Pierce County when operated under COA.
 - 2. Outside of Pierce County when operated under Emergency COA or in accordance with Part 107.
- E. Prohibited Use: UAS video or photo surveillance shall not be used:
 - 1. To conduct random surveillance of non-city owned property
 - 2. To harass or intimidate any individuals or groups
 - 3. To conduct personal business of any type

Practice:

- A. Program Coordinator: The Chief of Police will appoint the program coordinator who will be responsible for the management of the Lakewood Police Department UAS Program. The program coordinator will ensure that policies and procedures conform to current laws, regulations, and best practices and will have the following responsibilities:

1. Applies and obtains FAA Certificate of Waiver or Authorization (COA) for the Department. Ensure the COA is current and supervise and maintain the Department UAS operations in accordance with the COA.
2. Responsible for training, certification, and currency of the LPD UAS Pilots.
3. Develops and maintains local protocols for the UAS operations in the NAS (National Air Space).
4. Develops UAS maintenance program for the department.
5. Maintains records relating to the Department UAS pilot training and maintenance program.
6. Ensures that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

B. Remote Pilot:

1. Upon selection, Remote Pilot will attend the LPD UAS training which consists of ground school and practical flight training sessions.
2. The LPD Remote Pilot will obtain their FAA Remote Pilot license with small UAS rating.
3. Upon the issuance of FAA Remote Pilot license, the remote pilot must submit a copy of the remote pilot license to the Program Coordinator for the purpose of record keeping.
4. Conduct preflight inspection checklist, to include specific aircraft and control station systems checks, to ensure the UAS is in a condition for safe operation.
5. Remote pilot will adhere to laws, rules, protocols and the Department policy. The remote pilot may deviate from these requirements only in response to an in-flight emergency.
6. It is the RPIC responsibility to maintain uninterrupted communication with the air traffic controller by radio or phone to ensure the safety of the UAS operation.
7. (RPIC) must report any UAS accidents to the FAA in accordance with the rules of Part 107 or COA.

C. Flight/Operational Rules:

1. All flights will be approved by the on-duty Supervisor or Command Duty Officer.
2. All flights will be documented in the flight log noting the reason for the flight, flight length, general location, RPIC, and approving Supervisor.
3. The program coordinator will develop a monthly report of the flight log information for posting to the City's website or social media.
4. The flight log will be periodically reviewed by the Patrol Specialty Lieutenant to ensure compliance with department policy and applicable laws and regulations.
5. Where there are specific and articulable grounds to believe the UAS will collect evidence of criminal wrongdoing and if the UAS will intrude upon reasonable expectations of privacy, the Department will secure a search warrant prior to conducting the flight, unless exigent circumstances exist.
6. The persons involved in operating UAS will adhere to all laws and regulations relating to the operation of UAS unless specific rules were waived by FAA via the COA issued to the Lakewood Police Department.
7. The RPIC and/or UAS operators will not operate in a careless or reckless manner.

8. Prior to launching the UAS the RPIC will specifically declare and document if it is being flown under FAA Part 107 or the COA.
 - a. The primary authority will be the COA; however, discretion is given to the RPIC to operate under Part 107 should circumstances dictate.

D. Use of Cameras:

1. For practical application of UAS, the Lakewood Police Department UAS will be equipped with cameras capable of capturing videos and still images.
2. Live-feed viewing, recording, storing, and viewing of recorded images will be done in compliance with the law and applicable Department policies in support of the Department philosophy noted above.

E. FLIR (Forward Looking Infrared) Camera:

1. The Lakewood Police Department may use FLIR to support various missions such as but not limited to; search and rescue, apprehension of dangerous subjects or wildlife, surveillance of open fields; especially the City Parks, which are closed after dusk.

F. Training Area:

1. Training of UAS will be conducted in the air space directly above the lateral boundaries of property owned by the City of Lakewood or in the designated area of Fort Steilacoom Park. The training area may be extended to the other areas of Fort Steilacoom Park as long as the training doesn't pose unnecessary risk to the public. Officers in charge of the training will consider the time of day and time of week when conducting training outside of the designated training area.
2. UAS training is permitted in the air space directly above the lateral boundaries of property not owned by the City of Lakewood as long as the owner(s) or the agents of the owner(s) of the property give permission.

G. Retention of UAS Data:

1. Data collected by the UAS shall be retained as provided in the established records retention schedule.

16.2.2 Response to Domestic Violence Incidents involving Law Enforcement Personnel, Public Officials and other Persons of Power

Principle: The profession of Law Enforcement is not immune from members committing domestic violence against their intimate partners. The purpose of this policy is to establish clear procedures, protocols and actions in response to domestic violence incidents involving Lakewood Police Department (LPD) employees, employees of other law enforcement agencies and public officials who fall within the investigative jurisdiction of the Lakewood Police Department. The policy will also address the prevention of incidents involving LPD personnel through hiring, training, and supervision practices. The public must trust that law enforcement employees are held to the standards of the law regarding domestic violence. Therefore, the Lakewood Police Department shall:

- Promptly respond to all allegations of Domestic Violence by an employee according to this policy and all applicable laws.
- Give primary consideration to protection of the victim(s) of domestic violence and enforcement of the law.
- Respect the due process rights of all employees, according to applicable legal precedent and collective bargaining agreements.
- Expeditiously report and conduct thorough investigations into any allegation of a law enforcement employee's or public official's involvement in domestic violence.

Definitions:

- A. Domestic Violence (as defined by RCW 10.99) includes two elements:

1. A relationship between the perpetrator and the victim, defined in RCW 10.99.020(3).
 2. A criminal act has occurred as defined in RCW 10.99.020 (5).
- B. Domestic Dispute: An incident involving a qualifying relationship where there was no criminal act.
 - C. Person of Power or Prominent Community Leader: A person who by position; stature within the community; personal wealth or association with other persons of power; could be perceived as having potential undue influence upon members of the government, the judicial system, or law enforcement.
 - D. Public Official: Includes senior government officials, elected officials to city, county, state or federal government and judicial officials.
 - E. LPD employee: Any person currently employed by the City of Lakewood Police Department.
 - F. Non-LPD personnel: Includes law enforcement employees from other agencies or jurisdictions, public officials, and persons of power within our community.

Practices:

- A. LPD Responsibilities:
 1. The department shall accept, document, and preserve all calls, complaints or reports regarding domestic violence (including those made anonymously) as official, "on the record" information.
 2. All reports of possible criminal activity implicating LPD employees in domestic violence shall be documented in accordance with policies governing the handling of domestic violence involving civilians.
 3. All such incident reports shall be made available by the department to victims without cost.
 4. Provide information of allegations of domestic violence crimes which were committed by law enforcement employees of any other agency to administrators of that agency within 24 hours of the incident being reported.
 5. Coordinate with other law enforcement agencies and request immediate notification of any domestic violence incident which their agency responds to involving LPD employees.
 6. Provide information on the LPD Domestic Violence Response Protocols to employees.
 7. Provide alleged victims of domestic violence by LPD employees an LPD point of contact to assist the victim through the investigative process. This point of contact may be the assigned investigator. Consideration should be given to selecting a point of contact that is a higher rank than the alleged abuser.
 8. In response to observed warning signs or at the request of the employee, LPD may offer or recommend non-punitive avenues of assistance to employees, their partners, and other family members before an act of domestic violence occurs. (i.e. Employee Assistance Program (E.A.P.) or other appropriate counseling services including those listed in RCW 26.50.150.)
 9. Handle allegations of domestic violence which are committed by a Public Official as we do with members of a law enforcement agency.
 10. The Department will maintain ongoing relationships with domestic violence professionals in the community to strive to reduce domestic violence within our community.
- B. Employee Responsibilities:

1. All employees are encouraged and entitled to seek assistance through E.A.P. and similar counseling functions to prevent a problem from escalating to the level of criminal conduct against a family or household member, or person whom they have had a dating relationship
2. Personnel who disclose to any member of the department that they have personally engaged in domestic violence are not entitled to confidentiality, unless the communication is about non-criminal domestic issues and the purpose of the communication is within the parameters of seeking assistance such as E.A.P. The report of such criminal conduct must be treated as an admission of a crime or notification that a crime has occurred. Either shall be investigated or reviewed criminally and administratively.
3. Personnel with any knowledge or information of abuse and/or violence involving any person covered by this policy must report such information as soon as possible, to the on-duty supervisor or the Professional Standards Section. Failure to do so may subject the employee to investigation, disciplinary action, or other actions.
4. Employees who are the victims of domestic violence would not be subject to punitive measures for failing to report their abuse; however we do encourage employees to seek assistance.
5. All personnel shall be aware of the possibility of witness or victim intimidation/coercion. Whenever an employee has knowledge that this is occurring, he/she shall prepare a written notification and immediately deliver it to the investigator in charge of the case or through the proper chain of command.
6. Personnel who engage in threatening, harassing, stalking, surveillance or other such behavior designed to interfere with domestic violence cases or attempt to intimidate witnesses shall be subject to investigation, and possible disciplinary action and/or other consequences.
7. Personnel who fail to cooperate with the investigation of a domestic violence allegation by a person covered under this policy may be subject to investigation, and possible disciplinary action and/or other consequences. (IAW 5th Amendment Rights, Garrity or current LPD policy.)
8. Any employee who falsely reports that a party to a domestic violence investigation has committed a crime (such as child abuse or neglect) shall be subject to investigation, and possible disciplinary action and/or other consequences.
9. Any employee who is the subject of a criminal investigation, or civil action with a protective or restraining order related to domestic violence, regardless of the jurisdiction, is required to report that fact to his/her supervisor. The employee shall report this information as soon as possible, but no later than 24 hours, and provide a copy of any order, notice of court dates, times, appearances, and proceedings.
10. Department employees shall not accompany persons covered by this policy to any domestic related court proceedings while on duty or in uniform unless subpoenaed to appear or authorized to do so by their chain of command.
11. Employees accused of domestic violence may be placed on administrative leave, at the discretion of the Chief of Police, pending the outcome of an independent investigation by the Professional Standards section regardless of the outcome of any criminal investigation or the filing of, or dismissal or, criminal charges.

C. Supervisors' Responsibilities:

1. Supervisors should be cognizant of any abusive behavior potentially indicative of domestic violence. These shall include, but are not limited to:
 - a. Aggressiveness:
 1. Excessive and/or increased use of force on duty
 2. Stalking and inappropriate surveillance activities
 3. Unusually high incidences of physical or verbal altercations

4. Complaints from co-workers and/or citizens of verbal abuse or unwarranted aggression
- b. Deteriorating Work Performance:
 1. Excessive absences or tardiness
 2. Alcohol or drug abuse
- c. Domestic violence-related issues:
 1. Monitoring or controlling any family member or intimate partner through such means as excessive phone calling or the unreasonable withholding of financial resources, etc.
 2. Stalking any intimate partner or family member.
 3. Discrediting or disparaging an intimate partner.
2. All Lakewood Police Department supervisors are responsible for ensuring that domestic violence incidents are properly reported. Supervisors are responsible for ensuring that the incident is investigated pursuant to the department's domestic violence policy and applicable state law.
3. Supervisors shall immediately notify the Command Duty Officer (CDO), as well as any other appropriate command personnel of all domestic violence incidents involving persons covered under this policy.
4. Supervisors shall call the SAU Supervisor or CIU Lieutenant for consultation on incidents involving persons covered under this policy.
5. Supervisors shall ensure that the completed general report is forwarded to the SAU Supervisor and a copy to the Assistant Chief. Non-criminal incidents will only require a written memorandum of the incident be sent to the Assistant Chief.
- D. Pre-employment Screening:
 1. Professional Standards personnel shall ensure that all applicants are screened for issues of domestic violence, power and control, anger management, and other abusive behaviors during the application, personal history, interviews and background investigation phases.
 2. Candidates shall be asked directly if they have engaged in or been investigated for domestic violence and also asked about any past arrests, suspended sentences, diversion programs, convictions, and protection orders related to elder abuse, child abuse, sexual assault, stalking, or domestic violence.
 3. Candidates will be required to disclose the names and contact information of present and former spouses and intimate partners, children, parents and siblings. These persons will be interviewed about domestic violence perpetrated by the candidate.
 4. Those candidates with a substantiated history of perpetrating domestic violence (as defined by RCW), elder abuse, child abuse, sexual assault or stalking) will be screened out at this point in the hiring process.
 5. All candidates shall be clearly informed of the department's position concerning family violence by LPD employees prior to hiring.
- E. Post-Conditional Offer of Employment:
 1. The psychological and polygraph examinations of all viable candidates will focus on indicators of abusive tendencies in their background.
 2. Those candidates whose psychological exam reveals tendencies indicative of abusive behavior shall be screened out at this point in the hiring process.
- F. Incident Response Protocols:

1. Patrol Response:
 - a. Upon arrival on the scene of a domestic violence call or incident involving an LPD employee the patrol units shall immediately notify dispatch and request a supervisor of higher rank than the involved employee report to the scene.
 - b. The responding officers shall perform the following actions:
 1. Obtain needed medical assistance
 2. Address the immediate safety of all parties involved
 3. Conduct a thorough, unbiased investigation in accordance with RCW 10.99 and established LPD DV response protocols.
 4. Make an arrest if probable cause exists.
 5. Attempt to locate accused employee if he/she has left the scene.

G. On Scene Supervisor Responsibilities:

1. A supervisor of higher rank shall report to the scene of all domestic violence incidents involving LPD personnel or non-LPD personnel covered by this policy.
 - a. Upon arrival, the responding supervisor shall assume incident command and shall ensure that the incident is investigated per State Law and LPD DV Response protocols.
 - b. In cases where probable cause exists, the supervisor shall ensure that an arrest of the Primary Aggressor is made in accordance with RCW 10.31.100 and he/she shall notify the CDO of the arrest.
 - c. If the alleged offender has left the scene and probable cause exists, the patrol supervisor shall perform the following actions:
 1. Exhaust all reasonable means to locate the alleged offender
 2. Determine the location of his/her department-issued weapon, if any.
 3. Notify the CDO as soon as possible.
 4. Offer to transport the victim to another location of his/her choosing
 5. Document all subsequent actions in a timely manner
2. In the event that the victim has left the scene, the supervisor shall make every effort to follow through on the investigation and attempt to locate the victim.
 - a. Whenever a police officer is arrested, the supervisor shall attempt to secure all department-issued weapons found at the scene, pending further direction from the CDO.
 - b. The on-scene supervisor shall inquire whether the victim wants any other weapons removed from the residence for safekeeping.
 - c. The on-scene supervisor shall provide to the victim the following information:
 1. An LPD Victim's Rights brochure.
 2. Procedures for obtaining protective orders
 3. The contact information for the employee's unit commander
 4. An opportunity to accept transportation to another location
 - d. The on-scene supervisor will ensure that all responding officers submit a written report of the incident prior to the end of their duty shift.
 - e. If the incident does not result in an arrest, the on-scene supervisor shall ensure that the circumstances are fully documented in the report.

H. LPD CDO Responsibilities:

1. The CDO will ensure that the Chief of Police is notified of any DV incident involving persons covered by this policy.
2. The CDO will ensure that the on-scene supervisor has the required resources to properly investigate the incident.
3. If an involved LPD employee holds the rank of sergeant or above, the CDO or another command officer shall respond to the scene.

4. In the event that the reported incident involves the Chief of Police, the CDO shall immediately notify the LPD Unit Lieutenants and the Lakewood City Manager or designee.
- I. Post Incident Follow Up: The SAU Supervisor shall review the report and investigation for thoroughness and assign a follow-up investigator as appropriate. The SAU Supervisor will utilize the DV Detective as the primary investigator whenever possible. Case assignment will be made upon a case by case basis; this does not preclude the SAU Supervisor from assigning a DV investigator (officer) to the investigation. In all cases, the SAU Supervisor will consider the relationship between the Detective/Investigator and the incident suspect when making case assignments.
 1. The SAU investigator shall provide to the victim of alleged domestic violence by an LPD employee the following:
 - a. A copy of this domestic violence policy.
 - b. Information about public and private nonprofit domestic violence advocate resources and services, to include the Pierce County Domestic Violence hotline and if applicable the employee assistance program.
 - c. Information related to relevant confidentiality policies related to the victim's information and public disclosure as provided for by law.
 - J. Administrative Investigations:
 1. The Lakewood Police Department will adhere to and observe all procedures to ensure an accused employee's department, union, and legal rights are upheld during the administrative and criminal investigations.
 2. Administrative investigations will be conducted through the department's Professional Standards Unit, or, as otherwise may be directed for investigation by the Chief of Police.
 3. Regardless of the outcome of the criminal case, the department shall uphold all administrative decisions. Where sufficient information/evidence exists that domestic violence has occurred or any department policies have been violated, administrative action shall be taken independent of any criminal proceedings as soon as practicable.
 4. The department may initiate an independent administrative investigation and decide the employee's status based on the outcome of the investigation, regardless if an arrest was made or charges were filed.
 5. Administrative actions may include: removal of badge, commission card, law enforcement identification, building access badges, removal of weapon, restricting access to information systems, reassignment, and administrative leave with or without pay, emergency suspension, or termination.
 6. In determining the proper course of administrative action, the department may consider factors such as level of danger an employee poses to the victim (based on risk assessment measures), an employee's history of compliance with departmental rules, history of aggressive behaviors, and existence of an alcohol or substance abuse problem.

7. The department employee may be ordered to have a fitness for duty evaluation prior to any disposition. Additionally, the department may order restrictions on an employee's work schedule or assignment pending disposition of the investigation.

16.2.3 Biometric Handheld Fingerprint Identification Use

Purpose: To provide direction for the use of the biometric fingerprint identification devices, more commonly known as mobile identification device or Mobile ID or MID.

Procedure: The use or retention of any Mobile ID-collected data shall conform to federal and state laws. It must also conform to individual agency policy as well as the AFIS program procedure as follows:

- A. An officer may use Mobile ID when there is probable cause to arrest a suspect.
- B. An officer may use Mobile ID during a Terry Stop based upon reasonable suspicion. If a person provides a driver's license or other valid means of identification, or gives the officer a name that can be confirmed through a driver's license check, that form of identification should suffice without the use of Mobile ID. However, if there are articulable facts that give rise to reasonable suspicion regarding the accuracy of a person's identity, the officer may use Mobile ID to verify identity.
- C. Absent probable cause or reasonable suspicion of criminal activity, a person may consent to an officer's request to use Mobile ID. However, the consent must be voluntary as defined by current Washington case law; i.e., the person must be informed that he/she has a right to refuse the officer's request.
- D. An officer may use Mobile ID as part of a community caretaking function to identify a person when:
 - The person is unable to identify himself/herself because they are deceased, unconscious, physically injured, intoxicated (drugs or alcohol), suffering from a mental illness or dementia (for instance, Alzheimer's walk-away patient).
 - Use of Mobile ID will only be used on deceased persons by Forensic Services personnel unless specifically authorized by the Forensic Services Manager, Major Crimes Supervisor or CIU Lieutenant.
 - The officer does not find any identification that can reasonably confirm the person's identity.
 - The officer takes the person into protective custody (for example, under RCW 70.96.120(2) (alcohol), RCW 71.05, 71.34 (mental health), or similar statute, or to render aid such as having the person transported to the hospital, or to identify and protect an elderly dementia person who is lost.
- E. Use of the device shall be documented in any report generated as a result of the contact. The officer must articulate the specific facts that support the basis for the use of Mobile ID and must state the voluntary compliance of the Mobile ID if used without arrest, probable cause or reasonable suspicion.
- F. The Mobile ID program will be operated in accordance with the agreement with KCRA (King County Regional AFIS). A copy of the full agreement will be maintained by Forensic Services and Professional Standards for reference.